



LIBRARY JOINT POWERS AUTHORITY BOARD
FINANCE SUBCOMMITTEE

Monday, June 25, 2012
Downtown Branch Community Meeting Room
224 Church Street, Santa Cruz

6:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF JUNE 25, 2012
3. APPROVE MINUTES OF JUNE 4, 2012
4. ORAL COMMUNICATIONS
5. STAFF REPORTS
 - a. Monthly Financial reports (PG.5-14)
6. OTHER BUSINESS
 - a. Discussion about scope of responsibility for the Finance Committee
 - b. RDA update and possible budget impacts
7. FINANCE COMMITTEE MEETING CALENDAR

The Finance Committee will consider its current meeting schedule and may revise it as necessary.

8. NEXT MEETING

The next regularly scheduled meeting is Monday, July 30, 2012 at 6:30 p.m.
at the Downtown Branch Library

ADJOURN

The Library Joint Powers Authority Board Finance Subcommittee will adjourn from the regularly scheduled meeting of June 25, 2012 to the next regularly scheduled public meeting on July 30, 2012 at 6:30 pm in the Community Meeting Room of the Downtown Branch Library.

June 25, 2012

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 Downtown 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 SUBCOMMITTEE

MINUTES

June 4, 2012

Downtown Branch Meeting Room
224 Church Street, Santa Cruz

6:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen English, Councilmember Terrazas, Councilmember Storey

Staff: Director Landers, Finance Director Pimentel

II. APPROVAL OF MEETING AGENDA OF JUNE 4, 2012

Councilmember Storey moved, seconded by Citizen English

that the Committee approve the agenda of June 4, 2012

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III. APPROVAL OF MINUTES OF APRIL 19, 2012

Citizen English moved, seconded by Councilmember Storey

that the Committee approve the minutes of April 19, 2012

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IV. ORAL COMMUNICATIONS

None

V. STAFF REPORTS

A. Monthly Financial Report

Director Landers reported that e-rate is still outstanding and most likely needs to be absorbed this year. This is a common occurrence. The Finance Subcommittee reviewed the reports.

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B. PERS UPDATE

Finance Director Pimentel gave a detailed explanation of the recent changes to the CalPERS economic assumptions and the impact this will have on employer contribution rates. The Finance Subcommittee discussed the information presented.

C. RDA Impact Discussion

The Finance Subcommittee members discussed the residual distribution from the Redevelopment Property Tax Trust Fund as presented in a letter from Mary Jo Walker, Auditor-Controller. The formal statement has not been received yet.

D. FY 12/13 Proposed Budget

Director Landers gave a review of the current year's work plan objectives, accomplishments and financial results. Her report concluded with a review of the upcoming FY 2012/13 priorities and the budgeted revenues and expenditures. The Finance Subcommittee reviewed the report and discussed it. The following action was taken: The Finance Subcommittee unanimously recommended to the LJPB that \$300,000 for Master and IT Strategic Plan projects be added to the budget.

VI. NEXT MEETING

The next regularly scheduled Finance Subcommittee meeting is scheduled for June 25, 2012 at 6:30 p.m. in the Community Meeting Room of the Downtown Branch Library.

VII. ADJOURN

The regular meeting adjourned at 7:45 p.m.

Respectfully submitted,

Helga Smith
Clerk of the Board

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

Revenue Status Report
 Library Revenue Report
 CITY OF SANTA CRUZ
 5/1/2012 through 5/31/2012

revstat.rpt
 06/21/2012 11:27AM
 Periods: 11 through 11

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-41000					
TAXES					
951-00-00-0000-41211	5,501,530.00	484,770.96	5,445,355.30	56,174.70	98.98
Total	5,501,530.00	484,770.96	5,445,355.30	56,174.70	98.98
951-43000					
INTERGOVERNMENTAL					
951-36-00-0000-43210	0.00	0.00	14,177.00	-14,177.00	0.00
951-36-00-0000-43310	0.00	0.00	14,671.00	-14,671.00	0.00
951-36-00-0000-43311	5,146,100.00	428,530.10	4,711,122.43	434,977.57	91.55
951-36-55-3531-43210	2,500.00	627.00	2,177.98	322.02	87.12
951-36-55-3560-43190	17,756.00	0.00	3,956.00	13,800.00	22.28
951-36-55-3560-43210	0.00	0.00	4,800.00	-4,800.00	0.00
Total	5,166,356.00	429,157.10	4,750,904.41	415,451.59	91.96
951-44000					
CHARGES FOR SERVICES					
951-36-00-0000-44613	4,100.00	449.30	4,291.16	-191.16	104.66
951-36-00-0000-44630	2,500.00	120.00	2,717.00	-217.00	108.68
951-36-00-0000-44901	7,000.00	867.90	7,067.35	-67.35	100.96
Total	13,600.00	1,437.20	14,075.51	-475.51	103.50
951-45000					
FINES AND FORFEITS					
951-36-00-0000-45131	200,000.00	18,303.58	161,114.73	38,885.27	80.56
951-36-00-0000-45132	25,000.00	1,083.99	12,704.03	12,295.97	50.82
Total	225,000.00	19,387.57	173,818.76	51,181.24	77.25

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Revenue Status Report

Library Revenue Report

CITY OF SANTA CRUZ

5/1/2012 through 5/31/2012

951 Library Joint Powers Authority

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-46000					
MISCELLANEOUS REVENUES					
951-00-00-0000-46110	0.00	1,080.33	11,761.69	-11,761.69	0.00
951-00-00-0000-46190	4,096.00	58.03	2,545.12	1,550.88	62.14
951-00-00-0000-46620	0.00	197.56	247.60	-247.60	0.00
951-00-00-0000-46910	8,500.00	0.00	6,518.64	1,981.36	76.69
951-00-00-0000-46990	0.00	0.00	22,303.44	-22,303.44	0.00
951-36-00-0000-46303	12,000.00	0.00	17,214.72	-5,214.72	143.46
951-36-00-0000-46309	100,000.00	-26.88	26,000.12	73,999.88	26.00
951-36-00-0000-46916	0.00	-5.57	188.91	-188.91	0.00
Total	124,596.00	1,303.47	86,780.24	37,815.76	69.65
OTHER FINANCING SOURCES					
951-00-00-0000-49122	55,190.00	0.00	15,190.00	40,000.00	27.52
951-00-00-0000-49191	9,959.00	0.00	10,036.41	-77.41	100.78
Total	65,149.00	0.00	25,226.41	39,922.59	38.72
Grand Total					
	11,096,231.00	936,056.30	10,486,160.63	600,070.37	94.59

LIBRARY JOINT POWERS AUTHORITY		
COMBINED BALANCE SHEET		
JPA FUND AND ACCOUNT GROUPS		
MAY 2012		
	JPA	
	Total	
Assets		
Pooled cash	1,543,373.20	
Pooled cash interest receivable	3,600.55	
Other interest receivable	58.03	
Taxes receivable - current	484,770.96	
Accounts receivable	428,530.10	
Internal investment & loan receivable	8,757.08	
Infrastructure	579,683.02	
Accumulated depreciation - infrastructure	(217,892.43)	
Lease improvements - buildings	2,018,031.67	
Accumulated depreciation - lease imp-buildings	(1,134,478.51)	
Machinery and equipment	1,648,085.10	
Accumulated depreciation - machinery & equip	(1,515,684.36)	
Software	3,983.14	
Accumulated depreciation-software	(3,983.14)	
Construction in progress	71,353.85	
Total Assets	3,918,188.26	
Liabilities		
Accounts payable	124,819.41	
Sales tax payable	1,221.10	
Deferred grant revenue - unearned	3,097.84	
Unclaimed funds	595.75	
Payable to the County - noncurrent	80,586.11	
Other intergovernmental payable-noncurrent	307,170.11	
Total Liabilities	517,490.32	
Equities		
Unreserved, undesignated fund balance	1,843,426.82	
Committed - cash flow/unexpected expenditures	495,929.00	
Investment in capital assets - Library	1,449,098.34	
Reserved for long-term debt	(387,756.22)	
Total Equities	3,400,697.94	
Total Liabilities and Equities	3,918,188.26	

LIBRARY JOINT POWERS AUTHORITY						
COMBINED BALANCE SHEET						
SPECIAL FUNDS						
MAY 2012						
	Fund #	956	960	961	Spec Funds	
Fund Description		Technology	Felton	Vehicle Replacement		Total
Assets						
Pooled cash		4,786.86	1,138.23	73,823.43		79,748.52
Pooled cash interest receivable		12.24	2.91	124.59		139.74
Internal investment and loan receivable		41.24	9.80	-		51.04
Total Assets		4,840.34	1,150.94	73,948.02		79,939.30
Equities						
Unreserved, undesignated fund balance		4,840.34	1,150.94	73,948.02		79,939.30
Total Equities		4,840.34	1,150.94	73,948.02		79,939.30

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LIBRARY JOINT POWERS AUTHORITY COMBINED BALANCE SHEET TRUST FUNDS MAY 2012										
Fund #	931	932	933	934	935	936	937	Trust Funds		
Fund Description	McCaskill Loc His	McCaskill Vis Imp	Finkeldey	Whalen	Leet-Corday	Morley	Hale	Total		
Assets										
Pooled cash	255,561.77	236,308.08	9,349.56	147,344.56	89,403.56	12,322.07	70,254.24	820,543.84		
Pooled cash interest receivable	653.63	604.37	23.91	369.83	228.69	31.53	179.77	2,091.73		
Internal investment and loan receivable	2,241.82	2,116.62	82.07	1,221.52	721.48	-	-	6,383.51		
Total Assets	258,457.22	239,029.07	9,455.54	148,935.91	90,353.73	12,353.60	70,434.01	829,019.08		
Equities										
Net assets held in trust-library prog	258,457.22	239,029.07	9,455.54	148,935.91	90,353.73	12,353.60	70,434.01	829,019.08		
Total Equities	258,457.22	239,029.07	9,455.54	148,935.91	90,353.73	12,353.60	70,434.01	829,019.08		

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Expenditure Status Report
Library Expenditure Report
CITY OF SANTA CRUZ
5/1/2012 through 5/31/2012

expstat.rpt
 06/21/2012 11:23AM
 Periods: 11 through 11

951 Library Joint Powers Authority

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
951-52000						
		SERVICES				
951-36-50-3510-52135	7,644.00	0.00	7,880.00	0.00	-236.00	103.09
951-36-50-3510-52199	130,000.00	0.00	10,000.00	0.00	120,000.00	7.69
951-36-50-3510-52240	4,020.00	367.61	2,818.94	0.00	1,201.06	70.12
951-36-50-3510-52248	16,000.00	0.00	10,100.00	4,094.00	1,806.00	88.71
951-36-50-3510-52302	4,000.00	0.00	514.91	0.00	3,485.09	12.87
951-36-50-3510-52402	42,600.00	7,100.00	39,050.00	0.00	3,550.00	91.67
951-36-50-3510-52403	3,300.00	136.25	1,941.90	0.00	1,558.10	49.75
951-36-50-3510-52933	14,774.00	0.00	10,440.00	0.00	4,334.00	70.66
951-36-50-3510-52961	17,250.00	355.00	14,434.00	0.00	2,816.00	83.68
951-36-50-3510-52971	100.00	1.18	46.33	0.00	53.67	46.33
951-36-50-3510-52972	3,900.00	0.00	5,071.55	0.00	-1,171.55	130.04
951-36-50-3540-52135	550,000.00	42,457.59	491,323.70	0.00	58,676.30	89.33
951-36-51-3520-52131	10,000.00	724.86	6,418.47	2,105.20	1,476.33	85.24
951-36-51-3520-52244	1,680.00	0.00	0.00	0.00	1,680.00	0.00
951-36-51-3520-52248	46,320.00	448.48	32,003.70	0.00	14,316.30	69.09
951-36-51-3520-52302	100.00	0.00	17.00	0.00	83.00	17.00
951-36-51-3520-52972	2,500.00	0.00	580.48	0.00	1,919.52	23.22
951-36-52-3530-52240	1,500.00	0.00	248.00	0.00	1,252.00	16.53
951-36-52-3530-52244	2,180.00	0.00	610.42	0.00	1,569.58	28.00
951-36-52-3530-52302	2,150.00	182.68	1,064.41	0.00	1,085.59	49.51
951-36-52-3530-52972	4,000.00	276.68	3,644.11	0.00	355.89	91.10
951-36-53-3515-52201	66,640.00	4,569.33	51,143.55	0.00	15,496.45	76.75
951-36-53-3515-52211	125,000.00	7,928.00	82,491.06	0.00	42,508.94	65.99
951-36-53-3515-52223	111,000.00	1,819.35	49,013.63	0.00	61,986.37	44.16
951-36-53-3515-52246	183,800.00	10,198.67	159,434.80	12,124.30	12,240.30	93.34
951-36-53-3515-52247	17,000.00	6,377.08	8,861.03	200.00	7,938.97	53.30
951-36-53-3515-52261	312,530.00	25,938.11	287,171.45	0.00	25,358.55	91.89
951-36-53-3515-52302	150.00	0.00	0.00	0.00	150.00	0.00
951-36-53-3515-52932	17,050.00	2,841.66	15,629.13	0.00	1,420.87	91.67
951-36-53-3515-52933	36,508.00	0.00	25,714.00	0.00	10,792.00	70.44
951-36-54-3550-52199	108,000.00	6,585.00	39,291.50	16,608.50	52,100.00	51.76

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Expenditure Status Report
Library Expenditure Report
CITY OF SANTA CRUZ
5/1/2012 through 5/31/2012

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-54-3550-52248	169,835.49	13,855.35	75,613.15	500.00	93,722.34	44.82
951-36-54-3550-52249	91,700.00	1,194.99	43,355.15	1,005.30	47,339.55	48.38
951-36-54-3550-52302	1,350.00	293.04	1,258.20	0.00	91.80	93.20
951-36-54-3550-52403	73,234.00	19,059.86	145,497.13	16,013.66	-88,276.79	220.54
951-36-55-3560-52304	70,606.00	2,170.59	43,266.30	0.00	27,339.70	61.28
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	1,200.25	6,380.93	0.00	119.07	98.17
Total SERVICES	2,266,919.49	155,781.61	1,672,028.93	52,651.56	542,239.00	76.08
951-53000						
SUPPLIES						
951-36-50-3510-53101	8,000.00	154.69	2,827.06	0.00	5,172.94	35.34
951-36-50-3510-53102	2,400.00	326.05	3,032.28	0.00	-632.28	126.35
951-36-50-3510-53108	0.00	0.00	175.00	0.00	-175.00	0.00
951-36-51-3520-53106	872,269.00	118,992.17	767,301.58	0.00	104,967.42	87.97
951-36-51-3520-53107	75,000.00	0.00	6,407.29	0.00	68,592.71	8.54
951-36-51-3520-53112	113,550.00	8,486.52	49,175.48	29,023.20	35,351.32	68.87
951-36-52-3530-53102	12,300.00	550.61	11,165.59	444.26	690.15	94.39
951-36-52-3530-53109	6,630.00	475.00	4,616.10	0.00	2,013.90	69.62
951-36-53-3515-53108	2,370.00	39.67	1,904.16	0.00	465.84	80.34
951-36-53-3515-53113	18,360.00	1,841.77	12,811.08	0.00	5,548.92	69.78
951-36-53-3515-53311	167,748.00	11,461.44	136,701.58	0.00	31,046.42	81.49
951-36-53-3515-53312	26,133.00	1,677.82	24,627.81	0.00	1,505.19	94.24
951-36-54-3550-53110	22,000.00	6,061.12	25,068.51	0.00	-3,068.51	113.95
Total SUPPLIES	1,326,760.00	150,066.86	1,045,813.52	29,467.46	251,479.02	81.05
951-54000						
OTHER MATERIALS AND SERVICES						
951-36-50-3510-54990	3,445.00	0.00	752.90	0.00	2,692.10	21.85
951-36-52-3530-54990	7,000.00	1,031.76	4,351.66	0.00	2,648.34	62.17
951-36-53-3515-54108	44,000.00	7,950.00	8,400.00	0.00	35,600.00	19.09
951-36-55-3531-54990	0.00	209.00	2,299.00	0.00	-2,299.00	0.00
951-36-55-3560-54990	23,727.52	1,202.04	19,970.18	0.00	3,757.34	84.16
Total OTHER MATERIALS AND SERVICES	78,172.52	10,392.80	35,773.74	0.00	42,398.78	45.76

Expenditure Status Report
Library Expenditure Report
CITY OF SANTA CRUZ
5/1/2012 through 5/31/2012

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-56000 OTHER CHARGES					
951-36-52-3530-36995 Refunded fees and fines	2,000.00	81.00	0.00	559.49	72.03
Total OTHER CHARGES	2,000.00	81.00	0.00	559.49	72.03
951-57000 CAPITAL OUTLAY					
951-36-50-3510-57401 Office furniture/equipment	20,000.00	-6,136.35	14,174.86	9,633.73	51.83
951-36-55-3560-57401 Office furniture/equipment	25,000.00	648.00	0.00	17,379.53	30.48
Total CAPITAL OUTLAY	45,000.00	-5,488.35	14,174.86	27,013.26	39.97
951-58000 DEBT SERVICE					
951-36-50-3540-58140 Loan principal	40,961.00	0.00	0.00	-2,047.92	105.00
951-36-50-3540-58190 Other debt principal	40,293.00	0.00	0.00	-0.07	100.00
951-36-50-3540-58240 Loan interest	19,600.00	0.00	0.00	2,091.04	89.33
951-36-50-3540-58290 Other debt interest	3,500.00	0.00	0.00	3,085.79	11.83
Total DEBT SERVICE	104,354.00	0.00	0.00	3,128.84	97.00
951-59000 OTHER FINANCING USES					
951-00-00-0000-59191 Intra-entity fund transfer out	148,668.00	0.00	0.00	75,000.00	49.55
Total OTHER FINANCING USES	148,668.00	0.00	0.00	75,000.00	49.55
Grand Total	3,971,874.01	310,833.92	96,293.88	941,818.39	76.29

Expenditure Status Report
Library Payroll Report
CITY OF SANTA CRUZ
5/1/2012 through 5/31/2012

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-51000 PERSONNEL SERVICES						
Total Regular full time	4,237,245.00	246,792.73	3,293,869.05	0.00	943,375.95	77.74
Total Regular part time	747,294.00	75,330.17	787,644.91	0.00	-40,350.91	105.40
Total Overtime	3,000.00	3,452.07	7,230.64	0.00	-4,230.64	241.02
Total Termination pay	0.00	2,482.86	81,382.92	0.00	-81,382.92	0.00
Total Temporary	555,298.00	50,550.14	525,429.44	0.00	29,868.56	94.62
Total Other pay	0.00	52.67	2,756.32	0.00	-2,756.32	0.00
Total Special vacation pay	4,400.00	1,805.68	21,157.41	0.00	-16,757.41	480.85
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	35.00	1,745.00	0.00	55.00	96.94
Total Salary savings	0.00	0.00	0.00	0.00	0.00	0.00
Total Retirement contribution	754,846.00	60,804.37	632,273.77	0.00	122,572.23	83.76
Total F.I.C.A.	0.00	2,077.04	24,877.29	0.00	-24,877.29	0.00
Total Group health insurance	1,119,068.00	37,272.80	881,806.42	0.00	237,261.58	78.80
Total Group dental insurance	107,422.00	3,192.61	79,779.90	0.00	27,642.10	74.27
Total Vision insurance	18,242.00	515.45	13,215.69	0.00	5,026.31	72.45
Total Medicare insurance	64,309.00	5,021.36	62,184.27	0.00	2,124.73	96.70
Total Employer-paid COBRA	0.00	702.76	4,851.68	0.00	-4,851.68	0.00
Total Group life insurance	2,744.00	87.21	2,169.43	0.00	574.57	79.06
Total Disability insurance	73,078.00	2,689.78	33,922.10	0.00	39,155.90	46.42
Total Unemployment insurance	23,622.00	1,895.55	22,951.59	0.00	670.41	97.16
Total Workers' compensation	208,640.00	15,600.57	193,499.63	0.00	15,140.37	92.74
Total Intrafund labor - credit	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	7,921,008.00	500,360.82	6,672,747.46	0.00	1,248,260.54	84.24

Library - Fund 951
 Month-End Cash Balances

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2012 Pooled cash	894,190.39	894,042.19	759,933.36	925,760.72	911,230.93	1,083,486.87	1,323,144.44	2,379,377.39	2,211,047.06	2,273,893.52	1,543,373.20	
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	806,095.53
FY 2010 Pooled cash	(908,343.59)	(797,637.50)	(752,924.76)	(597,787.31)	(588,459.72)	(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	562,080.73	688,990.25	693,402.17	260,082.00