



SANTA CRUZ  
PUBLIC LIBRARIES

LIBRARY JOINT POWERS AUTHORITY BOARD  
FINANCE SUBCOMMITTEE

Thursday, August 30, 2012  
Downtown Branch Community Meeting Room  
224 Church Street, Santa Cruz

6:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF AUGUST 30, 2012
3. APPROVE MINUTES OF JUNE 25, 2012
4. ORAL COMMUNICATIONS
5. STAFF REPORTS
  - a. Recommended new reporting format
  - b. Monthly Financial Reports
6. OTHER BUSINESS
7. WRITTEN COMMUNICATIONS
  - a. 4<sup>TH</sup> Quarter Library Sales Tax Letter
8. FINANCE COMMITTEE MEETING CALENDAR

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

9. NEXT MEETING

The next regularly scheduled meeting is Thursday, September 20, 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 August 30, 2012 to the next regularly scheduled public meeting on September 20, 2012 at 6:30 pm in the Community Meeting Room of the Downtown Branch Library.

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD  
FINANCE SUBCOMMITTEE

MINUTES

June 25, 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 25, 2012

**Councilmember Storey moved, seconded by Citizen English**

**that the Committee approve the agenda of June 25, 2012**

**UNAN**

III. APPROVAL OF MINUTES OF JUNE 4, 2012

**Councilmember Storey moved, seconded by Citizen English**

**that the Committee approve the minutes of June 4, 2012**

**UNAN**

IV. ORAL COMMUNICATIONS

None

V. STAFF REPORTS

A. Monthly Financial Report

Director Landers reported that revenues are strong and expenses are low. Everything is looking very good. E-rate is still outstanding and will be received next year. The Finance Subcommittee reviewed the reports.

## VI. Other Business

### A. Discussion about the scope of responsibility for the Finance Committee

The Finance Subcommittee discussed its involvement with prioritizing expenditures and investments such as physical infrastructure in order to reduce ongoing costs on maintenance. Facilities and IT Masterplans will be developed by study/working groups and the Finance Subcommittee could be involved in receiving and reviewing study reports. However, the Subcommittee should not be directly working with staff on the development of these plans. Councilmember Storey offered to be the intermediary between the staff and the LJP Board. The Subcommittee could review the analysis to make sure that financial information is communicated clearly. Director Landers commented that two Board workshops are planned to get the Board's input into the Facilities Masterplan. A small section on funding options is included and this would be an appropriate place for the Finance Subcommittee's direct involvement.

### B. RDA update and possible budget impacts

Director Landers and Finance Director Pimentel discussed the pending legislative approval of the State Budget. Director Landers suggested that no implementation of the 90% model should occur until after the LJPB meeting on July 9<sup>th</sup>. The Finance Subcommittee discussed the various implications for the library.

#### **Councilmember Storey moved, seconded by Citizen English**

- **that the Finance Subcommittee proceed with the City Council's approval of the additional and changed positions but wait for implementation until the state budget is approved without loss of the RDA pass throughs**
- **that the hiring for the remediation and additional hours take place in August and**
- **to plan on moving to 90% open hours in the first pay period in September 2012.**

UNAN

## VI. NEXT MEETING

The Subcommittee canceled the next regularly scheduled Finance Subcommittee meeting on July 30, 2012.

#### **Councilmember Storey moved, seconded by Citizen English**

**that the Finance Subcommittee defer the Monday, July 30, 2012 to the next scheduled Finance Subcommittee meeting on Thursday, August 30, 2012.**

UNAN

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

## VII. ADJOURN

The regular meeting adjourned at 7:15 p.m.

Respectfully submitted,

Helga Smith  
Clerk of the Board

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



F I N A N C E   D E P A R T M E N T

TO: Teresa  
FROM: Marc Pimentel, Finance Director  
DATE: 8/27/12  
RE: Library DRAFT conceptual monthly financial reports

---

Enclosed is a draft of what we would proposed to be the format and content to be provided for the Library Finance Committee and Board Packets, possibly starting as soon as the October meetings.

What we've tried to do is provide relevant and timely comparisons within each of the reports to the prior month as well as the current month from the prior year. This way, your committee and board members would be able to put the current month's balance sheet and operations into context as to what just occurred and the same time period from 1 year ago.

We've kept the overall information the same, such as Balance Sheet (assets and liabilities) presentation, a Statement of Current Month Revenue and Expenditure and year to date Revenue and Expenditure comparison with budget to actual. These later two reports will help focus on any trends that are developing in net monthly operations as well as provide good content to compare current period to prior period operations.

We still have some additional programming to test out to ensure we can automate these reports and therefore may have to make changes between now and going live for the October 2012 meetings.

I'll be in attendance as usual at your next Finance Committee meeting to get feedback and help finalize a concept for going forward.

Thanks for your help and guidance in this process.

Combined Balance Sheet  
Library JPA  
April 2012  
(Unaudited)

	Previous Month	Current Month	Last Year
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash- Pooled	\$ 2,211,047.00	\$ 2,273,894.00	\$ 1,227,629.78
Cash- Pooled Interest Receivable	3,601.00	3,600.00	2,435.09
Other Interest Receivable	-	-	276.07
Taxes Receivable	-	-	343,402.50
A/R	-	-	434,301.99
Internal Investment & Loan Receivable	8,952.00	8,952.00	-
Infrastructure	579,683.00	579,683.00	579,683.02
Accumulated Depreciation	(217,892.00)	(217,892.00)	(191,370.66)
Building	-	-	-
Accumulated Depreciation-buildings	-	-	-
Lease Improvements- Building	2,018,032.00	2,018,032.00	2,018,031.67
Accumulated Depreciation- lease imp-buildings	(1,134,479.00)	(1,134,479.00)	(1,031,667.59)
Machinery and equipment	1,648,085.00	1,648,085.00	1,617,208.66
Accumulated Depreciation- machinery & equip	(1,515,684.00)	(1,515,684.00)	(1,478,466.09)
Software	3,983.00	3,983.00	61,759.70
Accumulated Depreciation- software	(3,983.00)	(3,983.00)	(61,759.70)
Construction in Progress	71,354.00	71,354.00	78,918.85
<b>TOTAL ASSETS</b>	<b>\$ 3,672,699.00</b>	<b>\$ 3,735,545.00</b>	<b>\$ 3,600,383.29</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>Current Liabilities</b>			
Account Payable	\$ 51,612.00	\$ 68,026.00	\$ 199,247.79
Sales tax payable	366.00	232.00	834.66
Deferred grant revenue - unearned	3,098.00	3,098.00	529.84
Unclaimed funds	596.00	596.00	219.00
Payable to the County - noncurrent	80,586.00	80,586.00	80,586.11
Other intergovernmental payable-noncurrent	307,170.00	307,170.00	350,179.03
<b>TOTAL LIABILITIES</b>	<b>\$ 443,428.00</b>	<b>\$ 459,708.00</b>	<b>\$ 631,596.43</b>
<b>EQUITIES</b>			
Unreserved, undesignated fund balance	\$ 1,671,999.00	\$ 1,718,565.00	\$ 1,311,285.14
Committed - cash flow/unexpected expenditures	495,929.00	495,929.00	495,929.00
Investment in capital assets - Library	1,449,099.00	1,449,099.00	1,592,337.86
Reserved for Long-term debt	(387,756.00)	(387,756.00)	(430,765.14)
<b>Total Equities</b>	<b>\$ 3,229,271.00</b>	<b>\$ 3,275,837.00</b>	<b>\$ 2,968,786.86</b>
<b>Total Liabilities and equities</b>	<b>\$ 3,672,699</b>	<b>\$ 3,735,545</b>	<b>\$ 3,600,383</b>

Consolidated Monthly Statement of Revenues and Expenditures  
Library JPA  
City of Santa Cruz- Fiscal Agent  
April 2012

	Previous Month	Current Month	Last Year
<b>REVENUE</b>			
Sales Tax	\$ 496,726.19	\$ 377,895.37	343,402.50
Intergovernmental (includes Maintenance of Effort)	428,259.23	437,707.10	470,301.99
Charges for Service	1,998.20	1,117.45	678.14
Fines & Forfeits	15,941.98	14,779.88	18,606.08
Miscellaneous Revenue	5,577.96	2,644.92	23,002.91
Other Financing Sources	4,800.00	-	-
<b>Total REVENUE</b>	<b>\$ 953,303.56</b>	<b>\$ 831,144.72</b>	<b>855,991.62</b>
<b>EXPENSES</b>			
Personnel	\$ 792,476.72	\$ 642,029.64	883,270.65
Services	168,794.24	138,101.59	742,887.62
Supplies	-	102,167.50	87,613.36
Other Materials & Supplies	638.44	2,796.35	494.71
Other	42.50	156.01	89.50
Capital Outlay	-	2,327.76	\$ -
Debt Service	-	-	-
Other Financing Uses	-	-	-
<b>Total EXPENSES</b>	<b>\$ 961,951.90</b>	<b>\$ 787,578.85</b>	<b>\$ 1,411,086.35</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (8,648.34)</b>	<b>\$ 46,565.87</b>	<b>(555,094.73)</b>

Consolidated Monthly Statement of Revenues and Expenditures - Actual vs Budget

Library JPA

City of Santa Cruz- Fiscal Agent

April 2012

	Adjusted Estimate	Current Month	Year-to-date	Year-to-date Encumbrances	Balance	Pct Used
<b>REVENUE</b>						
Sales Tax	\$ 5,501,530.00	\$ 577,895.37	\$ 4,960,584.34	-	540,945.66	90.17
Intergovernmental (includes Maintenance of Effort)	5,166,356.00	457,707.10	4,321,747.31	-	844,608.69	83.65
Charges for Service	13,600.00	11,172.35	12,638.31	-	961.69	92.93
Fines & Forfeits	225,000.00	14,779.88	154,431.19	-	70,568.81	68.64
Miscellaneous Revenue	124,596.00	2,644.92	85,476.77	-	39,119.23	68.60
Other Financing Sources	65,149.00	-	25,226.41	-	39,922.59	38.72
<b>Total REVENUE</b>	<b>\$ 11,096,231.00</b>	<b>\$ 834,114.72</b>	<b>\$ 9,560,104.33</b>	<b>-</b>	<b>1,536,126.67</b>	<b>86.16</b>
<b>EXPENSES</b>						
Personnel	\$ 7,921,008.00	\$ 542,029.64	\$ 6,172,386.64	-	1,748,621.36	77.92
Services	2,266,919.49	138,101.59	1,516,247.32	83,005.64	750,672.17	66.89
Supplies	1,326,760.00	102,167.50	895,746.66	43,637.85	431,013.34	67.51
Other Materials & Supplies	78,172.52	2,796.35	25,380.94	-	52,791.58	32.47
Other	2,000.00	156.01	1,359.51	-	640.49	67.98
Capital Outlay	45,000.00	2,327.76	9,300.23	\$ 13,854.86	\$ 35,699.77	\$ 20.67
Debt Service	104,354.00	-	101,225.16	-	3,128.84	97.00
Other Financing Uses	148,668.00	-	73,668.00	-	75,000.00	49.55
<b>Total EXPENSES</b>	<b>\$ 11,892,882.01</b>	<b>\$ 787,578.85</b>	<b>\$ 8,795,314.46</b>	<b>\$ 140,498.35</b>	<b>\$ 3,097,567.55</b>	<b>73.95</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (796,651.01)</b>	<b>\$ 46,535.87</b>	<b>\$ 764,789.87</b>	<b>(140,498.35)</b>	<b>(1,561,440.88)</b>	



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	994,042.19	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		
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)	(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)	(543,689.74)	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	280,209.81	(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 of Santa Cruz

## COUNTY ADMINISTRATIVE OFFICE

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

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

SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

July 18, 2012

TO: Each Member of the Library Financing Authority

### 4<sup>th</sup> QUARTER LIBRARY SALES TAX REVENUE UPDATE

The purpose of this letter is to provide an update on the Library Sales Tax final actual receipts for the 4<sup>th</sup> quarter of the Library Financing Authority's 2011-12 fiscal year. Total actual receipts for the 4<sup>th</sup> quarter were \$1,878,232 which is \$104,097 better than the 4<sup>th</sup> quarter estimate provided to the Authority in June.

As approved by your Board on June 11, 2012, the Auditor-Controller will make all necessary adjustments to facilitate 2011-12 year end closing and distribute revenue received in excess of the adopted budget in accordance with the population percentages.

In September we will provide you with an update on the 1<sup>st</sup> quarter sales tax receipts for 2012-13 and the property tax estimate for 2012-13. If you have any questions, please give me a call at 454-2100.

Very truly yours,

Carol D. Kelly  
Assistant County Administrative Officer

cc: Director of Libraries, Santa Cruz City/County Library System  
Library Director, Watsonville Library  
County Administrative Officer  
Santa Cruz City Manager  
Watsonville City Manager  
Auditor-Controller  
Santa Cruz Director of Finance  
Administrative Services Director, City of Watsonville