



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

LIBRARY JOINT POWERS AUTHORITY BOARD  
FINANCE SUBCOMMITTEE

Monday, March 29, 2010  
Community Meeting Room  
224 Church Street, Santa Cruz

4:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES FEBRUARY 22, 2010
4. ORAL COMMUNICATIONS
5. STAFF REPORTS
  - a. Financial reports though February 28, 2010
    - i. Consolidated balance sheet showing assets and liabilities
    - ii. Summary page showing fund balances for fiduciary and contingency funds
    - iii. Revenue and Expense report (Financial Status Balances)including encumbrances
    - iv. Interagency labor charges (52149) broken out into detail showing payroll costs and specific benefit costs;
    - v. Month End Cash Balances
  - b. 10/11 Budget Update

6. NEXT MEETING

The next regularly scheduled meeting is April 26, 2010

7. ADJOURN

The Library Joint Powers Authority Board Finance Subcommittee will adjourn from the regularly scheduled meeting of March 29, 2010 to the next regularly scheduled public meeting on April 26, 2010 at 4:30 pm in the Community Meeting Room of the Central Branch Library.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, the Library requests that you attend fragrance free. The Central Branch Library is a fully accessible facility. If you wish to attend this public meeting, and you will require special assistance such as sign language or other special devices in order to attend and participate, please call (831) 420-5600 or TDD: (831) 420-5733 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.

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SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD  
FINANCE COMMITTEE

MINUTES

FEBRUARY 22, 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,  
(Called to order at 4:40pm)

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

II. APPROVAL OF MEETING AGENDA OF JANUARY 4, 2010

**Councilmember Rotkin moved by consensus**

**that the Board approve the agenda of February 22, 2010**

UNAN

III. MINUTES OF October 26, 2009

**Councilmember Rotkin moved, seconded by Councilmember Gorson**

**that the Board approve the minutes of January 25, 2010.**

UNAN

IV. STAFF REPORTS

1. Financial reports for 0910 reviewed. Overall, personnel and other expenditures continue to hold their own. Revenues remain consistent with previous months.
2. The cash balance was improved due to two checks being received in January.
3. Five year budget projections and priorities for coming year were discussed at length. Teresa and Jack were given direction to make some adjustments for presentation to the Joint Powers Board on Monday. New expenditures that are not optional will be included in the projections. The furlough will be removed beginning FY11/112.

V. NEXT MEETING TOPICS

Next meeting is scheduled for Monday March 29 2010 4:30-6:30 pm. In the Central Library meeting room. (Note: this is the last Monday in March. Teresa will be at a conference the 4<sup>th</sup> Monday)

VI. ADJOURN

The regular meeting adjourned at 5:55 p.m.

Respectfully submitted,

Teresa Landers  
Library Director

LIBRARY JOINT POWERS AUTHORITY							
COMBINED BALANCE SHEET							
JPA FUND AND ACCOUNT GROUPS							
FEBRUARY 2010							
	951	958	959	JPA	Capital Assets	LT Debt	JPA
	JPA				Total		Total
<b>Assets</b>							
Infrastructure		579,683.02			579,683.02		579,683.02
Accumulated depreciation - infrastructure		(164,848.89)			(164,848.89)		(164,848.89)
Buildings		1,758,907.67			1,758,907.67		1,758,907.67
Accumulated depreciation - buildings		(765,044.52)			(765,044.52)		(765,044.52)
Lease improvements - buildings		259,124.00			259,124.00		259,124.00
Accumulated depreciation - lease imp-buildings		(163,048.94)			(163,048.94)		(163,048.94)
Machinery and equipment		1,628,318.81			1,628,318.81		1,628,318.81
Accumulated depreciation - machinery & equip		(1,471,843.15)			(1,471,843.15)		(1,471,843.15)
Software		61,759.70			61,759.70		61,759.70
Accumulated depreciation-software		(61,759.70)			(61,759.70)		(61,759.70)
Construction in progress		52,613.65			52,613.65		52,613.65
<b>Total Assets</b>	-	1,713,861.65	-		1,713,861.65	-	1,713,861.65
<b>Liabilities</b>							
Accounts payable	39,367.21	-	-		-	-	39,367.21
Sales tax payable	212.76	-	-		-	-	212.76
Deferred grant revenue - unearned	529.84	-	-		-	-	529.84
Unclaimed funds	1,204.45	-	-		-	-	1,204.45
Cash loan from city	390,345.22	-	-		-	-	390,345.22
Pooled cash interest payable	563.06	-	-		-	-	563.06
Payable to the County - noncurrent	-	-	120,879.18		-	120,879.18	120,879.18
Other intergovernmental payable-noncurrent	-	-	391,139.91		-	391,139.91	391,139.91
<b>Total Liabilities</b>	432,222.54	-	512,019.09		-	512,019.09	944,241.63
<b>Equities</b>							
Unreserved, undesignated fund balance	(432,222.54)	-	-		-	-	(432,222.54)
Investment in capital assets - Library	-	1,713,861.65	-		1,713,861.65	-	1,713,861.65
Reserved for long-term debt	-	-	(512,019.09)		-	(512,019.09)	(512,019.09)
<b>Total Equities</b>	(432,222.54)	1,713,861.65	(512,019.09)		1,713,861.65	(512,019.09)	769,620.02
<b>Total Liabilities and Equities</b>	-	1,713,861.65	-		1,713,861.65	-	1,713,861.65

LIBRARY JOINT POWERS AUTHORITY						
COMBINED BALANCE SHEET						
TRUST FUNDS						
FEBRUARY 2010						
Fund #	931	932	933	934	Trust Funds	
Fund Description	McCaskill Loc His	McCaskill Vis Imp	Finkeley	Whalen	Total	
<b>Assets</b>						
Pooled cash	262,411.26	253,335.44	9,614.13	143,014.18	668,375.01	
Pooled cash interest receivable	700.68	677.10	25.73	374.91	1,778.42	
<b>Total Assets</b>	263,111.94	254,012.54	9,639.86	143,389.09	670,153.43	
<b>Equities</b>						
Net assets held in trust-library prog	263,111.94	254,012.54	9,639.86	143,389.09	670,153.43	
<b>Total Equities</b>	263,111.94	254,012.54	9,639.86	143,389.09	670,153.43	

LIBRARY JOINT POWERS AUTHORITY									
COMBINED BALANCE SHEET									
SPECIAL FUNDS									
FEBRUARY 2010									
	Fund #	955	956	957	960	Spec Funds			
Fund Description		Contingency	Technology	Projects	Felton	Total			
<b>Assets</b>									
Pooled cash		9,358.85	4,728.81	465.78	1,121.69	15,675.13			
Pooled cash interest receivable		24.98	12.62	1.36	6.04	45.00			
<b>Total Assets</b>		<b>9,383.83</b>	<b>4,741.43</b>	<b>467.14</b>	<b>1,127.73</b>	<b>15,720.13</b>			
<b>Equities</b>									
Unreserved, undesignated fund balance		9,383.83	4,741.43	467.14	1,127.73	15,720.13			
<b>Total Equities</b>		<b>9,383.83</b>	<b>4,741.43</b>	<b>467.14</b>	<b>1,127.73</b>	<b>15,720.13</b>			

Expenditure Status Report  
 CITY OF SANTA CRUZ  
 2/1/2010 through 2/28/2010

expstat.rpt  
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 Periods: 8 through 8

Account Number	General Fund	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
101-35-51000	PERSONNEL SERVICES						
Total	Regular full time	4,305,302.00	321,930.53	2,817,753.41	0.00	1,487,548.59	65.45
Total	Regular part time	610,327.00	55,051.95	444,008.76	0.00	166,318.24	72.75
Total	Overtime	0.00	219.60	2,040.49	0.00	-2,040.49	0.00
Total	Termination pay	0.00	-1,371.83	27,157.79	0.00	-27,157.79	0.00
Total	Temporary	510,086.00	30,743.25	218,839.39	0.00	291,246.61	42.90
Total	Other pay	0.00	-392.79	1,032.15	0.00	-1,032.15	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	2,000.00	0.00	880.00	69.44
Total	Retirement contribution	631,119.00	49,232.29	422,980.44	0.00	208,138.56	67.02
Total	F.I.C.A.	61,081.00	1,326.07	10,816.11	0.00	50,264.89	17.71
Total	Group health insurance	943,722.00	75,968.48	526,074.60	0.00	417,647.40	55.74
Total	Group dental insurance	98,798.00	7,833.96	59,146.15	0.00	39,651.85	59.87
Total	Vision insurance	17,895.00	1,422.30	10,763.54	0.00	7,131.46	60.15
Total	Medicare insurance <i>unexpended - buy back</i>	58,208.00	5,315.20	70,046.87	0.00	-11,838.87	120.34
Total	Group life insurance	2,673.00	228.06	1,705.54	0.00	967.46	63.81
Total	Disability insurance	35,613.00	2,704.46	23,445.27	0.00	12,167.73	65.83
Total	Unemployment insurance <i>layoffs</i>	12,291.00	1,854.56	9,658.79	0.00	2,632.21	78.58
Total	Workers' compensation	219,856.00	18,189.86	155,431.98	0.00	64,424.02	70.70
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	570,505.95	4,816,173.26	0.00	2,693,677.74	<b>64.13</b>

66.6%

Account Number	Library Joint Powers Authority	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	0.00	3,137,237.32	2,475,017.68	55.90
Total	TAXES	5,612,255.00	0.00	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
951-36-00-0000-43311	Maintenance of effort contributions	5,174,769.00	0.00	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	185.50	1,298.50	1,201.50	51.94
Total	INTERGOVERNMENTAL	5,254,031.00	185.50	3,024,450.81	2,229,580.19	57.56
951-44000	CHARGES FOR SERVICES					
951-36-00-0000-44613	Internet use fee	7,000.00	271.05	2,699.35	4,300.65	38.56
951-36-00-0000-44630	Room rentals-library JPA	1,890.00	180.00	1,470.00	420.00	77.78
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	670.88	4,952.85	5,047.15	49.53
Total	CHARGES FOR SERVICES	18,890.00	1,121.93	9,210.93	9,679.07	48.76
951-45000	FINES AND FORFEITS					
951-36-00-0000-45131	Library fines	300,000.00	19,200.26	135,774.17	164,225.83	45.26
951-36-00-0000-45132	Lost library items	40,000.00	2,406.65	16,453.15	23,546.85	41.13
Total	FINES AND FORFEITS	340,000.00	21,606.91	152,227.32	187,772.68	44.77
951-46000	MISCELLANEOUS REVENUES					
951-00-00-0000-46110	Pooled cash and investment interest	0.00	-0.64	-3,452.51	3,452.51	0.00



951 Library Joint Powers Authority

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-00-00-0000-46190 Interest earnings - other	3,871.00	0.00	2,142.98	1,728.02	55.36
951-00-00-0000-46910 Miscellaneous operating revenue	0.00	0.00	314.00	-314.00	0.00
951-00-00-0000-46990 Miscellaneous non-operating revenue	60,000.00	2,283.80	23,104.35	36,895.65	38.51
951-36-00-0000-46303 Donations - library	32,595.00	13,295.00	36,791.00	-4,196.00	112.87
951-36-00-0000-46309 Donations - library - Friends of the Lib	10,000.00	595.71	17,121.28	-7,121.28	171.21
951-36-00-0000-46916 Cash over/short	0.00	4.33	97.68	-97.68	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	9,933.62	10,588.22	-10,588.22	0.00
Total MISCELLANEOUS REVENUES	106,466.00	26,111.82	87,026.11	19,439.89	81.74
951-49000 OTHER FINANCING SOURCES					
951-00-00-0000-49122 From Library Private Trust Fund	19,455.00	3,700.00	19,455.00	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	37,473.00	3,700.00	37,473.00	0.00	100.00
<b>Grand Total</b>	11,369,115.00	52,726.16	6,447,625.49	4,921,489.51	56.71

Expenditure Status Report  
CITY OF SANTA CRUZ  
2/1/2010 through 2/28/2010

66%

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-52000		SERVICES				
951-36-50-3510-52135	6,200.00	0.00	6,391.00	0.00	-191.00	103.08
951-36-50-3510-52149	653,046.00	43,860.23	456,574.64	0.00	196,471.36	69.91
951-36-50-3510-52199	21,718.00	0.00	17,410.20	3,749.73	558.07	97.43
951-36-50-3510-52240	4,620.00	89.08	2,317.00	0.00	2,303.00	50.15
951-36-50-3510-52244	400.00	0.00	0.00	0.00	400.00	0.00
951-36-50-3510-52302	2,000.00	458.80	1,179.55	0.00	820.45	58.98
951-36-50-3510-52402	82,224.00	0.00	41,112.00	0.00	41,112.00	50.00
951-36-50-3510-52403	21,794.00	175.24	8,633.06	0.00	-1,773.39	108.14
951-36-50-3510-52933	13,167.00	0.00	11,430.00	0.00	1,737.00	86.81
951-36-50-3510-52960	3,000.00	0.00	0.00	0.00	3,000.00	0.00
951-36-50-3510-52961	2,720.00	0.00	1,175.00	0.00	1,545.00	43.20
951-36-50-3510-52972	7,500.00	0.00	2,975.12	0.00	4,524.88	39.67
951-36-50-3510-52973	8,170.00	0.00	8,168.92	0.00	1.08	99.99
951-36-50-3540-52135	599,526.00	37,814.76	336,093.97	0.00	263,432.03	56.06
951-36-51-3520-52131	16,000.00	1,253.00	10,480.45	0.00	-2.60	100.02
951-36-51-3520-52149	1,150,643.00	91,406.96	729,843.82	0.00	420,799.18	63.43
951-36-51-3520-52244	2,500.00	0.00	1,044.00	0.00	1,456.00	41.76
951-36-51-3520-52248	17,988.00	281.12	9,582.70	0.00	8,005.30	54.46
951-36-51-3520-52972	10,000.00	0.00	2,140.75	0.00	7,859.25	21.41
951-36-52-3530-52149	4,310,341.00	316,812.45	2,775,552.32	0.00	1,534,788.68	64.39
951-36-52-3530-52244	3,000.00	1,788.04	1,788.04	0.00	1,211.96	59.60
951-36-52-3530-52302	2,255.00	73.50	611.36	0.00	1,643.64	27.11
951-36-52-3530-52972	3,000.00	19.95	998.71	0.00	2,001.29	33.29
951-36-53-3515-52149	219,481.00	16,692.44	140,463.53	0.00	79,017.47	64.00
951-36-53-3515-52201	64,706.00	3,702.42	33,960.73	0.00	30,745.27	52.48
951-36-53-3515-52211	180,928.00	12,992.33	90,568.52	0.00	26,700.04	85.24
951-36-53-3515-52223	38,103.00	2,957.49	25,363.07	0.00	12,739.93	66.56
951-36-53-3515-52246	141,611.00	8,237.06	92,870.55	0.00	27,970.39	80.25
951-36-53-3515-52247	12,975.00	0.00	4,548.86	0.00	8,426.14	35.06
951-36-53-3515-52261	401,232.00	33,184.44	263,467.52	0.00	101,109.48	74.80
951-36-53-3515-52302	250.00	0.00	0.00	0.00	250.00	0.00
951-36-53-3515-52932	15,500.00	0.00	7,750.00	0.00	7,750.00	50.00

Expenditure Status Report  
CITY OF SANTA CRUZ  
2/1/2010 through 2/28/2010

expstat.rpt  
03/17/2010 2:10PM  
Periods: 8 through 8

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-53-3515-52933	33,187.00	0.00	28,693.00	0.00	4,494.00	86.46
951-36-54-3550-52149	544,351.00	41,771.45	350,967.48	0.00	193,383.52	64.47
951-36-54-3550-52199	22,000.00	1,381.25	9,632.75	4,771.25	7,596.00	65.47
951-36-54-3550-52248	66,051.00	1,269.81	34,273.71	31,208.95	568.34	99.14
951-36-54-3550-52249	60,300.00	1,696.71	11,745.34	15,007.00	33,547.66	44.37
951-36-54-3550-52302	1,430.00	78.20	474.20	0.00	955.80	33.16
951-36-55-3560-52403	58,423.00	7,926.70	67,955.42	3,988.01	-13,520.43	123.14
951-36-55-3560-52149	671,454.00	59,830.08	362,771.47	0.00	308,682.53	54.03
951-36-55-3560-52302	660.00	0.00	185.61	0.00	474.39	28.12
951-36-55-3560-52304	10,910.00	1,132.16	3,543.01	0.00	7,366.99	32.47
951-36-55-3560-52306	6,762.00	0.00	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
<b>Total SERVICES</b>	<b>9,497,726.00</b>	<b>686,885.67</b>	<b>5,958,477.43</b>	<b>200,265.92</b>	<b>3,338,982.65</b>	<b>64.84</b>
951-53000						
SUPPLIES						
951-36-50-3510-53101	17,000.00	529.74	4,014.53	0.00	12,985.47	23.61
951-36-50-3510-53102	16,500.00	3,600.48	8,914.71	0.00	7,585.29	54.03
951-36-51-3520-53106	809,000.00	15,278.70	279,407.41	0.00	529,592.59	34.54
951-36-51-3520-53107	10,600.00	5,915.86	29,405.65	0.00	-18,805.65	277.41
951-36-51-3520-53112	150,276.00	3,225.91	44,505.30	1,000.00	104,770.70	30.28
951-36-52-3530-53109	7,248.00	965.70	3,595.45	0.00	3,652.55	49.61
951-36-53-3515-53108	3,690.00	0.00	1,215.62	0.00	2,474.38	32.94
951-36-53-3515-53113	18,000.00	1,249.88	9,436.57	0.00	8,563.43	52.43
951-36-53-3515-53311	152,710.00	10,265.02	95,696.44	0.00	57,013.56	62.67
951-36-53-3515-53312	25,200.00	3,775.00	12,987.05	0.00	12,212.95	51.54
951-36-54-3550-53110	18,000.00	621.84	4,711.04	5,642.62	7,646.34	57.52
<b>Total SUPPLIES</b>	<b>1,228,224.00</b>	<b>45,428.13</b>	<b>483,889.77</b>	<b>6,642.62</b>	<b>727,691.61</b>	<b>40.75</b>
951-54000						
OTHER MATERIALS AND SERVICES						
951-36-50-3510-54990	2,480.00	0.00	0.00	0.00	2,480.00	0.00
951-36-52-3530-54990	0.00	57.00	89.00	0.00	-89.00	0.00
951-36-54-3550-54203	30,000.00	0.00	0.00	0.00	30,000.00	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	352.00	913.45	880.00	706.55	71.74

Expenditure Status Report  
 CITY OF SANTA CRUZ  
 2/1/2010 through 2/28/2010

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-55-3560-54990	7,275.00	0.00	2,228.29	0.00	5,046.71	30.63
Total	42,255.00	409.00	3,254.05	880.00	38,120.95	9.78
951-56000						
OTHER CHARGES						
951-36-52-3530-56995	1,000.00	78.00	78.00	0.00	922.00	7.80
Total	1,000.00	78.00	78.00	0.00	922.00	7.80
951-57000						
CAPITAL OUTLAY						
951-36-51-3520-57401	12,995.00	0.00	0.00	0.00	12,995.00	0.00
Total	12,995.00	0.00	0.00	0.00	12,995.00	0.00
951-58000						
DEBT SERVICE						
951-36-50-3540-58140	39,022.00	0.00	39,010.36	0.00	11.64	99.97
951-36-50-3540-58190	40,293.00	0.00	40,293.07	0.00	-0.07	100.00
951-36-50-3540-58240	41,508.00	0.00	21,507.52	0.00	20,000.48	51.82
951-36-50-3540-58290	8,500.00	0.00	3,932.60	0.00	4,567.40	46.27
Total	129,323.00	0.00	104,743.55	0.00	24,579.45	80.99
951-59000						
OTHER FINANCING USES						
Total	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>	<b>10,911,523.00</b>	<b>732,800.80</b>	<b>6,560,442.80</b>	<b>207,788.54</b>	<b>4,143,291.66</b>	<b>62.03</b>

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	(390,345.22)				
FY 2009 Pooled cash	(1,028,955.46)	(397,327.61)	(356,999.20)	252,949.44	(714,416.36)	(711,714.61)	(812,054.05)	(668,015.42)	(595,048.05)	(543,669.74)	222,502.65	(667,431.15)
FY 2008 Pooled cash	555,177.28	285,993.39	362,222.74	452,678.88	381,688.89	348,644.68	414,873.10	180,026.54	267,117.50	988,379.63	877,239.75	65,274.00
FY 2007 Pooled cash	378,173.37	260,209.81	(47,055.07)	77,967.52	141,276.32	331,082.13	1,134,207.34	1,970,264.04	582,080.73	688,990.25	693,402.17	260,082.00