FY 2023

Santa Cruz Public Libraries Budget

June 2, 2022

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

Dear Board Members:

I am pleased to present the 2023 proposed budget for the Santa Cruz Public Libraries. The proposed budget reflects the results of the challenges faced over the last year and incorporates our priorities moving forward.

The global pandemic and library closures reduced staffing levels creating a deep need for additional staff and a heavy reliance on temporary staffing. As part of our reopening efforts, a review of the organizational structure and staffing models is underway. The study includes consideration of an increase in open hours. Over the next year, we will continue improving our operations, beginning with reviewing and updating our human resources processes through the lens of equity and inclusion to recruit, develop and retain excellent staff. Libraries play a significant role in building a strong community, and that begins with our team.
We are grateful for the commitment of the Library Team, which began developing a new Strategic Plan in 2022 based on the community's shared values. The priorities focus on safety, inclusion, and support, specifically, creating a library that feels safe and friendly for all, cultivating an inclusive organization, and aligning with community partners to strengthen support networks.

Measure S has provided us with an unprecedented opportunity to remodel and rebuild Libraries that are safe and meet the 21st Century standards. In the fiscal year 2022, the Boulder Creek and Garfield Park Libraries joined the Felton, La Selva Beach, and Capitola libraries in reopening. We look forward to openings at the Scotts Valley, Branciforte, and Live Oak libraries in late 2022, along with the new Live Oak Annex and Aptos Libraries in 2023.

The Downtown Santa Cruz Library is in desperate need of replacement. The Downtown Library Mixed-Use Project provides a dynamic opportunity to have library services, childcare, and affordable housing in one place. Libraries across the state and country have reached out to us for more information on the project. Santa Cruz is a forward-thinking community that incorporates a sustainable approach to resource sharing and resilience by acting now to meet future challenges. We anticipate the new Downtown Library will open in 2026.

In 2022 we contributed to our community's success by providing access to information, promoting social inclusion and equity, civic engagement, community involvement, and the community's economic vitality. We provided physical circulation of materials, learning kits, telescopes, and even State Park visitor passes at our open branches through our core services. Digital content, programming, and information services were provided in our facilities, outdoors, online, and through our telephone reference services. Our bookmobile took to the streets

delivering outreach services and materials across the County while our librarians continued working with the incarcerated and at juvenile hall.

The Santa Cruz County Office of Education named Our Youth Librarian Team Partner of the Year. Our Librarians brought in over $77,000 in grant programs, including Lunch @the Library, which provides free healthy meals for youths over the summer, and fun interactive programming. Adult services Librarians successfully opened the Life Literacies Center to assist with job search and housing resources. And we could never forget the phenomenal work of our Friends of the Library in raising over $1 million of support for renovating and rebuilding our libraries.

We intend to grow the successful outreach partnerships established over the last year and expand them in 2023 as part of our strategic initiatives. Goals include:
- Aligning the work of the library with the work of the schools.
- Incorporating the Aptos History Museum collection into the Aptos Library.
- Providing broader community access through pop-up programming in parks and around town.

The Proposed Budget represents a 10.9% percent increase in spending from the prior fiscal year and is needed to ensure we can provide excellent service to each community.

The Proposed Budget includes one reclassification of a Library Assistant II to a Library Assistant III. However, we expect to bring forward a proposed new staffing model for consideration in the months ahead. The Proposed Budget includes investments in the staff development, relocating our Information Technology and Collection Management departments to the Library Administration building for greater efficiency of centralized library services.

Over the next year, we will collaborate with the County Office of Response, Recovery, and Resilience to ensure our libraries prepare to assist in an emergency. We will work with the City of Santa Cruz to help direct the unhoused to needed resources. And we will continue our focus on diversity, equity, and inclusion to ensure all residents feel safe and welcome in our libraries.

I want to thank the Library Advisory Commission for its commitment to the public need and our Library Joint Powers Authority Board for their leadership in navigating us through immeasurable change. By working together as a team, we will continue to meet the community's needs and face the challenges ahead.

 Respectfully,

Yolande Wilburn
Library Director

SANTA CRUZ
PUBLIC LIBRARIES

Mission – Vision

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Mission

Connect, Inspire, Inform

Our Vision

Transform lives & strengthen communities

SANTA
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Library Joint Powers Authority Board

Library Advisory Commission

Friends of the Santa Cruz Public Libraries

Director

Assistant Director

Marketing

Volunteer Service

Collection Management Services

Library Information Technology

Administration

Organizational Effectiveness

Branch Staff and Services Manager

Adult Programs, Outreach, and Reference Services Manager

Youth Programs, Outreach and Services Manager

FY 2023 Strategic Priorities

- *Safety*
  Create welcoming spaces that serve the needs of a diverse community. Connect to the services that support the physical, mental and economic health of our patrons. Update physical and digital spaces, collections and experiences to improve ADA, language and cultural accessibility. Facilitate opportunities for shared experiences among diverse groups.

- *Inclusion*
  Advance an organizational culture of equity and inclusion. Provide equitable and relevant services to library patrons. Develop processes and policies to reduce barriers and increase access. Strengthen relationships with partners serving marginalized and vulnerable populations. Develop communication strategies that connect people with our programs and services.

- *Support*
  Connect patrons with the materials and resources needed to achieve educational, economic, and personal outcomes. Strengthen community partnerships. Align the work of the library with the work of the schools. Provide opportunities for community members to collaborate. Invest in staff development.

FY 2023 Workplan

1. **Expanding Service Hours and Organizational Capacity**
   a. Evaluate staffing and hours in the new fiscal year.
   b. Recruit, train, develop staff.
   c. Develop an onboarding and evaluation plan.
   d. Complete an emergency plan with Continuity of Operations Plan.
   e. Work with County to establish the processes and procedures for managing facilities and maintenance items.

2. **Transformative Spaces**
   a. Open Live Oak, Scotts Valley, Branciforte and Garfield Park Libraries.
   b. Continue work on the new Downtown Library and support the public engagement process.
   c. Invite partners into our space to provide resources and expand knowledge of services.

3. **Learning**
   a. Expand Community Based Programming and partnerships.
   b. Deepen connection to schools throughout the county.
   c. Align the work of the Library with the work of the schools.

4. **Digital Inclusion**
   a. Increase technology support for patrons through a technology literacy curriculum.
   b. Explore and implement collaborations with the State Library and partners to improve technology access, including digital navigators.
   c. Complete a 2023 technology plan to support library operations.
   d. Reevaluate technology including hardware, software, and platforms used by Library staff for efficiency, effectiveness, and security.

5. **User Experiences**
   a. Implement the action plan on Equity, Diversity, and Inclusion (EDI).
   b. Finalize and activate the new Strategic Plan, including rebranding.
   c. Revise library website.
   d. Partner with the County Office of Response, Recovery and Resilience to establish the Felton Library branch as an Emergency Operations Center.

Performance 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:

- 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).

Budget Overview

	2021 Actual	2022 Adopted Budget	2022 Adjusted Budget	2022 Year End Estimate	2023 Requested Budget	Growth/Loss From Adopted	2024 Projected Budget
Expenditures by Activity:							
Personnel Services *Est. costs including vacancy factor	9,029,262	11,950,092	12,000,092	11,800,754	12,301,023	$ 350,931 2.9%	12,670,053
Services, Supplies & Other Charges	2,656,235	3,434,451	4,099,856	4,082,957	3,720,641	$ 286,190 8.3%	3,906,673
Books & Materials	1,199,804	1,269,088	2,113,400	2,056,200	1,415,456		1,372,514
Capital Outlay	132,132	488,000	521,622	521,622	512,999		512,999
Subtotal Supplies and Services	*3,988,171*	*5,191,539*	*6,734,878*	*6,660,779*	*5,649,096*	*$808,488 4.7%*	*5,792,186*
Total Expenditures	$13,017,433	$17,141,631	$18,734,970	$18,461,533	$17,950,118		$18,462,239
Activity Resources:							
Taxes	9,176,532	9,081,659	9,081,659	10,194,957	10,666,565		10,815,897
Member Contributions	5,784,276	6,115,273	6,115,273	6,115,273	6,115,273		6,115,273
State/Federal/Local Grants	353,409		231,757	231,757	231,757		
Fines and Forfeits	11,189	0	26,505	26,505	122,000		70,250
Donations & Trusts	295,228	63,213	343,118	343,118	62,063		35,000
Other Financing Sources	158,258	149,243	179,886	179,886	124,733		120,000
Total Resources	$15,778,892	15,409,388	15,978,198	17,091,496	17,090,634	$1,681,246 10.9%	$17,156,420
Sub Total Operational Savings or (Cost)	**$2,761,459**	**($1,732,243)**	**($2,756,772)**	**($1,370,037)**	**($859,484)**		**($1,305,819)**
Available Fund Balance Applied		$1,732,243	$2,756,772	$1,370,037	$859,484		$1,305,819
Total		$0	$0	$0	$0		$0
Available Fund Balance	$ 4,143,699	$ 2,411,456		$ 2,773,662	$ 1,914,178		$ 608,359
20% Reserve	$ 3,155,778	$ 3,081,878		$ 3,418,299	$ 3,418,127		$ 3,431,284
Equipment Reserve	$ 473,579	$ 473,579		$ 807,579	$ 807,579		

Trust Balances

Finkeldey	$ 9,384	McCaskill-Visually	$ 191,240
Hale	$ 48,605	Morley	$ 14,071
Leet-Corday	$ 101,315	Richardson	$ 350,000
McCaskill-Local Hi	$ 227,358	Utter Trust	$ 298,347

NOTE: FY 18 the reserve policy was increased from 15% to 20%.

Budget Overview

The Santa Cruz Public Libraries is excited to be cresting the hill of finishing construction and reopening Branciforte, Live Oak, Live Oak Annex, and Scotts Valley. This means that all nine library branches and the annex will be open to the public for library programs and services in FY 2023!

The LFA (Library Financing Authority) provides the revenue forecasts for the upcoming year. Sales tax is projected to grow 4.6% or approximately $500K in FY 2023 from the previous fiscal year year-end estimate. Maintenance of effort remains flat at $6,115,273. However, negotiations are on-going to re-negotiate this agreement between the County and the City of Santa Cruz for the next 5 years.

Given the opening of several branches this coming year, the operational costs associated (ie: janitorial, utilities and supplies) have been added back to the budget. The Library added three more costs of note. The first, is the addition of property/business insurance to insure the library's collection at all 11 library facilities. This insurance is still being negotiated with providers but $25K has been added to the budget in anticipation of the annual policy premium. Secondly, the training budget has been increased by 20% in order to support staff. An increased training budget will provide staff with access to automated recruitment tools when holding interviews for vacant library positions. The increase will also help staff to schedule quarterly team meetings to help support operations and large programs delivered to the public. Finally, the Library has added $25K to the operating budget to help with bilingual translation services for library programs and library written materials (such as policies, procedures and advertising). These services and supply operational increases contribute to the 8.3% or $290K growth in the non-personnel FY 23 budget.

The Santa Cruz Public Library (SCPL) system relies on staff to deliver library services and programs to patrons. For this reason, SCPL's salary and benefits make up the majority of the annual operating budget at approximately 45.7% of overall costs. The Library has also included in its personnel projections a vacancy factor of $770K. In FY 23 personnel costs are projected to increase by 2.9% mostly due to rising PERS and health insurance costs.
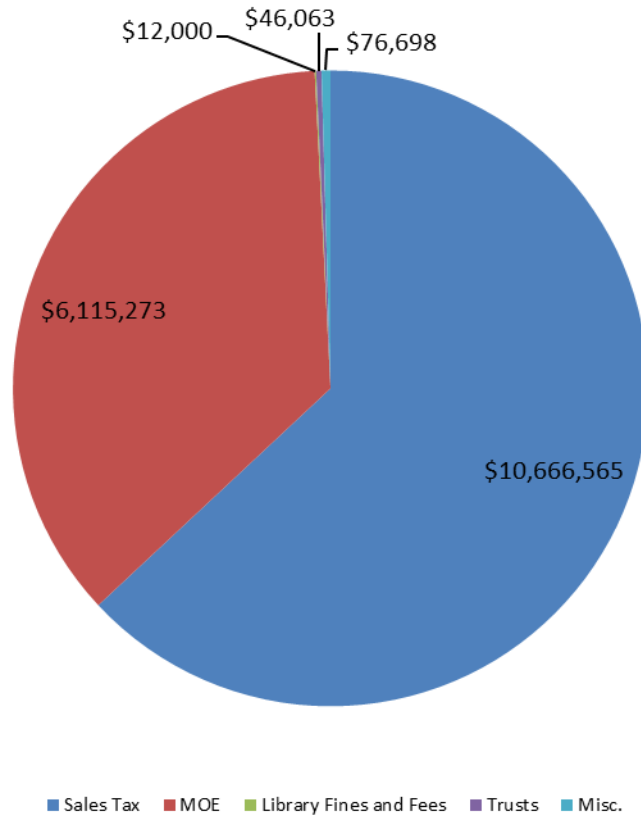
SCPL is not recommending any staffing increases at this time. However, there is one position that the Library would like to reclassify for operational purposes. During the pandemic the library reassigned a floor supervisor at the Downtown Branch to helping oversee the Collection Management staff. This change in assignment left the Downtown staff short one FTE. The Library plans to reclassify a vacant Collections Management LA II position, into a Library Assistant III position who would be assigned back to the Downtown Branch in order to make up for this staffing shortfall. The increased costs associated with this reclassification change would be approximately $7,000 annually accounting for both salary and benefits.

The Library continues to work on overall branch staffing configurations to meet the needs of the branches that will soon be re-opening. These presentations will be forthcoming and will fall outside the FY 23 budget process.
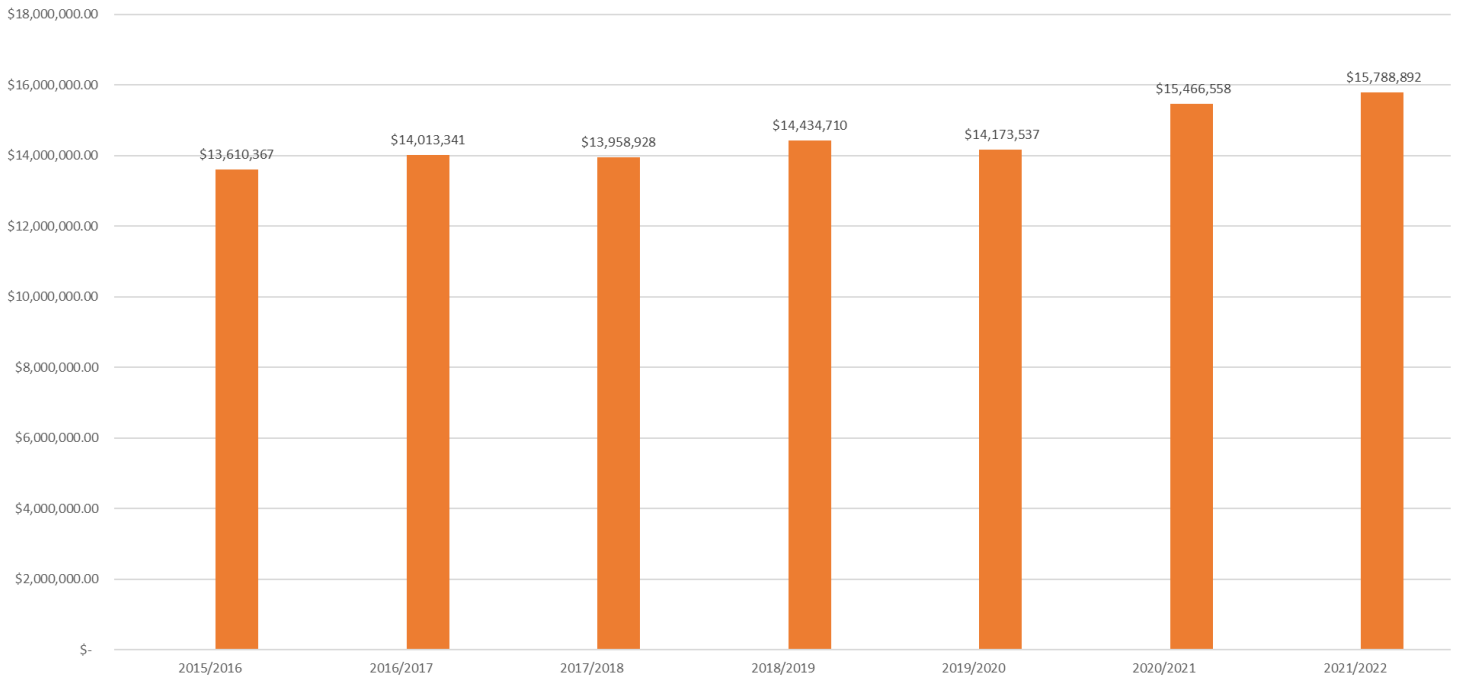
The Library continues to balance its operating budget using available fund balance monies. As of June 30, 2021, the audited available fund balance was $4.14M. The FY 23 library budget plans to use approximately $900K of this fund balance to meet operational needs.

Revenue

FY 2023 Revenue

$12,000 — $46,063 — $76,698

$6,115,273

$10,666,565

Legend: ■ Sales Tax ■ MOE ■ Library Fines and Fees ■ Trusts ■ Misc.

Revenue History

Fiscal Year	Revenue
2015/2016	$13,610,367
2016/2017	$14,013,341
2017/2018	$13,958,928
2018/2019	$14,434,710
2019/2020	$14,173,537
2020/2021	$15,466,558
2021/2022	$15,788,892

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.

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		2022 Ado Budget	2022 Adj Budget	2022 Year End Est	2023 Dept Request	Growth/Loss from YEE
Acct	Title					
Fund 951 -- Library Joint Powers Authority						
41211	Sales and use tax	$ 9,081,659	$ 9,081,659	$ 10,194,957	$ 10,666,565	4.6%
41993	Libraries parcel tax	$ -	$ -	$ -	$ 110,000	
43110	Federal operating grants & contributions	$ -		$ -	$ -	
43199	Other federal revenues	$ -	$ 118,757	$ 118,757	$ -	
43210	State operating grants and contributions	$ -	$ 100,000	$ 100,000	$ -	
43310	Local operating grants and contributions	$ -	$ 13,000	$ 13,000	$ -	
43311	Maintenance of effort contributions	$ 6,115,273	$ 6,115,273	$ 6,115,273	$ 6,115,273	0.0%
43354	County of SC - reimbursements	$ -	$ -	$ -	$ -	
44630	Room rentals-library JPA	$ 4,640	$ 4,640	$ 4,640	$ 4,640	0.0%
45131	Library fines	$ -	$ -		$ 12,000	
46110	Pooled cash and investment interest	$ 92,840	$ 92,840	$ 92,840	$ 92,840	0.0%
46115	Unrealized gain/loss-invest held by City	$ -	$ -	$ -	$ -	
46190	Interest earnings - other	$ 14,763	$ 14,763	$ 14,763	$ 5,253	-64.4%
46303	Donations - library	$ 13,100	$ 62,936	$ 62,936	$ 13,100	-79.2%
46309	Donations - library - Friends of the Lib	$ 27,923	$ 280,182	$ 280,182	$ 26,773	-90.4%
46910	Miscellaneous operating revenue	$ 8,500	$ 21,865	$ 21,865	$ 22,000	0.6%
46990	Miscellaneous non-operating revenue	$ -	$ -	$ -	$ -	
49105	From Workers' Compensation Fund	$ -	$ -	$ -	$ -	
49122	From Library Private Trust Fund	$ 22,190	$ 43,783	$ 43,783	$ 22,190	
49191	Intra-Entity Fund Transfer	$ 28,500	$ 28,500	$ 28,500		
Total Library Joint Powers Authority		$ 15,409,388	$ 15,978,198	$ 17,091,496	$ 17,090,634	0.0%
Total		$ 15,409,388	$ 15,978,198	$ 17,091,496	$ 17,090,634	

Non-Personnel Expenditures

FY 2023 Non Personnel Expenditures by Library Function

Pie chart values:
- $527,783
- $459,393
- $324,328
- $1,238,104
- $1,317,973
- $1,588,956
- $118,560
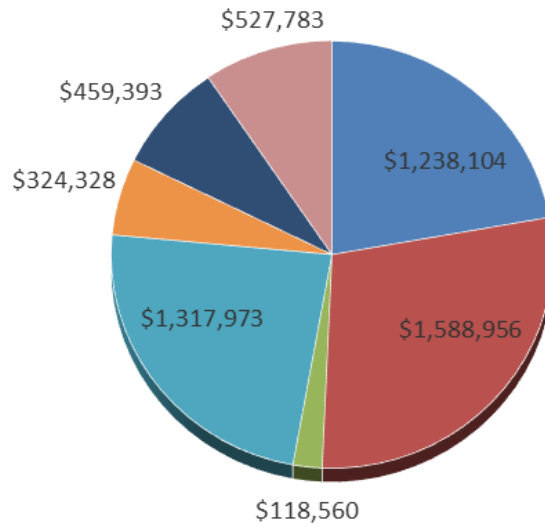
Legend: Information Technology | Library Materials | Staff Development | Building O & M | Supplies and Equipment | System Services | Administrative Services


Collection Spending History
(includes donations and trusts)

Year	Amount
2016	$1,239,112
2017	$1,319,540
2018	$1,385,691
2019	$1,358,755
2020	$1,083,776
2021	$1,280,679
2022	$1,199,804
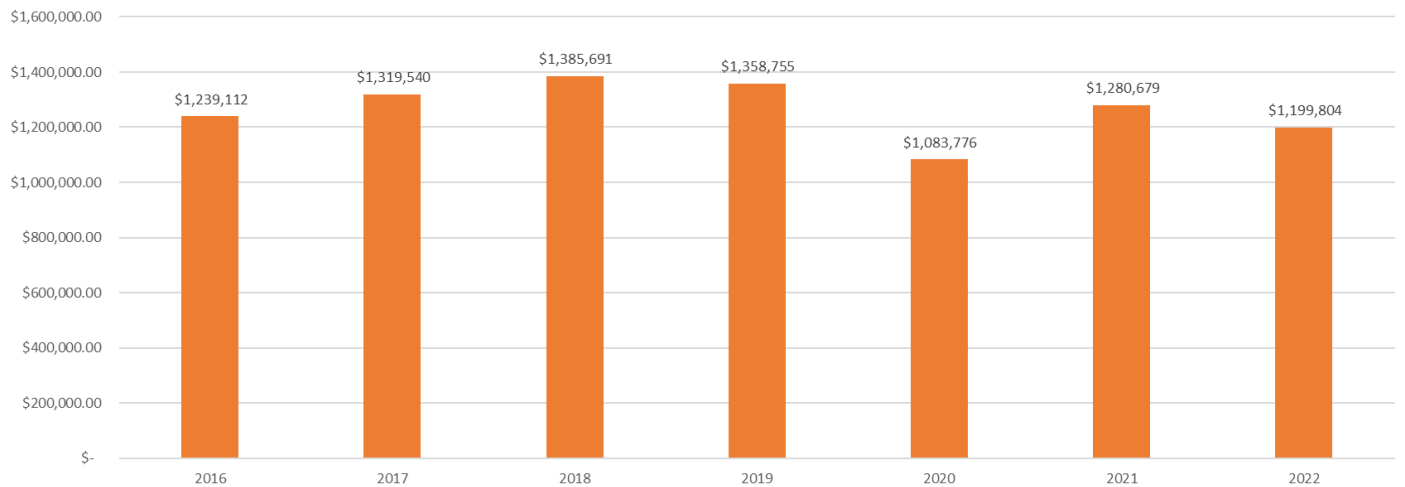
System Operating Expenditures and Capital Outlay

Budget Development Expenditure Balances

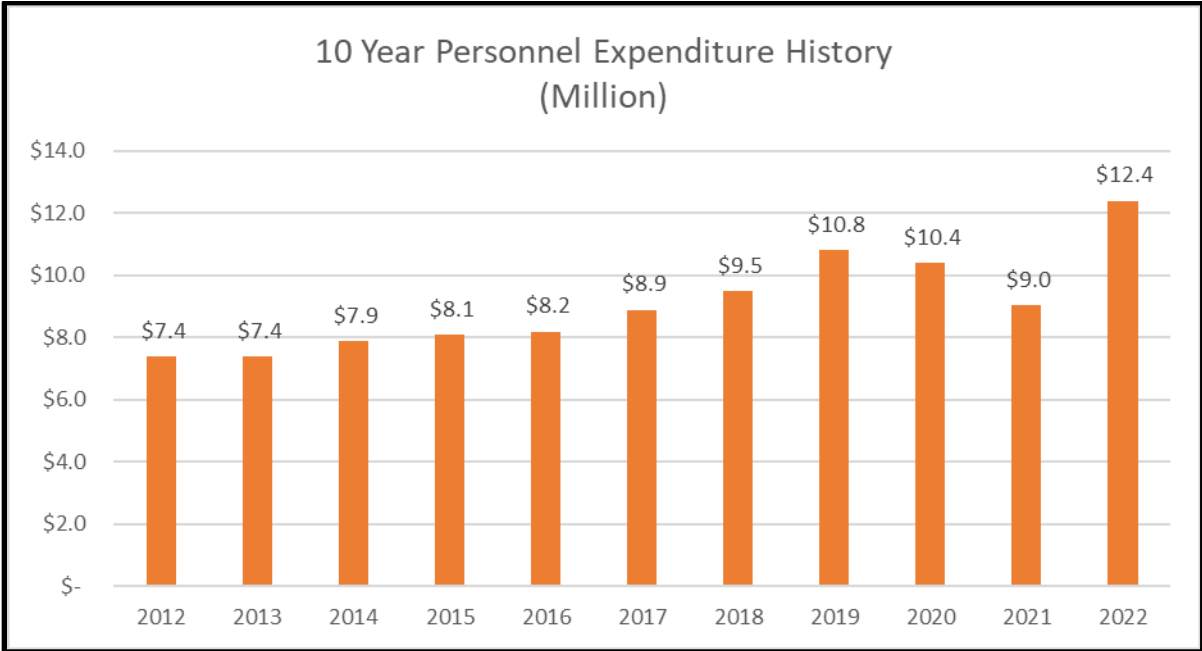| Acct	Title	2022 Ado Budget	2022 Adj Budget	2022 Year End Est	2023 Dept Request	% Change from Adopted
52131	Claims management services - outside	$ 12,000	$ 12,000	$ 12,000	$ 12,000	0.0%
52135	Financial services - outside	$ 518,083	$ 518,083	$ 518,083	$ 527,783	1.9%
52139	Medical services	$ -	$ -	$ 696	$ 1,000	
52150	Merchant bank fees	$ 600	$ 600	$ 600	$ 600	0.0%
52155	Courier services	$ 2,926	$ 2,926	$ 2,830	$ 2,000	-31.6%
52199	Other professional & technical services	$ 188,300	$ 338,300	$ 338,300	$ 205,000	8.9%
52201	Water, sewer and refuse	$ 79,885	$ 79,885	$ 80,679	$ 81,985	2.6%
52202	Hazardous materials disposal	$ 500	$ 500	$ 500	$ 500	0.0%
52211	Janitorial services	$ 296,700	$ 296,700	$ 286,330	$ 321,525	8.4%
52223	Equip annual inventory charge - internal	$ 4,400	$ 4,950	$ 4,950	$ 1,725	-60.8%
52226	Vehicle work order charges - internal	$ 25,999	$ 25,999	$ 25,999	$ 11,795	-54.6%
52227	Vehicle fuel island charges - internal	$ 17,474	$ 17,474	$ 17,474	$ 18,163	3.9%
52240	Office equipment operation/maint	$ 7,340	$ 7,340	$ 7,340	$ 7,590	3.4%
52241	Vehicle maintenance costs - outside	$ 6,500	$ 6,500	$ 6,500	$ 6,500	0.0%
52244	Other equipment operation/maintenance	$ 10,725	$ 10,725	$ 10,952	$ 10,975	2.3%
52246	Building and facility o & m - outside	$ 265,132	$ 265,132	$ 271,531	$ 290,761	9.7%
52247	Landscaping maintenance services	$ 43,800	$ 43,800	$ 48,290	$ 55,950	27.7%
52248	Software maintenance services	$ 407,019	$ 407,019	$ 407,019	$ 409,019	0.5%
52249	Hardware maintenance services	$ 30,000	$ 30,000	$ 30,000	$ 30,000	0.0%
52261	Equipment, building and land rentals	$ 240,452	$ 284,088	$ 240,452	$ 283,843	18.0%
52269	Equipment lease-outside	$ 18,000	$ 18,000	$ 18,000	$ 18,000	0.0%
52302	Travel and meetings	$ 19,200	$ 19,200	$ 19,200	$ 19,800	3.1%
52304	Training	$ 82,300	$ 82,300	$ 82,300	$ 98,760	20.0%
52403	Telecommunications service - outside	$ 240,585	$ 359,342	$ 359,342	$ 354,085	47.2%
52932	Liability insurance/surety bonds-interna	$ 43,170	$ 43,170	$ 43,170	$ 43,170	0.0%
52933	Liability insurance/surety bonds-outside	$ 68,000	$ 68,000	$ 68,000	$ 93,000	36.8%
52960	Advertising	$ 31,570	$ 31,570	$ 31,570	$ 31,570	0.0%
52961	Dues and memberships	$ 37,453	$ 37,453	$ 37,453	$ 37,453	0.0%
52972	Printing and binding-outside	$ 32,600	$ 32,600	$ 32,600	$ 32,600	0.0%
53101	Postage charges	$ 7,000	$ 7,000	$ 7,000	$ 7,000	0.0%
53102	Office supplies	$ 24,250	$ 24,250	$ 24,040	$ 25,650	5.8%
53108	Safety clothing and equipment	$ 13,910	$ 13,910	$ 14,128	$ 16,510	18.7%
53109	Copier supplies	$ 6,430	$ 6,430	$ 5,830	$ 6,680	3.9%
53112	Library functional supplies	$ 171,500	$ 171,500	$ 171,500	$ 171,500	0.0%
53113	Janitorial supplies	$ 28,000	$ 28,000	$ 24,409	$ 33,500	19.6%
53311	Electricity	$ 205,275	$ 205,275	$ 205,275	$ 205,275	0.0%
53312	Natural gas	$ 39,950	$ 39,950	$ 39,950	$ 39,950	0.0%
54990	Miscellaneous supplies and services	$ 205,423	$ 223,297	$ 252,077	$ 205,423	0.0%
56960	Loans and grants	$ -	$ 334,588	$ 334,588	$ -	
56995	Refunded fees and fines	$ 2,000	$ 2,000	$ 2,000	$ 2,000	0.0%
	Subtotal Services, Supplies and Other Charges	**$ 3,434,451**	**$ 4,099,856**	**$ 4,082,957**	**$ 3,720,640**	**8.3%**
53106	Books and periodicals	$ 1,247,165	$ 1,930,933	$ 1,930,933	$ 1,393,533	11.7%
53107	Books and periodicals-grants & donations	$ 21,923	$ 182,467	$ 125,267	$ 21,923	0.0%
	Subtotal Books & Materials	**$ 1,269,088**	**$ 2,113,400**	**$ 2,056,200**	**$ 1,415,456**	**11.5%**
57401	Office furniture/equipment	$ 18,000	$ 18,000	$ 18,000	$ 18,000	0.0%
57402	Vehicle equipment	$ 80,000	$ 80,000	$ 80,000	$ -	-100.0%
57409	Computer equipment	$ 240,000	$ 273,622	$ 273,622	$ 240,000	0.0%
57990	Other capital outlay	$ 150,000	$ 150,000	$ 150,000	$ 200,000	33.3%
59191	Transfer Out to Vehicle Replacement				$ 54,999	
	Subtotal Capital Outlay	**$ 488,000**	**$ 521,622**	**$ 521,622**	**$ 512,999**	**5.1%**
Total		**$ 5,191,539**	**$ 6,734,878**	**$ 6,660,779**	**$ 5,649,095**	**8.8%**

Personnel Expenditures

Personnel Expenditures

Budget Development Expenditure Balances		2022 Ado Budget	2022 Adj Budget	2022 Year End Est	2023 Dept Request	% Change from Adopted
Acct	Title					
51110	Regular full time	$ 6,532,212	$ 6,182,212	$ 5,750,000	$ 6,484,822	-0.7%
51111	Regular part time	$ 1,133,654	$ 1,083,654	$ 998,637	$ 1,237,074	9.1%
51114	Overtime	$ 5,000	$ 5,000	$ 5,000	$ 5,000	0.0%
51115	Termination pay	$ -	$ -	$ 57,112	$ -	
51122	Temporary	$ 825,000	$ 875,000	$ 750,000	$ 825,000	0.0%
51130	Other pay	$ -	$ -	$ 1,421	$ -	
51132	Special vacation pay	$ -	$ -	$ 14,358	$ -	
51150	Vehicle-phone-data allowance	$ 2,857	$ 2,857	$ 2,857	$ 1,260	-55.9%
51201	Retirement contribution	$ 470,113	$ 470,113	$ 470,113	$ 469,005	-0.2%
51202	F.I.C.A.	$ 63,113	$ 63,113	$ 63,113	$ 63,113	0.0%
51203	PERS unfunded liability	$ 1,253,071	$ 1,253,071	$ 1,253,071	$ 1,396,809	11.5%
51206	PERS Unfunded payment	$ -	$ -	$ -	$ -	
51210	Group health insurance	$ 1,838,798	$ 1,838,798	$ 1,838,798	$ 1,943,867	5.7%
51212	Group dental insurance	$ 110,330	$ 110,330	$ 110,330	$ 116,535	5.6%
51213	Vision insurance	$ 17,548	$ 17,548	$ 17,548	$ 18,732	6.7%
51214	Medicare insurance	$ 105,029	$ 105,029	$ 105,029	$ 108,708	3.5%
51215	Employee assistance program	$ 4,148	$ 4,148	$ 4,148	$ 4,356	5.0%
51220	Group life insurance	$ 1,790	$ 1,790	$ 1,790	$ 1,969	10.0%
51221	Disability insurance	$ 82,234	$ 82,234	$ 82,234	$ 86,241	4.9%
51222	SDI	$ 37,912	$ 37,912	$ 37,912	$ 39,084	3.1%
51230	Unemployment insurance	$ 62,556	$ 62,556	$ 62,556	$ 66,005	5.5%
51240	Workers' compensation	$ 174,727	$ 174,727	$ 174,727	$ 203,443	16.4%
	Vacancy Factor	$ (770,000)	$ (370,000)		$ (770,000)	
Total		$ 11,950,092	$ 12,000,092	$ 11,800,754	$ 12,301,021	2.9%

FTE History (not including temps)
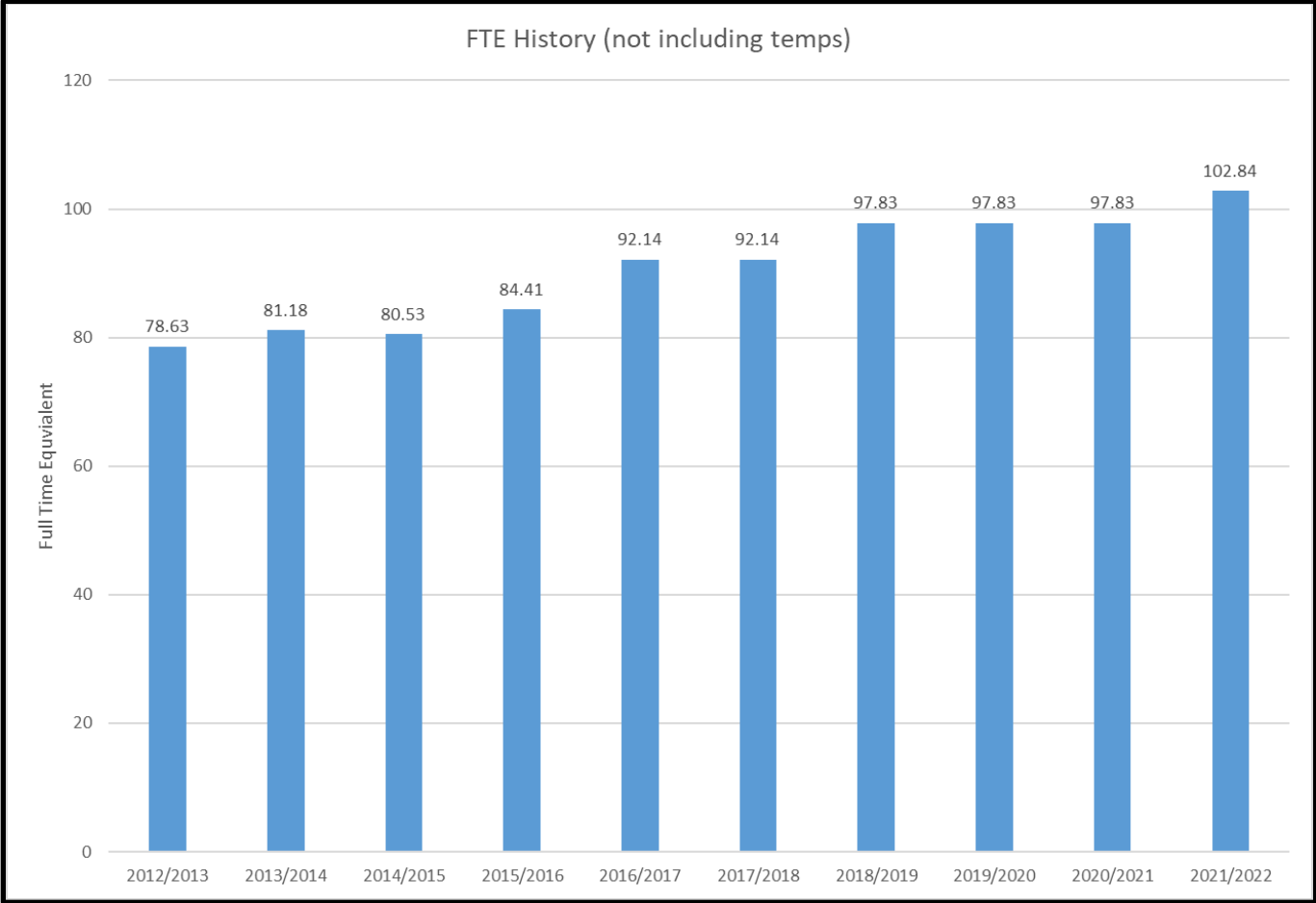
NOTE: In FY 2008 the Library staffed 120.63 FTE

10 Year Personnel Expenditure History (Million)

Fines and Fees Schedule

The Library is recommending the following fee schedule.

Description	Current	Proposed FY 2022-2023
Overdue Item Fine	$0	No Change
Lost/Replacement 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	$4.00	No Change
Library Card Replacement Fee	$2.00	No Charge
Meeting Room Fee	$0	No Change
Missing Parts Fine	Varies Based on Item	No Change
Photocopying Fee	15¢per page	No change
Test Proctoring Fee	$40.00	No change
Inter Library Loan	$0	No Change

Note: Proposal for items in red (all fees) to be suspended.

Appendix A:

Position Listing by Classification & By Individual FTE

Library Personnel Profile					
	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2023 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50	1.50
Administrative Assistant I/II	3.53	3.53	3.53	2.91	2.91
Assistant Director of Libraries	1.00	1.00	1.00	1.00	1.00
Bookmobile Library Assistant	1.80	1.80	1.80	2.80	2.80
Building Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00
Courier/Driver	1.00	1.00	1.00		
Director of Libraries	1.00	1.00	1.00	1.00	1.00
IT Specialist I/II	1.00	1.00	1.00	1.00	1.00
IT Specialist III	2.00	2.00	2.00	2.00	2.00
Librarian I/II	18.01	20.01	20.01	20.01	20.01
Librarian III	3.75	4.00	4.00	4.00	4.00
Library Assistant I	1.00	1.00	1.00		
Library Assistant II	28.50	31.50	31.50	37.12	36.12
Library Assistant III	10.25	10.00	10.00	10.00	11.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00
Library Division Manager					
Library Information Specialist	5.00	5.00	5.00	5.00	5.00
Library Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	2.00	2.00
Management Analyst				1.00	1.00
Manager System Services and Support	-				
Network Administrator	-				
Network & Systems Administrator	2.00	2.00	2.00	2.00	2.00
Principal Management Analyst	1.00	1.00	1.00	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
Systems Adminstrator	-				
Systems Coordinator	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator Assistant	0.50	0.50	0.50	0.50	0.50
	92.84	97.84	97.84	102.84	102.84
Change	1.00	5.00	-	5.00	0.00

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

Position Title	Position No.	Library FTE
Accounting Assistant I	101-005	1.000
Accounting Assistant I	101-009	0.500
Administrative Assistant II	106-007	1.000
Administrative Assistant II	106-008	1.000
Administrative Assistant II	106-009	0.900
Assistant Director of Libraries	830-001	1.000
Bookmobile Library Assistant	284-001	1.000
Bookmobile Library Assistant	284-002	0.800
Bookmobile Library Assistant II	284-004	1.000
Building Maintenance Worker II	118-007	1.000
Building Maintenance Worker II	118-011	1.000
Director of Libraries	808-001	1.000
Information Tech Specialist I	145-009	1.000
Information Tech Specialist III	232-004	1.000
Information Tech Specialist III	232-005	1.000
Librarian I/II	750-028	1.000
Librarian I/II	750-029	1.000
Librarian II	750-001	1.000
Librarian II	750-002	1.000
Librarian II	750-003	1.000
Librarian II	750-004	1.000
Librarian II	750-005	1.000
Librarian II	750-006	1.000
Librarian II	750-007	1.000
Librarian II	750-008	1.000
Librarian II	750-009	1.000
Librarian II	750-010	1.000
Librarian II	750-011	1.000
Librarian II	750-012	1.000
Librarian II	750-013	1.000
Librarian II	750-014	1.000
Librarian II	750-015	1.000
Librarian II	750-017	1.000
Librarian II	750-021	1.000
Librarian II	750-026	1.000
Librarian III	831-001	1.000
Librarian III	831-002	1.000
Librarian III	831-003	1.000

Librarian III/CMS Manager	831-004	1.000
Library Assistant II	283-068	0.500
Library Assistant II	283-001	1.000
Library Assistant II	283-002	1.000
Library Assistant II	283-003	1.000
Library Assistant II	283-005	1.000
Library Assistant II	283-006	1.000
Library Assistant II	283-007	1.000
Library Assistant II	283-012	1.000
Library Assistant II	283-026	1.000
Library Assistant II	283-013	1.000
Library Assistant II	283-016	1.000
Library Assistant II	283-017	1.000
Library Assistant II	283-020	1.000
Library Assistant II	283-065	0.500
Library Assistant II	283-011	1.000
Library Assistant II	283-069	0.500
Library Assistant II	283-022	1.000
Library Assistant II	283-042	0.500
Library Assistant II	283-043	0.500
Library Assistant II	283-072	0.500
Library Assistant II	283-082	0.500
Library Assistant II	283-077	0.750
Library Assistant II	283-055	0.500
Library Assistant II	283-004	0.500
Library Assistant II	283-023	0.750
Library Assistant II	283-024	0.500
Library Assistant II	283-025	0.500
Library Assistant II	283-047	0.750
Library Assistant II	283-050	1.000
Library Assistant II	283-056	1.000
Library Assistant II	283-019	1.000
Library Assistant II	283-064	1.000
Library Assistant II	283-071	0.500
Library Assistant II	283-073	0.500
Library Assistant II	283-063	0.500
Library Assistant II	283-009	1.000
Library Assistant II	283-014	0.500
Library Assistant II	283-041	0.750
Library Assistant II	283-015	1.000

Library Assistant II	283-018	1.000
Library Assistant II	283-021	1.000
Library Assistant II	283-046	0.500
Library Assistant II	283-074	0.500
Library Assistant II	283-076	0.625
Library Assistant II	283-075	0.500
Library Assistant II	283-010	0.500
Library Assistant II	283-080	0.500
Library Assistant II	283-081	0.500
Library Assistant II	283-079	0.500
Library Assistant II	283-078	0.500
Library Assistant III	363-007	1.000
Library Assistant III	363-001	1.000
Library Assistant III	363-011	1.000
Library Assistant III	363-005	1.000
Library Assistant III	363-004	1.000
Library Assistant III	363-008	1.000
Library Assistant III	363-010	1.000
Library Assistant III	363-009	1.000
Library Assistant III	363-003	1.000
Library Assistant III	363-002	1.000
Library Assistant IV	364-001	1.000
Library Assistant IV	364-003	1.000
Library Information Specialist	285-006	1.000
Library Information Specialist	285-001	1.000
Library Information Specialist	285-003	1.000
Library Information Specialist	285-004	1.000
Library Information Specialist	285-002	1.000
Library IT Manager	832-003	1.000
Library Specialist/Training Coordinator	740-002	1.000
Library Specialist/Volunteer Coordinator	740-001	1.000
Management Analyst	702-011	1.000
Network & Systems Administrator	726-012	1.000
Network & Systems Administrator	726-013	1.000
Principal Management Analyst	729-018	1.000
Programmer Analyst II	706-006	1.000
Service Field Crew Leader	330-011	1.000
Systems Coordinator	793-002	1.000

Volunteer Coordinator Assistant	289-001	0.500
Total		102.825

Appendix B

Position Vacancy List

Position	No.	FTE
Information Tech Specialist I	145-009	1.00
Information Tech Specialist III	232-004	1.00
Librarian II	750-015	1.00
Library Assistant II	283-068	0.50
Library Assistant II	283-013	1.00
Library Assistant II	283-065	0.50
Library Assistant II	283-069	0.50
Library Assistant II	283-072	0.50
Library Assistant II	283-082	0.50
Library Assistant II	283-055	0.50
Library Assistant II	283-073	0.50
Library Assistant II	283-079	0.50
Library Assistant III	363-xxx	1.00
Library Assistant III	363-002	1.00
Library Specialist/Volunteer Coordinator	740-001	1.00
Management Analyst	702-011	1.00
Network & Systems Administrator	726-012	1.00
Network & Systems Administrator	726-013	1.00
Total		14.00

Appendix C:

Trust Fund Narratives

<u>FINKELDEY TRUST</u>

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
4/15/2022: $9,384

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.

<u>DOROTHY A. HALE TRUST</u>

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
4/15/2022: $48,605

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

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
4/15/2022: $101,315

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
4/15/2022: $227,358

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 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
4/15/2022: $191,240

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
4/15/2022: $14,071

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."

Balance of
Trust as of
4/15/2022: $350,000

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.

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
4/15/2022: $298,347

Income: Interest Only

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

Appendix D:

Vehicle Replacement Schedule

#	Department	Description	Replacement Cost	Year Acquired	Year of Replacement	Savings Need/Yr to Meet Replacement Date
Library FY 22/23 Vehicle Replacement Schedule						
434	Courier	Ford Transit	$45,000	2020	2030-31	$4,500
528	Bldg Maint	Dodge Sprinter	$45,000	2007	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	2009	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	$3,500
	Programs	Pedal Library	$2,500	2016	2021-22	$500
TOTAL SAVINGS NEEDS PER YEAR						**$54,999**
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 every10 years.						