

# JOINT POWERS AUTHORITY BOARD AGENDA

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

Lunch 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, October 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 <u>not</u> 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 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 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
- 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

### **NEW BUSINESS**

- 6. Accept Fiscal Year 2017-18 Year-End Fiscal Report
- 7. Accept Fiscal Year 2017-18 Year-End Service Report
- 8. Approve Increased Staffing Budgets and Additional Library Hours
- 9. Election of Officers 2019

### **REPORTS/COMMENTS**

**INFORMATION** 

- 10. County Librarian
- 11. JPA Board Members

### **PRESENTATION**

12. Recognition of Outgoing Board Members

### **ADJOURN**

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.

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.

# SANTA CLARA COUNTY LIBRARY DISTRICT JOINT POWERS AUTHORITY BOARD 2018

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Dion Bracco, Council Member City of Gilroy 7351 Rosanna Street Gilroy, CA 95020 (408) 847-5766 dion.bracco@ci.gilroy.ca.us Jean Mordo, Mayor City of Los Altos 1 North San Antonio Road Los Altos, CA 94022 (650) 559-9401 imordo@losaltosca.gov

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Steve Tate, Mayor City of Morgan Hill 17555 Peak Avenue Morgan Hill, CA 95037 (408) 621-7377 stevetate@charter.net

Emily Lo, Council Member City of Saratoga 13777 Fruitvale Avenue Saratoga, CA 95070 (408) 868-9982 elo@saratoga.ca.us Dave Cortese, Supervisor (Alternate)
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JPA-\*1 10/25/18

# JOINT POWERS AUTHORITY BOARD MINUTES

Thursday, June 7, 2018

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 Rich Waterman, Campbell Steven Scharf, Cupertino Dion Bracco, Gilroy Anthony Phan, Milpitas (1:48 p.m.) Burton Craig, Monte Sereno Steve Tate, Morgan Hill Emily Lo, Saratoga

### **Members Absent**

Courtenay C. Corrigan, Town of Los Altos Hills

Jean Mordo, Los Altos

### **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**

Liana Crabtree, Cupertino resident spoke on agenda item #9 from the April 26, 2018, Joint Powers Authority Board Meeting.

### **CONSENT CALENDAR**

### **ACTION**

- \*1. Approve Minutes from April 26, 2018, JPA Board meeting.
- \*2. Approve Delegation of Authority Related to the Public Works Contracts for Construction Management, Architectural Services and General Contractor for 1344 Dell Avenue Project
- \*3. Accept the following cash gifts:
  - a. Cash donation of \$12,000 to the Santa Clara County Library District and augment the budget for library materials
  - b. Cash donation of \$19,295.08 to the Santa Clara County Library District and augment the budget for library furniture.
  - c. Cash donation of \$3,362.85 to the Santa Clara County Library District and augment the budget for library materials

- d. Cash donation of \$5,000 to the Santa Clara County Library District and augment the budget for library materials
- e. Cash donation of \$31,700 to the Santa Clara County Library District and augment the budget for library materials
- f. Cash donation of \$4,500 to the Santa Clara County Library District and augment the budget for library materials
- g. Cash donation of \$500 to the Santa Clara County Library District and augment the budget for library materials
- \*4. Receive Three-Year Technology Replacement and Improvement Plan, Fiscal Years 2016/17 2018/19 update
- \*5 Receive Annual Review of Capital Maintenance Plan
- \*6 Approve the Addition of One Full-Time Supervising Librarian Position (1.0 FTE) with the Deletion of One Part-Time Librarian Position (0.50 FTE)
- \*7 Ratify Appointment of Nominating Committee

Motion was moved by Bracco and seconded by Tate to approve Consent Calendar items #1-7 as on the agenda. The motion passed unanimously by the following vote:

Ayes: Wasserman, Simitian, Waterman, Scharf, Bracco, Craig, Tate and Lo

### **NEW BUSINESS**

8. Discuss Bylaws Revision

Staff report. Nancy Howe, County Librarian. Ms. Howe asked the JPA to discuss the issue of a proposed amendment to the Bylaws which would eliminate the term limits for officers serving on the Joint Powers Authority Board. The item will be on the voted on at the October 25, 2018, JPA Board meeting.

9. Adopt FY2018-2019 Budget for the Santa Clara County Library District.

Staff report. Chuck Griffen, Financial and Administrative Services Manager asked the board to adopt the FY2018-2019 Budget.

**Motion** was moved by Bracco and seconded by Craig to adopt FY2018-2019 Budget for the Santa Clara County Library District. **The motion passed unanimously by the following vote: Ayes: Wasserman, Simitian, Waterman, Scharf, Bracco, Craig, Tate and Lo** 

10. Receive Independent Audit Report for the Year Ending June 30, 2017

Staff report. Chuck Griffen, Financial and Administrative Services Manager asked the board to receive the Independent Audit Report for the year ending June 30, 2017. The report on the Library's Financial Statements issued an unmodified report, i.e., a clean report. The Independent auditor's report on internal control did not identify any instances of non-compliance with Government Accounting Standard.

Motion was moved by Tate and seconded by Bracco to receive the Independent Audit Report for the Year Ending June 30, 2017. The motion passed unanimously by the following vote:

Ayes: Wasserman, Simitian, Waterman, Scharf, Bracco, Craig, Tate and Lo

### **REPORTS/COMMENTS**

INFORMATION

- 11. County Librarian
  - ♣ The Santa Clara County Library District waived up to \$100.00 per library card for outstanding fines in return for a donation of food. Diane Roche, Director of Communications and Marketing gave an update on the Food for Fines program which resulted in 25,700 meals for the community.
  - 🕹 Jennifer Weeks, Library Services Manager
    - Summer Reading 2018, Reading takes you Everywhere! We are asking everyone to join us in reading 100,000 books this summer. The goal is to increase our summer engagement to 10% of all of our card holders enrolled.
    - Lunch in the Library. SCCLD is in partnership with Second Harvest Food bank and Silicon Valley YMCA to offer free and open sites for summer lunches in Morgan Hill, Gilroy and San Martin.
    - SCCLD Student eAccounts. Working in partnerships with the school districts,
       SCCLD has created over 20,000 eAccounts.
  - ♣ Campbell and Los Altos libraries are both looking into having measures on the November Ballot that could result in having new or substantially renovated libraries. Neither library has finalized plans.
- 12. Santa Clara County Library Foundation
  - Linda Arbaugh, Foundation Secretary
    - The Foundation welcomed new member Cheryl Houts.
    - The Foundation is also looking for a representative from Cupertino to join the board.
    - The Foundation has \$11,000 in the bank.
    - The Reading Program recently offered Spanish Language Computer Classes
      which were very successful, and Saratoga Library provided materials to learners
      who are waiting to be matched with a tutor. It was made possible by the
      Saratoga Library Rotary Club.
    - The Foundation worked with California Pizza Kitchen on a fundraiser and raised over \$400.

### 13. JPA Board Members

♣ Board member Scharf commented on the extended hours that began at the Cupertino Library last week and the fact they have the most open hours of any library.

### **ADJOURN**

Chair Wasserman adjourned the meeting at 2:01 p.m., to the next JPA Board meeting on Thursday, October 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,

Tracy Ellenberger, Secretary

**Library District Joint Powers Authority** 



JPA-\*2 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

**SUBJECT:** 

ACCEPT SANTA CLARA COUNTY LIBRARY DISTRICT

SEMI-ANNUAL GIFT REPORT: JANUARY 1 – JUNE 30, 2018

### **RECOMMENDED ACTION**

It is recommended that the Board accept the gifts listed on the enclosed report totaling \$61,418.08.

### **FISCAL IMPLICATIONS**

There are no fiscal implications to the County Library since these gifts are from outside sources and no Library funds were used. Library services have been enhanced by these donations.

### **BACKGROUND/REASONS FOR RECOMMENDATION**

The \$61,418.08 represents gifts that have been received by the eight District libraries, Bookmobile, and the Reading Program during the period January 1 through June 30, 2018.

# SANTA CLARA COUNTY LIBRARY DISTRICT GIFT REPORT

LIBRARY	DATE	DESCRIPTION OF GIFT	DONOR NAME	VALUE
Bookmobile		No Gifts to Report		\$0.00
Campbell	January 1 - June 30, 2018	Description	Friends of the Campbell Library	
		Programs and supplies	Friends of the Campbell Library	\$16,068.56
			Subtotal	\$16,068.56
Cupertino	January 1 - June 30, 2018	Description	Friends of the Cupertino Library	
		Adult Programs		\$9,535.21
		Teen Programs		\$2,687.09
		Children's Programs		\$6,849.22
		Adult Programs	Cupertino Library Foundation	\$1,525.54
			Subtotal	\$20,597.06
Gilroy	January 1 - June 30, 2018	No Gifts to Report		\$0.00
Los Altos	January 1 - June 30, 2018	Description	Friends of the Los Altos Library	
& Woodland		Children's Crafts, Programs, & Book Clubs		\$ 6,335.06
		Children's Summer Reading		\$ 2,035.81
		Adult Programs		\$3,052.07
		Children's Science & Technology Programs	Los Altos Library Endowment	\$270.54
			Subtotal	\$ 11,693.48
Milpitas	January 1 - June 30, 2018	Description	Friends of the Milpitas library	
		Programs		\$15,265.24
		Plant Maintenance		\$875.00
		Supplies		\$365.27
			Subtotal	\$16,505.51
Morgan Hill	January 1 - June 30, 2018	Description	Friends of the Morgan Hill Library	
		Programs, Materials & Supplies		\$17,150.53
			Subtotal	\$17,150.53
Saratoga		No Gifts to report		\$0.00
Reading Program		No Gifts to report		
			Total	\$61,418.08



JPA-\*3a 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

SUBJECT:

**ACCEPTANCE OF CASH GIFT** 

### RECOMMENDED ACTION

It is recommended the Board accept a cash donation in the amount of \$5,906.44 made to the Santa Clara County Library District from various donors 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 Santa Clara County Library has received cash donations from various donors, which are to be appropriated for the acquisition of Adult & Children's library material.

### STEPS FOLLOWING APPROVAL



JPA-\*3b 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

**SUBJECT:** 

**ACCEPTANCE OF CASH GIFT** 

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount of \$2,250 to the Cupertino Library from the Cupertino Library Foundation for the courtyard redesign proposal.

### **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 have presented the Library with a cash donation, which is to be appropriated for the courtyard redesign proposal.

### STEPS FOLLOWING APPROVAL



JPA-\*3c 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

SUBJECT:

**ACCEPTANCE OF CASH GIFT** 

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount of \$2,506.10 to the Cupertino Library from the Friends of the Cupertino 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 Cupertino Library have presented the Library with a cash donation, which is to be appropriated for library materials.

### STEPS FOLLOWING APPROVAL



JPA-\*3d 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

SUBJECT:

**ACCEPTANCE OF CASH GIFT** 

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount \$8,000 made to the Gilroy Library from the Friends of the Gilroy Library for library programming and supplies.

### **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 Gilroy Library has presented the Library with a cash donation, which is to be appropriated for library programming and supplies.

### STEPS FOLLOWING APPROVAL



JPA-\*3e 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

**SUBJECT:** 

**ACCEPTANCE OF CASH GIFT** 

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount of \$1,500 to the Los Altos Library from Albert and Kathryn Chen for furniture and space improvements.

### **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**

Albert and Kathryn Chen have presented the Library with a cash donation, which is to be appropriated for furniture and space improvements.

### STEPS FOLLOWING APPROVAL



JPA-\*3f 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

**SUBJECT:** 

**ACCEPTANCE OF CASH GIFT** 

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount of \$30,000 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 have presented the Library with a cash donation, which is to be appropriated for library materials.

### STEPS FOLLOWING APPROVAL



JPA-\*3g 10/25/18

### **JOINT POWERS AUTHORITY BOARD TRANSMITTAL**

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

SUBJECT:

**ACCEPTANCE OF CASH GIFT** 

### RECOMMENDED ACTION

It is recommended the 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 and programming.

### 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 programming.

### STEPS FOLLOWING APPROVAL



JPA-\*3h 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

SUBJECT:

**ACCEPTANCE OF CASH GIFT** 

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount of \$14,000 made to the Milpitas Library from the Friends of the Milpitas Library for library materials and 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 library materials and Reading Program.

### STEPS FOLLOWING APPROVAL



JPA-\*3i 10/25/18

### **JOINT POWERS AUTHORITY BOARD TRANSMITTAL**

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

**SUBJECT:** 

**ACCEPTANCE OF CASH GIFT** 

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount \$142,000 made to the Saratoga Library from the Friends of the Saratoga Library for library materials and programming.

### **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 Saratoga Library has presented the Library with a cash donation which is to be appropriated for library materials and programming.

### **STEPS FOLLOWING APPROVAL**



JPA-\*4 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

**SUBJECT:** 

**BYLAWS REVISION** 

### **RECOMMENDED ACTIONS**

It is recommended that the JPA Board remove the following sentence from Section 2, The Board of Directors, 2.5 Terms of Office: "No person shall hold the same office more than two consecutive terms."

### **BACKGROUND/REASONS FOR RECOMMENDATION**

The proposed change was on the June 7, 2018, JPA agenda for discussion and may be voted on at the following JPA meeting. Eliminating term limits would potentially provide continuity of leadership if the JPA wished to consider a candidate that had already served two consecutive terms. The role of the Nominating Committee would not be changed by this action.



JPA-\*5 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

**SUBJECT:** 

**ADOPT 2018-2019 LEGISLATIVE POLICY AGENDA** 

### **RECOMMENDED ACTION**

It is recommended that the JPA affirm the following legislative policy agenda for 2018-2019. The policy agenda will be updated and approved annually. There are no changes to the 2017 agenda.

### **BACKGROUND**

The Santa Clara County Library District (SCCLD) may choose to advocate for legislation and governmental regulations that benefit and strengthen public libraries. The legislative policy agenda will be approved annually and be consistent with the mission and core values of SCCLD and the American Library Association's Bill of Rights.

For time sensitive issues, the County Librarian may authorize support positions on matters consistent with the Legislative Policy Agenda. The JPA will be informed of such positions.

Any new issue not covered by the Legislative Policy Agenda must be approved by the JPA before a position can be taken.

### **LEGISLATIVE POLICY AGENDA, 2018-2019**

- SCCLD supports Intellectual Freedom, patron privacy, open access consistent with current library policies, values and the American Library Association Bill of Rights.
- 2) SCCLD supports legislation to reduce the passage of public library operating and bond measures to the 55% level. Currently, a two-thirds vote is needed for passage.
- 3) SCCLD supports continuation of State matching funds for literacy programs under the California Library Services Act and funding to reduce the backlog of adult literacy learners.

- 4) SCCLD supports reauthorization of the Institute for Library and Museum Services (IMLS) and increased funding for the Federal Library Services and Technology Act.
- 5) SCCLD supports state funding of the California Library Services Act.
- 6) SCCLD supports public access to information technology including every library having easy and affordable access to a high quality, high bandwidth telecommunications network including the e-rate program.
- 7) SCCLD supports State funding of high-speed broadband in California public libraries.
- 8) SCCLD supports the full inclusion and participation of public libraries in the local consortia coordinating the implementation of AB 86, and enhanced organizational collaboration to better serve the educational needs of adults.
- 9) SCCLD supports the principles of Net Neutrality, allowing the library patron free and unbiased access to Internet content and services and supporting the democratic nature of the internet as a neutral platform for sharing information.
- 10) SCCLD supports restoration of Californians' access to all public libraries by supporting restoration of Transaction-Based Reimbursement (TBR). The TBR was the net lending reimbursement that the State Library provided to public libraries for allowing any resident of California to borrow books from libraries in any jurisdiction.
- 11) SCCLD supports full state funding of the Public Library Foundation Program. This program enables the State to allocate a maximum match of 10% for locally funded library services.



JPA-6 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

SUBJECT:

**ACCEPT FISCAL YEAR 2017-18 YEAR-END FISCAL REPORT** 

### **RECOMMENDED ACTIONS**

It is recommended that the JPA Board accept the attached Fiscal Report for the Santa Clara County Library District for the period ending June 30, 2018.

### FISCAL IMPLICATIONS

The recommended action does not affect revenues or expenditures as recorded in the County of Santa Clara's financial accounting system. Reconciliation of accounts shows the following for the close of fiscal year 2017-18.

FY 2017-18 Current Revenue:

\$50,714,818

• FY 2017-18 Operating Expenditures:

\$46,219,883

Revenue Exceeds Operating Expenditures by:

\$ 4,494,935

Library Fund Net Equity including Designated

Reserves:

\$42,766,834

Please see the attached report for a detailed account analysis of the fiscal year 2017-18 year-end close.

### **BACKGROUND/REASONS FOR RECOMMENDATION**

Acceptance of this report by the JPA will acknowledge that the books have been closed for fiscal year 2017-18.

# Fiscal Year 2017-2018

### Year-end Review of Revenue

				Variance
	FY 16-17	FY 17-18	FY 17-18	from Prior
REVENUE SOURCE	Actual	Budget	Actual	Year
Supplemental Roll	\$ 1,031,860	\$ 979,941	\$ 1,120,524	\$ 88,664
Property Tax - Current Secure	26,438,862	26,831,914	27,950,060	1,511,198
Property Tax - Current Unsecured	1,998,572	2,080,219	1,980,009	(18,563)
Property Tax - Unitary Roll	785,022	800,914	811,324	26,302
RPTTF Residual	1,248,791	1,300,000	1,462,266	213,474
Property Tax - Others	2,065,785	1,300,000	3,363,534	1,297,749
RDA Pass-through	796,642	796,000	905,283	108,641
Motor Vehicle in Lieu Tax	<u>3,036,025</u>	<u>3,188,000</u>	<u>3,259,344</u>	<u>223,320</u>
Subtotal All Property Tax	\$ 37,401,559	\$ 37,276,988	\$ 40,852,344	\$ 3,450,785
Library Fees and Charges	\$ 235,821	\$ 230,000	\$ 234,602	\$ (1,219)
Library Overdue Fines	312,686	312,000	291,833	(20,853)
Interest Earnings	320,163	250,000	496,851	176,687
Homeowner Prop. Tax Relief	146,139	142,741	143,593	(2,546)
State LSCA	83,188	46,000	77,333	(5,855)
Other State Grants	15	0	4,050	4,035
Contributions from Cities	1,273,699	1,601,982	1,584,993	311,294
Special Tax	5,857,783	5,824,984	5,824,974	(32,809)
Other Library Services	20,807	64,000	63,012	42,204
Contributions & Donations	1,031,012	562,813	705,547	(325,466)
Misc. Income and Adj.	32,635	10,000	49,368	16,733
Contribution from County	449,490	351,004	351,004	(98,486)
Federal Medicare Credit	47,374	<u>30,000</u>	<u>35,304</u>	<u>(12,070)</u>
SUBTOTAL	\$ 9,810,812	\$ 9,425,524	\$ 9,862,464	\$ 51,652
Total Current Revenue	\$ 47,212,371	\$ 46,702,512	\$ 50,714,808	\$ 3,502,437

# Fiscal Year 2017-2018 Year-end Review of Expenditures

	FY 16-17	FY 17-18	FY 17-18	Variance from
EXPENDITURE CATEGORY	ACTUAL	BUDGET	ACTUAL	Prior Year
Permanent Employees	\$ 15,159,926	\$ 17,415,411	\$ 16,810,779	\$ 1,650,853
Temporary Employees	1,367,705	1,576,156	1,335,926	(31,780)
Overtime	13,617	1,370,130	12,892	(726)
Unemployment Insurance	16,812	6,459	5,583	(11,229)
Premium Pay	281,837	318,000	317,785	35,948
Uniform Allowance	70	1,000	500	430
Health Insurance	3,829,936	3,887,676	4,216,164	386,229
Retiree Health Insurance	1,922,075	2,081,392	2,365,179	443,104
FICA Soc.Sec Medicare	1,226,237	1,417,912	1,349,935	123,698
PERS Retirement	3,257,168	3,709,518	3,454,608	197,440
Workers' Comp. Insurance	584,530	359,906	351,936	(232,594)
Holiday Overtime	37,667	0	36,280	(1,387)
	\$ 27,697,581	\$ 30,773,430	\$ 30,257,567	\$ 2,559,986
Total Object 1	\$ 21,091,001	φ 30,773, <del>4</del> 30	φ 30,237,307	\$ 2,559,960
Safety Shoes	\$ 1,555	\$ 3,309	\$ 3,108	\$ 1,553
Telephone Service	343,701	236,211	101,142	(242,559)
Insurance	187,549	217,758	215,211	27,661
Equipment Maint.	191,635	684,132	937,493	745,858
Structure Maint & Improve.	765,964	3,129,163	665,429	(100,535)
Office & Book Proc.Supplies	578,847	599,835	605,159	26,312
Incentives and Promotions	61,647	50,000	23,823	(37,825)
Summer Reading Marketing	14,057	22,500	27,380	13,323
Co. Professional Serv.	29,971	35,590	29,642	(329)
Prof.&Specialized Ser.	852,308	1,540,680	653,685	(198,623)
Contract Services Literacy	32,489	0	43,617	11,128
Co. Data Processing	306,978	361,354	297,932	(9,046)
Data Processing Services	54,048	65,000	52,410	(1,638)
Equipment Rent/Lease	167,949	187,000	190,925	22,976
Building Rent	427,782	442,253	505,029	77,247
Small Tools& Equip.	78,526	118,569	55,207	(23,319)
Furniture	77,575	282,272	461,312	383,737
Education Expense	3,179	22,000	6,591	3,412
Workshops, Conferences	24,356	30,000	31,231	6,875
Books	5,535,253	6,827,432	6,614,473	1,079,220
Membership Dues	50,472	55,500	50,366	(106)
External Printing	86,640	200,077	110,102	23,462

		- Hamiltonia		
	FY 16-17	FY 17-18	FY 17-18	Variance from
EXPENDITURE CATEGORY	ACTUAL	BUDGET	ACTUAL	Prior Year
Business Travel & Meetings	\$46,006	\$68,000	\$70,439	\$24,433
Auto. Mileage Reimb.	15,106	22,500	20,503	5,397
Garage Fleet Services	58,460	59,076	69,710	11,250
Utilities	1,141,224	1,211,000	1,112,866	(28,358)
County Overhead	548,003	757,476	757,476	209,473
PC Hardware	1,957,768	1,780,055	928,460	(1,029,307)
PC & Application Software	655,709	935,250	836,424	180,716
Postage	10,336	200,000	15,157	4,821
Mailroom/Postage	10,590	9,210	9,783	(807)
Settlement & Misc. Expense	27,481	47,000	65,925	38,444
Transfer to Los Altos Library Endowment	<u>500,000</u>	<u>0</u>	<u>0</u>	(500,000)
Total Object 2	\$ 14,843,163	\$ 20,200,202	\$ 15,568,010	\$ 724,846
Equipment	\$ 2,330,453	\$ 1,785,425	\$ 147,310	\$ (2,183,143)
Vehicles	296,321	451,968	246,996	(49,325)
GRAND TOTAL	\$ 45,167,519	\$ 53,211,025	\$ 46,219,882	\$ 1,052,364

**Designated Reserves** 

	FY 17-18	
Designated Reserves	Beginning	FY 17-18 End
Building Reserve	\$ 7,834,000	\$ 5,904,000
Technology Reserve	2,643,017	400,000
	\$ 10,477,017	\$ 6,304,000

## **FUND BALANCE STATUS June 30, 2018**

Category  Designated Reserves Reserves for Economic Uncertainty 1344 Dell Avenue Fund Balance Reserve for Encumbrances Undesignated Fund Balance Net Fund Equity	June 30, 2018 \$ 6,304,000 \$ 13,000,000 \$ 7,800,000 \$ 1,448,933 \$ 14,213,901 \$ 42,766,834	
Other Library Funds Fund 1701 Silicon Valley Reads Fund 1700 Special Tax	\$ 19,056 \$ 196,466	
Total Net Equity All Funds	\$ 42,982,355	

### **OPERATING SOURCE & USE STATEMENT -- FUND 0025**

SOURCES OF FUNDS	2016-17	2017-18	2017-18	2017-18
Designing Found Polones	Actual	Adopted	Modified	Actual
Beginning Fund Balance	9.264.000	7 924 000	7 924 000	7 924 000
Building Reserve	8,364,000	7,834,000	7,834,000	7,834,000 2,643,017
Technology Reserve	7,316,695	2,493,017	2,643,017	
Economic Uncertainty Reserve	11,576,000	11,576,000	13,000,000	13,000,000
Encumbrances	1,007,837	1,007,837	1,960,067	1,960,067
Undesignated Fund Balance	7,962,514	9,155,669	12,834,814	12,834,814
Total Beginning Fund Balance	36,227,046	32,066,523	38,271,899	38,271,899
Revenue				
Property Tax	37,401,559	37,276,988	37,276,988	40,852,344
State Sources	83,203	46,000	46,000	81,383
Special Tax	5,857,783	5,824,984	5,824,984	5,824,984
City/County Contribution	1,723,189	1,621,482	1,952,986	1,935,997
Fines & Fees	548,507	542,000	542,000	526,435
Other	1,598,130	446,741	1,059,554	1,493,675
Total Current Revenue	47,212,371	45,758,195	46,702,512	50,714,818
	, ,	,	,	
TOTAL SOURCES OF FUNDS	83,439,417	77,824,718	84,974,411	88,986,717
				2017.10
USES OF FUNDS	2016-17	2017-18	2017-18	2017-18
Para and Marina	Actual	Adopted	Modified	Actual
Expenditures	27 607 501	20 220 046	20 772 420	20 257 567
Personnel	27,697,581	30,238,846	30,773,430	30,257,567
Books and Materials	5,535,253	6,406,147	6,827,432	6,614,473
Facilities	2,943,795	5,097,470	5,518,657	3,060,989
Services and Supplies	6,364,115	7,134,425	7,854,114	5,892,548
Total Operating Budget	42,540,744	48,876,888	50,973,633	45,825,577
Fixed Assets and Vehicles				
Equipment	2,330,453	1,710,017	1,785,425	147,310
Vehicles	296,321	60,000	451,968	246,996
Total Fixed Assets	2,626,774	1,770,017	2,237,393	394,306
Capital Expenditures	0	0	0	0
Ending Fund Balance				
Building Reserve	7,834,000	5,904,000	5,904,000	5,904,000
Technology Reserve			400,000	400,000
•	2,643,017	400,000	•	
Economic Uncertainty Reserve	13,000,000	13,000,000	13,000,000	13,000,000
1344 Dell Avenue Fund Balance	1 000 007	1 007 027	1 000 007	7,800,000
Encumbrances	1,960,067	1,007,837	1,960,067	1,448,933
Undesignated Fund Balance	12,834,814	6,865,976	10,499,317	14,213,900
Total Ending Fund Balance	38,271,899	27,177,813	31,763,384	42,766,834
TOTAL USES OF FUNDS	83,439,417	77,824,718	84,974,411	88,986,717



JPA-7 10/25/18

# JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian Muss

SUBJECT:

ACCEPT FISCAL YEAR 2017-2018 YEAR-END SERVICE REPORT

### **RECOMMENDED ACTIONS**

It is recommended that the Board receive the attached Fiscal Year 2017-2018 Year-End Service Report for the Santa Clara County Library District for the period ending June 30, 2018.

### **BACKGROUND/REASONS FOR RECOMMENDATION**

The FY 2017-18 Year-End Service Report updates the JPA on the Library District's continued mission to promote knowledge, ideas, and cultural enrichment, highlighting key trends in library use.

In FY 2017-18, staff expanded early learning and youth education programs, piloted several new community services, focused on targeted outreach, and changed lives through the Adult Reading and ESL Programs.

We offered our community a collection of 2.05 million items, circulation of 9.3 million, provided \$169,071,729 value of total services and welcomed 3,337,726 visitors to our libraries.

### **FISCAL IMPLICATIONS**

This report is for information only.







# Year-End Service Report FY2017-18

# Santa Clara County Library District



# FY 2017-18 Year-End Service Report









- Early literacy family concerts
  - Engage families in Talking, Singing, Reading, Writing, and Playing





- Play tables
  - Encourage children to play, learn, build and create





- Children's story time
  - 1,773
    programs
  - ▶ 109,082 attendees
- School age
  - > 1,225 programs
  - ► 56,890 attendees





santa clara library district

# Early Learning & Youth Education

# FREE PRE-SCHOOL AT GILROY LIBRARY

- Early Learning Readiness Program
  - Mon & Wed 9:30am-11:30am
  - 9 month curriculum
  - 20 families
- Prepare children for kindergarten
- Educate caregivers, including parents





### **SUMMER READING PROGRAM**

- PARTICIPATION: 32,193 kids, teens, and adults participated, resulting in a 28% increase over last year
- FINISHERS: The number of finishers increased significantly
  - Prereaders 24%
  - ▶ Kids 29%
  - ► Teens 30%
  - > Adults 18%
- ▶ NEW Community Reading Goal: 100,000 books
  - Actual books read: 178,913 books!







### **LUNCH AT THE LIBRARY**

- We served 5,388 meals (32% increase over 2017) at the Morgan Hill Library, Gilroy Library and the San Martin Gwinn Elementary School.
  - Morgan Hill served HOT meals
  - Gilroy including teen volunteers supported by the SCCLD Foundation
  - Bookmobile increased meals by 250%
  - Families in need ate together for FREE at each of the locations









### santa clara library

# Early Learning & Youth Education

### STUDENT E-ACCOUNTS

- Registered over 20,000 student accounts
  - ▶ Saratoga Union School District
  - Saratoga Union High School District
  - Campbell Union School District
  - ► Milpitas Unified School District K-12

# Providing Access to STEAM





# Providing Access to STEAM



- Robotics & Coding
  - Maker Workshop series
  - Adobe series
  - Ozobots for kids
  - Computer classes in Spanish



# Outreach





## Outreach



# Community Outreach

- Farmers markets
- School visits
- Senior centers
- Community center
- Chamber of Commerce
- Youth Commission



# Outreach: Go Go Biblio

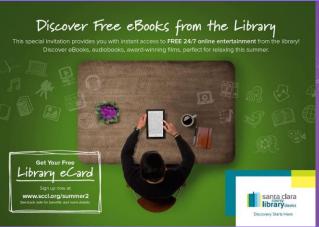


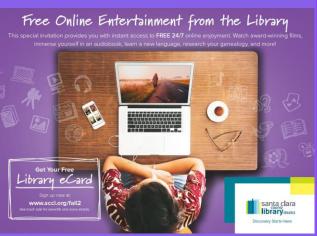


## Outreach: Direct Mail





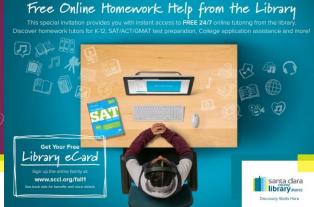




## Online eCard Registration







## Outreach: Food for Fines





## **7,936 PATRONS**

PARTICIPATED IN PROGRAM 16% of current card holders w/fine or fee



## 5,313 PATRONS

PARTICIPANTS OWE \$0.00 67% of participants



### 3,594 NEW CARDS

26% INCREASE over same period in 2017



#### 30,000 MEALS

FEED FAMILY OF 4 3 meals/day Almost 7 years



#### **18 TONS**

FOOD DONATED to Second Harvest Food Bank



### \$142,521 WAIVED

\$18/ PARTICIPANT



### 100% GOODWILL

LIBRARY IS GENEROUS
Patrons are generous
Community is generous



#### 1,301 1,322

PARTICIPANTS
who owe
< \$20 > \$20







### **PASSPORT SERVICES**

- Passport services pilot at the Cupertino and Milpitas Libraries launched Apr 2018
- Apr-Jun: 1,003 appointments
- Satisfaction Survey: (Top 2 box)
  - Overall Satisfaction: 97%
  - Agent's Understanding & explanation of the application process: 97%
  - Do you have an SCCLD library card: 28% no







### **READING PROGRAM**

Every SCCLD library location offers this program and helped 249 adult learners providing 6,742 instructional hours in FY 2017-18





### **ESL**

- Offered at Gilroy and Milpitas Libraries
- Level-up ESL at Los Altos Library

### **Conversation Clubs**

Offered at all SCCLD community libraries

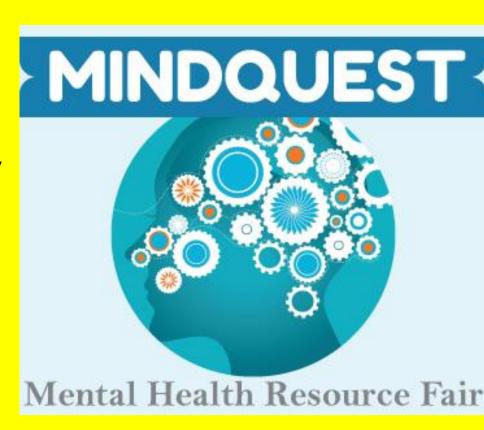


**ENGLISH AS A SECOND LANGUAGE** 



### **MINDQUEST**

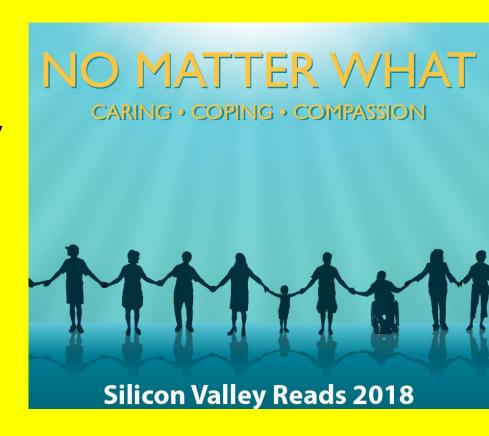
- Mental Health Resource Fair
- Created by Gilroy Library
- Classes, crafts, activities and information for all ages





### SILICON VALLEY READS

- 10,000 in attendance
- SVR 2018 "No Matter What: Caring, Coping, Compassion" was explored through a wide variety of participant experiences including books, speakers, art exhibits, films, panel discussions and more
- The theme explored and examined the importance of caregiving for our loved ones.



## SCCLD Fast Facts



SCCLD Card Holders: 268,333

64% district residents

Based on population excluding o-4 years old

Value of Services: Total collection of 2.05M items, circulation 9.3M and \$169,071,729 value\* of total services provided to the community

\* American Library Association Value Calculator

Program Attendance: 297,552 people of all ages attended a program which is a 10% increase over last year

## SCCLD Fast Facts



### **EXPANDED HOURS**

- Launched Jan 2018
  - Saratoga increased hours by six per week
  - Woodland increased hours by six per week
- Launched Jun 2018
  - Cupertino increased hours by six per week



# SCCLD Fast Facts

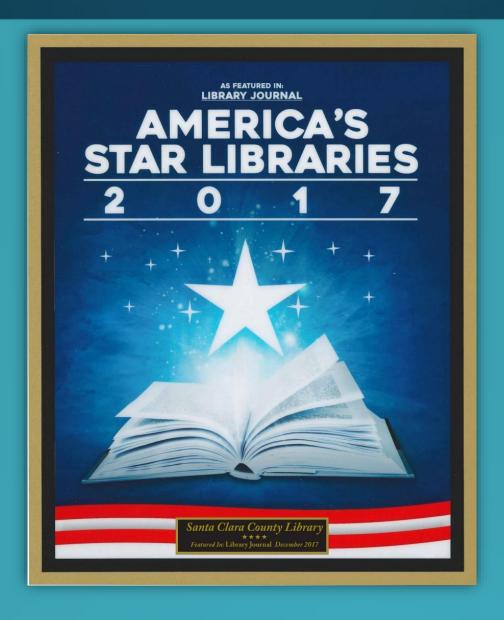


VISITORS: 3,337,726

Approximately 10,000 per day







## FY 2018-19 Looking Ahead



- New Patron Outreach
  - eCard expansion for digital patrons
- Create Deeper Community Relationships
  - Student eAccounts & Morgan Hill Preschool
  - Montalvo
  - Rise Up
- Improved services
  - Expanded hours
  - Consumer Health Education & Programs
  - Redesigned website
  - Increased eResource budget





Thank you



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

JPA-8 10/25/18

### **JOINT POWERS AUTHORITY BOARD TRANSMITTAL**

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian

SUBJECT:

APPROVE INCREASED STAFFING BUDGETS AND ADDITIONAL LIBRARY HOURS

THROUGHOUT THE LIBRARY SYSTEM

#### **RECOMMENDED ACTION**

The Finance Committee recommends the JPA Board approve a \$1,950,000 annualized increase to the Library's staffing budget.

For the Campbell, Gilroy, Morgan Hill, and Saratoga Community Libraries, the budget increase would add the following positions for expanded operating hours, subject to the JPA-adopted funding formula:

- 0.75 Part-Time Librarian, 0.50 Part-Time Library Clerk, 0.50 Library Page, 208 extra Janitor hours, 572 Extra Help Librarian hours, and 156 Extra Help Page hours at Campbell Community Library;
- 0.50 Part-Time Librarian, 0.50 part-Time Library Clerk, 0.50 Part-Time Library Assistant, 0.50 Library Page, and 208 extra Janitor hours at Gilroy Community Library;
- 1.00 Full-Time Librarian (with the reduction of 0.50 Part-Time Librarian to be moved to Gilroy Community Library, as described above), 1.0 Full-Time Library Clerk, 300 extra Librarian hours, 200 extra Library Page hours, and 100 extra help Librarian hours at Morgan Hill Community Library
- 0.50 Part-Time Librarian, 0.50 Part-Time Library Clerk, 1.00 Part-Time Library Page, 318 extra Janitor hours, 208 extra Librarian hours, 208 extra Library Page hours, 208 extra Library Clerk hours, 312 Extra Help Librarian hours, and 416 Extra Help Library Page hours at Saratoga Community Library.

This will allow the Campbell and Gilroy Community Libraries to expand to a 7 day/week operation, adding 1 pm to 5 pm on Sundays, effective February 2019. This will also allow Saratoga Community Library to expand its Sunday operating hours from 1 pm - 5 pm to 10 am -6 pm (similar to its Wednesday-Saturday operating hours), also effective February of 2019.

While the Morgan Hill Community Library is already adding Sunday hours in December of 2018 based on its existing 2018-19 fiscal year staff budget allocation, the additional positions proposed herein will be evaluated after a six month period to see what further expanded hours can be supported.

Pursuant to the JPA-adopted funding formula, a proportional amount of the Library staffing budget will be allocated to the three Community Libraries currently open at least 71 hours/week (Cupertino, Los Altos, and Milpitas). After further study and discussion with the three respective Library Commissions and the three respective funding partners (the Cities of Cupertino and Milpitas and the North County Library Authority), recommendations will be brought back to the Finance Committee and JPA Board in January 2019.

#### **FISCAL IMPLICATIONS**

Based on ongoing data collection and metrics related to output measures for each open hour, requests for additional staffing have been developed in concert with the Community Librarian at each Library to ensure the best possible outcomes for the public. Fiscal resources are sufficient to ensure at least a two-year commitment for this increased staffing budget and additional operating hours.

#### **BACKGROUND/REASONS FOR THE RECOMMENDATIONS**

As directed by the JPA Board, staff presented a range of costs to enable all libraries to be open a minimum of 52, 61, or 71 hours per week at the April 26, 2018 JPA Board meeting. Chair Wasserman requested that any motion taken by the Board allows Gilroy, Campbell, and Morgan Hill Community Libraries to open on Sundays, and that there should be a minimum standard that all libraries be open every day of the week. The Board unanimously approved the 61 hour/week option, should additional revenue become available, with the goal of moving to 71 hours/week if feasible.

At this point, the 61 hour/week and 71 hour/week scenarios are not financially feasible. Since the JPA's Joint Exercise of Powers Agreement dictates that any incremental funding for staff at each library be subject to the JPA-approved funding formula, even the 61 hour/week option is cost prohibitive; while the cost for additional staff needed to get Campbell, Gilroy, Morgan Hill and Saratoga Community Libraries open 61 hours/week was estimated at over \$1.3 million, the amount of revenue that would be needed to run through the funding formula would be closer to \$3.8 million annually, which is not currently supported by ongoing annual revenues.

However, additional property tax revenue is available to allow for at least 52 operating hours at each Community Library. Ongoing revenues and expenses will be closely monitored annually with the goal of further expansion of hours in mind.



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

JPA-9 10/25/18 JOINT POWERS AUTHORITY BOARD TRANSMITTAL

DATE:

October 25, 2018

TO:

Joint Powers Authority Board

FROM:

Nancy Howe, County Librarian  $\mu \downarrow \omega$ 

**SUBJECT:** 

**ELECTION OF OFFICERS 2019** 

#### **RECOMMENDED ACTIONS**

It is recommended that the Joint Powers Authority Board review the Nominating Committees' slate of candidates for Chair and Vice-Chair and hold an election.

The Nominating Committee members are Chair Mike Wasserman, Vice-Chair Courtenay C. Corrigan and Board Member Steve Tate. The Committee will present the slate of officers for 2019 at the meeting.

#### **BACKGROUND/REASONS FOR RECOMMENDATION**

According to the Bylaws, "A nominating committee of three JPA Board Members will present a slate of officers at the last meeting of the year and an election will be held."