

FY 2020-
2021

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

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June 4, 2020

Santa Cruz Public Libraries
Joint Powers Authority Board
117 Union Street
Santa Cruz, CA 95060

Dear Board Member:

Thank you for giving the Santa Cruz Public Libraries the opportunity to convey the fiscal year 2020-2021 budget request. Library staff have never worked harder to improve programs and services than over the last twelve months in response to the Covid-19 pandemic and in anticipation of the physical changes to SCPL facilities. Over that period of time, they have:

1. Opened the amazing new Felton Library and Nature Discovery Park.
2. Continued to develop the Capitola and La Selva Beach branches currently under construction.
3. Begun the bidding process for Boulder Creek and the system's first design/build project at Aptos.
4. Created schematic design documents for Garfield Park, Branciforte and Live Oak.
5. Worked with a subcommittee of the Santa Cruz City Council to determine the best approach for the Downtown Branch.
6. Continued to work with the Friends of the Library to assist them in raising \$3.6 million thus far on capital campaigns.
7. Pivoted the entire organization to offer digital content for home use, expand digital collections and created new virtual services for all ages.
8. Improved our K-12 partnerships with expanded digital resources for students, a digital concierge service for teachers and an educator library card.
9. Continued to address the digital divide by offering lap-tops for check out, digital literacy classes and by partnering with the City of Santa Cruz on a virtual reality program on sea level rise.
10. Used part of the closure period to expand professional development for staff and trained staff to assist with 211.
11. Restructured the organization in order to provide curbside service.

In ordinary times, the Library Joint Powers Board adopts an annual operating budget for the Santa Cruz Public Libraries that supports a detailed work plan consistent with the system's strategic plan and goals for the library system. Unfortunately, we are not living in ordinary times. Because of the pandemic's impact upon the Libraries' services and funding, the framework for considering next year's budget has been abandoned and a new framework is in the process of being developed.

The COVID-19 Shelter in Place Mandate is having a major impact on the region's consumer spending. Expectations of sharp declines in major revenues such as Sales Tax, Transient Occupancy Tax, and Admission Tax, no matter how temporary, will place the Library in an immediate fiscal crisis. SCPL estimates a shortfall of approximately \$3.8 million in General Fund deficit in FY 2021. The revised

Santa Cruz Public Libraries

General Fund projections incorporate sales tax revenue declines of 13% for FY 2021. Sales tax represents 53% of the Libraries' total revenue.

Projected revenue declines assume an easing or end of COVID-19 SIP Mandates within the first quarter of FY 2021. Since projected General Fund revenue losses relate to the length of the COVID-19 SIP Mandates, extending the return to normalcy will increase projected revenue losses proportionally. All forecasts are presented with a reasonable degree of uncertainty, but cities and counties have never been faced with an uncertainty to this degree. That information is constantly changing, including the length of the COVID-19 SIP Mandates and the availability of stimulus support from the State and/or Federal governments.

The following budget principals served as a guide to our budget development and on the Library's overall priorities for the upcoming year. These principals communicate a plan to both the Board and the community at large. In creating this budget, SCPL staff believes that:

- Preserving excellent public service is necessary for the long-term health of SCPL.
- SCPL will maintain ten library sites.
- SCPL will utilize one-time funds to leverage or bridge activities, not, as a permanent solution.
- SCPL will examine its comparative advantage in offering services to avoid duplication.
- SCPL will work openly with staff, the Friends of the Library and key stakeholders to determine priorities.

Staff is recommending the following proposals for FY 2021, assuming a return to normal in the next few years:

- Continue hiring freeze (\$500,000)
- Suspend the use the services of the on-call or temporary staff pool (\$776,000)
- Work with the City of Santa Cruz on a furlough programs with a 10% reduction in pay and an early retirement program (\$700K)
- Reduce hours of public services available at library branches and/or choose less expensive schedules.
- Time opening and closures of branches under construction to maximize use of staff (Need to accomplish to achieve the above)
- Reduce materials budget (\$80,000)
- Reduced nonpersonnel expenditures (\$150,000)
- Strategically use reserves (\$1.6 million)

Given the uncertain nature of the current environment it is impossible for staff to put together, and for the Joint Powers Board to adopt, a budget for FY 2021 that adequately estimates revenues and expenditures. Accordingly, it is recommended that the JPB adopt a working budget that will likely have to be amended as the situation unfolds and more data is obtained.

The Library will continue to study major structural changes in the event this crisis worsens.

Sincerely,

Susan M. Nemitz
Director



Mission – Vision

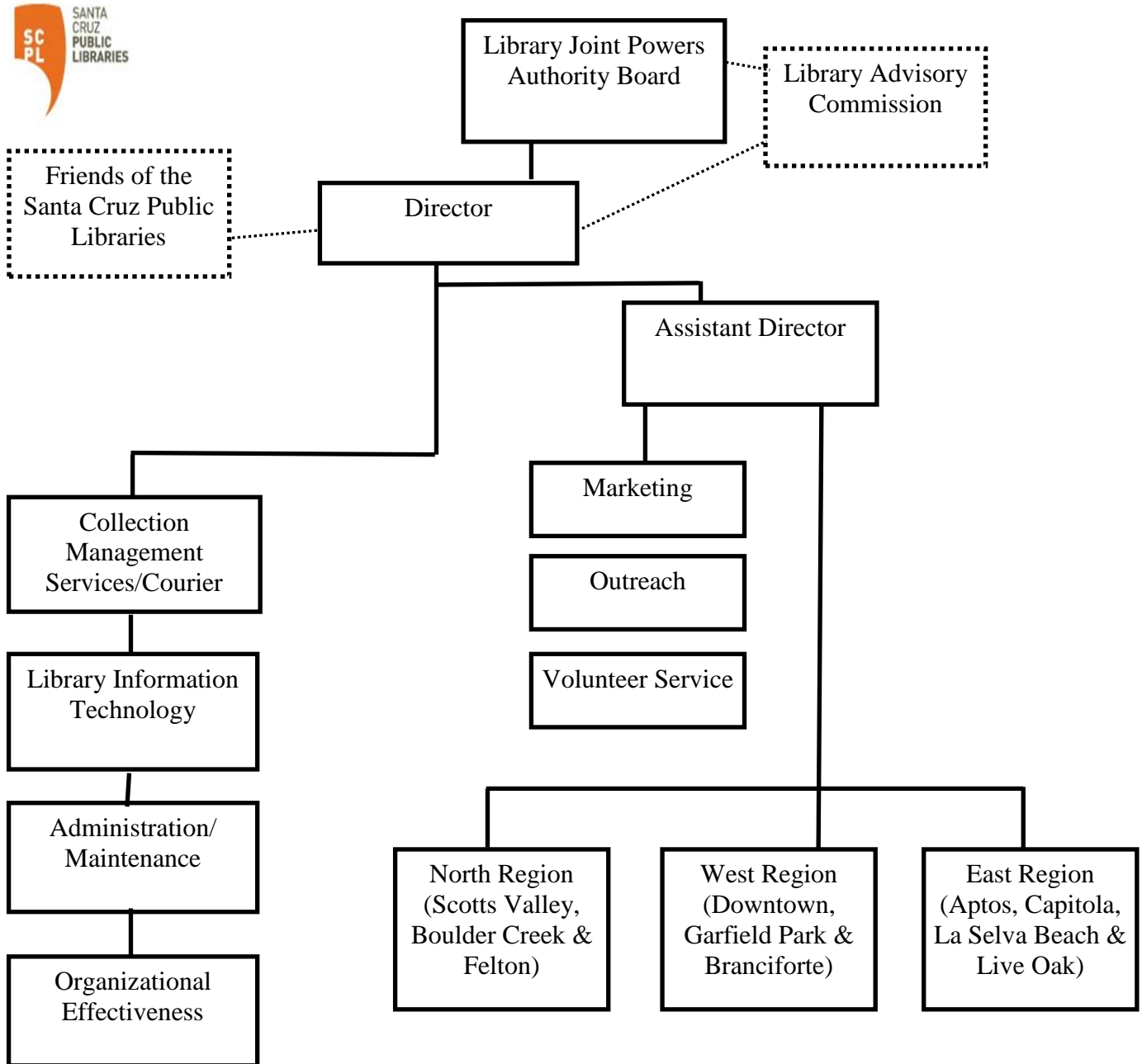
Mission

Connect, Inspire, Inform

Our Vision

Transform lives & strengthen communities

Santa Cruz Public Libraries



2021 Goals

- Learning
Develop programs, services, and collections that nurture the learning goals of children and adults
- Digital Inclusion
Ensure that all residents have access to the training, devices, and internet they need to participate fully in community life.
- Transformative Spaces
Create enticing and inspiring multipurpose learning zones that support community needs and interests.
- User Experiences
Offer patron-centered services designed with input from residents so that each branch reflects its community.
- Organizational Capacity
Enhance skills of staff, provide thoughtful stewardship of public resources, and pursue strategic partners in the community.



FY 2021 Workplan

1. Learning

- Community Based Programming
- Life Literacy/Workforce Training
- K-12 Student Support

2. Digital Inclusion

- Technology Literacy
- Virtual Programming

3. Transformative Spaces

- Open Capitola, LSB, BC
- Close GP, B40, Aptos
- Decide DT
- Complete LO, SV

4. User Experiences

- a. Equity/Bilingual
- b. Internet

5. Organizational Capacity

- Reopen and Restructure Internal Operations
- Emergency Management
- Strategic Stewardship



Benchmarks

Measure Use: cardholders, circulation, visits, database use, computer use, and program attendance.

Measure Capacity: number of public access computer, hours of computer and wireless use, type and number of technology programs.

Measure Satisfaction: Analyze findings and amend functions to improve patron satisfaction.

Measure Partnerships: Maintain current strategic partnerships and identify additional partners.



Governance, Funding, and Budget Overview

The Santa Cruz Public Libraries (SCPL) system is one of two library systems in Santa Cruz County. SCPL serves its region independently although it shares revenue sources with the Watsonville Public Library.

Governance

The Santa Cruz Public Libraries operate under a Joint Powers Agreement among the County of Santa Cruz and the Cities of Capitola, Santa Cruz, and Scotts Valley.

Members of the Joint Powers Board are the County Administrative Officer from the County of Santa Cruz, the City Manager from the City of Capitola, the City Manager from the City of Santa Cruz, and the City Manager from the City of Scotts Valley.

The original Joint Powers Agreement was forged in 1996. In December 2015, all four jurisdictions approved the Fourth Amendment to the Joint Powers Agreement and that is the current governing document for the Santa Cruz Public Libraries.

Library Advisory Commission

The Library Advisory Commission is intended to be a voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries. The Commission will review programs and services and make necessary recommendations as they pertain to the provision of these programs and services.

The Commission consists of the following Commissioners who must be registered voters:

- Three (3) residents of unincorporated Santa Cruz County appointed by the serving at the pleasure of the County Board of Supervisors, with one each from Supervisorial Districts 1, 2 and 5.
- Two (2) Santa Cruz city residents appointed by and serving at the pleasure of the Santa Cruz City Council.
- One (1) Capitola resident appointed by and serving at the pleasure of the Capitola City Council.
- One (1) Scotts Valley resident appointed by and serving at the pleasure of the Scotts Valley City Council.

Funding

Both the Santa Cruz Public Libraries system and the Watsonville Public Library are supported by City and County property and sales taxes and private donations. There are three sources of local public revenues:

Santa Cruz Public Libraries

- The Cities of Santa Cruz and Watsonville contribute money from their general funds.
- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley
- A quarter cent sales tax designated for public library service is collected throughout the County

A Library Financing Authority divides these revenues between the Santa Cruz Public Libraries and the Watsonville Public Library, based on a population formula which gives Watsonville credit for serving people who live in the unincorporated area close to that city.

SCPL library services are provided through the Fourth Amendment of the Library Joint Powers Agreement with the funds made available by the Santa Cruz County Library Financing Authority.

Santa Cruz Public Libraries has a modest income from bequests, fine revenue, donations from the public and the Friends of the Santa Cruz Public Libraries.

Budget

The Budget process begins no later than March 31st of each year with the Board providing service and budgetary priorities leading to the development of the Director of Libraries proposed operating and capital budget. A Public Hearing on the proposed budget shall be held no later than May 31st with copies of the budget made available 10 days prior to the public hearing. To adopt a budget, unanimous approval by the Board is required (Fourth Amendment to the JPA; Section 8).

Santa Cruz Public Libraries

Budget Overview

		2019	2020	2020	2021	2022
		Actual	Adjusted Budget	Year End Estimate	Requested Budget	Projected Budget
Expenditures by Activity:						
Personnel Services		10,548,931	11,144,206	10,038,310	11,993,508	12,353,313
Services, Supplies & Other Charges		2,815,645	3,682,594	3,166,037	3,290,866	3,251,357
Books & Materials		1,358,755	1,327,109	1,619,299	1,245,016	1,284,525
Capital Outlay		148,766	268,000	268,000	303,000	303,000
Total Budget - Expenditures		14,872,097	16,421,909	15,091,646	16,832,390	17,192,195
Estimated Budgetary Savings (Not Adopted)			-770,000			
Projected Actual Expenditures		\$14,872,097	\$15,651,909	\$15,091,646	\$16,832,390	\$17,192,195
Activity Resources:						
Taxes		8,490,129	8,262,750	7,948,766	6,913,172	8,636,040
Member Contributions		5,652,217	5,725,273	5,725,273	5,795,273	7,195,273
Charges for Services		4,640	4,640	4,640		
Fines and Forfeits		135,404	140,500	143,295	70,250	70,250
Donations & Trusts		67,853	129,993	129,993	41,023	35,000
Other Financing Sources		28,846	43,563	221,862	141,140	120,000
	Total Resources	\$14,379,089	\$14,306,719	\$14,173,829	\$12,960,858	\$16,056,563
Sub Total Operational Savings or (Cost)		(\$493,008)	(\$1,345,190)	(\$917,817)	(\$3,871,532)	(\$1,135,632)
Proposed Personnel Savings:						
Early Retirement					\$300,000	
Temporary Staff					\$776,000	
10% Salary Savings					\$700,000	
Vacant Positions					\$500,000	
Sub Total Personnel Savings					\$2,276,000	
Fund Balance Applied		\$ 493,008	\$ 1,345,190	\$917,817	(\$1,595,532)	(\$1,135,632)
Total		\$0	\$0	\$0	\$0	\$0
Reserve Funds						
Fund Balance		\$1,353,443		\$2,206,634	\$611,102	(\$524,530)
20% Restricted Reserve		\$2,861,344		\$2,861,344	\$2,592,172	\$3,211,313
Capital Reserve		\$455,513		\$462,091	\$462,091	\$462,091

Budget Overview

The Library FY 20/21 budget is projected to end the year with a \$3.8M deficit if left without proposed savings.

The revenue loss is significant, the Library Financing Authority is projecting a roughly 13% decrease in projected revenues for sales tax. Sales tax is one of the library's main sources of revenue making up over 50% of the library systems total revenue. The library is also projecting to see a decrease in fines collected. During this pandemic library fines have been forgiven. Library materials being returned presents a unique challenge including staff safety and quarantining returned items. Library patrons are being asked to hold onto their material until the library has worked out a safe return procedure for both the public and the staff. The projected loss is roughly \$70K from what was collected last fiscal year.

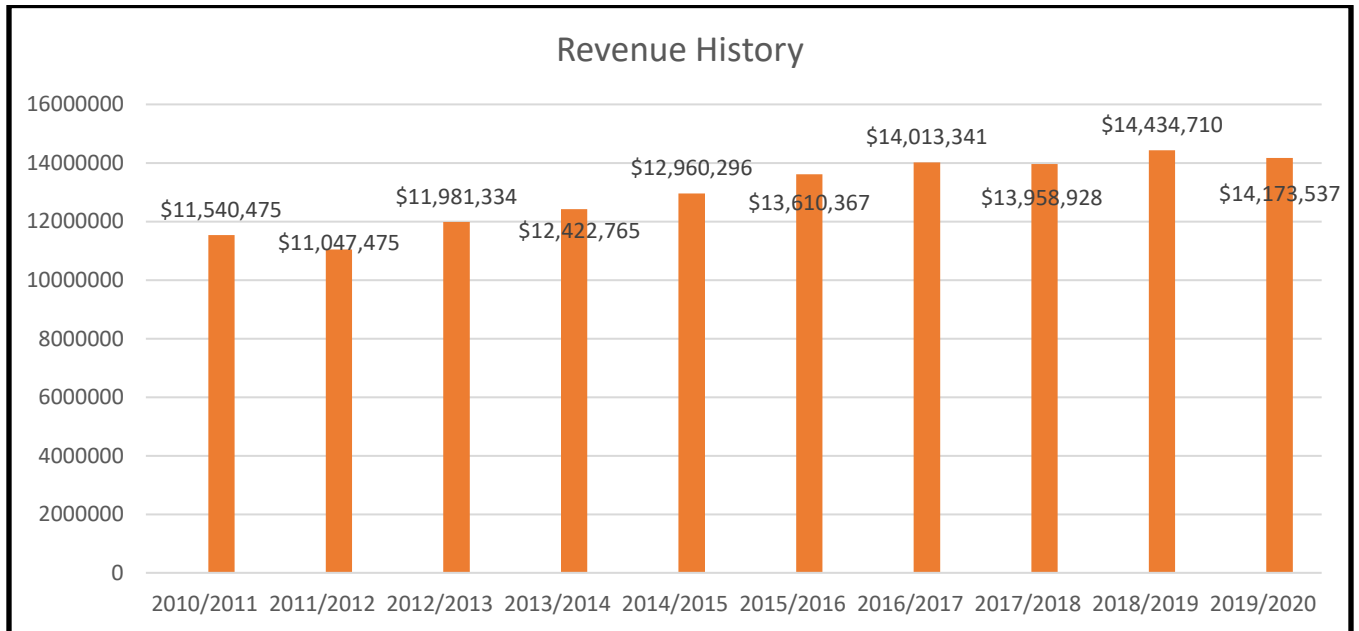
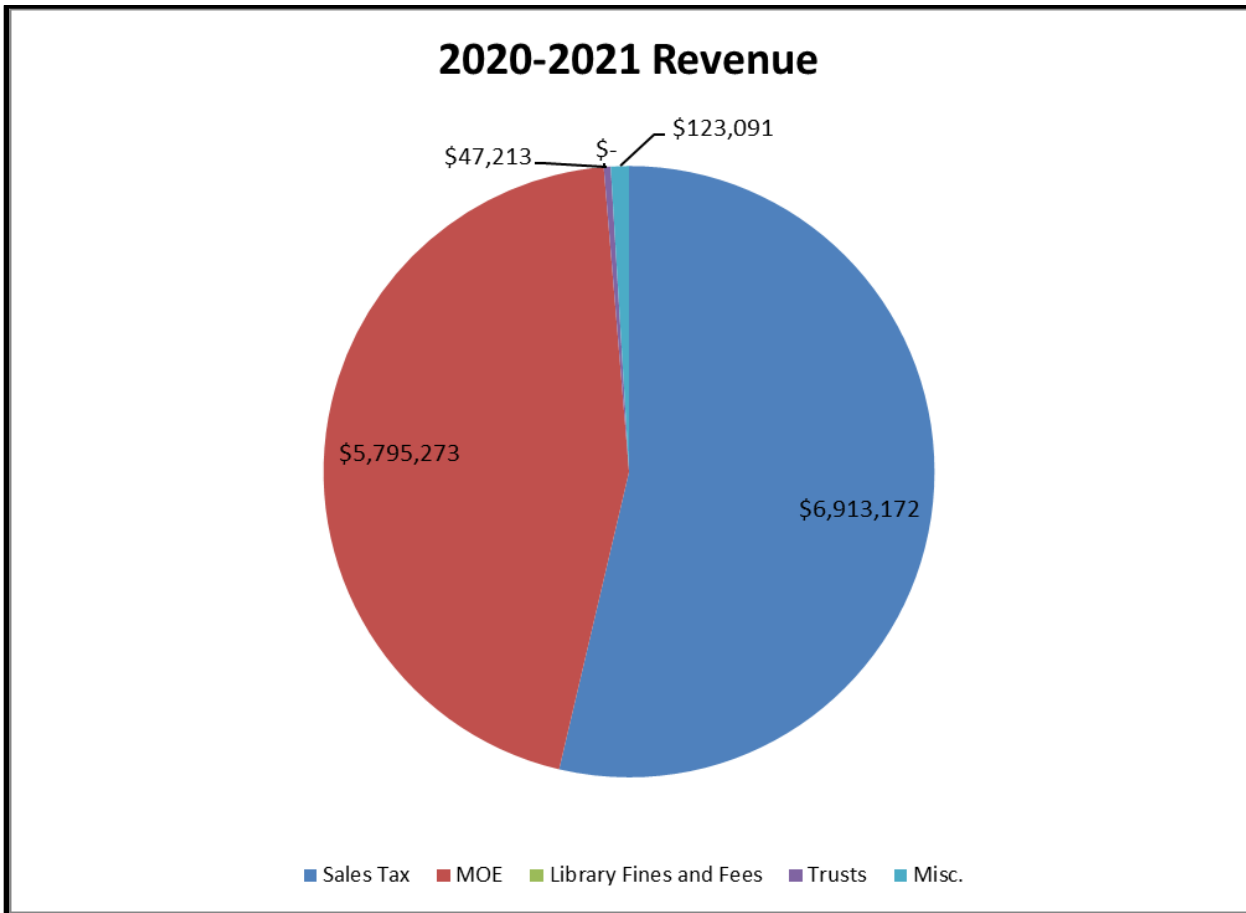
The Santa Cruz Public Libraries is proposing the following personnel cuts in order to help balance its budget. First, the Library is proposing a 10% salary reduction through furloughs to all regular library employees which would result in a savings of approximately \$700K. In addition, the Library will be offering retirement incentives which could result in further savings of approximately \$300K. Finally, the Library proposes to continue the suspension of the use of temporary workers resulting in a savings of \$776K. These actions combined with the Library's hiring freeze of \$500K, for regular library positions, should result in the Library saving nearly \$2.3M in personnel costs.

Considering the revenue projections and proposed personnel savings, the library would likely end FY 20/21 with a deficit of \$1.6M. The Library's current fund balance could absorb this deficit with unrestricted fund balances while the 20% reserve remains untouched.

Looking forward to FY 21/22, the Library projects an increase in revenues. The increased sales tax revenues include a 1.4% increase over the LFA revenue projections from February 2020 (pre-COVID). The Library also anticipates receiving excess MOU funds to boost revenues in the amount of \$1.4M that would be available pending approval of the new MOU agreement which is set to expire June 2021. Finally, an increase of a least \$70K is projected from the City of Santa Cruz as part future MOU agreements. This scenario contemplates that the Library would again employ the talents of temporary workers in order to help staff all library facilities.

Fiscal Year 21/22 would end roughly \$1.1M in the red if no cost savings were applied.

Revenue



Santa Cruz Public Libraries

Projected Library Revenues

Santa Cruz Public Libraries system is supported by City and County property and sales taxes and private donations. There are three sources of local public revenues:

- The Cities of Santa Cruz and Watsonville contribute money from their general funds.
- Property taxes allocated for library services are collected by the County in the unincorporated areas and the Cities of Capitola and Scotts Valley.
- A quarter cent sales tax designated for public library service is collected throughout the County.
- The MOE agreement ends June 30, 2021 which at that time is expected to produce an excess of \$1.4M.

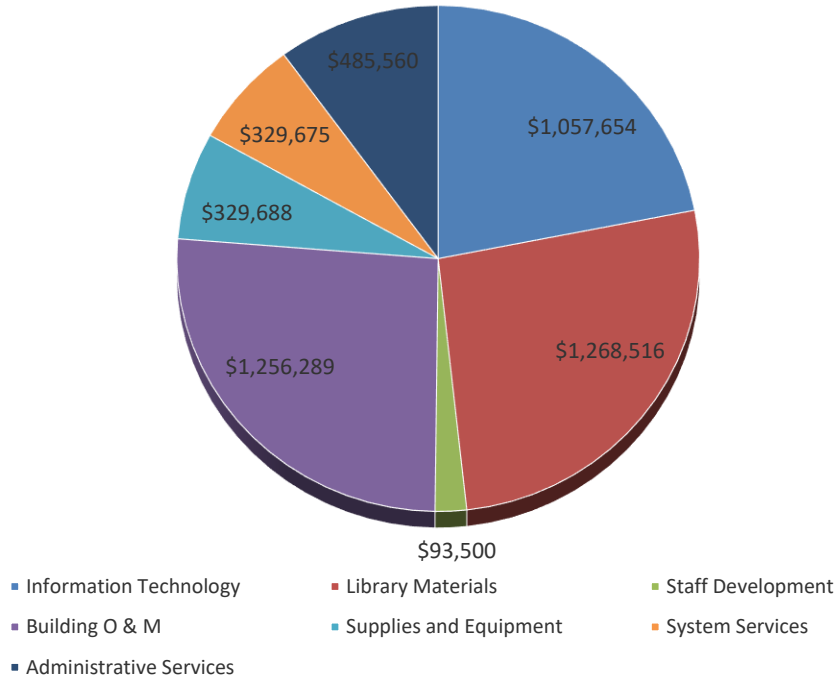
Santa Cruz Public Libraries has a modest income from bequests, fine revenue, donations from the public and the Friends of the Santa Cruz Public Libraries, Inc.

Budget Development Revenue Balances					
Title	2020 Ado Budget	2020 Adj Budget	2020 Year End Est	2021 Dept Request	Growth/Loss
Fund 951 -- Library Joint Powers Authority					
Sales and use tax	\$ 8,311,763	\$ 8,262,750	\$ 7,948,766	\$ 6,913,172	-13.0%
Federal operating grants & contributions	\$ -	\$ -	\$ -	\$ -	
Federal grants - other	\$ -	\$ 1,000	\$ 1,000	\$ -	
State operating grants and contributions	\$ -	\$ -	\$ 14,301	\$ -	
Local operating grants and contributions	\$ -	\$ -	\$ 2,000	\$ -	
Maintenance of effort contributions	\$ 5,725,273	\$ 5,725,273	\$ 5,725,273	\$ 5,795,273	1.2%
Room rentals-library JPA	\$ 4,640	\$ 4,640			
Library fines	\$ 140,500	\$ 140,500	\$ 100,000	\$ 70,250	-29.8%
Pooled cash and investment interest	\$ 91,910	\$ 91,910	\$ 57,359	\$ 92,840	61.9%
Interest earnings - other	\$ 17,433	\$ 17,433	\$ 24,846	\$ 17,610	-29.1%
Donations - library	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	0.0%
Donations - library - Friends of the Lib	\$ 19,423	\$ 19,423	\$ 116,893	\$ 27,923	-76.1%
Miscellaneous operating revenue	\$ 8,500	\$ 8,500	\$ 147,935	\$ 8,500	-94.3%
Cash over/short	\$ -	\$ -	\$ 20	\$ -	
Miscellaneous non-operating revenue	\$ -	\$ -	\$ 146	\$ -	
From Library Private Trust Fund	\$ 22,190	\$ 22,190	\$ 22,190	\$ 22,190	
Total Library Joint Powers Authority	\$ 14,354,732	\$ 14,306,719	\$ 14,173,829	\$ 12,960,858	-8.6%
Total	\$ 14,354,732	\$ 14,306,719	\$ 14,173,829	\$ 12,960,858	

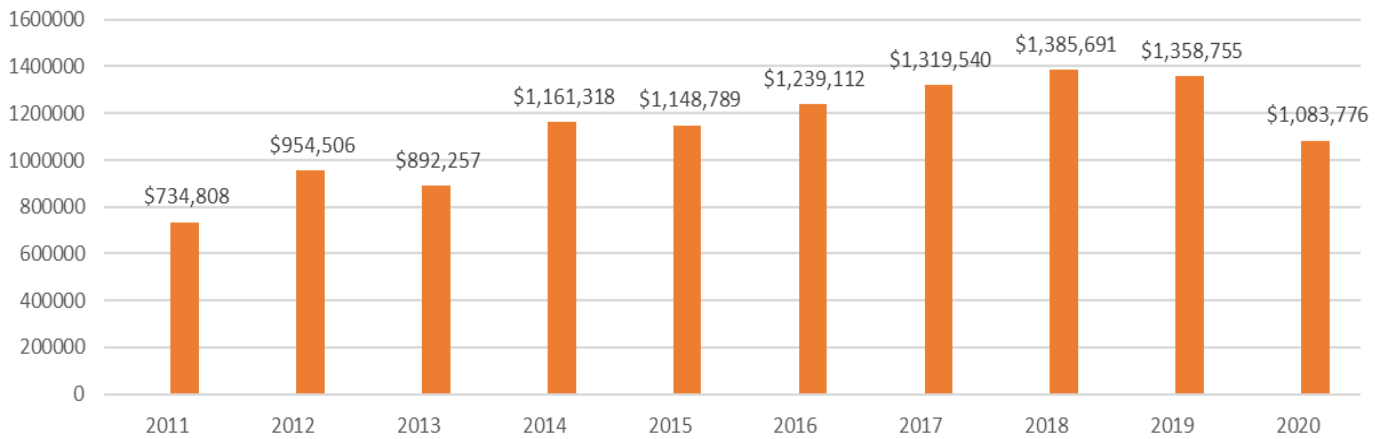
Non Personnel Expenditures

Santa Cruz Public Libraries

Non Personnel Expenditures by Library Function



Collection Spending History (includes donations and trusts)



Santa Cruz Public Libraries

System Operating Expenditures

Budget Development Expenditure Balances					
Title	2020 Ado Budget	2020 Adj Budget	2020 Year End Est	2021 Dept Request	% Change from YEE
Claims management services - outside	\$ 17,000	\$ 17,000	\$ 12,000	\$ 12,000	0.0%
Financial services - outside	\$ 462,438	\$ 486,438	\$ 486,438	\$ 485,560	-0.2%
Security patrols - City Hall	\$ -	\$ -	\$ -	\$ -	
Merchant bank fees	\$ 2,500	\$ 2,500	\$ 1,142	\$ 1,200	5.1%
Courier services	\$ 2,000	\$ 2,119	\$ 1,921	\$ 2,410	25.5%
Other professional & technical services	\$ 113,000	\$ 113,229	\$ 113,229	\$ 162,300	43.3%
Water, sewer and refuse	\$ 74,910	\$ 74,910	\$ 78,250	\$ 75,100	-4.0%
Hazardous materials disposal	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	-50.0%
Janitorial services	\$ 325,026	\$ 325,026	\$ 315,276	\$ 307,275	-2.5%
Equip annual inventory charge - internal	\$ 4,690	\$ 4,690	\$ 4,690	\$ 4,690	0.0%
Vehicle work order charges - internal	\$ 22,000	\$ 22,000	\$ 5,750	\$ 22,000	282.6%
Vehicle fuel island charges - internal	\$ 16,485	\$ 16,485	\$ 10,510	\$ 16,485	56.9%
Office equipment operation/maint	\$ 3,600	\$ 3,600	\$ 3,550	\$ 7,700	116.9%
Vehicle maintenance costs - outside	\$ 6,500	\$ 6,500	\$ 2,500	\$ 6,500	160.0%
Other equipment operation/maintenance	\$ 8,050	\$ 8,050	\$ 10,525	\$ 12,650	20.2%
Building and facility o & m - outside	\$ 343,303	\$ 293,303	\$ 301,707	\$ 191,412	-36.6%
Landscaping maintenance services	\$ 45,450	\$ 45,450	\$ 45,450	\$ 43,800	-3.6%
Software maintenance services	\$ 422,181	\$ 389,181	\$ 389,181	\$ 480,969	23.6%
Hardware maintenance services	\$ 32,000	\$ 32,000	\$ 32,000	\$ 43,000	34.4%
Equipment, building and land rentals	\$ 237,163	\$ 251,251	\$ 251,251	\$ 240,452	-4.3%
Equipment lease-outside	\$ -	\$ 12,000	\$ 16,000	\$ 18,000	12.5%
Travel and meetings	\$ 15,925	\$ 11,925	\$ 2,186	\$ 11,200	412.4%
Training	\$ 79,300	\$ 79,300	\$ 79,300	\$ 57,300	-27.7%
Telecommunications service - outside	\$ 176,385	\$ 176,385	\$ 176,385	\$ 221,385	25.5%
Liability insurance/surety bonds-interna	\$ 37,442	\$ 37,442	\$ 37,442	\$ 37,442	0.0%
Liability insurance/surety bonds-outside	\$ 48,000	\$ 68,000	\$ 68,000	\$ 68,000	0.0%
Advertising	\$ 19,130	\$ 19,130	\$ 19,130	\$ 31,570	65.0%
Dues and memberships	\$ 35,162	\$ 35,162	\$ 35,162	\$ 37,453	6.5%
Printing and binding-outside	\$ 24,600	\$ 24,600	\$ 24,600	\$ 32,600	32.5%
Postage charges	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
Office supplies	\$ 23,550	\$ 23,550	\$ 22,300	\$ 23,250	4.3%
Books and periodicals	\$ 1,324,459	\$ 1,636,603	\$ 1,616,603	\$ 1,223,093	-24.3%
Books and periodicals-grants & donations	\$ 2,650	\$ 2,696	\$ 2,696	\$ 21,923	713.2%
Safety clothing and equipment	\$ 12,560	\$ 12,560	\$ 15,050	\$ 13,910	-7.6%
Copier supplies	\$ 6,075	\$ 6,075	\$ 5,550	\$ 6,005	8.2%
Library functional supplies	\$ 141,500	\$ 141,500	\$ 141,500	\$ 171,500	21.2%
Janitorial supplies	\$ 25,250	\$ 25,250	\$ 26,200	\$ 24,750	-5.5%
Electricity	\$ 190,275	\$ 190,275	\$ 193,775	\$ 195,525	0.9%
Natural gas	\$ 29,450	\$ 29,450	\$ 36,000	\$ 27,550	-23.5%
Miscellaneous supplies and services	\$ 186,523	\$ 219,263	\$ 192,087	\$ 188,423	-1.9%
Loans and grants	\$ -	\$ -	\$ -	\$ -	
Refunded fees and fines	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
Office furniture/equipment	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
Vehicle equipment	\$ -	\$ -	\$ -	\$ 35,000	
Computer equipment	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	0.0%
Other capital outlay	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
Total Library Joint Powers Authority	\$ 4,744,532	\$ 5,122,898	\$ 5,053,336	\$ 4,838,882	-4.2%
Total	\$ 4,744,532	\$ 5,122,898	\$ 5,053,336	\$ 4,838,882	

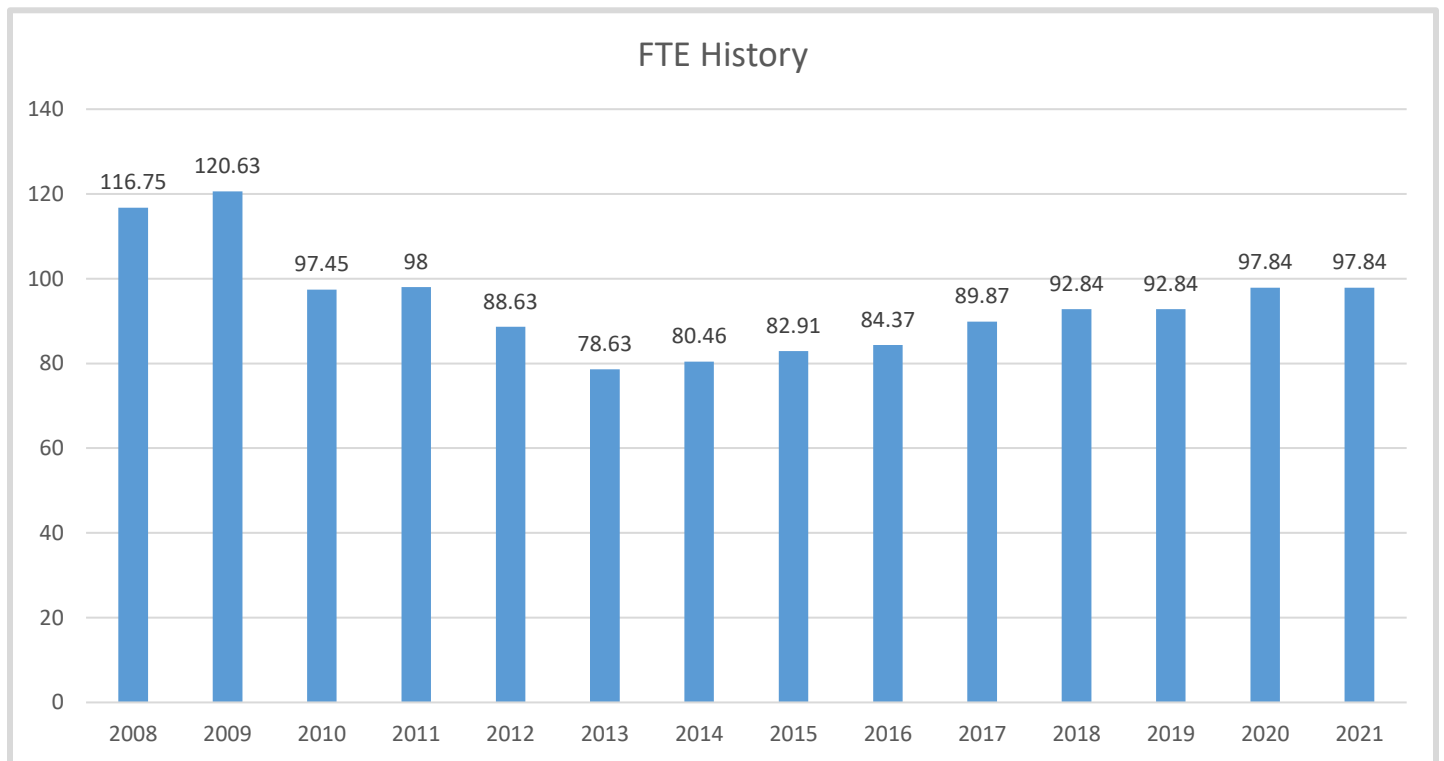
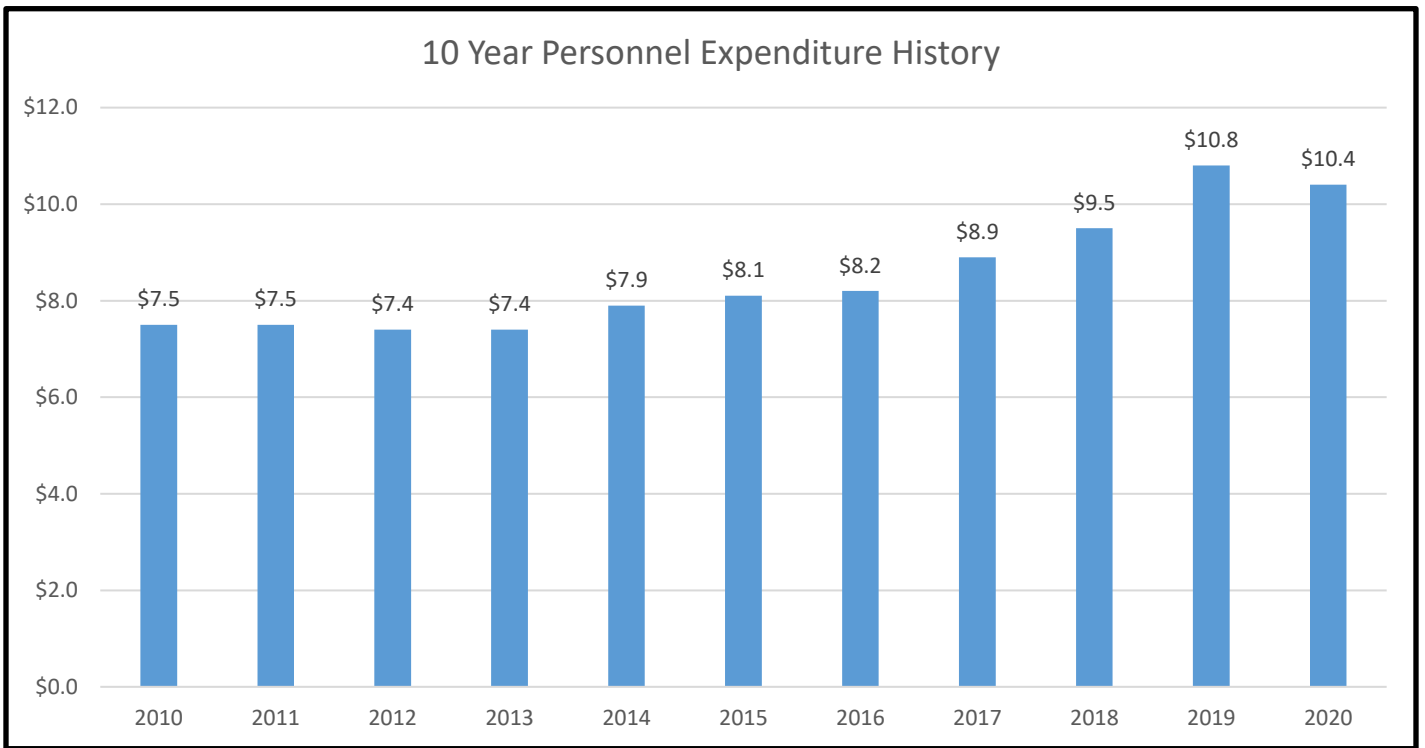
Personnel Expenditures

Santa Cruz Public Libraries

Personnel Expenditures

Budget Development Expenditure Balances					
Title	2020 Ado Budget	2020 Adj Budget	2020 Year End Est	2021 Dept Request	% Change from YEE
Fund 951 -- Library Joint Powers Authority					
Regular full time	\$ 5,771,198	\$ 5,771,198	\$ 5,378,126	\$ 6,120,304	13.8%
Regular part time	\$ 935,597	\$ 935,597	\$ 804,575	\$ 1,087,356	35.1%
Overtime	\$ -	\$ -	\$ -	\$ 5,000	
Termination pay	\$ -	\$ -	\$ 38,716	\$ -	-100.0%
Temporary	\$ 826,000	\$ 826,000	\$ 640,000	\$ 826,000	
Other pay	\$ 947	\$ 947	\$ 3,038	\$ -	
Special vacation pay	\$ 15,399	\$ 15,399	\$ 36,498	\$ -	
Special sick leave pay	\$ 3,592	\$ 3,592	\$ -	\$ -	
Vehicle-phone-data allowance	\$ 3,384	\$ 3,384	\$ 3,195	\$ 2,964	-7.2%
Retirement contribution	\$ 441,806	\$ 441,806	\$ 379,667	\$ 463,762	22.1%
F.I.C.A.	\$ -	\$ -	\$ 36,966		-100.0%
PERS unfunded liability	\$ 1,036,465	\$ 1,036,465	\$ 932,489	\$ 1,143,928	22.7%
PERS prepay adjustment	\$ -	\$ -	\$ -	\$ -	
PERS Unfunded payment	\$ 336,636	\$ -	\$ -	\$ -	
Group health insurance	\$ 1,401,982	\$ 1,401,982	\$ 1,216,646	\$ 1,670,638	37.3%
Group dental insurance	\$ 96,279	\$ 96,279	\$ 88,799	\$ 108,272	21.9%
Vision insurance	\$ 16,403	\$ 16,403	\$ 14,747	\$ 17,328	17.5%
Medicare insurance	\$ 90,888	\$ 90,888	\$ 98,315	\$ 101,184	2.9%
Employee assistance program	\$ 4,237	\$ 4,237	\$ 3,601	\$ 4,069	13.0%
Group life insurance	\$ 1,889	\$ 1,889	\$ 1,663	\$ 1,842	10.8%
Disability insurance	\$ 75,924	\$ 75,924	\$ 37,405	\$ 78,644	110.3%
SDI	\$ -	\$ -	\$ 2,102	\$ 30,739	1362.4%
Unemployment insurance	\$ 50,186	\$ 50,186	\$ 54,269	\$ 57,582	6.1%
Workers' compensation	\$ 256,390	\$ 256,390	\$ 267,493	\$ 273,893	2.4%
Temp employee benefits - budget only	\$ 115,640	\$ 115,640	\$ -	\$ -	
Intrafund labor - credit	\$ -	\$ -	\$ -	\$ -	
Total Library Joint Powers Authority	\$ 11,480,842	\$ 11,144,206	\$ 10,038,310	\$ 11,993,508	19.5%
Total	\$ 11,480,842	\$ 11,144,206	\$ 10,038,310	\$ 11,993,508	

Santa Cruz Public Libraries



Fines and Fees Schedule

The Library is recommending the following fee schedule.

Description	Current	Proposed FY 2019-2020
Overdue Item Fine	25¢per day	No change
Lost Fine	Varies Based on Item	No change
Collection Agency Fee	\$20.00	No change
Damaged Item Fine	Varies Based on Item	No change
Flashdrive Fee	\$5.00	No change
Headphone Fee	\$3.00	No change
Library Card Replacement Fee	\$2.00	No change
Meeting Room Fee	Varies	No change
Missing Parts Fine	Varies Based on Item	No change
Print/Photocopying Fee	15¢per page	No change
Test Proctoring Fee	\$40.00	No change
Inter Library Loan	None	No Change

Note: Fines are being waived due to COVID-19 crisis.

Santa Cruz Public Libraries

Appendix A: Position Listing by Classification

Library Personnel Profile	FY 2014 Amended Budget	FY 2015 Amended Budget	FY 2016 Amended Budget	FY 2017 Amended Budget	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2020 Adopted Budget
Accounting Assistant I	1.25	1.25	1.25	1.38	1.50	1.50	1.50
Administrative Assistant I/II	3.55	3.18	3.18	3.53	3.53	3.53	3.53
Assistant Director of Libraries	-	-	-	1.00	1.00	1.00	1.00
Bookmobile Library Assistant	1.73	1.80	1.80	1.80	1.80	1.80	1.80
Building Maintenance Worker I	-	1.00	1.00	1.00	1.00		1.00
Building Maintenance Worker II	2.00	1.00	1.00	1.00	1.00	2.00	1.00
Courier/Driver	1.05	1.05	1.00	1.00	1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IT Specialist I/II	2.00	3.00	1.00	1.00	1.00	1.00	1.00
IT Specialist III	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Librarian I/II	16.63	16.63	16.63	18.01	18.01	18.01	20.01
Librarian III	-	-	-	3.00	3.00	3.75	4.00
Library Assistant I	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Library Assistant II	24.25	25.25	26.76	25.41	28.50	28.50	31.50
Library Assistant III	6.00	6.00	6.00	10.00	10.00	10.25	10.00
Library Assistant IV	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Library Division Manager	3.00	3.00	3.00	1.00	1.00		
Library Information Specialist	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Library Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist	3.00	2.00	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	1.00		
Manager System Services and Support	1.00	1.00	1.00	-	-	-	
Network Administrator	-	-	-	-	-	-	
Network & Systems Administrator	-	-	2.00	2.00	2.00	2.00	2.00
Principal Management Analyst						1.00	1.00
Programmer Analyst I/II	-	-	1.00	1.00	1.00	1.00	1.00
Service Field Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator	-	-	-	-	-	-	
Systems Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	-	0.75	0.75	0.75	0.50	0.50	0.50
	80.46	82.91	84.37	89.87	92.84	92.84	97.84

Note: In 2008 the FTE for the library system was 120.63.

Appendix B:

Trust Fund Narratives

FINKELDEY TRUST

Donor: Stella A. H. Finkeldey, a teacher and principal in the Santa Cruz City School System, left her estate to the Santa Cruz Public Library in 1949.

Terms: "...the net income there from, plus the annual sum of \$100.00 from the principal, [shall] be used and expended solely for the purchase of musical literature for and to be kept in the music department of the Santa Cruz Public Library."

Balance of
Trust as of
5/22/2020: \$9,200

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Complete record is reflected in Library budget. CMS Manager manages the funds.

DOROTHY A. HALE TRUST

Donor: Dorothy A. Hale died in 2011 leaving the Library a bequest.

Terms: The Dorothy A. Hale Trust specifies that the Library use the funds for "the Scotts Valley Branch of the Santa Cruz Public Library System.

Balance of
Trust as of
5/22/2020: \$47,606

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Regional Manager, Laura Whaley, manages funds.

LEET-CORDAY TRUST

Donor: Robert Leet-Corday

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Terms: The Leet-Corday Trust specifies that the Library use the funds for the Downtown (Central) Branch of the Santa Cruz Public Library System for “providing vibrant physical and virtual public spaces”.

Balance of
Trust as of
5/22/2020: \$99,233

Income: Interest earned is added to principal

Management: Held by the City Finance Department. DTN Regional Manager manages funds.

MCCASKILL TRUST – LOCAL HISTORY

Donor: Annie McCaskill, who died in 1981, named the City of Santa Cruz as one of the two residual legatees for her estate. The other was the First Presbyterian Church. Upon the death of her sister, Francis McCaskill, the City’s share of the estate was to be divided into two equal parts: one for local history and the other for providing materials and services to people who are visually impaired. Francis McCaskill died in 1986, and the Library received its distribution during the summer.

Terms: Half the City’s share is to be used “in establishing and maintaining a department in the City of Santa Cruz Public Library System devoted to the preservation of historical documents and objects and promulgation of the local history of the City of Santa Cruz and of the State of California.” No limitations on only spending income.

Balance of
Trust as of
5/22/2020: \$223,676

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Asst. Director manages funds.

MCCASKILL TRUST – VISUALLY IMPAIRED

Donor: See above

Terms: Half the City’s share of the McCaskill Trust is to be used “in establishing and maintaining a Braille department in the City of Santa Cruz Public Library System

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and for the purpose of providing Braille books, materials, records, and tapes for use of persons with defective sight.”

Anticipating major cuts in the Library’s 1986-87 materials budget, the Library Board agreed in July that \$15,000 in income from this Trust should be used to support the purchase of large print and talking book tapes for adults and children during the current fiscal year. It has been approved that continuing after this, the money could be spent in any way that benefitted the visually impaired and was not limited to the purchase of Braille materials.

Balance of
Trust as of
5/22/2020: \$203,779

Income: Interest earned is added to principal

Management: Held by the City Finance Department. CMS Manager manages funds.

JAMES MORLEY TRUST

Donor: James Morton Morley died on February 1, 2011, leaving the Library a bequest.

Terms: The James Morton Morley Trust specifies that the Library use the funds for “improvements or enhancements to the La Selva Beach Library Branch or the Aptos Branch if the La Selva Beach Branch has been or is scheduled to close”.

Balance of
Trust as of
5/22/2020: \$13,730

Income: Interest earned is added to principal

Management: Held by the City Finance Department. Regional Manger manages funds.

RICHARDSON TRUST

Donor: Dr. James B. Richardson died in 1979, leaving the Library a Testamentary Trust for book purchases. His other legatees were the Cornell University Veterinary School and a personal friend.

Terms: The Richardson Will specifies that the Library use the funds “for the purchase of nonfiction books written for the general public, and not to include textbooks, technical or statistical books, or religious or sociological studies.”

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Balance of
Trust as of
5/22/2020: \$325,000

Income: In 1981 the Superior Court ruled that all net income be distributed annually, one-fifth to Cornell (for research on dogs) and four-fifths to the Library.

Management: Held by Comerica Bank. Check is received annually in May and that is appropriated into the Library's annual budget. CMS Manager manages this trust.

WILLIAM COX SULZNER TRUST

Donor: William Cox Sulzner, also known as Lee Cox Sulzner, gave his estate to FSCPL to establish an endowment in his name.

Terms: "The net income of this fund shall be used to purchase mystery books, mystery tapes or other media, all of which shall bear my name as the donor."

Balance of
Trust as of
5/22/2020: \$143,000

Income: Interest only.

Management: FSCPL holds this trust. CMS Manager manages this trust.

UTTER TRUST

Donor: Herman A. Utter and Ruth H. Utter Fourth Restatement of Trust Agreement dated May 7, 1992 restatement dated August 6, 2004

Terms: "To support the purchase of library materials and special library programs."
(March 2017)

Balance of
Trust as of
5/22/2020: \$232,549

Income: Interest Only

Management: FSCPL holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

Appendix C:

Vehicle Replacement Schedule

Library FY 20/21 Vehicle Replacement Schedule						
#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
434	Courier	Ford Transit	\$45,000	2020	2030-31	\$4,500
528	Bldg Maint	Dodge Sprinter	\$45,000		2017-18	\$5,833
527	Bldg Maint	Ford Transit	\$35,000	2015	2024-25	\$3,500
529	Bldg Maint	Ford Transit	\$45,000	2019	2029-30	\$4,500
151	Outreach	Ford Escape Hybrid	\$35,000		2017-18	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Frieghtliner	\$350,000	2016	2030-31	\$23,333
546	LIT	Ford Transit	\$35,000	2018	2028-29	
	Programs	Pedal Library	\$2,500	2016	2021-22	\$500
TOTAL SAVINGS NEEDS PER YEAR						\$51,499
Savings Began in FY 11/12						
**The Library System has chosen to abide by the City's vehicle replacement schedule which is defined as replacing vehicles every 100,000 miles or every 10 years.						