

SANTA CRUZ • PUBLIC
LIBRARIES
A City-County System

LIBRARY JOINT POWERS AUTHORITY BOARD
FINANCE SUBCOMMITTEE

Monday, August 22, 2011
Central Branch Community Meeting Room
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF AUGUST 22, 2011
3. APPROVE MINUTES OF May 23, 2011
4. ORAL COMMUNICATIONS
5. STAFF REPORTS
 - a. Year End Report FY10/11
 - b. Financial reports through July 2011
 - i. Consolidated balance sheet showing assets and liabilities (p.6)
 - ii. Summary page showing fund balances for fiduciary and contingency funds (p.7-8)
 - iii. Revenue and Expense report (Financial Status Balances) including encumbrances (p.9-13)
 - iv. Interagency labor charges (52149) broken out into detail showing payroll costs and specific benefit costs; (p.14)
 - v. Month End Cash Balances (p.15)
 - c. Emergency cash needs
 - d. Financial performance indicators for new service model
 - e. PLF funds for FY11/12

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Library Administration Office at 427-7706 at least five days in advance so that we can arrange for such special assistance, or email subfinder@santacruzpl.org.

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

6. NEXT MEETING

The next regularly scheduled meeting is September 26, 2011.

7. ADJOURN

The Library Joint Powers Authority Board Finance Subcommittee will adjourn from the regularly scheduled meeting of August 22, 2011 to the next regularly scheduled public meeting on September 26, 2011 at 6:00 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) 427-7706 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

May 23, 2011

Central Branch Meeting Room
224 Church Street, Santa Cruz

6:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizenmember Gorson, Councilmember Storey and Councilmember Terrazas

Staff: Teresa Landers, Library Director
Jack Dilles, Finance Director
Cheryl Fyfe, Assistant Finance Director

II. APPROVAL OF MEETING AGENDA OF MAY 23, 2011

Councilmember Storey moved, seconded by Councilmember Terrazas

that the Board approve the agenda of May 23, 2011 with the following change: moving item 5C up before 5A.

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III. APPROVAL OF MINUTES OF APRIL 25, 2011

Councilmember Storey moved, seconded by Citizenmember Gorson

that the Board approve the minutes of April 25, 2011.

UNAN

Abstain: Terrazas

IV. ORAL COMMUNICATIONS

None

V. STAFF REPORTS

A. Fund Balance Policy

Cheryl Fyfe and Jack Dilles presented the Fund Balance Policy (Government Funds). This policy helps to establish compliance with the Governmental Accounting Standards Board (GASB) Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions". The statement was created to improve financial reporting by providing fund balance categories that

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would be more easily understood. It also defines and identifies a constraint-based hierarchy of fund balance categories for the use of resources reported in its governmental funds.

Councilmember Terrazas moved, seconded by Councilmember Storey

that the Board recommend the Fund Balance Policy to the full Library Joint Powers Board.

UNAN

B. Financial Reports through April 2011

Revenues:

-On Track

Expenditures:

-Expenditures are all accounted for; some lines are low but they do have plans to be spent

Personnel:

-Is running slightly under budget

Month End Cash Balance

- \$1.2 million

C. FY 11/12 Budget

Finance Sub-committee reviewed a draft of the FY 11/12 budget overview. There was a slight change in the Watsonville payback due to a review of the population distribution. The percent change is -.11% which is a reduction of approximately \$15,140.

Councilmember Storey moved, seconded by Citizenmember Gorson

that the Board approve the use of up to \$100,000 from the FY 10/11 fund balance to be used to compensate for any budget shortfalls in FY 11/12 as a result of implementing the new service model mid-year.

AMENDMENT: Once savings are realized, the funds will flow back into cash reserves.

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VII. NEXT MEETING

The next regularly scheduled meeting will be held Monday, July 25, 2011 at 6:00PM in the Central Library meeting room. The June meeting has been canceled.

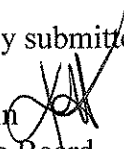
May 23, 2011

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VIII. ADJOURN

The regular meeting adjourned at 6:57 p.m.

Respectfully submitted,

Kira Henifin 
Clerk of the Board

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

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LIBRARY JOINT POWERS AUTHORITY		<i>PRELIMINARY</i>
COMBINED BALANCE SHEET		
JPA FUND AND ACCOUNT GROUPS		
JULY 2011		
		JPA
		Total
Assets		
Pooled cash		911,107.41
Pooled cash interest receivable		2,435.09
Other interest receivable		315.46
Taxes receivable - current		521,730.00
Accounts receivable		434,301.99
Infrastructure		579,683.02
Accumulated depreciation - infrastructure		(191,370.66)
Lease improvements - buildings		2,018,031.67
Accumulated depreciation - lease imp-buildings		(1,031,667.59)
Machinery and equipment		1,617,208.66
Accumulated depreciation - machinery & equip		(1,478,466.09)
Software		61,759.70
Accumulated depreciation-software		(61,759.70)
Construction in progress		78,918.85
Total Assets		3,462,227.81
Liabilities		
Accounts payable		40,277.42
Sales tax payable		16.59
Deferred grant revenue - unearned		15,169.84
Unclaimed funds		144.00
Payable to the County - noncurrent		80,586.11
Other intergovernmental payable-noncurrent		350,179.03
Total Liabilities		486,372.99
Equities		
Unreserved, undesignated fund balance		1,318,353.10
Committed - cash flow/unexpected expenditures		495,929.00
Investment in capital assets - Library		1,592,337.86
Reserved for long-term debt		(430,765.14)
Total Equities		2,975,854.82
Total Liabilities and Equities		3,462,227.81

LIBRARY JOINT POWERS AUTHORITY							PRELIMINARY
COMBINED BALANCE SHEET							
SPECIAL FUNDS							
JULY 2011							
	Fund #	955	956	957	960	Spec Funds	
Fund Description		Contingency	Technology	Projects	Felton	Total	
Assets							
Pooled cash		9,467.50	4,783.71	471.28	1,137.51	15,860.00	
Pooled cash interest receivable		23.50	11.88	1.17	2.83	39.38	
Total Assets		9,491.00	4,795.59	472.45	1,140.34	15,899.38	
Equities							
Unreserved, undesignated fund balance		9,491.00	4,795.59	472.45	1,140.34	15,899.38	
Total Equities		9,491.00	4,795.59	472.45	1,140.34	15,899.38	

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LIBRARY JOINT POWERS AUTHORITY										PRELIMINARY	
COMBINED BALANCE SHEET											
TRUST FUNDS											
JULY 2011											
Fund #	931	932	933	934	935					Trust Funds	
Fund Description	McCaskill Loc His	McCaskill Vis Imp	Finkeldey	Whalen	Leet-Corday					Total	
Assets											
Pooled cash	260,420.55	246,206.00	9,534.42	144,496.18	89,296.37						749,953.52
Pooled cash interest receivable	646.61	611.32	23.67	296.70	211.88						1,790.18
Total Assets	261,067.16	246,817.32	9,558.09	144,792.88	89,508.25						751,743.70
Equities											
Net assets held in trust-library prog	261,067.16	246,817.32	9,558.09	144,792.88	89,508.25						751,743.70
Total Equities	261,067.16	246,817.32	9,558.09	144,792.88	89,508.25						751,743.70

Revenue Status Report
 Library JPA
 CITY OF SANTA CRUZ
 7/1/2011 through 7/31/2011

PRELIMINARY

951 Library Joint Powers Authority

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prc't Rcvd
951-41000 TAXES					
951-00-00-0000-41211 Sales and use tax	5,501,530.00	521,730.00	521,730.00	4,979,800.00	9.48
Total TAXES	5,501,530.00	521,730.00	521,730.00	4,979,800.00	9.48
951-43000 INTERGOVERNMENTAL					
951-36-00-0000-43311 Maintenance of effort contributions	5,146,100.00	434,301.99	434,301.99	4,711,798.01	8.44
951-36-55-3531-43210 State operating grants and contributions	2,500.00	589.00	589.00	1,911.00	23.56
951-36-55-3560-43190 Federal grants - other	9,000.00	0.00	0.00	9,000.00	0.00
Total INTERGOVERNMENTAL	5,157,600.00	434,890.99	434,890.99	4,722,709.01	8.43
951-44000 CHARGES FOR SERVICES					
951-36-00-0000-44613 Internet use fee	4,100.00	337.40	337.40	3,762.60	8.23
951-36-00-0000-44630 Room rentals-library JPA	2,500.00	280.00	280.00	2,220.00	11.20
951-36-00-0000-44901 Photocopy fee	7,000.00	517.25	517.25	6,482.75	7.39
Total CHARGES FOR SERVICES	13,600.00	1,134.65	1,134.65	12,465.35	8.34
951-45000 FINES AND FORFEITS					
951-36-00-0000-45131 Library fines	200,000.00	15,699.80	15,699.80	184,300.20	7.85
951-36-00-0000-45132 Lost library items	25,000.00	1,606.11	1,606.11	23,393.89	6.42
Total FINES AND FORFEITS	225,000.00	17,305.91	17,305.91	207,694.09	7.69
951-46000 MISCELLANEOUS REVENUES					
951-00-00-0000-46190 Interest earnings - other	4,096.00	315.46	315.46	3,780.54	7.70

Revenue Status Report
 Library JPA
 CITY OF SANTA CRUZ
 7/1/2011 through 7/31/2011

Account Number	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-00-0000-46910	Miscellaneous operating revenue	8,500.00	0.00	0.00	8,500.00	0.00
951-00-0000-46990	Miscellaneous non-operating revenue	0.00	18,964.66	18,964.66	-18,964.66	0.00
951-36-00-0000-46303	Donations - library	12,000.00	0.00	0.00	12,000.00	0.00
951-36-00-0000-46309	Donations - library - Friends of the Lib	100,000.00	2,249.16	2,249.16	97,750.84	2.25
951-36-00-0000-46916	Cash over/short	0.00	56.39	56.39	-56.39	0.00
Total	MISCELLANEOUS REVENUES	124,596.00	21,585.67	21,585.67	103,010.33	17.32
951-49000	OTHER FINANCING SOURCES					
951-00-00-0000-49122	From Library Private Trust Fund	15,190.00	0.00	0.00	15,190.00	0.00
951-00-00-0000-49191	Intra-entity fund transfer in	9,959.00	0.00	0.00	9,959.00	0.00
Total	OTHER FINANCING SOURCES	25,149.00	0.00	0.00	25,149.00	0.00
Total	Library Joint Powers Authority	11,047,475.00	996,647.22	996,647.22	10,050,827.78	9.02
Grand Total		11,047,475.00	996,647.22	996,647.22	10,050,827.78	9.02

PRELIMINARY

Expenditure Status Report
 Library JPA
 CITY OF SANTA CRUZ
 7/1/2011 through 7/31/2011

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 Periods: 1 through 1

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	7,644.00	Financial services - outside	1,048.04	6,831.96	-236.00	103.09
951-36-50-3510-52199	110,000.00	Other professional & technical services	0.00	0.00	110,000.00	0.00
951-36-50-3510-52240	4,020.00	Office equipment operation/maint	0.00	0.00	4,020.00	0.00
951-36-50-3510-52248	16,000.00	Software maintenance services	0.00	4,025.00	11,975.00	25.16
951-36-50-3510-52302	4,000.00	Travel and meetings	0.00	0.00	4,000.00	0.00
951-36-50-3510-52402	42,600.00	Telecommunications service - internal	3,550.00	0.00	39,050.00	8.33
951-36-50-3510-52403	3,300.00	Telecommunications service - outside	67.70	0.00	3,232.30	2.05
951-36-50-3510-52933	14,774.00	Liability insurance/surety bonds-outside	10,440.00	0.00	4,334.00	70.66
951-36-50-3510-52961	17,250.00	Dues and memberships	11,661.00	0.00	5,589.00	67.60
951-36-50-3510-52971	100.00	Printing and binding-internal	0.00	0.00	100.00	0.00
951-36-50-3510-52972	3,900.00	Printing and binding-outside	0.00	0.00	3,900.00	0.00
951-36-50-3540-52135	550,000.00	Financial services - outside	0.00	0.00	550,000.00	0.00
951-36-51-3520-52131	10,000.00	Claims management services - outside	0.00	10,000.00	0.00	100.00
951-36-51-3520-52199	37,440.00	Other professional & technical services	0.00	0.00	37,440.00	0.00
951-36-51-3520-52244	1,680.00	Other equipment operation/maintenance	0.00	0.00	1,680.00	0.00
951-36-51-3520-52248	46,320.00	Software maintenance services	2,242.70	0.00	44,077.30	4.84
951-36-51-3520-52302	100.00	Travel and meetings	0.00	0.00	100.00	0.00
951-36-51-3520-52972	2,500.00	Printing and binding-outside	195.30	0.00	2,304.70	7.81
951-36-52-3530-52240	1,500.00	Office equipment operation/maint	0.00	0.00	1,500.00	0.00
951-36-52-3530-52244	2,180.00	Other equipment operation/maintenance	0.00	0.00	2,180.00	0.00
951-36-52-3530-52302	2,150.00	Travel and meetings	0.00	0.00	2,150.00	0.00
951-36-52-3530-52972	4,000.00	Printing and binding-outside	217.00	0.00	3,783.00	5.43
951-36-53-3515-52201	66,640.00	Water, sewer and refuse	3,152.26	0.00	63,487.74	4.73
951-36-53-3515-52211	125,000.00	Janitorial services	0.00	0.00	125,000.00	0.00
951-36-53-3515-52223	111,000.00	Vehicle operation charges - internal	0.00	0.00	111,000.00	0.00
951-36-53-3515-52246	143,800.00	Building and facility o & m - outside	5,945.60	14,470.77	123,383.63	14.20
951-36-53-3515-52247	17,000.00	Landscaping maintenance services	127.15	0.00	16,872.85	0.75
951-36-53-3515-52261	312,530.00	Equipment, building and land rentals	27,788.11	18,500.00	266,241.89	14.81
951-36-53-3515-52302	150.00	Travel and meetings	0.00	0.00	150.00	0.00
951-36-53-3515-52932	17,050.00	Liability insurance/surety bonds-interna	0.00	0.00	17,050.00	0.00
951-36-53-3515-52933	36,506.00	Liability insurance/surety bonds-outside	25,714.00	0.00	10,792.00	70.44

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Expenditure Status Report
Library JPA
CITY OF SANTA CRUZ
7/1/2011 through 7/31/2011

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-54-3550-52199	28,000.00	0.00	0.00	16,000.00	12,000.00	57.14
951-36-54-3550-52248	71,023.00	-2,718.67	-2,718.67	0.00	73,741.67	3.83
951-36-54-3550-52249	91,700.00	1,941.72	1,941.72	0.00	89,758.28	2.12
951-36-54-3550-52302	1,350.00	0.00	0.00	0.00	1,350.00	0.00
951-36-54-3550-52303	73,234.00	961.37	961.37	104,334.61	-32,061.98	143.78
951-36-55-3560-52304	13,975.00	1,161.55	1,161.55	0.00	12,813.45	8.31
951-36-55-3560-52306	9,000.00	0.00	0.00	0.00	9,000.00	0.00
951-36-55-3560-52960	3,000.00	0.00	0.00	0.00	3,000.00	0.00
951-36-55-3560-52972	6,500.00	18.88	18.88	0.00	6,481.12	0.29
Total SERVICES	2,008,916.00	93,513.71	93,513.71	174,162.34	1,741,239.95	13.32
951-53000						
SUPPLIES						
951-36-50-3510-53101	8,000.00	0.00	0.00	0.00	8,000.00	0.00
951-36-50-3510-53102	2,400.00	528.34	528.34	0.00	1,871.66	22.01
951-36-51-3520-53106	769,269.00	6,853.20	6,853.20	0.00	762,415.80	0.89
951-36-51-3520-53107	75,000.00	0.00	0.00	0.00	75,000.00	0.00
951-36-51-3520-53112	113,550.00	174.97	174.97	8,680.39	104,694.64	7.80
951-36-52-3530-53102	12,300.00	3,648.32	3,648.32	2,946.46	5,705.22	53.62
951-36-52-3530-53109	6,630.00	0.00	0.00	0.00	6,630.00	0.00
951-36-53-3515-53108	2,370.00	295.11	295.11	0.00	2,074.89	12.45
951-36-53-3515-53113	18,360.00	422.17	422.17	0.00	17,937.83	2.30
951-36-53-3515-53311	167,748.00	15,597.30	15,597.30	0.00	152,150.70	9.30
951-36-53-3515-53312	26,133.00	504.14	504.14	0.00	25,628.86	1.93
951-36-54-3550-53110	22,000.00	0.00	0.00	4,000.00	18,000.00	18.18
Total SUPPLIES	1,223,760.00	28,023.55	28,023.55	15,626.85	1,180,109.60	3.57
951-54000						
OTHER MATERIALS AND SERVICES						
951-36-50-3510-54990	3,445.00	0.00	0.00	0.00	3,445.00	0.00
951-36-52-3530-54990	7,000.00	0.00	0.00	0.00	7,000.00	0.00
951-36-53-3515-54992	40,000.00	0.00	0.00	0.00	40,000.00	0.00
951-36-55-3531-54990	0.00	209.00	209.00	0.00	-209.00	0.00
951-36-55-3560-54990	12,061.00	3,172.02	3,172.02	0.00	8,888.98	26.30
Total OTHER MATERIALS AND SERVICES	62,506.00	3,381.02	3,381.02	0.00	59,124.98	5.41

Expenditure Status Report
Library JPA
CITY OF SANTA CRUZ
7/1/2011 through 7/31/2011

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-56000 OTHER CHARGES						
951-36-52-3530-56995 Refunded fees and fines	2,000.00	214.00	214.00	0.00	1,786.00	10.70
Total OTHER CHARGES	2,000.00	214.00	214.00	0.00	1,786.00	10.70
951-57000 CAPITAL OUTLAY						
951-36-55-3560-57401 Office furniture/equipment	25,000.00	0.00	0.00	0.00	25,000.00	0.00
Total CAPITAL OUTLAY	25,000.00	0.00	0.00	0.00	25,000.00	0.00
951-58000 DEBT SERVICE						
951-36-50-3540-58140 Loan principal	40,961.00	0.00	0.00	0.00	40,961.00	0.00
951-36-50-3540-58190 Other debt principal	40,293.00	0.00	0.00	0.00	40,293.00	0.00
951-36-50-3540-58240 Loan interest	19,600.00	0.00	0.00	0.00	19,600.00	0.00
951-36-50-3540-58290 Other debt interest	3,500.00	0.00	0.00	0.00	3,500.00	0.00
Total DEBT SERVICE	104,354.00	0.00	0.00	0.00	104,354.00	0.00
Grand Total	3,426,536.00	125,132.28	125,132.28	189,789.19	3,111,614.53	9.19

Expenditure Status Report
 Library Payroll Expenditures
 CITY OF SANTA CRUZ
 7/1/2011 through 7/31/2011

PRELIMINARY

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
51000 PERSONNEL SERVICES						
Total Regular full time	4,219,805.00	272,701.54	272,701.54	0.00	3,947,103.46	6.46
Total Regular part time	747,294.00	47,586.05	47,586.05	0.00	699,707.95	6.37
Total Overtime	3,000.00	80.90	80.90	0.00	2,919.10	2.70
Total Termination pay	0.00	0.00	0.00	0.00	0.00	0.00
Total Temporary	555,298.00	29,125.60	29,125.60	0.00	526,172.40	5.25
Total Other pay	0.00	33.03	33.03	0.00	-33.03	0.00
Total Special vacation pay	4,400.00	0.00	0.00	0.00	4,400.00	0.00
Total Special sick leave pay	0.00	0.00	0.00	0.00	0.00	0.00
Total Vehicle-phone-data allowance	1,800.00	195.00	195.00	0.00	1,605.00	10.83
Total Salary savings	0.00	0.00	0.00	0.00	0.00	0.00
Total Retirement contribution	754,846.00	48,060.18	48,060.18	0.00	706,785.82	6.37
Total F.I.C.A.	0.00	1,488.67	1,488.67	0.00	-1,488.67	0.00
Total Group health insurance	1,119,068.00	71,265.75	71,265.75	0.00	1,047,802.25	6.37
Total Group dental insurance	107,422.00	6,670.29	6,670.29	0.00	100,751.71	6.21
Total Vision insurance	18,242.00	1,128.98	1,128.98	0.00	17,113.02	6.19
Total Medicare insurance	64,309.00	4,585.60	4,585.60	0.00	59,723.40	7.13
Total Group life insurance	2,744.00	186.12	186.12	0.00	2,557.88	6.78
Total Disability insurance	73,078.00	2,564.96	2,564.96	0.00	70,513.04	3.51
Total Unemployment insurance	23,622.00	1,643.29	1,643.29	0.00	21,978.71	6.96
Total Workers' compensation	208,640.00	14,715.16	14,715.16	0.00	193,924.84	7.05
Total Intrafund labor - credit	0.00	0.00	0.00	0.00	0.00	0.00
Total Accrued vacation - period 13	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	7,903,568.00	502,031.12	502,031.12	0.00	7,401,536.88	6.35

Library - Fund 951
 Month-End Cash Balances

PRELIMINARY

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2012 Pooled cash	911,107.41											
FY 2011 Pooled cash	72,541.96	250,794.12	312,607.59	1,397,052.22	604,129.15	539,173.69	1,586,968.17	875,122.12	1,076,342.48	1,227,629.78	1,164,416.13	1,265,341.98
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)	(62,933.26)	15,984.66	25,912.58	120,299.01
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