

JPA-\*1  
01/24/19

## JOINT POWERS AUTHORITY BOARD

### MINUTES

Thursday, October 25, 2018

Services and Support Center, Campbell Conference Room  
1370 Dell Avenue, Campbell, CA 95008

#### Members Present:

Mike Wasserman, Supervisor, District 1 (Chair)  
Courtenay C. Corrigan, Los Altos Hills (Vice Chair)  
Joe Simitian, Supervisor, District 5 (1:50 p.m.)  
Liz Gibbons, Campbell (Alt.)

Steven Scharf, Cupertino  
Lynette Lee Eng, Los Altos (Alt.)  
Burton Craig, Monte Sereno  
Steve Tate, Morgan Hill  
Emily Lo, Saratoga

#### Members Absent

Dion Bracco, Gilroy  
Jean Mordo, Los Altos

Garry Barbadillo, Milpitas

#### Staff Present:

Nancy Howe, County Librarian  
Chris Brown, Deputy County Librarian  
Melissa Kinyalock, Deputy County Counsel

Chuck Griffen, Financial & Admin. Services Manager  
Diane Roche, Director of Communication and Marketing  
Cynthia Rios Garcia, Secretary

#### **CALL TO ORDER/ROLL CALL**

Chair Wasserman called the meeting to order at 1:31 p.m. There was a quorum present. There were no deletions, deferrals or corrections to the agenda.

#### **ORAL COMMUNICATION**

Linda Arbaugh, Secretary, Santa Clara County Library District Foundation, updated the Board on the Foundation's financials, a new brochure they are designing and two pizza fundraisers.

#### **CONSENT CALENDAR**

- \*1. Approve minutes from June 7, 2018 JPA Board meeting
- \*2. Accept the Santa Clara County Library semi-annual gift report: January 1, 2018 – June 30, 2018, totaling \$61,418.08
- \*3. Accept the following cash gifts:
  - a. Cash donation of \$5,906.44 to the Santa Clara County Library District and augment the budget for library materials and programs
  - b. Cash donation of \$2,250 to the Cupertino Library and augment the budget for the 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
- \*4. Amend Bylaws
  - \*5. Adopt 2018-2019 Legislative Policy Agenda

**Motion** was moved by Tate and seconded by Lo to approve Consent Calendar items #1-5 as on the agenda. **The motion passed by the following vote:**  
**Ayes: Wasserman, Corrigan, Simitian\*, Gibbons, Scharf, Craig, Tate and Lo**  
**Abstain: Lee Eng**

#### **NEW BUSINESS**

- 6. Accept Fiscal Year 2017-18 Year-End Fiscal Report

Staff report. Chuck Griffen, Financial and Administrative Services Manager presented the FY 2018 Year-End Fiscal report. It is the Library's practice every October to provide a summary of the prior year's finances to the Board. This report was presented to the Finance Committee on October 10, 2018, and they recommended acceptance by the JPA. The report showed that the Library received expected operating revenues to cover all expected operating expenses. Any surpluses accumulated over time due to better than projected revenues would replenish the 10-Year Capital Maintenance Plan and the 3-Year Technology Plan. This year's surplus was \$4.5 million, of which approximately 80% was attributed to better than anticipated property tax revenue and savings of \$516,000 in personnel costs due to vacancies throughout the year. Other savings were achieved by re-budgeting projects not completed in FY2017-2018 to the current FY2018-2019.

Mr. Griffen noted that worker's compensation insurances costs for FY2016-2017 were \$584,000 and in FY2017-2018, the insurance costs were \$351,000. The substantial increase in FY2016-2017 was due to a one-time transfer to the County from all County departments to address an unfunded actuarial liability that is now paid. The Fund balance including designated reserves as of June 30, 2018 was \$42,982,355.

**Motion** was moved by Lee Eng and seconded by Gibbons to accept Fiscal Year 2017-18 Year-End Fiscal Report. **The motion passed unanimously by the following vote:**  
**Ayes: Wasserman, Corrigan, Gibbons, Scharf, Lee Eng, Craig, Tate and Lo**

7. Accept Fiscal Year 2017-18 Year-End Service Report

Staff report. Diane Roche, Director of Communication and Marketing presented the Fiscal Year 2017-18 Year-End Service Report highlighting many programs and services offered in FY2018. Some of the highlights included a partnership with the YMCA to offer a free early literacy preschool program at the Gilroy Library and approximately 3,000 programs offered library system-wide to children age's birth to school age. Additional highlights were a record-breaking 178,913 books were read during the Summer Reading Program; a successful Lunch at the Library program; over 20,000 student library eAccounts were registered with the goal to reach every student; and many technology and STEAM programs offered. Community outreach efforts included increased Bookmobile stops and four new electric mobile libraries called, "Go Go Biblio". Three waves of a direct mailer campaign generated 1,850 new eCardholders; Food for Fines was a success, enough food donated to feed a family of four for 7 years, and we saw an increase of 26% in new cardholders. Passport Services launched in April 2017 at the Cupertino and Milpitas Libraries, serviced 1,000 appointments in the first three months. The Reading Program matched 249 participants with volunteers who provided 6,742 instructional hours; and the Mindquest Mental Health and Wellness event held at the Gilroy Library drew in over 1,450 visitors. Silicon Valley Reads had over 10,000 participating in events held throughout the County.

District residents made up 64% percent of library cardholders; 9.3 million items circulated; program participation increased by 10%; three libraries expanded their open hours; and 3,337,726 people visited our libraries. All of this contributed to the Library District earning the Library Journal's Star Library Award as a Four Star Library and recognition as one of America's top ten public libraries in the nation for 10 years straight.

Goals for FY2018-2019 are to increase online card registration; redesign the Library's website; an increase to the eResource materials budget; and to continue developing community relationships in the Library District.

**Motion** was moved by Corrigan and seconded by Tate to receive Fiscal Year 2017-18 Year-End Service Report. **The motion passed unanimously by the following vote:**

**Ayes: Wasserman, Corrigan, Simitian, Gibbons, Scharf, Lee Eng, Craig, Tate and Lo**

\*Board Member Simitian requested to be recorded, as an Aye vote for the Consent Calendar, if there was no objection. There was no objection.

8. Approve Increased Staffing Budgets and Additional Library Hours

Staff report. Chris Brown, Deputy County Librarian, presented staff's recommendation to augment the Library's budget to increase Sunday hours throughout the Library District. The JPA Board directed staff to recommend a range of costs to open all libraries a minimum number of hours with an emphasis of being open on Sundays. Staff presented their findings to the JPA Board meeting on April 26, 2018, and the Board unanimously approved 61 hours per week if

additional revenue should become available with the goal of increasing to 71 hours per week if feasible. These hours were in response to the 2016 Patron Satisfaction Survey. At that time, staff recommended not funding the increased hours, as incremental funding for staff must run through the JPA funding formula and would be cost prohibitive.

However, the Library District is in a position because of better than expected revenues from property tax and cash reserves to meet the minimum set number of open hours discussed; therefore, staff proposed increasing 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, with a minimum two-year commitment.

If approved, the Campbell and Gilroy Libraries could be open on Sundays and Saratoga Library could expand their Sunday hours as early as February 2019. Morgan Hill Library would open on Sundays effective December 9, 2018. All libraries would then be open 7 days a week. There would also be additional funding available to Cupertino, Milpitas and Los Altos Libraries, which are already open 71 and 72 hours per week. If approved, discussions will begin immediately with the cities and NCLA.

Staff recommended that the Board approve the augmentation of staffing budget and the listed positions.

**Motion** was moved by Lo and seconded by Gibbons to approve increased staffing budgets and additional Library hours. **The motion passed unanimously by the following vote:**

**Ayes: Wasserman, Corrigan, Simitian, Gibbons, Scharf, Lee Eng, Craig, Tate and Lo**

#### 9. Election of Officers 2019

The nominating committee (Chair Mike Wasserman, Vice Chair Courtenay Corrigan and Board Member Steve Tate) proposed a slate for approval by the JPA Board for election of officers for 2019. There were no nominations from the floor. The Nominating Committee recommended the slate of nominees: Board Members Mike Wasserman for Chair and Courtenay Corrigan for Vice Chair.

**Motion** was moved by Tate and seconded by Craig to approve nominations of Board Members Mike Wasserman for Chair and Courtenay Corrigan for Vice Chair for 2019 Officers.

**The motion passed unanimously by the following vote:**

**Ayes: Wasserman, Corrigan, Simitian, Gibbons, Scharf, Lee Eng, Craig, Tate and Lo**

#### REPORTS/COMMENTS

##### 10. County Librarian

- ✦ City of Campbell's Measure O is on the ballot to issue a \$50 million bond for Library and Police facilities renovations. Two informational mailers were prepared in partnership with the City of Campbell.

- ✚ Advocacy event, "We are Stronger Together", will be held on November 9, 2018, 3:30 – 5:30 p.m. at the Santa Clara Convention Center. Special Guest: Joe Simitian, Supervisor, County Board of Supervisors. This event is open to all library supporters.
- ✚ Morgan Hill Library will open on Sunday effective December 9, 2018. Morgan Hill City Council approved the expansion of the Children's Program Room at the library.
- ✚ Silicon Valley Reads 2019
  - Theme: *Finding Identity in Family History*
  - Three book selections: *The Stranger in My Genes*, Bill Griffeth; *It's All Relative*, A.J. Jacobs; and *Finding Samuel Lowe*, Paula Madison
  - Three companion books for children's and teens
  - JPA Board Members will be invited to read "Alma"
- ✚ Save the date for the 16<sup>th</sup> Annual Friends, Foundations, Endowment and Commissioners Forum on Saturday, February 2, 2018, 8:30 a.m. – 12:30 p.m. Special Guest Presenter: Sharon Streams, Primary author of report, *From Awareness to Funding: Voter Perceptions and Support of Public Libraries in 2018*

11. JPA Board Members  
None.

#### **PRESENTATION**

12. Recognition of Outgoing Board Members  
Certificates of Appreciation and gifts presented to:
- ✚ Burton Craig of Monte Sereno for his 6 years of service to the Library District Joint Powers Authority Board
  - ✚ Emily Lo of Saratoga for her 8 years of service to the Library District Joint Powers Authority Board
  - ✚ Steve Tate of Morgan Hill for his 20 years of service to the Library District Joint Powers Authority Board

#### **ADJOURN**

With no further business, Chair Wasserman adjourned the meeting at 2:22 p.m., to the next Joint Powers Authority Board meeting on Thursday, January 24, 2019 at 1:30 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