

FY 2025

Santa Cruz Public Libraries Budget



Santa Cruz Public Libraries

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May 2, 2024

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

Dear Board Members:

The Library's vision to, "Empower people to transform their lives and strengthen our communities" guides the direction of this budget document. In order to move us closer to that vision, this year's proposed budget seeks to strengthen our library services in three critical areas. It proposes investments in the future of our services so that they remain robust, efficient and innovative. It seeks to realize a long-term goal to support all of the neighborhoods served by our ten-branch library system with a dedicated librarian or librarians. Our librarians strive to understand the needs of our community, assess our programs, collections and services and positively shape our impact on the community's learning, inclusion, connection and collaboration. Finally, the budget also seeks to bolster customer service throughout the system and connect with patrons who have yet to benefit fully from all that their library offers.

In order to support the first critical area mentioned above, the budget proposal includes one-time investments totaling \$685,820 from the Library's unrestricted reserves. These investments support resiliency throughout the organization by funding back-up power for the Library's IT, including Library headquarters and the Library's Boulder Creek branch (the branch that most regularly loses power), by migrating some of our IT services into the cloud, and increasing collections spending. Additionally, these one-time funds would also support the work of a consultant to review the Library's options to provide upgrades to other technology as well. Specifically, we will explore options for a transition to RFID and automated handling machines for some of the Library's locations. If the Library introduced automated handling (which is assisted through RFID), it would likely occur simultaneously with the opening of the new Downtown branch library. Therefore, the review of a potential transition should commence in the next fiscal year. This transition to RFID and automated handling aims to improve the efficiency for circulating library materials. And finally, the one-time costs would also provide for the planning of the Library's next strategic plan. These costs account for the proposed use of the reserve funds for one-time costs. The budget for the Library's collections will set aside 10% of allocated funds (and intends to do so annually through 2027) for the future purchase of an opening day collection for the new Downtown branch library.

The second critical area seeks to provide a more equitable model of library services by adding a librarian position. At this time, there is at least one budgeted librarian for each branch, except La Selva. Currently, the now very busy Aptos Branch lends one of its two librarians to support services at La Selva. A dedicated librarian for La Selva would be able to fully support services at the La Selva branch and provide much needed outreach to the surrounding community. This addition remains budget neutral, because the Library does not intend to fill an IT position that will become vacant in the new fiscal year.

The third critical area financially prioritizes the goal to connect to patrons who don't currently benefit from our services. Through the cost savings from the same vacant position mentioned above, the Library seeks to add funding to develop a Librarian III position out of an existing Librarian II position. This newly created manager position would oversee the Library's outreach work and further develop the critical partnerships in the community that the Library relies on to serve the entire service area of the Santa Cruz Public Libraries. And finally, through the cost savings of a vacant half time administrative position that the Library will not fill and through the remaining funds from the IT position, the Library seeks to create a new half time Bookmobile Library Assistant II. This position will supplement our current courier service by adding a sixth day to that service, speeding up the delivery of books to meet patron requests. The Bookmobile Library Assistant II will also provide crucial backup to the courier system in general, as well as provide backup to the Bookmobile service. When not required to provide backup service for those two functions, the newly created position will also provide support for other public service, including potentially supporting the Live Oak Annex.

In addition to the one-time costs mentioned above, the Library balances the operating budget through its unrestricted reserve balance. The proposed 2025 budget represents a 22.5% decrease over last year's proposed budget excluding one-time expenditures. While the decrease is notable, the impact on the organization's resiliency and on the community through its newly reconfigured staffing will be significant. Another cost of pursuing this direction will be a loss to some of the customization that the organization and public enjoys from its Web services, as a result of not filling its IT position. The Library will continue to look to solutions through new technologies and the gains provided from migrating to the cloud. But in weighing the pros and cons within the context of the Library's strategic plan, these proposed changes strongly and carefully support the Library's vision.

More than halfway through this fiscal year the Library opened the newly constructed Aptos Branch Library. With its opening, the Library is now operating with all of its ten branches open, a scenario that has not been the case for over five years. Additionally, just prior to the new fiscal year, the Library will have onboarded three new librarians, plus a training and volunteer coordinator. As a result of prior fiscal planning and investment in those positions, the Library system sought to develop a strong foundation to remain innovative so that we can continue to meet the needs of all the Library's patrons – current and future. These proposed plans further support those original aims and help to realize many of our original goals.

I would like to thank the Friends of the Santa Cruz Public Libraries who have helped us to realize the dream for newly renovated and constructed buildings and for their ongoing support of the many programs we offer, including the READ program that supports early literacy. I would also like to thank the commissioners on the Library Advisory Commission for their thoughtful input and advice on the Library's direction. I greatly appreciate all of the attention, ideas and leadership from the Library Joint Powers Board in guiding me and this Library during this interim phase as we continue to support the Library and welcoming our new Library Director.

Respectfully,

Eric Howard
Interim Library Director



Mission – Vision – Values

Mission

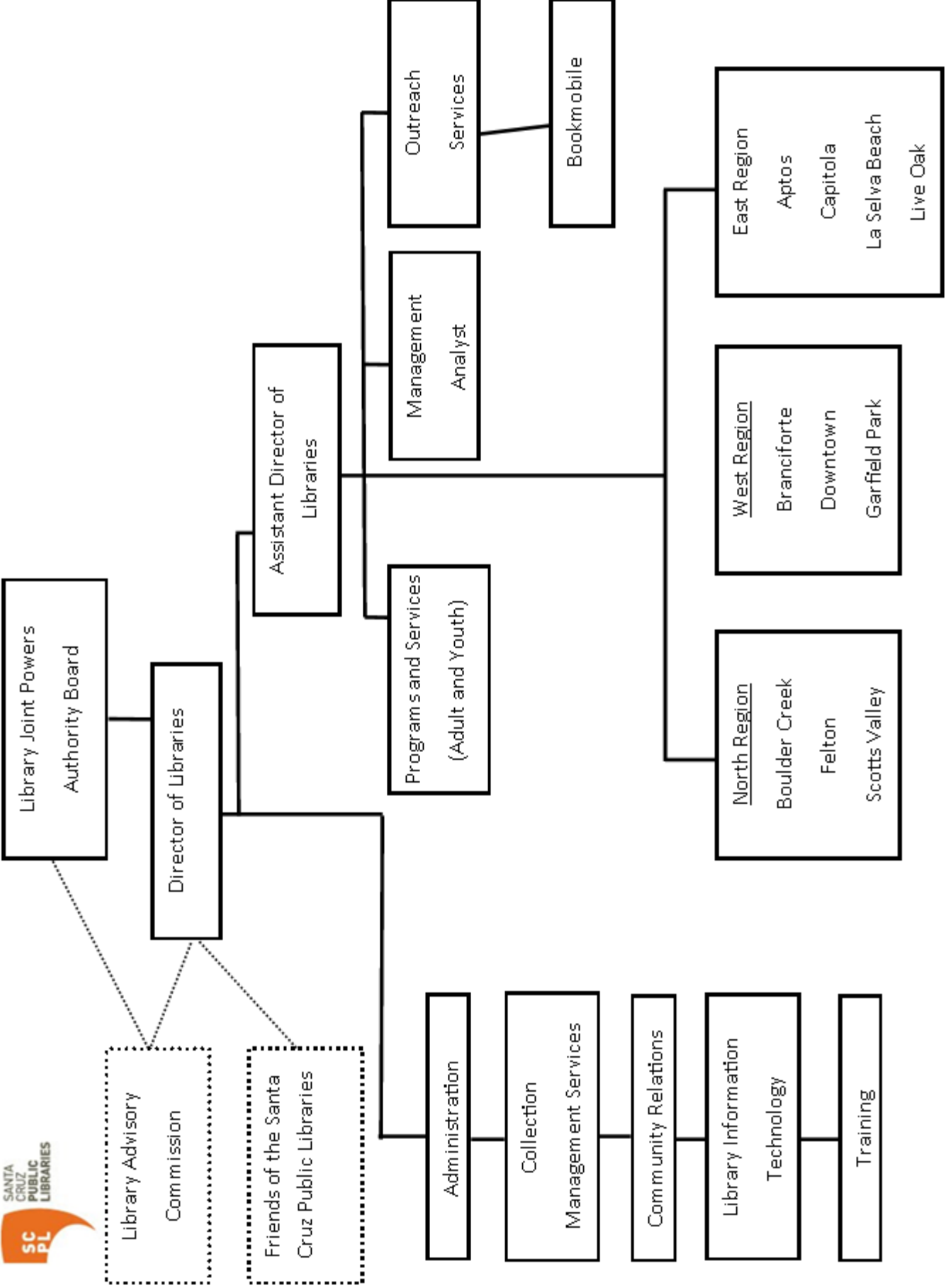
Inclusion, Connection, Collaboration

Our Vision

Empower people to transform their lives and strengthen communities

Values

Lifelong Learning
Intellectual Freedom
Social Responsibility
Respectfulness
Professional Competence



Library Overview

The Santa Cruz Public Libraries provide resources and services to residents and visitors through a network of ten neighborhood branches, including Live Oak Branch's associated space, the Annex, a bookmobile, jail services and an online digital library. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak, and Scotts Valley. The Downtown Santa Cruz branch maintains the genealogical and Santa Cruz local history collections.

Core Services

Life Long Learning

Provide inclusive programs, services, and collections that nurture literacy and the love of learning.

Digital Inclusion

Ensure that all residents have access to the training, devices, and internet to participate fully in community life.

Community Connections

Connect residents to educational, economic, and health opportunities to strengthen relationships, promote civic engagement, and foster community well-being.

Transformative Spaces

Provide inclusive and inspirational spaces to support multipurpose learning zones, resiliency, and emergency response.

Organizational Capacity

Develop highly skilled staff to ensure excellent customer service and fiscal sustainability.

FY 2024 Accomplishments

- **Diversity, Equity, and Inclusion (DEI)**
 - Expanded and re-focused the reach of the Library's READ program that supports early literacy and helps third graders achieve grade level.
 - SCPL partnered with **Cradle2Career Santa Cruz County and the Live Oak School District** to co-design and begin a pilot of computer basics classes in Spanish for a cohort of parents at Del Mar Elementary School. In addition to building computer skills applicable to engaging in their children's education and general digital literacy, parents also built connections with the library by getting library cards and aquarium passes. Parents also became a peer learning group, appreciating that they were learning just like their children at the school, and building an environment of comfort, trust, and a sense of community.
- **The Santa Cruz Community**
 - Opened the Aptos Branch Library
 - Increased participation in the Library's Summer Reading Program by 46%.
 - Increased teen participation in Library programming by 31%.
 - Adult Programs and Services expanded digital literacy opportunities, created new partnerships, offered a variety of programs to celebrate cultural heritage, brought community members together in conversations for civic engagement and healthy communication, and supported vulnerable populations. Adult Programs also continued to offer a wide variety of programs about books and authors, educational talks by local experts, creative expression, local music and the Library's Soundswell digital collection, genealogical research, workforce development, and opportunities for conversation and fun that connect people socially and help address loneliness.

Services were also achieved through:

 - The Dignity Mobile Wellness Clinic at the Felton Branch Library.
 - New partnerships with Senior Legal Services and Tenant Sanctuary to connect seniors and renters with essential legal information.
 - State programs to help rebuild homes and incorporate wildfire mitigation retrofits through pop-up info booths that connected San Lorenzo Valley residents affected by the CZU Fires.
 - 558 tutoring sessions for English language learners in partnership with the Santa Cruz Volunteer Center Literacy Program.
- **Library Services**
 - Introduced Link +
 - Hired and onboarded 16 new staff members.

FY 2022-2025 Strategic Goals:

- *Diversity, Equity and Inclusion*
Create an organizational culture of equity and inclusion and provide equitable and relevant services to all.
- *Santa Cruz County Community*
Create and support safe and friendly places. Foster inclusion. Support all members of society.
- *Library Services*
Curate a relevant and engaging collection of materials diverse in content and format to satisfy the community's reading, listening, viewing, and learning preferences and bridge the digital divide. Strengthen and support learning, and measure the impact. Support and prepare staff to meet organizational needs and ensure excellent customer service.



FY 2025 Workplan

- **Diversity, Equity, and Inclusion (DEI)**
 - a. Identify organizational development needed for a successful shift to a DEI culture for all staff.
 - b. Identify staff training needs around DEI.
 - c. Identify tools for best practices in evaluation of all policies through a DEI lens.
 - d. Reinstate community conversations.
 - e. Develop an onboarding program for new employees and volunteers that incorporates DEI.
 - f. Implement new Diversity Audit of the Library's collection and a review and replacement of library terms used in cataloging.
 - g. Identify parameters for installing bilingual signage at all branch libraries.
- **The Santa Cruz Community**
 - a. Hold ground breaking for the new Downtown Branch Library and Affordable Housing project.
 - b. Initiate the development of a new Library Strategic Plan and expand community conversations to reach more Library partners.
 - c. Establish a partnership with the County of Santa Cruz to provide a social worker in the Downtown Library.
 - d. Present an outreach plan that incorporates the Library's DEI goals.
 - e. Provide a scheduled program planning process that includes a collaboration with the chapters of the Friends of the Library and identifies impacts.
 - f. Meet the objectives in the Library's strategic plan.
- **Library Services**
 - a. Create a professional development plan for all staff.
 - b. Establish an updated training manual for new staff.
 - c. Review plans for automated handling and RFID.
 - d. Migrate the Library IT services to the cloud.
 - e. Install backup power for the Library's IT and complete plans for backup power to the Boulder Creek branch.
 - f. Review administrative services provided by the City of Santa Cruz and present alternative options and cost analysis.
 - g. Provide an updated DEI audit of the collection.
 - h. Implement Link + for one year and provide a report on its outcomes.
 - i. Meet the objectives in the Library's Strategic Plan.

Performance Indicators

DEI:

- Enhanced communication with community partners around literacy and inclusion.
- Increased participation in digital literacy pilot supporting parents' connecting to school platforms.
- Number of staff members completing DEI Training.

Santa Cruz County Community:

- Community conversation numbers and feedback.
- Patron feedback on library spaces and use.
- Survey results on reaching Strategic Plan objectives.

Library Services:

- Cardholders, circulation, visits, database use, computer use, program attendance.
- Staff competence based on performance evaluation input and feedback.
- Staff capacity based on strategic goals.



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 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:

- Measure R, a quarter cent permanent sales tax approved in 2008 designated for public library service is collected throughout the County. The 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.

- Maintenance of Effort (MOE) contributions from the County Library Fund which includes Capitola and Scotts Valley based on the MOE agreement approved in June 2022. The County Board of Supervisors is responsible for allocating any excess property taxes in the fund for the exclusive use on library improvements or services at County Library Fund Branches.
- The Cities of Santa Cruz and Watsonville contribute money from their general funds based on the (MOE) agreement.

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

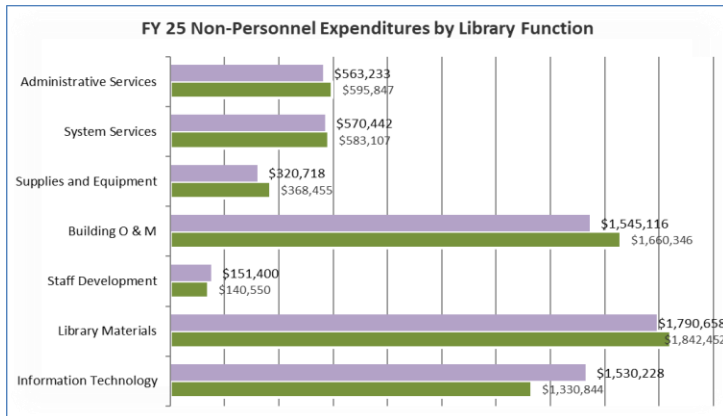
The Budget process begins no later than March 31st of each year with the Board providing service and budgetary priorities leading to the development of the Director of Libraries' proposed operating and capital budget. A Public Hearing on the proposed budget shall be held no later than May 31st with copies 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 in Brief

The FY 25 fiscal year is kicking off strong with all 10 library branches open for library services! Nine out of the ten Measure S projects have been completed thanks to the community who voted to support the remodel and rebuilding of all our libraries throughout the county!

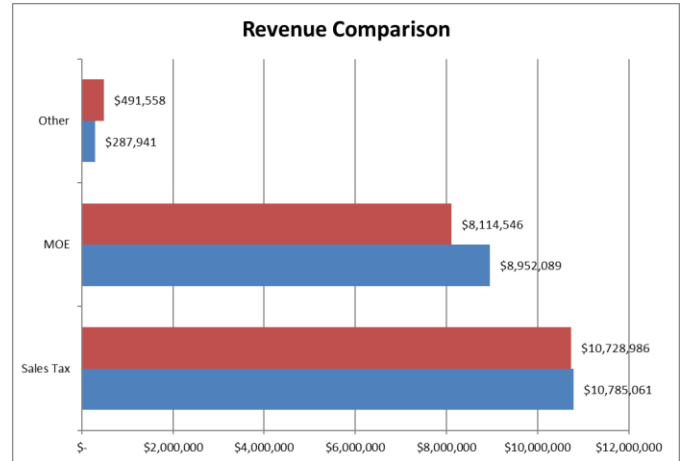
Jumping into the financials behind these beautifully renovated spaces, revenues for FY 25 have declined slightly dropping .3% overall compared to last year, partially due to the elimination of a rebate the Library no longer receives for telecommunication services and the elimination of trusts monies used the previous year. Member contributions did grow by 10.3% which helped to keep the revenue decline modest.

Library non-personnel expenditures have declined 15% from the FY 24 adjusted budget, including the FY 25 one-time costs. The Library was able to cut costs for outside professional services (\$233K), reduced the computer equipment line (\$55K), and freeze the capital outlay line saving \$50K. The FY 24 Library Budget did account for the opening of the

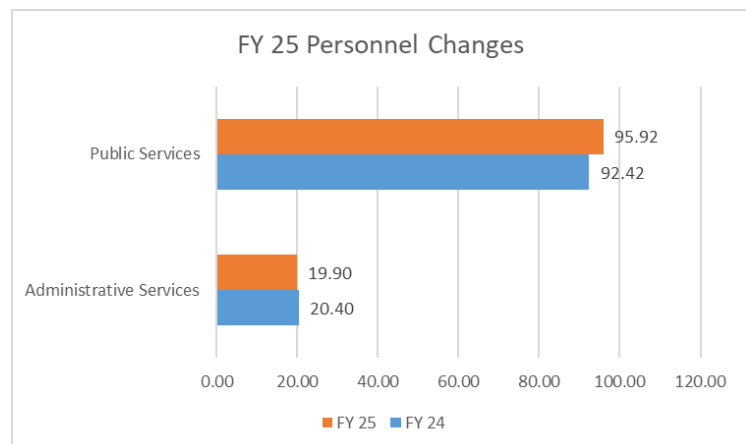


Personnel costs have grown by 9.3% due to step increases, COLAs, and rising PERS and medical costs. The Library is proposing some staffing changes including the deletion of a few vacant positions balanced with newly added positions. The overall changes made to positions will have a net zero effect on the personnel budget.

The City of Santa Cruz and the Library are still working with the consultant on the cost benefit analysis for the delivery of the Library's administrative services. They are expected to report back with a proposal to



Aptos and Branciforte Library branches so these costs were already established. The Live Oak Annex lease and MOU approvals have not been finalized, so any additional operating costs for this location are unknown at the time. In addition to these changes the JPA requested that the books and materials budget be increased from 8% to 10% for this fiscal year increasing the use of the uncommitted fund balance to balance the FY 25 budget.



the Board in November 2024. Since the administrative services contract has expired, for FY 25 the administrative services costs were increased by \$24K. This amount was agreed upon by both the Library and the City of Santa Cruz while the costs benefit analysis study is being conducted.

In FY 25, the Library will also be working with Baker Tilly who is helping to forecast the Library's 10-year financial plan for future operating costs. Their final recommendation will need to include the administrative services option chosen by the JPA. This work will help inform decision makers on the operations of the library moving forward.

SCPL's proposed FY 25 operating budget is being presented as a balanced budget with the use of funds from the uncommitted fund balance to cover one-time expenses (\$685,820), as well as covering a portion of the operating costs (\$450,409). The total uncommitted fund balance being applied to the FY 25 operating budget is \$1,136,229 which will help to achieve a balanced budget.

Budget Overview

Expenditures by Activity:

	2023		2024		2024		2025		2026	
	Actual	Adopted Budget	Adjusted Budget	Year End Estimate	Proposed Budget	Projected Budget	Growth/Loss From Adjusted	Projected Budget	Growth/Loss From Adjusted	Projected Budget
Personnel Services	\$ 11,356,159	\$ 13,444,105	\$ 13,033,599	\$ 13,033,599	\$ 14,243,849	\$ 14,671,164	9.3%	\$ 14,671,164	9.3%	\$ 14,671,164
Services, Supplies & Other Charges	\$ 4,217,291	\$ 4,256,515	\$ 4,980,988	\$ 5,085,773	\$ 4,186,591	\$ 4,395,921	-15.9%	\$ 4,395,921	-15.9%	\$ 4,395,921
Books & Materials	\$ 1,619,343	\$ 1,667,281	\$ 2,084,599	\$ 1,994,599	\$ 1,702,061	\$ 1,606,411	-18.4%	\$ 1,606,411	-18.4%	\$ 1,606,411
Capital Outlay	\$ 321,466	\$ 493,000	\$ 594,587	\$ 594,587	\$ 288,000	\$ 345,600	-51.6%	\$ 345,600	-51.6%	\$ 345,600
Intra-entity fund transfer out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
<i>Subtotal Supplies and Services</i>	\$ 6,158,100	\$ 6,471,795	\$ 7,715,173	\$ 7,729,958	\$ 6,231,651	\$ 6,402,931	-19.2%	\$ 6,402,931	-19.2%	\$ 6,402,931
Total Expenditures	\$ 17,514,259	\$ 19,915,900	\$ 20,748,772	\$ 20,763,557	\$ 20,475,500	\$ 21,074,095	-1.3%	\$ 21,074,095	-1.3%	\$ 21,074,095
Activity Resources:										
Taxes	\$ 10,572,557	\$ 10,728,986	\$ 10,728,986	\$ 10,728,986	\$ 10,785,061	\$ 10,936,052	0.5%	\$ 10,936,052	0.5%	\$ 10,936,052
Member Contributions	\$ 7,381,827	\$ 8,114,546	\$ 8,114,546	\$ 8,114,546	\$ 8,952,089	\$ 8,952,089	10.3%	\$ 8,952,089	10.3%	\$ 8,952,089
State/Federal/Local Grants	\$ 222,831	\$ 13,998	\$ 128,064	\$ 148,064	\$ 13,998	\$ 13,998	-	\$ 13,998	-	\$ 13,998
Fines and Forfeits	\$ 34,349	\$ 12,000	\$ 12,000	\$ 22,000	\$ 12,000	\$ 12,000	-	\$ 12,000	-	\$ 12,000
Donations & Trusts	\$ 539,515	\$ 245,792	\$ 878,287	\$ 923,287	\$ 103,713	\$ 60,000	-	\$ 60,000	-	\$ 60,000
Other Financing Sources	\$ 99,827	\$ 219,768	\$ 219,768	\$ 168,810	\$ 158,230	\$ 120,000	-	\$ 120,000	-	\$ 120,000
Total Resources	\$ 18,850,906	\$ 19,335,090	\$ 20,081,651	\$ 20,105,693	\$ 20,025,091	\$ 20,080,141	-0.3%	\$ 20,080,141	-0.3%	\$ 20,080,141
Sub Total Operational Savings or (Cost)	\$ 1,336,647	\$ (580,810)	\$ (667,121)	\$ (657,864)	\$ (450,409)	\$ (993,954)		\$ (993,954)		\$ (993,954)
One Time Costs:										
Website Mirigation					\$ 45,000					
Generator for System Back up					\$ 150,000					
Strategic/Work Plan					\$ 75,000					
R.F.I.D. Consultant					\$ 20,000					
Books and Materials Increase					\$ 395,820					
Uncommitted Fund Balance Applied	\$ -	\$ 580,810	\$ 667,121	\$ 657,864	\$ 1,136,229	\$ 993,954		\$ 993,954		\$ 993,954
Total	\$ 1,336,647	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -
Committed Fund Balance	\$ 3,413,689		\$ 4,021,139	\$ 4,005,018						
(20% Reserve)	\$ 7,752,558		\$ 6,487,244	\$ 5,367,136						
Uncommitted Fund Balance	\$ 11,166,247		\$ 10,508,383	\$ 9,372,154						
Total Fund Balance										
Trust Balances										
Clays (NO RESTRICTIONS)	\$ 18,327		\$ 18,327							
Finkeldey (MUSICAL LITERATURE)	\$ 9,233		\$ 9,233							
Hale (SV)	\$ 49,430		\$ 49,430							
Leet-Corday (DTN)	\$ 103,037		\$ 103,037							
McCaskill-Local Hisotry	\$ 228,740		\$ 228,740							
McCaskill-Visually Impaired Morley (LSB/APT)	\$ -		\$ -							
Richardson* (NON FICTION/ANNUAL Ulter*)	\$ 14,256		\$ 14,256							
(LIBRARY MATERIALS/PROGRAMS)	\$ 337,564		\$ 337,564							
Total Trust Funds	\$ 278,167		\$ 278,167							

*Endowed Trust Funds

Personnel Authorization

	FY 2022 Amended Budget	FY 2023 Adopted Budget	FY 2023 Amended Budget	FY 2024 Amended Budget	FY 2025 Proposed Budget
Accounting Assistant I	1.50	1.50	1.50	1.50	1.00
Accounting Assistant II					1.00
Administrative Assistant II	2.90	2.90	2.90	2.90	2.90
Assistant Director of Libraries	1.00	1.00	1.00	1.00	1.00
Bookmobile Library Assistant II	2.80	2.80	2.80	2.80	3.30
Building Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
Community Relations Specialist			1.00	1.00	1.00
Director of Libraries	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist I	1.00	1.00	1.00	1.00	1.00
Information Tech Specialist III	2.00	2.00	2.00	2.00	2.00
Librarian I/II	20.01	20.01	21.01	22.00	23.00
Librarian III	4.00	4.00	4.00	4.00	5.00
Library Assistant II	37.12	36.12	44.62	44.62	44.62
Library Assistant III	10.00	11.00	11.00	11.00	12.00
Library Assistant IV	2.00	2.00	2.00	2.00	2.00
Library Information Specialist	5.00	5.00	4.00	4.00	4.00
Library IT Manager	1.00	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	1.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
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 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 Coordinator	1.00	1.00	1.00	1.00	
Volunteer Coordinator Assistant	0.50	0.50	0.50		
FTE Total	102.83	102.83	111.33	112.82	115.82

Library Revenue

The 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						
Title	FY 23 Actual	FY 24 Ado Budget	FY 24 Adj Budget	2024 Year End Est.	FY 2025 Proposed	Growth/Loss from Adj.
Fund 951 -- Library Joint Powers Authority						
Sales and use tax	\$ 10,572,557	\$ 10,728,986	\$ 10,728,986	\$ 10,728,986	\$ 10,785,061	0.5%
Libraries parcel tax	\$ -	\$ 110,000	\$ 110,000	\$ -	\$ -	-100.0%
Federal operating grants & contributions	\$ 30,000	\$ -	\$ -	\$ -	\$ -	-
Other federal revenues	\$ 116,740	\$ -	\$ -	\$ -	\$ -	-
State operating grants and contributions	\$ 56,091	\$ 13,998	\$ 128,064	\$ 128,064	\$ 13,998	-89.1%
State capital grants - CEC	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	-
Local operating grants and contributions	\$ -	\$ -	\$ -	\$ -	\$ -	-
Maintenance of effort contributions	\$ 7,381,827	\$ 8,114,546	\$ 8,114,546	\$ 8,114,546	\$ 8,952,089	10.3%
County of SC - reimbursements	\$ 6,687	\$ -	\$ -	\$ -	\$ -	-
Room rentals-library JPA	\$ -	\$ 4,640	\$ 4,640	\$ 4,640	\$ 4,640	0.0%
Library fines	\$ 34,349	\$ 12,000	\$ 12,000	\$ 22,000	\$ 12,000	0.0%
Pooled cash and investment interest	\$ 153,334	\$ 92,840	\$ 92,840	\$ 92,840	\$ 92,840	0.0%
Unrealized gain/loss-invest held by City	\$ (105,527)	\$ -	\$ -	\$ -	\$ -	-
Interest earnings - other	\$ 25,397	\$ 12,288	\$ 12,288	\$ 27,389	\$ 56,250	357.8%
Donations - library	\$ 20,558	\$ 13,100	\$ 36,350	\$ 36,350	\$ 13,100	-64.0%
Donations - library - Friends of the Lib	\$ 517,712	\$ 27,923	\$ 596,915	\$ 596,915	\$ 78,423	-86.9%
Miscellaneous operating revenue	\$ 6,685	\$ -	\$ -	\$ 13,824	\$ 4,500	-
Miscellaneous non-operating revenue	\$ (298)	\$ -	\$ -	\$ 1,617	\$ -	-
Gain on sale of capital assets	\$ 13,550	\$ -	\$ -	\$ -	\$ -	-
From Library Private Trust Fund	\$ -	\$ 204,769	\$ 238,022	\$ 283,022	\$ 12,190	-94.9%
From Carbon Reduction Fund	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -	-
Intra-entity fund transfer in	\$ 1,245	\$ -	\$ -	\$ 28,500	\$ -	-
Total	\$ 18,850,906	\$ 19,335,090	\$ 20,081,651	\$ 20,105,693	\$ 20,025,091	-0.3%

Library Operating Expenditures and Capital Outlay

The Santa Cruz Public Libraries system operates 10 branches, 1 annex, 1 bookmobile, and 1 headquarters facility. The library system does not own any of the facilities but leases from the governing board jurisdictions for use as public libraries. The Library operating budget supports the day to day operations of running a public library from these spaces.

As a public library, apart from personnel costs, Santa Cruz Public Libraries largest expenditure is books and materials. Books and materials represent both the physical and digital collections the library offers to its patrons. The breakdown of how these monies are spent is roughly 60% for the physical collection and 40% for the digital collection. The digital collection includes not only audio books but access to databases and other digital platforms that provide audio visual content.

The proposed FY 25 non-personnel operating expenditures are 19.4% lower than last year in an effort to achieve a balanced budget.

Line item increases greater than \$10K:

- **Financial Services-Outside**

The City of Santa Cruz's Services Agreement has been increased by an agreed upon amount of \$24,819 while the cost benefit analysis study is being done. The cost benefit analysis report is tentatively scheduled for the LJPB meeting in November 2024.

Increase (from FY 24 Adjusted): \$24,819

- **Professional Services Other**

The use of outside consultants was reduced since many of those projects have concluded. These included the cost benefit analysis, and long-term financial plan.

Decrease (from FY 24 Adjusted): \$233,000

- **Building O & M/Utilities/ & Janitorial Services**

All branches are now open to the public for library services after remodeling or rebuilding. These fully functioning costs to operate the facilities are reflected in the budget this year.

Increase in Water, Sewer and Refuse (from FY 24 Adjusted): \$12,050

Increase in Janitorial Services (from FY 24 Adjusted): \$60,600

Increase in Bldg O & M (from FY 24 Adjusted): \$19,089

Increase in Landscaping Maint. Services (from FY 24 Adjusted): \$17,650

Increase in Janitorial Supplies (from FY 24 Adjusted): \$13,500

Increase in Electricity/Gas (from FY 24 Adjusted): \$7,200

**The Library paid for utilities during construction so these increases are slight because of this this factor.*

- **Software Maintenance**

Small increases to established softwares used by the Library contributed to a large undertaking which will be the migration of the SCPL website a hosted platform.

Increase (from FY 24 Adjusted): \$80,208

- **Training**

Cuts were made to the training budget across all divisions to help achieve a balanced budget. These cuts were made across the organization so no one division will see dramatic effects of the reduction in training funds for their division.

Decrease (from FY 24 Adjusted): \$10,000

- **Telecommunications**

A grant was awarded in FY 24 that increased this budget line. FY 25 will fall back to the previous year's budget.

Decrease (from FY 24 Adjusted): \$21,401

- **Liability Insurance**

Insurance costs for books and materials has increased due to all 10 branches and 1 annex being open. The increase also comes as many of the facilities that were remodeled or rebuilt added more shelving square footage which is a factor when assessing the liability to insure the Library's books and materials.

Increase (from FY 24 Adjusted): \$20,000

- **Library Functional Supplies**

The addition of an added library service, Link+, has increased this budget line. Along with the addition of a DEI review of the Library's catalogue.

Increase (from FY 24 Adjusted): \$17,014

- **Misc. Supplies and Services**

This line item supplied the library with the Friends of the Library donations. Since we have not received approval for the funds, the FSCPL transfer for funds in FY 25 are not reflected in this line item. These funds will most likely show up as a mid-year adjustment.

Decrease (from FY 24 Adjusted): \$36,743

- **Books and Periodicals***

Each year the Library dedicates 8% of its revenue (minus trusts and donations) to the collections budget for books and materials. The sources for these decreases are a result of a dip in revenues of .9% and well as the use of a trust in FY 24 to help supplement this line item.

Decrease (from FY 24 Adjusted): \$392,609

*NOTE: The JPA has chosen to increase this line item one-time from 8% to 10% for FY 25 resulting in an overall increase of \$395,820 not reflected here but in the one-time costs.

- **Other Capital Outlay**

This line item was scheduled to increase \$50K per year until FY 28 when the capital outlay line would be fully funded at \$450K annually according to a proposal made by the then Library Director in June of 2019. This line item has increased each year to keep to this agreement.

This year in order to help balance the operating budget the capital outlay line item was frozen at last year's proposal of \$250K. One-time funds of \$150K were set aside from this amount to help pay for the back up generator needed for the library system.

The difference from FY 24 Adjusted to FY 25 Proposed also reflects funds received in FY 24 that were from other revenue sources so the FY 24 looks much larger than originally adopted.

Decrease (from FY 24 Adjusted): \$306,587

Budget Development Expenditure Balances						
Title	FY 23 Actual	FY 24 Ado Budget	FY 24 Adj Budget	FY 2024 Year End Estimate	2025 Proposed	% Change from Adj.
Fund 951 – Library Joint Powers Authority						
Claims management services - outside	\$ 8,876	\$ 12,000	\$ 12,000	\$ 6,000	\$ 6,000	-50.0%
Financial services - outside	\$ 547,499	\$ 561,233	\$ 561,233	\$ 561,233	\$ 595,847	6.2%
Medical services	\$ 2,984	\$ 2,000	\$ 2,000	\$ -	\$ -	-
Merchant bank fees	\$ 596	\$ 600	\$ 600	\$ 600	\$ 600	0.0%
Courier services	\$ 2,568	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
Other professional & technical services	\$ 174,957	\$ 479,007	\$ 389,007	\$ 479,007	\$ 246,000	-36.8%
Water, sewer and refuse	\$ 78,107	\$ 92,235	\$ 92,235	\$ 94,735	\$ 104,285	13.1%
Hazardous materials disposal	\$ -	\$ 500	\$ 500	\$ -	\$ 500	0.0%
Janitorial services	\$ 419,121	\$ 444,500	\$ 444,500	\$ 444,500	\$ 505,100	13.6%
Equip annual inventory charge - internal	\$ 2,875	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	0.0%
Vehicle work order charges - internal	\$ 3,502	\$ 9,000	\$ 9,000	\$ 9,000	\$ 6,500	-27.8%
Vehicle fuel island charges - internal	\$ 23,121	\$ 20,794	\$ 20,794	\$ 20,794	\$ 22,873	10.0%
Vehicle pool car charges - internal	\$ 44	\$ -	\$ -	\$ -	\$ 50	-
Office equipment operation/maint	\$ 4,968	\$ 7,690	\$ 7,690	\$ 7,690	\$ 9,000	17.0%
Vehicle maintenance costs - outside	\$ 807	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
Other equipment operation/maintenance	\$ 14,171	\$ 11,900	\$ 11,900	\$ 14,695	\$ 15,250	28.2%
Building and facility o & m - outside	\$ 284,497	\$ 317,008	\$ 313,808	\$ 313,808	\$ 332,897	6.1%
Landscaping maintenance services	\$ 30,656	\$ 55,950	\$ 55,950	\$ 59,310	\$ 73,600	31.5%
Software maintenance services	\$ 307,490	\$ 461,376	\$ 461,376	\$ 461,376	\$ 541,584	17.4%
Hardware maintenance services	\$ 21,560	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	33.3%
Equipment, building and land rentals	\$ 284,076	\$ 284,204	\$ 284,204	\$ 284,883	\$ 282,116	-0.7%
Equipment lease-outside	\$ 31,068	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0.0%
Travel and meetings	\$ 2,752	\$ 5,950	\$ 5,950	\$ 5,950	\$ 5,100	-14.3%
Training	\$ 74,033	\$ 145,450	\$ 145,450	\$ 145,450	\$ 135,450	-6.9%
Telecommunications service - outside	\$ 220,086	\$ 349,845	\$ 374,661	\$ 374,661	\$ 353,260	-5.7%
Liability insurance/surety bonds-interna	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	\$ 43,170	0.0%
Liability insurance/surety bonds-outside	\$ 82,225	\$ 103,000	\$ 103,000	\$ 103,000	\$ 123,000	19.4%
Advertising	\$ 23,332	\$ 26,570	\$ 26,570	\$ 26,570	\$ 24,500	-7.8%
Dues and memberships	\$ 34,488	\$ 38,503	\$ 38,503	\$ 38,503	\$ 40,238	4.5%
Printing and binding-outside	\$ 19,779	\$ 32,600	\$ 32,600	\$ 32,600	\$ 31,600	-3.1%
Postage charges	\$ 7,598	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
Office supplies	\$ 20,412	\$ 28,150	\$ 28,150	\$ 29,650	\$ 30,100	6.9%
Safety clothing and equipment	\$ 14,123	\$ 16,525	\$ 16,525	\$ 18,025	\$ 14,125	-14.5%
Copier supplies	\$ 612	\$ 8,530	\$ 8,530	\$ 8,630	\$ 8,530	0.0%
Library functional supplies	\$ 175,086	\$ 121,377	\$ 121,377	\$ 127,377	\$ 138,391	14.0%
Janitorial supplies	\$ 30,895	\$ 39,500	\$ 39,500	\$ 40,000	\$ 53,000	34.2%
Electricity	\$ 207,837	\$ 241,475	\$ 241,475	\$ 245,825	\$ 245,825	1.8%
Natural gas	\$ 50,810	\$ 46,350	\$ 46,350	\$ 46,350	\$ 53,550	15.5%
Miscellaneous supplies and services	\$ 181,062	\$ 190,423	\$ 257,193	\$ 257,193	\$ 220,450	-14.3%
Capital outlay expensed (periods 13/14)	\$ 376,789	\$ -	\$ -	\$ -	\$ -	-
Loans and grants	\$ 408,163	\$ -	\$ 726,088	\$ 726,088	\$ -	-
Refunded fees and fines	\$ 494	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-
Services, Supplies and Other Charges	\$ 4,217,291	\$ 4,256,515	\$ 4,980,988	\$ 5,085,773	\$ 4,186,591	-15.9%
Books and periodicals	\$ 1,595,461	\$ 1,656,131	\$ 1,945,631	\$ 1,855,631	\$ 1,674,342	-13.9%
Books and periodicals-grants & donations	\$ 23,882	\$ 11,150	\$ 138,968	\$ 138,968	\$ 17,648	-87.3%
Books & Materials	\$ 1,619,343	\$ 1,667,281	\$ 2,084,599	\$ 1,994,599	\$ 1,691,990	-18.8%
Office furniture/equipment	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	-
Vehicle equipment	\$ 64,392	\$ -	\$ -	\$ -	\$ -	-
Computer equipment	\$ 184,757	\$ 225,000	\$ 231,149	\$ 231,149	\$ 170,000	-26.5%
Other capital outlay	\$ 72,317	\$ 250,000	\$ 345,438	\$ 345,438	\$ 100,000	-71.1%
Capital Outlay	\$ 321,466	\$ 493,000	\$ 594,587	\$ 594,587	\$ 288,000	-51.6%
Intra-entity fund transfer out	\$ -	\$ 54,999	\$ 54,999	\$ 54,999	\$ 54,999	-
Subtotal: Operating Costs	\$ 6,158,100	\$ 6,471,795	\$ 7,715,173	\$ 7,729,958	\$ 6,221,580	-19.4%
Website Migration					\$ 45,000	
Generator for System Back Up					\$ 150,000	
Strategic/Work Plan					\$ 75,000	
R.F.I.D. Consultant					\$ 20,000	
Books and Materials Increase from 8% to 10%					\$ 395,820	
Subtotal: One Time Costs					\$ 685,820	
Total	\$ 6,158,100	\$ 6,471,795	\$ 7,715,173	\$ 7,729,958	\$ 6,907,400	

Library Personnel Expenditures

The Santa Cruz Public Libraries staff 10 branches, 1 bookmobile, 1 annex and 1 headquarters facility where system operations are housed. The library system is open in some capacity 7 days a week. The Library also offers programming after hours and off site.

Benefited Personnel

Full time and part time budgetary salary projection assumptions include the following:

- All COLA's per ratified MOU's
 - 5% for Mgmt, Fire, Fire Mgmt, and Exec
 - 3.5% for Service
 - 3% for Supervisors
 - 4% for Police and Police Mgmt
- Vacant positions are budgeted at bottom step and PEPRA for service and supervisor bargaining units; top step for management and executive bargaining units; and mid step for all other bargaining units
- Rising PERS and other employee costs are reflected
- Vacant positions are budgeted at employee+1 for Health
- Medical costs increased 6%
- Workers Comp is added to the budget based on past actual claims to account 51240 and not distributed through Position Budgeting as in past years.

The personnel projections also include a vacancy factor of \$1,002,843 which is based on a 7-year average of savings in salaries and benefits from previous years.

Temporary Personnel

Temporary staff are used throughout the library system in a number of key ways. They help to continue branch operations when regular staff are out due to either illness, other work commitments that take them away from the branch, or personal planned absences. Temporary personnel are also needed in the capacity of an aide who helps organize and re-shelve books and materials. Temporary personnel also help to provide programs at the Library which support targeted audiences such as Spanish story time and tutoring programs. These personnel costs are recovered through financial assistance from the Friends of the Library.

The FY 25 temporary budget includes services for the following operations and programs in the library:

- \$360,000 for Library Aide hours at the branches.
- \$22,000 for Library Aide hours for system functions (ie: outreach and collections mgmt.).
- \$93,000 for On-Call staff. These are the staff who are called when internal help cannot be found.
- \$41,500 for Spanish Storytime, Homework Help, and R.E.A.D. programs

FY 25 Proposed Personnel Changes

The Library is proposing the elimination of two vacant positions in order to help fund other positions needed for library operations throughout the system.

The Library is proposing the following changes to the personnel list for FY 25:

Deletions:

- Systems Coordinator 100 FTE
- Accounting Assistant I 50 FTE

Additions:

- Librarian I/II 100 FTE Assigned to the La Selva Beach Library Branch
- Bookmobile Library Assistant II 50 FTE
- Librarian III Outreach 100 FTE*
- Library Assistant III 100 FTE Assigned to the Bookmobile*
- Accounting Assistant II 100 FTE*

The addition of a Librarian I/II would work to support the La Selva Beach Branch Library. Adding this librarian to this location would ensure that each branch has a dedicated librarian to serve the needs of that branch and its surrounding area (generally within a two mile or ten-minute radius from the branch).

The addition of a Bookmobile Library Assistant II would work in a multi-functional capacity supporting operations throughout the system. This staff person would help to serve as back up for the other Bookmobile LAII who couriers books and materials throughout the system daily and provide Saturday courier service in order to improve customer service for the system. The Library has long needed a reliable back up for this important job because without this service books do not circulate throughout the system based on need and patron requests for items. This staff person could also work to support the new Live Oak Branch's associated space, the Annex. The hours at the new site will be minimal but it's necessary to maintain the planned collection at that location. Finally, this staff person will help to back up the bookmobile drivers if an absence occurs.

The addition of a Librarian III will manage the work of the Outreach Division. This entails managing Outreach programs and services, including: the Bookmobile and its staff; Jail Reach, and outreach programs and services with community partners. This position would design, monitor and evaluate service delivery within the Outreach division; develop and maintain partnerships through a DEI lens, assess appropriate staffing levels; analyze patron needs and service patterns; monitor customer service quality; design, recommend and manage procedures for collection access and information delivery; develop and manage the implementation of special programs and initiatives. This position would also lead departmental planning to include development of goals and objectives in alignment with the Library's strategic plan; develops effective evaluation methods for on-going assessment and reporting. They would also lead development of strategies for library engagement to include programming and outreach. Finally, they would actively seek ways to reach out to underserved populations within the community, ensuring that library engagements are inclusive and accessible to all.

The Library Assistant III would supervise the work of the Bookmobile team. They would also oversee the maintenance of Outreach vehicles, and supervise the Bookmobile's route and the patron services that it delivers. This person would serve as the "branch manager" of the Bookmobile which is essentially a mobile branch outlet.

The addition of an Accounting Assistant II will help the library keep up with accounting duties and operations that support library operations system wide. This position is needed in order to align with job duties not currently covered by the current Accounting Assistant I who operates the accounting duties for the Library. This new position will help the Library to review insurance requirements for vendor

payments, track DIR projects for maintenance on our library facilities and run reports for division managers.

The Library does anticipate tentative future personnel savings once recruitments have been finalized. These savings will help off set the costs of adding the proposed additional personnel. The table below illustrates the changes in the personnel proposals with remaining balance applied to support the temporary budget. The temporary budget was cut dramatically a few years back and although the Library did adjust procedures to accommodate for the reduction there is still need from our temp budget to cover staff when they are out unexpectedly to keep operations uninterrupted.

Position Changes for FY 25					
Deletions:					Annual
Accounting Assistant I	0.50 FTE	Service	System		\$ 54,356
Systems Coordinator	1.00 FTE	Mgmt	System		\$ 220,030
Annual Savings for Proposed Deletion of Vacant Staff Positions:					\$ 274,386
Additions:					Annual
Librarian II	1.00 FTE	Mgmt	La Selva Beach		\$ 133,608
Bookmobile Library Assistant II	0.50 FTE	Service	System (Floating)		\$ 58,424
Library Assistant III	1.00 FTE	Supervisor	Bookmobile		\$ 117,456
Accounting Assistant II	1.00 FTE	Service	System		\$ 114,690
Librarian III/Outreach	1.00 FTE	Mgmt	Outreach		\$ 182,558
Annual Costs for Additional Staff					\$ 606,736
Tentative Future Personnel Savings:					
Position 1					\$ 116,847
Position 2					\$ 108,712
Position 3					\$ 133,608
Tentative Annual Personnel Savings:					\$ 359,167
Subtotal of Proposed Changes:					\$ 26,817
Balance Remainder to Support Temp Personnel Budget Increase					\$ 26,817
Total Cost to Library Annually:					\$ -

Title	FY 2023 Actual	FY 24 Ado Budget	FY 24 Adj Budget	FY 24 Year End Estimate	FY 25 Proposed	% Change from Adj
Fund 951 -- Library Joint Powers Authority						
Regular full time	\$ 6,253,497	\$ 7,701,794	\$ 7,245,348	\$ 6,845,348	\$ 7,831,168	8.1%
Regular part time	\$ 933,550	\$ 1,233,990	\$ 1,240,976	\$ 1,126,272	\$ 1,307,023	5.3%
Overtime	\$ 2,084	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Termination pay	\$ 41,360	\$ -	\$ 29,444	\$ 29,444	\$ -	
Temporary	\$ 464,266	\$ 480,000	\$ 489,510	\$ 488,834	\$ 516,500	5.5%
Other pay	\$ 2,283	\$ -	\$ -	\$ 6,184	\$ -	
Special vacation pay	\$ 18,476	\$ -	\$ -	\$ 17,448	\$ -	
Special sick leave pay	\$ -	\$ -	\$ -	\$ 313	\$ -	
Vehicle-phone-data allowance	\$ 2,971	\$ 2,544	\$ 2,544	\$ 1,254	\$ 2,964	16.5%
Salary savings	\$ -	\$ (1,035,597)	\$ (1,035,597)	\$ -	\$ (1,002,843)	-3.2%
Retirement contribution	\$ 430,277	\$ 656,268	\$ 656,268	\$ 578,603	\$ 746,495	13.7%
F.I.C.A.	\$ 24,159	\$ 36,720	\$ 36,720	\$ 25,340	\$ 36,720	0.0%
PERS unfunded liability	\$ 1,285,610	\$ 1,615,358	\$ 1,615,358	\$ 1,482,946	\$ 1,823,005	12.9%
PERS prepay adjustment	\$ (11,797)	\$ -	\$ -	\$ -	\$ -	
Group health insurance	\$ 1,357,543	\$ 1,927,365	\$ 1,927,365	\$ 1,648,977	\$ 2,247,532	16.6%
Group dental insurance	\$ 81,320	\$ 113,169	\$ 113,169	\$ 94,205	\$ 123,776	9.4%
Vision insurance	\$ 13,852	\$ 18,535	\$ 18,535	\$ 16,009	\$ 20,993	13.3%
Medicare insurance	\$ 108,943	\$ 123,475	\$ 123,475	\$ 121,554	\$ 139,118	12.7%
Employee assistance program	\$ 3,742	\$ 4,688	\$ 4,688	\$ 4,688	\$ 6,050	29.1%
Group life insurance	\$ 1,736	\$ 2,071	\$ 2,071	\$ 2,018	\$ 3,244	56.6%
Disability insurance	\$ 45,796	\$ 89,248	\$ 89,248	\$ 51,152	\$ 94,337	5.7%
SDI	\$ 29,957	\$ 42,420	\$ 42,420	\$ 64,291	\$ 79,009	86.3%
Unemployment insurance	\$ 65,986	\$ 77,638	\$ 77,638	\$ 77,591	\$ 92,546	19.2%
Workers' compensation	\$ 200,549	\$ 349,419	\$ 349,419	\$ 346,128	\$ 171,214	-51.0%
Total	\$ 11,356,159	\$ 13,444,105	\$ 13,033,599	\$ 13,033,599	\$ 14,243,849	9.3%

Appendix A: Authorized Personnel by Individual Position

Position Title	Position No.	Union	Library FTE		
Accounting Assistant I	101-009	SEIU	1.000	*	Potential Savings
Accounting Assistant II	102-xxx	SEIU	1.000	*	New
Administrative Assistant II	106-007	SEIU	1.000		
Administrative Assistant II	106-008	SEIU	1.000		
Administrative Assistant II	106-009	SEIU	0.900		
Building Maintenance Worker II	118-007	SEIU	1.000		
Building Maintenance Worker II	118-011	SEIU	1.000		
Information Tech Specialist I	145-009	SEIU	1.000		
Information Tech Specialist III	232-004	SEIU	1.000		
Information Tech Specialist III	232-005	SEIU	1.000		
Library Assistant II	283-002	SEIU	1.000		
Library Assistant II	283-003	SEIU	1.000		
Library Assistant II	283-004	SEIU	1.000		
Library Assistant II	283-005	SEIU	1.000		
Library Assistant II	283-006	SEIU	1.000		
Library Assistant II	283-007	SEIU	1.000		
Library Assistant II	283-009	SEIU	1.000		
Library Assistant II	283-010	SIEU	0.500		
Library Assistant II	283-011	SEIU	1.000		
Library Assistant II	283-012	SEIU	1.000		
Library Assistant II	283-013	SEIU	0.750		
Library Assistant II	283-014	SEIU	0.500		
Library Assistant II	283-015	SEIU	1.000		
Library Assistant II	283-016	SEIU	1.000		
Library Assistant II	283-017	SEIU	1.000		
Library Assistant II	283-018	SEIU	1.000		
Library Assistant II	283-019	SEIU	1.000		
Library Assistant II	283-020	SEIU	1.000		
Library Assistant II	283-021	SEIU	1.000		
Library Assistant II	283-022	SEIU	1.000		
Library Assistant II	283-023	SEIU	0.750		
Library Assistant II	283-024	SEIU	0.500		
Library Assistant II	283-026	SEIU	1.000		
Library Assistant II	283-041	SEIU	0.750		
Library Assistant II	283-042	SEIU	0.500		

Position Title	Position No.	Union	Library FTE		
Library Assistant II	283-043	SEIU	0.500		
Library Assistant II	283-046	SEIU	0.500		
Library Assistant II	283-047	SEIU	0.750		
Library Assistant II (Tel Info)	283-050	SEIU	1.000		
Library Assistant II	283-055	SEIU	0.500		
Library Assistant II	283-056	SEIU	1.000		
Library Assistant II	283-063	SEIU	1.000		
Library Assistant II	283-064	SEIU	1.000		
Library Assistant II	283-065	SEIU	0.500		
Library Assistant II	283-068	SEIU	0.500		
Library Assistant II	283-069	SEIU	0.500		
Library Assistant II	283-072	SEIU	1.000		
Library Assistant II	283-073	SEIU	0.500		
Library Assistant II	283-074	SEIU	0.500		
Library Assistant II	283-075	SEIU	1.000		
Library Assistant II	283-076	SEIU	0.625		
Library Assistant II	283-077	SEIU	0.750		
Library Assistant II	283-078	SEIU	1.000		
Library Assistant II	283-079	SEIU	0.500		
Library Assistant II	283-081	SEIU	0.500		
Library Assistant II	283-082	SEIU	1.000		
Library Assistant II (Tel Info)	283-083	SEIU	0.500		
Library Assistant II	283-084	SEIU	0.500		
Library Assistant II	283-085	SEIU	0.750		
Library Assistant II	283-086	SEIU	0.750		
Library Assistant II	283-087	SEIU	0.750		
Library Assistant II	283-088	SEIU	1.000		
Library Assistant II	283-089	SEIU	1.000		
Library Assistant II	283-090	SEIU	1.000		
Library Assistant II	283-091	SEIU	1.000		
Bookmobile Library Assistant II	284-001	SEIU	1.000	*	Potential Savings
Bookmobile Library Assistant II	284-002	SEIU	0.800		
Bookmobile Library Assistant II	284-004	SEIU	1.000		
Bookmobile Library Assistant II	284-xxx	SEIU	0.500	*	New
Library Information Specialist	285-002	SEIU	1.000		
Library Information Specialist	285-003	SEIU	1.000		
Library Information Specialist	285-003	SEIU	0.000		
Library Information Specialist	285-004	SEIU	1.000		
Library Information Specialist	285-006	SEIU	1.000		

Position Title	Position No.	Union	Library FTE		
Service Field Crew Leader	330-011	Supervisor	1.000		
Library Assistant III	363-001	Supervisor	1.000		
Library Assistant III	363-002	Supervisor	1.000		
Library Assistant III	363-003	Supervisor	1.000		
Library Assistant III	363-004	Supervisor	1.000		
Library Assistant III	363-005	Supervisor	1.000		
Library Assistant III	363-007	Supervisor	1.000		
Library Assistant III	363-008	Supervisor	1.000		
Library Assistant III	363-009	Supervisor	1.000		
Library Assistant III	363-010	Supervisor	1.000		
Library Assistant III	363-011	Supervisor	1.000		
Library Assistant III	363-012	Supervisor	1.000		
Library Assistant III	363-xxx	Supervisor	1.000	*	New
Library Assistant IV	364-001	Supervisor	1.000		
Library Assistant IV	364-003	Supervisor	1.000		
Management Analyst	702-011	Mid Mgmt	1.000		
Programmer Analyst II	706-006	Mid Mgmt	1.000		
Network & Systems Administrator	726-012	Mid Mgmt	1.000		
Network & Systems Administrator	726-013	Mid Mgmt	1.000		
Principal Management Analyst	729-018	Mid Mgmt	1.000		
Library Specialist/Training Coordinator	740-002	Mid Mgmt	1.000		
Library Specialist /Volunteer Coordinator	740-004	Mid Mgmt	1.000		
Librarian II	750-001	Mid Mgmt	1.000		
Librarian II	750-002	Mid Mgmt	1.000		
Librarian II	750-003	Mid Mgmt	1.000		
Librarian II	750-004	Mid Mgmt	1.000		
Librarian II	750-005	Mid Mgmt	1.000		
Librarian II	750-006	Mid Mgmt	1.000		
Librarian II	750-007	Mid Mgmt	1.000		
Librarian II	750-008	Mid Mgmt	1.000		
Librarian II	750-009	Mid Mgmt	1.000		
Librarian II	750-010	Mid Mgmt	1.000		
Librarian II	750-011	Mid Mgmt	1.000		
Librarian II/Tel Info Supervisor	750-012	Mid Mgmt	1.000		
Librarian II	750-013	Mid Mgmt	1.000		
Librarian II	750-014	Mid Mgmt	1.000	*	Potential Savings

Position Title	Position No.	Union	Library FTE		
Librarian II	750-015	Mid Mgmt	1.000		
Librarian II	750-017	Mid Mgmt	1.000		
Librarian II	750-017	Mid Mgmt	0.000		
Librarian II	750-021	Mid Mgmt	1.000		
Librarian II	750-026	Mid Mgmt	1.000		
Librarian I/II	750-028	Mid Mgmt	1.000		
Librarian I/II	750-029	Mid Mgmt	1.000		
Librarian II	750-030	Mid Mgmt	1.000		
Librarian I/II	750-031	Mid Mgmt	1.000		
Librarian I/II	750-xxx	Mid Mgmt	1.000	*	New
Community Relations Specialist	757-006	Mid Mgmt	1.000		
Director of Libraries	808-001	Executive	1.000		
Assistant Director of Libraries	830-001	Mid Mgmt	1.000		
Librarian III	831-001	Mid Mgmt	1.000		
Librarian III	831-002	Mid Mgmt	1.000		
Librarian III	831-003	Mid Mgmt	1.000		
Librarian III/CMS Manager	831-004	Mid Mgmt	1.000		
Librarian III/Outreach Manager	831-xxx	Mid Mgmt	1.000	*	NEW
Library IT Manager	832-003	Mid Mgmt	1.000		
			115.825		

Appendix B: Trust Fund Details

CAROLYN VIRGINIA CLAEYS CHARITY TRUST

- Donor: Carolyn Virginia Claeys died in 2017 leaving the Library a bequest.
- Terms: The Carolyn Virginia Claeys charity does not have any restrictions on its use.
- Balance of Trust: \$18,327
- Income: Interest earned is added to principal
- Management: Held by the City Finance Department in Fund 962.
- Note: Trust to be used for Downtown Building Project.

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: \$9,233
- Income: Interest earned is added to principal
- Management: Held by the City Finance Department in Fund 962. 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: \$49,430
- Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 937. Facilities 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: \$103,037

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 935. Facilities Manager manages funds.

Notes: Trust to be used for Downtown Building Project.

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: \$228,740

Income: Interest earned is added to principal

Management: Held by the City Finance Department in Fund 931. Asst. Director manages funds.

Notes: Trust to be used for Downtown Building Project.

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: \$14,256
- Income: Interest earned is added to principal
- Management: Held by the City Finance Department in Fund 936. Facilities 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: \$337,564
- Income: Distribution schedule is set for November of each year. No specific date is attached to the distribution. The Trust distributes out 5% of the market value each year and the Santa Cruz Library receives 80% of the amount.
- 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 and is appropriated into the Library’s annual budget. Grantor wanted the trust to continue in perpetuity and made the trust irrevocable.

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: \$278,167

Income: Interest Only

Management: Friends of the Santa Cruz Public Library (FSPCL) holds this trust. Held at Community Foundation of Santa Cruz County. Asst. Director manages these funds.

Appendix C: Vehicle Replacement Schedule

Library FY 25 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	Ford Truck	\$45,000	2022	2032-33	\$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 Transit	\$35,000	2022	2032-33	\$5,833
178	Outreach	Ford Escape Hybrid	\$35,000	2015	2024-25	\$3,500
531	Outreach	Freightliner	\$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
279	Bldg Maint	Trailer				
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 every 10 years.						

Appendix D: Fines and Fees Schedule

Description	Current	Proposed FY 25
Overdue Item Fine	\$0	No Change
Lost/Replacement Fine	Varies Based on Item	\$1 processing fee for items that do not have a replacement charge.
Collection Agency Fee	\$20.00	No Change
Damaged Item Fine	Varies Based on Item	No Change
Flash Drive Fee	\$3.00	No Change
Headphone Fee	\$3.00	No Change
Library Card Replacement Fee	\$0	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

Appendix E: History of Open Hours by Branch

Weekly Open Hours						
Beginning Each Fiscal Year	FY 25	FY 24	FY 23	FY 22	FY 21	FY 20
Aptos	46	closed	closed	closed	20	56
Boulder Creek	46	46	closed	closed	closed	38
Branciforte	46	46	closed	closed	closed	36
Capitola	46	50	47	47	closed	closed
Downtown	50	50	46	46	24	58
Felton	46	46	40	40	20	36
Garfield Park	46	46	closed	closed	closed	51
La Selva Beach	38	38	31	31	closed	36
Live Oak	46	46	36	36	20	54
Scotts Valley	46	46	closed	25	20	50
Total	456	414	200	225	104	415

Appendix F: History of Collection Spending

Fiscal Year	Physical Expenditures	Digital Expenditures
FY 17/18	74.2%	25.8%
FY 18/19	69.3%	30.7%
FY 19/20	64.1%	35.9%
FY 20/21	55.3%	44.7%
FY 21/22	64.7%	35.3%
FY 22/23	57.7%	42.3%

Physical = books, DVDs, audio CDs, Playaways, lendable tech, telescopes, magazines

Digital = reference databases, ebooks, eaudiobooks, streaming video, digital magazines