



SANTA CRUZ
PUBLIC LIBRARIES

LIBRARY JOINT POWERS AUTHORITY BOARD
FINANCE SUBCOMMITTEE

Thursday, September 20, 2012
Downtown Branch Community Meeting Room
224 Church Street, Santa Cruz

6:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF SEPTEMBER 20, 2012
3. APPROVE MINUTES OF AUGUST 30, 2012
4. ORAL COMMUNICATIONS
5. STAFF REPORTS

All reports will be handed out at the meeting:

- a. Update on new reporting format
- b. Monthly Financial Reports- August 2012
- c. Year end FY11/12- draft report

6. OTHER BUSINESS
 - a. Update on Holloway request
7. WRITTEN COMMUNICATIONS

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 Monday, October 29, 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 September 20, 2012 to the next regularly scheduled public meeting on October 29, 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

August 30, 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 AUGUST 30, 2012

Councilmember Storey moved, seconded by Citizen English

that the Finance Subcommittee approve the agenda of August 30, 2012

UNAN

III. APPROVAL OF MINUTES OF JUNE 25, 2012

Citizen English moved, seconded by Councilmember Storey

that the Finance Subcommittee approve the minutes of June 25, 2012

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IV. ORAL COMMUNICATIONS

In answer to a question from Councilmember Terrazas, Director Landers gave an update on the costs needed to continue with the services of the First Alarm Security guard. She presented five options for security service based on hours of service and associated costs.

A member of the public offered suggestions regarding refinancing the outstanding amount for the tenant improvements to the Library Headquarters building.

V. STAFF REPORTS

a. Recommended new reporting format

Finance Director Pimentel presented a new reporting format with the goal of ease in reading and providing snapshots of data. The Finance Subcommittee discussed the sample report and asked for clarification on several items and offered suggestions.

Finance Director Pimentel will return to the Subcommittee with a sample that includes the suggestions.

b. Monthly Financial Reports

The Finance Subcommittee reviewed the June reports. Director Landers reported that revenues are up and expenditures are down.

VI. OTHER BUSINESS

None

VII. WRITTEN COMMUNCIATONS

a. 4th Quarter Library Sales Tax Letter

The Subcommittee reviewed the document. It shows additional money over and above the original 4th quarter estimate. Director Landers remarked that everything is looking very good. E-rate is being received as a monthly credit. The initial review for this year's e-rate has started.

VIII. FINANCE COMMITTEE MEETING CALENDAR

The next regularly scheduled Finance Subcommittee meeting is scheduled for Thursday, September 20, 2012 at 6:30 p.m. in the Community Meeting Room of the Downtown Branch Library.

ADJOURN

The regular meeting adjourned at 7:25 p.m.

Respectfully submitted,

Helga Smith
Clerk of the Board

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