



SANTA CRUZ PUBLIC  
LIBRARIES  
A City-County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, March 1, 2010  
Central Branch Community Meeting Room  
224 Church Street, Santa Cruz

6:30 PM Closed Session of the Joint Powers Board

1. Labor Negotiations (Government Code Section §659767.6)

City Negotiator: Lisa Sullivan, City of Santa Cruz Human Resources Director,

7:00 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF FEBRUARY 1, 2010
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
6. WRITTEN COMMUNICATIONS
  - A. Patron Written Comments
  - B. Articles on Libraries Nation Wide
  - C. Articles About Santa Cruz and California Libraries
  - D. Monthly Narrative Report
  - E. Monthly Statistical Report
  - F. Monthly Spotlight: Bookmobile
7. REPORTS OF ADVISORY BODIES
  - A. Friends of the Santa Cruz Libraries, Inc.
  - B. Finance Committee Minutes and Oral Report



JPB AGENDA  
March 1, 2010

8. MEMBER REPORTS

- A. Scotts Valley Report (Reed)
- B. Capitola Report (Storey)

9. STAFF REPORTS

- A. Monthly Financial Reports
- B. Reclassification of Office Supervisor to Administrative Analyst
- C. Conflict of Interest Code Update
- D. SEP Program Approval
- E. Collection Agency Update

10. OTHER BUSINESS

- A. 10/11 Budget Update with 5 Year Projections
- B. Public Hearing on Budget Priorities (oral)
- C. Board Discussion on Budget Priorities (oral)
- D. Parking Lot List Review
- E. Strategic Plan Update (oral)
- F. Board Evaluation Update (oral)

11. NEXT MEETING

The next regularly scheduled meeting is Monday, April 5, 2010.

12. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of March 1, 2010 to the next regularly scheduled public meeting on April 5, 2010 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

February 1, 2010

Central Branch Meeting Room  
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

I. ROLL CALL

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

Absent: Supervisor John Leopold

Staff: Teresa Landers, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF FEBRUARY 1, 2010

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

**that the Board approve the agenda of February 1, 2010.**

**UNAN**

**Absent: Leopold**

III. APPROVE MINUTES OF JANUARY 11, 2010

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

**that the Board approve the minutes of January 11, 2010.**

**UNAN**

**Absent: Leopold**

VI. ORAL COMMUNICATIONS

Board Chair Gorson announced that Supervisor Leopold will be stepping down and Supervisor Ellen Pirie will be taking his place on the Library Joint Powers Board.

VII. CONSENT AGENDA



None

## VII. WRITTEN COMMUNICATION

- 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

## VIII. REPORTS OF ADVISORY BODIES

### A. Friends of the Santa Cruz Libraries, Inc.

Elizabeth Walch reported the following Friends' activities:

- We're very pleased with the FRIENDS BOOK STORE. Although too new to be sure, its likely that our sales will double. Patrons love it. We still need to come up with a name. If you think the store is as great as we do, can you please vote for it for the Good Time's "Best of" – Its easy. Just go to [goodtimessantacruz.com](http://goodtimessantacruz.com) and write in Santa Cruz Friends of the Library Book Store.
- We will hold our store GRAND OPENING on Friday, February 26<sup>th</sup> from 5-7 pm here at Central. We'll be sending out invitations next week – we hope you can all attend!
- Last Saturday, we held our winter CHILDRENS' BOOK SALE. Everyone who attended the sale loved it and the quality of the books. Unfortunately this didn't equate to sales. Whether the economy or the fact that it wasn't raining so people wanted to be outside, proceeds were about 25% less than usual.
- This weekend is the final LIBRARY SURVEY weekend. Our volunteer coordinator, Ron D'Alessandro, and Nancy Gerdt did an amazing job bringing together all the people to make this happen.
- Thursday, February 11<sup>th</sup> is this year's kick off of the free "SMALL BUSINESS SURVIVAL/BROWNBAG WORKSHOP. This month's topic is "Tax Tips for your Small Business" led by CPA Randy Reynolds. The workshop is from 11:45-1 pm and is always on the 2<sup>nd</sup> Thursday of the month
- The MUNCHING WITH MOZART concert in January was to a sell out crowd – if we sold tickets! It's free and as one attendee said "is becoming iconic." The concert is held on the 3<sup>rd</sup> Thursday of the month from 12:10-12:50.
- February 27<sup>th</sup> is the Boulder Creek Friends' chapters' 2<sup>nd</sup> annual "LIBRARY JAM & BOOK SALE" community celebration. The event includes a chili feed, kids corner, used book sale, music, reptiles (I'm serious!) and several tables are set up for nonprofits to provide volunteering information.

### B. Finance Committee

Citizenmember Gorson explained that there would be a lag in the minutes available for the LJPB packet because the finance committee meets a week before the regularly scheduled board meetings.





The Finance Committee meeting held on January 25, 2010 discussed the financial information that will be covered later in this evenings discussion.

## VIII. MEMBER REPORTS

### A. Scotts Valley Report

Project Management Team meeting was held in January and the focus of the meeting was to prioritize the building improvements. In December, the Scotts Valley City Council heard presentations from the architects regarding their layout proposals with the Library Director's feedback. The architects and construction managers were given feedback and will be back to present their final plan proposals in March to the Planning Commission. The hope is that then the following timeline will occur:

- April-Scotts Valley City Council approval of the plan
- May-Staff to prepare bid documents
- June-Go out to bid
- July-Close bid process
- August-Start the remodel of the new Scotts Valley Branch

Next meeting will be in March.

### B. Capitola Report

Councilmember Storey reported that the City of Capitola has been working on developing their library ad-hoc committee. They received ten applications for five positions, so the committee was expanded to ten participants. The individuals on the committee are Michael Arnone, Barbara Gorson, Tony Gualtieri, Mary Healy, Carl LaMothe, Dennis Norton, Gayle Ortiz, Sam Storey, Michael Termini and Lisa Steingrube.

## IX. STAFF REPORTS

### A. Monthly Financial Reports

The Library Director reported on the current financial status of the library. The preliminary estimate from the County of Santa Cruz for FY 2010-11 is that the total revenues available to the Library Financing Authority will be \$477,174 less than the budgeted amount for FY 2009-10.

The Board reviewed revenues, expenditures and cash flow for the library system.

### B. Budget Projections Update

Finance Director, Jack Dilles will be working on putting together budget projections for the library system and should be available for the upcoming Finance Committee meeting.



C. FY 2010-2011 Budget Update: Schedule and Considerations

Board reviewed the upcoming FY 2010-2011 budget considerations and schedule.

D. Security System Proposal

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

**that the Library Joint Powers Board approve the suspended use of the current materials security system to facilitate self check, save money and facilitate efficiency and staff health and safety.**

**UNAN**

**Absent: Leopold**

E. By-laws Review

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

**that the Library Joint Powers Board authorize the removal of the Review of By-laws from the current parking lot list.**

**UNAN**

**Absent: Leopold**

X. OTHER BUSINESS

A. Parking Lot List Review

Board reviewed parking lot list.

B. Strategic Plan Update

The Strategic Planning Committee is busy conducting a survey that will close on Saturday February 6, 2010.

C. Board Evaluation Update

No report.

D. Local Taxpayer, Public Safety, and Transportation Protection Act of 2010

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



**that the Library Joint Powers Board adopt Resolution #2010-001 approving the listing of the Santa Cruz Public Libraries Joint Powers Board in support of the Local Taxpayer, Public Safety, and Transportation Protection Act of 2010 and instruct staff to fax a copy of the resolution to campaign offices at 916-442-3510.**

**UNAN**

**Absent: Leopold**

XI. NEXT MEETING

March 1, 2010

XII. ADJOURN

The regular meeting adjourned at 8:15 p.m.

Respectfully submitted,



Kira Henfin, Clerk of the Board

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



## Teresa Landers

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**To:** DAVID and TERRY BOHRMAN

**Subject:** RE: Teresa Landers re: Felton area library

I am in receipt of two emails from this address so please share my response with Caroline who signed the first email.

Thank you for expressing your concern for the Felton library. We really do appreciate the support the community has shown by voting for tax and bond measures that have come up over the years. We are quite fortunate to have the dedicated sales and property tax revenue. However, this past year sales tax revenue has declined 17% and property taxes are expected to decrease by 3-7% next year. When one's personal income falls by 20-24% one makes drastic adjustments to one's lifestyle. This is exactly what we did last year when we cut hours 54%. Felton was not the only library affected and decisions had to be made based on factors such as the total number of visitors, circulations, size available to hold collections and conduct programming.

Please be assured that the survey was not intended to be a vehicle for closing branches. We are looking at the data in a variety of ways but we do understand that neighborhood libraries are important to people. Unfortunately our financial position only gets worse over the next 5 years not better as we had once hoped so the JPB will need to come up with an approach that deals with this difficult situation that is going on for longer than any of us thought it would.

I also need to let you know that the Board packet went out already today so I will include your email in next month's packet.

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

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**From:** DAVID and TERRY BOHRMAN [mailto:dbohrman@prodigy.net]

**Sent:** Wednesday, February 24, 2010 1:46 PM

**To:** Teresa Landers

**Subject:** Teresa Landers re: Felton area library

As tax payers for 40 + years in the SLV area (Ben Lomond) we have raised three kids here using the Felton library and have been active supporters of any tax or bond measure on the ballot for libraries. We feel very "slighted" by having our tax and bond money not being equally dispersed to our Felton library.

We were both school teachers and our kids are now all college graduates (Nursing, Accounting, and Hydrologist). Their families all have wonderful libraries which they use regularly (in Clovis, Reno, and Fresno). We are concerned that our local library in Felton is open only 2 half days a week. We have had





to use the Scotts Valley and Central libraries most of the time. When we answered that on the Strategic Plan Survey we are afraid it will be taken as being "happy" with the situation. We are not happy having to travel 8 or 12 miles to pick up requested books and use library facilities.

Thank you for reading this email and sharing it with the other Board members. David and Terry Bohrman

Page 1 of 1

### **Teresa Landers**

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**From:** DAVID and TERRY BOHRMAN [dbohrman@prodigy.net]  
**Sent:** Wednesday, February 24, 2010 12:03 PM  
**To:** Teresa Landers  
**Subject:** library survey

I am very concerned about the way the library survey results will be interpreted. I have been a faithful patron of the Felton library for over 40 years. Recently I have been forced to use the Scotts Valley library because of the drastic reduction of hours at the Felton library. I filled out the survey and because of the way the questions were worded I had to list Scotts Valley as the library I frequented most - that is not by choice!!! I understand that these are very difficult times economically but I would request that the Felton library have more hours restored as soon as possible and that some be in the mornings or a Saturday. Thank you, Caroline Bohrman



## Teresa Landers

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**From:** Teresa Landers  
**Sent:** Wednesday, February 24, 2010 3:40 PM  
**To:** 'Dion L. Johnson II'  
**Cc:** feltonlibraryfriends@gmail.com  
**Subject:** RE: Some thoughts on the Felton library

Thank you for your interest and concern. The shortage of hours is difficult for all of us to accept but I am afraid that we are all going to have to all get used to a new reality when faced with services provided through sales and property taxes unless we are willing to see increases in either or both of these.

Running our libraries with volunteers is not an option. Staff in our libraries are highly trained and do a lot more than just process books in and out. The check out piece we are looking at doing which will free up staff that can hopefully translate into more hours. We are currently looking at a pilot project in La Selva Beach where one volunteer would be assigned essentially as security while a single staff person ran the branch. This can only possibly work because the volume at La Selva is so low that two staff members are not needed. This is not the case for either Felton or Boulder Creek.

To replace staff with volunteers and remain part of the system is not tenable due to the following considerations:

1. Union contracts
2. Liability
3. Confidentiality
4. Training-reference, readers advisory, policies, early childhood development, and the list goes on
5. Supervision
6. Collection management

I get asked a lot about running our facilities with volunteers and one of my responses is what other public or private agencies do we ask this of? Yes, many agencies including our own (we use over 550 volunteers) use volunteers to augment and assist staff but not to actually run facilities. We don't have volunteer teachers but volunteers who help the teachers. The JPB recently adopted a volunteer policy that clearly states that volunteers will not be used to replace staff. Using volunteers to run facilities when the library is closed is replacing staff who, if funds were available, would be working those hours. I have no doubt this would not withstand an unfair labor practices grievance as the very first of many barriers.

If a particular community would like to operate their facility with volunteers and without library staff in attendance as you suggest, we can explore that community taking on the full responsibility for that and the library can cease to be part of the Santa Cruz Public Library system although community members would still have access to other branches in the system. I am sure we could arrange to leave you the materials and possibly even give you priority access to donated materials but the system would no longer have the responsibility for liability, maintenance, computer/phone lines, utilities, collection, computers, other equipment, etc.

What I can tell you on a positive note is that once we have the strategic plan done and it is close, we will take a look at the hours we are providing and is there any way to tweak them or possibly find a way within existing budget resources to expand them even if it is just a little. As we have adjusted to the new structure and hours, we are beginning to find efficiencies that may be able to be translated into hours or services such as programming. As we transition over the next year to self check throughout the system we will surely find additional efficiencies that I hope can translate into additional hours. I cannot make any promises but we are committed to taking a closer look at this over the next few months and in the next fiscal year.

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**From:** Dion L. Johnson II [mailto:dionj@comcast.net]  
**Sent:** Wednesday, February 24, 2010 1:47 PM  
**To:** Teresa Landers  
**Cc:** feltonlibraryfriends@gmail.com  
**Subject:** Some thoughts on the Felton library



Dear Director Landers,

Perhaps there is a way for local volunteers to extend the library hours. If we could have volunteers that were NOT employees of the county/city, but nonetheless would have authority to oversee the operation of the library at certain hours, that would be a great benefit.

How could such authority be granted, and keep the legal/labor requirements satisfied? I suggest a system of deputization. Local volunteers could be delegated powers to operate these facilities without formal county personnel in attendance (or perhaps with just ONE county library system employee present). This way, we could accept the local helpers, without impacting the county budget very much, and still provide the improved hours that the community wants. The helpers would, of course, be citizens in good standing with suitable references or whatever else is needed to establish their qualifications.

If successful, this scheme could be used at other libraries.

Just a thought.

It's a shame to have a community resource that EVERYONE wants, and where there ARE resources wanting to be deployed, and yet we cannot find a way through the bureaucracy and politics to make things work.

Thank you for your ongoing efforts on behalf of all the library users!

Dion L. Johnson II  
265 Woodland Dr  
Scotts Valley, CA 95066



## How the Public Library Can Save You Money

Read essays by four women who saved a bundle thanks to their local branches

By Woman's Day Staff Posted February 01, 2010 from Woman's Day; March 1, 2010

[Comment with Facebook Connect](#)

The library has always been a place to save money. Where else can you get books, CDs and DVDs without buying them? And these days libraries offer even more—a host of activities and services that cost you nothing. As part of our annual *Woman's Day*/ American Library Association essay contest, we introduce you to four winners who found big savings— and even changed their lives—at their local library.

### **A World of Learning by Karen Schmidt, Camano Island, WA**

By the time I began homeschooling our 8-year-old son, Jonathan, our community library was already a place of discoveries and spontaneous conversations with acquaintances. Both Jonathan and I had swarmed to the library (yes, two word lovers can swarm when it comes to books!) when we moved from South America back to the U.S. when he was 4. Our habits didn't change much when he was reading on his own at age 6—we were already confirmed library-ophiles. But homeschooling turned our local library—first the Marysville Library, then when we moved a half-hour away, the Camano Island Library—into a resource center that has been a focal point for my son's education.

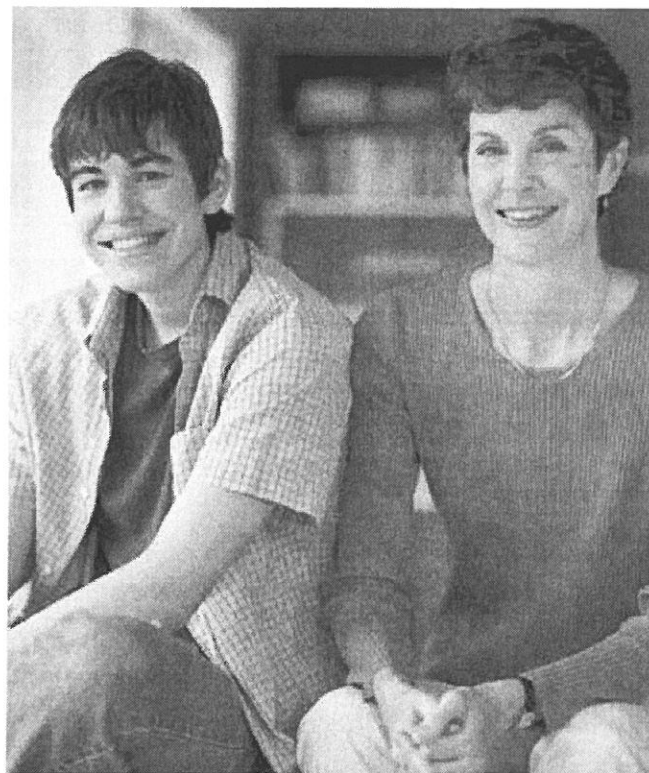


Photo: © Gary Matoso

The library was the place where Jonathan crawled into an inflatable planetarium to “stargaze,” thanks to a Friends of the Library program and the regional science center. He molded sculptures from recyclables, laughed at puppet shows, and not long after we studied insects, he ogled—but refused to engage with—a “Bug Chef,” who fried, sautéed and baked bugs for a gawking group of elementary school-age kids. Never was a science unit so memorable!

When Jonathan got older, I based history study on literature, not a textbook. So each weekend I logged on to the library's website and requested the books, videos, music and other materials we would need for the coming week. After reading a Shakespeare play, at age 13, for example, and looking at visual renderings of English theaters during the Elizabethan period, Jonathan would watch a video of the play to make history come alive.

If essays required observational writing or a stack of reference books, we would stuff our school materials into backpacks at home and spend a couple of hours at the library. Homeschooling has been completely





doable on a single wage-earner's income largely because we have received so much for free from our library. We would never have been able to peruse the oversize art books of long-gone artists' works, listen to Gypsy music and ancient Hebrew chants, or read the vast breadth of books that have been the pedestal of Jonathan's learning.

Today, as a teenager, Jonathan seems to most desperately appreciate the library's high-speed Internet service, which we can't acquire on our rural property. And we both still breathe in the refreshing change of scenery. On gloomy days or when school feels grittily tedious, we both perk up like potted plants being watered when one of us suggests, "How about going to the library?"

### **School's In by Tammy Thomas, Stuarts Draft, VA**

My public library literally helped put me through college! I was 34, and I had chosen to forgo school years before in order to work part-time and raise my children. But now that my sons would be entering high school, I started thinking that I wanted to be an English teacher. I had always enjoyed reading and writing, and loved volunteering at my sons' school. Still, money was tight and becoming a teacher seemed like an impossibility. Yet I couldn't let go of the dream. I went to an open house at a nearby community college, just to get more information. I ended up taking a leap of faith and enrolling. I applied for financial aid and student loans for the tuition costs, and then collected the syllabi for my classes. That's when I realized that I had made a serious miscalculation: I hadn't counted on the cost of textbooks. They could cost anywhere from \$50 to \$250 each per semester, and I always needed at least three. For a family on an extremely tight budget, this expense was a real problem.



I looked around for used books, but even those were more than I could comfortably afford. So I decided to go to the Augusta County Library on a mission to keep my college dream alive. I got mixed results. While the library did have many of the books on the recommended reading list, they didn't have the textbooks.

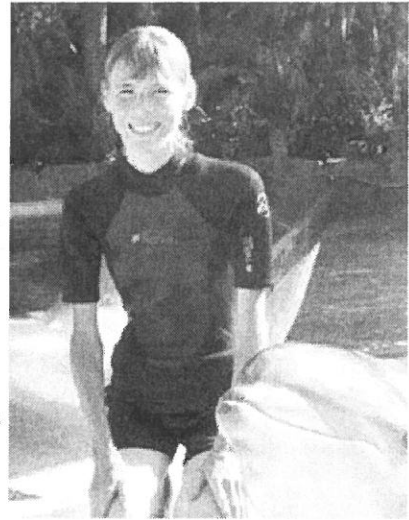
I decided to talk to the reference librarians to see if they had any suggestions. They explained that they might be able to get some of the books from college libraries in the state by means of an interlibrary loan. The suggestion was a lifesaver! From the time I started college until the time I graduated, I relied on interlibrary loans to help me get almost all of my textbooks. This saved me thousands of dollars.

In August 2000, I began my career as an eighth-grade language arts teacher, and I now also chair our school's English department. I've also just completed my master's degree in education administration, using interlibrary loans for my books, of course! My relationship with the public library has continued to grow. As a teacher, I view the library as a great community partner. Every year I arrange for the librarians to come to my school and tell my students about the wonderful books and programs available to them. In the summer, I have my summer-school students participate in the library's summer reading program. The children enjoy hearing about exciting new books, and they love winning prizes for the hours they invest in reading. The library has been a wonderful resource for enriching my students' learning experience, and a great tool for a teacher with limited means. Last summer I volunteered at the library, which is suffering from funding cuts, to help repay the librarians for all they have done for me, my family and my students. It is my hope that my students, like me, will develop a lifelong love for their library.



### **Instant Entertainment by Stefanie Schmidt, Las Vegas**

Being single and on a pretty tight budget, most of my expenses go toward necessities like rent, groceries and utilities. I don't have much left over at the end of the month for fun stuff. When I moved three years ago from Long Beach, California, to Las Vegas to work as an educator at a dolphin habitat, I didn't know anyone in Vegas. The Clark County Library became my sanctuary. As a child, I loved the library—I could get a new book every week and have a quiet place to do my homework with all the references at my fingertips. Every book I read was like a new adventure, and I couldn't wait to finish one book and check out another. What I didn't realize until I moved to Las Vegas was how much free stuff there is at the library. I researched my new city, searched for a new place to live and even joined the library's book club. Through the book club I began to meet people, and it didn't cost me a dime because I just checked out the monthly book selection. I no longer felt alone—the book club and the library helped me find friends in a town full of strangers.



Now, three years later, I still go to book club meetings, and since going out to the movies is expensive, some Saturday nights I go to the library for its free movie screening. I can relax with a great show and socialize, too. I've also discovered the computer room. When the cable lines at my apartment went down for a few weeks, I thought I was going to be lost without the Internet, but the library came to my rescue. I just flashed my library card and I had instant access to my email. The library helps me so much by offering all these things. Not only has it saved me lots of money, but it enriches my life through my reading, meeting new people and having a lot of fun with the great programs. This has proven priceless.

### **Fix it for Free by Cassandra Robbers, Almond, NY**

Not long after we decided to give up the hustle-bustle of suburban life in Buffalo, New York, and move to the tiny town of Almond, I found myself heading to the local library for an unlikely reason: Becoming a homeowner turned out to be much more expensive than my husband and I had imagined, especially since our "new" home was built in 1880. Luckily, the Almond 20th Century Club Library was stocked with books on how to do just about anything and everything— plumbing projects, tile projects, painting techniques, landscaping. I even installed a new shower in my bathroom including the piping, and built a coffee table from scratch with a tiled mosaic top. You see, when it comes to being frugal, I'm at the head of the class! My husband is a truck driver and the sole breadwinner for our family of six, so I find ways to squeeze an extra few dollars out of *everything*. I was very excited to take advantage of my new squeezable resource—the library, which is small but has proven to be fantastic. It's even within walking distance of our home, so I don't have to spend gas money!



My love of the library doesn't stop at the fix-it section. I've learned so much from books on sewing, cooking and gardening. Last year we had our first family garden, and the tips I read helped me turn my thumb a little greener and get my first garden off to a good start. I have also learned how to make wine, create extracts for baking and build wood trellises! This year, I'll be checking out a field guide to edible



wild plants, since the children and I are going to teach ourselves how to forage. Perhaps what I love best is the library's director, Tammy Kokot, and her aide, Valerie Ewald, who always go the extra mile. I once asked Val for a book on shoemaking. There wasn't one, but then on my way home, Val called and said she had found something. It was a chapter in a larger book and she just happened to remember it was about shoemaking—amazing. Tammy has sent me many links on ways to grow my custom-designed handbag business ( [CaseyWasHere.com](http://CaseyWasHere.com)). She has put me in touch with local resources for financial help and business assistance. Because of the people who've helped me and the things I've learned at the library, I've been able to get my business up and running without spending a lot. I've also saved nearly \$400 in home repairs in the past year. I've lived in many towns and cities, but Almond, New York, is where my family and I will stay. The library and the members of this community have made us feel so welcome, and through that, we have finally found home.

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Las Vegas Sun

# Henderson libraries become Redbox locations

## Movies now available for rent at Paseo Verde and Green Valley branches

By **Erin Dostal (contact)**

Wednesday, Jan. 27, 2010 | 2:05 a.m.

Two Henderson libraries now house Redbox movie kiosks as part of a nationwide trial by the company.

Gayle Hornaday, assistant director for Henderson District Public Libraries, said waiting lists for movies is a chronic problem for Henderson libraries. The Redboxes are expected to alleviate the problem by providing more copies of popular films.

“We can’t really up our expenditures, but by teaming up with this vendor we can provide access to more current movies,” she said.

Patrons get frustrated by having to wait, and it isn’t unusual to have a 20-person waiting list for a popular title, she said.

Henderson’s Paseo Verde, 280 S. Green Valley Parkway, and Green Valley, 2797 N. Green Valley Parkway, locations will become Redbox sites. Redbox rentals cost \$1 per night, with late fees of \$1 for each day the film is overdue, up to \$25.

Until Feb. 4, Henderson library patrons can go to the Paseo Verde or Green Valley libraries to get a free voucher for a one-night movie rental from the Redbox kiosk.

Henderson is one of many locations chosen for Redbox’s national trial. Other locations include Charlotte, N.C., Lexington, K.Y., and Orlando, Fla., said Brian Downing, a cofounder of Library Ideas, the company that provides marketing for Redbox.

Redbox has a waiting list of about 200 libraries that want to become kiosk locations, Downing said.

“It scratches an itch,” he said. “It turns the library into a 24-hour branch, whereas the library typically closes for 8 to 10 hours each night.”

Participating libraries receive 3 percent of the money Redbox makes at their location, he said.

Downing said the Henderson libraries were chosen because they are known as a “progressive location that was receptive to new initiatives.”

Libraries in Princeton, N.J., were the first to serve as Redbox locations, adding kiosks in July 2009.

Leslie Burger, the executive director of Princeton Public Libraries in New Jersey and the former president of the American Library Association, said the libraries added the Redbox because it offered a service the library could not — 24-hour movie availability.

The difference between Redbox and the library, she said, is that Redbox can afford to stock dozens of copies of popular films, while the library can typically only buy two or three.

“It allows us to spend that money on things that Redbox doesn’t stock,” she said, including TV series sets and more obscure foreign films.

“It has been a great decision,” she said. “It’s really been a win-win for everybody.”

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"It allows us to spend that money on things that Redbox doesn't stock," she said, including TV series sets and more obscure foreign films.

"It has been a great decision," she said. "It's really been a win-win for everybody."

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## **Phoenix Public Library Faces 21.4% Budget Cut; Six of 15 Branches Would Close** **Police reps, facing first reductions, suggest deeper cuts to libraries**

*Norman Oder -- Library Journal, 2/2/2010*

- 73.5 positions would be lost
- Public safety departments cut 11% to 14.1%
- Closing libraries has public safety impact, some say

Six of 15 Phoenix Public Library branches would be closed and 73.5 positions cut under what city officials call "extremely difficult" proposed cuts, which, for the first time, involve reductions in filled police officer and firefighter positions.

While the overall reductions proposed for the Public Safety Departments, including "credits" for efficiency and alternative funding solutions, range from 11.0% to 14.1%, other departments face reductions ranging from 15% to more than 30%. The library would be cut 21.4%, including 2.4% for efficiency savings.

### **Impact at PPL**

At the main Burton Barr Library, five staffers would be laid off, reducing in-person and remote reference and other service assistance. Friday service would be cut at all branches, thus reducing 10.8 positions. And the six closed branches would mean that 57.7 positions would be lost.

The sixth-largest city in the country, at about 1.5 million, sprawling Phoenix already has relatively few library locations for a city of its size; the library would be challenged to find new ways to provide service to areas where branches were closed.

### **More pressure on libraries?**

Interestingly enough, the police are fighting back with an advertisement argument that no public-safety jobs should be cut. "The bottom line is... I love the librarian, but I need the police officer," police union President Mark Spencer told *Arizona Republic* columnist E.J. Montini.

Montini asked Spencer, "Should EVERY librarian be cut before ANY police officer?" and got a yes answer. The columnist, however, suggested other tactics, like furloughs and pay cuts.

Indeed, commenters on his column agreed that closing libraries would be a blow to the community. One wrote, "The overwhelming portion of city budget cuts have previously bypassed the police and fire public safety budgets," adding that libraries help create safer communities.

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Last Updated: January 31, 2010 1:00AM

# Warren library warns branches may close

Christine Ferretti / The Detroit News

Warren -- Gail Bidinger is upset about the possibility of losing her neighborhood library.

She could drive to the main library at the Warren Civic Center off Van Dyke, but the Arthur Miller branch in the city's community center on Arden is closer to her west side Warren home.

"It's the whole package," said Bidinger, 53, who visits the branch weekly and said it has a good selection. "To lose the library would be devastating to me."

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Library administrators for the state's third-largest city say residents like Bidinger should prepare to do without its three branch locations. They are out of money and expect closures before July 1.

The City Council opted to take no action last week on a request for a special May election to ask voters to support a tax increase to keep the buildings open. City officials said a special election would cost the city about \$85,000. Instead, the issue may go before voters in the August primary.

"At this point, it looks like things are going to close and layoffs are going to happen," said Warren Library Director Amy Henderstein. "I feel hopeful we will still be able to take it forward in August. I think the citizens would like a chance to be able to vote."

Library administrators plan to ask residents to support a tax increase of 0.85 mills. It would cost residents with a \$100,000 home about \$42.50 per year. Right now, they pay about \$25.

If approved in August, the tax money won't be collected until winter. In the interim, the Miller, Dorothy Busch and Maybelle Burnette branches will close for at least six to eight months. Henderstein said five full-time and 25 part-time employees would be laid off.

Council member Kathy Vogt said the special election is an "unnecessary expense" and the library will find a way to keep the branches open.

"Perhaps they'll have to reduce some hours or make some modifications," she said. "They waited until the very last minute to make this proposal, when in reality we've been seeing this coming. It should have been done a long time ago."

Henderstein said library operations have been funded by tax levy of 0.5 mills since 1957, an amount reduced to .4873 mills under the Headlee Amendment. It generates about \$2 million annually. Voters denied a proposed tax increase in 1985.

The 20-year tax proposal would bring in about \$3.4 million each year.

Henderstein said the extra money would keep the branches open and allow for expanded hours, additional programs and materials.

Until now, Henderstein said the libraries have managed with minimal funds and only eight librarians while experiencing a circulation increase of 33 percent over the last five years. Visits and computer sessions have increased more than 100 percent, she said.

"We've been lean and mean for so many years," Henderstein said. "We can't afford heating and cooling repairs, roofing, basic needs and the book budget is very embarrassing."



Library technician Kristen Czewski, 41, of the Arthur Miller branch of the Warren Public Library, sits among stacks at the circulation desk as she prepares items to be delivered to patrons at other libraries in the Suburban Library Cooperative. (Todd McInturf / The Detroit News)



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Henderstein said the Downtown Development Authority allocates \$132,000 annually for books and magazines. The four locations operate with 16 full-time and about 50 part-time workers.

Last year, more than 363,000 patrons visited the Warren libraries.

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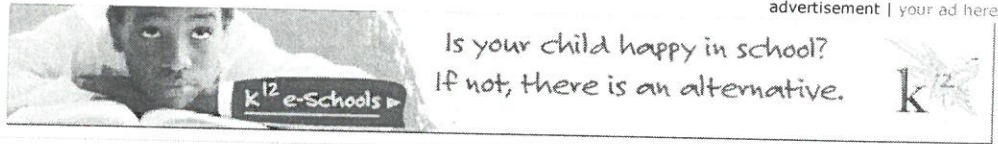
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**SAN FRANCISCO**

# Newsom freezes hiring, orders cuts in face of \$229 million deficit

November 29, 2007 | By Cecilia M. Vega, Chronicle Staff Writer

San Francisco government could face a \$229 million budget shortfall next year, city officials announced Wednesday, prompting Mayor Gavin Newsom to call for an immediate hiring freeze and across-the-board cuts to city departments.

The bleak fiscal forecast for the fiscal year starting July 1 stems in part from a jump in the number of police officers and nurses on the city payroll and hefty pay raises doled out to those professions, and could mean layoffs for city workers, drastic downsizing in department budgets and fee increases for city services, officials warned.

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As San Francisco voters continue to approve ballot measures that dictate how city funds should be spent - including one passed just last month requiring \$26 million annually to go toward improving Muni service - the pool of leftover funds the city can tap into is shrinking, making it increasingly difficult for officials to balance the budget, they say.

"The sky is not falling, but every year we have less options because we close off more options to ourself," city Controller Ed Harrington said.

Newsom called all department heads into a City Hall meeting Wednesday to announce that those agencies covered by the city's general fund have until February to submit proposed budgets reflecting 13 percent across-the-board cuts.

City officials present in the meeting said that Newsom told department heads to be creative in their cuts and that he spoke repeatedly about slashing jobs for middle managers.

"In the face of a serious deficit, the mayor asked for some serious belt tightening," his spokesman Nathan Ballard said. "Although he wants to trim the fat, the mayor made it abundantly clear he doesn't want to see a reduction in people sweeping streets or police officers walking beats."

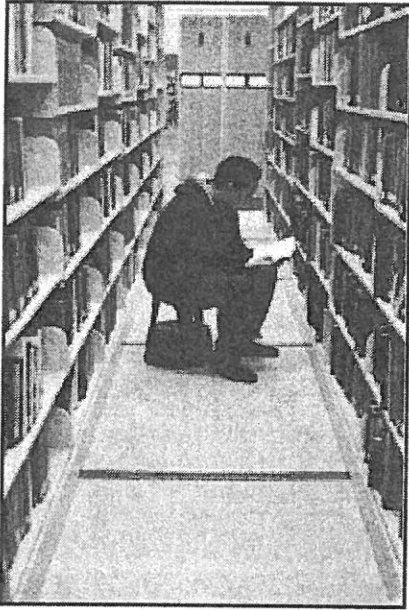
This fiscal year, San Francisco added 700 new positions, including 100 new police officers and 200 public health nurses, Harrington said. Those new positions, coupled with significant raises negotiated by labor unions representing nurses, firefighters and police officers, account for the largest chunk of the \$229 million projected deficit, according to a forecast released by the Newsom administration.

A loss of one-time revenue sources that helped boost the city in recent years, like a windfall of property transfer taxes, also contributes to the looming financial woes, as do a slew of voter-approved spending requirements that dictate how much of the city's general fund must be allocated each year. Officials estimate that next fiscal year, the city will spend \$72 million more than it spent this fiscal year on such voter-backed mandates like giving money to Muni, youth services and schools.

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## UCSC Library Faces \$1.9 Million Reduction

By Amberly Young

City on a Hill Press Reporter

despite a 33.5 percent reduction of the library's open hours, further budget shortcomings mean more cutbacks are necessary — this time from the collections department. Photo by Nita-Rose Evans.

The doors to the McHenry Library opened to more than 1 million visitors hoping to find a quiet place to study, a helpful librarian, an online journal, or a book on reserve.

However, some of these services are in danger. Library administrators are currently implementing a cumulative 14.5 percent reduction. Online resources, which include journals and databases, are some of the services being reconsidered.

“This is the first time we’ve had to go after collections in a major way,” said Kerry Scott, chair of the library’s collection development department.

The proposed cutback in online resources comes in response to an overall cut in the library budget. This year the library received \$1.9 million less than in the fiscal year 2007-2008.

“Everyone is going to be impacted,” Scott said. “We really didn’t want to have to make these cuts. It’s not why we became librarians. We’re cognizant of how horrible this is.”

According to the university library’s website, the collections budget in particular needs to be reduced by approximately \$1 million. This is attributed in part to campus budget reductions, but also to inflation and the rising cost of journal publishing.

Scott’s position normally entails purchasing books and serials, licensing databases, and signing up for online resources, along with teaching classes about how to use the online resources and working at the reference desk. However, because of the \$780,000 permanent cut to online resources, she has started making decisions about which online databases and subscriptions the school cannot afford.



“Instead of identifying material to pick up, I identify material to cancel,” Scott said.

Online subscriptions such as “Chemistry and Industry,” which costs the library \$925 per year, and humanities materials such as “Acronyms, Initialisms and Abbreviations,” which costs \$5,386 per year, are both on the chopping block.

From late November through December, faculty were encouraged to give their input on what materials to cancel. Kerry also looked at usage statistics before adding materials to the list.

In a presentation given by executive librarian Ginny Steel, the cumulative permanent reduction of the library budget was projected to be 28.8 percent: 14.4 percent this year and a proposed 14.4 percent next year. To implement these cuts, there has been a 33.5 percent reduction in open library hours.

“In spring 2008, we were open 99 and three-fourths hours per week,” said Ken Lyons, a university librarian. “Now we’re open 67 hours per week.”

Lyons has been working for the UCSC library for nine years and has seen three major cuts in his time, but never one so severe as this.

As his coworkers retire or leave for personal reasons, there is no money to replace them, and the librarians are forced to cover their work.

“There are not enough people to maintain services as there should be,” Lyons said. “We’re living in 2010 making 1999 wages. After nine years, I’m just now making a few hundred dollars more a year than I made at the post office carrying mail. You put in more effort, get a higher degree, and expect to be enumerated appropriately, but that’s not the case.”

~~~~~  
*For a complete list of materials on the list of proposed cuts, visit [library.ucsc.edu/collections/budget-reduction-process](http://library.ucsc.edu/collections/budget-reduction-process).*

Published on: January 28, 2010

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# Santa Cruz Sentinel.com

## Watsonville's On the Same Page: Immigration tale chosen for community reading program

By Donna Jones - Santa Cruz Sentinel

Posted: 01/18/2010 01:30:00 AM PST  
WATSONVILLE -- "Across a Hundred Mountains," a tale of migration on the U.S. and Mexican border, is the pick for the annual community read, On the Same Page.

Book clubs will begin meeting Jan. 19 to discuss the novel, and author Reyna Grande will be in town for a presentation Feb. 18.

The book tells the story of two women, one born in the United States, the other in Mexico, who have both experienced loss.

Library Director Carol Heitzig said she read the book several years ago and remembered it as a "good read" with a "nice message."

"The message is you need to go forward, you need to pursue your dreams and do what you need to do for a better future," Heitzig said. "It's a story of survival really."

On the Same Page was established in 2006 when businessman and philanthropist George Ow Jr. brought together a group of community leaders to create a community reading program

to promote literacy.

Each year the committee selects a book with the goal of fostering cultural understanding, promoting a unified community and inspiring youth to overcome obstacles and reach their full potential.

Previous books featured in the program included "Burro Genius" by Victor Villaseñor, "La Mariposa, The Circuit and Breaking Through" by Francisco Jimenez and "Zoot Suit" by Luis Valdez.

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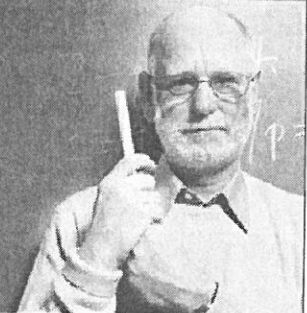


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# The Mercury News

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## Santa Clara County libraries provide lifeline to folks struggling with recession

By Patrick May  
pmay@mercurynews.com

Posted: 02/23/2010 06:07:32 PM PST

Updated: 02/23/2010 09:04:04 PM PST  
Shhhhhhhh! We're trying to get through a recession over here.

Like the lives of so many people who use them, local public libraries have been redefined by the economic turmoil of the past two years. Aisles are filled with both the desperate and the determined. Bookshelves serve as toolboxes for the unemployed attempting reinvention. And folded into the chairs and couches are seniors, new moms and out-of-work dads, all longing for escape or inspiration in what feels these days like the neighborhood temple of hope.

"A library today is so much more than a simple repository of books," said Derek Wolfram, a deputy librarian for Santa Clara County. "In a sense, it's become a living room for the community. And with so many people in need of help right now, a library truly is a safe place and a place that doesn't judge you."

From the increase in self-help books being checked out to the surge in job-search workshops being offered, libraries are packed not only with people — the county's branches report a 10 percent uptick in

foot traffic since the recession began — but also with reflections of the economic turmoil's deep reach into ordinary Americans' lives.

Some have cut cable service at home to save money, so DVD and CD borrowing surges; burned-out long-term job hunters seek out social interaction or just peace and quiet amid the narrow rows; and children whose parents furiously work two and three jobs plug into video games, blocking out recession-borne stress that can make their own bedrooms feel like jail cells.

"I'm here today for an escape," said Abigale Potts, a 20-year-old community college student scanning an Internet job board in the Santa Clara City Library. "My father's having problems at work. They were laying people off and he's working fewer hours, so this gets me out of the house and creates less friction at home. There are so many people suffering out there who use this library as a getaway."

The new patrons, many of them having just received their first library card ever, are looking for a whole range of services, while the libraries, most of them operating on reduced budgets and relying on a growing volunteer base, struggle to provide them. Mary Nacu, assistant director for San Jose Public Library, admits, "It's a challenge for us, when the need is up and our resources are down, so we try to focus where the greatest need is."

These days, that's helping people find jobs. At the Cupertino Library, one of the busiest in the United States with 3 million items checked out each year, community librarian Rosanne Macek says for many people going to a library nowadays really means going online.

"In some communities," she says, "the library is one of the only places you can get free access, so

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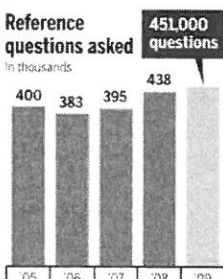
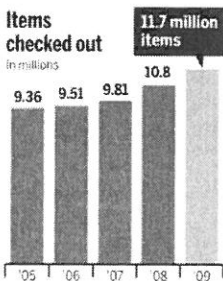
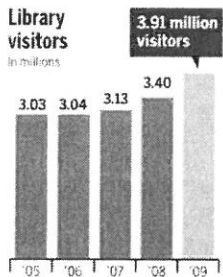
# The Mercury News

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we provide computers and Wi-Fi, because people are finding out that the Internet is their path to a job."

## Growing library usage

Local libraries have grown busier during the recession as the unemployed and others seek job-related services and solace. Library activities for all libraries in Santa Clara County:



Source: Santa Clara County Library  
MERCURY NEWS

The job seekers come in droves. Settling in at terminals, they scour Craigslist help-wanted ads, research companies they're applying to, and take online classes. Some even gather for regular networking sessions with other job hunters. With all the meeting, browsing and noshing going on, a newer branch can look more like a Barnes & Noble — complete with cafe and couches — than a library of old.

Some bring along their laptops to take advantage of the free Wi-Fi many libraries offer. San Jose librarian Gayleen Thomas at the Rose Garden Branch, which offers one-on-one training for basic computer skills many job applicants lack, says that even after the building closes at night, some patrons just can't bring themselves to log off.

"Our Wi-Fi goes from 6 a.m. until midnight," she says, "so you'll see people at night sitting in their cars outside working on their laptops, because either they don't have access at home or they don't have the money to pay for it."

Margot Nack, a 37-year-old San Jose mother of two laid off last year from Washington Mutual, says the Willow Glen Branch Library was a godsend in the months before she finally found a new job at eBay. "I needed a space away from home where I could concentrate, because it's just not reasonable to expect to get anything done with kids running around."

Nack says she and two other patrons became "regulars who came in every day. One was studying for a nursing exam and another guy was working on his job hunt. It was nice because there were other people doing the exact same thing as I was. Job hunting at home can make you feel totally isolated."

That emotional toll of the recession is something

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# The Mercury News

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librarians see every day. Mary Boyle, who works at the reference desk at Santa Clara's state-of-the-art library, said a woman just this week "asked me for the book on how to file for Chapter 7 bankruptcy, but it had already been checked out. We've had to order many more copies the past few years because bankruptcy, unfortunately, has been a really popular topic."

But just as important as the books and magazines and databases contained within these hushed spaces is the space itself. San Jose's Nacu says that "especially for immigrant populations, people find comfort in a library. Those of us brought up here often take them for granted, but for many people the library is like the last resort. In some ways it's replaced the safety net of social services that have gone away because state and local governments can't keep up with the needs out there."

Ever since he was laid off last year as a drugstore cashier, Sudanese-born Mario Bol, 26, has spent much of his waking days at the Santa Clara City Library, forced to rely on the public computers since the one at home is broken. He keeps coming back, scanning the job sites with everyone else, in search of one thing.

Says Bol, "I look for hope here."

Contact Patrick May at 408-920-5689.

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as its biggest waves ever, with wave faces as high as 60 feet. Dozens of spectators were injured as TV cameras looked on. Hard to think anyone would ever allow their dog out swimming in such a spot. But they did, and that's how Maverick's Point got its name.

Back in 1961, three local surfers decided to try their luck surfing the waves off Pillar Point, near Half Moon Bay. With them was a dog belonging to the roommate of one of the young men, a white German Shepherd named Maverick.

Maverick was accustomed to swimming out with his owner when he surfed, so that day he naturally followed the three young men.



Fortunately, one of them realized it was too unsafe for the pooch, and paddled him back to shore and tied him to the car bumper. But after that it was nicknamed "Maverick's Point," or just "Maverick's." Finally even the apostrophe was dropped.

Most of the world at that time believed there were no big waves (over 20 feet) in California, so there was little recognition of their dangers.

A surfer knocked off his board can end up as much as 50 feet underwater in the swirling currents, enough to rupture his eardrums. He must find his way to the surface within approximately 20

stained into a rough ocean floor can mean severe injury or death.

That fact was brought home in 1994, when famed Hawaiian big-wave surfer Mark Foo was killed in the fifth year of Mavericks competition. His death shocked the whole surfing world.

"With waves cresting as high as 50 feet, ridiculously strong currents, dangerous rocks, perilously shallow reefs, and bone-chilling water temperatures, Mavericks is like no other place on Earth," warns the Mavericks Surf Contest website.

Definitely not a place to practice your dog paddling, even if they do name the spot after you. ■

**around town**

**Music Jam & Used Book Sale**

**W**here can you find kids' crafts, acoustic music, a chili feed,



used books for sale and a reptile zoo all in one place? Why, at the Boulder Creek Library Jam & Book Sale on Saturday, Feb. 27, of course. This event promises fun for all ages, with the "jam" provided via live music. There will be crafts, a reptile petting zoo for kids, and a chili feed. Sponsored by the Boulder Creek Chapter of Friends of the Santa Cruz Public Library and the Boulder Creek Recreation and Parks District.

Free from noon to 4 p.m. at the Boulder Creek branch of Santa Cruz Public Libraries, 13390 West Park Ave., Boulder Creek. For more information, call 831-420-5319 or visit [www.santacruzpl.org](http://www.santacruzpl.org). ■

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# Knit-tight group



**CONCENTRATION:** Above, Bobbie Bonds (right) and Christine Spencer concentrate on a knitting project during a Knitting at the Library Club meeting Monday, Feb. 8. The club meets every other Monday at Scotts Valley and other main branch libraries. At left, Sruthi Yarlagadda (right) and Thea Suresh go over some knitting skills.

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# Santa Cruz Sentinel.com

## Public hearing on possible library budget cuts March 1

By J.M. BROWN

Posted: 02/02/2010 01:30:02 AM PST

SANTA CRUZ -- Residents have until Saturday to complete a survey designed to help public library leaders shape the future of the 10-branch system, which is struggling to stay afloat after a steep drop-off in property tax revenue.

On March 1, the Library Joint Powers Board will host a public hearing on how to trim expenses in the face of an estimated \$500,000 in property tax losses to the \$11 million system. The cuts come on top of an projected 8 percent hike in health care costs for employees.

Residents can take the survey online, in library branches or with volunteers at local grocery stores this Saturday. On March 1, the board will hear results of the survey, which so far cite expanded hours as a top need.

"Can we give that to them in July, knowing that is their priority?" asked Library Director Teresa Landers, doubtful that the answer would be yes.

The board could consider several options to solve the deficit, including potentially closing branches and cutting hours. Landers said she hopes to have a five-year budget projection ready for the board by March 1 with the goal of drafting a plan by May for trustees to OK before

July 1.

Besides grappling with the loss of tax money, the greatest source of library funding, Landers told trustees Monday that the library also can't delay technology and maintenance costs for too much longer. The system covers all libraries in the county except those in Watsonville.

On Monday, the board also endorsed a plan to remove security tags from materials to promote an increase in the self-checkout system, which will free up staff time because items will be outfitted with bar codes instead. Landers said removing the tags will save \$16,000 in equipment and supply costs.

Landers said she doesn't expect a great increase in theft, adding that studies show libraries with security systems have nearly the same loss rate as those that don't, between 5 to 8 percent. If more material is lost, however, Landers said the financial savings would allow for replacing items faster.

"Thank you for making this bold move," said board member and Santa Cruz City Councilwoman Katherine Beiers, saying the cards were cumbersome and caused repetitive work injuries for library employees.

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## LIBRARY SURVEY

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WHEN: Now through Saturday

WHERE: Take the survey at [santacruzpl.org](http://santacruzpl.org), at local library branches or with volunteers stationed at local grocery stores on Saturday.

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# Salary Costs, Volunteers Key to Future of Local Libraries

## La Selva Beach Branch May Pilot New Partnership if Employee Union Approves

By Linda Fridy

Santa Cruz County's Library Joint Powers Authority Board did not directly address the future of the 10-branch system at its Jan. 11 meeting, but the two topics of most concern ♦ volunteers and employee furloughs ♦ indicate these issues will play key roles.

The board unanimously approved a pilot program for the La Selva Beach branch. The plan would increase its current eight open hours weekly to 14 by partnering one staff member with one trained volunteer who can help oversee a new self-checkout machine.

The La Selva Beach Friends of the Library group has offered to purchase that \$10,000 piece of machinery.

The plan must now be accepted by the employee union before it can be implemented for a six-month trial.

The union has expressed reservations about the plan to library director Teresa Landers, and she said there is no assurance that the union will approve the change.

It is not uncommon for employee unions to not approve the introduction of volunteer labor, as has been the case with schools and other governmental services.

The library has a policy that no one works alone, said Landers, and the pilot proposal requires that if a volunteer is unavailable, the employee will return to another branch and not open La Selva Beach that day.

Members of La Selva Beach Library Friends expressed concern about the limit of three volunteers for training, but Landers said each training takes staff time.

Should the plan win union support, the library would be open Tuesdays from 2 p.m. to 7 p.m., Wednesdays from 9 a.m. to 1 p.m. (allowing for a morning story time) and Thursdays from noon to 5 p.m. Currently the branch opens at 3 p.m. on Tuesdays, is closed Wednesdays and opens at 1 p.m. on Thursdays.





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### What Can Volunteers Do?

The board also spent considerable time discussing the library system's volunteer policy, especially pertaining to accessing confidential information.

Library staff works closely with the nonprofit Friends of Santa Cruz Public Libraries, which recruits and places volunteers. Each volunteer must fill out an application and sign an agreement of confidentiality, although library policy prohibits volunteers from having access to confidential information.

That information includes which materials a patron has checked out as well as names, addresses and phone numbers.

Library staff in attendance said occasionally a volunteer may see a book or other item connected by name to a patron, and library board members supported continuing a policy to avoid placing volunteers in such positions.

The policy also states that volunteers only assist staff and never replace paid positions, which reflects the organization's agreement with its unions to protect jobs. Even answering a question about where materials are located is considered a reference question, Landers noted, and must be handled by paid staff.

The staff replacement issue may play a role in the union decision about the La Selva Beach change. Landers and staff in attendance explained that La Selva Beach is unique in its ability to be served by one employee. Yet the plan would eliminate the need for a clerk currently working there eight hours a week at the same time it increases hours for a library assistant.

Landers explained that the remaining hours would return to Aptos, which is currently the system's busiest branch.

"Aptos is woefully inadequate for the volume it's doing," she told board members at the meeting, referring to both staffing and size.

As the meeting closed, board chair Barbara Gorson indicated that the board needs to continue looking at volunteers, saying, "We really should have a conversation about what is the purpose of volunteers."

### Furloughs and Finances

The meeting opened with a presentation of the system's audit, done in conjunction with the city of Santa Cruz, which handles library finances.

Auditors attended at board request, and Steve Larson praised the board for its recent actions to tighten financial oversight.

"You will discover things much more in advance than you did previously," he said.

In recent fiscal years, accounting errors that did not properly record expenses led the board to believe it had more money available than it did.

The audit addresses how finances are tracked and reported, not their relative health, but it does reflect that the library system has accumulated a roughly \$285,000 deficit.

Discussion also revealed that the library's current four-hour-a-week furlough could present problems with future pension funding if it continues indefinitely.

The difficulty lies in how pensions are calculated and funded. In the case of a furlough, while the employee receives a smaller paycheck, the rate of pay upon which pension costs rely remains the same.

For example, a full-time, \$20-an-hour employee may earn \$80 a week less, but to the state's



pension system, retirement funding is based on the full \$800 a week.

Over time, the library system ♦ and every public agency with furloughed employees that pays into California's PERS pension system ♦ will have underpaid pension contributions, explained finance manager Jack Dilles. The amounts become a problem if they continue more than two years, he said.

Board members had already asked Dilles and Landers to present them with two budget forecasts for the next fiscal year that show the difference between continuing the furlough for full-time employees, which would need to be renegotiated, and the cost of restoring jobs to their full hours.

Landers and Dilles warned that cuts equal to the furlough savings will be needed for the next fiscal year as well, given forecasts calling for reductions in income from sales tax and property tax, the libraries' main sources of funding.

Sales tax, which was projected at a 15 percent decline, is now down about 17 percent, they reported.

The one bright note in finances is the state borrowing, which came in lower than the \$447,000 expected. In addition, because the state is selling bonds, the loan will be repaid immediately.

The board in December opted to free up \$100,000 for materials and \$30,000 to buy replacement computers. The balance is being held to help cover any shortfalls. ■

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Visitors wait outside the locked Santa Cruz Library, waiting for them to open. Administrators are working to complete a budget in the face of even more cuts. Photo by Morgan Grana.

They still use due-date cards and paste paper pockets onto the front pages of books. You'd think it was the 1990s. But it isn't.

It is the sight you will see at any of the Santa Cruz Public Library system's 10 branches, whose locations stretch from Boulder Creek to Live Oak.

"We lag way far behind," Director Teresa Landers said. "This is the 21st century, and we're probably at least 30 years behind the rest of the library world in terms of technology and infrastructure."

The antiquated check-in and check-out system is just one in a long list of issues that library leaders will have to address by the June deadline to have their budget approved. Leaders will have to figure out how to weigh the priorities and needs of the library and community. Addressing future technological improvements will be among their top priorities.

At the same time, they will have to balance their budget in a tough and challenging economic climate that has seen a decrease in revenue and ever-shrinking funding in recent years.

"All of a sudden we got revenue reports coming back saying: 'It's dropping like crazy, you're not going to get the revenue you thought you were going to get,'" said Barbara Gorson, chair of the Library Joint Powers Board.

Last year, leaders of the system went to the chopping block in order to respond to the loss of revenue. Operating hours were the first to be cut. Library leaders had to furlough employees and subsequently close on Fridays — a practice that began in February.

"We then took a 54 percent reduction in hours in July, and that meant cutting more staff," Landers said.

In addition to hours, library leaders also cut money from their materials budget, a budget that goes toward new books, DVDs and CDs in order to help cover the deficit.

"That was over \$1 million, and took a cut to \$800,000 last year," Landers said. "This year it will probably be about \$500,000."



Library leaders have also had to defer spending on new technology, vehicle maintenance and building maintenance, ranging from a driveway that needs resealing in Boulder Creek to a roof that needs replacing in Capitola. Programming was also cut.

“We’re at a point in time where we need to deal with the serious decline in revenue and develop a plan that will get us through the next three to five years without losing all of our patrons,” Gorson said.

Administrators formed the Strategic Plan Committee as their answer. Created in August 2009, the committee aims to develop a three-to-five-year plan to prepare for the future and address economic challenges. The committee includes Gorson, Landers and representatives from all levels of library staff, the Joint Powers Board and members of the community.

The committee members have been busy since August, holding several town hall and focus group meetings across the county and conducting online surveys to gather input from the community. The survey, which ends later this month, will help the committee determine which services matter most to the community.

“We’ve been data-gathering, and that ends in another week or two,” Landers said. “It’s putting us in a position where we are all on the same page.”

Since October 2009 they have held 11 town hall meetings across the county.

“This will help the board make decisions within an informed context,” Gorson said. “It will give us a fuller picture that we are not making decisions that are ad hoc — in the heat of the moment.”

Library administrators are working diligently to prepare for their budget decisions. As they face tough cuts, they also struggle with whether or not they even have the breathing room to modernize an outdated system, which Landers says is no longer being used by any other library in the country.

While leaders prepare to make such decisions over the coming months, a morning crowd builds outside the central branch library on Church Street, a building that the director has described as an “old” and “tired” facility. They are waiting for the library to open.

Among this crowd is Hernan Morales, a Santa Cruz resident since 1993.

“I think it sucks,” he said of the library’s waning hours. “I need the library to be open — I need to search for jobs.”

Landers says people like Morales turn to the library’s resources during times of recession. Library users and the leaders of the public library system have one thing in common: they are both trying to save money. At the expense of whom is the question that remains to be answered.

Published on: February 4, 2010

Tags: [Budget Cuts](#), [Santa Cruz Public Library](#), [Volume 44 Issue 15](#)

## { C o m m e n t s }

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## Monthly Report January 2010

### System Services

- Teresa conducted two town halls- one in Scotts Valley and a bilingual one in Beach Flats. Several focus groups were also conducted- Homeless, Seniors, Bonny Doon and staff. There was also a county wide survey conducted. Several staff and board members assisted with one or more of these events: Emily Galli (Youth Services), Jeanne O'Grady (Outreach), Diane Cowen (Library Information Technology), Nancy Gerdt, Barbara Gorson, Leigh Poitinger, Bobbi Wolner, Paula Contreras. Many volunteers helped with the survey but major thanks to Volunteer Coordinator Ron D'Alessandro for his coordination.
- Teresa also worked with the Scotts Valley Friends on organizing a capital campaign to support the construction, furniture and equipment for the new library.
- Three staff began their 8 week participation in a city sponsored class on supervisory skills. They are Paula Contreras, Branch Manager for Live Oak, Julie Richardson, Branch Manager for Aptos and Kira Henifin, Office Supervisor.

### Programs and Partnerships

- The bookmobile was fine for all of January, no transmission problems!
- Jeanne O'Grady, Librarian II, met with Vicki Boriak at First 5 to revise the Scope of Work for the 2009-10 grant and completed and turned in the biannual report for First 5.
- Jeanne also met with Melissa Cohen - marketing director at Whole Foods, Capitola - and planned a series of monthly food related storytimes that started on January 28. The first storytime was on Pizza. Whole Foods publicized the event and took sign-ups for attendance and gave the families a tour of the pizza making station at the store as well as pizza to share after the storytime. They plan to make a bookmark with the series information to hand out to customers as they check out with their groceries. We look forward to this partnership and the publicity and community involvement it will engender.
- Jeanne is working with Beach Flats Community Center and Whole Foods on an LSTA grant from Southern California Library Cooperative to celebrate Day of the Child/Day of the Book. The application is due February 8 and we will be notified of the results on March 1.

### Public Services

#### Aptos

- A very large number of strategic plan surveys were filled in at the Aptos Branch thanks to the efforts of volunteers recruited by the Friends of the Library.

#### La Selva Beach

- In January, selectors met at the La Selva Beach Branch to weed the collection and to discuss issues such as how to fulfill patrons' requests, maintain, and improve this small collection. This was our first year to guide each librarian in updating



selection plans at this branch. It was noted that items gifted through the wishlist program could be used to update the branch collection. Nancy Call hosted this annual weed as Julie is attending City Supervisor's training on eight consecutive Thursdays through March.

- Julie Richardson, Branch Manager met at LSB with two core members of the LSB book group. Book groups currently meet in the LSB Board Room. It was agreed that the branch would provide a designated table in front of the Circulation Desk to be used to inform patrons and staff regarding the two book groups' monthly selections. The book groups will decide how to utilize the display table to promote their reading group activities.

#### Central

- Nine people attended the Beginning Genealogy class on Jan 21<sup>st</sup>. It was taught by Donna Swedberg of the Reference Department to highlight the HeritageQuest database. This is one in the library's series of adult computer classes.

#### Garfield Park

- Garfield Park hosted an adult computer class, "*Free Email on the Internet*", on Jan 7th. Sarah Harbison was very pleased to see twelve adults show up for the class. Since this went so well, we are hoping to schedule more classes in the near future.
- There is a small leak in one of the windows. The books have been removed from the area for now. Matt has been staying on top of the leak and is in the process of trying to figure out exactly where the rain is coming in.

#### Live Oak

- Rachel Lee, the library assistant circulation lead is out on medical leave from January 18-March 1. Her desk shifts are covered by on call staff but all her off desk duties, have fallen on the shoulders of existing Capitola and Live Oak Staff. Our precarious financial situation makes it difficult to provide additional staff during such shortages but is something that needs to be addressed.
- Facility issues continue:
  - Replacement keypad was finally installed; waiting since October for repair.
  - Lights still not repaired throughout building.
  - On Jan. 7<sup>th</sup> Alarm kept going off throughout the day, finally repaired around 3 pm
  - Jan. 8<sup>th</sup>, under floor water detection project finally completed by First Alarm.
- Heather Norquist, Youth Services Librarian put out the puppet theater and puppets with a sign directing patrons to make their own puppet show. It has been well enjoyed by many children and their parents.
- Heavy rain led to cancellations of two class visits. On the other hand, the Wednesday Afternoon movie was well attended. Heather N.



### Capitola

- The T1 line for the branch went down @ 1:00 on Wednesday, 1/20 and was restored on Saturday, 1/22 @ 5:00. At the end of this 72 hour period, 42 crates and six book trucks filled with materials had accumulated. Particular acknowledgements to: Tinka for her tireless efforts to compel AT&T into action; Kathleen Wiedemann who transported materials from Capitola to Live Oak, in many cases handling crates multiple times and doing so without complaint; and Cathy Landis who suggested requesting on-call support to assist with plowing through the accumulated materials.
- Staff arrived to a leak causing damage to a portion of the Mystery collection. Eddie Ray Garcia of the City of Capitola was notified and worked with a colleague to locate the leak. In the process of looking for the leak, an insulation panel was moved. Upon arrival on 1/21, staff discovered the leak had migrated to a light panel. For safety reasons, the branch did not open. The final resolution was a tarp laid upon the roof. No leaking has occurred since the application of the tarp. The branch opened on 1/23 without the T1 line; made possible via offline charges and assistance from Tel Ref.
- A Library Website class was taught by Jim Tarjan and attended by 5 people.

### Felton

- Felton is being enjoyed by the patrons. The children's room is especially appreciated. It will be great when the shelves are painted.

### Boulder Creek

- Santa Cruz Friends, Boulder Creek Chapter met 1/23. They discussed the programs they would like to sponsor at the library. First up is the Library Jam in February and the Celebration of the Boulder Creek Library's 25<sup>th</sup> birthday in May.
- Darby Kremers led a play reading group on January 30. This month they read "I Remember Mama".



VOLUME AND PERCENT CHANGE

|                | Circulation |         | Busyness* |         | Reference/Info |         | Visitors |        |          |
|----------------|-------------|---------|-----------|---------|----------------|---------|----------|--------|----------|
|                | FY0809      | FY0910  | %change   | FY0809  | FY0910         | %change | FY0809   | FY0910 | %change  |
| <b>July</b>    |             |         |           |         |                |         |          |        |          |
| Aptos          | 23085       | 20850   | -9.7%     | 55824   | 50334          | -9.8%   | 3,136    | 3,139  | 0.1%     |
| Boulder Creek  | 4962        | 3462    | -30.2%    | 13810   | 10470          | -24.2%  | 334      | 71     | -78.7%   |
| Branciforte    | 11536       | 6716    | -41.8%    | 21789   | 30,330         | -30.3%  | 2,128    | 3,276  | 53.9%    |
| Capitola       | 12601       | 9169    | -27.2%    | 33714   | 24244          | -28.1%  | 2,256    | 1,998  | -11.4%   |
| Central        | 47566       | 44612   | -6.2%     | 111926  | 99046          | -11.5%  | 8,358    | 12,081 | 44.5%    |
| Felton         | 4862        | 2531    | -47.9%    | 9064    | 36,000         | -60.0%  | 1,364    | 173    | -87.3%   |
| Garfield Park  | 5604        | 3643    | -35.0%    | 15847   | 11,154         | -29.6%  | 788      | 546    | -30.7%   |
| La Selva Beach | 1907        | 979     | -48.7%    | 5735    | 3609           | -37.1%  | 288      | 53     | -81.6%   |
| Live Oak       | 14138       | 12835   | -9.2%     | 36871   | 32,510         | -11.8%  | 2,019    | 1,570  | -22.2%   |
| Scotts Valley  | 20106       | 17308   | -13.9%    | 48527   | 40942          | -15.6%  | 4,342    | 27,600 | 36.4%    |
| Outreach       | 3664        | 3245    | -11.2%    | 8573    | 7421           | -13.1%  | 1,452    | 2,747  | 89.2%    |
| TOTAL          | 150031      | 125350  | -16.5%    | 376268  | 311763         | -17.2%  | 26,465   | 28,415 | 7.4%     |
|                |             |         |           |         |                |         | 119,877  | 87,340 | -27%     |
| <b>August</b>  |             |         |           |         |                |         |          |        |          |
| Aptos          | 20,967      | 21,655  | 3.3%      | 51,832  | 50,085         | -3.4%   | 2,701    | 3,139  | 16.2%    |
| Boulder Creek  | 4,686       | 4,161   | -11.2%    | 13,509  | 10,587         | -21.6%  | 552      | 49     | -91.1%   |
| Branciforte    | 9,638       | 7,806   | -19.0%    | 27,625  | 20,027         | -27.5%  | 2,045    | 3,276  | 60.2%    |
| Capitola       | 11,437      | 10,607  | -7.3%     | 30,805  | 25,134         | -18.4%  | 1,950    | 1,887  | -3.2%    |
| Central        | 44,430      | 43,409  | -2.3%     | 105,513 | 100,246        | -5.0%   | 7,634    | 12,081 | 58.3%    |
| Felton         | 4,289       | 1,959   | -54.3%    | 13,075  | 6,972          | -46.7%  | 2,004    | 156    | -92.2%   |
| Garfield Park  | 4,614       | 3,141   | -31.9%    | 13,994  | 9,876          | -29.4%  | 693      | 546    | -21.2%   |
| La Selva Beach | 1,655       | 771     | -53.4%    | 4,930   | 2,791          | -43.4%  | 243      | 53     | -78.2%   |
| Live Oak       | 12,241      | 13,221  | 8.0%      | 32,700  | 32,495         | -0.6%   | 2,103    | 1,936  | -7.9%    |
| Scotts Valley  | 16,571      | 16,444  | -0.8%     | 41,922  | 38,603         | -7.9%   | 3,556    | 2,760  | -22.4%   |
| Outreach       | 3,740       | 3,235   | -13.5%    | 8,475   | 6,972          | -17.7%  | 889      | 2,747  | 209.0%   |
| TOTAL          | 134,268     | 126,409 | -5.9%     | 344,380 | 303,788        | -11.8%  | 24,370   | 28,630 | 17.5%    |
|                |             |         |           |         |                |         | 107,485  | 83,715 | -22%     |
| <b>Sept</b>    |             |         |           |         |                |         |          |        |          |
| Aptos          | 20,820      | 20,473  | -1.7%     | 51,642  | 47,173         | -8.7%   | 2,566    | 2,110  | -17.8%   |
| Boulder Creek  | 4,942       | 3,547   | -28.2%    | 13,230  | 10,019         | -24.3%  | 527      | 312    | -40.8%   |
| Branciforte    | 9,322       | 5,974   | -35.9%    | 27,293  | 17,902         | -34.4%  | 2,656    | 845    | -68.2%   |
| Capitola       | 11,430      | 9,015   | -21.1%    | 29,814  | 24,349         | -18.3%  | 2,003    | 836    | -58.3%   |
| Central        | 41,477      | 41,717  | 0.6%      | 95,619  | 94,200         | -1.5%   | 9,416    | 9,421  | 0.1%     |
| Felton         | 4,227       | 2,335   | -44.8%    | 12,351  | 7,676          | -37.9%  | 1,753    | 156    | -91.1%   |
| Garfield Park  | 4,895       | 3,373   | -31.1%    | 13,848  | 9,973          | -28.0%  | 705      | 420    | -40.4%   |
| La Selva Beach | 1,747       | 804     | -54.0%    | 5,258   | 2,881          | -43.3%  | 250      | 74     | -70.4%   |
| Live Oak       | 13,243      | 12,618  | -4.7%     | 33,662  | 30,363         | -9.8%   | 2,046    | 2,392  | 16.9%    |
| Scotts Valley  | 17,226      | 16,630  | -3.5%     | 42,057  | 38,550         | -8.3%   | 3,824    | 1,837  | -52.0%   |
| Outreach       | 4,029       | 3,550   | -11.9%    | 9,652   | 7,457          | -22.7%  | 1,300    | 2,747  | 111.3%   |
| TOTAL          | 133,358     | 120,036 | -10.0%    | 334,426 | 290,643        | -13.1%  | 27,046   | 21,150 | -21.8%   |
|                |             |         |           |         |                |         | 110,724  | 81,295 | -26.6%   |
| <b>Oct</b>     |             |         |           |         |                |         |          |        |          |
| Aptos          | 21,707      | 19,944  | -8%       | 52,179  | 46,884         | -10.1%  | 2,603    | 1,556  | -67.3%   |
| Boulder Creek  | 4,646       | 3,340   | -28%      | 13,106  | 10,320         | -21.3%  | 515      | 516    | 0.2%     |
| Branciforte    | 10,052      | 7,211   | -28%      | 28,403  | 20,712         | -27.1%  | 3,143    | 1,218  | -158.0%  |
| Capitola       | 11,489      | 9,252   | -19%      | 30,440  | 24,959         | -18.0%  | 2,166    | 806    | -168.7%  |
| Central        | 41,516      | 42,814  | 3%        | 96,396  | 97,660         | 1.3%    | 8,195    | 8,359  | 2.0%     |
| Felton         | 4,233       | 2,043   | -52%      | 12,729  | 6,936          | -45.5%  | 1,703    | 425    | -300.7%  |
| Garfield Park  | 5,186       | 2,901   | -44%      | 13,880  | 8,973          | -35.4%  | 792      | 979    | 19.1%    |
| La Selva Beach | 1,724       | 842     | -51%      | 5,057   | 3,074          | -39.2%  | 311      | 26     | -1096.2% |
| Live Oak       | 14,294      | 12,679  | -11%      | 35,376  | 30,941         | -12.5%  | 2,302    | 1,122  | -105.2%  |
|                |             |         |           |         |                |         | 13,126   | 9,418  | -39.4%   |





VOLUME AND PERCENT CHANGE

|                          | Circulation    |                | %change       | Busyness*      |                | %change       | Reference/Info |               | Visitors       |               | %change       |
|--------------------------|----------------|----------------|---------------|----------------|----------------|---------------|----------------|---------------|----------------|---------------|---------------|
|                          | FY0809         | FY0910         |               | FY0809         | FY0910         |               | FY0809         | FY0910        | FY0809         | FY0910        |               |
| Scotts Valley            | 17,241         | 16,998         | -1%           | 42,595         | 38,930         | -8.6%         | 1,060          | 2,314         | 13,839         | 10,938        | -26.5%        |
| Outreach                 | 3,900          | 3,099          | -21%          | 8,769          | 7,116          | -18.9%        | 3,978          | 1,833         | na             | 357           | na            |
| <b>TOTAL</b>             | <b>135,988</b> | <b>121,123</b> | <b>-11%</b>   | <b>338,930</b> | <b>296,505</b> | <b>-11.0%</b> | <b>26,768</b>  | <b>19,154</b> | <b>115,022</b> | <b>78,597</b> | <b>-46.3%</b> |
| <b>Nov (closed 1 wk)</b> |                |                |               |                |                |               |                |               |                |               |               |
| Aptos                    | 18,906         | 16,011         | -15.3%        | 46,271         | 38,594         | -16.6%        | 2,147          | 1,556         | 11,900         | 8,660         | -27.2%        |
| Boulder Creek            | 19,627         | 2,752          | -86.0%        | 11,937         | 8,356          | -30.0%        | 417            | 516           | 3,248          | 1,522         | -53.1%        |
| Branciforte              | 4,130          | 5,375          | 30.1%         | 24,687         | 16,058         | -35.0%        | 2,651          | 1,218         | 9,678          | 4,183         | -56.8%        |
| Capitola                 | 10,539         | 6,865          | -34.9%        | 27,777         | 19,102         | -31.2%        | 1,810          | 806           | 7,522          | 3,877         | -48.5%        |
| Central                  | 42,606         | 36,594         | -14.1%        | 94,359         | 82,860         | -12.2%        | 8,632          | 8,359         | 35,728         | 22,258        | -37.7%        |
| Felton                   | 4,068          | 1,537          | -62.2%        | 11,574         | 5,109          | -55.9%        | 1,468          | 425           | 3,531          | 1,137         | -67.8%        |
| Garfield Park            | 4,573          | 2,549          | -44.3%        | 12,824         | 7,650          | -40.3%        | 815            | 979           | 4,385          | 2,305         | -47.4%        |
| La Selva Beach           | 1,307          | 735            | -43.8%        | 4,103          | 2,419          | -41.0%        | 221            | 26            | 1,926          | 613           | -68.2%        |
| Live Oak                 | 12,976         | 11,783         | -9.2%         | 31,941         | 28,370         | -11.2%        | 2,125          | 1,122         | 7,304          | 7,596         | 4.0%          |
| Scotts Valley            | 15,330         | 13,302         | -13.2%        | 36,767         | 31,580         | -14.1%        | 1,118          | 2,314         | 10,340         | 8,285         | -19.9%        |
| Outreach                 | 3,132          | 2,658          | -15.1%        | 6,801          | 5,908          | -13.1%        | 3,379          | 1,833         | na             | 714           | na            |
| <b>TOTAL</b>             | <b>118,288</b> | <b>100,161</b> | <b>-15.3%</b> | <b>309,041</b> | <b>246,006</b> | <b>-20.4%</b> | <b>24,783</b>  | <b>19,154</b> | <b>95,562</b>  | <b>61,150</b> | <b>-36.0%</b> |
| <b>Dec (closed 1 wk)</b> |                |                |               |                |                |               |                |               |                |               |               |
| Aptos                    | 19,953         | 16,235         | -18.6%        | 49,920         | 39,162         | -21.6%        | 2,603          | 1,556         | 12,693         | 9,645         | -24.0%        |
| Boulder Creek            | 4,286          | 2,514          | -41.3%        | 12,652         | 7,719          | -39.0%        | 515            | 516           | 3,149          | 1,397         | -55.6%        |
| Branciforte              | 9,957          | 4,323          | -56.6%        | 28,581         | 14,243         | -50.2%        | 3,143          | 1,218         | 10,310         | 4,274         | -58.5%        |
| Capitola                 | 10,978         | 6,504          | -40.8%        | 12,236         | 19,541         | 59.7%         | 2,166          | 806           | 7,902          | 3,531         | -55.3%        |
| Central                  | 44,336         | 36,544         | -17.6%        | 102,465        | 84,033         | -18.0%        | 8,195          | 8,359         | 35,118         | 23,207        | -33.9%        |
| Felton                   | 4,037          | 1,656          | -59.0%        | 12,236         | 5,640          | -53.9%        | 1,703          | 425           | 3,701          | 1,299         | -64.9%        |
| Garfield Park            | 4,618          | 2,317          | -49.8%        | 13,812         | 7,405          | -46.4%        | 792            | 979           | 4,827          | 2,006         | -58.4%        |
| La Selva Beach           | 1,383          | 642            | -53.6%        | 4,610          | 2,406          | -47.8%        | 311            | 26            | 1,901          | 616           | -67.6%        |
| Live Oak                 | 13,682         | 11,364         | -16.9%        | 35,047         | 27,947         | -20.3%        | 2,302          | 1,122         | 12,559         | 8,112         | -35.4%        |
| Scotts Valley            | 15,883         | 13,084         | -17.6%        | 39,209         | 31,472         | -19.7%        | 1,060          | 2,314         | 11,314         | 8,776         | -22.4%        |
| Outreach                 | 3,111          | 2,436          | -21.7%        | 7,336          | 5,091          | -30.6%        | 3,978          | 1,833         | na             | 579           | na            |
| <b>TOTAL</b>             | <b>132,224</b> | <b>97,619</b>  | <b>-26.2%</b> | <b>318,104</b> | <b>244,659</b> | <b>-23.1%</b> | <b>26,768</b>  | <b>19,154</b> | <b>103,474</b> | <b>63,442</b> | <b>-38.7%</b> |
| <b>January</b>           |                |                |               |                |                |               |                |               |                |               |               |
| Aptos                    | 21,839         | 20,228         | -7.4%         | 50,658         | 46,421         | -8.4%         | 2,839          | 3,401         | 13,377         | 11,305        | -15.5%        |
| Boulder Creek            | 5,236          | 3,141          | -40.0%        | 13,530         | 9,193          | -32.1%        | 340            | 182           | 3,793          | 1,648         | -56.6%        |
| Branciforte              | 10,437         | 6,898          | -33.9%        | 27,609         | 19,227         | -30.4%        | 2,455          | 849           | 10,791         | 5,569         | -48.4%        |
| Capitola                 | 11,790         | 8,549          | -27.5%        | 30,731         | 22,718         | -26.1%        | 2,149          | 1,668         | 8,760          | 4,873         | -44.4%        |
| Central                  | 48,989         | 48,661         | -0.7%         | 107,163        | 107,671        | 0.5%          | 8,470          | 11,154        | 39,871         | 31,611        | -20.7%        |
| Felton                   | 4,119          | 1,784          | -56.7%        | 12,132         | 6,497          | -46.4%        | 1,651          | 178           | 3,931          | 1,461         | -62.8%        |
| Garfield Park            | 5,223          | 2,681          | -48.7%        | 13,781         | 8,062          | -41.5%        | 996            | 503           | 5,208          | 2,604         | -50.0%        |
| La Selva Beach           | 1,824          | 784            | -57.0%        | 4,984          | 2,665          | -46.5%        | 265            | 104           | 2,353          | 752           | -68.0%        |
| Live Oak                 | 13,809         | 14,045         | 1.7%          | 34,087         | 34,508         | 1.2%          | 2,131          | 3,124         | 12,429         | 9,482         | -23.7%        |
| Scotts Valley            | 16,979         | 17,080         | 0.6%          | 38,806         | 38,749         | -0.1%         | 3,565          | 2,834         | 11,848         | 11,258        | -5.0%         |
| Outreach                 | 2,470          | 2,419          | -2.1%         | 7,148          | 6,054          | -15.3%        | 950            | 2,799         | na             | 800           | na            |
| <b>TOTAL</b>             | <b>142,715</b> | <b>126,270</b> | <b>-11.5%</b> | <b>340,629</b> | <b>301,765</b> | <b>-11.4%</b> | <b>25,811</b>  | <b>26,796</b> | <b>112,361</b> | <b>81,362</b> | <b>-27.6%</b> |

Busyness is defined as check ins/check outs/route ins/route outs  
 note: Circulation includes self check but busyness does not. Busyness is a measure of staff workload.



|                | Busyness/Open Hour |            |            | Circ/Open Hour |            |            | Visits/Open Hour |            |            | Ref/Info/Open Hour |           |             |
|----------------|--------------------|------------|------------|----------------|------------|------------|------------------|------------|------------|--------------------|-----------|-------------|
|                | FY0809             | FY0910     | %change    | FY0809         | FY0910     | %change    | FY0809           | FY0910     | %change    | FY0809             | FY0910    | %change     |
| <b>July</b>    |                    |            |            |                |            |            |                  |            |            |                    |           |             |
| Aptos          | 258                | 393        | 52%        | 107            | 153        | 43%        | 71               | 98         | 38%        | 15                 | 25        | 69%         |
| Boulder Creek  | 78                 | 218        | 178%       | 30             | 72         | 142%       | 22               | 86         | 289%       | 2                  | 1         | -22%        |
| Branciforte    | 191                | 389        | 104%       | 70             | 120        | 70%        | 68               | 107        | 58%        | 13                 | 59        | 351%        |
| Capitola       | 201                | 341        | 70%        | 72             | 115        | 60%        | 56               | 73         | 30%        | 13                 | 25        | 86%         |
| Central        | 479                | 619        | 29%        | 204            | 254        | 25%        | 173              | 196        | 13%        | 36                 | 76        | 110%        |
| Felton         | 81                 | 283        | 252%       | 28             | 79         | 186%       | 25               | 54         | 116%       | 8                  | 5         | -30%        |
| Garfield Park  | 124                | 232        | 88%        | 44             | 76         | 73%        | 42               | 67         | 61%        | 6                  | 11        | 85%         |
| La Selva Beach | 46                 | 113        | 144%       | 15             | 20         | 33%        | 22               | 35         | 58%        | 2                  | 2         | -29%        |
| Live Oak       | 184                | 290        | 57%        | 71             | 108        | 52%        | 65               | 88         | 36%        | 10                 | 14        | 39%         |
| Scotts Valley  | 251                | 320        | 27%        | 104            | 123        | 18%        | 75               | 89         | 18%        | 23                 | 22        | -5%         |
| <b>TOTAL</b>   | <b>207</b>         | <b>372</b> | <b>80%</b> | <b>82</b>      | <b>141</b> | <b>71%</b> | <b>67</b>        | <b>106</b> | <b>57%</b> | <b>14</b>          | <b>34</b> | <b>145%</b> |
| <b>August</b>  |                    |            |            |                |            |            |                  |            |            |                    |           |             |
| Aptos          | 240                | 233        | -3%        | 97             | 158        | 63%        | 71               | 88         | 24%        | 13                 | 25        | 96%         |
| Boulder Creek  | 74                 | 221        | 197%       | 27             | 74         | 178%       | 20               | 87         | 344%       | 3                  | 1         | -67%        |
| Branciforte    | 168                | 358        | 112%       | 64             | 119        | 87%        | 55               | 105        | 89%        | 12                 | 59        | 369%        |
| Capitola       | 188                | 314        | 67%        | 68             | 111        | 62%        | 48               | 66         | 36%        | 12                 | 24        | 103%        |
| Central        | 451                | 627        | 39%        | 190            | 266        | 40%        | 163              | 200        | 23%        | 33                 | 76        | 129%        |
| Felton         | 74                 | 218        | 193%       | 24             | 61         | 151%       | 21               | 44         | 110%       | 11                 | 5         | -57%        |
| Garfield Park  | 109                | 206        | 88%        | 36             | 65         | 82%        | 39               | 61         | 56%        | 5                  | 11        | 110%        |
| La Selva Beach | 40                 | 87         | 119%       | 13             | 24         | 81%        | 18               | 24         | 30%        | 2                  | 2         | -15%        |
| Live Oak       | 164                | 290        | 77%        | 61             | 112        | 83%        | 60               | 84         | 41%        | 11                 | 17        | 64%         |
| Scotts Valley  | 218                | 297        | 36%        | 86             | 115        | 33%        | 56               | 83         | 48%        | 19                 | 22        | 16%         |
| <b>TOTAL</b>   | <b>189</b>         | <b>360</b> | <b>91%</b> | <b>73</b>      | <b>140</b> | <b>90%</b> | <b>61</b>        | <b>102</b> | <b>68%</b> | <b>13</b>          | <b>35</b> | <b>163%</b> |
| <b>Sept</b>    |                    |            |            |                |            |            |                  |            |            |                    |           |             |
| Aptos          | 239                | 369        | 54%        | 96             | 149        | 55%        | 64               | 91         | 42%        | 12                 | 16        | 33%         |
| Boulder Creek  | 75                 | 209        | 179%       | 28             | 74         | 164%       | 22               | 41         | 86%        | 3                  | 7         | 133%        |
| Branciforte    | 166                | 320        | 93%        | 60             | 106        | 77%        | 69               | 95         | 38%        | 16                 | 15        | -6%         |
| Capitola       | 177                | 304        | 72%        | 68             | 113        | 66%        | 50               | 69         | 38%        | 12                 | 10        | -17%        |
| Central        | 412                | 589        | 43%        | 169            | 261        | 54%        | 158              | 199        | 26%        | 41                 | 59        | 44%         |
| Felton         | 70                 | 240        | 243%       | 24             | 73         | 204%       | 23               | 40         | 74%        | 10                 | 5         | -50%        |
| Garfield Park  | 108                | 208        | 93%        | 38             | 70         | 84%        | 41               | 40         | -2%        | 6                  | 9         | 50%         |
| La Selva Beach | 42                 | 93         | 121%       | 14             | 25         | 79%        | 18               | 29         | 61%        | 2                  | 2         | 0%          |
| Live Oak       | 168                | 271        | 61%        | 66             | 105        | 59%        | 62               | 85         | 37%        | 10                 | 21        | 110%        |
| Scotts Valley  | 219                | 301        | 37%        | 90             | 119        | 32%        | 67               | 86         | 28%        | 20                 | 14        | -30%        |
| <b>TOTAL</b>   | <b>183</b>         | <b>344</b> | <b>88%</b> | <b>72</b>      | <b>137</b> | <b>90%</b> | <b>62</b>        | <b>91</b>  | <b>88%</b> | <b>15</b>          | <b>26</b> | <b>73%</b>  |
| <b>Oct</b>     |                    |            |            |                |            |            |                  |            |            |                    |           |             |
| Aptos          | 242                | 366        | 51%        | 100            | 145        | 44%        | 68               | 87         | 29%        | 12                 | 12        | 1%          |
| Boulder Creek  | 74                 | 215        | 191%       | 26             | 70         | 164%       | 15               | 51         | 237%       | 3                  | 11        | 267%        |
| Branciforte    | 173                | 370        | 114%       | 61             | 129        | 110%       | 73               | 116        | 60%        | 19                 | 22        | 13%         |
| Capitola       | 181                | 312        | 72%        | 68             | 116        | 69%        | 54               | 66         | 23%        | 13                 | 10        | -22%        |
| Central        | 416                | 610        | 47%        | 167            | 268        | 60%        | 159              | 243        | 53%        | 35                 | 52        | 48%         |
| Felton         | 72                 | 217        | 201%       | 24             | 64         | 165%       | 22               | 54         | 144%       | 10                 | 13        | 37%         |
| Garfield Park  | 108                | 187        | 73%        | 41             | 60         | 49%        | 52               | 54         | 3%         | 6                  | 20        | 230%        |



|                   | Busyness/Open Hour | Circ/Open Hour | Visits/Open Hour | Ref/Info/Open Hour |
|-------------------|--------------------|----------------|------------------|--------------------|
| La Selva Beach    | 41                 | 14             | 19               | 3                  |
| Live Oak          | 177                | 75             | 66               | 12                 |
| Scotts Valley     | 222                | 89             | 72               | 6                  |
| Outreach          | na                 | na             | na               | na                 |
| TOTAL             | 1706               | 666            | 599              | 118                |
|                   | 134%               | 89%            | 47%              | -68%               |
|                   | 56%                | 43%            | 28%              | -13%               |
|                   | 37%                | 39%            | 19%              | 227%               |
|                   | 73%                | 66%            | 45%              | 44%                |
|                   | Busyness/Open Hour | Circ/Open Hour | Visits/Open Hour | Ref/Info/Open Hour |
| Nov (closed 1 wk) |                    |                |                  |                    |
| Aptos             | 214                | 153            | 55               | 10                 |
| Boulder Creek     | 68                 | 86             | 18               | 2                  |
| Branciforte       | 151                | 188            | 59               | 16                 |
| Capitola          | 165                | 132            | 45               | 11                 |
| Central           | 407                | 266            | 154              | 37                 |
| Felton            | 66                 | 127            | 20               | 8                  |
| Garfield Park     | 100                | 95             | 34               | 6                  |
| La Selva Beach    | 33                 | 41             | 16               | 2                  |
| Live Oak          | 160                | 116            | 37               | 11                 |
| Scotts Valley     | 191                | 120            | 54               | 6                  |
| TOTAL             | 1555               | 1324           | 492              | 109                |
|                   | 88%                | 9%             | 64%              | 63%                |
|                   | 242%               | -11%           | 129%             | 505%               |
|                   | 154%               | -32%           | 69%              | 79%                |
|                   | 93%                | -13%           | 44%              | 25%                |
|                   | 70%                | 15%            | 20%              | 87%                |
|                   | 224%               | -50%           | 136%             | 112%               |
|                   | 112%               | -26%           | 87%              | 327%               |
|                   | 205%               | -25%           | 64%              | 327%               |
|                   | 111%               | 21%            | 148%             | -39%               |
|                   | 72%                | 16%            | 60%              | 26%                |
|                   | 107%               | -7%            | 62%              | 314%               |
|                   |                    |                |                  | 107%               |
|                   | Busyness/Open Hour | Circ/Open Hour | Visits/Open Hour | Ref/Info/Open Hour |
| Dec (closed 1 wk) |                    |                |                  |                    |
| Aptos             | 231                | 92             | 59               | 12                 |
| Boulder Creek     | 72                 | 24             | 18               | 3                  |
| Branciforte       | 174                | 61             | 63               | 19                 |
| Capitola          | 73                 | 326            | 47               | 13                 |
| Central           | 442                | 191            | 151              | 35                 |
| Felton            | 70                 | 23             | 21               | 10                 |
| Garfield Park     | 108                | 36             | 38               | 6                  |
| La Selva Beach    | 37                 | 11             | 15               | 3                  |
| Live Oak          | 175                | 68             | 63               | 12                 |
| Scotts Valley     | 204                | 83             | 59               | 6                  |
| TOTAL             | 1586               | 655            | 534              | 118                |
|                   | 77%                | 83%            | 71%              | 34%                |
|                   | 198%               | 187%           | 117%             | 390%               |
|                   | 95%                | 70%            | 62%              | 51%                |
|                   | 347%               | 66%            | 25%              | 4%                 |
|                   | 59%                | 59%            | 28%              | 97%                |
|                   | 238%               | 201%           | 157%             | 83%                |
|                   | 91%                | 78%            | 48%              | 340%               |
|                   | 170%               | 140%           | 67%              | -57%               |
|                   | 90%                | 98%            | 54%              | 16%                |
|                   | 61%                | 65%            | 55%              | 337%               |
|                   | 101%               | 81%            | 53%              | 92%                |
|                   | Busyness/Open Hour | Circ/Open Hour | Visits/Open Hour | Ref/Info/Open Hour |
| January           |                    |                |                  |                    |
| Aptos             | 235                | 101            | 62               | 13                 |
| Boulder Creek     | 77                 | 30             | 22               | 2                  |
| Branciforte       | 168                | 64             | 66               | 15                 |
| Capitola          | 183                | 70             | 52               | 13                 |
| Central           | 462                | 211            | 172              | 37                 |
| Felton            | 69                 | 23             | 22               | 9                  |
| Garfield Park     | 108                | 41             | 41               | 8                  |
| La Selva Beach    | 40                 | 15             | 19               | 3                  |
| Live Oak          | 170                | 69             | 62               | 11                 |
| Scotts Valley     | 202                | 88             | 88               | 19                 |
| TOTAL             | 1714               | 712            | 579              | 128                |
|                   | 35%                | 56%            | 43%              | 102%               |
|                   | 60%                | 120%           | 59%              | 96%                |
|                   | 51%                | 94%            | 51%              | 1%                 |
|                   | 36%                | 52%            | 17%              | 63%                |
|                   | 31%                | 44%            | 15%              | 91%                |
|                   | 66%                | 138%           | 104%             | -41%               |
|                   | 36%                | 37%            | 33%              | 35%                |
|                   | 52%                | 67%            | 24%              | 52%                |
|                   | 45%                | 82%            | 36%              | 162%               |
|                   | 33%                | 51%            | 43%              | 19%                |
|                   | 41%                | 62%            | 34%              | 61%                |



## Spotlight: Bookmobile

The Bookmobile's stated mission is to serve library patrons for whom access to a fixed branch is difficult, inappropriate or otherwise under-used. As a part of the library outreach services, the Bookmobile is a means for expanding service to communities that are geographically isolated or underserved.

To accomplish this mission we currently have 18 bookmobile stops that generally fall into the three categories listed below:

### Senior Housing Complexes and Retirement Communities:

Patrons at these sites are older adults age 60+ (we currently have several patrons in their 90's) many of whom face mobility challenges due to disability, frailty or transportation issues. There is heavy emphasis at these sites on providing patrons with Large print materials and audiobooks.

Sites include: Dominican Oaks, Grandview, Garfield Park Retirement Village, De Anza and Sorrento Oaks

### Low Income & Affordable Housing Communities

Patrons at these sites are mostly children from toddlers to young adults and their parents. We partner with local housing agencies (Mid Peninsula Housing, Mercy Housing etc.) to identify sites and work with their staff to sign up residents for library cards.

Sites include: Beach Flats Community Center, Riverfront/ Casa Del Rio Apartments, Sycamore Commons, Emerald Bay Apts., Hidden Creek Apts., Hathaway Neighborhood and Parkhurst Terrace.

### Geographically Isolated Locations

Patrons here vary by site:

Bonny Doon has a very devoted group of borrowers that visit regularly. Mostly adults and families from the surrounding community use our service here.

Davenport borrowers are mostly children from the afterschool program, their parents, teachers and residents from the community.

Jardines del Valle, Villas de Paraiso, San Andreas and Tierra Alta are geographically isolated low income housing sites in south county. Users here are mostly toddlers to young adults and their parents. Many adult residents here are farm laborers (Tierra Alta site is seasonal housing for migrant farm workers), and are new to library service.





At all sites the majority of visitors are regular patrons, but we are always signing up new borrowers. We regularly evaluate sites to decide if we should keep them or drop them, and are always scouting for new ones. We sometimes get requests to add a stop; Hidden Creek Apts., for instance, asked us to provide service to their community and have been very supportive. Over the years we have received some requests for service within the Watsonville Public Libraries service area (inside the city limits). We wish we could make an agreement with them in the future, since they don't have a bookmobile.

We visit each stop every 2 weeks, so we have an A week and B week schedule. Two people go out to each stop, a driver and "passenger", who both check out materials, answer reference and reader's advisory questions, and check in, sort and shelve returning materials. We take requests to each stop that have been placed either online or with staff at the previous visit, or by phone.

In addition, the drivers keep the bookmobile stocked with a variety of materials to meet the needs at each stop, and are responsible for the safety of the vehicle, passengers and patrons.

The drivers alternate routes every month, so that they both stay familiar with conditions at each stop. We have one staff member who does the Monday runs, one for Tuesdays, etc. The program manager goes on the runs on a rotating basis, doing each of the Monday runs in January, Tuesdays in February, etc. again in order to stay familiar with the various sites. Other staff fills in as back-up when someone is unable to do their regular run for any reason. Also office staff do the route-ins, pull books for and from the bookmobile, and other support functions.



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## Outreach Services - Bookmobile Schedule for February 2010

[Bookmobile Home](#) [Calendar View](#)


Showing bookmobile calendar as of February 9, 2010

**February 1, 2010**

Hathaway Neighborhood (3:15 PM-4:00 PM)  
Hathaway Ave. & Trinity Ave.  
Watsonville, CA 95076

Parkhurst Terrace (5:15 PM-6:00 PM)  
100 Parkhurst Circle #B  
Aptos, CA 95003

Villas de Paraiso (VDP) (4:15 PM-4:45 PM)  
Paraiso Dr.  
Watsonville, CA 95076

Emerald Bay Apts. (4:30 PM-6:00 PM)  
2500 Soquel Drive  
Santa Cruz, CA 95060

Hidden Creek Apts. (3:15 PM-4:00 PM)  
200 Button St.  
Santa Cruz, CA 95060

**February 2, 2010**

Jardines del Valle (3:15 PM-4:00 PM)  
76 Murphy Crossing Rd.  
Watsonville, CA 95076

San Andreas Housing (5:00 PM-6:00 PM)  
295 San Andreas Rd.  
Watsonville, CA 95076

Sorrento Oaks (2:00 PM-2:30 PM)  
800 Brommer St.  
Santa Cruz, CA 95062

**February 9, 2010**

Beach Flats Community Center (3:00 PM-4:30 PM)  
133 Leibrandt Ave.  
Santa Cruz, CA 95060

Riverfront/Casa del Rio Apts. (5:00 PM-6:00 PM)  
148 South Blaine St.  
Santa Cruz, CA 95060

**February 10, 2010**

Sycamore St. (3:00 PM-3:45 PM)  
125 Sycamore St.  
Santa Cruz, CA 95060

Tierra Alta (4:30 PM-6:00 PM)  
201 Tierra Alta Dr.  
Watsonville, CA 95076

**February 3, 2010**

Bonny Doon (5:00 PM-6:00 PM)  
1492 Pine Flat Rd.  
Santa Cruz, CA 95060

Davenport (3:30 PM-4:30 PM)  
50 Ocean Street  
Davenport, CA 95017

**February 4, 2010**

Dominican Oaks (10:00 AM-11:30 AM)  
3400 Paul Sweet Rd.

**February 11, 2010**

De Anza (2:00 PM-2:30 PM)  
2395 Delaware Ave.  
Santa Cruz, CA 95060

Garfield Park Village (1:15 PM-1:45 PM)  
721 Bay Street  
Santa Cruz, CA 95060

Grandview St. (2:45 PM-3:15 PM)  
90 Grandview St.  
Santa Cruz, CA 95060



**February 15, 2010**

Hathaway Neighborhood (3:15 PM-4:00 PM)  
Hathaway Ave. & Trinity Ave.  
Watsonville, CA 95076

Holiday (12:00 AM-11:59 PM)

Santa Cruz, CA

**February 16, 2010**

Jardines del Valle (3:15 PM-4:00 PM)  
76 Murphy Crossing Rd.  
Watsonville, CA 95076

San Andreas Housing (5:00 PM-6:00 PM)  
295 San Andreas Rd.  
Watsonville, CA 95076

Sorrento Oaks (2:00 PM-2:30 PM)  
800 Brommer St.  
Santa Cruz, CA 95062

**February 17, 2010**

Bonny Doon (5:00 PM-6:00 PM)  
1492 Pine Flat Rd.  
Santa Cruz, CA 95060

Davenport (3:30 PM-4:30 PM)  
50 Ocean Street  
Davenport, CA 95017

**February 18, 2010**

Dominican Oaks (10:00 AM-11:30 AM)  
3400 Paul Sweet Rd.  
Santa Cruz, CA 95065

Hathaway Neighborhood (3:15 PM-4:00 PM)  
Hathaway Ave. & Trinity Ave.  
Watsonville, CA 95076

Parkhurst Terrace (5:15 PM-6:00 PM)  
100 Parkhurst Circle #B  
Aptos, CA 95003

Villas de Paraiso (VDP) (4:15 PM-4:45 PM)  
Paraiso Dr.  
Watsonville, CA 95076

**February 22, 2010**

Emerald Bay Apts. (4:30 PM-6:00 PM)  
2500 Soquel Drive  
Santa Cruz, CA 95060

Hidden Creek Apts. (3:15 PM-4:00 PM)  
200 Button St.  
Santa Cruz, CA 95060

**February 23, 2010**

Beach Flats Community Center (3:00 PM-4:30 PM)  
133 Leibrandt Ave.  
Santa Cruz, CA 95060

Riverfront/Casa del Rio Apts. (5:00 PM-6:00 PM)  
148 South Blaine St.  
Santa Cruz, CA 95060

**February 24, 2010**

Sycamore St. (3:00 PM-3:45 PM)  
125 Sycamore St.  
Santa Cruz, CA 95060

Tierra Alta (4:30 PM-6:00 PM)  
201 Tierra Alta Dr.  
Watsonville, CA 95076

**February 25, 2010**

De Anza (2:00 PM-2:30 PM)  
2395 Delaware Ave.  
Santa Cruz, CA 95060

Garfield Park Village (1:15 PM-1:45 PM)  
721 Bay Street  
Santa Cruz, CA 95060

Grandview St. (2:45 PM-3:15 PM)  
90 Grandview St.  
Santa Cruz, CA 95060

**March 1, 2010**

Hathaway Neighborhood (3:15 PM-4:00 PM)  
Hathaway Ave. & Trinity Ave.  
Watsonville, CA 95076

Parkhurst Terrace (5:15 PM-6:00 PM)  
100 Parkhurst Circle #B  
Aptos, CA 95003

Villas de Paraiso (VDP) (4:15 PM-4:45 PM)  
Paraiso Dr.  
Watsonville, CA 95076



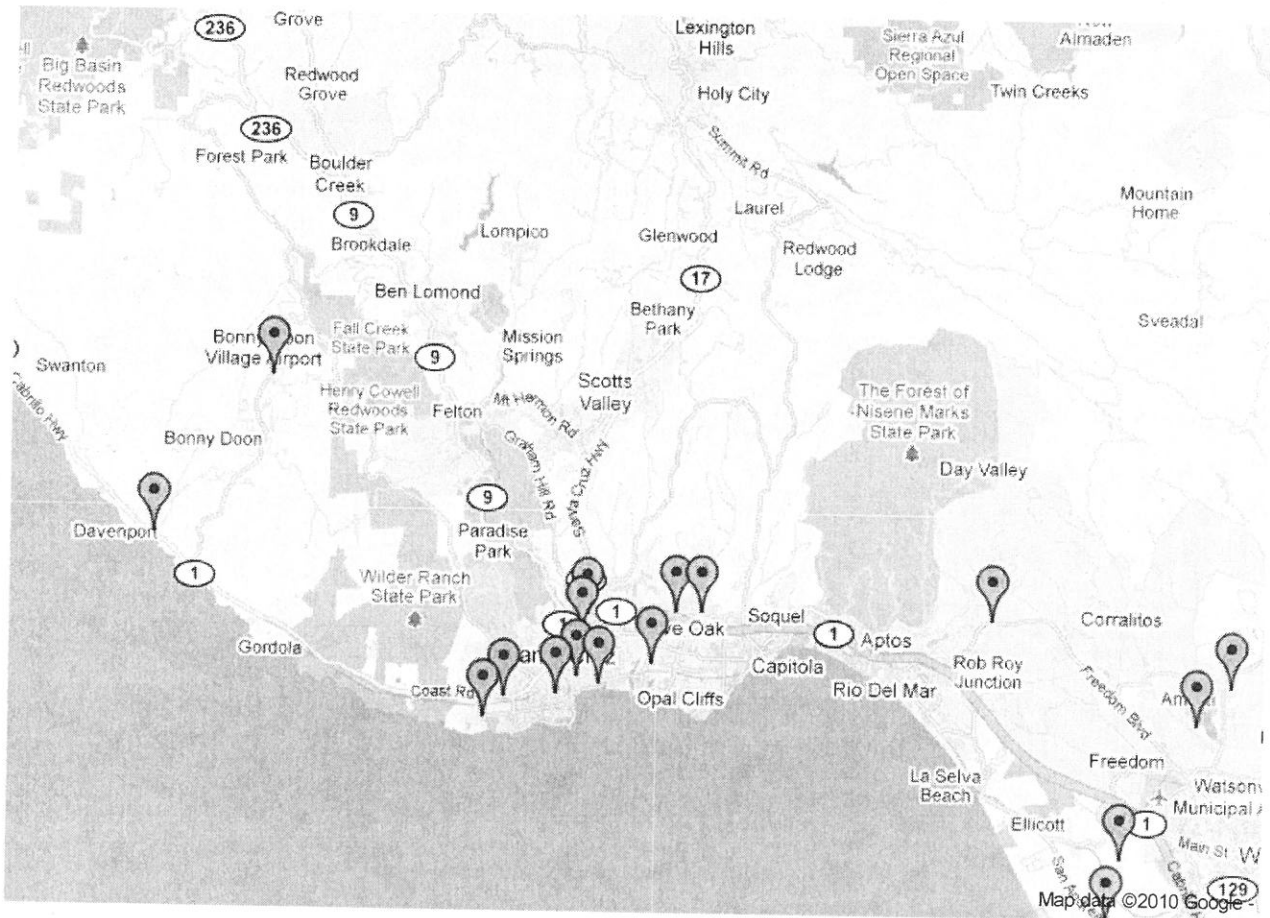
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## Outreach Services — Bookmobile Stops

Use the map below to locate a bookmobile stop near you. For detailed information about addresses and visit times, click the map markers or take a look at the Bookmobile's online calendar. [\[Back to Bookmobile Home\]](#)







SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD  
FINANCE COMMITTEE

MINUTES

JANUARY 25, 2010

Central Branch Meeting Room  
224 Church Street, Santa Cruz

4:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Barbara Gorson, Councilmember Mike Rotkin, Councilmember Sam Storey  
(Called to order at 4:36pm)

Staff: Teresa Landers, Director of Libraries  
Kira Henifin, Office Supervisor, Library

II. APPROVAL OF MEETING AGENDA OF JANUARY 4, 2010

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

**that the Board approve the agenda of January 25, 2010**

UNAN

III. MINUTES OF October 26, 2009

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

**that the Board approve the minutes of January 4, 2010.**

UNAN

IV. STAFF REPORTS

1. Financial reports reviewed
2. Teresa reviewed expenditures that are high. One was charged to the wrong account. Another is based on revenue received from the Friends and appropriation needs to be adjusted
3. Overall, personnel and other expenditures are holding their own.
4. The negative cash balance went up. Most likely due to an "extra" paycheck in December.
5. Revenues are as anticipated. Teresa will provide more up to date revenue so that the lag is accounted for.
6. Recognition that we may be able to balance our budget next year but still not making our cash flow. Will need to be addressed.
7. Rough estimate is that accrued revenues and expenditures are within \$200,000 to the good. Teresa will do a more careful analysis and report back.

V. NEXT MEETING TOPICS

Next meeting is scheduled for Monday February 22, 2010 4:30-6:30 pm. In the Central Library meeting room.

VI. ADJOURN

The regular meeting adjourned at 5:05 p.m.

Respectfully submitted,

Teresa Landers  
Library Director

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

V. NEXT MEETING TOPICS

Next meeting is scheduled for Monday February 22, 2010 4:30-6:30 pm. In the Central Library meeting room.

VI. ADJOURN

The regular meeting adjourned at 5:05 p.m.

Respectfully submitted,

Teresa Landers  
Library Director

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



LIBRARY JOINT POWERS AUTHORITY  
 COMBINED BALANCE SHEET  
 JPA FUND AND ACCOUNT GROUPS  
 JANUARY 2010

|                                                | 951<br>JPA | 958<br>Capital Assets | 959<br>LT Debt | JPA<br>Total   |
|------------------------------------------------|------------|-----------------------|----------------|----------------|
| <b>Assets</b>                                  |            |                       |                |                |
| Pooled cash                                    | 290,832.95 |                       |                | 290,832.95     |
| Infrastructure                                 |            | 579,683.02            |                | 579,683.02     |
| Accumulated depreciation - infrastructure      |            | (164,848.89)          |                | (164,848.89)   |
| Buildings                                      |            | 1,758,907.67          |                | 1,758,907.67   |
| Accumulated depreciation - buildings           |            | (765,044.52)          |                | (765,044.52)   |
| Lease improvements - buildings                 |            | 259,124.00            |                | 259,124.00     |
| Accumulated depreciation - lease imp-buildings |            | (163,048.94)          |                | (163,048.94)   |
| Machinery and equipment                        |            | 1,628,318.81          |                | 1,628,318.81   |
| Accumulated depreciation - machinery & equip   |            | (1,471,843.15)        |                | (1,471,843.15) |
| Software                                       |            | 61,759.70             |                | 61,759.70      |
| Accumulated depreciation-software              |            | (61,759.70)           |                | (61,759.70)    |
| Construction in progress                       |            | 52,613.65             |                | 52,613.65      |
| <b>Total Assets</b>                            | 290,832.95 | 1,713,861.65          | -              | 2,004,694.60   |
| <b>Liabilities</b>                             |            |                       |                |                |
| Accounts payable                               | 40,409.32  |                       |                | 40,409.32      |
| Sales tax payable                              | 125.27     |                       |                | 125.27         |
| Deferred grant revenue - unearned              | 529.84     |                       |                | 529.84         |
| Unclaimed funds                                | 1,204.45   |                       |                | 1,204.45       |
| Cash loan from city                            | -          |                       |                | -              |
| Pooled cash interest payable                   | 711.97     |                       |                | 711.97         |
| Payable to the County - noncurrent             | -          |                       | 120,879.18     | 120,879.18     |
| Other intergovernmental payable-noncurrent     | -          |                       | 391,139.91     | 391,139.91     |
| <b>Total Liabilities</b>                       | 42,980.85  | -                     | 512,019.09     | 554,999.94     |
| <b>Equities</b>                                |            |                       |                |                |
| Unreserved, undesignated fund balance          | 247,852.10 |                       |                | 247,852.10     |
| Investment in capital assets - Library         | -          | 1,713,861.65          |                | 1,713,861.65   |
| Reserved for long-term debt                    | -          |                       | (512,019.09)   | (512,019.09)   |
| <b>Total Equities</b>                          | 247,852.10 | 1,713,861.65          | (512,019.09)   | 1,449,694.66   |
| <b>Total Liabilities and Equities</b>          | 290,832.95 | 1,713,861.65          | -              | 2,004,694.60   |

| LIBRARY JOINT POWERS AUTHORITY        |        |                    |                   |                 |               |                     |
|---------------------------------------|--------|--------------------|-------------------|-----------------|---------------|---------------------|
| COMBINED BALANCE SHEET                |        |                    |                   |                 |               |                     |
| SPECIAL FUNDS                         |        |                    |                   |                 |               |                     |
| JANUARY 2010                          |        |                    |                   |                 |               |                     |
| Fund Description                      | Fund # | 955<br>Contingency | 956<br>Technology | 957<br>Projects | 960<br>Felton | Spec Funds<br>Total |
| <b>Assets</b>                         |        |                    |                   |                 |               |                     |
| Pooled cash                           |        | 9,354.64           | 4,726.68          | 465.54          | 1,120.37      | 15,667.23           |
| Pooled cash interest receivable       |        | 20.06              | 10.13             | 1.15            | 6.27          | 37.61               |
| <b>Total Assets</b>                   |        | 9,374.70           | 4,736.81          | 466.69          | 1,126.64      | 15,704.84           |
| <b>Equities</b>                       |        |                    |                   |                 |               |                     |
| Unreserved, undesignated fund balance |        | 9,374.70           | 4,736.81          | 466.69          | 1,126.64      | 15,704.84           |
| <b>Total Equities</b>                 |        | 9,374.70           | 4,736.81          | 466.69          | 1,126.64      | 15,704.84           |

| LIBRARY JOINT POWERS AUTHORITY        |                 |                 |               |                 |                  |  |
|---------------------------------------|-----------------|-----------------|---------------|-----------------|------------------|--|
| COMBINED BALANCE SHEET                |                 |                 |               |                 |                  |  |
| SPECIAL FUNDS                         |                 |                 |               |                 |                  |  |
| JANUARY 2010                          |                 |                 |               |                 |                  |  |
| Fund #                                | 955             | 956             | 957           | 960             | Spec Funds       |  |
| Fund Description                      | Contingency     | Technology      | Projects      | Felton          | Total            |  |
| <b>Assets</b>                         |                 |                 |               |                 |                  |  |
| Pooled cash                           | 9,354.64        | 4,726.68        | 465.54        | 1,120.37        | 15,667.23        |  |
| Pooled cash interest receivable       | 20.06           | 10.13           | 1.15          | 6.27            | 37.61            |  |
| <b>Total Assets</b>                   | <b>9,374.70</b> | <b>4,736.81</b> | <b>466.69</b> | <b>1,126.64</b> | <b>15,704.84</b> |  |
| <b>Equities</b>                       |                 |                 |               |                 |                  |  |
| Unreserved, undesignated fund balance | 9,374.70        | 4,736.81        | 466.69        | 1,126.64        | 15,704.84        |  |
| <b>Total Equities</b>                 | <b>9,374.70</b> | <b>4,736.81</b> | <b>466.69</b> | <b>1,126.64</b> | <b>15,704.84</b> |  |





| LIBRARY JOIN. POWERS AUTHORITY        |        |                          |                          |                  |               |                      |
|---------------------------------------|--------|--------------------------|--------------------------|------------------|---------------|----------------------|
| COMBINED BALANCE SHEET                |        |                          |                          |                  |               |                      |
| TRUST FUNDS                           |        |                          |                          |                  |               |                      |
| JANUARY 2010                          |        |                          |                          |                  |               |                      |
| Fund Description                      | Fund # | 931<br>McCaskill Loc His | 932<br>McCaskill Vis Imp | 933<br>Finkeldey | 934<br>Whalen | Trust Funds<br>Total |
| <b>Assets</b>                         |        |                          |                          |                  |               |                      |
| Pooled cash                           |        | 262,292.66               | 253,220.76               | 9,609.76         | 146,651.63    | 671,774.81           |
| Pooled cash interest receivable       |        | 563.15                   | 544.51                   | 20.72            | 297.73        | 1,426.11             |
| <b>Total Assets</b>                   |        | 262,855.81               | 253,765.27               | 9,630.48         | 146,949.36    | 673,200.92           |
| <b>Equities</b>                       |        |                          |                          |                  |               |                      |
| Net assets held in trust-library prog |        | 262,855.81               | 253,765.27               | 9,630.48         | 146,949.36    | 673,200.92           |
| <b>Total Equities</b>                 |        | 262,855.81               | 253,765.27               | 9,630.48         | 146,949.36    | 673,200.92           |



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02/17/2010 2:01PM  
Periods: 7 through 7

Revenue Status Report  
CITY OF SANTA CRUZ  
1/1/2010 through 1/31/2010

58,390

| Account Number                                                | Adjusted Estimate | Revenues      | Year-to-date Revenues | Balance      | Prct Rcvd |
|---------------------------------------------------------------|-------------------|---------------|-----------------------|--------------|-----------|
| 951-41000 TAXES                                               |                   |               |                       |              |           |
| 951-00-00-0000-41211 Sales and use tax                        | 5,612,255.00      | 906,231.93    | 3,137,237.32          | 2,475,017.68 | 55.90     |
| Total TAXES                                                   | 5,612,255.00      | 906,231.93    | 3,137,237.32          | 2,475,017.68 | 55.90     |
| 951-43000 INTERGOVERNMENTAL                                   |                   |               |                       |              |           |
| 951-36-00-0000-43210 State operating grants and contributions | 70,000.00         | 0.00          | 0.00                  | 70,000.00    | 0.00      |
| 951-36-00-0000-43310 Local operating grants and contributions | 0.00              | -2,156,153.75 | 0.00                  | 0.00         | 0.00      |
| 951-36-00-0000-43311 Maintenance of effort contributions      | 5,174,769.00      | 3,016,174.31  | 3,016,174.31          | 2,158,594.69 | 58.29     |
| 951-36-50-3510-43190 Federal grants - other                   | 6,762.00          | 0.00          | 6,978.00              | -216.00      | 103.19    |
| 951-36-55-3531-43210 State operating grants and contributions | 2,500.00          | 371.00        | 1,113.00              | 1,387.00     | 44.52     |
| Total INTERGOVERNMENTAL                                       | 5,254,031.00      | 860,391.56    | 3,024,255.31          | 2,229,765.69 | 57.56     |
| 951-44000 CHARGES FOR SERVICES                                |                   |               |                       |              |           |
| 951-36-00-0000-44613 Internet use fee                         | 7,000.00          | 230.15        | 2,428.30              | 4,571.70     | 34.69     |
| 951-36-00-0000-44630 Room rentals-library JPA                 | 1,890.00          | 500.00        | 1,290.00              | 600.00       | 68.25     |
| 951-36-00-0000-44680 Interlibrary loan reimbursement          | 0.00              | 0.00          | 88.73                 | -88.73       | 0.00      |
| 951-36-00-0000-44901 Photocopy fee                            | 10,000.00         | 597.38        | 4,281.97              | 5,718.03     | 42.82     |
| Total CHARGES FOR SERVICES                                    | 18,890.00         | 1,327.53      | 8,089.00              | 10,801.00    | 42.82     |
| 951-45000 FINES AND FORFEITS                                  |                   |               |                       |              |           |
| 951-36-00-0000-45131 Library fines                            | 300,000.00        | 14,455.50     | 116,573.91            | 183,426.09   | 38.86     |
| 951-36-00-0000-45132 Lost library items                       | 40,000.00         | 1,961.50      | 14,046.50             | 25,953.50    | 35.12     |
| Total FINES AND FORFEITS                                      | 340,000.00        | 16,417.00     | 130,620.41            | 209,379.59   | 38.42     |
| 951-46000 MISCELLANEOUS REVENUES                              |                   |               |                       |              |           |

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02/17/2010 2:01PM

Periods: 7 through 7

Revenue Status Report

CITY OF SANTA CRUZ

1/1/2010 through 1/31/2010

951 Library Joint Powers Authority

| Account Number                                                | Adjusted Estimate | Revenues     | Year-to-date Revenues | Balance      | Pct Rcvd |
|---------------------------------------------------------------|-------------------|--------------|-----------------------|--------------|----------|
| 951-00-00-0000-46110 Pooled cash and investment interest      | 0.00              | -91.09       | -3,451.87             | 3,451.87     | 0.00     |
| 951-00-00-0000-46190 Interest earnings - other                | 3,871.00          | 393.88       | 2,142.98              | 1,728.02     | 55.36    |
| 951-00-00-0000-46910 Miscellaneous operating revenue          | 0.00              | 314.00       | 314.00                | -314.00      | 0.00     |
| 951-00-00-0000-46990 Miscellaneous non-operating revenue      | 60,000.00         | 40.00        | 20,820.55             | 39,179.45    | 34.70    |
| 951-36-00-0000-46303 Donations - library                      | 19,600.00         | 0.00         | 23,496.00             | -3,896.00    | 119.88   |
| 951-36-00-0000-46309 Donations - library - Friends of the Lib | 10,000.00         | 6,525.57     | 16,525.57             | -6,525.57    | 165.26   |
| 951-36-00-0000-46916 Cash over/short                          | 0.00              | 9.91         | 93.35                 | -93.35       | 0.00     |
| 951-36-00-0000-46918 Damaged property recovery                | 0.00              | 0.00         | 318.11                | -319.11      | 0.00     |
| 951-36-00-0000-46923 Insurance reimbursements                 | 0.00              | 0.00         | 654.60                | -654.60      | 0.00     |
| Total MISCELLANEOUS REVENUES                                  | 93,471.00         | 7,192.27     | 60,914.29             | 32,556.71    | 65.17    |
| 951-49000 OTHER FINANCING SOURCES                             |                   |              |                       |              |          |
| 951-00-00-0000-49122 From Library Private Trust Fund          | 15,755.00         | 0.00         | 15,755.00             | 0.00         | 100.00   |
| 951-00-00-0000-49191 Intra-entity fund transfer in            | 18,018.00         | 0.00         | 18,018.00             | 0.00         | 100.00   |
| Total OTHER FINANCING SOURCES                                 | 33,773.00         | 0.00         | 33,773.00             | 0.00         | 100.00   |
| Grand Total                                                   | 11,352,420.00     | 1,791,560.29 | 6,394,899.33          | 4,957,520.67 | 56.33    |

Revenue Status Report  
CITY OF SANTA CRUZ  
1/1/2010 through 1/31/2010

951 Library Joint Powers Authority

| Account Number                                                | Adjusted Estimate | Revenues     | Year-to-date Revenues | Balance      | Prct Rcvd |
|---------------------------------------------------------------|-------------------|--------------|-----------------------|--------------|-----------|
| 951-00-00-0000-46110 Pooled cash and investment interest      | 0.00              | -91.09       | -3,451.87             | 3,451.87     | 0.00      |
| 951-00-00-0000-46190 Interest earnings - other                | 3,871.00          | 393.88       | 2,142.98              | 1,728.02     | 55.36     |
| 951-00-00-0000-46910 Miscellaneous operating revenue          | 0.00              | 314.00       | 314.00                | -314.00      | 0.00      |
| 951-00-00-0000-46990 Miscellaneous non-operating revenue      | 60,000.00         | 40.00        | 20,820.55             | 39,179.45    | 34.70     |
| 951-36-00-0000-46303 Donations - library                      | 19,600.00         | 0.00         | 23,496.00             | -3,896.00    | 119.88    |
| 951-36-00-0000-46309 Donations - library - Friends of the Lib | 10,000.00         | 6,525.57     | 16,525.57             | -6,525.57    | 165.26    |
| 951-36-00-0000-46916 Cash over/short                          | 0.00              | 9.91         | 93.35                 | -93.35       | 0.00      |
| 951-36-00-0000-46918 Damaged property recovery                | 0.00              | 0.00         | 319.11                | -319.11      | 0.00      |
| 951-36-00-0000-46923 Insurance reimbursements                 | 0.00              | 0.00         | 654.60                | -654.60      | 0.00      |
| Total MISCELLANEOUS REVENUES                                  | 93,471.00         | 7,192.27     | 60,914.29             | 32,556.71    | 65.17     |
| 951-49000 OTHER FINANCING SOURCES                             |                   |              |                       |              |           |
| 951-00-00-0000-49122 From Library Private Trust Fund          | 15,755.00         | 0.00         | 15,755.00             | 0.00         | 100.00    |
| 951-00-00-0000-49191 Intra-entity fund transfer in            | 18,018.00         | 0.00         | 18,018.00             | 0.00         | 100.00    |
| Total OTHER FINANCING SOURCES                                 | 33,773.00         | 0.00         | 33,773.00             | 0.00         | 100.00    |
| Grand Total                                                   | 11,352,420.00     | 1,791,560.29 | 6,394,899.33          | 4,957,520.67 | 56.33     |



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Expenditure Status Report  
CITY OF SANTA CRUZ  
1/1/2010 through 1/31/2010

58,390

| Account Number                                                | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance      | Pct Used |
|---------------------------------------------------------------|------------------------|--------------|---------------------------|---------------------------|--------------|----------|
| 52000 SERVICES                                                |                        |              |                           |                           |              |          |
| 951-36-50-3510-52135 Financial services - outside             | 6,200.00               | 381.05       | 6,391.00                  | 0.00                      | -191.00      | 103.08   |
| 951-36-50-3510-52149 Interagency labor charges                | 653,046.00             | 54,176.94    | 412,714.41                | 0.00                      | 240,331.59   | 63.20    |
| 951-36-50-3510-52199 Other professional & technical services  | 18,018.00              | 0.00         | 17,410.20                 | 3,749.73                  | -3,141.93    | 117.44   |
| 951-36-50-3510-52240 Office equipment operation/maint         | 4,620.00               | 469.16       | 2,227.92                  | 0.00                      | 2,392.08     | 48.22    |
| 951-36-50-3510-52244 Other equipment operation/maintenance    | 400.00                 | 0.00         | 0.00                      | 0.00                      | 400.00       | 0.00     |
| 951-36-50-3510-52302 Travel and meetings                      | 2,000.00               | 714.15       | 720.75                    | 0.00                      | 1,279.25     | 36.04    |
| 951-36-50-3510-52402 Telecommunications service - internal    | 82,224.00              | 0.00         | 41,112.00                 | 0.00                      | 41,112.00    | 50.00    |
| 951-36-50-3510-52403 Telecommunications service - outside     | 21,794.00              | 131.45       | 8,457.82                  | 0.00                      | -1,598.15    | 107.33   |
| 951-36-50-3510-52933 Liability insurance/surety bonds-outside | 13,167.00              | 0.00         | 11,430.00                 | 14,934.33                 | 1,737.00     | 86.81    |
| 951-36-50-3510-52960 Advertising                              | 3,000.00               | 0.00         | 0.00                      | 0.00                      | 3,000.00     | 0.00     |
| 951-36-50-3510-52961 Dues and memberships                     | 2,720.00               | 130.00       | 1,175.00                  | 0.00                      | 1,545.00     | 43.20    |
| 951-36-50-3510-52972 Printing and binding-outside             | 7,500.00               | 156.78       | 2,975.12                  | 0.00                      | 4,524.88     | 39.67    |
| 951-36-50-3510-52973 Moving Costs                             | 8,170.00               | 0.00         | 8,168.92                  | 0.00                      | 1.08         | 99.99    |
| 951-36-50-3540-52135 Financial services - outside             | 599,526.00             | 39,812.98    | 298,279.21                | 0.00                      | 301,246.79   | 49.75    |
| 951-36-51-3520-52131 Claims management services - outside     | 16,000.00              | 1,324.60     | 9,227.45                  | 6,775.15                  | -2.60        | 100.02   |
| 951-36-51-3520-52149 Interagency labor charges                | 1,150,643.00           | 89,851.02    | 638,436.86                | 0.00                      | 512,206.14   | 55.49    |
| 951-36-51-3520-52244 Other equipment operation/maintenance    | 2,500.00               | 0.00         | 1,044.00                  | 0.00                      | 1,456.00     | 41.76    |
| 951-36-51-3520-52248 Software maintenance services            | 17,588.00              | 280.90       | 9,301.58                  | 0.00                      | 8,286.42     | 52.89    |
| 951-36-51-3520-52972 Printing and binding-outside             | 10,000.00              | 454.43       | 2,140.75                  | 0.00                      | 7,859.25     | 21.41    |
| 951-36-52-3530-52149 Interagency labor charges                | 4,310,341.00           | 314,943.18   | 2,458,739.87              | 0.00                      | 1,851,601.13 | 57.04    |
| 951-36-52-3530-52244 Other equipment operation/maintenance    | 3,000.00               | 0.00         | 0.00                      | 0.00                      | 3,000.00     | 0.00     |
| 951-36-52-3530-52302 Travel and meetings                      | 2,255.00               | 33.00        | 537.86                    | 0.00                      | 1,717.14     | 23.85    |
| 951-36-52-3530-52972 Printing and binding-outside             | 3,000.00               | 0.00         | 978.76                    | 0.00                      | 2,021.24     | 32.63    |
| 951-36-53-3515-52149 Interagency labor charges                | 219,481.00             | 17,443.74    | 123,771.09                | 0.00                      | 95,709.91    | 56.39    |
| 951-36-53-3515-52201 Water, sewer and refuse                  | 64,706.00              | 5,227.74     | 30,258.31                 | 0.00                      | 34,447.69    | 46.76    |
| 951-36-53-3515-52211 Janitorial services                      | 180,928.00             | 0.00         | 0.00                      | 0.00                      | 180,928.00   | 0.00     |
| 951-36-53-3515-52223 Vehicle operation charges - internal     | 38,103.00              | 1,347.00     | 77,576.19                 | 76,651.77                 | 26,700.04    | 85.24    |
| 951-36-53-3515-52246 Building and facility o & m - outside    | 141,611.00             | 17,723.56    | 22,405.58                 | 0.00                      | 15,697.42    | 58.80    |
| 951-36-53-3515-52247 Landscaping maintenance services         | 12,975.00              | 0.00         | 84,633.49                 | 23,731.24                 | 33,246.27    | 76.52    |
| 951-36-53-3515-52261 Equipment, building and land rentals     | 401,232.00             | 32,908.36    | 4,548.86                  | 0.00                      | 8,426.14     | 35.06    |
| 951-36-53-3515-52302 Travel and meetings                      | 250.00                 | 0.00         | 230,283.08                | 45,756.00                 | 125,192.92   | 68.80    |
| 951-36-53-3515-52932 Liability insurance/surety bonds-interna | 15,500.00              | 0.00         | 0.00                      | 0.00                      | 250.00       | 0.00     |
| 951-36-53-3515-52933 Liability insurance/surety bonds-outside | 33,187.00              | 0.00         | 7,750.00                  | 0.00                      | 7,750.00     | 50.00    |
| 951-36-54-3550-52149 Interagency labor charges                | 544,351.00             | 41,679.18    | 309,196.03                | 0.00                      | 4,494.00     | 86.46    |
|                                                               |                        |              |                           |                           | 235,154.97   | 56.80    |





Expenditure Status Report  
CITY OF SANTA CRUZ  
1/1/2010 through 1/31/2010

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Periods: 7 through 7

| Account Number                     | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance      | Prct Used |
|------------------------------------|------------------------|--------------|---------------------------|---------------------------|--------------|-----------|
| 951-36-54-3550-52199               | 22,000.00              | 1,707.00     | 8,251.50                  | 5,897.50                  | 7,851.00     | 64.31     |
| 951-36-54-3550-52248               | 66,051.00              | 8,569.21     | 33,003.90                 | 32,450.74                 | 596.36       | 99.10     |
| 951-36-54-3550-52249               | 60,300.00              | 0.00         | 10,048.63                 | 0.00                      | 50,251.37    | 16.66     |
| 951-36-54-3550-52302               | 1,430.00               | 0.00         | 396.00                    | 0.00                      | 1,034.00     | 27.69     |
| 951-36-54-3550-52403               | 58,423.00              | 5,912.11     | 60,028.72                 | 1,080.78                  | -2,686.50    | 104.60    |
| 951-36-55-3560-52149               | 671,454.00             | 59,781.09    | 302,941.39                | 0.00                      | 368,512.61   | 45.12     |
| 951-36-55-3560-52302               | 660.00                 | -714.15      | 185.61                    | 0.00                      | 474.39       | 28.12     |
| 951-36-55-3560-52304               | 10,910.00              | 32.85        | 2,410.85                  | 0.00                      | 8,499.15     | 22.10     |
| 951-36-55-3560-52306               | 6,762.00               | 3,267.00     | 3,267.00                  | 0.00                      | 3,495.00     | 48.31     |
| 951-36-55-3560-52972               | 6,000.00               | 0.00         | 473.05                    | 0.00                      | 5,526.95     | 7.88      |
| Total SERVICES                     | 9,494,026.00           | 697,748.33   | 5,271,591.76              | 211,027.24                | 4,011,407.00 | 57.75     |
| 53000 SUPPLIES                     |                        |              |                           |                           |              |           |
| 951-36-50-3510-53101               | 17,000.00              | 485.71       | 3,484.79                  | 0.00                      | 13,515.21    | 20.50     |
| 951-36-50-3510-53102               | 16,500.00              | 993.51       | 5,314.23                  | 2,884.22                  | 8,301.55     | 49.69     |
| 951-36-51-3520-53106               | 839,000.00             | 14,454.64    | 264,128.71                | 0.00                      | 574,871.29   | 31.48     |
| 951-36-51-3520-53107               | 10,600.00              | 9,919.90     | 23,489.79                 | 0.00                      | -12,889.79   | 221.60    |
| 951-36-51-3520-53112               | 150,276.00             | 2,542.78     | 41,279.39                 | 3,339.73                  | 105,656.88   | 29.69     |
| 951-36-52-3530-53109               | 7,248.00               | 563.55       | 2,629.75                  | 0.00                      | 4,618.25     | 36.28     |
| 951-36-53-3515-53108               | 3,690.00               | 315.15       | 1,215.62                  | 0.00                      | 2,474.38     | 32.94     |
| 951-36-53-3515-53113               | 18,000.00              | 1,778.87     | 8,186.69                  | 0.00                      | 9,813.31     | 45.48     |
| 951-36-53-3515-53311               | 152,710.00             | 8,951.64     | 85,431.42                 | 0.00                      | 67,278.58    | 55.94     |
| 951-36-53-3515-53312               | 25,200.00              | 3,823.94     | 9,212.05                  | 0.00                      | 15,987.95    | 36.56     |
| 951-36-54-3550-53110               | 18,000.00              | 499.68       | 4,089.20                  | 6,044.05                  | 7,866.75     | 56.30     |
| Total SUPPLIES                     | 1,258,224.00           | 44,329.37    | 448,461.64                | 12,268.00                 | 797,494.36   | 36.62     |
| 54000 OTHER MATERIALS AND SERVICES |                        |              |                           |                           |              |           |
| 951-36-50-3510-54990               | 3,480.00               | 0.00         | 0.00                      | 0.00                      | 3,480.00     | 0.00      |
| 951-36-52-3530-54990               | 0.00                   | 0.00         | 32.00                     | 0.00                      | -32.00       | 0.00      |
| 951-36-54-3550-54990               | 0.00                   | 0.00         | 23.31                     | 0.00                      | -23.31       | 0.00      |
| 951-36-55-3531-54990               | 2,500.00               | 176.00       | 561.45                    | 1,056.00                  | 862.55       | 64.70     |
| 951-36-55-3560-54990               | 7,275.00               | 0.00         | 2,228.29                  | 0.00                      | 5,046.71     | 30.63     |
| Total OTHER MATERIALS AND SERVICES | 13,255.00              | 176.00       | 2,845.05                  | 1,056.00                  | 9,353.95     | 29.43     |
| 56000 OTHER CHARGES                |                        |              |                           |                           |              |           |
| Total OTHER CHARGES                | 0.00                   | 0.00         | 0.00                      | 0.00                      | 0.00         | 0.00      |



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 Periods: 7 through 7

Expenditure Status Report  
 CITY OF SANTA CRUZ  
 1/1/2010 through 1/31/2010

| Account Number                            | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance      | Prc't Used |
|-------------------------------------------|------------------------|--------------|---------------------------|---------------------------|--------------|------------|
| 57000 CAPITAL OUTLAY                      |                        |              |                           |                           |              |            |
| Total CAPITAL OUTLAY                      | 0.00                   | 0.00         | 0.00                      | 0.00                      | 0.00         | 0.00       |
| 58000 DEBT SERVICE                        |                        |              |                           |                           |              |            |
| 951-36-50-3540-58140 Loan principal       | 39,022.00              | 39,010.36    | 39,010.36                 | 0.00                      | 11.64        | 99.97      |
| 951-36-50-3540-58190 Other debt principal | 40,293.00              | 0.00         | 40,293.07                 | 0.00                      | -0.07        | 100.00     |
| 951-36-50-3540-58240 Loan interest        | 41,508.00              | 21,507.52    | 21,507.52                 | 0.00                      | 20,000.48    | 51.82      |
| 951-36-50-3540-58290 Other debt interest  | 8,500.00               | 0.00         | 3,932.60                  | 0.00                      | 4,567.40     | 46.27      |
| Total DEBT SERVICE                        | 129,323.00             | 60,517.88    | 104,743.55                | 0.00                      | 24,579.45    | 80.99      |
| 59000 OTHER FINANCING USES                |                        |              |                           |                           |              |            |
| Total OTHER FINANCING USES                | 0.00                   | 0.00         | 0.00                      | 0.00                      | 0.00         | 0.00       |
| <b>Grand Total</b>                        | 10,894,828.00          | 802,771.58   | 5,827,642.00              | 224,351.24                | 4,842,834.76 | 55.55      |



# Personnel

## Expenditure Status Report CITY OF SANTA CRUZ 1/1/2010 through 1/31/2010

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02/22/2010 8:10AM  
Periods: 7 through 7

| Account Number     | General Fund                 | Library (City) | Adjusted<br>Appropriation | Expenditures | Year-to-date<br>Expenditures | Year-to-date<br>Encumbrances | Balance      | Prct<br>Used |
|--------------------|------------------------------|----------------|---------------------------|--------------|------------------------------|------------------------------|--------------|--------------|
| 101-35-51000       | PERSONNEL SERVICES           |                |                           |              |                              |                              |              |              |
| Total              | Regular full time            |                | 4,305,302.00              | 318,929.93   | 2,495,822.88                 | 0.00                         | 1,809,479.12 | 57.97        |
| Total              | Regular part time            |                | 610,327.00                | 53,962.95    | 388,956.81                   | 0.00                         | 221,370.19   | 63.73        |
| Total              | Overtime                     |                | 0.00                      | 0.00         | 1,820.89                     | 0.00                         | -1,820.89    | 0.00         |
| Total              | Termination pay              |                | 0.00                      | 2,116.59     | 28,529.62                    | 0.00                         | -28,529.62   | 0.00         |
| Total              | Temporary                    |                | 510,086.00                | 29,694.51    | 188,096.14                   | 0.00                         | 321,989.86   | 36.88        |
| Total              | Other pay                    |                | 0.00                      | 898.78       | 1,424.94                     | 0.00                         | -1,424.94    | 0.00         |
| Total              | Special vacation pay         |                | 0.00                      | 0.00         | 12,576.42                    | 0.00                         | -12,576.42   | 0.00         |
| Total              | Special sick leave pay       |                | 0.00                      | 0.00         | 695.56                       | 0.00                         | -695.56      | 0.00         |
| Total              | Vehicle allowance            |                | 2,880.00                  | 250.00       | 1,750.00                     | 0.00                         | 1,130.00     | 60.76        |
| Total              | Retirement contribution      |                | 631,119.00                | 48,745.21    | 373,748.15                   | 0.00                         | 257,370.85   | 59.22        |
| Total              | F.I.C.A.                     |                | 61,081.00                 | 1,463.40     | 9,490.04                     | 0.00                         | 51,590.96    | 15.54        |
| Total              | Group health insurance       |                | 943,722.00                | 74,984.44    | 450,106.12                   | 0.00                         | 493,615.88   | 47.69        |
| Total              | Group dental insurance       |                | 98,798.00                 | 7,833.96     | 51,312.19                    | 0.00                         | 47,485.81    | 51.94        |
| Total              | Vision insurance             |                | 17,895.00                 | 1,422.30     | 9,341.24                     | 0.00                         | 8,553.76     | 52.20        |
| Total              | Medicare insurance           |                | 58,208.00                 | 5,290.74     | 64,731.67                    | 0.00                         | -6,523.67    | 111.21       |
| Total              | Group life insurance         |                | 2,673.00                  | 225.66       | 1,477.48                     | 0.00                         | 1,195.52     | 55.27        |
| Total              | Disability insurance         |                | 35,613.00                 | 2,698.47     | 20,740.81                    | 0.00                         | 14,872.19    | 58.24        |
| Total              | Unemployment insurance       |                | 12,291.00                 | 1,014.05     | 7,804.23                     | 0.00                         | 4,486.77     | 63.50        |
| Total              | Workers' compensation        |                | 219,856.00                | 17,980.35    | 137,242.12                   | 0.00                         | 82,613.88    | 62.42        |
| Total              | Accrued vacation - period 13 |                | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00         | 0.00         |
| <b>Grand Total</b> |                              |                | 7,509,851.00              | 567,511.34   | 4,245,667.31                 | 0.00                         | 3,264,183.69 | 56.53        |



Library - Fund 951  
 Month-End Cash Balances

|                     | July           | August       | September    | October      | November     | December     | January      | February     | March        | April        | May        | June         |
|---------------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|
| FY 2010 Pooled cash | (908,343.59)   | (797,637.50) | (752,924.76) | (597,787.31) | (558,459.72) | (707,533.76) | 290,832.95   |              |              |              |            |              |
| FY 2009 Pooled cash | (1,028,955.46) | (397,327.61) | (356,999.20) | 252,949.44   | (714,416.36) | (711,714.61) | (812,054.05) | (668,015.42) | (595,048.05) | (543,669.74) | 222,502.65 | (667,431.15) |
| FY 2008 Pooled cash | 555,177.28     | 285,993.39   | 362,222.74   | 452,678.88   | 381,688.89   | 348,644.68   | 414,873.10   | 180,026.54   | 267,117.50   | 986,379.63   | 877,239.75 | 65,274.00    |
| FY 2007 Pooled cash | 378,173.37     | 260,209.81   | (47,055.07)  | 77,967.52    | 141,276.32   | 331,082.13   | 1,134,207.34 | 1,970,264.04 | 582,080.73   | 688,990.25   | 693,402.17 | 260,082.00   |

COUNTY REVENUE TRANSFERS  
FY 2009-10

|      | CUM TARGET | CUM SURPLUS<br>OR (DEFICIT) | CUM TOTAL<br>ACTUAL | MONTHLY<br>PAY'T TOT | 43310<br>MT. EFFORT | 41211<br>SALES TAX |
|------|------------|-----------------------------|---------------------|----------------------|---------------------|--------------------|
| JULY | 8.30%      | 0                           | 0.00                | 0.00                 |                     |                    |
| AUG  | 16.60%     | 1,797,838                   | 812,559.04          | 812,559.04           | \$431,230.75        | \$381,328.29       |
| SEP  | 25.00%     | 2,696,757                   | 1,696,486.37        | 883,927.33           | \$431,230.75        | \$452,696.58       |
| OCT  | 33.00%     | 3,595,676                   | 2,676,104.65        | 979,618.28           | \$431,230.75        | \$548,387.53       |
| NOV  | 42.00%     | 4,494,595                   | 3,510,360.89        | 834,256.24           | \$431,230.75        | \$403,025.49       |
| DEC  | 50.00%     | 5,393,514                   | 4,387,159.14        | 876,798.25           | \$431,230.75        | \$445,567.50       |
| JAN  | 58.00%     | 6,292,433                   | 5,334,963.35        | 947,804.21           | \$428,789.81        | \$519,014.40       |
| FEB  | 67.00%     | 7,191,352                   | 6,153,411.63        | 818,448.28           | \$431,230.75        | \$387,217.53       |
| MAR  | 75.00%     | 8,090,271                   | 0.00                | 0.00                 | \$0.00              | \$0.00             |
| APR  | 83.00%     | 8,989,190                   | 0.00                | 0.00                 | \$0.00              | \$0.00             |
| MAY  | 92.00%     | 9,888,109                   | 0.00                | 0.00                 | \$0.00              | \$0.00             |
| JUN  | 100%       | 10,787,024                  | 0.00                | 0.00                 | \$0.00              | \$0.00             |
|      |            |                             |                     | 6,153,411.63         | \$3,016,174.31      | \$3,137,237.32     |

two payments will show for June



COUNTY REVENUE TRANSFERS  
FY 2009-10

|      | CUM TARGET | CUM SURPLUS<br>OR (DEFICIT) | CUM TOTAL<br>ACTUAL | MONTHLY<br>PAY'T TOT | 43310<br>MT. EFFORT | 41211<br>SALES TAX |
|------|------------|-----------------------------|---------------------|----------------------|---------------------|--------------------|
| JULY | 8.30%      | 0                           | 0.00                | 0.00                 |                     |                    |
| AUG  | 16.60%     | 1,797,838                   | 812,559.04          | 812,559.04           | \$431,230.75        | \$381,328.29       |
| SEP  | 25.00%     | 2,696,757                   | 1,696,486.37        | 883,927.33           | \$431,230.75        | \$452,696.58       |
| OCT  | 33.00%     | 3,595,676                   | 2,676,104.65        | 979,618.28           | \$431,230.75        | \$548,387.53       |
| NOV  | 42.00%     | 4,494,595                   | 3,510,360.89        | 834,256.24           | \$431,230.75        | \$403,025.49       |
| DEC  | 50.00%     | 5,393,514                   | 4,387,159.14        | 876,798.25           | \$431,230.75        | \$445,567.50       |
| JAN  | 58.00%     | 6,292,433                   | 5,334,963.35        | 947,804.21           | \$428,789.81        | \$519,014.40       |
| FEB  | 67.00%     | 7,191,352                   | 6,153,411.63        | 818,448.28           | \$431,230.75        | \$387,217.53       |
| MAR  | 75.00%     | 8,090,271                   | 0.00                | 0.00                 | \$0.00              | \$0.00             |
| APR  | 83.00%     | 8,989,190                   | 0.00                | 0.00                 | \$0.00              | \$0.00             |
| MAY  | 92.00%     | 9,888,109                   | 0.00                | 0.00                 | \$0.00              | \$0.00             |
| JUN  | 100%       | 10,787,024                  | 0.00                | 0.00                 | \$0.00              | \$0.00             |
|      |            |                             |                     | 6,153,411.63         | \$3,016,174.31      | \$3,137,237.32     |

two payments will show for June



## MEMORANDUM

DATE: February 22, 2010  
TO: Joint Powers Board  
FROM: Teresa Landers, Director of Libraries <sup>TL</sup>  
SUBJECT: Reclassification of Office Supervisor to Administrative Analyst

### **BACKGROUND**

In order to address the library budget shortfall, several library positions were deleted from the library budget effective July 1, 2009. One of the positions was a full time senior management Librarian III. Additionally effective January 1, 2010, the full time Assistant Director of Libraries position was deleted when the position became vacant through retirement.

### **DISCUSSION**

The new Director of Libraries has had a chance to become familiar with the library and its organizational structure and staffing needs. Given the size and scope of the library and services and given that the Library has recently lost two of its senior managers, the Director of Libraries is has a strong need for assistance with certain management level administrative tasks. Some of these tasks include taking an active role in the library's budget, performing research projects such as the ROI calculator, assisting with revising processes and policies, assisting staff with personnel issues, and working on the monthly and annual statistics.

In order to best meet the staffing and organizational needs of the Library, the Director of Libraries is recommending the re-classification of the position of Office Supervisor in the Supervisory bargaining unit to Administrative Analyst in the mid-management bargaining unit. This will allow the Administrative Analyst position to assume the higher level tasks as mentioned above as well as continuing with the tasks of the Office Supervisor but functioning at a higher level such as having much more independence and decision making.

The Human Resources Department has performed an analysis of this change and is in agreement with the re-classification. These recommendations have been presented to both the Supervisory and Mid-management bargaining units.

### **FISCAL IMPACT**

The FY10 impact is a maximum of \$2,080. The annual cost increase is approximately \$10, 206. Actual cost will be determined based on who is hired for the position.

### **RECOMMENDATION**

The Joint Powers Board recommend and support the reclassification of Office Supervisor to Administrative Analyst.





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

**RESOLUTION # 2010-002**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD AUTHORIZING RECLASSIFICATION OF THE OFFICE  
SUPERVISOR POSITION**

WHEREAS, the Santa Cruz Library Joint Powers Board authorizes the reclassification of the Office Supervisor position

WHEREAS, the position will be reclassified to Administrative Analyst

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

That the Office Supervisor position be reclassified to an Administrative Analyst for the Library.

PASSED AND ADOPTED this 1st day of March 2010 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

\_\_\_\_\_  
Chair

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





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

February 18, 2010

TO: LIBRARY JOINT POWERS BOARD  
FROM: DIRECTOR OF LIBRARIES  
RE: LIBRARY CONFLICT OF INTEREST CODE

**RECOMMENDATION:** That the Library Joint Powers Authority Board review and approve the Library System's Conflict of Interest Code updating staff titles and adding additional staff.

## **BACKGROUND**

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. The Library System code requires that all members of the Joint Powers Board, management staff, and Librarian III's and above file reports.

The attached list, last revised in 2008, includes all appropriate Board members and staff.





**LIBRARY POSITIONS DESIGNATED TO FILE CONFLICT OF INTEREST  
STATEMENTS  
Updated March 1, 2009**

| <b>TITLE</b>                                  | <b>SPECIAL CONDITIONS</b> |
|-----------------------------------------------|---------------------------|
| LJPB COUNTY SUPERVISOR                        | On File, County Clerk     |
| LJPB COUNTY SUPERVISOR                        | On File, County Clerk     |
| LJPB SANTA CRUZ CITY COUNCIL                  | On File, City Clerk       |
| LJPB SANTA CRUZ CITY COUNCIL                  | On File, City Clerk       |
| LJPB CAPITOLA CITY COUNCIL                    | On File, City Clerk       |
| LJPB SCOTTS VALLEY CITY<br>COUNCIL            | On File, City Clerk       |
| LJPB CITIZEN MEMBER                           |                           |
| LJPB CITIZEN MEMBER                           |                           |
| LJPB CITIZEN MEMBER                           |                           |
| DIRECTOR OF LIBRARIES                         |                           |
| LIB IV/ACCESS SERVICES MGR                    |                           |
| LIB IV/PROGRAMS & PARTNERSHIPS<br>MGR         |                           |
| LIB IV/PUBLIC SERVICES MGR                    |                           |
| NETWORK ADMINISTRATOR                         |                           |
| LIB III/LEAD REFERENCE                        |                           |
| LIB III/ LEAD YOUTH SERVICES                  |                           |
| LIB III/COLLECTION DEVELOPMENT<br>COORDINATOR |                           |
| LIB III/OUTREACH MGR                          |                           |
| LIB III/APTOS REGIONIONAL MGR                 |                           |
| LIB III/LIVE OAK REGIONAL MGR                 |                           |
| LIB III/SCOTTS VALLEY REGIONAL<br>MGR         |                           |
| CIRCULATION SUPERVISOR                        |                           |
| OFFICE MANGER                                 |                           |
|                                               |                           |



## MEMORANDUM

DATE: February 22, 2010  
TO: Joint Powers Board  
FROM: Teresa Landers, Director of Libraries <sup>2</sup>  
SUBJECT: Subsidized Employment Program (SEP)

### BACKGROUND

The Library was approached by the Community Action Board (CAB) to employ workers for five months through the CalWORKs WTW Program at no cost to the Library. The Library felt that the rebarcoding project had the potential of being beneficial to the Library, the CAB and the SEP workers. While the Library would not be in a position to hire the workers at the end of the five month period, they would gain valuable work experience and some income. The Library feels this meets an unstated goal of contributing back to the community that supports us and is socially sustainable

### DISCUSSION

Barbara Snider, Access Service Manager has taken the lead role in working out the details. Since the project is of limited duration and is not replacing staff who were laid off or demoted, SEIU has been very supportive of the project.

Using volunteer supervisors, these workers will be employed for five months at Live Oak and at Central placing barcodes on the outside of books to facilitate check out and check in both by staff and by patrons now that we don't need to open every book to put due date cards in and out.

They will be paid by CAB and we anticipate they will be considered contract workers. There is no obligation to hire these workers once the term of employment is over. In fact it would be impossible for us to do so since we are still in the position of reinstating laid off and reclassified employees. Details are being coordinated with City Human Resources. If they cannot be considered contract workers or an equally acceptable arrangement cannot be found, then we will withdraw from the program and look to using volunteers to accomplish the rebarcoding.

Since we would like to start this program before the next Joint Powers Board meeting we are asking for support for the following recommendation which has stated contingencies.

### RECOMMENDATION

that the Joint Powers Board endorse the Library's participation in the SEP program contingent on details being acceptable to the City of Santa Cruz Human Resources Department, the Library and the CAB.



## MEMORANDUM

DATE: February 22, 2010  
TO: Joint Powers Board  
FROM: Teresa Landers, Director of Libraries <sup>TL</sup>  
SUBJECT: Collection Agency Update

### BACKGROUND

A couple of months ago there was a discussion at the JPB meeting about the collection agency process including the cost of the service in relation to the amount recovered.

### DISCUSSION

A recent report from Unique Management Services, summarizes the recovery made in terms of cash and materials for the period of January to December 2009.

We started with Unique in 2001. Since this time 15,164 accounts were submitted worth \$1,477,958.

The following table shows the recovery totals:

|                       | Since Inception  | Jan-Dec 2009     |
|-----------------------|------------------|------------------|
| Cash Recovery         | \$400,910        | \$57,542         |
| Material Recovery     | \$512,283        | \$54,374         |
| Waives                | \$37,182         | \$5,159          |
| <b>Recovery Total</b> | <b>\$950,381</b> | <b>\$117,074</b> |

The total amount paid to Unique is \$119,432 since we started and \$16,781 in 2009. The calculated return on investment is close to 8:1 since inception and close to 7:1 in 2009 whether you include the waivers in the total or not.

Clearly, the cost of Unique is fully recovered by the cash recovered even if recovered materials are not included. The reality is that when materials are recovered the Library is saved the cost of replacing them so there is a tangible cost saving as well. While not every item would be replaced, many are, or, in years like this one when the materials budget is so limited, we simply would have to do without; to the detriment of the public.

### RECOMMENDATION

Utilizing the services of Unique Management Services is definitely worth the cost and we will continue to contract with them.



LIBRARY  
FIVE YEAR OPERATING FUND PROJECTIONS

2/24/2009

|                                                                           | Current<br>2009/10<br>Budget | Projected<br>2009/10 | Projected<br>2010/11 | Projected<br>2011/12 | Projected<br>2012/13 | Projected<br>2013/14 |
|---------------------------------------------------------------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>PROJECTIONS IF FURLOUGH OR EQUIVALENT SAVINGS END ON JUNE 30, 2011</b> |                              |                      |                      |                      |                      |                      |
| <b>Fund balance at beginning of year</b>                                  |                              | (319,405)            | 47,643               | (230,286)            | (1,413,602)          | (2,758,615)          |
| <b>Revenues:</b>                                                          |                              |                      |                      |                      |                      |                      |
| Sales taxes:                                                              | 5,612,255                    | 5,288,658            | 5,288,658            | 5,288,658            | 5,341,545            | 5,448,375            |
| Maintenance of effort                                                     | 5,174,769                    | 5,174,769            | 5,049,926            | 5,049,926            | 5,100,425            | 5,202,434            |
| Grants                                                                    | 79,262                       | 83,262               | 83,262               | 83,262               | 83,262               | 83,262               |
| Charges for services                                                      | 18,890                       | 18,890               | 18,890               | 18,890               | 18,890               | 18,890               |
| Fines                                                                     | 340,000                      | 225,000              | 225,000              | 225,000              | 225,000              | 225,000              |
| Donations                                                                 | 29,600                       | 29,600               | 29,600               | 29,600               | 29,600               | 29,600               |
| Miscellaneous revenues                                                    | 60,000                       | 60,000               | 60,000               | 60,000               | 60,000               | 60,000               |
| Transfers from other funds                                                | 33,773                       | 33,773               | 40,773               | 15,773               | 15,773               | 15,773               |
| Interest earnings from County                                             | 3,871                        | 5,141                | 5,141                | 5,141                | 5,141                | 5,141                |
| Interest earnings (expense) temp loans                                    | 0                            | (7,000)              | (5,000)              | 0                    | 0                    | 0                    |
| <b>Total Revenues</b>                                                     | <b>11,352,420</b>            | <b>10,912,093</b>    | <b>10,796,250</b>    | <b>10,776,250</b>    | <b>10,879,636</b>    | <b>11,088,475</b>    |
| <b>Expenditures:</b>                                                      |                              |                      |                      |                      |                      |                      |
| Regular wages in adopted budget                                           | 4,957,974                    | 4,980,406            | 5,005,386            | 5,617,155            | 5,673,327            | 5,730,060            |
| Temporary wages                                                           | 510,086                      | 510,086              | 510,086              | 535,590              | 535,590              | 535,590              |
| Retirement                                                                | 631,119                      | 647,668              | 671,095              | 842,573              | 964,466              | 1,031,411            |
| FICA                                                                      | 61,081                       | 31,625               | 31,625               | 33,207               | 33,207               | 33,207               |
| Group health                                                              | 943,722                      | 878,110              | 984,287              | 1,063,030            | 1,148,072            | 1,239,918            |
| Group dental                                                              | 98,798                       | 95,798               | 99,100               | 101,082              | 103,104              | 105,166              |
| Vision                                                                    | 17,895                       | 17,418               | 17,994               | 18,354               | 18,721               | 19,095               |
| Medicare insurance                                                        | 58,208                       | 101,346              | 77,217               | 86,138               | 86,925               | 87,719               |
| Group life                                                                | 2,673                        | 2,759                | 2,737                | 3,102                | 3,164                | 3,227                |
| Disability                                                                | 35,613                       | 36,030               | 35,158               | 39,846               | 40,643               | 41,456               |
| Unemployment                                                              | 12,291                       | 23,719               | 36,201               | 20,000               | 20,000               | 20,000               |
| Workers' comp                                                             | 219,856                      | 238,146              | 220,830              | 247,820              | 250,299              | 252,802              |
| City contract services                                                    | 605,726                      | 605,726              | 605,726              | 605,726              | 605,726              | 605,726              |
| Other professional & technical                                            | 56,018                       | 56,018               | 63,018               | 38,000               | 38,000               | 38,000               |





LIBRARY  
FIVE YEAR OPERATING FUND PROJECTIONS

2/24/2009

|                                                                                  | Current<br>2009/10<br>Budget | Projected<br>2009/10 | Projected<br>2010/11 | Projected<br>2011/12 | Projected<br>2012/13 | Projected<br>2013/14 |
|----------------------------------------------------------------------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b><u>PROJECTIONS IF FURLOUGH OR EQUIVALENT SAVINGS END ON JUNE 30, 2011</u></b> |                              |                      |                      |                      |                      |                      |
| <b><u>Expenditures (continued):</u></b>                                          |                              |                      |                      |                      |                      |                      |
| Water, sewer, & refuse                                                           | 64,706                       | 64,706               | 66,000               | 67,320               | 68,667               | 70,040               |
| Janitorial services                                                              | 180,928                      | 180,928              | 184,547              | 188,237              | 192,002              | 195,842              |
| Vehicle operation - internal                                                     | 38,103                       | 38,103               | 38,865               | 39,642               | 40,435               | 41,244               |
| Other equipment - operation/maintenance                                          | 5,900                        | 5,900                | 6,500                | 5,500                | 5,500                | 5,500                |
| Office equipment/maintenance                                                     | 4,620                        | 4,620                | 5,020                | 5,020                | 5,020                | 5,020                |
| Building & facility m & o - outside                                              | 141,611                      | 141,611              | 141,611              | 57,611               | 57,611               | 57,611               |
| Placeholder - New SV maintenance/utills                                          | 0                            | 0                    | 0                    | 68,000               | 68,000               | 68,000               |
| Landscaping maintenance                                                          | 12,975                       | 12,975               | 12,975               | 12,975               | 12,975               | 12,975               |
| Software maintenance                                                             | 83,639                       | 83,639               | 83,639               | 83,639               | 83,639               | 83,639               |
| Hardware maintenance                                                             | 60,300                       | 60,300               | 60,300               | 60,300               | 60,300               | 60,300               |
| Equipment, building, & land rentals                                              | 401,232                      | 401,232              | 401,232              | 401,232              | 401,232              | 401,232              |
| Travel & meetings                                                                | 6,595                        | 6,595                | 6,800                | 6,800                | 6,800                | 6,800                |
| Training                                                                         | 10,910                       | 10,910               | 13,975               | 13,975               | 13,975               | 13,975               |
| LSTA Tuition Reimb Grant                                                         | 6,762                        | 6,762                | 6,762                | 6,762                | 6,762                | 6,762                |
| Telecommunications - internal                                                    | 82,224                       | 82,224               | 83,224               | 83,224               | 67,224               | 67,224               |
| Telecommunications - outside                                                     | 80,217                       | 80,217               | 80,217               | 80,217               | 80,217               | 80,217               |
| Liability insurance/surety bonds - internal                                      | 15,500                       | 15,500               | 15,810               | 16,126               | 16,449               | 16,778               |
| Liability insurance/surety bonds - outside                                       | 46,354                       | 46,354               | 47,281               | 48,227               | 49,191               | 50,175               |
| Advertising                                                                      | 3,000                        | 3,000                | 3,000                | 3,000                | 3,000                | 3,000                |
| Dues & memberships                                                               | 2,720                        | 2,720                | 5,000                | 5,000                | 5,000                | 5,000                |
| Printing & binding - outside                                                     | 26,500                       | 26,500               | 26,500               | 26,500               | 26,500               | 26,500               |
| Moving costs                                                                     | 8,170                        | 8,170                | 0                    | 0                    | 0                    | 0                    |
| Postage                                                                          | 17,000                       | 17,000               | 12,000               | 12,000               | 12,000               | 12,000               |
| Office supplies                                                                  | 16,500                       | 16,500               | 16,500               | 16,500               | 16,500               | 16,500               |
| Books & periodicals                                                              | 839,000                      | 500,000              | 880,000              | 880,000              | 880,000              | 880,000              |
| Books & periodicals - grants & donations                                         | 10,600                       | 10,600               | 10,600               | 10,600               | 10,600               | 10,600               |
| Safety clothing & equipment                                                      | 3,690                        | 3,690                | 2,690                | 2,717                | 2,744                | 2,772                |
| Copier supplies                                                                  | 7,248                        | 7,248                | 6,500                | 6,500                | 6,500                | 6,500                |
| Computer supplies                                                                | 18,000                       | 18,000               | 18,360               | 18,360               | 18,360               | 18,360               |



LIBRARY  
FIVE YEAR OPERATING FUND PROJECTIONS

2/24/2009

|                                                                                  | Current<br>2009/10<br>Budget | Projected<br>2009/10 | Projected<br>2010/11 | Projected<br>2011/12 | Projected<br>2012/13 | Projected<br>2013/14 |
|----------------------------------------------------------------------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b><u>PROJECTIONS IF FURLOUGH OR EQUIVALENT SAVINGS END ON JUNE 30, 2011</u></b> |                              |                      |                      |                      |                      |                      |
| <b><u>Expenditures (continued):</u></b>                                          |                              |                      |                      |                      |                      |                      |
| Library functional supplies                                                      | 150,276                      | 150,276              | 150,276              | 150,276              | 150,276              | 150,276              |
| Janitorial supplies                                                              | 18,000                       | 18,000               | 18,000               | 18,000               | 18,000               | 18,000               |
| Electricity                                                                      | 152,710                      | 152,710              | 157,710              | 161,653              | 165,694              | 169,836              |
| Natural gas                                                                      | 25,200                       | 25,200               | 20,260               | 20,463               | 20,667               | 20,874               |
| Miscellaneous supplies & services                                                | 13,255                       | 13,255               | 24,255               | 24,255               | 24,255               | 24,255               |
| Building remodeling                                                              | 0                            | 0                    | 0                    | 0                    | 0                    | 0                    |
| Office furniture/equipment                                                       | 0                            | 0                    | 5,000                | 5,000                | 5,000                | 5,000                |
| Loan principal (headquarters loan)                                               | 39,022                       | 39,010               | 40,961               | 43,009               | 45,159               | 47,417               |
| Other debt principal (moe overpayment)                                           | 40,293                       | 40,293               | 40,293               | 40,293               | 40,293               | -                    |
| Loan interest (headquarters loan)                                                | 21,508                       | 21,508               | 19,557               | 17,509               | 15,359               | 13,101               |
| Loan interest (city cash advances)                                               | 20,000                       | 0                    | 0                    | 0                    | 0                    | 0                    |
| Other debt interest (moe overpayment)                                            | 8,500                        | 3,933                | 1,500                | 1,500                | 1,500                | 0                    |
| <b>Total Expenditures</b>                                                        | <b>10,894,828</b>            | <b>10,545,045</b>    | <b>11,074,180</b>    | <b>11,959,566</b>    | <b>12,224,648</b>    | <b>12,416,701</b>    |
| <b>Net operating gain (loss)</b>                                                 | <b>457,592</b>               | <b>367,048</b>       | <b>(277,930)</b>     | <b>(1,183,316)</b>   | <b>(1,345,013)</b>   | <b>(1,328,226)</b>   |
| <b><u>Fund balance at year-end</u></b>                                           |                              | <b>47,643</b>        | <b>(230,286)</b>     | <b>(1,413,602)</b>   | <b>(2,758,615)</b>   | <b>(4,086,840)</b>   |

**PROJECTIONS IF FURLOUGH OR EQUIVALENT SAVINGS INSTEAD END ON FEB 28, 2011**

Additional expenditures

223,397

**Revised fund balance at year-end:**

47,643

(453,683)

(1,636,999)

(2,982,012)

(4,310,237)

\* Amount shown in City payroll details for 09/10 budget is (\$39,465) less due to timing differences



## **BUDGET PROJECTION ASSUMPTIONS**

### **Assumptions**

- 1) Santa Cruz share of County population will hold steady at current rate of 77.5%.  
Can be adjusted after 2010 Census
- 2) Current FTE of 98 will be maintained
- 3) City charge by agreement is 5.5% of budget
- 4) Watsonville debt paid off August 2012
- 5) Hours no change (if furlough goes away, hours would change)
- 6) Positive cash balance by beginning of FY11/12 (this is not actually reflected in the numbers as it is dependent on fund balance available to cover the cash flow)

### **Revenue**

- 1) Sales tax will be flat through 2012 then 1% increase in 12/13 and 2% in 13/14
- 2) Property tax (moe)- used estimates provided by Pat Busch
- 3) Interest will be calculated after we determine fund balance situation
- 4) Fines and fees are dropping this year so for 10/11 a 33% decrease and steady after that
- 5) Bequests will be held steady
- 6) Public Library Fund from the State will be held steady at current rate of \$74,000 per year
- 7) City of Santa Cruz contribution is steady at \$1,394,751
- 8) City of Watsonville contribution is steady at \$541,684

### **Expenditures**

- 1) Salaries/Benefits: Furlough will continue in 10/11 but is gone after that but some increases are occurring due to union agreements and reclassifications  
1% cola and merit increases return in 12/13 and hold steady
- 2) Expect a 12% increase in health benefit costs in 10/11 and 8% each year after
- 3) The effect of PERS rate changes as a % of salaries is .6% in 10/11; 1.6% in 11/12; then 2% in 12/13 and 1% in 13/14. This translates to retirement cost increases of 3.5% in 10/11, 13.0% in 11/12, 14.5% in 12/13, and 6.9% in 13/14.  
(The 2011/12 PERS rate is 15.0 which reflects the actual rate mandated by PERS and left other years alone)
- 4) Library materials: approximately 8% of budget
- 5) Supplies and services- some kept flat but recognize there is some inflation  
(gasoline, electricity, natural gas, water, sewer, general supplies all go up- 1-2.5% is what was used)
- 6) Travel and training and dues and memberships increased slightly then held steady  
(recommended percent of budget devoted to training is 1-3%- on \$10 million 2% would be \$200,000 ours is currently \$10,910 or .1%)
- 7) Furniture and equipment cannot be zeroed out forever
- 8) Scotts Valley rent goes to \$1.00 per year in May 2011 (savings of \$7,000 per month)  
utilities, maintenance, etc estimates based on Live Oak costs: \$68,000



MEMORANDUM

DATE: February 22, 2010  
TO: Joint Powers Board  
FROM: Teresa Landers, Director of Libraries  
SUBJECT: Budget Priorities

The following are priorities I consider essential when prioritizing the FY10/11 Budget:

1. Eliminating the negative cash flow and create a cash flow reserve.
2. All the positions at the Library need to be reviewed. The structure of the system has already changed and may well again. With a change in service delivery (self service, single point of service, etc) as well as priorities perhaps changing once the strategic plan is adopted, we are looking at a different staffing model. Human Resources highly recommends we employ a library consultant with experience both in HR and in modern library concepts to do a staffing plan.
3. Assuming we keep the current structure of 10 branches with 4 regionals, we will need to do something about supervision for the 6 satellites (which I prefer to refer to as neighborhood branches). I am proposing that we assign three staff to each supervise two branches. There are a couple of different approaches we can take to this and which we choose would be dependent on how we think the library will be structured into the future. At the low end, we can do it by reassigning existing staff. At the higher end we will need to do a reclassification of some positions or add positions. To give an exact figure, I will need direction as to where the JPB sees us moving.
4. New Scotts Valley Library- as much as I would like to say we won't have any costs, that is probably naïve. I would like to budget for unexpected needs (workstations for staff that cannot be reused, chairs for staff, etc).

The following are priorities I feel are critically important but are not essential for FY10/11:

1. Establish a cash reserve
2. Architectural studies for Central and Aptos. Both these facilities are in dire need of expansion and/or replacement/remodeling. While the source of funds to do so is not yet identified, in order to make sound decisions about our future structure we should factor in the physical needs of these facilities.
3. We really need to establish Technology and Vehicle Replacement funds. We have worked on the vehicle one and to catch up we should be putting in about \$103,000 per year to such a fund. We are hoping the Friends can raise money this year for Technology through a capital campaign but we need to budget for future replacement of PCs, printers, the ILS, ongoing maintenance and upgrades, etc. The needs are detailed below.

The area of technology in general is critical. The Friends have some money to seed a planned capital campaign for this purpose but there are no guarantees. Here is an estimate of what we will need in FY10/11

- Self check systemwide- rather than a two year implementation we should be able to do it in one year due to excellent negotiating by our IT Manager, Dan Landry.
- The ILS needs to be replaced. As mentioned before, we are the only library in the country using the current system. The only support is our one staff member.
- There will be furniture and remodeling costs to truly and effectively implement self check.
- Purchase of replacement staff and public PCs needs to be ongoing and should be factored into the technology replacement fund. We are currently experimenting with refurbished PCs. If that is effective the cost will be greatly reduced.



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# PARKING LOT ITEMS

| TOPIC                                    | RESOURCES/<br>RESPONSIBILITY | DATE        |
|------------------------------------------|------------------------------|-------------|
| Volunteer Philosophy and Strategy Review | JPB                          | Summer 2010 |

