JOINT POWERS AUTHORITY BOARD
AGENDA
Thursday, October 25, 2018 at 1:30 p.m.
Lunch 12:30 p.m.
REGULAR BOARD MEETING 1:30 P.M
Services and Support Center, Campbell Conference Room
1370 Dell Avenue, Campbell, CA 95008

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

CALL TO ORDER/ROLL CALL
Deletions, deferrals or corrections to the agenda.

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

CONSENT CALENDAR

*1. Approve minutes from June 7, 2018 JPA Board meeting

*2. Accept the Santa Clara County Library semi-annual gift report: January 1, 2018 – June 30, 2018, totaling $61,418.08

*3. Accept the following cash gifts:
   a. Cash donation of $5,906.44 to the Santa Clara County Library District and augment the budget for library materials and programs
   b. Cash donation of $2,250 to the Cupertino Library and augment the budget for library courtyard redesign proposal
   c. Cash donation of $2,506.10 to the Cupertino Library and augment the budget for library materials
   d. Cash donation of $8,000 to the Gilroy Library and augment the budget for library programming and supplies
   e. Cash donation of $1,500 to the Los Altos Library and augment the budget for furniture and space improvements
   f. Cash donation of $30,000 to the Los Altos Library and augment the budget for library materials
   g. Cash donation of $30,000 to the Los Altos Library and augment the budget for library materials and programming
h. Cash donation of $14,000 to the Milpitas Library and augment the budget for library materials and the Reading Program
i. Cash donation of $142,000 to the Saratoga Library and augment the budget for library materials and programming

*4. Amend Bylaws
*5. Adopt 2018-2019 Legislative Policy Agenda

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

REPORTS/COMMENTS
10. County Librarian
11. JPA Board Members

PRESENTATION
12. Recognition of Outgoing Board Members

ADJOURN
To the next Joint Powers Authority Board meeting on Thursday, January 24, 2019 at 1:30 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the County Librarian’s Office 24 hours prior to the meeting at (408) 293-2326 x3090, TDD (408) 364-1528.
Mike Wasserman, Supervisor (Chair)  
Santa Clara County Board of Supervisors  
District 1  
70 W. Hedding Street  
San Jose, CA 95110  
(408) 299-5010  
mike.wasserman@bos.sccgov.org

Jean Mordo, Mayor  
City of Los Altos  
1 North San Antonio Road  
Los Altos, CA 94022  
(650) 559-9401  
jmordo@losaltosca.gov

Courtenay C. Corrigan, Council Member  
(Vice-Chair)  
Town of Los Altos Hills  
26379 Fremont Road  
Los Altos Hills, CA 94022  
(650) 248-9018  
cccorrigan@losaltoshills.ca.gov

Garry Barbadillo, Council Member  
City of Milpitas  
455 E. Calaveras Blvd.  
Milpitas CA 95035  
(408) 586-3024  
gbarbadillo@ci.milpitas.ca.gov

Joe Simitian, President  
Santa Clara County Board of Supervisors  
District 5  
70 W. Hedding Street  
San Jose, CA 95110  
(408) 299-5050  
joe.simitian@bos.sccgov.org

Burton Craig, Mayor  
City of Monte Sereno  
18041 Saratoga-Los Gatos Road  
Monte Sereno, CA 95030  
(408) 341-9369  
brcraig@cityofmontesereno.org

Rich Waterman, Vice Mayor  
City of Campbell  
70 N. First Street  
Campbell, CA 95008  
(408) 623-8150  
richw@cityofcampbell.com

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

Steven Scharf, Council Member  
City of Cupertino  
10300 Torre Avenue  
Cupertino, CA 95014  
(408) 688-6398  
sscharf@cupertino.org

Emily Lo, Council Member  
City of Saratoga  
13777 Fruitvale Avenue  
Saratoga, CA 95070  
(408) 868-9982  
elo@saratoga.ca.us

Dion Bracco, Council Member  
City of Gilroy  
7351 Rosanna Street  
Gilroy, CA 95020  
(408) 847-5766  
dion.bracco@ci.gilroy.ca.us

02/15/2018 rev
Dave Cortese, Supervisor (Alternate)
Santa Clara County Board of Supervisors
District 3
70 W. Hedding Street
San Jose, CA 95110
(408) 299-5030
dave.cortese@bos.sccgov.org

Michelle Wu, Council Member (Alternate)
Town of Los Altos Hills
26379 Fremont Road
Los Altos Hills, CA 94022
(650) 814-9037
mwu@losaltoshills.ca.gov

Ken Yeager, Supervisor (Alternate)
Santa Clara County Board of Supervisors
District 4
70 W. Hedding Street
San Jose, CA 95110
(408) 299-5040
ken.yeager@bos.sccgov.org

Anthony Phan, Council Member (Alternate)
City of Milpitas
455 E. Calaveras Blvd.
Milpitas CA 95035
(408) 586-3029
aphan@ci.milpitas.ca.gov

Liz Gibbons, Council Member (Alternate)
City of Campbell
70 N. First Street
Campbell, CA 95008
(408) 866-2100
lizg@cityofcampbell.com

Evert Wolsheimer, Vice Mayor (Alternate)
City of Monte Sereno
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030
City Hall (408) 354-7635
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Barry Chang, Council Member (Alternate)
City of Cupertino
10300 Torre Avenue
Cupertino, CA 95014
(408) 688-6398
bchang@cupertino.org

Caitlin Robinett Jachimowicz,
Council Member (Alternate)
City of Morgan Hill
17555 Peak Avenue
Morgan Hill, CA 95037
(408) 782-8979
caitlin.jachimowicz@morganhill.ca.gov

Fred Tovar, Council Member (Alternate)
City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408) 750-7029
Fred.tovar@ci.gilroy.ca.us

Rishi Kumar, Council Member (Alternate)
City of Saratoga
13777 Fruitvale Avenue
Saratoga, CA 95070
(408) 805-5993
rkumar@saratoga.ca.us

Lynette Lee Eng, Vice Mayor (Alternate)
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022
City Hall (650) 947-2720
lleeeng@losaltosca.gov
JOINT POWERS AUTHORITY BOARD
MINUTES
Thursday, June 7, 2018
Services and Support Center, Campbell Room
1370 Dell Avenue, Campbell, CA 95008

Members Present:
Mike Wasserman, Supervisor, District 1 (Chair)
Joe Simitian, Supervisor, District 5
Rich Waterman, Campbell
Steven Scharf, Cupertino
Dion Bracco, Gilroy

Anthony Phan, Milpitas (1:48 p.m.)
Burton Craig, Monte Sereno
Steve Tate, Morgan Hill
Emily Lo, Saratoga

Members Absent
Courtenay C. Corrigan, Town of Los Altos Hills
Jean Mordo, Los Altos

Staff Present:
Nancy Howe, County Librarian
Chris Brown, Deputy County Librarian
Melissa Kiinyalocts, 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
Llana Crabtree, Cupertino resident spoke on agenda item #9 from the April 26, 2018, Joint Powers Authority Board Meeting.

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

ACTION
d. Cash donation of $5,000 to the Santa Clara County Library District and augment the budget for library materials

e. Cash donation of $31,700 to the Santa Clara County Library District and augment the budget for library materials

f. Cash donation of $4,500 to the Santa Clara County Library District and augment the budget for library materials

g. Cash donation of $500 to the Santa Clara County Library District and augment the budget for library materials

*4. Receive Three-Year Technology Replacement and Improvement Plan, Fiscal Years 2016/17 – 2018/19 update

*5 Receive Annual Review of Capital Maintenance Plan

*6 Approve the Addition of One Full-Time Supervising Librarian Position (1.0 FTE) with the Deletion of One Part-Time Librarian Position (0.50 FTE)

*7 Ratify Appointment of Nominating Committee

Motion was moved by Bracco and seconded by Tate to approve Consent Calendar items #1-7 as on the agenda. The motion passed unanimously by the following vote:
Ayes: Wasserman, Simitian, Waterman, Scharf, Bracco, Craig, Tate and Lo

NEW BUSINESS

8. Discuss Bylaws Revision

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


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

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


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

REPORTS/COMMENTS

11. County Librarian

The Santa Clara County Library District waived up to $100.00 per library card for outstanding fines in return for a donation of food. Diane Roche, Director of Communications and Marketing gave an update on the Food for Fines program which resulted in 25,700 meals for the community.

Jennifer Weeks, Library Services Manager

- Summer Reading 2018, Reading takes you Everywhere! We are asking everyone to join us in reading 100,000 books this summer. The goal is to increase our summer engagement to 10% of all of our card holders enrolled.
- Lunch in the Library. SCCLD is in partnership with Second Harvest Food bank and Silicon Valley YMCA to offer free and open sites for summer lunches in Morgan Hill, Gilroy and San Martin.
- SCCLD Student eAccounts. Working in partnerships with the school districts, SCCLD has created over 20,000 eAccounts.

Campbell and Los Altos libraries are both looking into having measures on the November Ballot that could result in having new or substantially renovated libraries. Neither library has finalized plans.

12. Santa Clara County Library Foundation

Linda Arbaugh, Foundation Secretary

- The Foundation welcomed new member Cheryl Houts.
- The Foundation is also looking for a representative from Cupertino to join the board.
- The Foundation has $11,000 in the bank.
- The Reading Program recently offered Spanish Language Computer Classes which were very successful, and Saratoga Library provided materials to learners who are waiting to be matched with a tutor. It was made possible by the Saratoga Library Rotary Club.
- The Foundation worked with California Pizza Kitchen on a fundraiser and raised over $400.

13. JPA Board Members

Board member Scharf commented on the extended hours that began at the Cupertino Library last week and the fact they have the most open hours of any library.
ADJOURN
Chair Wasserman adjourned the meeting at 2:01 p.m., to the next JPA Board meeting on Thursday, October 25, 2018, at 1:30 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

Respectfully submitted,

Tracey Ellenberger, Secretary
Library District Joint Powers Authority
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPT SANTA CLARA COUNTY LIBRARY DISTRICT
SEMI-ANNUAL GIFT REPORT: JANUARY 1 – JUNE 30, 2018

RECOMMENDED ACTION

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

FISCAL IMPLICATIONS

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

BACKGROUND/REASONS FOR RECOMMENDATION

The $61,418.08 represents gifts that have been received by the eight District libraries, Bookmobile, and the Reading Program during the period January 1 through June 30, 2018.
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<th>LIBRARY</th>
<th>DATE</th>
<th>DESCRIPTION OF GIFT</th>
<th>DONOR NAME</th>
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Gift report 3rd and 4th Quarters FY2016 1/1/16-6/30/16
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Board accept a cash donation in the amount of $5,906.44 made to the Santa Clara County Library District from various donors for library materials.

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

The Santa Clara County Library has received cash donations from various donors, which are to be appropriated for the acquisition of Adult & Children’s library material.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

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

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

The Cupertino Library Foundation have presented the Library with a cash donation, which is to be appropriated for the courtyard redesign proposal.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Board accept a cash donation in the amount of $2,506.10 to the Cupertino Library from the Friends of the Cupertino Library for library materials.

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

The Friends of the Cupertino Library have presented the Library with a cash donation, which is to be appropriated for library materials.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

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

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

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

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

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

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

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

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Board accept a cash donation in the amount of $30,000 to the Los Altos Library from the Friends of the Los Altos Library for library materials.

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

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

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

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

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

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

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

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

RECOMMENDED ACTION

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

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

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

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

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

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

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

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: BYLAWS REVISION

RECOMMENDED ACTIONS

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

BACKGROUND/REASONS FOR RECOMMENDATION

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

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ADOPT 2018-2019 LEGISLATIVE POLICY AGENDA

RECOMMENDED ACTION

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

BACKGROUND

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

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

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

LEGISLATIVE POLICY AGENDA, 2018-2019

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

5) SCCLD supports state funding of the California Library Services Act.

6) SCCLD supports public access to information technology including every library having easy and affordable access to a high quality, high bandwidth telecommunications network including the e-rate program.

7) SCCLD supports State funding of high-speed broadband in California public libraries.

8) SCCLD supports the full inclusion and participation of public libraries in the local consortia coordinating the implementation of AB 86, and enhanced organizational collaboration to better serve the educational needs of adults.

9) SCCLD supports the principles of Net Neutrality, allowing the library patron free and unbiased access to Internet content and services and supporting the democratic nature of the internet as a neutral platform for sharing information.

10) SCCLD supports restoration of Californians’ access to all public libraries by supporting restoration of Transaction-Based Reimbursement (TBR). The TBR was the net lending reimbursement that the State Library provided to public libraries for allowing any resident of California to borrow books from libraries in any jurisdiction.

11) SCCLD supports full state funding of the Public Library Foundation Program. This program enables the State to allocate a maximum match of 10% for locally funded library services.
DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPT FISCAL YEAR 2017-18 YEAR-END FISCAL REPORT

RECOMMENDED ACTIONS

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

FISCAL IMPLICATIONS

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

- FY 2017-18 Current Revenue: $50,714,818
- FY 2017-18 Operating Expenditures: $46,219,883
- Revenue Exceeds Operating Expenditures by: $4,494,935
- Library Fund Net Equity including Designated Reserves: $42,766,834

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

BACKGROUND/REASONS FOR RECOMMENDATION

Acceptance of this report by the JPA will acknowledge that the books have been closed for fiscal year 2017-18.
# Fiscal Year 2017-2018

## Year-end Review of Revenue

<table>
<thead>
<tr>
<th>REVENUE SOURCE</th>
<th>FY 16-17 Actual</th>
<th>FY 17-18 Budget</th>
<th>FY 17-18 Actual</th>
<th>Variance from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Roll</td>
<td>$1,031,860</td>
<td>$979,941</td>
<td>$1,120,524</td>
<td>$88,664</td>
</tr>
<tr>
<td>Property Tax - Current Secure</td>
<td>26,438,862</td>
<td>26,831,914</td>
<td>27,950,060</td>
<td>1,511,198</td>
</tr>
<tr>
<td>Property Tax - Current Unsecured</td>
<td>1,998,572</td>
<td>2,080,219</td>
<td>1,980,009</td>
<td>(18,563)</td>
</tr>
<tr>
<td>Property Tax - Unitary Roll</td>
<td>785,022</td>
<td>800,914</td>
<td>811,324</td>
<td>26,302</td>
</tr>
<tr>
<td>RPTTF Residual</td>
<td>1,248,791</td>
<td>1,300,000</td>
<td>1,462,266</td>
<td>213,474</td>
</tr>
<tr>
<td>Property Tax - Others</td>
<td>2,065,785</td>
<td>1,300,000</td>
<td>3,363,534</td>
<td>1,297,749</td>
</tr>
<tr>
<td>RDA Pass-through</td>
<td>796,642</td>
<td>796,000</td>
<td>905,283</td>
<td>108,641</td>
</tr>
<tr>
<td>Motor Vehicle in Lieu Tax</td>
<td>3,036,025</td>
<td>3,188,000</td>
<td>3,259,344</td>
<td>223,320</td>
</tr>
<tr>
<td><strong>Subtotal All Property Tax</strong></td>
<td>$37,401,559</td>
<td>$37,276,988</td>
<td>$40,852,344</td>
<td>$3,450,785</td>
</tr>
<tr>
<td>Library Fees and Charges</td>
<td>$235,821</td>
<td>$230,000</td>
<td>$234,602</td>
<td>($1,192)</td>
</tr>
<tr>
<td>Library Overdue Fines</td>
<td>312,686</td>
<td>312,000</td>
<td>291,833</td>
<td>(20,853)</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>320,163</td>
<td>250,000</td>
<td>496,851</td>
<td>176,687</td>
</tr>
<tr>
<td>Homeowner Prop. Tax Relief</td>
<td>146,139</td>
<td>142,741</td>
<td>143,593</td>
<td>(2,546)</td>
</tr>
<tr>
<td>State LSCA</td>
<td>83,188</td>
<td>46,000</td>
<td>77,333</td>
<td>(5,855)</td>
</tr>
<tr>
<td>Other State Grants</td>
<td>15</td>
<td>0</td>
<td>4,050</td>
<td>4,035</td>
</tr>
<tr>
<td>Contributions from Cities</td>
<td>1,273,699</td>
<td>1,601,982</td>
<td>1,584,993</td>
<td>311,294</td>
</tr>
<tr>
<td>Special Tax</td>
<td>5,857,783</td>
<td>5,824,984</td>
<td>5,824,974</td>
<td>(32,809)</td>
</tr>
<tr>
<td>Other Library Services</td>
<td>20,807</td>
<td>64,000</td>
<td>63,012</td>
<td>42,204</td>
</tr>
<tr>
<td>Contributions &amp; Donations</td>
<td>1,031,012</td>
<td>562,813</td>
<td>705,547</td>
<td>(325,466)</td>
</tr>
<tr>
<td>Misc. Income and Adj.</td>
<td>32,635</td>
<td>10,000</td>
<td>49,368</td>
<td>16,733</td>
</tr>
<tr>
<td>Contribution from County</td>
<td>449,490</td>
<td>351,004</td>
<td>351,004</td>
<td>(98,486)</td>
</tr>
<tr>
<td>Federal Medicare Credit</td>
<td>47,374</td>
<td>30,000</td>
<td>35,304</td>
<td>(12,070)</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$9,810,812</td>
<td>$9,425,524</td>
<td>$9,862,464</td>
<td>$51,652</td>
</tr>
</tbody>
</table>

**Total Current Revenue** $47,212,371 $46,702,512 $50,714,808 $3,502,437
<table>
<thead>
<tr>
<th>EXPENDITURE CATEGORY</th>
<th>FY 16-17 ACTUAL</th>
<th>FY 17-18 BUDGET</th>
<th>FY 17-18 ACTUAL</th>
<th>Variance from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Employees</td>
<td>$15,159,926</td>
<td>$17,415,411</td>
<td>$16,810,779</td>
<td>($1,650,853)</td>
</tr>
<tr>
<td>Temporary Employees</td>
<td>1,367,705</td>
<td>1,576,156</td>
<td>1,335,926</td>
<td>(31,780)</td>
</tr>
<tr>
<td>Overtime</td>
<td>13,617</td>
<td>12,892</td>
<td>12,892</td>
<td>(726)</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>16,812</td>
<td>6,459</td>
<td>5,583</td>
<td>(11,229)</td>
</tr>
<tr>
<td>Premium Pay</td>
<td>281,837</td>
<td>318,000</td>
<td>317,785</td>
<td>35,948</td>
</tr>
<tr>
<td>Uniform Allowance</td>
<td>70</td>
<td>1,000</td>
<td>500</td>
<td>430</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>3,829,936</td>
<td>3,887,676</td>
<td>4,216,164</td>
<td>386,229</td>
</tr>
<tr>
<td>Retiree Health Insurance</td>
<td>1,922,075</td>
<td>2,081,392</td>
<td>2,365,179</td>
<td>443,104</td>
</tr>
<tr>
<td>FICA Soc.Sec.- Medicare</td>
<td>1,226,237</td>
<td>1,417,912</td>
<td>1,349,935</td>
<td>123,698</td>
</tr>
<tr>
<td>PERS Retirement</td>
<td>3,257,168</td>
<td>3,709,518</td>
<td>3,454,608</td>
<td>197,440</td>
</tr>
<tr>
<td>Workers' Comp. Insurance</td>
<td>584,530</td>
<td>359,906</td>
<td>351,936</td>
<td>(232,594)</td>
</tr>
<tr>
<td>Holiday Overtime</td>
<td>37,667</td>
<td>0</td>
<td>36,280</td>
<td>(1,387)</td>
</tr>
<tr>
<td><strong>Total Object 1</strong></td>
<td><strong>$27,697,581</strong></td>
<td><strong>$30,773,430</strong></td>
<td><strong>$30,257,567</strong></td>
<td><strong>$2,559,986</strong></td>
</tr>
<tr>
<td>Safety Shoes</td>
<td>$1,555</td>
<td>$3,309</td>
<td>$3,108</td>
<td>$1,553</td>
</tr>
<tr>
<td>Telephone Service</td>
<td>343,701</td>
<td>236,211</td>
<td>101,142</td>
<td>(242,559)</td>
</tr>
<tr>
<td>Insurance</td>
<td>187,549</td>
<td>217,758</td>
<td>215,211</td>
<td>27,661</td>
</tr>
<tr>
<td>Equipment Maint.</td>
<td>191,635</td>
<td>684,132</td>
<td>937,493</td>
<td>745,858</td>
</tr>
<tr>
<td>Structure Maint &amp; Improve.</td>
<td>765,964</td>
<td>3,129,163</td>
<td>665,429</td>
<td>(100,535)</td>
</tr>
<tr>
<td>Office &amp; Book Proc. Supplies</td>
<td>578,847</td>
<td>599,835</td>
<td>605,159</td>
<td>26,312</td>
</tr>
<tr>
<td>Incentives and Promotions</td>
<td>61,647</td>
<td>50,000</td>
<td>23,823</td>
<td>(37,825)</td>
</tr>
<tr>
<td>Summer Reading Marketing</td>
<td>14,057</td>
<td>22,500</td>
<td>27,380</td>
<td>13,323</td>
</tr>
<tr>
<td>Co. Professional Serv.</td>
<td>29,971</td>
<td>35,590</td>
<td>29,642</td>
<td>(329)</td>
</tr>
<tr>
<td>Prof.&amp;Specialized Ser.</td>
<td>852,308</td>
<td>1,540,680</td>
<td>653,685</td>
<td>(198,623)</td>
</tr>
<tr>
<td>Contract Services Literacy</td>
<td>32,489</td>
<td>0</td>
<td>43,617</td>
<td>11,128</td>
</tr>
<tr>
<td>Co. Data Processing</td>
<td>306,978</td>
<td>361,354</td>
<td>297,932</td>
<td>(9,046)</td>
</tr>
<tr>
<td>Data Processing Services</td>
<td>54,048</td>
<td>65,000</td>
<td>52,410</td>
<td>(1,638)</td>
</tr>
<tr>
<td>Equipment Rent/Lease</td>
<td>167,949</td>
<td>187,000</td>
<td>190,925</td>
<td>22,976</td>
</tr>
<tr>
<td>Building Rent</td>
<td>427,782</td>
<td>442,253</td>
<td>505,029</td>
<td>77,247</td>
</tr>
<tr>
<td>Small Tools&amp; Equip.</td>
<td>78,526</td>
<td>118,569</td>
<td>55,207</td>
<td>(23,319)</td>
</tr>
<tr>
<td>Furniture</td>
<td>77,575</td>
<td>282,272</td>
<td>461,312</td>
<td>383,737</td>
</tr>
<tr>
<td>Education Expense</td>
<td>3,179</td>
<td>22,000</td>
<td>6,591</td>
<td>3,412</td>
</tr>
<tr>
<td>Workshops, Conferences</td>
<td>24,356</td>
<td>30,000</td>
<td>31,231</td>
<td>6,875</td>
</tr>
<tr>
<td>Books</td>
<td>5,535,253</td>
<td>6,827,432</td>
<td>6,614,473</td>
<td>1,079,220</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>50,472</td>
<td>55,500</td>
<td>50,366</td>
<td>(106)</td>
</tr>
<tr>
<td>External Printing</td>
<td>86,640</td>
<td>200,077</td>
<td>110,102</td>
<td>23,462</td>
</tr>
<tr>
<td>EXPENDITURE CATEGORY</td>
<td>FY 16-17 ACTUAL</td>
<td>FY 17-18 BUDGET</td>
<td>FY 17-18 ACTUAL</td>
<td>Variance from Prior Year</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Business Travel &amp; Meetings</td>
<td>$46,006</td>
<td>$68,000</td>
<td>$70,439</td>
<td>$24,433</td>
</tr>
<tr>
<td>Auto. Mileage Reimb.</td>
<td>15,106</td>
<td>22,600</td>
<td>20,503</td>
<td>5,397</td>
</tr>
<tr>
<td>Garage Fleet Services</td>
<td>58,460</td>
<td>59,076</td>
<td>69,710</td>
<td>11,250</td>
</tr>
<tr>
<td>Utilities</td>
<td>1,141,224</td>
<td>1,211,000</td>
<td>1,112,866</td>
<td>(28,358)</td>
</tr>
<tr>
<td>County Overhead</td>
<td>548,003</td>
<td>757,476</td>
<td>757,476</td>
<td>209,473</td>
</tr>
<tr>
<td>PC Hardware</td>
<td>1,957,768</td>
<td>1,780,055</td>
<td>928,460</td>
<td>(1,029,307)</td>
</tr>
<tr>
<td>PC &amp; Application Software</td>
<td>655,709</td>
<td>935,250</td>
<td>836,424</td>
<td>180,716</td>
</tr>
<tr>
<td>Postage</td>
<td>10,336</td>
<td>200,000</td>
<td>15,157</td>
<td>4,821</td>
</tr>
<tr>
<td>Mailroom/Postage</td>
<td>10,590</td>
<td>9,210</td>
<td>9,783</td>
<td>(807)</td>
</tr>
<tr>
<td>Settlement &amp; Misc. Expense</td>
<td>27,481</td>
<td>47,000</td>
<td>65,925</td>
<td>38,444</td>
</tr>
<tr>
<td>Transfer to Los Altos Library Endowment</td>
<td>500,000</td>
<td>0</td>
<td>0</td>
<td>(500,000)</td>
</tr>
<tr>
<td><strong>Total Object 2</strong></td>
<td><strong>$14,843,163</strong></td>
<td><strong>$20,200,202</strong></td>
<td><strong>$15,568,010</strong></td>
<td><strong>$724,846</strong></td>
</tr>
<tr>
<td>Equipment</td>
<td>$2,330,453</td>
<td>$1,785,425</td>
<td>$147,310</td>
<td>$(2,183,143)</td>
</tr>
<tr>
<td>Vehicles</td>
<td>296,321</td>
<td>451,968</td>
<td>246,996</td>
<td>(49,325)</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$45,167,519</strong></td>
<td><strong>$53,211,025</strong></td>
<td><strong>$46,219,882</strong></td>
<td><strong>$1,052,364</strong></td>
</tr>
</tbody>
</table>

**Designated Reserves**

<table>
<thead>
<tr>
<th>Designated Reserves</th>
<th>FY 17-18 Beginning</th>
<th>FY 17-18 End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Reserve</td>
<td>$7,834,000</td>
<td>$5,904,000</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>2,643,017</td>
<td>400,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,477,017</strong></td>
<td><strong>$6,304,000</strong></td>
</tr>
</tbody>
</table>

**FUND BALANCE STATUS June 30, 2018**

<table>
<thead>
<tr>
<th>Category</th>
<th>June 30, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Reserves</td>
<td>$6,304,000</td>
</tr>
<tr>
<td>Reserves for Economic Uncertainty</td>
<td>$13,000,000</td>
</tr>
<tr>
<td>1344 Dell Avenue Fund Balance</td>
<td>$7,800,000</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>$1,448,933</td>
</tr>
<tr>
<td>Undesignated Fund Balance</td>
<td>$14,213,901</td>
</tr>
<tr>
<td><strong>Net Fund Equity</strong></td>
<td><strong>$42,766,834</strong></td>
</tr>
</tbody>
</table>

**Other Library Funds**

| Fund 1701 -- Silicon Valley Reads | $19,056 |
| Fund 1700 -- Special Tax          | $196,466 |
| **Total Net Equity -- All Funds** | **$42,982,355** |
### OPERATING SOURCE & USE STATEMENT -- FUND 0025

#### SOURCES OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>2016-17 Actual</th>
<th>2017-18 Adopted</th>
<th>2017-18 Modified</th>
<th>2017-18 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Reserve</td>
<td>8,364,000</td>
<td>7,834,000</td>
<td>7,834,000</td>
<td>7,834,000</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>7,316,695</td>
<td>2,493,017</td>
<td>2,643,017</td>
<td>2,643,017</td>
</tr>
<tr>
<td>Economic Uncertainty Reserve</td>
<td>11,576,000</td>
<td>11,576,000</td>
<td>13,000,000</td>
<td>13,000,000</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>1,007,837</td>
<td>1,007,837</td>
<td>1,960,067</td>
<td>1,960,067</td>
</tr>
<tr>
<td>Undesignated Fund Balance</td>
<td>7,962,514</td>
<td>9,155,669</td>
<td>12,834,814</td>
<td>12,834,814</td>
</tr>
<tr>
<td><strong>Total Beginning Fund Balance</strong></td>
<td>36,227,046</td>
<td>32,066,523</td>
<td>38,271,899</td>
<td>38,271,899</td>
</tr>
</tbody>
</table>

#### Revenue

- Property Tax: 37,401,559
- State Sources: 83,203
- Special Tax: 5,857,783
- City/County Contribution: 1,723,189
- Fines & Fees: 548,507
- Other: 1,598,130

**Total Current Revenue**: 47,212,371

#### TOTAL SOURCES OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>2016-17</th>
<th>2017-18</th>
<th>2017-18</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>83,439,417</td>
<td>77,824,718</td>
<td>84,974,411</td>
<td>88,986,717</td>
</tr>
</tbody>
</table>

#### USES OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>2016-17 Actual</th>
<th>2017-18 Adopted</th>
<th>2017-18 Modified</th>
<th>2017-18 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>27,697,581</td>
<td>30,238,846</td>
<td>30,773,430</td>
<td>30,257,567</td>
</tr>
<tr>
<td>Books and Materials</td>
<td>5,535,253</td>
<td>6,406,147</td>
<td>6,827,432</td>
<td>6,614,473</td>
</tr>
<tr>
<td>Facilities</td>
<td>2,943,795</td>
<td>5,097,470</td>
<td>5,518,657</td>
<td>3,060,989</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>6,364,115</td>
<td>7,134,425</td>
<td>7,854,114</td>
<td>5,892,548</td>
</tr>
<tr>
<td><strong>Total Operating Budget</strong></td>
<td>42,540,744</td>
<td>48,876,888</td>
<td>50,973,633</td>
<td>45,825,577</td>
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</tbody>
</table>

#### Fixed Assets and Vehicles

- Equipment: 2,330,453
- Vehicles: 296,321

**Total Fixed Assets**: 2,626,774

#### Capital Expenditures

|                      | 0 | 0 | 0 | 0 |

#### Ending Fund Balance

- Building Reserve: 7,834,000
- Technology Reserve: 2,643,017
- Economic Uncertainty Reserve: 13,000,000
- 1344 Dell Avenue Fund Balance: 7,800,000
- Encumbrances: 1,960,067

**Total Ending Fund Balance**: 38,271,899

#### TOTAL USES OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>2016-17</th>
<th>2017-18</th>
<th>2017-18</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>83,439,417</td>
<td>77,824,718</td>
<td>84,974,411</td>
<td>88,986,717</td>
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JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPT FISCAL YEAR 2017-2018 YEAR-END SERVICE REPORT

RECOMMENDED ACTIONS

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

BACKGROUND/REASONS FOR RECOMMENDATION

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

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

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

FISCAL IMPLICATIONS

This report is for information only.
Year-End Service Report FY2017-18

Santa Clara County Library District
• The FY 2017-18 Year-End Service Report updates the JPA on the Library District’s continued mission to promote knowledge, ideas and cultural enrichment, highlighting key trends in library use.
Early literacy family concerts

Engage families in Talking, Singing, Reading, Writing, and Playing
Early Learning & Youth Education

- Play tables
- Encourage children to play, learn, build and create
Early Learning & Youth Education

- Children’s story time
  - 1,773 programs
  - 109,082 attendees

- School age
  - 1,225 programs
  - 56,890 attendees
FREE PRE-SCHOOL AT GILROY LIBRARY

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

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

We served 5,388 meals (32% increase over 2017) at the Morgan Hill Library, Gilroy Library and the San Martin Gwinn Elementary School.

- Morgan Hill served HOT meals
- Gilroy including teen volunteers supported by the SCCLD Foundation
- Bookmobile increased meals by 250%
- Families in need ate together for FREE at each of the locations
Early Learning & Youth Education

Photo by Brooke Cagle on Unsplash
Early Learning & Youth Education

STUDENT E-ACCOUNTS

Registered over **20,000 student accounts**

- Saratoga Union School District
- Saratoga Union High School District
- Campbell Union School District
- Milpitas Unified School District K-12
Providing Access to STEAM

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

- Farmers markets
- School visits
- Senior centers
- Community center
- Chamber of Commerce
- Youth Commission
Outreach: Direct Mail

Free Online Entertainment from the Library? Yes, the Library! This special invitation provides you with instant access to 24/7 online entertainment! Get movies, music, comics, and more, all at your fingertips.

Discover Free eBooks from the Library. This special invitation provides you with instant access to FREE 24/7 online entertainment from the Library! Discover eBooks, audiobooks, award-winning films, perfect for relaxing the summer.

Free Online Homework Help from the Library. This special invitation provides you with instant access to FREE 24/7 online tutoring from the Library! Discover homework tutors for K-12, SAT/ACT/GMAT test preparation, College application assistance and more.

Online eCard Registration
Outreach: Food for Fines

7,936 PATRONS participated in program
16% of current card holders w/fine or fee

3,594 NEW CARDS
26% INCREASE over same period in 2017

30,000 MEALS
FEED FAMILY OF 4
3 meals/day
Almost 7 years

18 TONS
FOOD DONATED to Second Harvest Food Bank

$142,521 WAIVED
$18/ PARTICIPANT

100% GOODWILL
LIBRARY IS GENEROUS
Patrons are generous
Community is generous

1,301 1,322
PARTICIPANTS who owe
< $20  > $20
PASSPORT SERVICES

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

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

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

Conversation Clubs

- Offered at all SCCLD community libraries
Supporting Personal Recreation and Quality of Life

MINDQUEST

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

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

SCCLD Card Holders: 268,333
64% district residents

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

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

* American Library Association Value Calculator
EXPANDED HOURS
• Launched Jan 2018
  • Saratoga increased hours by six per week
  • Woodland increased hours by six per week
• Launched Jun 2018
  • Cupertino increased hours by six per week
SCCLD Fast Facts

VISITORS:  3,337,726
•  Approximately 10,000 per day
FY 2018-19 Looking Ahead

• New Patron Outreach
  • eCard expansion for digital patrons
• Create Deeper Community Relationships
  • Student eAccounts & Morgan Hill Preschool
  • Montalvo
  • Rise Up
• Improved services
  • Expanded hours
  • Consumer Health Education & Programs
  • Redesigned website
  • Increased eResource budget
Thank you
DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: APPROVE INCREASED STAFFING BUDGETS AND ADDITIONAL LIBRARY HOURS THROUGHOUT THE LIBRARY SYSTEM

RECOMMENDED ACTION

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

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

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

This will allow the Campbell and Gilroy Community Libraries to expand to a 7 day/week operation, adding 1 pm to 5 pm on Sundays, effective February 2019. This will also allow Saratoga Community Library to expand its Sunday operating hours from 1 pm – 5 pm to 10 am – 6 pm (similar to its Wednesday-Saturday operating hours), also effective February of 2019.
While the Morgan Hill Community Library is already adding Sunday hours in December of 2018 based on its existing 2018-19 fiscal year staff budget allocation, the additional positions proposed herein will be evaluated after a six month period to see what further expanded hours can be supported.

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

**FISCAL IMPLICATIONS**

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

**BACKGROUND/REASONS FOR THE RECOMMENDATIONS**

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

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

However, additional property tax revenue is available to allow for at least 52 operating hours at each Community Library. Ongoing revenues and expenses will be closely monitored annually with the goal of further expansion of hours in mind.
DATE: October 25, 2018

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ELECTION OF OFFICERS 2019

RECOMMENDED ACTIONS

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

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

BACKGROUND/REASONS FOR RECOMMENDATION

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