



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

## JOINT POWERS AUTHORITY BOARD

### AGENDA

*Thursday, April 26, 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 Thursday, April 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.

### WRITTEN COMMUNICATION

- A. Letter from American Legion Post 99
- B. Email to the Joint Powers Authority Board from Liana Crabtree, dated February 23, 2018
- C. Letter to the Joint Powers Authority Board from the Registrar of Voters, dated March 14, 2018

### PRESENTATION

- 1. Recognition of Employee Excellence Honorees

### CONSENT CALENDAR

### ACTION

- \*2. Approve Minutes from January 25, 2018, JPA Board meeting.
- \*3. Accept the Santa Clara County Library semi-annual gift report: July 1, 2017 – December 31, 2017.
- \*4. Appointment of Cheryl Houts to the Santa Clara County Library Foundation board of directors.
- \*5. Accept the following cash gifts:
  - a. Cash donation of \$2,000 to the Santa Clara County Library District and augment the budget for library programs and materials.

- b. Cash donation of \$500 to the Santa Clara County Library District and augment the budget for library equipment.
  - c. Cash donation of \$279.68 to the Santa Clara County Library District and augment the budget for library equipment.
  - d. Cash donation of \$1,750 to the Santa Clara County Library District and augment the budget for the Reading Program.
  - e. Cash donation of \$8,533.84 to the Santa Clara County Library District and augment the budget for lobby furniture.
  - f. Cash donation of \$5,674.13 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 the Summer Reading program.
- \*6. Approve recommendation on 1344 Dell Ave. lease

#### **NEW BUSINESS**

- 7. Consider and discuss the FY2018-2019 Preliminary Budget for the Santa Clara County Library District.
- 8. Receive Expanded Hours report and provide direction to staff.
- 9. Recommend that the JPA Board adopt a resolution supporting the Library's full cooperation with the County of Santa Clara Registrar of Voters to increase voter participation.

#### **REPORTS/COMMENTS**

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

#### **INFORMATION**

#### **ADJOURN**

To the next Joint Powers Authority Board meeting on Thursday, June 7, 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.
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**SANTA CLARA COUNTY LIBRARY DISTRICT  
JOINT POWERS AUTHORITY BOARD 2018**

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JPA-A  
04/26/2018



AMERICAN LEGION POST 99  
WEST VALLEY MEMORY  
1344 DELL AVE, CAMPBELL CA. 95008  
408-379-6420

*-Veterans Serving Veterans-*

DATE: APRIL 18, 2016

TO: Santa Clara County Joint Powers Authority Board  
1370 Dell Ave, Campbell, CA 95008

FROM: Larry Maggio, Commander, Post 99

SUBJECT: REQUEST FOR EXTENSION OF TIME TO REMAIN ON THE PROPERTY  
LOCATED AT 1344 DELL AVENUE, CAMPBELL, CA.

**REQUEST:**

Dear Chairperson,

As you know the lease that provides for the interim use of the County Library property as an American Legion hall ends on June 30, 2018. We would like the opportunity to discuss the future of Post 99 at this location at the upcoming meeting of the board on April 26, 2018. Our goal is to balance our short-term interim use with your long-term use for the site.

We have been involved in discussions with Mr. Chris Benson of C.B. Hannegan's, a high quality caterer, about developing a program of special events at the hall. The primary purpose of this program would be to increase our revenues, our service to the community, and to fund needed improvements, i.e., striping and sealing of the parking lot, etc.

It is our understanding that without a funded project pending, the board will permit the Post to continue operations on a month-to-month basis. However, this arrangement will not allow for the effective interim management of the facility as our proposed special event program cannot commit to a date more than 4 weeks

out. This very real limitation on booking large events will result in a loss of significant revenue.

We ask that you consider (1) An Evergreen Lease with a three-year term that will roll forward on July 1<sup>st</sup> of each year, or (2) at a minimum, an 18 month notice to vacate in the event of a funded reuse project or sale of the property by the board is approved. We feel this suggestion would be amicable for both parties because of planning approval, design, permitting, and the bidding process which could take at least a year.

We look forward to having a discussion and understanding your thoughts on how to proceed. Our members thank you for your past and hopefully continued support.

**BACKGROUND/REASON FOR REQUEST:**

Cpt. Theodore Roosevelt Jr. and three other Military Officers that were located in France formed the American Legion in September 1919 after the conclusion of WW1. We are about to celebrate the 100<sup>th</sup> year of the American Legion. In 1922, U.S. Congress chartered the American Legion.

The current American Legion Post 99 Building was originally located approximately 150 feet east of its current location, and was originally used as a Military Barracks. In 1956, there were 80 members in the current building. A merger of members from Los Gatos also happened that year, and this established Post 158, also known as the "West Valley Memory Post" At that time, the building was moved to its current location when the Perk Ponds were established by the Santa Clara County Water District. In the 1970's, there were additions added to the original building to include a kitchen, bathrooms and a lounge that veterans could enjoy. A renovation that started in 2005 included the addition of a commercial kitchen, and upgrading the banquet hall. A deck was also added for the veterans to enjoy the tranquil scenery of the small lakes known as the Perk Ponds.

Starting in 2002, Post 158 was renumbered to be Post 99. Currently, Post 99 has 537 members that are Veterans, Son's of Legionnaires, and Auxiliary members. Post 99 has been home to the Cub Scouts and Boy Scouts, as well as the polling location for voting precincts in Campbell, a training facility for the US Census and many Non-Profit organizations who use the hall for meetings and events. Post 99 has been a sought-after venue for Veteran Memorial Ceremonies where full Military Honors can be rendered. Post 99 is fondly known for its open house on Veteran's Day, Memorial Day and 4<sup>th</sup> of July. It gives Veterans the opportunity to be with other Veterans, and the community a chance to show their appreciation to those who have served and even active military visiting the Post. Hundreds attend these open houses each year to show their appreciation.

In 2011, the American Legion Post 99 ran into a financial difficulty and had to sell the property to avoid possible foreclosure. Original sale price was \$1,500,000. An agreement was made for Santa Clara County JPA to purchase this property for \$1,025,000. The purchase included the American Legion to remain on the property for seven years until March 31, 2018. On May 4, 2017 the JPA approved to extension of lease until June 30, 2018. It was also requested by Post 99 to remain at this location beyond the June 30, 2018 until the JPA was ready to develop this property.

On November 2, 2017, the JPA discussed three different options and directed staff to come back with an explanation of existing and long-term requirements for services, description for parking, and building for the maximum floor area ratio.

On January 25, 2018, the JPA approved the recommended option 2, which is a 2 story, 12,000 sf building.

**BENEFITS OF ALLOWING AMERICAN LEGION POST 99 TO REMAIN:**

1. To maintain the Building located at 1344 Dell Ave
2. To provide security to the property and insure the safety of possible homeless citizens from using, vandalizing or destructing the property
3. To allow the American Legion to promote their 4 pillars to the veterans who have served their country during war time periods which include:
  - a) Veterans and Veterans Rehabilitation
  - b) National Security
  - c) Americanism and Patriotism
  - d) Youth, Widows, and Orphans

Respectfully Submitted,



Larry Maggio, Commander  
American Legion, Post 99



JPA-B  
04/26/2018

**Sent:** Friday, February 23, 2018 1:22 AM

**Subject:** CORRECTION, 2/23/2018: Request to NOT locate polling places in or near libraries beginning June 2018 and thereafter

Dear members of the Santa Clara County Citizens' Advisory Commission on Elections and all others for whom this communication holds relevance:

**NOTE:** While I serve as a Library Commissioner for the City of Cupertino, I write to you today as a Cupertino resident only and not a spokesperson for the Library Commission. The views expressed here are entirely my own.

*"As trusted, neutral, safe spaces, libraries are ideal institutions to lead dialogue and deliberation efforts in communities."*

**- American Library Association, Libraries Transforming Communities**

*"The library fosters life-long learning, promotes cultural enrichment, and supports education."*

**- Santa Clara County Library District, Core Values, Item 5**

*"The library ensures that physical spaces are welcoming, safe, clean, and accessible."*

**- Santa Clara County Library District, Core Values, Item 8**

*"We will maintain an environment in and around the Cupertino Library that is supportive of voter education for the entire duration of each election cycle. Throughout the year, we support the use of the area outside of the Cupertino Library and adjacent to its entrance as a vital public space essential for facilitating the exchange of ideas in a thriving Democracy."*

**-2017 Cupertino Library Commission Work Plan, Section VI Education Initiatives, Item 4**

Our libraries reside at the heart of our communities. Libraries and the public spaces that invite us into our libraries must be protected at all times as venues for information sharing, for challenging our assumptions, and for civic engagement.

Like libraries, polling places, including mail-in ballot drop-off boxes and "early voting" in-person polling venues, also serve an essential civic role, but it is a role that is not compatible with the charter of the library. As a result, it is not acceptable to locate polling places where they could interfere with the role of the library (and its entrance) as the center of public discourse.

Consider that without public spaces such as libraries, public plazas, and parks, community members have very few venues where they can meet each other to discuss community concerns, candidates, and ballot measures in advance of an election. When polling places are inserted in public venues such that direct access points to library

entrances are eclipsed by the 100-foot "no campaigning" radius that encircles the polling place, opportunities for necessary information sharing are shut down right at the time when community members are seeking information about items on their ballot.

On 2/7/2018, following public comment from five (5) community members who spoke against locating polling places in or near libraries, the Cupertino Library Commission voted in favor of drafting a letter to the following entities requesting that polling places not be located in or near public libraries (4/0/1 in favor, Commissioner Kumarappan was absent):

#### **RECIPIENTS**

Santa Clara County Citizens' Advisory Commission on Elections  
Office of the Santa Clara County Registrar of Voters  
Cupertino City Council  
Office of the Cupertino City Clerk

#### **COURTESY NOTIFICATION**

Santa Clara County Library District Joint Powers Authority Board

During the 2/7/2018 Library Commission meeting, the commissioners queried Cupertino Assistant Director of Recreation and Community Services Christine Hanel in her role as staff liaison for the Library Commission regarding protocol for sending communication to entities outside the City. Ms Hanel informed those present that she had spoken with a representative from the City Attorney's Office and that "nothing prevented" the Library Commission from communicating with outside entities.

Indeed, I have read the 2018 Commissioner's Handbook and while it does say commissioners "will be asked to provide recommendations to the City Council about specific issues," nowhere does it say that communication from commissioners is exclusive to the City Council nor does it say that commission members are forbidden from communicating with anyone.

On Presidents' Day, 2/19/2018--one day before the final February 2018 City Council meeting--I received a message from Cupertino Assistant City Manager Jacqueline Guzmán with the following notification regarding the Library Commission's intention to draft a letter requesting that polling places not be located in or near public libraries:

"Given that the ballot box issue does not align with the City's 2018 Legislative Agenda, the LAC (Legislative Advocacy Committee) will not be weighing in on this issue. You should submit a request directly to Council. You may request to add an item to a Council agenda through the support of the Mayor or two Council Members."

The Cupertino City Council next meets on Tuesday, 3/6/2018, the same evening the Santa Clara County Citizens' Advisory Commission on Elections meets.

The Cupertino Library Commission next meets on Wednesday, 3/7/2018.



While I do not have a letter from the Cupertino Library Commission to share with you given the new communication guidance suggested by the City and no opportunity to meet with fellow Commissioners until March 7, I can imagine--with no authority--that if such a letter were to exist it might request the following actions from your respective decision-making bodies and offices:

1. It might request that the mail-in ballot drop-off box (ballot box) that was located adjacent to the Cupertino Library entrance in advance of the November 2016 General Election be relocated in time for all June 2018 voting activities and forever thereafter to one of the three (3) secure, well-lit, and Americans with Disabilities Act (ADA)-accessible locations identified in the attachment appended to this letter. The ballot box location of November 2016 is unacceptable because its position inhibits civic discourse in the public areas adjacent to the library location.

It might recognize that the ballot box serves as a friendly reminder to voters to learn about candidates and ballot measures in advance of an election. Therefore, it might not support a decision to remove the ballot box entirely from Cupertino's Civic Center Plaza. However, if a choice were to be strictly limited to the November 2016 ballot box location or no location, it might choose no location. While not preferred, it might assert that a refusal to place a ballot box in an alternate and acceptable location will likely not affect voter turnout negatively because the pre-existing County decision to provide postage-paid envelopes for mail-in ballots means every mailbox serves as a de facto polling place.

2. While it might assert that Cupertino community members have no personal stake regarding what happens in libraries and near library entrances outside of Cupertino, it might ask you to consider carefully the reasons why libraries are identified as unsuitable and inappropriate polling places and vacate immediately all plans to locate polling places inside or adjacent to any public library in Santa Clara County. Polling places inside libraries bring additional disruption because they displace library materials, library programming, and/or library patrons. Library patrons who arrive at the library expecting to study or participate in tutoring sessions only to be turned away for weeks because a polling place has occupied their study space are likely to view unfavorably the reality of voting in libraries.
3. Though such a letter is maybe not addressed directly to the Santa Clara County Library District (SCCLD) nor to any of the independent city libraries operating in the County, it might encourage all libraries to take a position that protects civic discourse in libraries and adjacent to library entrances throughout the year, including during election cycles.

I expect such a letter would express deep appreciation for the dedicated work of the logistics teams working on behalf of the Santa Clara County Registrar of Voters and the



SCCLD, who conferred and measured and worked diligently to identify potential polling places in libraries. Without their countless site visits and necessary conversations, likely community members would not have had an opportunity to consider the unintended consequences of locating polling places in libraries and near library entrances. I expect the letter would acknowledge with respect the actions of all who were involved in the initiative to bring voting to libraries as intending only the best of outcomes, and would thank them for their valuable service to the community.

**In closing, I expect such a letter would implore your prompt attention to vacate immediately—and in time for all June 2018 election and forever thereafter—all plans to locate polling places inside libraries or, if outside, within approximately 150 feet from library entrances.**

I attended the 2/6/2018 meeting of the Santa Clara County Citizens' Advisory Commission on Elections and spoke against locating polling places in or near libraries for many of the reasons identified in this message. At the time Commissioner Chessin requested to have the item added to a future meeting agenda. I thank the Commission for accepting the motion and hope to see an agenda item for the 3/6/2018 meeting that addresses the concerns related to locating polling places in or near libraries.

Sincerely,

Liana Crabtree  
Cupertino resident

**Attachment:** Alternate Locations for the Ballot Box in Civic Center Plaza, Cupertino, <http://bit.ly/novoteout06>

## REFERENCES

Previous Communication Related to the "No Voting Near Libraries" Topic:

- Letter: "Request for Reconsideration of a Plan to Bring Early Voting to Santa Clara County Libraries", 1/26/2018, <http://bit.ly/novotein05>
- Letter: "Ballot Box location in Cupertino," 2/6/2018, <http://bit.ly/novoteout02>
- Attachment A for Letter: "Ballot Box location in Cupertino," 2/6/2018, <http://bit.ly/novoteout03>
- Attachment B for Letter: "Ballot Box location in Cupertino," 2/6/2018, <http://bit.ly/novoteout04>

## County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2  
San Jose, CA 95112  
Mailing Address: P.O. Box 611360, San Jose, CA 95161-1360  
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314  
www.sccvote.org



March 14, 2018

Santa Clara County Library District Joint  
Powers Authority Governing Board  
1370 Dell Avenue  
Campbell, California 95008

Dear Governing Board,

Public libraries have been vitally important partners for the County of Santa Clara, enabling much of the growth in our ballot drop-off location and early voting center programs in recent years. Because of this partnership, the County offered over 50 locations where voters could cast a ballot outside of Election Day polling places, making it a leader in this regard in the State of California. Libraries are essential to this success as they provide a central, familiar, neutral, and trusted location for voters who have difficulty going to a traditional polling place to cast their ballots.

Historically, government-owned facilities have been the most stable and reliable locations for polling places, drop boxes, and voting centers. Years of experience have shown that it is much more difficult to find privately-owned properties that are willing to donate long-term use, such as the ten days required to serve as a voting center, on top of providing after-hours access to ROV staff and meeting other requirements relating to security and accessibility. Library staff understand the values and mission of the Registrar of Voters and share similar, aligned values; thus, experience has shown that they are more likely to be accommodating of the ROV's requirements, in addition to going above and beyond to help promote the availability of election services to their patrons. Even compared to other public sites like city halls and community centers, libraries generally perform best as drop-off and early voting locations because they are places that members of the public are more likely to know and be accustomed to visiting.

As the County of Santa Clara considers joining other counties across California in implementing the Voter's Choice Act, libraries would form the backbone of the voting center infrastructure, as they have been the most reliable locations for the ROV's existing early voting center program. The very first pilot for an early voting center in 2013 was located in a City of Sunnyvale public library. Since then, nearly all of the five early voting centers that the ROV has operated in each countywide election has been in a library, enabling tens of thousands of voters to cast a ballot where they might not otherwise have been able to do so.

Santa Clara County Library District Joint  
Powers Authority Governing Board  
March 14, 2018  
Page Two

Libraries are also the most effective drop-off locations, as the ROV's statistics show that the average number of ballots returned per site is higher at libraries than at other types of locations. In the November 2018 election, drop boxes at 18 library locations, including all 8 County Library District libraries, enabled 31,641 ballots to be returned. By comparison, 16 drop boxes at the County Government Center and the 15 city halls accounted for 11,518 total ballots, while the 10 campus libraries collected 4,594 ballots. While all drop box locations are important, it is clear that libraries are the best way for the County to provide ballot drop-off services to the broadest range of voters possible.

Sincerely,



Shannon Bushey  
Registrar of Voters

SB:np






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

JPA-1  
04/26/2018

## JOINT POWERS AUTHORITY BOARD TRANSMITTAL

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian 

**SUBJECT:** RECOGNITION OF EMPLOYEE EXCELLENCE HONOREES

### RECOMMENDED ACTION

It is recommended that the JPA recognize Library employees who received nominations for the County of Santa Clara's Employee Excellence Award.

### BACKGROUND AND REASONS FOR RECOMMENDATION

Each year the County of Santa Clara issues three Employee Excellence Awards to Santa Clara County Library District (SCCLD) staff. SCCLD would like to recognize this past year's three awardees as exemplifying the best qualities of the district.

The August 2017 award went to **Pat Andrews, Senior Library Clerk for Cupertino Library**. Pat was recognized at the Santa Clara County Board of Supervisors meeting on August 14, 2017 for the following:

Over many years, Pat has developed into a quiet force behind much of the Cupertino Library's service excellence. She takes on many duties with confidence, skill, an open mind, and an ever-kind demeanor. Many of her assignments—overseeing supplies and managing volunteers—are decidedly not the most glamorous but are extremely essential to maintaining a busy library.

In her role as volunteer coordinator, Pat invested in our special needs volunteers; her patience and care with them and their guardians is a great example of her commitment and service.

In managing supply ordering, Pat's attention to fiscal responsibility shines. She is always finding the best quality for the best price. Pat's attention to maintaining

our library is also evident in her role as a safety steward. She works to maintain accurate, up-to-date information for our staff, and earlier this year assisted in organizing an emergency evacuation drill.

This year, Pat showed great initiative in promoting staff health, spearheading our “March into May” program. She organized daily walks and kept information posted throughout our staff area to encourage employees to get moving.

All of this is in addition to her outstanding day-to-day work. Her helpfulness is always evident. Never complaining, always willing to lend a hand, Pat has earned the respect of everyone on the library team.

The November 2017 award went to **Amytha Willard, Supervising Librarian of Bookmobile Service**. Amytha was recognized at the Special Board of Supervisors meeting on November 6, 2017:

Amytha’s dedication to service—her commitment to ensuring that our communities get the resources they want and need—is truly exemplary. She embraces her work with enthusiasm and ingenuity.

One of Amytha’s best traits is her open-mindedness. Amytha loves to share ideas and learn from others. She is always willing to try something new—from adjusting the Bookmobile itinerary to serving free lunch to youth. In the past year, she added four stops to their route as a means of meeting the district goal of increasing library card ownership.

Amytha encourages that same adaptability in her staff. She fosters a positive environment with clear and constant communication. Amytha makes sure that the Bookmobile is a space of collaboration, recognition and fun.

At the same time, Amytha is a strategic thinker. She constantly strives to optimize operations with better schedules and more efficient timetables. She maintains careful records on the two vehicles to ensure their safety.

Recently, Amytha worked very hard to get the new Bookmobile vehicle ordered and delivered with all of the many steps needed to get it on the road. As with any endeavor she takes on, she brought her characteristic positive energy.

In short, working with Amytha is a joyful experience. Her passion is contagious and her expertise is deep. She is a model for her team and staff throughout the district.

The February 2018 award went to **Jean Nei, Librarian II for Los Altos Library**. Jean was recognized at the Special Board of Supervisors meeting on February 5, 2018:

Jean Nei is a valuable member of the Los Altos Library team and can always be counted on when needed. Jean's strong teamwork skills and dedication to children's services are appreciated and valued by the community and staff members.

With her strong communication skills, organization, and flexibility, she has worked out of class as Supervising Librarian several times, including an extended period of nine months in 2016. During that time, Jean developed new partnerships with community organizations—including the Community Health Awareness Council—and led her team to provide programs for children ranging from babies to teens.

For the past 15 years, Jean has been carefully reviewing and selecting children's Chinese books and media for all of the Santa Clara County Libraries. Jean designs and delivers highly successful multi-cultural programs for children and families, including the Lunar New Year program and Diwali Celebration. In 2014, she developed a bilingual Mandarin-English storytime for Los Altos Library that continues to grow in attendance. With the success of her bilingual storytime at Los Altos, she has expanded the program to Milpitas and Saratoga libraries.

One of Jean's best qualities is her willingness to mentor colleagues and volunteers on new projects. Jean is an exemplary employee who is reliable, delivers consistently high-quality work and always has a smile on her face.





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JPA-\*2  
04/26/2018

## **JOINT POWERS AUTHORITY BOARD**

### ***MINUTES***

*Thursday, January 25, 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

Liz Gibbons, Campbell

Steven Scharf, Cupertino

Jean Mordo, Los Altos

Courtenay Corrigan, Los Altos Hills (Vice Chair)

Burton Craig, Monte Sereno

Steve Tate, Morgan Hill

Emily Lo, Saratoga

#### **Members Absent**

Dion Bracco, Gilroy

Garry Barbadillo, Milpitas

#### **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 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.

**Motion** was moved by Lo and seconded by Tate to approve Consent Calendar items #1- #6 as on the agenda. **The motion passes unanimously by the following vote:**  
**Ayes: Wasserman, Simitian, Gibbons, Corrigan, Scharf, Mordo, Craig, Tate and Lo**

#### **NEW BUSINESS**

- 7. Accept the Five-Year Financial Forecast for Fiscal Years 2017-2018 to 2021-2022 for the Library District.

Staff Report. Chuck Griffen, Financial and Administrative Services Manager. The forecast document is a forecast only and does not constitute approval of the library budget which will come to the board in April for review and then in June for adoption. The forecast provides a snapshot of the Library's current revenues and expenditures and where we expect them to go. Assumptions include a 3% annual increase in property tax revenues. In the past several years it has been closer to 4.9% per year. Salaries and benefits has a 5.6% annual increase to meet increases in salaries and retirement health costs. We have a building reserve of 5.9 million dollars for capital maintenance, an economic uncertainty reserve of 13 million dollars and 11.6 million cash balance. This is the last year of our technology reserve of \$400,000.

**Motion** was moved by Gibbons and seconded by Craig to Accept the Five-Year Financial Forecast for Fiscal Years 2017-2018 to 2021-2022 for the Library District. **The motion passes unanimously by the following vote:**  
**Ayes: Wasserman, Simitian, Gibbons, Corrigan, Scharf, Mordo, Craig, Tate and Lo**

8. Approve the Food for Fines project.

Staff Report. Nancy Howe, County Librarian. Staff asked for permission from the Board to waive overdue fines, one time, up to \$100.00 for the month of April 2018, in return for patrons bringing in canned or dry packaged food that will be donated to the Second Harvest Food Bank.

There was a discussion among Board Members and staff. The Board requested staff report back after a one month trial.

**Motion** was moved by Simitian and seconded by Corrigan to approve the Food for Fines project. **The Motion passes unanimously by the following vote:**

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

9. Approve the allocation of funds for South County Youth Task Force.

Staff Report. Nancy Howe, County Librarian. The library is now a participating member of the South County Youth Task Force. Staff is asking for \$15,000 dollars now, and \$30,000 to put in the budget for next year to support the work of the multi-jurisdictional South County Youth Task Force.

There was a brief question and answer period between Board Members and staff.

**Motion** was moved by Wasserman and seconded by Tate to approve the allocation of \$15,000 for South County Youth Task Force. **The motion passes unanimously by the following vote:**

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

10. Consider recommendations relating to the Library's property at 1344 Dell Avenue.

Staff Report. Staff presented a recommendation on the phase II development of the Dell property which was purchased in 2011. Staff and RMW Architects shared three options, in support of the recommendation, and addressed the following questions that were raised by the JPA at the November 2<sup>nd</sup> meeting.

1. Explanation of the existing and long term requirements of the Library Services and Support Center.
2. A description of how parking and events could be accommodated.
3. An option for building to the maximum allowed floor/area ratio.
4. A potential revenue generating option if the library were to lease a portion of the building, or the entire building if needed.



Diane Roche, Communications and Marketing Director provided an overview of the functions that are centralized and managed at the Services and Support center.

RMW Architects addressed the current forecast space needs as well as presented the following 3 options:

Option 1 - A 9,600 square feet building with an approximate cost of 5.3 million dollars. The largest single story building that can be built with compliance surface level parking to avoid increased costs with an additional floor and elevator.

Option 2 - (The Staff recommended option) Is a two story, 12,000 square foot building that meets the projected space needs for the next 20 years and would allow for some short term discretionary use, including some potential short or long term rental. The cost is approximately 6.8 million.

Option 3 - The largest building (18,000 square feet), with a parking structure that meets the maximum floor area ratio allowed by the city. Approximate cost of 14.4 million.

Public comment was made by Doug Muirhead.

Public comment was made by Nancy Chung.

There was a brief question and answer period between Board Members and staff.





**Motion** was moved by Lo and seconded by Gibbons to accept staff's recommendation to approve the transfer of funding of 7.8 million dollars from undesignated fund balance and authorize staff to proceed with a formal bidding process and to accept option 2. **The motion passes unanimously by the following vote:**

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

## REPORTS/COMMENTS

## INFORMATION

### 11. County Librarian

-  The 15<sup>th</sup> Annual Friends and Commissioners Forum will be held on Saturday, February 3<sup>rd</sup>.
-  Silicon Valley Reads kickoff is on Thursday, February 1<sup>st</sup> at De Anza College.
-  Los Altos and Milpitas libraries began opening 71 hours per week last January. New hours have also been increased at the Los Altos Woodland Branch and the Saratoga Library. In addition, Cupertino library will be open an additional 2 hours on Sunday mornings.
-  Staff is continuing to work on the Direct Mail and the student ecards.

### 12. Santa Clara County Library Foundation

-  Linda Arbaugh reported that the SCCLD Foundation will be holding a fundraiser with California Pizza Kitchen. 20% of all purchases made at the Valley Fair location between

February 1<sup>st</sup> and April 30<sup>th</sup> will go to the Foundation. Fundraiser cards will be handed out at the Forum.

13. JPA Board Members

- ✚ Board Member Simitian will be giving a presentation called Bridging the Divide, Listening to Trump's America at the Friends and Commissioners Forum on February 3<sup>rd</sup>.
- ✚ Chair Wasserman encouraged staff to increase library hours at all locations and prioritize in next year's budget. Staff was asked to provide a report at the April 26<sup>th</sup> Board meeting on library hours and possibilities.
- ✚ Board Member Simitian thanked library staff for giving him the opportunity to give his talk, Bridging the Divide, Listening to Trump's America at four libraries. All events were well attended.
- ✚ Board Member Corrigan reported that North County Library Association, Los Altos Library Endowment and Friends of the Los Altos library have agreed to donate \$17,000 each for just under a \$50,000 investment in an initial capital improvement study on the Los Altos Library. Additional capital improvements are being discussed for the Woodland branch as well.
- ✚ Board member Lo expressed her gratitude from the community for the expansion of hours at the Saratoga Library.
- ✚ Board Member Scharf also expressed his gratitude for the extended hours at Cupertino. In addition he shared some concerns about problems with tutoring businesses using the library on a for-profit basis.
- ✚ Board Member Gibbons spoke on behalf of the Campbell Library. There are four general plan update meetings coming up. The Civic Center and Library will be discussed. If you would like to attend, the next meeting will be held on Monday, January 29<sup>th</sup>, 2018.

**ADJOURN**

Chair Wasserman adjourned the meeting at 3:13 p.m., to the next JPA 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.

Respectfully submitted,



Tracy Ellenberger, Secretary  
Library District Joint Powers Authority



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JPA-\*3  
04/26/2018

## **JOINT POWERS AUTHORITY BOARD TRANSMITTAL**

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *NH*

**SUBJECT:** **ACCEPT SANTA CLARA COUNTY LIBRARY SEMI-ANNUAL GIFT REPORT:  
JULY 1 – DECEMBER 31, 2017**

### **RECOMMENDED ACTION**

It is recommended that the Board accept the gifts listed on the enclosed report totaling \$116,561.64

### **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 \$116,561.64 represents gifts that have been received by the eight District libraries, Bookmobile, and the Reading Program during the period July 1, 2017 through December 31, 2017.



# SANTA CLARA COUNTY LIBRARY DISTRICT GIFT REPORT

LIBRARY	DATE	DESCRIPTION OF GIFT	DONOR NAME	VALUE
Bookmobile		No Gifts to Report		\$ -
Campbell	July 1 - Sept 30	Programs, material and supplies	Friends of the Campbell Library	\$ 4,863.00
	Oct 1 - Dec 31	Programs, materials and supplies	Friends of the Campbell Library	\$ 5,577.99
			Subtotal	\$ 10,440.99
Cupertino	July 1 - Dec 31	Adult Programs	Friends of the Cupertino Library	\$ 10,743.69
		Teen Programs	Friends of the Cupertino Library	\$ 1,185.47
		Children's Programs	Friends of the Cupertino Library	\$ 24,022.12
		Adult Programs	Cupertino Library Foundation	\$ 4,310.00
			Subtotal	\$ 40,261.28
Gilroy		No Gifts to report		\$ -
Los Altos & Woodland	July 1 - Dec 31	Performers, program supplies, and materials	Friends of the Los Altos Library	\$ 10,776.00
		Summer Reading Programs	Friends of the Los Altos Library	\$ 9,404.00
		Adult Programs	LALF	\$ 500.00
		Teen Summer Reading Prizes	Friends of the Los Altos Library	\$ 97.61
		Adult Programs	Friends of the Los Altos Library	\$ 831.25
		Petty Cash Adult & Teen	Friends of the Los Altos Library	\$ 800.00
			Friends of the Los Altos Library	\$ 200.00
			Subtotal	\$ 22,608.86
Milpitas	July 1 - Dec 31	Programs	Friends of the Milpitas library	\$ 13,935.23
		Plant maintenance	Friends of the Milpitas library	\$ 875.00
		Supplies	Friends of the Milpitas library	\$ 200.44
		Furniture	Friends of the Milpitas library	\$ 3,578.00
			Subtotal	\$ 18,588.67
Morgan Hill	July 1 - Sept 30	Craft supplies, books, performances	Friends of the Morgan Hill Library	\$ 5,328.86
	July 1 - Sept 30	Bestseller Budget	Friends of the Morgan Hill Library	\$ 13,000.00
	Oct 1 - Dec 31	Craft supplies and performer stipends	Friends of the Morgan Hill Library	\$ 6,332.98
			Subtotal	\$ 24,661.84
Saratoga		No Gifts to report		\$ -

# SANTA CLARA COUNTY LIBRARY DISTRICT GIFT REPORT

LIBRARY	DATE	DESCRIPTION OF GIFT	DONOR NAME	VALUE
Reading Program		No Gifts to report		\$ -
			Total	\$ 116,561.64




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JPA-\*4  
04/26/2018

## **JOINT POWERS AUTHORITY BOARD TRANSMITTAL**

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian 

**SUBJECT:** **APPROVE THE APPOINTMENT OF CHERYL HOUTS TO THE SANTA CLARA COUNTY LIBRARY FOUNDATION BOARD OF DIRECTORS.**

### **RECOMMENDED ACTION**

Approve the appointment of Cheryl Houts to the Santa Clara County Library Foundation board of directors.

### **FISCAL IMPLICATIONS**

There are no budget implications. The Board is composed entirely of volunteers.

### **BACKGROUND AND REASONS FOR RECOMMENDATION**

The JPA approved the formation of the Santa Clara County Library District Foundation as a non-profit public benefit corporation organized for the exclusive support of Santa Clara County Library District (SCCLD). The purposes of the Foundation are to enhance library services, innovation and reach, and help the library address emerging needs through private support. The major focus has been to fund district-wide services including the bookmobile and the Reading Program. The Board of Directors includes no less than five members the majority of whom must be appointed by the JPA.

The Foundation Board recommends the appointment of Ms. Cheryl Houts. Ms. Houts resides in Campbell and is a retired librarian. Prior to her retirement, she worked as a children's librarian and the Community Librarian for the Los Altos and the Campbell Libraries. Cheryl is an active member of the Friends of the Campbell Library and volunteers for the pancreatic cancer support organization.




JPA-\*5a  
04/26/2018

## JOINT POWERS AUTHORITY BOARD TRANSMITTAL

**DATE:** April 26, 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 \$2,000 made to the Milpitas Library from the Friends of the Milpitas Library for programs and 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 as \$1400 for the First 5 Family Center and \$600 for 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-\*5b  
04/26/2018

## JOINT POWERS AUTHORITY BOARD TRANSMITTAL

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *he*

**SUBJECT:** ACCEPTANCE OF CASH GIFT

### RECOMMENDED ACTION

It is recommended the Board accept a cash donation in the amount of \$500 made to the Los Altos Library from William and Lorraine Irving for library equipment.

### 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

William and Lorraine Irving has presented the Library with a cash donation which is to be appropriated for library equipment.

### 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-\*5c  
04/26/2018

## JOINT POWERS AUTHORITY BOARD TRANSMITTAL

**DATE:** April 26, 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 \$279.68 made to the Milpitas Library from the Friends of the Milpitas Library for library equipment.

### 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 equipment.

### 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-\*5d  
04/26/2018

## JOINT POWERS AUTHORITY BOARD TRANSMITTAL

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *NH*

**SUBJECT:** ACCEPTANCE OF CASH GIFT

### RECOMMENDED ACTION

It is recommended the Board accept a cash donation in the amount of \$1,750 made to the Santa Clara County Library District (SCCLD) from the Santa Clara County Library District Foundation 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 Santa Clara County Library District Foundation 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-\*5e  
04/26/2018

## JOINT POWERS AUTHORITY BOARD TRANSMITTAL

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *rh*

**SUBJECT:** ACCEPTANCE OF CASH GIFT

### RECOMMENDED ACTION

It is recommended the Board accept a cash donation in the amount of \$8,533.84 made to the Milpitas Library from the Friends of the Milpitas Library for lobby 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

The Friends of the Milpitas Library has presented the Library with a cash donation which is to be appropriated for lobby 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-\*5f  
04/26/2018

## **JOINT POWERS AUTHORITY BOARD TRANSMITTAL**

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *NH*

**SUBJECT:** ACCEPTANCE OF CASH GIFT

### **RECOMMENDED ACTION**

It is recommended the Board accept a cash donation in the amount of \$5,674.13 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 in the amount of \$5,674.13 for FY2018

### **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**

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





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JPA-\*5g  
04/26/2018

## JOINT POWERS AUTHORITY BOARD TRANSMITTAL

**DATE:** April 26, 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 Santa Clara County Library District from the Santa Clara County Library District Foundation for the Summer 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 Santa Clara County Library District Foundation has presented the Library with a cash donation which is to be appropriated for the Summer 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-\*6  
04/26/2018

**JOINT POWERS AUTHORITY  
BOARD TRANSMITTAL**

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *CH for NH*

**SUBJECT:** **APPROVE RECOMMENDATION ON 1344 DELL AVENUE  
LEASE**

**RECOMMENDED ACTION**

It is recommended that the Board approve an extension of the Library District's lease with the American Legion Post 99 to September 28, 2018, with the option for either party to terminate earlier without cause.

**BACKGROUND/REASONS FOR RECOMMENDATION**

At its May 4, 2017 meeting, the JPA Board unanimously approved extending the lease to June 30, 2018, after which the Library District would occupy the building. While plans are in place to begin demolition of the property on July 1, the construction timeline suggests that groundbreaking might not begin until November 1. Extending the lease 90 days would allow for the demolition to occur closer to the construction of the new building. Should the timeline be accelerated, the provision to terminate the lease without cause provides the flexibility to move the project along as swiftly as possible.

The Library has immediate space needs and is therefore pursuing an expeditious completion of construction within the following timeline:

- May 2018 Project Manager Retained
- June 2018 Project Architect Retained
- September 2018 Plans Completed and Construction Put Out to Bid
- September 28, 2018 Last Day of American Legion Occupancy
- October 1-26 2018 Demolition
- October 25, 2018 Board Awards Construction Contract
- November 2018 New Construction Commences



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JPA-7  
04/26/2018

**JOINT POWERS AUTHORITY  
BOARD TRANSMITTAL**

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *ne*

**SUBJECT:** **CONSIDER THE FISCAL YEAR 2018-19 PRELIMINARY BUDGET**

**RECOMMENDED ACTION**

The Finance Committee recommends that the Board consider and discuss the Fiscal Year 2018-2019 Preliminary Budget

**BACKGROUND/REASONS FOR RECOMMENDATION**

The Library District's revenues are expected to continue growing modestly. As a result, the Library is able to develop a budget that maintains existing hours and services, while adding staff to meet additional demand.

The approval of this budget is expected to be sustainable over the five-year forecast period:

FISCAL YEAR	Operating Revenue	Designated Reserves	Operating Cost	Surplus
2017-18	\$ 47,714,280	4,888,710	48,627,460	3,975,530
2018-19	\$ 49,403,868	4,170,000	53,573,868	-
2019-20	\$ 49,866,665	-	49,764,476	102,189
2020-21	\$ 52,070,237	-	51,571,724	498,513
2021-22	\$ 53,912,270	-	53,384,905	527,365



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## Santa Clara County Library District - Fiscal Year 2018-2019 REQUESTED BUDGET SUMMARY

### Estimated Revenue:

Property Taxes	40,544,737
State Sources	53,523
Special Tax	5,888,732
City/ County Contribution	1,752,271
Fines & Fees	387,000
Other	<u>777,605</u>
<b>TOTAL Current Revenue</b>	<b><u>49,403,868</u></b>

Transfer from Cap. & IT Res.	890,000
2017-18 Budget Rollover	<u>3,280,000</u>

### Requested Expenditures:

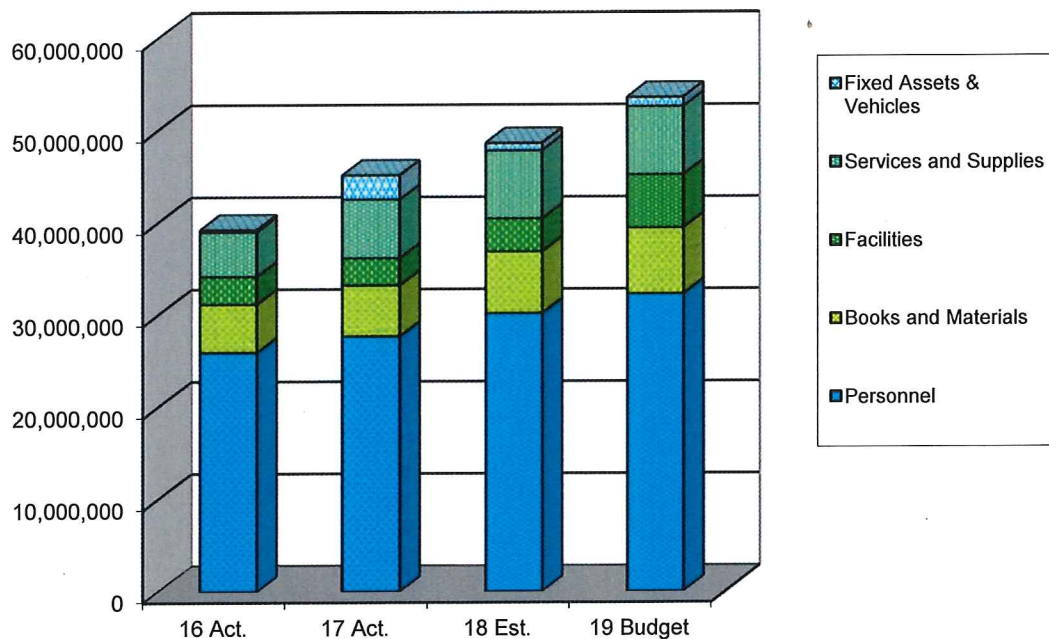
Personnel	32,280,568
Books and Materials	7,144,043
Facilities	5,758,022
Services and Supplies	<u>7,396,236</u>
<b>TOTAL Operating Budget</b>	<b><u>52,578,868</u></b>

Fixed Assets & Vehicles	<u>995,000</u>
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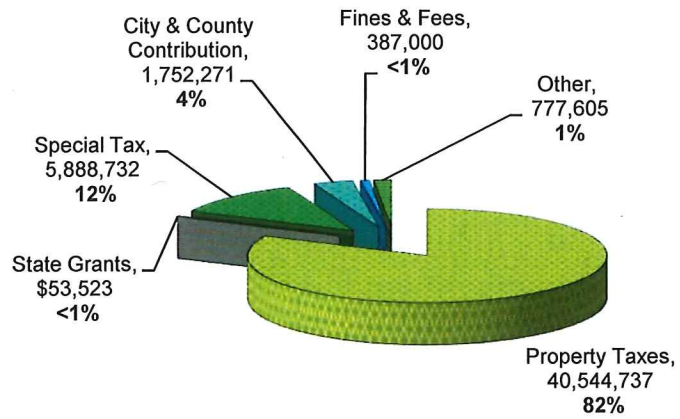
**TOTAL \$53,573,868**

**TOTAL \$53,573,868**

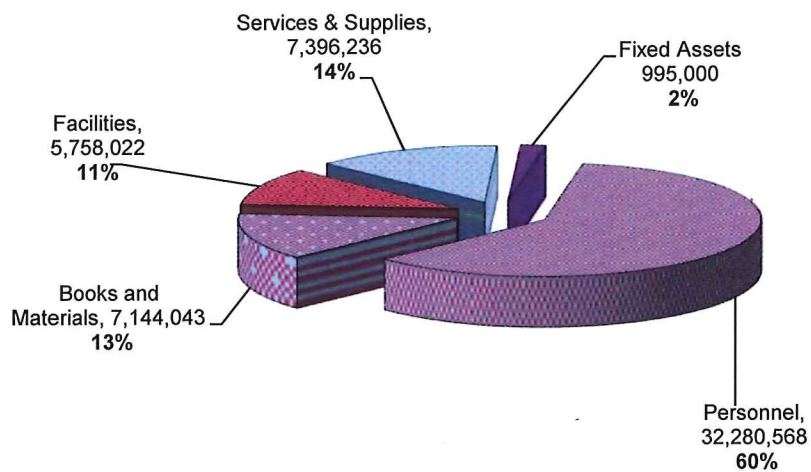
**Four-Year Expenditure Trend**



### Fiscal Year 2018-2019 Library Revenue



### Fiscal Year 2018-2019 Library Expenditures





# Santa Clara County Library Budget

## Fiscal Year 2018 - 2019

### Four-Year Recap of Revenue & Expenses

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Approved	FY 17-18 Estimated	FY 18-19 Budget
<b>REVENUE</b>					
Property Taxes	35,904,614	37,401,559	37,276,988	38,713,020	40,544,737
State Grants	119,846	83,203	46,000	46,000	53,523
Special Tax	5,818,256	5,857,783	5,824,984	5,873,258	5,888,732
City & County Contribution	1,121,826	1,723,189	1,621,482	1,654,482	1,752,271
Fines & Fees	555,736	548,507	542,000	482,000	387,000
Other	929,458	1,598,130	446,741	945,520	777,605
<b>TOTAL</b>	<b>44,449,736</b>	<b>47,212,371</b>	<b>45,758,195</b>	<b>47,714,280</b>	<b>49,403,868</b>
Transfer from Cap. & IT Reserves	0	0	4,173,017	4,173,017	890,000
Transfer from Prior Year	0	0	715,693	715,693	3,280,000
<b>TOTAL FINANCING AVAILABLE</b>	<b>44,449,736</b>	<b>47,212,371</b>	<b>50,646,905</b>	<b>52,602,990</b>	<b>53,573,868</b>

#### EXPENSES

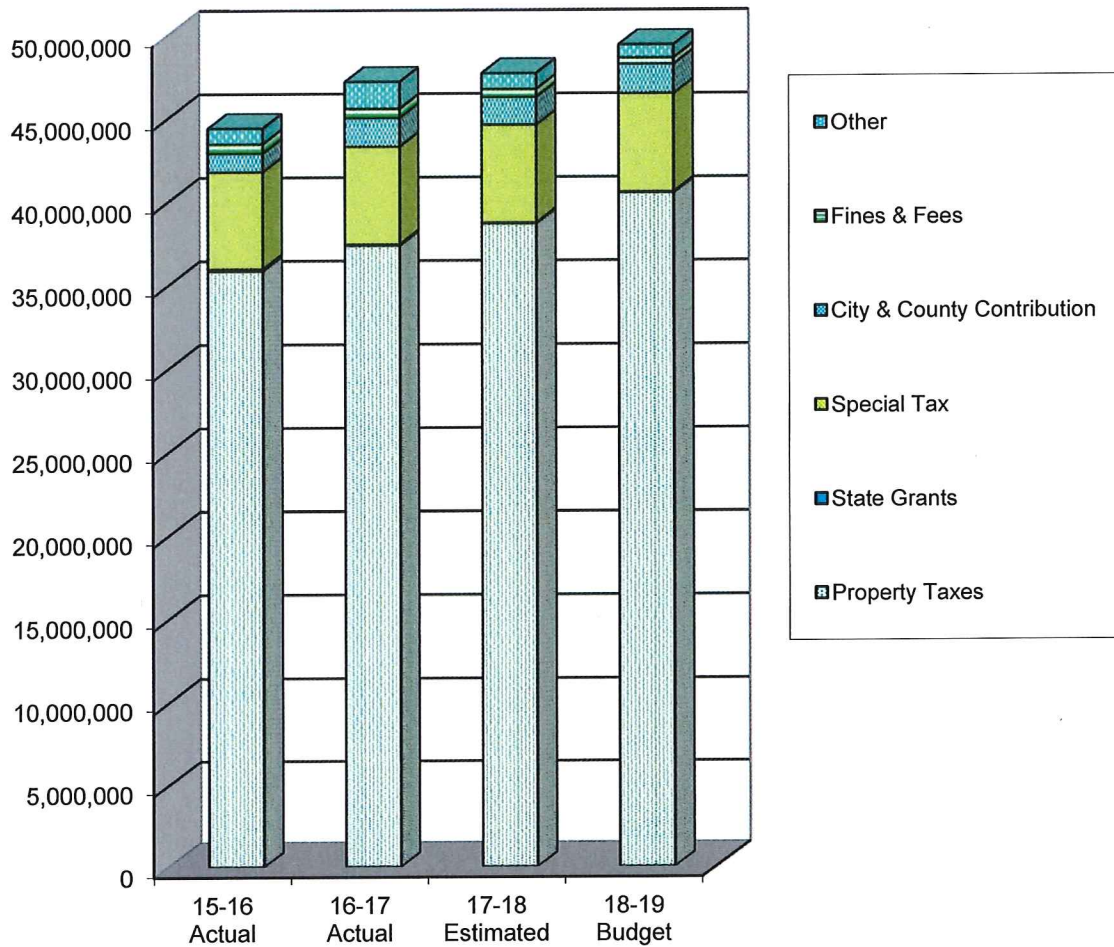
Personnel	25,947,476	27,697,581	30,238,846	30,175,154	32,280,568
Books and Materials	5,236,957	5,535,253	6,406,147	6,693,104	7,144,043
Facilities	2,998,610	2,943,795	5,097,470	3,562,987	5,758,022
Services and Supplies	4,840,640	6,364,897	7,134,425	7,391,198	7,396,236
Fixed Assets & Vehicles	235,723	2,626,774	1,770,017	805,017	995,000
<b>TOTAL</b>	<b>39,259,406</b>	<b>45,168,300</b>	<b>50,646,905</b>	<b>48,627,460</b>	<b>53,573,868</b>

**Fiscal Year 2018-2019**  
**REVENUE PROJECTION**

REVENUE SOURCE	FY 16-17 Actual	FY 17-18 Budget	FY 17-18 Projected	FY 18-19 Budget	Variance from Approved
Supplemental Roll	\$ 1,031,860	\$ 979,941	\$ 928,863	\$ 928,863	\$ (51,078)
Property Tax - Current Secured	26,438,862	26,831,914	27,558,561	29,059,561	2,227,647
Property Tax - RDA Distribution	1,248,791	1,300,000	1,303,000	1,303,000	3,000
Property Tax - Current Unsecured	1,998,572	2,080,219	2,148,836	2,189,836	109,617
Excess ERAF	2,065,785	1,300,000	1,807,000	1,902,000	602,000
Property Tax - Unitary Roll	785,022	800,914	812,478	812,478	11,564
Property Tax- VLF in lieu	3,036,025	3,188,000	3,249,000	3,444,000	256,000
RDA- Property Tax Pass-thru	<u>796,642</u>	<u>796,000</u>	<u>905,283</u>	<u>905,000</u>	<u>109,000</u>
Subtotal All Property Tax	\$37,401,559	\$37,276,988	\$38,713,020	\$40,544,737	\$3,267,749
Library Fees and Charges	\$ 235,821	\$ 230,000	\$ 230,000	\$ 232,000	\$ 2,000
Library Overdue Fines	\$ 312,686	\$ 312,000	\$ 252,000	\$ 155,000	\$ (157,000)
Interest Earnings	320,163	250,000	250,000	250,000	0
Homeowner Prop. Tax Relief	146,139	142,741	141,520	140,105	(2,636)
State LSCA	83,188	46,000	46,000	53,523	7,523
Other State Grants	15	0	0	0	0
Contributions from Cities	1,273,699	1,570,482	1,603,482	1,701,271	130,789
Special Tax - CFD	5,857,783	5,824,984	5,873,258	5,888,732	63,748
Other Library Services	20,807	14,000	14,000	21,250	7,250
Contributions & Donations	1,031,012	0	500,000	0	0
Passport Fees				326,250	
Misc. Income	32,635	10,000	10,000	10,000	0
Transfer from County	449,490	51,000	51,000	51,000	0
Federal Medicare Credit	<u>47,374</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>
Subtotal All Other Sources	\$9,810,812	\$8,481,207	\$9,001,259	\$8,859,131	\$377,924
TOTAL	47,212,371	\$45,758,195	\$47,714,280	\$49,403,868	\$3,645,673
Budget Rollover from Prior Year	\$0	\$715,693	\$715,693	\$3,280,000	2,564,307
Transfer from Cap. & IT Reserves	\$0	\$4,173,017	\$4,173,017	\$890,000	(\$3,283,017)
GRAND TOTAL	\$47,212,371	\$50,646,905	\$52,602,990	\$53,573,868	\$2,926,963

Secured property taxes in FY 2018-2019 are forecasted to increase 5.45% over the projected FY 2017-2018 amounts based on estimates from the County Controller's Office, while overall property taxes are forecast to increase 4.49%. "Excess ERAF" is expected to continue through 2018-19 and beyond. All other revenue sources remain relatively flat, with the exception of "Contribution of Cities," due to the financial support from the North County Library Authority for additional hours of service at the Woodland Branch Library in Los Altos. The "Budget Rollover from Prior Year" represents projects budgeted in 2017-18 that will not be accomplished until 2018-19. The "Transfer from Reserves" represents FY 2018-2019 projects for which funding was set aside by the JPA Board in its approval of the Technology and Capital Maintenance Plans.

**Four-Year Revenue Trend**





## **FISCAL YEAR 2018-2019 PERSONNEL REQUEST**

The proposed personnel budget of \$32,280,568 reflects a \$2,041,722 increase from the original JPA-approved Fiscal Year 2017-18 personnel budget and associated with the following proposed personnel actions:

- The addition of one full-time Public Communication Specialist, one part-time Media Specialist/Coordinator, one full-time Electronic Resources Librarian, and one full-time Warehouse Materials Handler, offset by the deletion of one vacant part-time Public Communication Specialist and one vacant full-time Senior Library Clerk;
- The addition of 1,040 extra Library Clerk hours for the Bookmobile;
- The addition of 780 extra help Library Clerk hours and 34 extra Library Clerk hours at Cupertino Community Library;
- The addition of one part-time Library Assistant at Los Altos Community Library;
- The addition of one part-time Library Page and 132 extra Librarian hours at Saratoga Community Library;
- The addition of one full-time Librarian, one part-time Library Clerk, and one part-time Library Page at Milpitas Community Library;
- The addition of one part-time Library Clerk and 104 extra Janitor hours at Morgan Hill Community Library, offset by the reduction of 350 extra Library Clerk hours;
- The addition of 728 extra Janitor hours at Gilroy Community Library

**Personnel Budget  
FY 2018-2019**

**Expenditure & Revenue Recap**

2018-19	Traditional	CFD	Local/Gifts	Passport	Transfer	TOTAL
<b>REVENUES</b>						
	\$41,573,625	\$5,888,732	\$1,701,271	\$240,240	\$4,170,000	\$53,573,868
<b>EXPENDITURES</b>						
Operating	\$9,014,258				\$4,140,000	\$13,154,258
Capital	\$965,000				\$30,000	\$995,000
Books, Etc.	\$5,966,296	\$1,177,746	\$0			\$7,144,043
Personnel	\$25,628,071	\$4,710,986	\$1,701,271	\$240,240		\$32,280,568
<b>TOTAL</b>	<b>\$41,573,625</b>	<b>\$5,888,732</b>	<b>\$1,701,271</b>	<b>\$240,240</b>	<b>\$4,170,000</b>	<b>\$53,573,868</b>

**Community Facilities District Recap**

CFD REVENUES		Personnel	Books
Campbell	573,971	\$459,177	\$114,794
Cupertino	754,713	\$603,770	\$150,943
Gilroy	713,783	\$571,027	\$142,757
Los Altos/Wo	504,531	\$403,625	\$100,906
Milpitas	1,051,957	\$841,566	\$210,391
Morgan Hill	605,453	\$484,362	\$121,091
Saratoga/MS	435,952	\$348,761	\$87,190
Subtotal	4,640,360	\$3,712,288	\$928,072
Bookmobile*		\$495,182	\$70,000
Unincorporated*	1,248,373	\$503,516	\$179,675
<b>Total</b>	<b>\$5,888,732</b>	<b>\$4,710,986</b>	<b>\$1,177,746</b>

**Salary and Benefit Recap**

PERSONNEL	Formula Share	Traditional by Platform	Remainder by Formula	100% CFD Return	Unincorp CFD by formula	Passport Fees	Specific Place \$ (City/NCLA)	FY19 TOTAL	FY18 Budgeted
Campbell	10.79%	\$1,343,145	\$584,662	\$459,177	\$54,330			\$2,441,314	\$2,327,068
Cupertino	21.98%	\$2,154,494	\$1,190,945	\$603,770	\$110,669	\$120,120	\$468,023	\$4,648,021	\$4,304,785
Gilroy	10.47%	\$1,138,391	\$567,481	\$571,027	\$52,734			\$2,329,632	\$2,220,917
Los Altos/Woodland	16.14%	\$1,842,389	\$874,781	\$403,625	\$81,289		\$723,670	\$3,925,755	\$3,664,929
Milpitas	18.23%	\$1,766,643	\$987,642	\$841,566	\$91,777	\$120,120	\$509,578	\$4,317,326	\$3,978,729
Morgan Hill	9.80%	\$1,189,661	\$531,117	\$484,362	\$49,354			\$2,254,494	\$2,152,949
Saratoga	12.58%	\$1,501,250	\$681,864	\$348,761	\$63,363			\$2,595,238	\$2,470,148
Sub-Total Libraries	100%	\$10,935,974	\$5,418,491	\$3,712,288	\$503,516	\$240,240	\$1,701,271	\$22,511,780	\$21,119,525
Headquarters		\$8,862,706						\$8,862,706	\$7,724,107
The Reading Program		\$410,897						\$410,897	\$343,669
Bookmobile					\$495,182			\$495,182	\$395,409
<b>GRAND TOTAL</b>		<b>\$20,209,578</b>	<b>\$5,418,491</b>	<b>\$3,712,288</b>	<b>\$998,698</b>	<b>\$240,240</b>	<b>\$1,701,271</b>	<b>\$32,280,566</b>	<b>\$29,582,710</b>

\*Bookmobile expenses are deducted from the Unincorporated Revenues before applying formula to Unincorporated CFD

**Santa Clara County Library District  
FTE from FY 2008-2009 to FY 2018-2019**

The following totals included benefited positions, extra help positions and allocations of extra hours for part-time employees:

<b>Headquarters</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
Administration	6.0	6.0	6.0	6.0	6.0	6.5	6.5	6.5	6.5	8.5	9.5
Business Office	14.50	14.80	14.8	13.9	14.0	13.5	13.6	14.2	14.6	15.1	16.1
Public Services	5.2	5.2	5.3	5.6	6.2	6.2	6.2	7.4	7.4	7.4	6.5
Computer Support	6.3	6.3	6.9	7.3	7.1	7.1	7.0	7.0	7.0	7.0	7.0
Tech & Digital Svcs	17.8	18.3	18.4	16.8	16.7	16.7	16.7	16.7	17.7	18.7	19.7
<b>Subtotal</b>	<b>49.70</b>	<b>50.60</b>	<b>51.3</b>	<b>49.5</b>	<b>50.0</b>	<b>50.0</b>	<b>50.0</b>	<b>51.8</b>	<b>53.2</b>	<b>56.8</b>	<b>58.8</b>

Percent of total	19.3%	18.6%	19.2%	19.5%	19.6%	20.0%	19.9%	20.0%	19.9%	19.8%	19.9%
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<b>Direct Service</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
Centr. Pub. Svc.	5.0	5.8	5.5	5.5	5.5	6.9	6.9	6.9	9.4	9.0	9.0
Bookmobile	3.5	3.5	3.4	3.3	3.2	3.2	3.2	3.2	3.7	4.5	5.0
Campbell	22.2	23.3	22.3	20.6	21.3	20.7	21.0	21.3	22.2	23.2	23.2
Cupertino	38.1	39.2	39.3	37.8	40.8	38.8	39.4	39.8	40.4	41.9	43.8
Gilroy	19.5	22.2	20.9	20.4	21.1	20.5	20.6	20.9	21.0	22.0	22.4
Literacy	1.0	1.0	2.5	2.5	2.9	2.9	2.9	2.9	3.1	3.0	3.5
Los Altos	32.0	32.7	31.7	30.0	29.7	28.8	28.8	30.1	30.6	32.3	32.3
Woodland	4.1	4.6	4.1	4.1	4.1	4.1	4.1	4.8	4.8	5.0	5.9
Milpitas	37.8	39.3	40.0	37.7	32.6	30.9	31.1	33.1	33.7	41.4	43.3
Morgan Hill	20.0	21.9	20.8	19.5	20.3	20.0	20.0	20.8	21.4	21.9	22.5
Saratoga	24.9	27.3	25.2	22.9	23.9	23.4	23.6	23.9	24.4	25.2	25.7
<b>Subtotal</b>	<b>208.1</b>	<b>220.8</b>	<b>215.4</b>	<b>204.1</b>	<b>205.3</b>	<b>200.1</b>	<b>201.5</b>	<b>207.6</b>	<b>214.7</b>	<b>229.3</b>	<b>236.5</b>

Percent of total	80.7%	81.4%	80.8%	80.5%	80.4%	80.0%	80.1%	80.0%	80.1%	80.2%	80.1%
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<b>Total FTE</b>	<b>257.8</b>	<b>271.4</b>	<b>266.8</b>	<b>253.6</b>	<b>255.2</b>	<b>250.1</b>	<b>251.5</b>	<b>259.5</b>	<b>268.0</b>	<b>286.0</b>	<b>295.3</b>
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	<b>2017/18</b>	<b>2018/19</b>
<b>Benefited FTE:</b>	<b>233.8</b>	<b>242.5</b>
<b>Extra Help FTE:</b>	<b>33.4</b>	<b>33.4</b>
<b>Extra Hours FTE:</b>	<b>18.9</b>	<b>19.5</b>
<b>TOTAL:</b>	<b>286.0</b>	<b>295.3</b>



### Fiscal Year 2018-2019 Facilities, Services and Supplies Request

EXPENDITURE CATEGORY	FY 16-17 ACTUAL	FY 17-18 Budget (Adj)	FY 17-18 Projected	FY 18-19 Proposed Budget	Change
Safety Shoes	1,555	3,559	2,606	3,000	(559)
Communications & Phone	312,746	201,690	53,810	333,020	131,330
Communications & Phone- Co.	30,955	34,521	33,345	28,034	(6,487)
Insurance Premiums	119,593	121,499	121,331	126,910	5,411
Insurance- Internal	67,956	96,259	96,259	97,354	1,095
Maintenance- Equipment	191,635	684,807	808,058	750,157	65,349
Maintenance- Structures	765,964	3,202,510	1,037,510	3,280,000	77,490
Membership Dues & Fees	50,472	55,500	48,938	55,000	(500)
Office Expense	600,693	629,532	733,602	458,400	(171,132)
Postage Expense-External	10,336	200,000	136,704	200,000	0
Postage Expense- Internal	10,590	9,210	9,210	10,456	1,246
Printing- External	86,640	210,858	121,779	200,000	(10,858)
PC Software	655,709	1,135,489	911,082	976,529	(158,960)
Education Exp.- Other	3,179	22,000	8,620	22,000	0
Workshops, Conf. & Seminars	24,356	30,000	32,371	30,000	0
Professional Services	873,501	1,581,399	1,103,911	1,438,470	(142,929)
SCC Library Foundation	0	10,000	10,000	10,000	0
Silicon Valley Reads	10,000	10,000	10,000	10,000	0
Data Proc. Serv.- External	54,048	65,000	54,314	70,200	5,200
IT Services.- Internal	306,978	361,354	361,354	330,198	(31,156)
Legal Services	31,267	35,590	20,000	30,375	(5,215)
Property Tax Admin Fee	16,453	27,000	27,000	27,000	0
Lease- Equipment- Other	167,949	187,634	206,116	206,000	18,366
Rent & Lease Building & Improve.	427,782	442,253	442,253	365,704	(76,549)
Small Tools & Instru.	78,526	118,838	103,094	120,800	1,962
Furniture	77,575	244,086	471,852	196,000	(48,086)
PC Hardware	1,957,768	1,846,400	1,696,400	1,160,222	(686,178)
Service Staff Meetings	10,000	10,000	10,000	10,000	0
Incentives and Promotions	30,000	50,000	50,000	50,000	0
Summer Reading Marketing	15,000	15,000	15,000	15,000	0
ESL Programming	0	150,000	0	0	(150,000)
Library Materials	5,535,253	6,693,104	6,693,104	7,144,043	450,938
County Overhead	548,003	757,476	757,476	1,036,111	278,635
Fuel	1,878	5,637	5,637	2,487	(3,150)
Garage Fleet Services	24,350	27,439	33,549	23,631	(3,808)
Mileage	15,106	22,500	18,465	24,000	1,500
Automobile Services	32,232	26,000	36,678	37,000	11,000
Local Meals and Meetings	4,484	3,000	6,786	5,000	2,000
Business Travel	41,522	65,000	41,293	72,200	7,200
Utilities	1,141,224	1,211,000	1,306,626	1,331,000	120,000
Misc. Expenses -- Other	510,668	10,000	11,157	12,000	2,000
<b>TOTAL</b>	<b>\$14,843,945</b>	<b>\$20,613,144</b>	<b>\$17,647,289</b>	<b>\$20,298,300</b>	<b>(314,843)</b>

#### Facilities, Services and Supplies Summary:

Although there are a number of fluctuations identified above, many of these are related to the expenditure of one-time funds in a given fiscal year that do not repeat in another. For example, the \$686,178 decrease in "PC Hardware" expenditures relates to the 2017-18 funding for network enhancements and replacement of all staff phones. The most dramatic increases include \$450,938 in "Library Materials" for additional e-books and e-resources. The drop in "ESL Programming" refers to the \$150,000 transfer from the County to continue formerly federal grant-funded ESL programming in the Libraries for three years; this funding will be used to fund a part-time Literacy Program Coordinator rather than an outside contractor.

**Books and Materials Budget  
FY 2018-2019**

**Expenditure & Revenue Recap**

2018-19	Traditional	CFD	Local/Gifts	Passports	Transfer	TOTAL
<b>REVENUES</b>						
	\$41,573,625	\$5,888,732	\$1,701,271	\$240,240	\$4,170,000	\$53,573,868
<b>EXPENDITURES</b>						
Operating	\$9,014,258	\$0	\$0	\$0	\$4,140,000	\$13,154,258
Capital	\$965,000	\$0	\$0	\$0	\$30,000	\$995,000
Books, Etc.	\$5,966,296	\$1,177,746	\$0	\$0	\$0	\$7,144,043
Personnel	\$25,628,071	\$4,710,986	\$1,701,271	\$240,240	\$0	\$32,280,568
<b>TOTAL</b>	<b>\$41,573,625</b>	<b>\$5,888,732</b>	<b>\$1,701,271</b>	<b>\$240,240</b>	<b>\$4,170,000</b>	<b>\$53,573,868</b>

**Community Facilities District Recap**

CFD REVENUES	Personnel	Books
Campbell	\$573,971	\$114,794
Cupertino	\$754,713	\$150,943
Gilroy	\$713,783	\$142,757
Los Altos/Wo	\$504,531	\$100,906
Milpitas	\$1,051,957	\$210,391
Morgan Hill	\$605,453	\$121,091
Saratoga/MS	\$435,952	\$87,190
Subtotal	\$4,640,360	\$928,072
Bookmobile	\$0	\$70,000
Unincorporated*	\$1,248,373	\$179,675
<b>Total</b>	<b>\$5,888,732</b>	<b>\$1,177,746</b>

**Books and Materials Recap**

	Formula Share	Traditional by Formula	CFD Return	Unincorp CFD by formula	Specific Place \$ (City/NCLA)	FY19 TOTAL	FY18 Budgeted	Change from FY18
<b>MATERIALS**</b>								
Campbell	10.79%	\$626,722	\$114,794	\$19,387		\$760,904	\$638,839	\$122,065
Cupertino	21.98%	\$1,276,621	\$150,943	\$39,491		\$1,467,054	\$1,225,558	\$241,496
Gilroy	10.47%	\$608,305	\$142,757	\$18,817		\$769,880	\$654,668	\$115,212
Los Altos/Woodland	16.14%	\$937,712	\$100,906	\$29,007		\$1,067,626	\$877,255	\$190,371
Milpitas	18.23%	\$1,058,693	\$210,391	\$32,750		\$1,301,834	\$1,077,546	\$224,288
Morgan Hill	9.80%	\$569,325	\$121,091	\$17,612		\$708,027	\$602,277	\$105,750
Saratoga	12.58%	\$730,917	\$87,190	\$22,610		\$840,718	\$702,005	\$138,713
Sub-Total Libraries	100%	\$5,808,294	\$928,072	\$179,674	\$0	\$6,916,042	\$5,778,148	\$1,137,894
Bookmobile				\$70,000		\$70,000		
Headquarters		\$158,000				\$158,000		
<b>GRAND TOTAL</b>		<b>\$5,966,294</b>	<b>\$928,072</b>	<b>\$249,674</b>	<b>\$0</b>	<b>\$7,144,042</b>		

\*Bookmobile expenses are deducted from the Unincorporated Revenues before applying formula to Unincorporated CFD

## **FIXED ASSET and VEHICLE REQUEST**

**Fiscal Year 2018-2019**

### **Fixed Assets**

The following fixed asset requests will be funded with unspent funding from FY 2017-18 (\$965,000) and a transfer from the Technology Reserve (\$30,000):

<b>Self-Check Machine Replacements</b>	<b>\$790,000</b>
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Originally scheduled in the Technology Plan for fiscal year 2018-19, this project will be moved to fiscal year 2017-18 to coincide with the replacement of security gates.

<b>Security Gate Replacement</b>	<b>\$175,000</b>
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This funding will be used to replace security gates at each library location.

<b>Smart Devices for Patron Use</b>	<b>\$30,000</b>
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This funding supports the loaning of “smart” devices to respond to patron needs.

<b>Total Fixed Asset Request:</b>	<b>\$995,000</b>
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## BUDGETED RESERVES Fiscal Year 2018-2019

### **Capital Maintenance (Building) Reserve**

The designated Building Reserve serves to identify funding for future significant building repair and maintenance obligations. The amount requested to be transferred from this reserve in Fiscal Year 2018-19 is \$490,000 for the following projects:

Saratoga Roof Restoration: \$205,000  
Milpitas Library Interior Space: \$200,000  
Milpitas Interior Painting: \$45,000  
Milpitas Exterior Auto Doors: \$40,000

The current balance in this reserve: \$5,904,000

### **Reserve for Future Operation (Technology)**

The Board established this designated reserve to accrue financing for large, costly computer system upgrades and equipment replacement. In January 2016, the JPA Board considered the three-year comprehensive plan for technology replacement and upgrade and designated funds for technology improvements through 2019. The amount requested to be transferred from this reserve in Fiscal Year 2018-19 is \$400,000. It is needed to pay for the items detailed in the Fixed Asset request and certain Services and Supplies items.

The current balance in this reserve: \$400,000

As the above action will spend the entire balance in this reserve, it is recommended that a new three-year reserve be established in the estimated amount of \$2,000,000. A detailed Technology Plan outlining the use of this money will be presented to the JPA Board in June 2018.

Reserves Recap: The *estimated* status of reserves/fund balance, following adoption of the FY 2018-19 Budget, is as follows.

<u>FUND 0025</u>	
\$ 5,414,000	Capital Maintenance Reserve
2,000,000	Estimated Technology Reserve
13,000,000	Fund Balance- Economic Uncertainty Designation
7,800,000	1344 Dell Avenue Capital Program
\$ 3,015,078	Undesignated Fund Balance

## **REBUDGET OF UNSPENT FISCAL YEAR 2017-2018 FUNDS**

### **Fiscal Year 2018-2019**

The following projects and purchases, budgeted in Fiscal Year 2017-2018, will not be completed before June 30, 2018 and need to be rebudgeted to Fiscal Year 2018-2019:

- \$790,000 for Replacement of Self-Check Machines;
- \$750,000 for 1344 Dell Architectural and Construction Management;
- \$460,000 for Los Altos Roof
- \$245,000 for Campbell Roof
- \$200,000 for Gilroy Community Library Interior Space
- \$200,000 for Morgan Hill Community Library Interior Space
- \$200,000 for Cupertino Community Library Interior Space
- \$175,000 for Replacement of Security Gates;
- \$150,000 for WiFi Network Upgrade
- \$75,000 for Gilroy & Milpitas Community Library HVAC Units
- \$35,000 for Morgan Hill Community Library Interior Painting;

**Total amount rebudgeted from Fiscal Year 2017-2018: \$3,280,000.**

**Santa Clara County Library Formula 2018-2019**

Library	Population 1-1-17	Percent	Assessed Valuation	Percent	Circulation	Percent	Formula Share	FY 17- 18
<b>Campbell</b>	42,726		9,479,316,208					
Unincorporated	8,474		2,076,785,359					
Redevelopment			-980,471,857					
RDA Pass-thru			962,774,627					
RDA Dissolution			0					
	51,200	13.291%	11,538,404,336	10.607%	734,862	8.473%	<b>10.79%</b>	10.79%
<b>Cupertino</b>	58,917		23,139,029,846					
Unincorporated	4,011		611,070,589					
	62,928	16.335%	23,750,100,435	21.833%	2,408,540	27.770%	<b>21.98%</b>	22.15%
<b>Gilroy</b>	55,936		8,175,945,948					
Unincorporated	7,672		1,443,494,021					
	63,608	16.512%	9,619,439,969	8.843%	526,005	6.065%	<b>10.47%</b>	10.60%
<b>Los Altos</b>	31,402		14,654,150,002					
Los Altos Hills	8,634		7,546,831,485					
Unincorporated	4,293		1,314,442,750					
	44,329	11.507%	23,515,424,237	21.617%	1,327,779	15.309%	<b>16.14%</b>	15.98%
<b>Milpitas</b>	75,410		17,465,358,074					
Unincorporated	312		85,464,418					
Redevelopment			-6,904,688,474					
RDA Pass-thru			823,056,400					
RDA Dissolution			2,225,495,045					
	75,722	19.656%	13,694,685,464	12.589%	1,945,939	22.436%	<b>18.23%</b>	17.88%
<b>Morgan Hill</b>	44,145		8,843,643,065					
Unincorporated	7,641		2,269,080,299					
Redevelopment			-2,949,128,085					
RDA Pass-thru			386,456,180					
RDA Dissolution			859,415,456					
	51,786	13.443%	9,409,466,916	8.650%	634,277	7.313%	<b>9.80%</b>	9.95%
<b>Saratoga</b>	30,569		14,451,616,526					
Monte Sereno	3,501		2,057,751,561					
Unincorporated	1,587		746,104,370					
	35,657	9.256%	17,255,472,457	15.862%	1,095,734	12.634%	<b>12.58%</b>	12.65%
Percentages are based on assigned								
	Population		Assessed Valuation		Circulation			
Total	439,004		122,754,062,547		9,033,100			
Assigned	385,231		108,782,993,813		8,673,136			
Cities	351,240		105,813,642,715					
Unincorporated	33,991		8,546,441,805					
Unassigned	53,773		8,393,978,027		359,964	(Bookmobile, HQ)		
Redevelopment			-5,577,090,707					

Total Unincorp      87,764      16,940,419,832



## FUNDING FORMULA PARAMETER ADJUSTMENTS

### Fiscal Year 2018-2019

At the October 27, 2016 JPA Board meeting, the Board adopted the following funding formula parameters to the existing funding formula, beginning in Fiscal Year 2017-18:

When a community's relative percentage of assessed valuation and/or "public service transactions"<sup>1</sup> exceeds their Community Library's funding formula share by more than 5%, increase these Community Libraries' staffing and library materials budgets to an amount that would be realized if these differences were limited to 5%, subject to available annual funding from excess fund balance.

<sup>1</sup>"Public Service Transactions" include circulation of library materials, program attendance, reference questions, and computer sessions.

	Test 1: Assessed Valuation			Test 2: Public Service Transactions		
	Assessed Valuation Percentage	Formula Percentage	Difference	Public Service Transactions Percentage	Formula Percentage	Difference
Campbell	10.607%	10.79%	-0.183%	8.754%	10.79%	-2.036%
Cupertino	21.833%	21.98%	-0.147%	27.006%	21.98%	5.026%
Gilroy	8.843%	10.47%	-1.630%	6.816%	10.47%	-3.657%
Los Altos	21.617%	16.14%	5.472%	15.221%	16.14%	-0.923%
Milpitas	12.589%	18.23%	-5.638%	22.209%	18.23%	3.982%
Morgan Hill	8.650%	9.80%	-1.152%	7.551%	9.80%	-2.251%
Saratoga	15.862%	12.58%	3.278%	12.442%	12.58%	-0.142%

In the Fiscal Year 2018-19 Funding Formula, there are two instances in which one-time adjustments could be made.

- 1) Los Altos' relative share of assessed valuation is 21.617%, while the formula share is 16.14% -- a difference of 5.472%. If this difference were limited to 5%, Los Altos libraries would receive an additional \$27,980 for staffing (recommended for 884 extra help Page hours and 364 extra Janitor hours) and \$28,291 for materials.
- 2) Cupertino's relative share of public service transactions is 27.006%, while the formula share is 22.98% -- a difference of 5.026%. If this difference were limited to 5%, Cupertino Community Library would receive an additional \$1,566 for staffing (recommended for the addition of 74 extra help Library Clerk hours) and \$133 for materials.

As sufficient unrestricted fund balance is available to fund these increased budgets, the 2018-19 Personnel Budget and Books & Materials Budget will be adjusted accordingly.



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JPA-8  
04/26/2018

**JOINT POWERS AUTHORITY  
BOARD TRANSMITTAL**

DATE: April 26, 2017

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian *CL for NH*

SUBJECT: **EXPANDED HOURS REPORT**

**RECOMMENDED ACTION**

It is recommended that the Board receive the Expanded Hours Report, and direct staff to prioritize the allocation of future revenue -- after replenishing the Library's reserves and maintaining the base budget -- towards a goal of 71 hours at each library.

**BACKGROUND AND REASONS FOR RECOMMENDATION**

On January 25, 2018, the JPA expressed a desire to see expanded library hours throughout the district and requested staff to make expanded hours a priority in the FY 2018-2019 budget. In response, library staff have 1) conducted a review of the SCCLD "Patron Satisfaction Survey" to identify which hours to prioritize; and 2) prepared a cost estimate correlating with these patterns of preference.

Based on the JPA Agreement SCCLD operates each community library at a minimum of 30 hours, 5 days a week, and the Woodland branch 20 hours per week with the cost of additional hours covered by the formula share. The Deputy County Librarian and the Community Librarian have the responsibility to open each library for the maximum hours possible given their budget, and the need to sustain such hours for at least two years.

**Patterns of Preference for Expanded Hours**

1. While preferred library hours varied by site, Friday and Saturday evenings were the clear favorites across the board. At least one third of respondents said they would visit during these hours.
2. Sunday afternoon was the most popular request for expanded service at libraries not currently offering Sunday hours.
3. At libraries already offering Sunday afternoon hours, many patrons requested the addition of Sunday mornings.
4. Weekday mid-day (10 a.m. to 1 p.m.) were next in preference.

Staff researched *Library Journal* star-library performance and discovered that the top two systems in circulation (Cuyahoga County Public Library and Multnomah County Library) and the neighboring San Francisco Public Library offer Sunday hours at all locations.

### Current Impact of Expanded Hours on Visitation and Circulation

In considering the impact of making any changes, our staff had the benefit of studying the impact of expanded hours at the Los Altos Library and Milpitas Library—hours expanded through funding from the City of Milpitas and the North County Library Authority. These two locations launched their new schedule in January of 2017, giving us access to a full year of data. Each library added Friday, Saturday, and Sunday evenings, as well as Sunday mornings (both already offered Sunday afternoon service). In addition, the Milpitas Library added weekday morning from 10 a.m. to 1 p.m. Monday, Tuesday, and Wednesday. Since Los Altos and Milpitas increased their hours, they have seen a 6.9% and 15.8% increase in visitation, and a 4.3% and 7.9% increase in circulation.

Library	Increase in Visitation	Increase in Circulation	Expanded Hours	Previous Hours
Los Altos	6.9%	4.3%	71	66
Milpitas	15.8%	7.9%	71	54

These trends buck the national trend for library visitation, which has flattened according to Pew Research. As a side note, the Saratoga Library and Woodland Library increased their hours in January 2018, and, therefore, do not have 12 months of data for comparison.

As stated in the 2018 Silicon Valley Index, the regional housing crunch contributed to the rise of cross-county commuting. The mean travel time to work currently stands at 30 minutes, and commutes of over 90 minutes have doubled in the past 5 years. A member of our community who picks up a child after work is unlikely to be able to visit the library before 6 p.m. on a weekday—traditional library hours.

### Preferred Hours Cost

Library	Current Hours	Option 1: 52 hours M-W 1pm-9pm or M-W 10am-6pm Th-Sat 10am-6pm Sun 1pm-5pm	Option 2: 61 hours M-Th 10am-8pm F-Sat 10am-7pm Sun 1pm-5pm	Option 3: 71 hours M-Th 10am-9pm F-Sun 10am-7pm
Campbell	51	\$41,584 (Formula Funded)	\$405,226	\$649,258
Gilroy	48	\$141,982	\$388,802	\$746,404



Morgan Hill	51	\$37,755 (Formula Funded)	\$203,932	\$526,183
Saratoga	58		\$333,591	\$601,246
<b>Total</b>		<b>\$221,321</b>	<b>\$1,331,551</b>	<b>\$2,523,091</b>
<b>Currently Funded</b>				
Cupertino*	72			\$468,023 (City Funded)
Los Altos	71			\$429,992 (NCLA Funded)
Milpitas	71			\$509,578 (City Funded)
Woodland**	51	\$293,678 (NCLA Funded)		
<b>Grand Total</b>		<b>\$514,999</b>	<b>\$1,331,551</b>	<b>\$3,930,684</b>

\*Cupertino 72 hours as of June 1st: M-F 10am-9pm and Sat-Sun 10am-6:30pm

\*\*Woodland 51 hours: M-W 11am-8pm and Th-Sun 11am-5pm

The cost for each scenario depends on circulation workload, visitation patterns, current programming, current outreach, and the number of service points.

SCCLD and the SEIU union adhere to multiple departmental side agreements dating from 1977 to 2004 on operational hours. The public preference for Friday and Saturday evenings are outside the current department agreement, and require a “meet and confer” for each location. The SEIU bargaining union would first negotiate the concurrence before the hours could officially change. SCCLD and SEIU are about to begin negotiation on the department agreement.

### Next Steps

Based on the FY 2018-2019 budget draft, and preserving the funding formula, SCCLD can currently cover the following expanded hours:

- **Campbell Option 1: 52 hours**
- **Morgan Hill Option 1: 52 hours**

With this change, all community libraries except for Gilroy will be open a minimum of 52 hours/week. The additional amount of revenue that would be needed to run through the funding formula to make a similar change for Gilroy would be \$1,355,686. This would provide additional staffing budgets as follows:

Campbell	\$104,696
Morgan Hill	\$95,128
Saratoga	\$170,600

Additionally, the following funders could have their contributions reduced as follows (unless these entities chose to maintain funding, and increase beyond 71 or 72 hours/week):

Funder	Current Contribution	Reduced Contribution
City of Cupertino	\$468,023	\$170,053
Milpitas	\$509,578	\$262,474
NCLA	\$723,670	\$504,803

The amount of additional revenue needed to run through the funding formula to allow for at least 61 hours/week or 71 hours/week at all libraries would be \$3,755,530 or \$7,126,910, respectively. Revenue increases of this magnitude are not expected at this time.

In FY 2018-2019 Library staff plan to research models of service and technology used by industry leading library systems, which would allow for further expanded hours or cost saving. Staff would also work with additional cities and entities that currently fund additional hours to determine possible options for reducing their future payments or offering more than 72 hours per week.



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JPA-9  
04/26/2018

**JOINT POWERS AUTHORITY  
BOARD TRANSMITTAL**

**DATE:** April 26, 2018

**TO:** Joint Powers Authority Board

**FROM:** Nancy Howe, County Librarian *NH*

**SUBJECT:** **RECOMMEND THAT THE JPA BOARD ADOPT A RESOLUTION SUPPORTING THE LIBRARY'S FULL COOPERATION WITH THE COUNTY OF SANTA CLARA REGISTRAR OF VOTERS TO INCREASE VOTER PARTICIPATION**

**RECOMMENDED ACTION**

It is recommended that the JPA adopt the following resolution:

*"Resolved that Santa Clara County Library District (SCCLD) will cooperate with the Santa Clara County Registrar of Voters (ROV) to increase voter participation. This cooperation may include libraries serving as a polling site and/or locating ballot return boxes inside County Library facilities if requested by the ROV."*

**FISCAL IMPLICATIONS**

There are no budget implications.

**BACKGROUND AND REASONS FOR RECOMMENDATION**

For the past five years, SCCLD along with many public libraries across the United States, has cooperated with the ROV's requests to use library locations as polling sites, early polling sites, and location of ballot return boxes inside the library (cities control the exterior space outside the library). In addition, SCCLD carries a supply of voter registration forms year-round and co-sponsors free non-partisan, voter education programming.

The JPA representative from Cupertino, Councilmember Steven Scharf, has asked for this issue to be placed on the JPA agenda. There is a letter (Written communication B) from Ms. Liana Crabtree asking that SCCLD not serve as a polling site or a drop-off ballot site because no electioneering may occur within 100 feet of a polling site or ballot box. This potentially limits partisan tabling in front of a library.



The Santa Clara County Citizens Advisory Commission on Voting considered the question at its March 6 meeting. The Commission voted to encourage the ROV to work with the City of Cupertino to find a location for the ballot return box that would not be within 150 feet of the Cupertino Library entrance. The Commission voted down a motion to further limit the use of public libraries as polling sites and sites for ballot return boxes.

The ROV has sent a letter to the JPA (Written communication C) explaining why the ROV would like to continue to locate polling sites and ballot return boxes in public libraries.

California law recognizes that drop box locations may include public libraries.

Civic engagement is a fundamental value of the public library. Free speech is also a fundamental value of the library. The limitation of the 100 yard no-election zone around polling sites and ballot return boxes does not eliminate free speech as partisan tabling and other electioneering activities may occur outside the 100 foot radius.

**RESOLUTION NO. 042618-01**

**RESOLUTION OF THE SANTA CLARA COUNTY LIBRARY DISTRICT  
Library Roll in Voting**

**WHEREAS**, the Santa Clara County Library District (SCCLD) has for the past five years cooperated with requests by the County of Santa Clara Registrar of Voters (ROV) to use library locations as polling sites, early polling sites, and location of ballot return boxes inside libraries.

**WHEREAS**, the SCCLD also carries a supply of voter registration forms year-round and co-sponsors free, non-partisan voter education programming.

**WHEREAS**, the SCCLD recognizes that civic engagement is a fundamental value of the public libraries.

**NOW, THEREFORE, BE IT RESOLVED** by the Joint Powers Authority Board of the SCCLD, that the SCCLD will cooperate with the ROV to increase voter participation. This cooperation may include libraries serving as polling sites and/or locating ballot return boxes inside SCCLD facilities if requested by the ROV.

**PASSED AND ADOPTED** by the Joint Powers Authority Board on \_\_\_\_\_, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mike Wasserman  
Joint Powers Authority Board Chair

ATTEST:

\_\_\_\_\_  
Tracy Ellenberger  
Secretary

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Melissa Kiniyalocts  
Deputy County Counsel