



LIBRARY JOINT POWERS AUTHORITY BOARD  
FINANCE SUBCOMMITTEE

Thursday December 19, 2013  
Downtown Branch Meeting Room  
224 Church Street, Santa Cruz

6:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF DECEMBER 19, 2013
3. APPROVE MINUTES OF OCTOBER 29, 2013
4. ORAL COMMUNICATIONS
5. STAFF REPORTS
  - a. Monthly Financial Reports-October
6. OTHER BUSINESS
  - a. Review estimate of cost of additional hours
7. WRITTEN COMMUNICATIONS
8. FINANCE COMMITTEE MEETING CALENDAR
  - a. The Finance Committee will consider its current meeting schedule and may revise it as necessary.
  - b. Current schedule for January-August 2014
    - February 20
    - April 17
    - June 19
    - August 21
9. NEXT MEETING

The next regularly scheduled meeting is February 20, 2014 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 Tuesday October 29, 2013 to the next regularly scheduled public meeting on Monday December 16, 2013 at 6:30 pm in the Community Meeting Room of the Downtown 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 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.

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD  
FINANCE SUBCOMMITTEE

MINUTES

Downtown Branch Meeting Room  
224 Church Street, Santa Cruz

October 29, 2013

6:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Member English, Councilmember Termini, Citizen Member Dexter

Absent: Councilmember Terrazas

Staff: Finance Director Marcus Pimentel, Library Director Teresa Landers

II. APPROVAL OF MEETING AGENDA OF OCTOBER 29, 2013

**Councilmember Termini moved, seconded by Citizen Member Dexter**

**that the Finance Subcommittee approve the agenda of October 29, 2013**

**AYES: Termini, English, Dexter  
Absent: Terrazas**

III. APPROVAL OF MINUTES OF AUGUST 22, 2013

**Councilmember Termini moved, seconded by Citizen Member English**

**that the Finance Subcommittee approve the minutes of August 22, 2013**

**AYES: Termini, English  
Absent: Terrazas  
Abstain: Dexter**

IV. ORAL COMMUNICATIONS

None

## V. STAFF REPORTS

- A. Monthly Financial Reports – September 2013  
Finance Director Pimentel presented the September Financial Reports starting with the Dashboard Report. Revenues remain on target. Sales tax continues to be a strong source of revenue for the County as a whole. Expenditures are over-budget by 2% which was expected. Long term debt has been paid off in July. The Finance Subcommittee reviewed the reports. Finance Director Pimentel responded to a number of questions from the Committee members.
- B. Plan for restoration of two month reserve  
Director Landers reported that the reserve is already improving – only about \$7,000 short. She is watching the reserve and will recommend an approach if necessary.

## VI. OTHER BUSINESS

None

## VII. WRITTEN COMMUNICATIONS

None

## VIII. FINANCE COMMITTEE MEETING CALENDAR

The next meeting date is yet to be confirmed based on Councilmember Terrazas' availability.

## ADJOURN

The regular meeting adjourned at 6:59 p.m.

The Library Joint Powers Authority Board Finance Subcommittee will adjourn from the regularly scheduled meeting of Tuesday, October 29, 2013 to the next regularly scheduled public meeting on Monday, December 16, 2013 at 6:30 pm in the Community Meeting Room of the Downtown Branch Library.

Respectfully submitted,

Helga Smith  
Clerk of the Board

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



## September & October Financials

Marcus Pimentel <MPimentel@cityofsantacruz.com>

Fri, Dec 6, 2013 at 5:13 PM

To: Richard English Gmail <rpenglish217@gmail.com>

Cc: Teresa Landers <landerst@santacruzpl.org>

Sorry for the delay but it's an exceptionally frantic time of year around these parts (above and beyond the normal finance busy work).

It is always best to talk in person but let me try and provide some quick hits. Operationally, we are trending in a strong, net surplus monthly operating position. We started the year spending more on items whose funding rolled into the beginning of the year fund balance rather than rely on new, ongoing revenue. In short, we did adopt a budget that included more spending than revenue coming in, but funded that deficit through the use of prior year surplus dollars.

Operationally however, the past two months were very strong (net gains of \$90k and \$184k respectively for Oct & Sept) and August's negative operations were merely due to the timing of a 3rd payroll cycle that only happens twice a year.

If what you are speaking too is the cosmetic view of how the report is orientated, we could discuss additional changes such as showing as a separate revenue source "one time use of prior year surplus" which would all but offset the budgeted "deficit".

Another approach would be to show net operations before other operating costs that are either carried over from the prior year or intended to be funded from reserves (\$300k ILS upgrade). I don't necessarily like that as it breaks out like operating costs into different categories. But it could be something worth talking about.

I hope this helps and let me know if you want to talk further next week or just discuss during the Dec 19th finance committee meeting.

Marcus

From: Richard English Gmail [mailto:rpenglish217@gmail.com]

Sent: Thursday, December 05, 2013 10:49 AM

To: Marcus Pimentel

Subject: September & October Financials

Marcus,

I know you've been out of your office, and hope that you are back and well. There has been some correspondence with Teresa on these questions, but I would like to get your thoughts. The most puzzling is the third item; the others are smaller magnitude, but need to be understood. Since I will not be at the December 16 Finance Committee meeting, I'd like to see if we can address these questions in the near term. If a phone call would be more effective and easier for you, I should be available much of this afternoon and at times tomorrow. If it would help, we can schedule a time to talk.

Thanks,

Dick

Richard 'Dick' English

831-539-3299

Begin forwarded message:

From: Richard English Gmail <rpenglish217@gmail.com<mailto:rpenglish217@gmail.com>>

Subject: September & October Financials

Date: November 29, 2013 at 10:58:22 AM PST

To: Marcus Pimentel <mpimentel@cityofsantacruz.com<mailto:mpimentel@cityofsantacruz.com>>, Teresa Landers <LandersT@santacruzpl.org<mailto:LandersT@santacruzpl.org>>

Thanks for sharing. We may have already discussed September, so apologies for possibly being repetitious.

\* MOE is showing an increasingly negative variance. Is this trend expected to continue thru the fiscal year? If there is a high likelihood that our budgeted MOE will not meet expectations, should we be reflecting this concern in a re-cast of this revenue source?

\* Other Expenditures are also running a negative variance, 6.9% in September and 4.9% in October. Since this line item is over \$2M, a 5% variance becomes ~\$100K for the year. Similar to the MOE issue, if we expect that we have under budgeted Other Expenditures for the year, should we be revising our plan?

\* What is the significance of our showing a \$455,497 negative variance in the annual budget? At one point did we have a balanced budget for the year? Did our decision to pay off long-term debt cause this negative variance? Knowing that we established a \$2.014M reserve is reassuring, but if the negative variance doesn't self-correct during the year, will we be forced to dip into the reserve to balance the budget?

[Quoted text hidden]

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16K



Expenditure Status Report

CITY OF SANTA CRUZ

10/1/2013 through 10/31/2013

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
51000 PERSONNEL SERVICES						
951-36-50-3510-51110 Regular full time	496,078.00	38,213.16	166,759.23	0.00	329,318.77	33.62
951-36-50-3510-51111 Regular part time	48,676.00	3,844.30	15,734.26	0.00	32,941.74	32.32
951-36-50-3510-51132 Special vacation pay	2,606.00	0.00	0.00	0.00	2,606.00	0.00
951-36-50-3510-51150 Vehicle-phone-data allowance	1,860.00	35.00	543.20	0.00	1,316.80	29.20
951-36-50-3510-51201 Retirement contribution	65,318.00	5,158.15	21,503.17	0.00	43,814.83	32.92
951-36-50-3510-51210 Group health insurance	108,931.00	4,284.63	30,940.28	0.00	77,990.72	28.40
951-36-50-3510-51212 Group dental insurance	9,312.00	387.09	2,795.62	0.00	6,516.38	30.02
951-36-50-3510-51213 Vision insurance	1,460.00	60.85	438.32	0.00	1,021.68	30.02
951-36-50-3510-51214 Medicare insurance	6,346.00	502.35	2,121.23	0.00	4,224.77	33.43
951-36-50-3510-51220 Group life insurance	131.00	5.45	39.66	0.00	91.34	30.27
951-36-50-3510-51221 Disability insurance	6,026.00	224.82	936.03	0.00	5,089.97	15.53
951-36-50-3510-51230 Unemployment insurance	3,004.00	232.17	998.72	0.00	2,005.28	33.25
951-36-50-3510-51240 Workers' compensation	20,062.00	1,547.82	6,606.59	0.00	13,455.41	32.93
951-36-51-3520-51110 Regular full time	691,212.00	54,147.18	237,582.65	0.00	453,629.35	34.37
951-36-51-3520-51111 Regular part time	25,011.00	1,887.21	8,737.09	0.00	16,273.91	34.93
951-36-51-3520-51122 Temporary	0.00	0.00	753.87	0.00	-753.87	0.00
951-36-51-3520-51132 Special vacation pay	1,043.00	0.00	0.00	0.00	1,043.00	0.00
951-36-51-3520-51201 Retirement contribution	91,876.00	7,651.10	32,359.61	0.00	59,516.39	35.22
951-36-51-3520-51210 Group health insurance	170,965.00	6,889.85	50,831.47	0.00	120,133.53	29.73
951-36-51-3520-51212 Group dental insurance	13,787.00	574.45	4,236.24	0.00	9,550.76	30.73
951-36-51-3520-51213 Vision insurance	2,261.00	94.21	695.42	0.00	1,565.58	30.76
951-36-51-3520-51214 Medicare insurance	7,590.00	603.46	2,665.27	0.00	4,924.73	35.12
951-36-51-3520-51220 Group life insurance	221.00	9.21	67.82	0.00	153.18	30.69
951-36-51-3520-51221 Disability insurance	7,483.00	292.14	1,235.06	0.00	6,247.94	16.50
951-36-51-3520-51230 Unemployment insurance	4,266.00	316.38	1,397.48	0.00	2,868.52	32.76
951-36-51-3520-51240 Workers' compensation	30,369.00	2,375.89	10,229.67	0.00	20,139.33	33.68
951-36-52-3530-51110 Regular full time	768,619.00	60,800.07	257,467.90	0.00	511,151.10	33.50
951-36-52-3530-51111 Regular part time	594,538.00	47,172.36	189,740.16	0.00	404,797.84	31.91
951-36-52-3530-51114 Overtime	0.00	100.59	411.66	0.00	-411.66	0.00
951-36-52-3530-51115 Termination pay	0.00	0.00	2,474.95	0.00	-2,474.95	0.00
951-36-52-3530-51122 Temporary	687,597.00	63,700.68	264,554.00	0.00	423,043.00	38.48
951-36-52-3530-51130 Other pay	0.00	0.00	69.17	0.00	-69.17	0.00
951-36-52-3530-51201 Retirement contribution	177,039.00	16,937.03	68,698.97	0.00	108,340.03	38.80



Expenditure Status Report  
CITY OF SANTA CRUZ  
10/1/2013 through 10/31/2013

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-52-3530-51202 F.I.C.A.	69,579.00	2,987.90	12,482.91	0.00	57,096.09	17.94
951-36-52-3530-51210 Group health insurance	319,671.00	12,367.01	90,880.70	0.00	228,790.30	28.43
951-36-52-3530-51212 Group dental insurance	27,335.00	1,128.97	8,082.31	0.00	19,252.69	29.57
951-36-52-3530-51213 Vision insurance	4,493.00	176.22	1,300.66	0.00	3,192.34	28.95
951-36-52-3530-51214 Medicare insurance	18,957.00	2,461.78	10,176.42	0.00	8,780.58	53.68
951-36-52-3530-51220 Group life insurance	393.00	15.89	114.93	0.00	278.07	29.24
951-36-52-3530-51221 Disability insurance	13,509.00	602.46	2,456.25	0.00	11,052.75	18.18
951-36-52-3530-51230 Unemployment insurance	6,941.00	1,091.46	4,453.92	0.00	2,487.08	64.17
951-36-52-3530-51240 Workers' compensation	57,650.00	7,290.68	30,169.18	0.00	27,480.82	52.33
951-36-53-3515-51110 Regular full time	172,449.00	13,425.53	56,547.59	0.00	115,901.41	32.79
951-36-53-3515-51114 Overtime	0.00	0.00	83.69	0.00	-83.69	0.00
951-36-53-3515-51201 Retirement contribution	23,330.00	2,017.73	8,498.53	0.00	14,831.47	36.43
951-36-53-3515-51210 Group health insurance	29,147.00	1,215.22	8,944.02	0.00	20,202.98	30.69
951-36-53-3515-51212 Group dental insurance	4,561.00	190.05	1,398.77	0.00	3,162.23	30.67
951-36-53-3515-51213 Vision insurance	675.00	28.11	206.91	0.00	468.09	30.65
951-36-53-3515-51214 Medicare insurance	1,678.00	128.99	550.77	0.00	1,127.23	32.82
951-36-53-3515-51220 Group life insurance	50.00	2.10	15.47	0.00	34.53	30.94
951-36-53-3515-51221 Disability insurance	1,166.00	68.97	290.33	0.00	875.67	24.90
951-36-53-3515-51230 Unemployment insurance	786.00	61.19	258.08	0.00	527.92	32.83
951-36-53-3515-51240 Workers' compensation	10,312.00	802.83	3,381.56	0.00	6,930.44	32.79
951-36-54-3550-51110 Regular full time	462,711.00	35,603.46	127,993.46	0.00	334,717.54	27.66
951-36-54-3550-51114 Overtime	0.00	57.86	233.71	0.00	-233.71	0.00
951-36-54-3550-51132 Special vacation pay	878.00	0.00	0.00	0.00	878.00	0.00
951-36-54-3550-51201 Retirement contribution	59,763.00	4,938.81	17,680.35	0.00	42,082.65	29.58
951-36-54-3550-51210 Group health insurance	86,295.00	3,223.96	23,092.34	0.00	63,202.66	26.76
951-36-54-3550-51212 Group dental insurance	6,145.00	234.05	1,722.60	0.00	4,422.40	28.03
951-36-54-3550-51213 Vision insurance	1,058.00	38.75	285.18	0.00	772.82	26.95
951-36-54-3550-51214 Medicare insurance	6,586.00	515.58	1,839.05	0.00	4,746.95	27.92
951-36-54-3550-51220 Group life insurance	109.00	3.68	27.11	0.00	81.89	24.87
951-36-54-3550-51221 Disability insurance	3,499.00	164.38	620.19	0.00	2,878.81	17.72
951-36-54-3550-51230 Unemployment insurance	3,414.00	255.31	777.89	0.00	2,636.11	22.79
951-36-54-3550-51240 Workers' compensation	14,828.00	1,143.51	4,125.51	0.00	10,702.49	27.82
951-36-55-3560-51110 Regular full time	1,426,023.00	107,403.69	478,499.27	0.00	947,523.73	33.55
951-36-55-3560-51111 Regular part time	116,723.00	9,006.64	37,900.31	0.00	78,822.69	32.47
951-36-55-3560-51122 Temporary	9,500.00	3,838.86	5,997.00	0.00	3,503.00	63.13
951-36-55-3560-51130 Other pay	0.00	0.00	109.50	0.00	-109.50	0.00

Expenditure Status Report  
CITY OF SANTA CRUZ  
10/1/2013 through 10/31/2013

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-55-3560-51132	5,462.00	0.00	0.00	0.00	5,462.00	0.00
951-36-55-3560-51201	192,999.00	15,412.70	63,137.69	0.00	129,861.31	32.71
951-36-55-3560-51202	2,730.00	116.64	122.07	0.00	2,607.93	4.47
951-36-55-3560-51210	354,037.00	13,009.50	96,946.32	0.00	257,090.68	27.38
951-36-55-3560-51212	26,608.00	1,086.66	7,946.67	0.00	18,661.33	29.87
951-36-55-3560-51213	4,496.00	182.04	1,327.44	0.00	3,168.56	29.52
951-36-55-3560-51214	20,399.00	1,611.78	6,938.96	0.00	13,460.04	34.02
951-36-55-3560-51220	481.00	19.17	136.67	0.00	344.33	28.41
951-36-55-3560-51221	17,979.00	587.04	2,420.34	0.00	15,558.66	13.46
951-36-55-3560-51230	7,896.00	564.58	2,398.22	0.00	5,497.78	30.37
951-36-55-3560-51240	66,263.00	5,144.26	21,637.08	0.00	44,625.92	32.65
<b>Total PERSONNEL SERVICES</b>	<b>7,703,251.00</b>	<b>568,273.60</b>	<b>2,527,832.70</b>	<b>0.00</b>	<b>5,175,418.30</b>	<b>32.82</b>
52000						
SERVICES						
951-36-50-3510-52135	7,800.00	0.00	0.00	7,880.00	-80.00	101.03
951-36-50-3510-52199	103,619.24	500.52	44,688.02	46,190.24	12,740.98	87.70
951-36-50-3510-52240	4,100.00	102.65	234.07	0.00	3,865.93	5.71
951-36-50-3510-52248	18,490.00	0.00	4,970.00	0.00	13,520.00	26.88
951-36-50-3510-52302	4,000.00	47.46	188.71	0.00	3,811.29	4.72
951-36-50-3510-52304	34,400.00	10,203.65	13,804.95	0.00	20,595.05	40.13
951-36-50-3510-52403	0.00	291.40	787.13	0.00	-787.13	0.00
951-36-50-3510-52933	16,800.00	0.00	13,003.00	0.00	3,797.00	77.40
951-36-50-3510-52961	27,100.00	228.00	23,796.00	0.00	3,304.00	87.81
951-36-50-3510-52971	100.00	2.37	8.30	0.00	91.70	8.30
951-36-50-3510-52972	5,000.00	0.00	886.31	0.00	4,113.69	17.73
951-36-50-3540-52135	570,000.00	46,961.93	204,117.55	0.00	365,882.45	35.81
951-36-51-3520-52131	17,000.00	931.41	3,310.75	12,689.25	1,000.00	94.12
951-36-51-3520-52244	2,500.00	0.00	0.00	0.00	2,500.00	0.00
951-36-51-3520-52248	41,029.00	312.98	6,313.59	0.00	34,715.41	15.39
951-36-51-3520-52302	1,250.00	0.00	444.42	0.00	805.58	35.55
951-36-51-3520-52972	2,000.00	0.00	1,376.78	0.00	623.22	68.84
951-36-52-3530-52139	0.00	0.00	829.50	0.00	-829.50	0.00
951-36-52-3530-52240	800.00	0.00	0.00	0.00	800.00	0.00
951-36-52-3530-52244	1,000.00	0.00	0.00	0.00	1,000.00	0.00
951-36-52-3530-52302	980.00	0.00	0.00	0.00	980.00	0.00
951-36-52-3530-52972	0.00	0.00	1,141.88	0.00	-1,141.88	0.00

Expenditure Status Report  
CITY OF SANTA CRUZ  
10/1/2013 through 10/31/2013

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-53-3515-52201	59,500.00	8,176.66	23,185.36	0.00	36,314.64	38.97
951-36-53-3515-52211	117,100.00	8,338.67	29,566.27	0.00	87,533.73	25.25
951-36-53-3515-52223	5,250.00	0.00	3,773.55	0.00	1,476.45	71.88
951-36-53-3515-52226	16,250.00	2,356.59	3,441.82	0.00	12,808.18	21.18
951-36-53-3515-52227	12,500.00	1,489.75	5,194.09	0.00	7,305.91	41.55
951-36-53-3515-52246	187,800.00	11,451.99	38,149.62	59,045.67	90,604.71	51.75
951-36-53-3515-52247	16,700.00	1,400.00	4,168.19	4,900.00	7,631.81	54.30
951-36-53-3515-52261	312,500.00	25,924.31	105,198.24	12,950.00	194,351.76	37.81
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	1,420.83	5,683.32	0.00	11,366.68	33.33
951-36-53-3515-52933	36,550.00	0.00	26,408.00	0.00	10,142.00	72.25
951-36-54-3550-52199	107,287.48	6,559.84	25,595.02	47,520.50	34,171.96	68.15
951-36-54-3550-52248	358,377.00	42,946.63	54,532.90	202,175.00	101,669.10	71.63
951-36-54-3550-52249	6,300.00	0.00	4,709.15	0.00	1,590.85	74.75
951-36-54-3550-52302	2,170.00	192.10	398.89	0.00	1,771.11	18.38
951-36-54-3550-52403	167,900.00	5,472.60	18,889.34	26,012.78	122,997.88	26.74
951-36-55-3560-52199	5,000.00	0.00	0.00	0.00	5,000.00	0.00
951-36-55-3560-52248	10,704.00	625.00	2,500.00	5,000.00	3,204.00	70.07
951-36-55-3560-52302	6,450.00	599.48	1,118.95	0.00	5,331.05	17.35
951-36-55-3560-52960	8,400.00	38.28	5,223.66	0.00	3,176.34	62.19
951-36-55-3560-52972	10,000.00	223.09	4,342.28	0.00	5,657.72	43.42
<b>Total SERVICES</b>	<b>2,321,906.72</b>	<b>176,798.19</b>	<b>681,979.61</b>	<b>424,363.44</b>	<b>1,215,563.67</b>	<b>47.65</b>
53000						
SUPPLIES						
951-36-50-3510-53101	3,500.00	101.41	621.39	0.00	2,878.61	17.75
951-36-50-3510-53102	3,900.00	391.29	1,506.07	0.00	2,393.93	38.62
951-36-50-3510-53113	0.00	0.00	61.47	0.00	-61.47	0.00
951-36-51-3520-53106	1,105,163.74	71,309.99	503,082.23	0.00	602,081.51	45.52
951-36-51-3520-53107	118,640.15	26,972.37	58,070.57	0.00	60,569.58	48.95
951-36-51-3520-53112	188,500.00	13,488.84	28,608.98	0.00	159,891.02	15.18
951-36-52-3530-53102	15,000.00	606.42	1,559.77	0.00	13,440.23	10.40
951-36-52-3530-53109	7,200.00	482.60	1,471.40	0.00	5,728.60	20.44
951-36-53-3515-53102	0.00	227.16	1,483.14	0.00	-1,483.14	0.00
951-36-53-3515-53108	4,710.00	0.00	253.67	0.00	4,456.33	5.39
951-36-53-3515-53113	18,500.00	1,777.41	6,086.85	0.00	12,413.15	32.90
951-36-53-3515-53311	173,400.00	14,696.78	83,910.08	0.00	89,489.92	48.39

Expenditure Status Report  
CITY OF SANTA CRUZ  
10/1/2013 through 10/31/2013

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-53-3515-53312	29,200.00	595.95	2,345.89	0.00	26,854.11	8.03
951-36-54-3550-53110	0.00	0.00	72.34	0.00	-72.34	0.00
951-36-55-3560-53102	500.00	470.99	470.99	0.00	29.01	94.20
<b>Total SUPPLIES</b>	1,668,213.89	131,121.21	689,604.84	0.00	978,609.05	41.34
54000						
OTHER MATERIALS AND SERVICES						
951-36-50-3510-54990	7,200.00	160.20	1,516.85	0.00	5,683.15	21.07
951-36-53-3515-54108	308,943.10	19,228.20	33,038.25	24,884.63	251,020.22	18.75
951-36-54-3550-54990	24,000.00	2,063.85	5,302.06	0.00	18,697.94	22.09
951-36-55-3531-54990	3,000.00	1,159.14	1,159.14	0.00	1,840.86	38.64
951-36-55-3560-54990	21,190.00	2,528.56	6,310.00	0.00	14,880.00	29.78
<b>Total OTHER MATERIALS AND SERVICES</b>	364,333.10	25,139.95	47,326.30	24,884.63	292,122.17	19.82
56000						
OTHER CHARGES						
951-36-52-3530-56995	2,000.00	209.51	643.01	0.00	1,356.99	32.15
<b>Total OTHER CHARGES</b>	2,000.00	209.51	643.01	0.00	1,356.99	32.15
57000						
CAPITAL OUTLAY						
951-36-50-3510-57401	28,221.75	0.00	2,928.42	0.00	25,293.33	10.38
951-36-52-3530-57401	20,000.00	0.00	0.00	0.00	20,000.00	0.00
951-36-54-3550-57409	125,000.00	6,146.30	7,596.66	0.00	117,403.34	6.08
<b>Total CAPITAL OUTLAY</b>	173,221.75	6,146.30	10,525.08	0.00	162,696.67	6.08
58000						
DEBT SERVICE						
951-36-50-3540-58140	268,561.00	0.00	262,010.74	0.00	6,550.26	97.56
951-36-50-3540-58240	0.00	0.00	6,550.27	0.00	-6,550.27	0.00
<b>Total DEBT SERVICE</b>	268,561.00	0.00	268,561.01	0.00	-0.01	100.00
59000						
OTHER FINANCING USES						
951-00-00-0000-59191	80,700.00	0.00	80,666.00	0.00	34.00	99.96
<b>Total OTHER FINANCING USES</b>	80,700.00	0.00	80,666.00	0.00	34.00	99.96
<b>Grand Total</b>	12,582,187.46	907,688.76	4,307,138.55	449,248.07	7,825,800.84	37.80

**Revenue Status Report**  
 Library Revenue Report  
 CITY OF SANTA CRUZ  
 10/1/2013 through 10/31/2013

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-41000					
TAXES					
951-00-00-0000-41211	6,492,000.00	502,264.80	2,291,247.17	4,200,752.83	35.29
Sales and use tax					
Total TAXES	6,492,000.00	502,264.80	2,291,247.17	4,200,752.83	35.29
951-43000					
INTERGOVERNMENTAL					
951-36-00-0000-43310	0.00	16,875.00	16,875.00	-16,875.00	0.00
Local operating grants and contributions					
951-36-00-0000-43311	5,260,000.00	426,225.48	1,704,088.06	3,555,911.94	32.40
Maintenance of effort contributions					
951-36-55-3531-43210	3,000.00	0.00	0.00	3,000.00	0.00
State operating grants and contributions					
Total INTERGOVERNMENTAL	5,263,000.00	443,100.48	1,720,963.06	3,542,036.94	32.70
951-44000					
CHARGES FOR SERVICES					
951-36-00-0000-44613	4,730.00	128.60	467.85	4,262.15	9.89
Internet use fee					
951-36-00-0000-44630	2,500.00	199.00	945.50	1,554.50	37.82
Room rentals-library, JPA					
951-36-00-0000-44901	8,500.00	1,324.61	4,739.77	3,760.23	55.76
Photocopy fee					
Total CHARGES FOR SERVICES	15,730.00	1,652.21	6,153.12	9,576.88	39.12
951-45000					
FINES AND FORFEITS					
951-36-00-0000-45131	200,000.00	17,158.28	62,802.68	137,197.32	31.40
Library fines					
951-36-00-0000-45132	25,000.00	1,247.77	5,832.90	19,167.10	23.33
Lost library items					
Total FINES AND FORFEITS	225,000.00	18,406.05	68,635.58	156,364.42	30.50
951-46000					
MISCELLANEOUS REVENUES					
951-00-00-0000-46110	14,529.00	0.00	4,370.01	10,158.99	30.08
Pooled cash and investment interest					

33%

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
<b>951 Library Joint Powers Authority</b>					
951-00-00-0000-46190	0.00	103.78	519.63	-519.63	0.00
951-00-00-0000-46620	2,481.00	0.00	0.00	2,481.00	0.00
951-00-00-0000-46910	8,500.00	4,250.00	8,969.46	-469.46	105.52
951-36-00-0000-46303	12,000.00	63.00	15,958.00	-3,958.00	132.98
951-36-00-0000-46309	79,260.00	0.00	500.00	78,760.00	0.63
951-36-00-0000-46916	0.00	-6.41	16.24	-16.24	0.00
<b>Total MISCELLANEOUS REVENUES</b>	<b>116,770.00</b>	<b>4,410.37</b>	<b>30,333.34</b>	<b>86,436.66</b>	<b>25.98</b>
951-49000					
<b>OTHER FINANCING SOURCES</b>					
951-00-00-0000-49122	37,411.75	27,190.00	27,190.00	10,221.75	72.68
<b>Total OTHER FINANCING SOURCES</b>	<b>37,411.75</b>	<b>27,190.00</b>	<b>27,190.00</b>	<b>10,221.75</b>	<b>72.68</b>
<b>Total Library Joint Powers Authority</b>	<b>12,149,911.75</b>	<b>997,023.91</b>	<b>4,144,522.27</b>	<b>8,005,389.48</b>	<b>34.11</b>
<b>Grand Total</b>	<b>12,149,911.75</b>	<b>997,023.91</b>	<b>4,144,522.27</b>	<b>8,005,389.48</b>	<b>34.11</b>

Library - Fund 951  
Month-End Cash Balances

PRELIMINARY  
UNAUDITED

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2014 Pooled cash	2,369,925.08	1,802,102.56	2,007,872.22	3,336,807.69								
FY 2013 Pooled cash	1,681,487.77	1,376,563.37	1,509,642.89	2,663,536.56	1,836,365.04	2,059,941.11	2,311,392.01	3,369,687.79	2,270,739.48	2,586,318.05	2,485,763.36	2,538,588.15
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	1,543,373.20	1,479,502.27
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)	(543,669.74)	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

LIBRARY JOINT POWERS AUTHORITY COMBINED BALANCE SHEET TRUST FUNDS OCTOBER 2013											PRELIMINARY UNAUDITED
Fund #	Fund Description	931 McCaskill Loc His	932 McCaskill Vis Imp	933 Finkeldey	934 Whalen	935 Leet-Corday	936 Morley	937 Hale	938 Gruber	Trust Funds Total	
<b>Assets</b>											
	Pooled cash	238,505.25	220,904.38	9,150.46	92,153.23	91,075.70	12,427.38	44,443.69	27,799.43	736,459.52	
	Pooled cash interest receivable	482.65	436.18	17.64	174.08	172.04	23.47	83.96	52.51	1,442.53	
	Internal investment and loan receivable	-	-	-	-	-	-	-	-	-	
	<b>Total Assets</b>	238,987.90	221,340.56	9,168.10	92,327.31	91,247.74	12,450.85	44,527.65	27,851.94	737,902.05	
<b>Equities</b>											
	Net assets held in trust-library prog	238,987.90	221,340.56	9,168.10	92,327.31	91,247.74	12,450.85	44,527.65	27,851.94	737,902.05	
	<b>Total Equities</b>	238,987.90	221,340.56	9,168.10	92,327.31	91,247.74	12,450.85	44,527.65	27,851.94	737,902.05	



<b>LIBRARY JOINT POWERS AUTHORITY</b>		Hide yellow columns		<b>PRELIMINARY</b>	
<b>COMBINED BALANCE SHEET</b>				<b>UNAUDITED</b>	
<b>JPA FUND AND ACCOUNT GROUPS</b>					
<b>OCTOBER 2013</b>					
	<b>951</b>	<b>958</b>	<b>959</b>		
	<b>JPA</b>	<b>Capital Assets</b>	<b>LT Debt</b>	<b>JPA</b>	
				<b>Total</b>	
<b>Assets</b>					
Pooled cash	3,336,807.69	-	-	3,336,807.69	
Pooled cash interest receivable	4,780.08	-	-	4,780.08	
Other interest receivable	-	-	-	-	
Taxes receivable - current	-	-	-	-	
Accounts receivable	-	-	-	-	
Grants receivable	-	-	-	-	
Internal investment & loan receivable	-	-	-	-	
Infrastructure	-	579,683.02	-	579,683.02	
Accumulated depreciation - infrastructure	-	(268,713.75)	-	(268,713.75)	
Lease improvements - buildings	-	2,018,031.67	-	2,018,031.67	
Accumulated depreciation - lease imp-buildings	-	(1,333,371.07)	-	(1,333,371.07)	
Machinery and equipment	-	1,630,552.10	-	1,630,552.10	
Accumulated depreciation - machinery & equip	-	(1,570,540.27)	-	(1,570,540.27)	
Software	-	3,983.14	-	3,983.14	
Accumulated depreciation-software	-	(3,983.14)	-	(3,983.14)	
Construction in progress	-	71,353.85	-	71,353.85	
<b>Total Assets</b>	<b>3,341,587.77</b>	<b>1,126,995.55</b>	<b>-</b>	<b>4,468,583.32</b>	
<b>Liabilities</b>					
Accounts payable	148,692.33	-	-	148,692.33	
Salaries and benefits payable	-	-	-	-	
Sales tax payable	233.42	-	-	233.42	
Deferred grant revenue - unearned	-	-	-	-	
Unclaimed funds	523.00	-	-	523.00	
Payable to the County - noncurrent	-	-	-	-	
Other intergovernmental payable-noncurrent	-	-	-	-	
<b>Total Liabilities</b>	<b>149,448.75</b>	<b>-</b>	<b>-</b>	<b>149,448.75</b>	
<b>Equities</b>					
Unreserved, undesignated fund balance	1,279,234.19	-	-	1,279,234.19	
Committed - cash flow/unexpected expenditures	1,912,904.83	-	-	1,912,904.83	
Investment in capital assets - Library	-	1,126,995.55	-	1,126,995.55	
Reserved for long-term debt	-	-	-	-	
<b>Total Equities</b>	<b>3,192,139.02</b>	<b>1,126,995.55</b>	<b>-</b>	<b>4,319,134.57</b>	
<b>Total Liabilities and Equities</b>	<b>3,341,587.77</b>	<b>1,126,995.55</b>	<b>-</b>	<b>4,468,583.32</b>	

## STAFF REPORT

DATE: December 11, 2013  
TO: Library Finance Subcommittee  
FROM: Teresa Landers, Director of Libraries  
RE: Cost of additional hours

**RECOMMENDATION: Provide direction to the Library Director**

### SUMMARY

A request was made to determine the cost of adding 33 hours per week to the Library's open hours in accordance with the goal stated in the April 2010 Community Service Model. Two options are presented based on this goal with estimated annual costs of \$443,000 and \$320,000 respectively.

### BACKGROUND

The Community Service Model adopted by the LJPB in April 2011 set a number of goals. One of these was to increase hours to the level represented here in Option #1. The first round of increases occurred in September 2012 when it was determined there was some room for structural increases.

This first round also included "tweaking" of the service model in terms of staffing based on deficiencies discovered regarding the ability to provide service at the desired levels.

In the FY13/14 budget no increase in hours was adopted and there were minor staff additions made to, once again, respond to the need to fill gaps in service delivery.

### DISCUSSION

Appendix I details four schedules of hours:

1. January 2012 (the implementation of the new service model); 318 hours per week
2. September 2012- an increase of 41 hours per week to 359.
3. Option #1 for increased hours- The original goal was to reach 392 hours; an additional 33 hours per week). This assumed Aptos and Scotts Valley would be open 7 days per week and Live Oak 6 days per week (open Friday and Saturday but closed Sunday)
4. Option #2 for increased hours- 392 hours but keeping Aptos and Scotts Valley at 6 days per week and Live Oak at 5 (open on Sunday)

The additional annual staff cost of each option is:

1. Option #1: \$443,247
2. Option #2: \$320,352

Please note that these options only include direct branch staff costs. They do not include any increased costs for janitorial services, utilities, and support staff in Administration or Information Technology.

Background on how the costing was done:

1. Each branch was considered individually- a spreadsheet by branch is attached. Current staffing and when the hours were added makes a difference as to how new staffing costs are incurred. For example: some branches have capacity to add hours to current part time positions. Other branches do not- a good example of this is Boulder Creek. The one staff member there is already full time so cannot absorb any more hours. Saturdays going to 6 hours will require a meal break so that has to be accounted for as well. The result is the need to hire an additional 20 hour per week Library Assistant who would be assigned to Scotts Valley and would work a shift in Boulder Creek and would also meet the need for additional hours in Scotts Valley. We cannot assign a Library Assistant II to Boulder Creek unless we reclassify the Person in Charge from a Library Assistant II to a Library Assistant III. We have tried very hard not to share staff between branches as it greatly reduces the flexibility of each branch to provide coverage when needed outside an agreed upon set schedule.
2. Individual names were provided to City of Santa Cruz payroll and they calculated the change in cost.
3. Aide hours were assigned as one additional aide hour for every hour added with this being doubled for Downtown as per the original staffing formula.
4. On call hours and cost were calculated as a ratio of current costs across the various classifications. On calls are used to cover absences due to vacation, illness, training, etc.

A detailed description by branch is attached in Appendix II. The full cost schedule is in Appendix III.

**APPENDIX I: SCHEDULES****Santa Cruz Public Libraries****Open Hours January 2012****Total=318**

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
APTOS	closed	11-7	11-7	11-7	11-7	11-5	11-5	44
BOULDER CREEK	closed	closed	12-6	12-6	12-6	12-5	12-5	28
BRANCIFORTE	closed	closed	10-6	1-7	1-7	1-5	1-5	28
CAPITOLA	closed	closed	1-7	11-5	1-7	11-5	11-5	30
DOWNTOWN	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
FELTON	closed	closed	2-6	2-6	1-5	1-5	10-2	20
GARFIELD PARK	closed	1-5	2-6	1-5	2-6	1-5	closed	20
LA SELVA BEACH	closed	closed	10-2	2-6	10-2	1-5	1-5	20
LIVE OAK	1-5	11-7	1-6	11-7	1-6	closed	closed	30
SCOTTS VALLEY	closed	11-7	11-7	11-7	11-7	11-5	11-5	44

**Open Hours – September 2012**

**Total= 359**

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
APTOS	closed	11-7	11-7	11-7	11-7	11-5	11-5	44
BOULDER CREEK	closed	closed	11-6	11-6	11-6	11-5	12-5	32
BRANCIFORTE	closed	closed	10-6	11-7	10-6	1-5	1-5	32
CAPITOLA	closed	closed	11-7	11-7	11-7	11-5	11-5	36
DOWNTOWN	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
FELTON	closed	closed	1-6	1-6	11-6	11-5	10-2	27
GARFIELD PARK	closed	10-5	2-7	11-5	2-7	1-5	closed	27
LA SELVA BEACH	closed	closed	10-5	1-6	10-5	1-5	1-5	27
LIVE OAK	1-5	11-7	11-7	11-7	11-7	closed	closed	36
SCOTTS VALLEY	closed	11-7	11-7	11-7	11-7	11-5	11-5	44

**Proposed Open Hours Option #1  
Aptos and Scotts Valley Open on Sunday  
Downtown 11-5 Sundays  
Total= 392**

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
APTOS	1-5	11-7	11-7	11-7	11-7	11-5	11-5	48
BOULDER CREEK	closed	closed	10-6	11-6	11-6	11-5	10-5	35
BRANCIFORTE	closed	closed	10-6	11-7	10-7	12-5	12-5	35
CAPITOLA	closed	closed	10-7	10-7	10-7	10-5	11-5	40
DOWNTOWN	11-5	10-7	10-7	10-7	10-7	10-5	10-5	56
FELTON	closed	closed	11-6	12-6	11-6	11-5	10-2	30
GARFIELD PARK	closed	10-5	1-7	10-5	1-7	1-5	closed	30
LA SELVA BEACH	closed	closed	10-5	10-5	10-5	12-5	1-5	30
LIVE OAK	closed	11-7	11-7	11-7	11-7	1-5	1-5	40
SCOTTS VALLEY	1-5	11-7	11-7	11-7	11-7	11-5	11-5	48

**Proposed Open Hours- Option #2**  
**No change in Sunday hours**

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
APTOS	closed	10-7	10-7	10-7	10-7	11-5	11-5	48
BOULDER CREEK	closed	closed	10-6	11-6	11-6	11-5	10-5	35
BRANCIFORTE	closed	closed	10-6	11-7	10-7	12-5	12-5	35
CAPITOLA	closed	closed	10-7	10-7	10-7	10-5	11-5	40
DOWNTOWN	1-5	10-8	10-7	10-8	10-7	10-5	10-5	56
FELTON	closed	closed	11-6	12-6	11-6	11-5	10-2	30
GARFIELD PARK	closed	10-5	1-7	10-5	1-7	1-5	closed	30
LA SELVA BEACH	closed	closed	10-5	10-5	10-5	12-5	1-5	30
LIVE OAK	1-5	10-7	10-7	10-7	10-7	closed	closed	40
SCOTTS VALLEY	closed	10-7	10-7	10-7	10-7	11-5	11-5	48

## **APPENDIX II: METHODOLOGY BY BRANCH**

### **Branch: Aptos**

#### **Hours: 4**

Option 1: Adding the additional day would leave current hours the same and add 4 hours 1-5 on Sundays. Aptos would then add 10 hours to the 20 hour position held by a current LAII, add a 20 hpw Library Assistant II, add 8 librarian hours on Sunday, and 12 aide hours.

Option 2: Adding hours to existing days Aptos would go to a 10-7 schedule Monday through Thursday and remain 11-5 on Friday and Saturday.

Aptos would add 4 aide hours and 4 Librarian Hours.

### **Branch: Boulder Creek**

#### **Hours: 3**

Boulder Creek would open 1 hour earlier on Tuesdays and 2 hours earlier on Saturdays, making their hours Tuesday 10-6, Wednesday and Thursday 11-6, Friday 11-5 and Saturday 10-5.

Boulder Creek would add a 20 hour LA II position. This would mean that the current LA II would need to become an LA III. Alternative would be to add a 20 hour LA II to Scotts Valley and share the position with the LAIII in SV being the supervisor.

### **Branch: Branciforte**

#### **Hours: 3**

Branciforte would stay open 1 hour later on Thursdays and open 1 hour earlier on Fridays and Saturdays, making their hours Tuesday 10-6, Wednesday 11-7, Thursday 10-7, Friday and Saturday 12-5. Branciforte would add 10 hours to the 30 hour position held by a current LAII, and 3 aide hours.

### **Branch: Capitola**

#### **Hours: 4**

Capitola would open 1 hour earlier on Tuesday through Friday, making their hours Tuesday through Thursday 10-7, Friday 10-5 and Saturday 11-5.

Capitola would add 8 hours to the 32 hour position held by a current LAII, and 4 aide hours.

### **Branch: Downtown**

#### **Hours: 2**

Option 1: Downtown would open 11-5 on Sundays instead of 1-5.

Downtown would add 12\* librarian hours and 10 LA II hours to existing positions.

Option 2: Downtown would stay open until 8 two days a week. Downtown would add 12\* librarian hours and would add 5 hours to two existing LAII positions.



**Branch: Felton**

**Hours: 3**

Felton would open 2 hours earlier on Tuesday and 1 hour earlier on Wednesday, making their hours Tuesday 11-6, Wednesday 12-6, Thursday 11-6, Friday 11-5 and Saturday 10-2. Felton would add 3 hours to Jason McCluskey's LA II position, and add 3 aide hours as well.

**Branch: Garfield Park**

**Hours: 3**

Garfield would open 1 hour earlier on Tuesday, Wednesday and Thursday, making their hours Monday 10-5, Tuesday 1-7, Wednesday 10-5, Thursday 1-7 and Friday 1-5.

Garfield would add 3 hours to Catherine Workman's LA II position and add 3 aide hours as well.

**Branch: La Selva Beach**

**Hours: 3**

La Selva would open 3 hours earlier on Wednesdays, but close an hour earlier, and open 1 hour earlier on Saturdays, making their hours Tuesday through Thursday 10-5, Friday 12-5 and Saturday 1-5.

La Selva would add 3 hours to Galina Wells's LA II position, and add 3 aide hours as well.

**Branch: Live Oak**

**Hours: 4**

Option 1: Adding an additional day Live Oak would be open Monday through Thursday 11-7, and Friday and Saturday 1-5. Live Oak would then add 3 hours to the 22 hour LA II position, and add another 20 hour LA II position. They would also add an additional 4 librarian hours and 4 aide hours.

Option 2: Adding hours to existing days, Live Oak would open 1 hour earlier Monday through Thursday, making their hours Sunday 1-5, Monday through Thursday 10-7. Live Oak would add 4 hours to a current 22 hour LA II position and would add 4 librarian hours. There would be 4 additional aide hours.

**Branch: Scotts Valley**

**Hours: 4**

Option 1: Adding the additional day would leave the hours as they are and add 1-5 on Sundays. Scotts Valley would share a 20 hour LAII position with Boulder Creek and add a 20 hour LAII, add 8 librarian hours and add 4 aide hours.

Option 2: Adding hours to existing days, Scotts Valley would open 1 hour earlier Monday through Thursday, making their hours Monday through Thursday 10-7 and Friday and Saturday 11-5. Scotts Valley would share a 20 hour LAII with Boulder Creek, add 8 Librarian hours and 4 aide hours.

There is an additional system cost to provide a librarian for access by the branches when a reference librarian is not on duty. That comes to 19 hours per week which would be a full time librarian position. This figure might be able to be reduced somewhat if a very detailed analysis of overall schedules and where overlap occurs were done. This was not done for this report as this was meant to be a ballpark estimate.

\*Librarian hours are not an exact match to increased hours as they are allocated based on several principles:

1. Downtown always has reference librarians on duty covering in person and phone (3)
2. Aptos, Live Oak and Scotts Valley have them on site half the time they are open (but you can't do a two hour shift on Sunday) and have access to one at other hours.
3. The other branches are entitled to access to a reference librarian all the time they are open.

Librarians also are entitled to half their time on desk and the other half handling other responsibilities such as teaching classes, one on one appointments, class visits, and special projects (currently veteran's oral history is a major one), preparing web materials for the public, etc. Other staff are guaranteed 5 hours per week off desk to handle email, payroll, training, etc.

Note that these costs do not include increased costs indirectly related to opening additional hours: IT staff, janitorial, administrative staff to handle substitute calling and increased workload from having additional employees. If DTN stays open until 8 pm then an additional hour of security will be necessary. Currently the Library pays full freight for security from 5-7 pm instead of being able to cost share with the City.

### APPENDIX III: COST OF ADDING HOURS BY BRANCH

<b>Aptos</b>	4 hours		<b>Felton</b>	3 hours	
<b>Option 1</b>			<b>Options 1&amp;2</b>		
Regular	\$	64,637	Regular	\$	4,631
Aide	\$	3,334	Aide	\$	2,500
<b>TOTAL</b>	\$	67,971	<b>TOTAL</b>	\$	7,131
<b>Option 2</b>			<b>Garfield Park</b>	3 hours	
Regular	\$	19,341	<b>Options 1&amp;2</b>		
Aide	\$	3,334	Regular	\$	5,450
<b>TOTAL</b>	\$	22,675	Aide	\$	2,500
<b>Boulder Creek</b>	3 hours		<b>TOTAL</b>	\$	7,950
<b>Options 1&amp;2</b>			<b>La Selva</b>	3 hours	
Regular	\$	17,190	<b>Options 1&amp;2</b>		
Aide	\$	2,500	Regular	\$	6,720
<b>TOTAL</b>	\$	19,690	Aide	\$	2,500
<b>Branciforte</b>	3 hours		<b>TOTAL</b>	\$	9,220
<b>Options 1&amp;2</b>			<b>Live Oak</b>	4 hours	
Regular	\$	17,697	<b>Option 1</b>	closed Sunday	
Aide	\$	2,500	Regular	\$	47,526
	\$	20,197	Aide	\$	3,334
<b>Capitola</b>	4 hours		<b>TOTAL</b>	\$	50,860
<b>Options 1&amp;2</b>			<b>Option 2</b>	open Sunday	
Regular	\$	9,440	Regular	\$	13,145
Aide	\$	3,334	Aide	\$	3,334
<b>TOTAL</b>	\$	12,774	<b>TOTAL</b>	\$	16,479
<b>Downtown</b>	2 hours		<b>Scotts Valley</b>		
<b>Option 1</b>			<b>Option 1</b>	Open Sundays	
Regular	\$	43,945	Regular	\$	69,248
Aide	\$	3,334	Aide	\$	3,334
<b>TOTAL</b>	\$	47,279	<b>TOTAL</b>	\$	72,582
<b>Option 2</b>			<b>Option 2</b>		
Regular	\$	43,945	Regular	\$	26,029
Aide	\$	3,334	Aide	\$	3,334
<b>TOTAL</b>	\$	47,279	<b>TOTAL</b>	\$	29,363
<b>Librn to provide access for smaller branches</b>		\$ 88,384	<b>On calls</b>	proportional hours/\$	
				\$	39,209
			<b>Option 1</b>	\$	443,247
			<b>Option 2</b>	\$	320,352