
Services & Support Center, 1370 Dell Avenue, Campbell, CA 95008-6604 | www.sccd.org | 408-293-2326

JOINT POWERS AUTHORITY BOARD

AGENDA

Thursday, January 25, 2018 at 1:30 p.m.

Lunch at 12:30 p.m.

REGULAR BOARD MEETING 1:30 P.M.

Services and Support Center, Campbell Conference Room

1370 Dell Avenue, Campbell, CA 95008

In accordance with the Ralph M. Brown Open Meeting Act; this agenda was posted at the meeting site located at 1370 Dell Avenue, Campbell, CA 95008 on Friday, January 19, 2018. Items with an asterisk (*) in front of the number are on the consent calendar and may be voted on in one motion at the beginning of the meeting. If you wish to discuss any of these items, please request this item be removed from the consent calendar. All reports and supporting data are available for review at the Library's Administrative Office the Friday before the meeting. This information is also available the day of the meeting.

CALL TO ORDER/ROLL CALL

Deletions, deferrals or corrections to the agenda.

ORAL COMMUNICATION

The Joint Powers Authority Board may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the recommended actions. This portion of the meeting is reserved for persons desiring to address the Joint Powers Authority Board on any matter not on the agenda. **Please limit your comments to three minutes.** All statements that require a response will be answered in writing or status of response will be reported on the agenda for the next regular meeting of the JPA Board. **NOTE:** If you wish to speak on an item of business listed on the agenda, please fill out a speaker card and indicate the number of the agenda item you wish to address. The Chair will call upon you at the time the Board considers the item.

CONSENT CALENDAR

ACTION

- *1. Approve Minutes from November 2, 2017, Joint Powers Authority Board Meeting.
- *2. Accept the following cash gifts:
 - a. Cash donation of \$68,389.41 to the Santa Clara County Library District and augment the budget for a Pop-up Library electric vehicle.
 - b. Cash donation of \$1,500 to the Santa Clara County Library District and augment the budget for the California Humanities Immigratititude workshop.
 - c. Cash donation of \$34,300 to the Santa Clara County Library District and augment the budget for library materials.
 - d. Cash donation of \$1,000 to the Santa Clara County Library District and augment the budget for library materials and programs.

- e. Cash donation of \$30,000 to the Santa Clara County Library District and augment the budget for library materials.
- f. Cash donation of \$13,000 to the Santa Clara County Library District and augment the budget for library materials.
- g. Cash donation of \$1,000 to the Santa Clara County Library District and augment the budget for library materials and programs.
- h. Cash donation of \$500 to the Santa Clara County Library District and augment the budget for the Reading Program.
- i. Cash donation of \$100,000 to the Santa Clara County Library District and augment the budget for improvements to children and family spaces.
- j. Cash donation of \$40,000 to the Santa Clara County Library District and augment the budget for library materials.
- k. Cash donation of \$1,607.23 to the Santa Clara County Library District and augment the budget for materials and programs.
- *3. Approve the ratification of Finance Committee Appointments.
- *4. Approve Calendar Year 2018 Meeting Schedule.
- *5. Approve the addition of one half-time Library Clerk position.
- *6. Accept the Public Services Officer Progress Report.

NEW BUSINESS

- 7. Accept the Five-Year Financial Forecast for Fiscal Years 2017-2018 to 2021-2022 for the Library District.
- 8. Approve the Food for Fines project.
- 9. Approve the allocation of funds for South County Youth Task Force.
- 10. Consider recommendations relating to the Library's property at 1344 Dell Avenue.

REPORTS/COMMENTS

- 11. County Librarian
- 12. Santa Clara County Library Foundation
- 13. JPA Board Members

INFORMATION

ADJOURN

To the next Joint Powers Authority Board meeting on Thursday, April 26 , 2018 at 1:30 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the County Librarian's Office 24 hours prior to the meeting at (408) 293-2326 x3090, TDD (408) 364-1528.

Services & Support Center, 1370 Dell Avenue, Campbell, CA 95008-6604 | www.sccd.org | 408-293-2326JPA-*1
01/25/2018**JOINT POWERS AUTHORITY BOARD****MINUTES***Thursday, November 2, 2017***Services and Support Center, Campbell Room**

1370 Dell Avenue, Campbell, CA 95008

Members Present:

Mike Wasserman, Supervisor, District 1 (Chair)

Joe Simitian, Supervisor, District 5

Liz Gibbons, Campbell

Darcy Paul, Cupertino

Dion Bracco, Gilroy

Jean Mordo, Los Altos

Courtenay Corrigan, Los Altos Hills (Vice Chair)

Garry Barbadillo, Milpitas

Burton Craig, Monte Sereno

Steve Tate, Morgan Hill

Members Absent

Emily Lo, Saratoga

Staff Present:

Nancy Howe, County Librarian

Chris Brown, Deputy County Librarian

Melissa Kiniyalocts, Deputy County Counsel

Chuck Griffen, Financial & Admin. Services Manager

Diane Roche, Director of Communication and Marketing

Tracy Ellenberger, Secretary

CALL TO ORDER/ROLL CALL

Chair Wasserman called the meeting to order at 1:30 p.m. There was a quorum present. There were no deletions, deferrals or corrections to the agenda.

ORAL COMMUNICATION

None

CONSENT CALENDAR**ACTION**

- *1. Approve minutes from June 8, 2017 Joint Powers Authority Board meeting.
- *2. Accept the Santa Clara County Library semi-annual gift report: January 1, 2017 – June 30, 2017.
- *3. Accept the following cash gifts:
 - a. Cash donation of \$4,290.94 to the Santa Clara County Library District and augment the budget for library materials and programs.
 - b. Cash donation of \$7,000 to the Gilroy Library and augment the budget for library materials and programs.
 - c. Cash donation of \$61,000 to the Los Altos Library and augment the budget for a Pop-Up Library electric vehicle.
 - d. Cash donation of \$3,578 to the Milpitas Library and augment the budget for library furniture.

- e. Cash donation of \$141,000 to the Saratoga Library and augment the budget for library materials and programs.
 - f. Cash donation of \$60,578.89 to the Saratoga Library and augment the budget for a Pop-Up Library electric vehicle.
 - g. Cash donation of \$500 to the Woodland Library and augment the budget to purchase seating for the Woodland Patio.
 - h. Cash donation of \$28,070.36 to the Los Altos Library and augment the budget for deferred maintenance of the Los Altos Library.
 - i. Cash donation of \$13,000 to the Morgan Hill Library and augment the budget for library materials and programs.
- *4. Approve the addition of one part-time Librarian position (0.75 FTE) with the deletion of one half-time Librarian position (0.50 FTE).
 - *5. Approve the addition of one half-time Literacy Program Specialist position (0.50 FTE).
 - *6. Approve the addition of two full-time Library Clerks for Passport Acceptance Facility Service (2.0 FTE).
 - *7. Approve the addition of one half-time Library Clerk (0.5 FTE), 12 hours/week of extra help Library Page, and 4 additional hours/week of Janitor subject to annual funding from the North County Library Authority ("NCLA").
 - *8. Approve additional funding for Electronic Resources.
 - *9. Adopt 2017-2018 Legislative Policy Agenda.
 - *10. Affirm the Urban Libraries Council Statement on Race and Social Equity.
 - *11. Approve the addition of fee for faxing documents.

Public comments received from Doug Muirhead, Morgan Hill resident regarding item #9, Adoption of the 2017-2018 Legislative Policy Agenda.

Motion was moved by Gibbons and seconded by Mordo to approve Consent Calendar items #1-11. **The motion passes unanimously by the following vote:**
Ayes: Wasserman, Simitian, Gibbons, Corrigan, Paul, Bracco, Mordo, Barbadillo, Craig and Tate

Board Member Corrigan took her seat at 1:39 p.m.

NEW BUSINESS

- 12. Accept Fiscal Year 2016-17 Year-End Fiscal Report. Staff Report. Chuck Griffen, Financial & Administrative Services Manager.

A summary of the Fiscal Year 2016-17 Year-End Fiscal Report was provided. It has been the Library's practice each fall to present a wrap up of the previous year's finances. The operating budget is set up at the beginning of each fiscal year so that all expected operating revenues cover all operating expenses. The report indicated that sufficient revenues were received to cover all operating expenses and any one-time expenditures, also resulting in surpluses to replenish the following reserves: the 10-Year Capital Maintenance Plan, the 3-Year Technology Plan and any other one time expenditures. Surpluses will also be used to cover the formula

funding parameters that were instituted where there is more than a 5% difference between assessed valuation and formula share of the individual library as well as a 5% difference between public service transactions and the formula share. In the current fiscal year budget, these parameters provided additional funding for the Cupertino and Los Altos Libraries. The current revenue exceeded operating expenses by a little over \$2 million. This is a result of about \$1 million more in property tax revenue, primarily in secured property taxes and excess ERAF, \$822,000 in personnel savings, and various additional savings in our expenditure categories that were re-budgeted to the current fiscal year. The undesignated fund balance of \$12.8 million is in excess of the reserves that are already established: \$13 million for economic uncertainty as well as the reserves for technology and capital maintenance requirements over the next 10 years.

Motion was moved by Bracco and seconded by Tate to accept Fiscal Year 2016-17 Year-End Fiscal Report. **The motion passes unanimously by the following vote:**

Ayes: Wasserman, Simitian, Corrigan, Gibbons, Paul, Bracco, Mordo, Barbadillo, Craig and Tate

13. Accept Fiscal Year 2016-17 Year-End Service Report. Staff Report. Diane Roche, Director of Communications and Marketing.

A summary of programs and services offered in FY 2017 were reported. Programs that were covered included Summer Reading, Coding, Thinking Money (a traveling exhibit), Lunch at the Library and the Reading Program. In comparison to other California library systems, our visitors per hour are about double. We are averaging about 38 attendees per program with other libraries averaging about 25. Our computer use per terminal is about double our competitors, and about 53% of our residents are library card holders. A higher percentage of the new card holders are district residents. In total value of services, we have a total collection of 1.94 million items, circulation of \$8.9 million and we are offering our community a total value of services at approximately \$164 million dollars. We saw a 76% increase in total attendance for Silicon Valley Reads. Hours were expanded at Milpitas Library and Los Altos Library. This year SCCLD had 3,225,359 visitors. We are expanding Coding and Technology by offering Maker Workshops and focusing on innovative community outreach by including electric vehicle mobile libraries and Uni Reading Rooms, which are portable library bookshelves that can be taken out into the Community. In January we will be launching our Direct Mail campaign and offering an eCard that will allow immediate access to all of our digital resources. We are working with our local school systems, Saratoga School District currently, Campbell and Milpitas upcoming to sign students up with eCards. We will also be expanding hours in January at the Saratoga Library and Woodland Branch.

Motion was moved by Tate and seconded by Craig to accept Fiscal Year 2016-17 Year-End Service Report. **The motion passes unanimously by the following vote:**

Ayes: Wasserman, Simitian, Corrigan, Gibbons, Paul, Bracco, Mordo, Barbadillo, Craig and Tate

14. Approve renovation option and associated transfer of funds for the library district's property at 1344 Dell Avenue.

Public comments received from Doug Muirhead, Morgan Hill resident regarding the renovation option and associated transfer of funds for the library district's property at 1344 Dell Avenue.

Stan Lew and Jenna Wittenberg from RMW Architect Firm gave a presentation offering three options for the possible remodeling of 1344 Dell. Ave.

Option 1 – Keeps the existing building and adds approximately 1,500 square feet extending to the south. The central large meeting room remains in its current location with library programming on one side of the meeting room and breakout spaces at the other. Library programs fit within this option however at a reduced square footage from the target program areas. Existing parking is maintained.

Option 2 – Removes the existing building and proposes a new building located at the opposite side of the site closer to the 1370 Dell Avenue site. The new building footprint is enlarged to house library programs at their programmed sizes and groups the large meeting room and breakout rooms together to allow for additional flexibility. The library programs are grouped together at the top of the plan with building support located at the center of the building. Parking is reduced by 3 stalls. The exterior of the building is proposed to be a stucco façade with windows on three sides and an all glass façade at the meeting rooms facing the ponds maximizing views from this side of the building.

Option 3 – Is the same as Option 2 with a larger building footprint to allow the IT Department to move into the new building from the existing 1370 building. The interior layout of the floor plan is maintained from Option 2 with the expansion of the IT Department to the south of the plan.

Staff, the Board and RMW talked through the options and cost. The following questions were raised:

- 1) How many parking spaces are required for the number of building occupants and potential event attendees in all of the three scenarios that you have prepared? The JPA originally purchased 1344 Dell, in part, to meet the parking requirements for the number of staff working in our 1370 Dell building. In option 3, how could we mitigate parking for large events? Would valet service be an option? Would there be space for automated parkers (and would these make sense for this type of project, and do they require staff)? Other options?
- 2) What is the largest sized building we could theoretically build on the 1344 site (either on the existing parcel, or on a combined parcel campus), with consideration given to the number of required parking spaces.
 - a. How many stories could it be given the 45 foot height limit?

- b. How many occupants could it include beyond what is needed for the Library in the near and short-term, so that we could theoretically lease out a portion of the space?
 - c. Approximate cost.
 - d. Potential revenue generation such as leasing space.
- 3) What are the immediate and projected needs of the Library to support staff and library operations out of 1344 Dell?

Staff will address the aforementioned questions at the January JPA meeting.

15. Election of Officers 2018.

The nominating committee (Chair Mike Wasserman, Vice Chair Courtenay Corrigan and Board Member Emily Lo) proposed a slate for approval by the JPA Board for election of officers for 2018. There were no nominations from the floor. The Nominating Committee recommended the slate of nominees: Chair Mike Wasserman for Chair and Vice Chair Courtenay Corrigan for Vice Chair.

Motion was moved by Simitian and seconded by Gibbons to approve nominations of Board Members Mike Wasserman for Chair and Courtenay Corrigan for Vice Chair for 2018 Officers.

The motion passed unanimously by the following vote:

Ayes: Wasserman, Simitian, Corrigan, Gibbons, Paul, Bracco, Mordo, Barbadillo, Craig and Tate

REPORTS/COMMENTS

INFORMATION

16. County Librarian

- 📅 Save the date for the 15th Annual Friends, Foundation, Endowments and Commissions Forum on Saturday, February 3, 2018, 9:00 a.m. – 12:30 p.m. Our topic will be Challenging Our Assumptions. Guest Speakers will be S. Joseph Simitian and Marc Futterman. Lunch is provided.
- 📅 Thank you to Supervisor Simitian for providing his talk, Bridging the Divide- Listening to Trump's America available to three of our libraries; Saratoga, Campbell and Los Altos.
- 📅 Thank you to the Public Health department for offering free flu shots to the public at five of our libraries.
- 📅 Push to Student Cards. We are to get all students a library card when they register for school. Thank you to Saratoga Union School District and Cupertino High School who have piloted the program. Campbell Union and Milpitas Unified will begin soon.

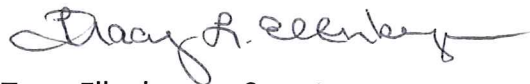
17. JPA Board Members

- 📅 None

ADJOURN

Chair Wasserman adjourned the meeting at 2:52 p.m., to the next JPA Board meeting on Thursday, January 25, 2018, at 1:30 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.


Respectfully submitted,

A handwritten signature in cursive script, reading "Tracy R. Ellenberger". The signature is written in dark ink and is positioned above the printed name.

Tracy Ellenberger, Secretary
Library District Joint Powers Authority

JPA-*2a
01/25/2018

**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018
TO: Joint Powers Authority Board
FROM: Nancy Howe, County Librarian 
SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$68,389.41 made to the Cupertino Library from the Friends of the Cupertino Library for a Pop-up Library electric vehicle.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The Friends of the Cupertino Library has presented the Library with a cash donation which is to be appropriated for a Pop-up Library electric vehicle.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.



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JPA-*2b
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian *NH*

SUBJECT: **ACCEPTANCE OF CASH GIFT**

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$1,500 made to the Cupertino Library from the Cupertino Library Foundation for the California Humanities Immigratititude workshop.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The Cupertino Library Foundation has presented the Library with a cash donation which is to be appropriated for the California Humanities Immigratititude workshop.


STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.

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01/25/2018**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$34,300 made to the Los Altos Library from the Friends of the Los Altos Library for library materials.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The Friends of the Los Altos Library has presented the Library with a cash donation which is to be appropriated for library materials.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.



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JPA-*2d
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian *NH*

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$1,000 made to the Gilroy Library from City National Bank for library materials and programs.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The City National Bank has presented the Library with a cash donation which is to be appropriated for library materials and programs.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.




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JPA-*2e
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$30,000 made to the Los Altos Library from the Los Altos Library Endowment for library materials.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The Los Altos Library Endowment has presented the Library with a cash donation which is to be appropriated for library materials.


STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.

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JPA-*2f
01/25/2018

**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018
TO: Joint Powers Authority Board
FROM: Nancy Howe, County Librarian 
SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$13,000 made to the Milpitas Library from the Friends of the Milpitas Library for library materials.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The Friends of the Milpitas Library has presented the Library with a cash donation which is to be appropriated for library materials.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.




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JPA-*2g
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$1,000 made to the Los Altos Library from Kathryn and Albert Chen for library materials and furniture.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

Kathryn and Albert Chen has presented the Library with a cash donation which is to be appropriated for library materials and furniture.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.




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JPA-*2h
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$500 made to the Milpitas Library from the Friends of the Milpitas Library for the Reading Program.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The Friends of the Milpitas Library has presented the Library with a cash donation which is to be appropriated for the Reading Program.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.




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JPA-*2i
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$100,000 made to the Morgan Hill and Gilroy Libraries from Sunlight Giving for improvements to children and family spaces in the Morgan Hill and Gilroy Libraries.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

Sunlight Giving has presented the Library with a cash donation which is to be appropriated for improvement to children and family spaces.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The Joint Powers Authority Board Chair will acknowledge this gift.


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JPA-*2j
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$40,000 made to the Los Altos Library from the Los Altos Library Endowment for library materials.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donation.

BACKGROUND/REASON FOR RECOMMENDATION

The Los Altos Library Endowment has presented the Library with a cash donation which is to be appropriated for library materials and programs.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.




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JPA-*2k
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Joint Powers Authority Board accept a cash donation in the amount of \$1,607.23 made to the Santa Clara County Library District from various donors for library materials and programs.

FISCAL IMPLICATIONS

There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount of the cash donations.

BACKGROUND/REASON FOR RECOMMENDATION

The Santa Clara County Library District has received cash donations from various donors which are to be appropriated for library materials and programs.


STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.

JPA-*3
01/25/2018**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: **RATIFICATION OF FINANCE COMMITTEE APPOINTMENTS**

RECOMMENDED ACTION

It is recommended that the Joint Powers Authority Board ratify the following Finance Committee Appointments made by Chair Mike Wasserman:

- Mike Wasserman (Chair)
- Courtenay Corrigan (Vice-Chair)
- Burton Craig (Past Chair)
- Carl Cahill (City Manager)
- Steve Tate (At Large)
- Jean Mordo (Alternate)

BACKGROUND/REASONS FOR RECOMMENDATION

The Bylaws for the Santa Clara County Library District Joint Powers Authority includes the following section for the Finance Committee:

“The JPA Board shall establish a standing Finance Committee which shall oversee all matters pertaining to the financial structure of the Agency and review and make recommendations to the JPA Board. It reviews all financial matters pending before the JPA Board. The Finance Committee will be composed of 5 members with one JPA voting representative designated as an alternate. Membership includes the Chair, Vice-Chair, Past Chair, and a City Manager. The Chair, with consent and approval of the JPA Board appoints members to the Finance Committee. A quorum of 3 is necessary to conduct business. A majority affirmative vote of those present is necessary for action to be taken.”



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JPA-*4
01/25/2018

**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018
TO: Joint Powers Authority Board
FROM: Nancy Howe, County Librarian *NH*
SUBJECT: CALENDAR YEAR 2018 MEETING SCHEDULE

RECOMMENDED ACTION

It is recommended that the Library Joint Powers Authority Board approve the following meeting schedule for 2018:


<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Thursday, January 25, 2018	1:30 p.m.	Services and Support Center 1370 Dell Avenue, Campbell
Thursday, April 26, 2018	1:30 p.m.	Services and Support Center 1370 Dell Avenue, Campbell
Thursday, June 7, 2018	1:30 p.m.	Services and Support Center 1370 Dell Avenue, Campbell
Thursday, October 25, 2018	1:30 p.m.	Services and Support Center 1370 Dell Avenue, Campbell
Thursday, January 24, 2019	1:30 p.m.	Services and Support Center 1370 Dell Avenue, Campbell

BACKGROUND/REASONS FOR RECOMMENDATION

The proposed meeting schedule for the Library Joint Powers Authority Board is recommended for approval. The June JPA meeting is customarily set at the first Thursday to enable the JPA to approve the Library budget in advance of the County budget hearings, thereby sending an approved budget to the Board of Supervisors for inclusion in the County's final budget.

JPA-*5
01/25/2018

**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018
TO: Joint Powers Authority Board
FROM: Nancy Howe, County Librarian 
SUBJECT: ADDITION OF ONE HALF-TIME LIBRARY CLERK POSITION

RECOMMENDED ACTION

It is recommended that the Joint Powers Authority Board approve adding one half-time Library Clerk position to the Morgan Hill Community Library.

FISCAL IMPLICATIONS

There will be no increase to personnel costs as the position will be completely funded by a decrease in 1450 annual extra help clerical hours and 550 annual extra hours for part time clerical staff.

BACKGROUND AND REASONS FOR RECOMMENDATION

The part-time Library Clerk position will provide better clerical stability for the Morgan Hill Community Library than the extra help positions allowed.

STEPS FOLLOWING APPROVAL

The change will be implemented through the County's formal add/delete process.




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JPA-*6
01/25/2018

JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: PUBLIC SERVICES OFFICER PROGRESS REPORT

RECOMMENDED ACTION

It is recommended that the Joint Powers Authority Board receive the Public Services Officer Progress Report.

BACKGROUND AND REASONS FOR RECOMMENDATION

At the May 4, 2017 JPA Board meeting, the Board unanimously approved the addition of one full-time Protective Services Officer (PSO) to be placed at the Gilroy Library.

Staff had recommended the PSO as a means of addressing the constant turnover in contracted security, the lack of experience in those personnel, and the escalating severity of problem behaviors, which included an assault on a library volunteer. At the meeting staff stated that the PSO would be unarmed.

To plan for vacation, sick leave, and training time for the PSO, the County Sheriff has made their PSO staff available for back-up. However, these substitute certified PSOs would be equipped with less than lethal pepper spray and an impact weapon (collapsible baton) used in the event that they needed to defend themselves, a member of the public, or staff. The Library's PSO will not be equipped with pepper spray and impact weapons at this time.

PROGRESS SINCE HIRE

After the PSO started on October 23, 2017 Library staff scheduled a meeting with both the County Sheriff and the Gilroy Police to review a draft PSO policy, as well as to discuss

recommended training and procedures. Due to these meetings, Library staff have proactively addressed communication processes with local law enforcement, and have secured a County radio connecting the Library's PSO directly to Sheriff Dispatch.

Library staff have collected recommended annual training for the PSO, including laws of arrest, liability and bias training, and staff have ordered uniforms consistent with County PSOs.

Library staff have also evaluated four incident reporting software vendors, and will be purchasing a software in the first quarter of the calendar year to improve communication regarding incidents, and identify trends based on location and incident type.

Since the hiring of the SCCLD PSO, the Gilroy Library has seen a sharp reduction in the severity of incidents, and Gilroy Library staff report that the frequency of incidents has improved.


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JPA-7
01/25/2018

**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: **FIVE-YEAR FINANCIAL FORECAST
FISCAL YEARS 2017-2018 TO 2021-2022**

RECOMMENDED ACTION

The Finance Committee recommends that the Joint Powers Authority Board consider and accept the five-year financial forecast report for the Santa Clara County Library.

BACKGROUND

An annual five-year financial forecast is prepared covering Library resources and expenditure obligations. This document is intended as general guidance to the Board concerning the current and future financial challenges. This report is intended for review by the Finance Committee prior to Board consideration.

Santa Clara County Library
Five-year Financial Forecast
Fiscal Years 2017-18 to 2021-2022

Introduction

This forecast is presented as a financial planning tool to assist the Joint Powers Authority Board in understanding the potential long-term effects of expenditure decisions on the Library's financial position over the next five fiscal years. It is *not* the budget document, nor will acceptance of this report constitute a budgetary approval.

The reliability of any financial forecast is limited by the ability to predict future costs and resources based upon historical reference. For the purposes of preparing this five-year forecast a set of assumptions has been selected based upon experience of the last five years and a limited number of known cost escalation/ reduction factors. Library staff acknowledges that unpredictable forces such as significant state budget action, fluctuation of the local real estate market, economic conditions in general, and the powers of the state legislature to take away revenue sources could dramatically change this forecast. Accordingly, the forecast becomes increasingly less reliable in later years.

Forecast Summary and Conclusions

Since the Library is extraordinarily reliant upon property tax proceeds to fund operations, any significant change in real estate transactions and value results in a corresponding impact on Library revenue. Nevertheless, a modest amount of growth is expected in this forecast.

On the expenditure side of the finance equation, it is expected that the combined salary and benefit costs will increase 3.65% effective July 2018, and an average of 5.6% per year thereafter; however, the library will ultimately see long-term benefits due to the new tier of retirement benefits for new employees hired after December 31, 2012.

FISCAL YEAR	Projected REVENUE	Projected EXPENSE	Net Surplus/ (use of prior year funds)
2017-18	47,514,506	49,405,153	(1,890,647)
2018-19	49,402,322	46,981,635	2,420,687
2019-20	50,710,180	48,975,276	1,734,904
2020-21	52,111,040	51,077,779	1,033,261
2021-22	53,555,410	53,394,978	160,432

Using the following set of assumptions, the above Chart 1 summarizes the Library's financial status over the next five years.

Forecast Assumptions/ Methodology

- After adjusting for “excess ERAF” payments that are phasing out, property tax proceeds from all sources are estimated to grow at least 3% growth annually. There are four cities in the Library District with former Redevelopment Agencies (“RDA’s”). With the State mandated dissolution of RDA’s, we can expect to see gradual increases in secured property tax receipts over and above the expected growth in the real estate sector. The effect of dissolution will not be immediate as the State is allowing obligated debt and other expenses to be paid off from the RDA successor agencies before the revenue shifts to the entities that receive secured property tax revenue.
- As the Special Tax is calculated at a fixed rate, the growth is limited to the increase in housing stock, changes in land use designations, and the annexations of parcels in and out of Library District boundaries. Growth is estimated at 9/10 of 1% annually.
- Salary and employee benefit total costs will grow 5.6% annually in the out years for salary and benefit cost adjustments.
- Funding for book/ materials acquisition will be held between 10-15% of operating revenues each year with additional increases based upon contributions.
- Projected revenues represent all recurring revenue sources expected to be received and there is no reliance on possible one-time “windfall” gifts or donations.
- The inflationary costs of services and supplies will not exceed 2% annually.
- Facilities cost increases will not exceed 1% annually.

REVENUE REVIEW

The components of each major revenue category have been analyzed to develop a separate inflator factor. (See Chart 2) Property Tax is the most important revenue category, constituting nearly 81% of the Library’s total revenue. This important revenue source shows no discernible trend line with annual change ranging from 4.17% to 14.21% over the last five years. The task of projecting property tax revenue is made difficult by the fact that it has nine constituent parts that are calculated differently and respond differently to changes in the real estate market. For example, the supplemental roll component has no base number: in FY 2016 the amount exceeded \$1 million but in a year with few real estate transactions the proceeds could drop below \$200,000. The future total projected revenue is shown in Chart 4.

State funding support has eroded from a high of \$3.98 million in FY 2002 to \$83,000 last fiscal year, currently consisting only of grants as the State support for Public Library Foundation (PLF), Transaction Based Reimbursements (TBR) were eliminated in 2012. This loss over time has been filled by property tax growth.

EXPENDITURE REVIEW

The expenditure forecast does not assume any significant new programs or service level enhancements; and with the exception of additional hours at Woodland Branch Library (funded by the North County Library Authority), it holds current staffing levels as the base. Expenditure history was analyzed in the component parts to develop inflators for future years. Salary and benefit costs, which make up nearly 60% of the Library expenditures, have risen historically in

the range of 10.39% to less than 2% annually. These historical increases have resulted from negotiated labor agreements as well as the addition of new positions.

Expenditure analysis has been performed on annual recurring operating costs (see Chart 3). Future increases represent the cost to keep the Library functioning with the same number of staff, open hours, library materials and supplies. It is assumed that fixed assets will either be purchased from reserve funds or one-time “wind-fall” revenue sources. The future projected costs are summarized in Chart 5.

Conclusion

This forecast represents a conservatively optimistic future. The additional tax revenue associated with a continued robust economy will offset future estimated increases in recurring operating costs. Library district staff will watch these trends closely to ensure sufficient cash reserves balanced with fulfillment of community expectations of library services.

Attachments

- Chart 2: Five year revenue history
- Chart 3: Five year expenditure history
- Chart 4: Future projected revenue
- Chart 5: Future projected operating expenditures
- Chart 6: Summary of five year forecast

Santa Clara County Library
5 Year Revenue History

FISCAL YEAR	PROPERTY TAX	% Change	Special Tax	% Change	STATE FUNDS	% Change	FINES & FEES	% Change
2013-14	28,411,886		5,737,670		76,665		940,903	
2014-15	32,448,943	14.21%	5,766,358	0.50%	90,837	18.49%	812,859	-13.6%
2015-16	35,904,614	10.65%	5,818,256	0.90%	119,876	31.97%	555,736	-31.6%
2016-17	37,401,559	4.17%	5,857,783	0.68%	83,203	-30.59%	548,507	-1.30%
2017-18 Proj	38,653,021	3.35%	5,873,258	0.26%	46,000	-44.71%	542,000	-1.19%

FISCAL YEAR	CITIES	% Change	COUNTY	% Change	OTHER	% Change	TOTAL REVENUE	% Change
2013-14	855,350		51,000		993,875		37,067,348	
2014-15	926,649	8.34%	51,000	0.00%	957,066	-3.70%	41,053,712	10.75%
2015-16	979,046	5.65%	51,000	0.00%	1,021,238	6.71%	44,449,765	8.27%
2016-17	1,273,699	30.10%	51,000	0.00%	1,996,620	95.51%	47,212,371	6.22%
2017-18 Prog	1,602,482	25.81%	51,000	0.00%	746,745	-62.60%	47,514,506	0.64%

Santa Clara County Library
5 Year Expenditure History

FISCAL YEAR	SALARIES & Benefits	% Change	SERVICES & SUPPLIES	% Change	Books & Materials	% Change
2013-14	22,261,763		3,972,697		4,585,088	
2014-15	23,650,819	6.24%	3,749,960	-5.61%	4,555,277	-0.65%
2015-16	25,947,476	9.71%	4,840,640	29.09%	5,236,957	14.96%
2016-17	27,697,581	6.74%	6,364,115	31.47%	5,535,253	5.70%
2017-18 Proj.	30,575,154	10.39%	8,293,705	30.32%	6,598,104	19.20%

FISCAL YEAR	FACILITIES	% Change	Operating Subtotal	% Change	FIXED ASSETS
2013-14	2,812,794		\$ 33,632,342		114,534
2014-15	2,655,281	-5.60%	\$ 34,611,337	2.91%	676,092
2015-16	2,998,610	12.93%	\$ 39,023,683	12.75%	235,723
2016-17	2,943,795	-1.83%	\$ 42,540,744	9.01%	2,626,774
2017-18 Proj.	5,557,409	88.78%	\$ 51,024,373	19.94%	2,047,425

FISCAL YEAR	TOTAL EXPENDITURES	% Change
2013-14	\$ 33,746,876	
2014-15	\$ 35,287,429	4.57%
2015-16	\$ 39,259,406	11.26%
2016-17	\$ 45,167,518	15.05%
2017-18 Proj	\$ 53,071,798	17.50%

Santa Clara County Library
Projected Revenue

FISCAL YEAR	PROPERTY TAX	% Change	SPECIAL TAX	STATE FUNDS	FINES & FEES
2017-18	38,653,021		5,873,258	46,000	542,000
2018-19	40,389,737	4.49%	5,926,117	46,000	542,000
2019-20	41,549,019	3.00%	5,979,452	46,000	542,000
2020-21	42,795,490	3.00%	6,033,267	46,000	542,000
2021-22	44,079,354	3.00%	6,087,567	46,000	542,000
FISCAL YEAR	CITIES		COUNTY	OTHER	TOTAL
2017-18	1,602,482		51,000	746,745	47,514,506
2018-19	1,700,723		51,000	746,745	49,402,322
2019-20	1,795,963		51,000	746,745	50,710,180
2020-21	1,896,537		51,000	746,745	52,111,040
2021-22	2,002,744		51,000	746,745	53,555,410

Santa Clara County Library
Projected Operating Expenditure

FISCAL YEAR	SALARIES & Benefits	% Change	SERVICES & SUPPLIES	Books & Materials	
2017-18	30,575,154		7,134,425	6,598,104	
2018-19	31,692,126	3.65%	5,835,277	6,619,911	0.33%
2019-20	33,466,885	5.60%	5,951,983	6,693,744	1.10%
2020-21	35,341,031	5.60%	6,071,022	6,774,435	1.19%
2021-22	37,320,128	5.60%	6,192,443	6,962,203	2.70%

FISCAL YEAR	FACILITIES	Operating Total	% Change
2017-18	5,097,470	\$ 49,405,153	
2018-19	2,834,321	\$ 46,981,635	-4.91%
2019-20	2,862,664	\$ 48,975,276	4.24%
2020-21	2,891,291	\$ 51,077,779	4.29%
2021-22	2,920,204	\$ 53,394,978	4.54%

Summary of Five-Year Forecast

FISCAL YEAR	Projected Revenue	Projected Operating Cost	Net Surplus/ (Use of Prior Year Funds)
2017-18	47,514,506	\$ 49,405,153	(1,890,647)
2018-19	49,402,322	\$ 46,981,635	2,420,687
2019-20	50,710,180	\$ 48,975,276	1,734,904
2020-21	52,111,040	\$ 51,077,779	1,033,261
2021-22	53,555,410	\$ 53,394,978	160,432


Projected Library Fund (0025) Cash and Reserves as of 06/30/2018

Building Reserve	5,904,000
Technology Reserve	400,000
Economic Uncertainty Reserve	13,000,000
Other Reserves	1,960,067
Cash	11,683,314
	<hr/>
	32,947,381

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01/25/2018**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: **APPROVE THE FOOD FOR FINES PROJECT**

RECOMMENDED ACTION

It is recommended that the Joint Powers Authority Board approve the Food for Fines project for the month of April 2018. Each patron who donates a can or package of food would have his or her fines waived up to \$100.00.

BACKGROUND AND REASONS FOR RECOMMENDATION

The goal is to give patrons a simple way to clear their records up to \$100 and welcome them back to the library – especially those in our community with limited funds, and who are the most negatively impacted. For those owing \$20 or more, it is an opportunity to return to a borrowing status so that they can once again become active library users.

Library systems in two neighboring counties, Alameda and San Mateo, have run this type of program for several years now and have been very pleased with the results. In addition, several large library systems nationwide are studying the issue of fines. As Anthony W. Marx, President and CEO of the New York Public Library states in his Quartz Media post of December 18, 2017, the objective is to develop a process in which “financial hardships do not prohibit a family from taking advantage of a public resource built to help them.” The goal is to have a system in which “a family does not need to choose between dinner and using the public library. For those who can afford the fines, paying a small late fee is no problem, so the fines are not a particularly strong incentive. On the other hand, for those who can’t afford the fines, they have a disproportionately negative impact.”

Second Harvest Food Bank has agreed to work with the Library District on this. They would be responsible for providing food barrels and collection from each location. While there are many organizations collecting food during the holidays, hunger is a year-round issue.

FISCAL IMPLICATIONS

The chart below give an indication of the potential number of waived fines involved:

	# of Fines	Amount
Less than \$5.00	22,365	\$ 43,126.50
\$5.00-\$10.00	8,423	\$ 59,310.91
\$10.00-\$15.00	4,934	\$ 58,808.09
\$15.00-\$20.00	3,549	\$ 61,673.50
\$20.00-\$50.00	3,549	\$ 99,486.43
\$50.00-\$100.00	501	\$ 32,662.60
Over \$100.00	250	\$ 50,280.73
TOTAL	43,571	\$405,348.76

As you can see, most patrons owe less than \$5.00. Once a patron owes \$20 or more, he/she is no longer allowed to borrow materials, which becomes a barrier to service for many. If fines up to \$100.00 were waived, the maximum amount of waived fines would be \$355,068.03; and if 50% of these patrons owing fines brought in food, this amount would be reduced to \$177,534. Based on similar programs from other libraries, this percentage is likely to be less. Nevertheless, this one-time reduction in revenues could easily be absorbed by existing cash reserves, and the Finance Committee affirmed this at its 01/10/18 meeting.

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01/25/2018**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian *NH*

SUBJECT: ALLOCATION OF FUNDS FOR SOUTH COUNTY YOUTH TASK FORCE

RECOMMENDED ACTION

It is recommended that the Joint Powers Authority Board approve an allocation of \$15,000 to support the work of the multi-jurisdictional South County Youth Task Force.

BACKGROUND AND REASONS FOR RECOMMENDATION

The South Valley Youth Task Force (Task Force) was formed to address the influences and impact of gangs on South County youth and their communities. As these influences and impacts occur in our libraries, the library has chosen to participate in this regional solution as a Task Force member. The Task Forces' goal is to reduce juvenile delinquent behaviors, reduce recruitment of youth into gangs, and reduce gang violence within the boundaries of the City of Gilroy, the City of Morgan Hill, and the County unincorporated area of San Martin.

Release of funds will be contingent upon a Memorandum of Understanding (MOU) between the Santa Clara County Library District and the Task Force, to be approved by the County Librarian and County Counsel. This MOU will allow for education and training related to crisis response, de-escalation of problem behaviors, and assistance for at-risk youth.


FISCAL IMPLICATIONS

The \$15,000 will be funded from undesignated ending fund balance in the Library Fund. An additional \$30,000 for fiscal year 2018-19 will be presented to the JPA as part of the recommended operating budget during the April JPA meeting.

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01/25/2018**JOINT POWERS AUTHORITY
BOARD TRANSMITTAL**

DATE: January 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian 

SUBJECT: **CONSIDER RECOMMENDATIONS RELATING TO THE LIBRARY'S PROPERTY AT
1344 DELL AVENUE**

RECOMMENDED ACTION

Possible Actions:

- a. Authorize staff to proceed with the construction of a 12,000 square foot design option for the Library's property at 1344 Dell Avenue;
 - 1) Approve the transfer of \$7,800,000 from the Undesignated Ending Fund Balance for the associated building costs;
 - 2) Authorize staff to proceed with a formal bidding process in accordance with the Library District's Procurement Policy;
- b. Direct staff to take other action and/or explore other options relating to the Library's property at 1344 Dell Avenue.

FISCAL IMPLICATIONS

The current unrestricted ending fund balance for the Library Fund is \$11,683,314. At its October 11, 2017 meeting, the JPA Finance Committee affirmed that the current unrestricted ending fund balance would be sufficient to cover the costs for demolition, site improvement, construction, and contingency costs as well as future system-wide capital maintenance and technology needs. The annual operating cost estimated at \$80,000 per year could be absorbed by ongoing property tax revenue.

BACKGROUND/REASONS FOR THE RECOMMENDATIONS

The JPA purchased the property at 1344 Dell Avenue in Campbell in 2011 for \$1,025,000 from American Legion Post 99. The purpose of the purchase was two-fold: to provide ample parking for staff at 1370 Dell Avenue and to provide space for additional staff as the Library's program

expanded. The building needs to be renovated to make it suitable for Library staff and functions.

The JPA discussed three different options at its November 2, 2017 meeting and directed staff to come back with an explanation of existing and long-term requirements for the services provided at the Services and Support Center, a description of how parking for staff and events could be accommodated, and an option for building to the maximum allowed Floor Area Ratio ("FAR"), and revenue generating options.

The largest option presented by RMW provides the maximum allowed FAR of 20,000 square feet, but requires the addition of a parking structure, significantly increasing the costs beyond existing cash reserves, and ultimately requiring long-term financing. The smallest option of 9,600 square feet meets the surface parking requirements, but does not meet the long-term needs. The recommended 12,000 square foot option allows for the largest building size without requiring a separate parking garage, provides sufficient parking for staff and events, meets the long-term needs of the Library District, while providing flexibility of space for growth, and/or revenue options.

MASTER PLAN REPORT

ADMINISTRATIVE HEADQUARTERS CAMPUS AT 1370/1344 DELL AVENUE

Prepared For: Santa Clara County Library District
By: RMW architecture & interiors



EXECUTIVE SUMMARY

Santa Clara County Library District (SCCLD) has commissioned RMW architecture & interiors to produce the following Master Plan Report for the sites of 1370 & 1344 Dell Avenue in Campbell, CA.

The intent of this report is to provide a system overview of the functions of the Services & Support Center and responsibilities to the community libraries within its jurisdiction, in addition to statistical data and documentation of departmental growth in both new and expanding programs and support staff.

The purpose of the Master Plan Report is to provide the Joint Powers Authority with background information in the decision to expand the current Library Services and Support Center into an Administrative Headquarters comprised of two buildings, one of which is the current building at 1370 Dell Ave and a new proposed building at 1344 Dell Ave. A series of three design studies for the new building were developed and presented at the last JPA meeting in November 2017.

This report will describe:

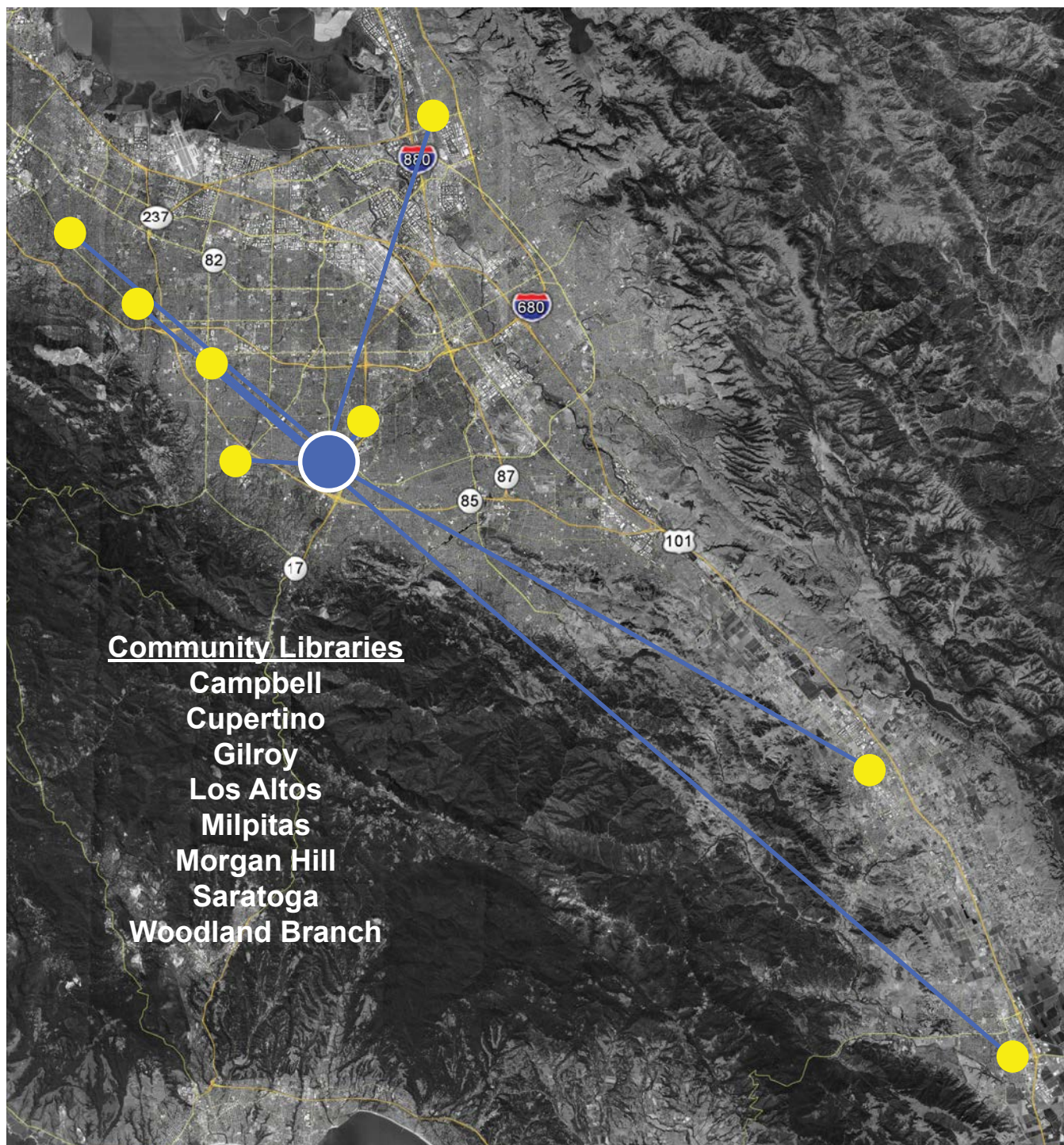
- SCCLD Departments, Spaces, and general Operations at 1370 Dell Avenue
- SCCLD Current & Future Growth at 1370 Dell Avenue (new/existing departments & programs, and staff)
- SCCLD Proposed Campus Growth
- SCCLD Proposed Campus Parking Plan



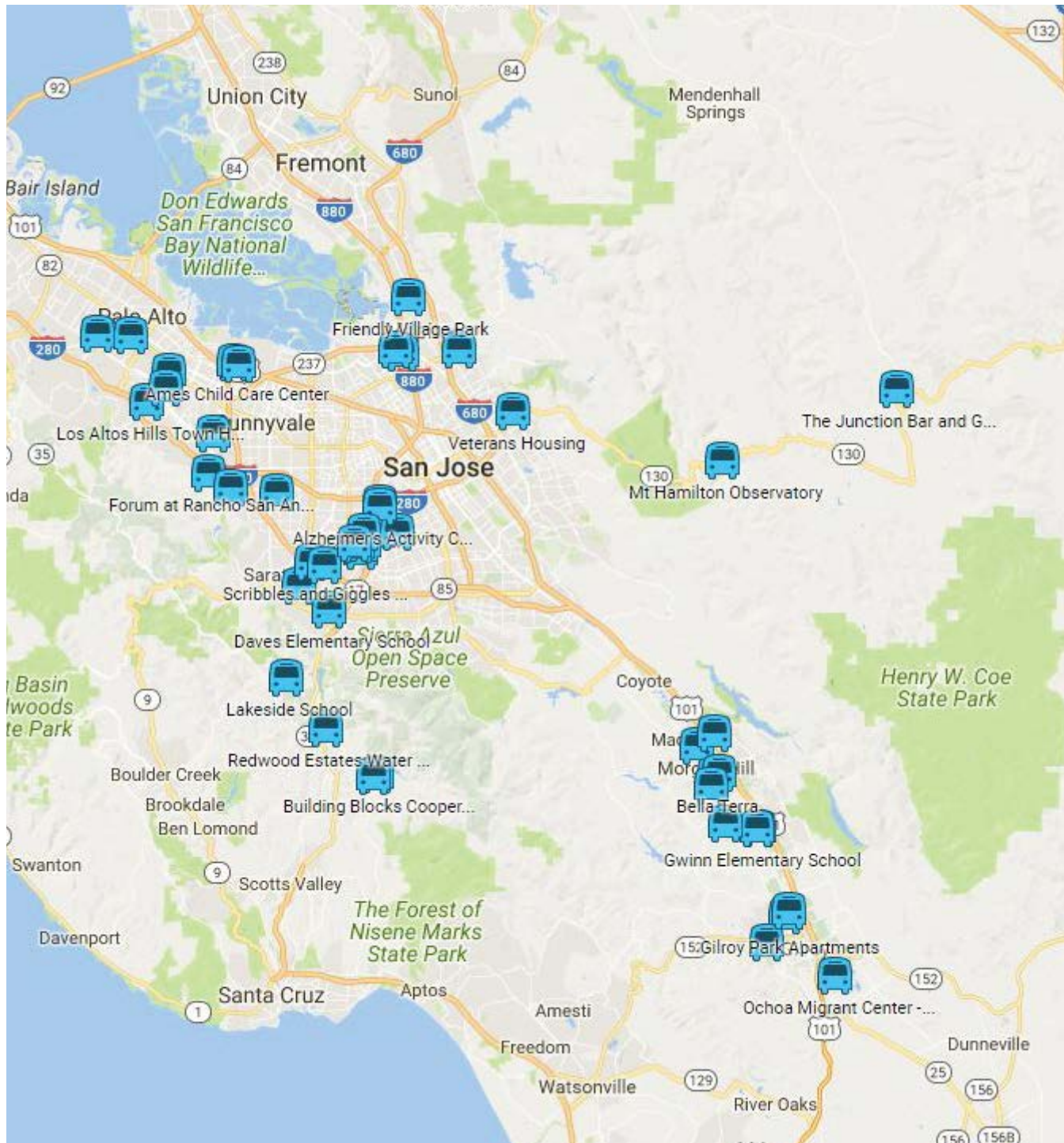
SCCLD has eight libraries serving more than 439,000 people in the cities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Morgan Hill, Saratoga, and Monte Sereno.

An average of 9 million items circulate each year from a collection of 1.9 million with an annual visitor count of 3.3 million system wide.

The Santa Clara County Library District administration, public services, IT, circulation, stockroom, support staff, materials processing, warehouse and bookmobile operations are located at 1370 Dell Avenue.



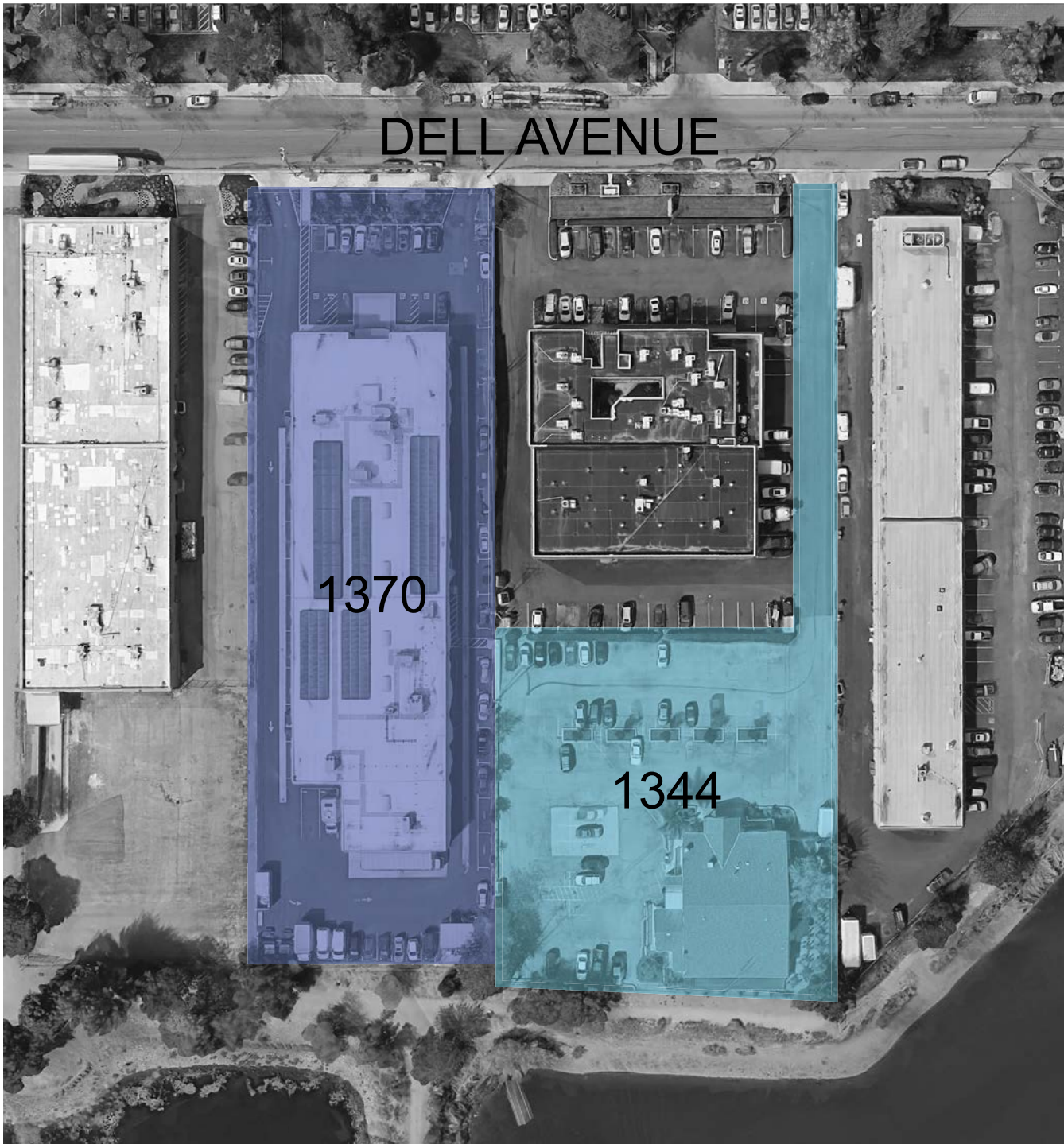
The bookmobile visits 48 locations, traveling 1,000 miles per month.



In 2011 Santa Clara County Library District purchased property and existing buildings at 1370 and 1344 Dell Avenue in the city of Campbell in order to move the library's administrative services which had outgrown its space at a leased property in Los Gatos.

In 2013 renovation of the existing building at 1370 Dell Ave was completed and SCCLD moved in the system's administrative services, circulation, stockroom, support staff, materials processing, warehouse, bookmobile operations, IT department and 74 employees.

1370 Dell was designed for a maximum of 76 workstations and today houses 87.



SCCLD DEPARTMENT DESCRIPTIONS - 1370 DELL AVE

Bookmobile

Supervises and coordinates service to 48 stops in locations that are remote to a community library or are in unincorporated areas of the county, as well as at special events. The bookmobile collection is processed and stored at 1370 Dell Ave which is also the permanent parking location for the bookmobiles and new outreach vehicles.

Public Library Services

Develops, directs and manages district-wide services for all ages, which includes collection development and selection of materials, performs professional library work such as answering reference and reader's advisory questions via email, phone and text reference and responds to patron communication and feedback. PLS also manages the district-wide holiday and last copy collections housed at 1370 Dell Ave and coordinates outreach services such as the soon to be implemented Passport Services program.

Reading Program

Coordinates, implements, monitors, and evaluates learner and volunteer tutor services.

Electronic Resources

Administers public and staff web services, electronic databases and online catalog, updates and maintains the SCCLD website and trains staff on electronic resources and online reference resources. Electronic Resources also develops the new public technologies program such as the Virtual Reality pilot, currently at Morgan Hill Library.

Cataloging

Prepares descriptions of all materials to be added to the catalog and provides author/title entries and subject headings so that patrons can find materials efficiently. This information is then passed on to the Electronic Resources department for implementation into the electronic databases and online catalog.

Circulation Support

Plans, analyzes and coordinates the development and implementation of circulation systems and procedures for the library district. They handle patron account questions and renewals, order and process magazines in addition to processing materials for distribution to the community libraries.

Acquisitions

Responsible for ordering library materials.

Warehouse & Logistics

Warehouse and Logistics staff manage the operations of a centralized stock room which ships, receives, sorts and stores supplies, equipment and library materials for the community libraries within the district. Supplies and library materials are stocked at the Services & Supply Center and sent out to the libraries on request. Deliveries are coordinated by warehouse and logistics staff with shipments going out 6 days a week.

Information Technology Support

IT plans, manages, maintains, and directs the library's system-wide computer system. Provides technical support for both computer hardware and software and serves as the library "help desk". System-wide IT equipment and computers are stored at 1370 Dell Ave.

Support Staff

Comprised of Human Resources, Procurement, Accounting and Maintenance staff. Responsibilities consist of procurement of furniture and services for all branch libraries, system-wide security & safety planning and coordination, processing of system-wide expenses, monies collected at branch libraries, payroll and management of system budget. Maintenance staff direct and manage building maintenance and repair and handle minor improvement projects for library facilities.

Communications & Marketing

Communications & Marketing develops strategies designed to increase awareness of programs and services and to promote community engagement. They orchestrate press releases and publicizing media, such as flyers, posters, brochures and spreading information via social media or eNewsletters.

Executive Management

Executive Management under the direction of the County Librarian provides leadership and vision and sets goals for the entire library district. The Executive Management team at 1370 Dell Ave consists of the County Librarian, Deputy County Librarian, Financial & Administrative Services Manager and the Director of Communications, Marketing and User Experience. All new employees come to the district administrative offices to receive orientation as well as ongoing training.

In 2013 SCCLD had 74 employees working at 1370 Dell Ave. That number has risen to 87, a growth of 17.5% since moving in 5 years ago.

As SCCLD looks ahead 10 years it projects growing its staff an additional 16%, for a total of 101 staff.

Most departments are seeing some sort of growth, but the departments seeing significant growth are:

Public Library Services - 24% (2013-present)

Bookmobile - 20% (2013-present)

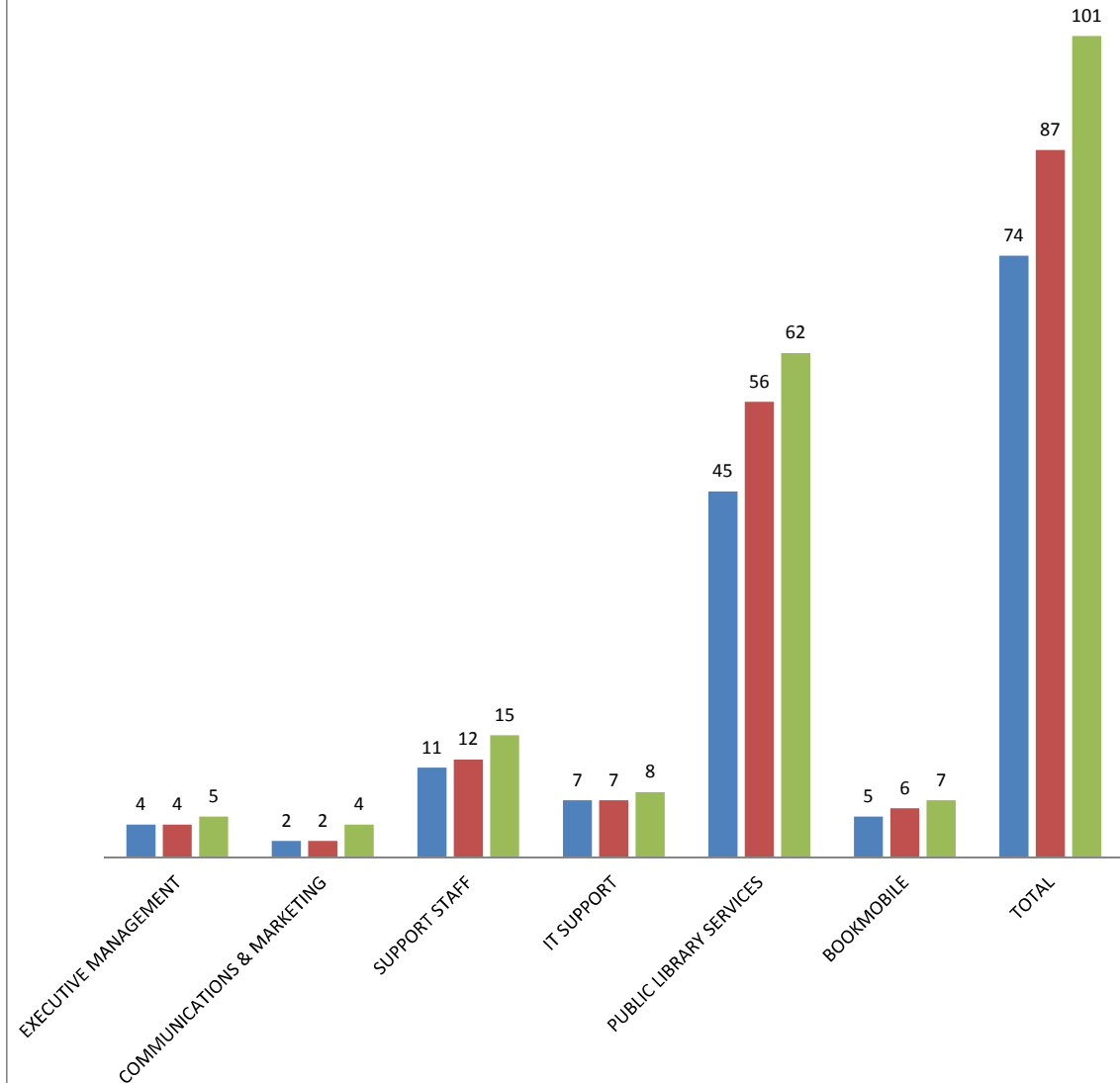
Both are projecting to continue growing at this rate.

As departments have grown spaces have begun to shift with some departments taking over spaces previously allocated to other departments. We are now at full capacity in the present building.

In addition to department growth there has also been an increase in the use of conference rooms and training room. Conference room schedules have become congested with very little flexible time for scheduling. In many cases the one small general use conference room can be booked with back to back meetings for an entire day. The county librarian conference room is now needed for meeting space. This option is not ideal since its location is behind a secure door and those without access have to be escorted to this area.

DEPARTMENT GROWTH 2013-2028

■ 2013-2014 ■ 2017-2018 ■ 2027-2028



DEPARTMENT GROWTH HIGHLIGHTS

Reading Program

The Reading Program, which is part of Public Library Services, has been a consistent contributor to growth for the Santa Clara Library District with additional staff being hired to coordinate and assist with learner and volunteer tutor services and teach classes.

At 1370 Dell Ave, staff handle an average of:

- 12 learner assessment sessions each month (1 person per session)
- 4 orientation sessions each year (14 people per session)
- 2 training sessions per year (average of 23 people per session)
- 1 tutor-learner appreciation event each year with about 45 people attending

Orientations are offered Monday-Friday with options for both evening and day-time sessions. Training sessions are held on Saturdays. At this time there is no space at 1370 Dell to hold tutor-learner sessions.

There are 200 learners currently in the program

Each learner attends 24 tutor-learner sessions in a 6-month period

Equaling 9,600 one-on-one tutor-learner sessions each year

Tutor-learner pairs typically look for space to meet at one of the community libraries. Space is not always available however, and pairs often take time away from their learning session to find space. A new building at 1344 Dell with dedicated Reading Program space could provide a place for tutor-learner pairs that the library system cannot now offer.

Learners stay with the program an average of 18 months. Santa Clara County Library District has identified the Reading Program as one that is in need of and can benefit from a dedicated space.



DEPARTMENT GROWTH HIGHLIGHTS

Digital Services / IT

The Library's online presence has become increasingly important over the past few years. Patrons of all ages now have access to our Virtual Library services 24/7, from anywhere in the world via the Internet. This department maintains the library website. Its digital collections and online services include:

- eBooks & Audiobooks
- eMusic
- eMagazines, Newspapers, & Journals
- eMovies & Videos
- Lifelong learning via classes, tutors, and other resources
- Research databases on a wide variety of topics
- Online reference services

This department also provides Public Technology services, including special equipment, devices, and software provided to community members. SCCLD expects continuing growth in these areas.

Outreach

The Library has increasingly focused on reaching out to members of our communities who are not yet active library users.

The Bookmobile is available to participate in special events all over the district. It has been in parades and present at many different festivals and celebrations.

SCCLD is also reaching out through the schools. Several of our community libraries are conducting major campaigns to encourage every student to get a card.

Recently the library has started actively investigating how we can reach out to people who live in the more remote areas of the county. We are on the cusp of being able to offer them an eCard which will allow a patron access to all of our electronic resources via the Internet.

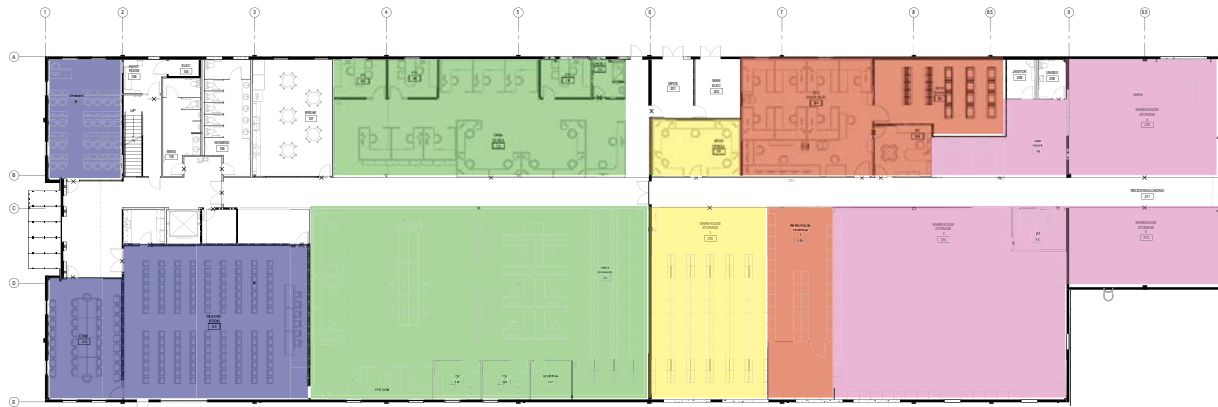
All Online Library



1370 DELL AVE - DEPARTMENT DIAGRAM 2013 (AT MOVE-IN) AND 2018 (CURRENT)



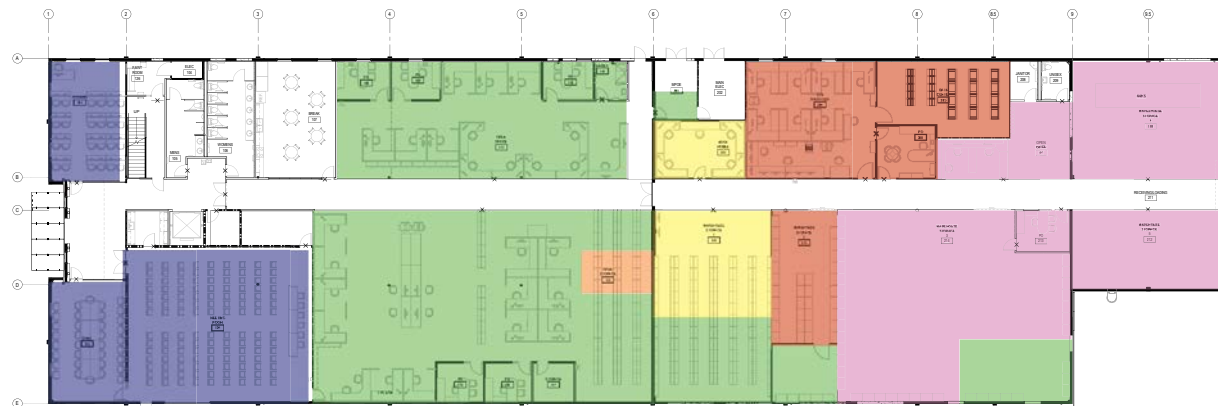
- Public Library Services has grown
- IT Support space has been reduced in size without a reduction of services
- Bookmobile space has been reduced in size while experiencing an increase in staff and services.



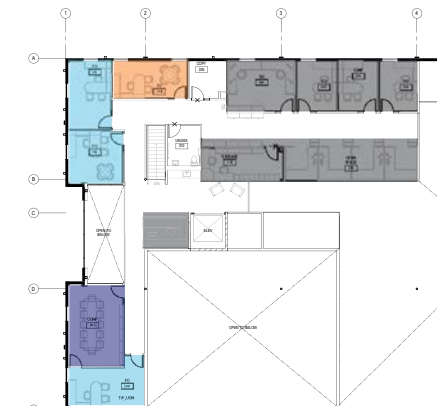
1st Floor - 2013



2nd Floor - 2013

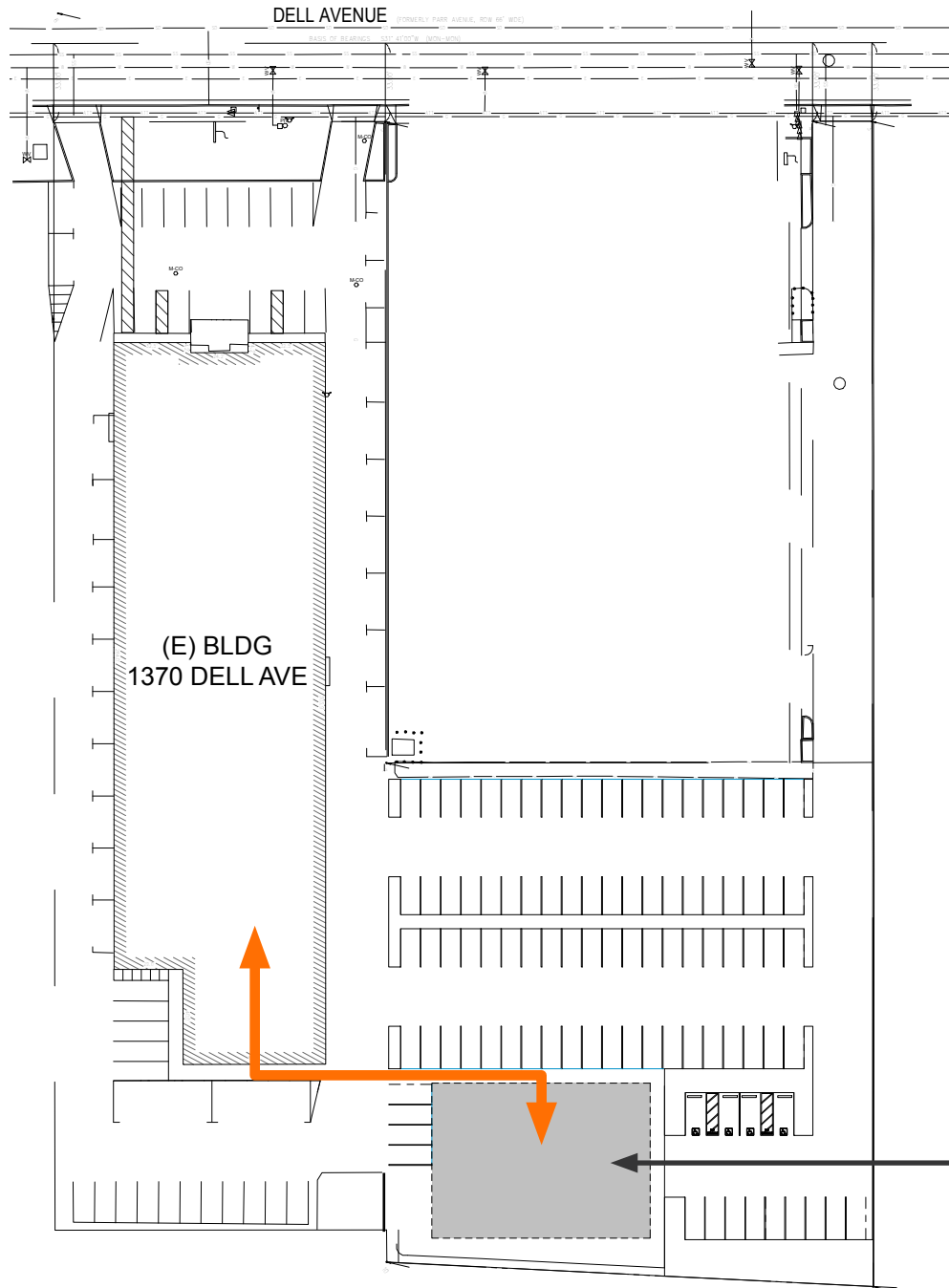


1st Floor - 2018



2nd Floor - 2018

ZONING / PLANNING SUMMARY TABLE



Parcel Area	50,901-sf
Zoning	CM Controlled Manufacturing
Maximum FAR (Floor Area Ratio)	0.4
Maximum Building Height	45'-0"
REQUIRED SETBACKS	
Front	20'-0"
Side (each)	10'-0"
Street Side	10'-0"
Rear (waterfront)	10'-0"
PARKING	
Required Parking Stalls	1 parking stall / 200-sf
<u>Required Parking Lot Landscaping</u>	
1 tree / eight parking spaces, where 25 or more are provided	

NEW BUILDING AT 1344 DELL AVENUE
12,000-SF
2-STORIES
6,000-SF PER FLOOR

PROPOSED PROGRAM FOR 1344 DELL AVE

	<u>QTY</u>	<u>SQ. FT.</u>	
<u>IT DEPARTMENT</u>			
Workspace	1	1,000	
Manager Office	1	200	
Server Room	1	600	
Secure Storage	1	260	
General Storage	1	600	
Backup Generator	1	140	
IT Department Sub-Total		2,800	
<u>READING PROGRAM</u>			
Classroom	1	700	25 people-tables and chairs
Reading Room	1	150	5 people-tables and chairs, two computers
Assessment Room	1	100	quiet room for individual reading assessment and one-on-one tutoring
Shared Office	1	200	shared office for 3 people
Reading Program Sub-Total		1,150	
<u>LIBRARY USE PROGRAM</u>			
Large Meeting Room	1	2,000	meeting space for library programs, training, collaborative working and learning space
Breakout Room	2	900	flexible space that can be used for additional classroom space, meeting rooms
Flexible Storage	1	300	general storage
Library Use Program Sub-Total		4,100	
<u>BUILDING/STAFF SUPPORT</u>			
Electrical Room	1	110	
Breakroom	1	150	support for library staff
Storage	1	150	
MFD/Supply Room	1	100	
AV Closets	3	10	
Janitor Closet	1	50	
Pantry / Kitchen	1	150	food prep
Restrooms	2	200	mens/womens restrooms
Support Sub-Total		1,140	

NET PROGRAM AREA **9,190 SQ. FT.**

BUILDING GROSSING FACTOR **40%**

BUILDING GROSS FLOOR AREA **12,866 SQ. FT.**

CAMPUS PLAN FOR DEPARTMENT GROWTH



Opportunities for growth as a campus:

- Dedicated space for the Reading Program staff, tutor-learner pair meeting space and training.
- Improved location for IT support workroom and servers with space improvements to include a backup generator that currently doesn't exist.
- Bookmobile would gain back space it once had that is currently being used by departments that have grown and needed additional space.
- Public Library Services would have space for new programs.
- Additional flexible space for storage, staff, and task team meetings

IT Department

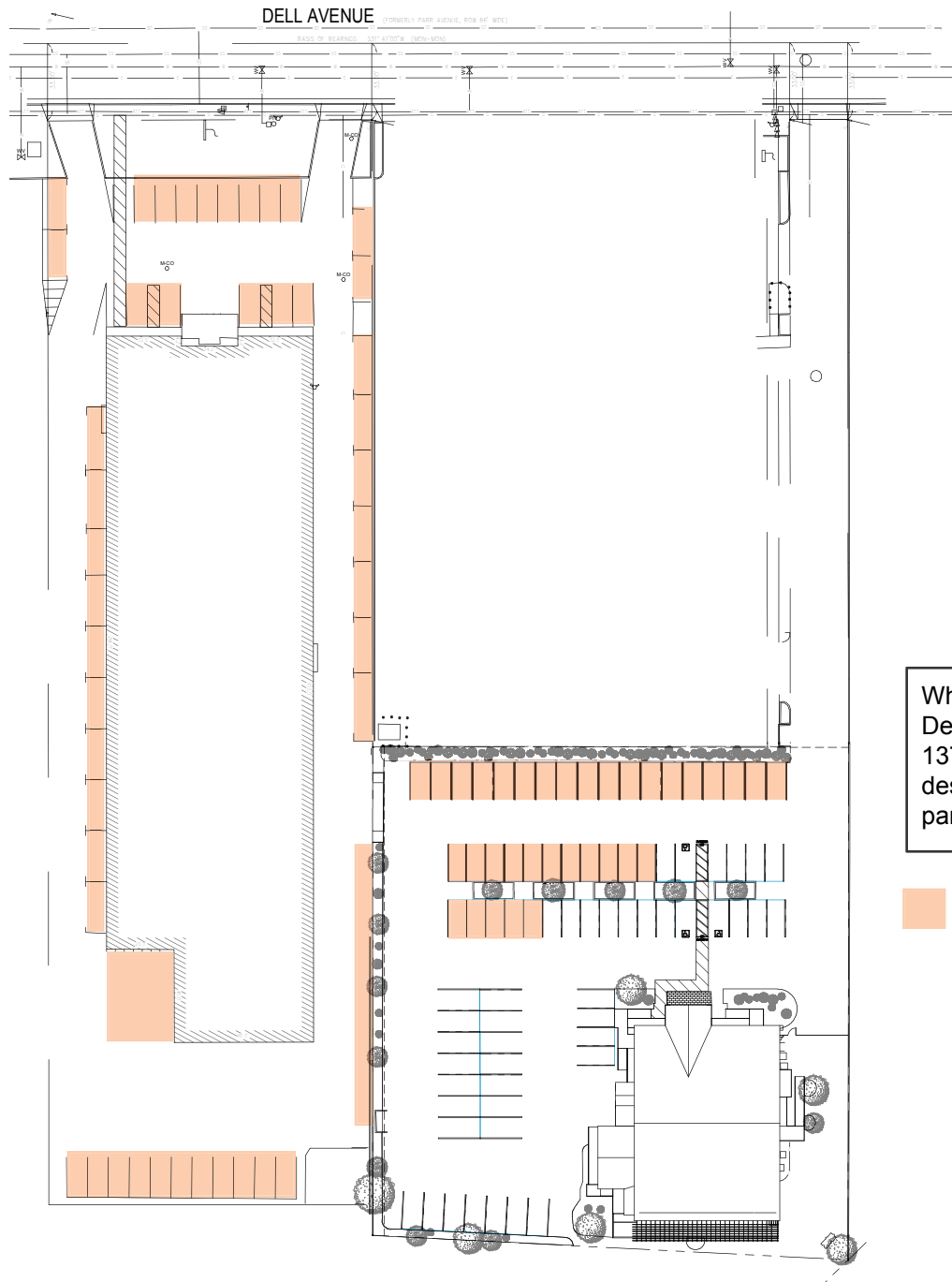
2,660-sf moves to 1344 Dell Ave
making space available for
other program use at 1370

140-sf new backup generator

Library Services

1,150-sf Reading Program

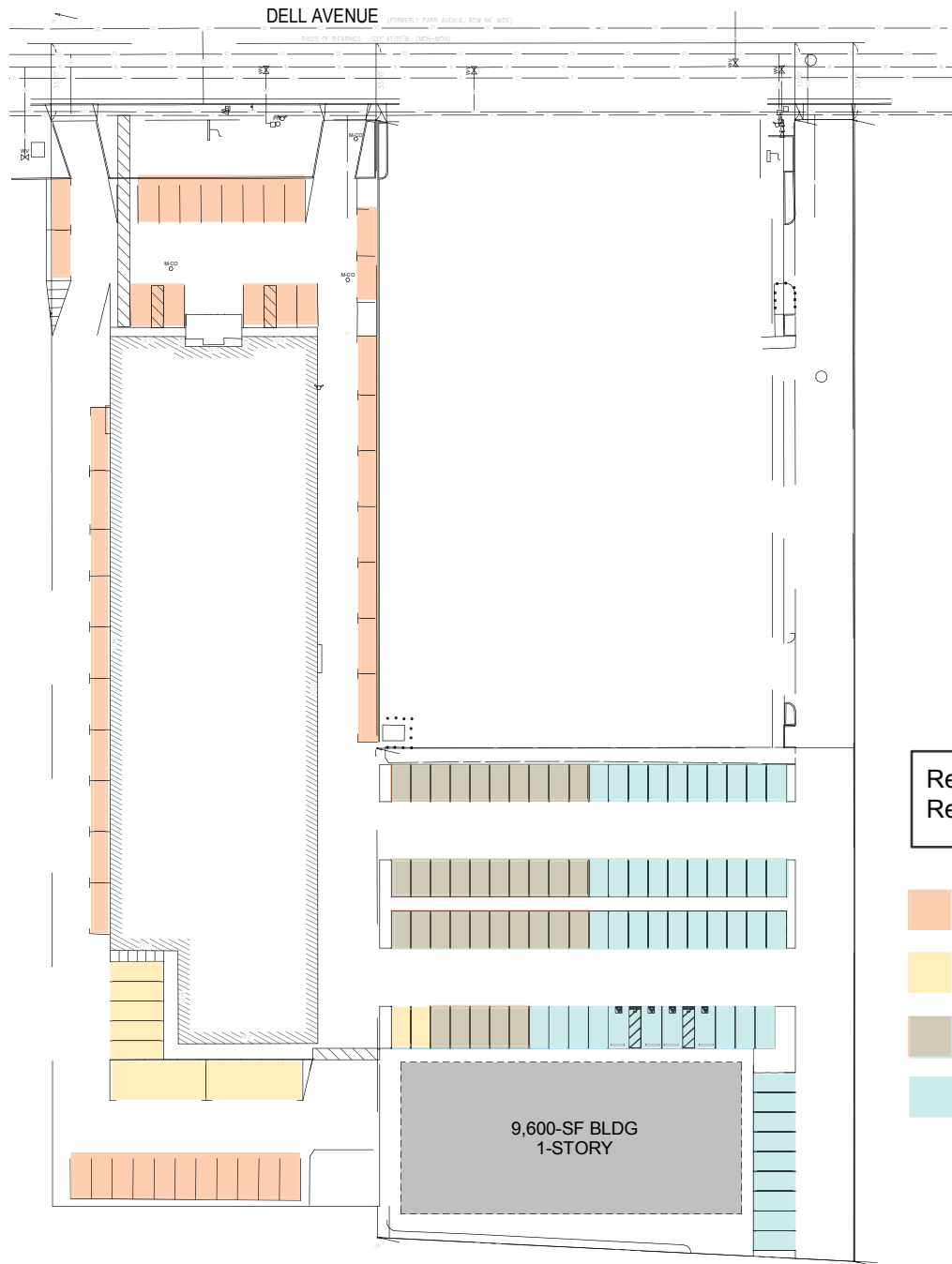
4,100-sf new flexible area and
storage space



1370 / 1344 EXISTING PARKING

When SSCLD purchased the properties, area at 1344 Dell Ave was needed to fulfill parking requirements for 1370 Dell Ave. 35 parking stalls from 1344 Dell Ave were designated for 1370 Dell Ave and will not count towards the parking requirements for 1344 Dell Ave.

1370 (E) PARKING STALLS = 55 + 35 at 1344



SINGLE STORY BLDG - 9,600-SF

Required Parking Stalls: 1 parking stall / 200-sf
Required Parking Stalls for 1344 Dell Ave: 48

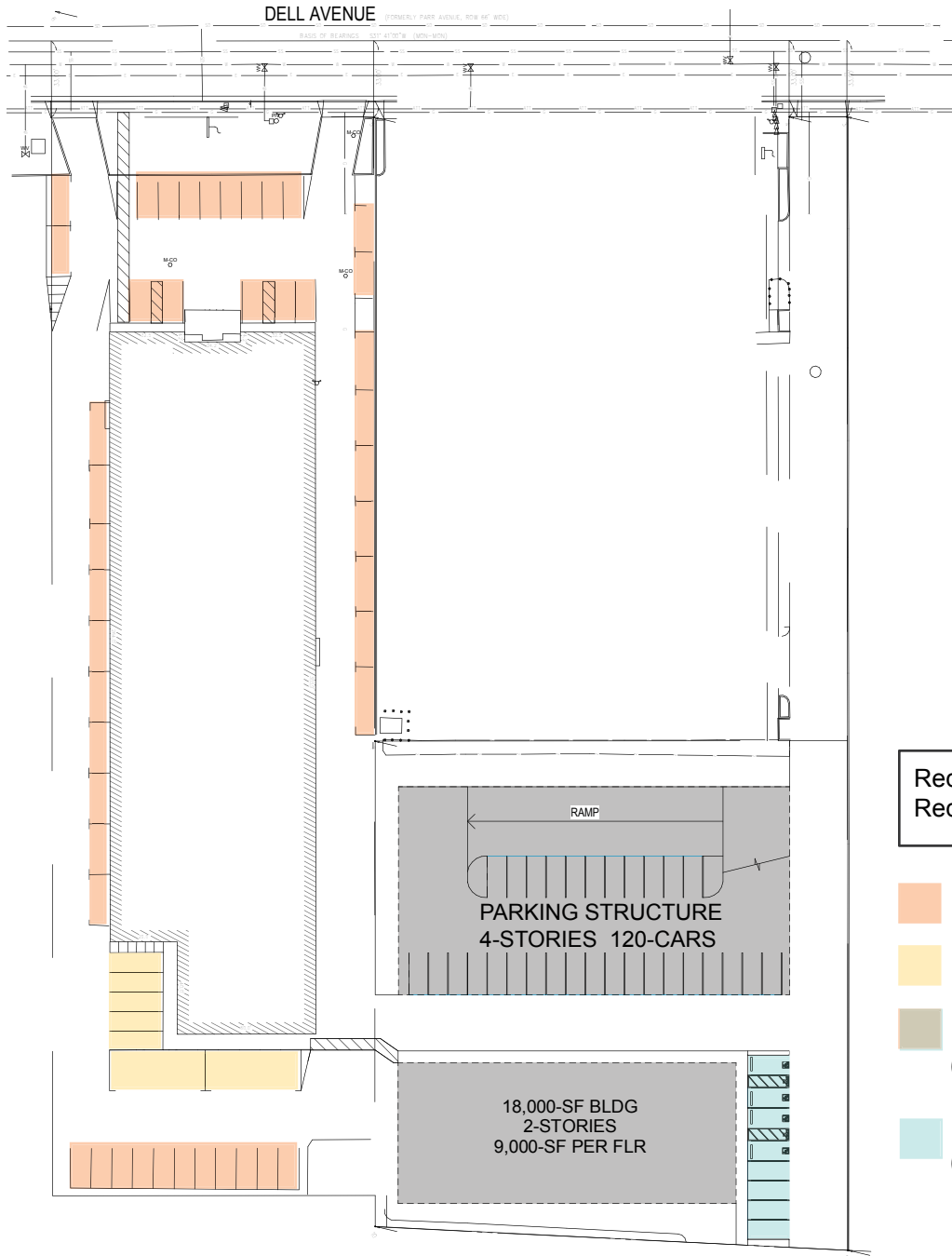
- 1370 (E) PARKING STALLS = 46
- 1370 RE-STRIPED PARKING STALLS = 9
- 1344 PARKING DESIGNATED FOR 1370 = 35
- 1344 (N) PARKING STALLS = 50



2 STORY BLDG - 12,000-SF

Required Parking Stalls: 1 parking stall / 200-sf
Required Parking Stalls for 1344 Dell Ave: 60

- 1370 (E) PARKING STALLS = 46
- 1370 RE-STRIPED PARKING STALLS = 9
- 1344 PARKING DESIGNATED FOR 1370 = 35
- 1344 (N) PARKING STALLS = 60



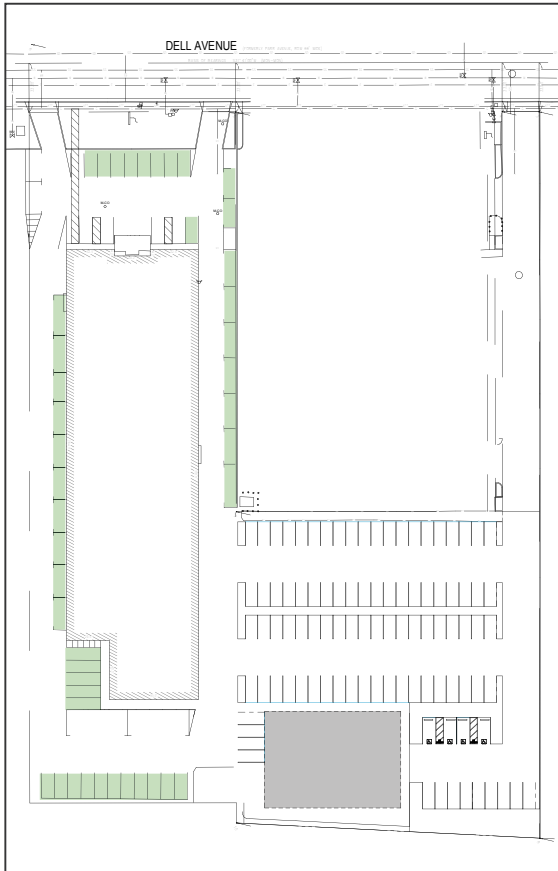
2 STORY BLDG - 18,000-SF

Required Parking Stalls: 1 parking stall / 200-sf
Required Parking Stalls for 1344 Dell Ave: 90

- 1370 (E) PARKING STALLS = 46
- 1370 RE-STRIPED PARKING STALLS = 9
- 1344 PARKING DESIGNATED FOR 1370 = 35
(IN PARKING STRUCTURE)
- 1344 (N) PARKING STALLS = 90
(SURFACE PARKING AND IN PARKING STRUCTURE)

CAMPUS PARKING SCENARIOS

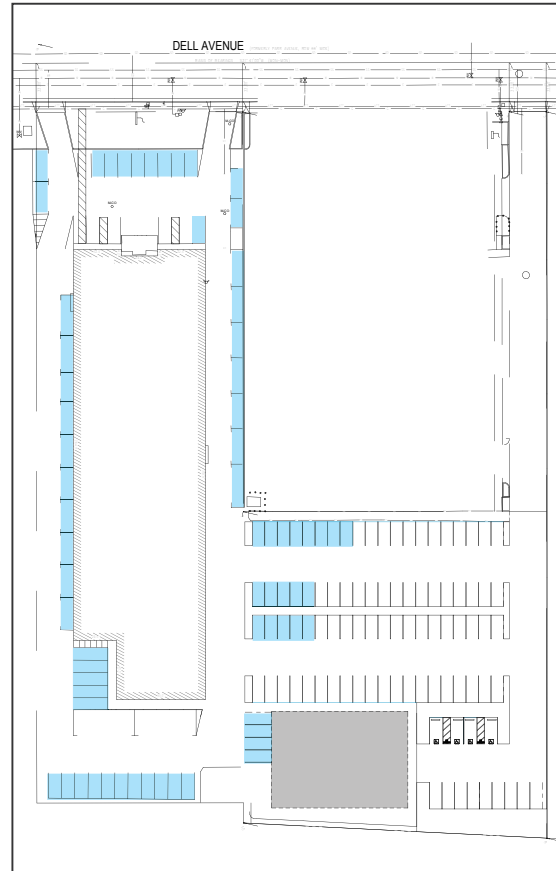
PARKING	PROVIDED	USED	OPEN
SCENARIO A	150	45	105
SCENARIO B	150	69	81
SCENARIO C	150	150 +50 VALET	0



Scenario A:
Monday-Friday

Average afternoon - 45 cars

At time of survey:
45 employees in the building



Scenario B:
Monday-Friday

Average morning
and 40 person meeting taking place - 69 cars

At time of survey:
59 employees in the building + 40 guests



Scenario C:
After hours special event - max 200 vehicles

Total parking stalls - 150
Valet service hired for special event to park
additional cars

ACCESS TO PUBLIC TRANSPORTATION





The Reading Program



Community Outreach



Public Technology



Digital Services/ IT

All Online Library

Enjoy FREE access to ebooks, magazines, audiobooks, downloadable music, streaming video, online research, a free The New York Times digital subscription, online classes including Lynda.com, Rosetta Stone, and much more!

24/7
Our online library is always open

