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1/9/19**JOINT POWERS AUTHORITY BOARD****FINANCE COMMITTEE MINUTES**

Wednesday, October 10, 2018

1370 Dell Avenue, Campbell, CA 95008

APPROVED
DENIED
ACCEPTED
PRESENTED
PENDING
MODIFIED

BY: Cynthia Rios Garcia
SECRETARY

DATE: 1/9/2019

CALL TO ORDER/ROLL CALL

Committee members present: Mike Wasserman, BOS District 1, Courtenay C. Corrigan, Los Altos Hills, Burton Craig, Monte Sereno and Steve Tate, Morgan Hill.

Committee members absent: Carl Cahill, Los Altos Hills City Manager

Staff in attendance: Nancy Howe, County Librarian, Chris Brown, Deputy County Librarian, Chuck Griffen, Financial and Administrative Services Manager, Diane Roche, Director of Communications and Marketing and Cynthia Rios Garcia, Secretary.

Chair Wasserman called the meeting to order at 2:05 p.m. There were no deletions, deferrals or corrections to the agenda.

ORAL COMMUNICATION

None. No public present.

CONSENT CALENDAR

- *1. Approve Minutes from May 15, 2018, Finance Committee meeting

MOTION was moved by Tate and seconded by Corrigan to approve minutes from May 15, 2018. The motion passed unanimously by the following vote:

Ayes: Wasserman, Corrigan, Craig, and Tate

Absent: Cahill

- *2. Recommend to the JPA to accept the Santa Clara County Library semi-annual gift report: January 1, 2018 – June 30, 2018.

MOTION was moved by Tate and seconded by Corrigan to recommend to the JPA to accept the Santa Clara County Library semi-annual gift report: January 1, 2018 – June 30, 2018. The motion passed unanimously by the following vote:

Ayes: Wasserman, Corrigan, Craig, and Tate

Absent: Cahill

- *3. Recommend to the JPA to accept the following cash gifts:
- Cash donation of \$5,906.44 to the Santa Clara County Library District and augment the budget for library materials and programs.
 - Cash donation of \$2,250 to the Cupertino Library and augment the budget for library courtyard redesign proposal.

- c. Cash donation of \$2,506.10 to the Cupertino Library and augment the budget for library materials.
- d. Cash donation of \$8,000 to the Gilroy Library and augment the budget for library programming and supplies.
- e. Cash donation of \$1,500 to the Los Altos Library and augment the budget for furniture and space improvements.
- f. Cash donation of \$30,000 to the Los Altos Library and augment the budget for library materials.
- g. Cash donation of \$30,000 to the Los Altos Library and augment the budget for library materials and programming.
- h. Cash donation of \$14,000 to the Milpitas Library and augment the budget for library materials and the Reading Program.
- i. Cash donation of \$142,000 to the Saratoga Library and augment the budget for library materials and programming.

MOTION was moved by Tate and seconded by Corrigan to accept and recommend to the JPA to accept cash donations items 3a – 3i. The motion passed unanimously by the following vote:

Ayes: Wasserman, Corrigan, Craig, and Tate

Absent: Cahill

NEW BUSINESS

- 4. Recommend to the JPA to receive the Fiscal Year 2017-18 Year-End Fiscal Report.

Staff report. Chuck Griffen, Financial & Administrative Services Manager, presented a summary of the Fiscal Year 2018 Year-End Fiscal Report. The report indicated that the Library received sufficient revenues to cover all ongoing operating expenses. Surpluses will be used to replenish the 10-Year Capital Maintenance Plan, the 3-Year Technology Plan and fund one-time expenditures. The current revenue exceeded operating expenditures by \$4.5 million mostly because of increased secured property taxes and excess ERAF. There were savings of \$516,000 in personnel costs due to vacancies and savings of \$104,000 in telecommunications due to the Library's collaboration with CENIC. The Fund balance status including designated reserves as of June 30, 2018 was \$42,982,355.

MOTION was moved by Tate and seconded by Craig to receive report and recommend the Board receive the Fiscal Year 2017-18 Year-End Fiscal Report. **The motion passed unanimously by the following vote:**

Ayes: Wasserman, Corrigan, Craig, and Tate

Absent: Cahill

- 5. Recommend to the JPA to approve increased staffing budgets and additional library hours

Staff report. Chuck Griffen, Financial & Administrative Services Manager. The JPA Board directed staff at the January 25, 2018, JPA Board meeting to recommend a plan to open the libraries more hours and present their findings at the following JPA Board meeting on April 26, 2018. As incremental funding for staff must run through the JPA funding formula, it was not feasible at that time to fund the increased hours. Now that the Library District has received an unexpected increase in revenue due to increased property taxes and excess ERAF, staff are

proposing to increase staffing budgets and library hours to have all libraries open on Sundays. The cost to open all libraries on Sunday is \$1,950,000 on an annual basis. If approved, the Campbell and Gilroy Libraries could then expand their hours to be open on Sundays effective February 1, 2019 and Morgan Hill Library effective December 1, 2018. All libraries would then be open 7 days a week. This proposal would balance the funding amongst all the libraries. Cupertino, Milpitas and Los Altos Libraries are already open 71 and 72 hours per week due to higher funding formula share as well as city and NCLA contributions.

Staff will bring back an updated proposal to the JPA Board in January 2019 to include the information on what the fiscal impact might look like for Cupertino, Milpitas and Los Altos Libraries if the cities were to use the increased funding to fund other projects, suspend their funding for additional hours and/or increase library hours.

The Committee members were in agreement with staff's recommendation to implement the additional hours by increasing the staffing budget.

MOTION was moved by Craig and seconded by Tate to recommend to the JPA to approve increased staffing budgets and additional library hours throughout the Library system.

Ayes: Wasserman, Corrigan, Craig, and Tate

Absent: Cahill

REPORTS/COMMENTS

INFORMATION

6. County Librarian

The Library District worked with the City of Campbell on their information campaign for the \$50 million bond Measure O for new police station and renovated library.

7. Financial and Administrative Services Manager

Update: 1344 Dell Avenue. The American Legion has vacated the building as of September 29, 2018. There was an abatement assessment done that revealed mastic contained in a small area that is awaiting removal. The Library District is preparing for demolition following disconnection of electrical and gas lines.

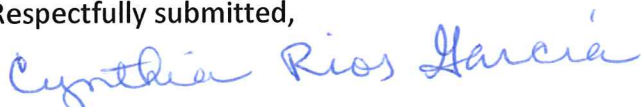
8. Finance Committee Members

Committee Member Corrigan attended the Go Go Biblio Kick-off event introducing the new electric mobile library. The event was well attended by the community.

ADJOURN

With no further business, Chair Wasserman adjourned the meeting at 2:48 p.m. to the next Finance Committee meeting on Wednesday, January 9, 2019 at 2:00 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell CA 95008.

Respectfully submitted,



Cynthia Rios Garcia, Secretary
Library District Joint Powers Authority Board