JOINT POWERS AUTHORITY BOARD
FINANCE COMMITTEE MINUTES
Wednesday, January 10, 2018 at 3:00 p.m.

CALL TO ORDER/ROLL CALL

Committee members present: Mike Wasserman, BOS District 1, Carl Cahill, Los Altos Hills City Manager, Steve Tate, (3:17 p.m.) Morgan Hill and Courtenay Corrigan, Los Altos Hills

Staff in attendance: Nancy Howe, County Librarian, Chris Brown, Deputy County Librarian, Chuck Griffen, Financial and Administrative Services Manager, Diane Roche, Director of Communications and Marketing and Jeannie Takagi, Secretary.

CALL TO ORDER/ROLL CALL
Chair Wasserman called the meeting to order at 3:04 p.m. There were no deletions, deferrals or corrections to the agenda.

ORAL COMMUNICATION
None.

CONSENT CALENDAR
*1. Recommend to the JPA to 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 Immigratitute 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.

ACTION

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 addition of one half-time Library Clerk position.

Item #4 was pulled from the Consent Calendar.

**MOTION** was moved by Corrigan and seconded by Cahill to approve the Consent Calendar items #1 through #3. **The motion passed unanimously by the following vote:**

**Ayes:** Cahill, Corrigan and Wasserman

**Noes:** None

*4. Approve Calendar Year 2018 Meeting Schedule.

Supervisor Wasserman suggested moving the May 23\textsuperscript{rd} meeting to the week prior due to Budget Workshop week for the County. Staff will propose a new date at the April 11\textsuperscript{th} meeting.

**MOTION** was moved by Wasserman and seconded by Corrigan to change the April 11\textsuperscript{th}, October 10\textsuperscript{th} and January 9\textsuperscript{th} meetings to 2:00 p.m. **The motion passed unanimously by the following vote:**

**Ayes:** Cahill, Corrigan and Wasserman

**Noes:** None

**NEW BUSINESS**

5. Recommend to the JPA to receive 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. Mr. Griffen summarized the financial forecast for fiscal years 2018-2022. This is a forecast only and does not take the place of the Library’s budget. Presentation of the FY2019 Budget to the Finance Committee and JPA Board occurs in April and June for review and adoption.

Assumptions include a 3\% annual increase in property tax revenues, which account for 81\% of the Library’s revenues. In the past 10 years, it has been closer to 4.5\% per year. The 2017-18 10.39\% increase in salaries and benefits shown in Chart 3 is due to several new positions being added at the beginning of the fiscal year including new positions funded by North County Library Authority for additional hours at the Woodland Branch Library. Adjusting for these positions, the increase is actually 3.73\% over the 16/17 budget.

The same chart also shows an 88.78\% increase in facilities cost, due to 2.6 million dollars budgeted to replace self-check machines, security gates and other capital maintenance items,
and a 30.32% increase in services and supplies, due to 1.4 million dollars budgeted for new IT hardware, A/V equipment, phone upgrades, and Wi-Fi and network upgrades.

The final page of the report shows another snapshot of the aforementioned forecasts, while the last column of the top chart shows our cash position. A further breakdown of our cash are reserves is listed at the bottom of the page. This includes adjustments for the building and technology reserves as well as our economic uncertainty reserve to allow for continuous operations during the next economic downturn.

The Finance Committee reviewed the information presented and asked questions of staff.

**MOTION** was moved by Corigan and seconded by Cahill to receive the Five-Year Financial Forecast for Fiscal Years 2017-2018 to 2021-2022 Report and recommend the JPA Board receive the report. **The motion passed unanimously by the following vote:**

**Ayes:** Cahill, Corigan, Tate and Wasserman  
**Noes:** None

6. Recommend to the JPA to receive and approve the report on Food for Fines project.  
Staff report. Nancy Howe. Staff recommended a one-time adjustment in our overdue fees and fines to let patrons bring in donated food for a one-time waive up to $100.00.

**MOTION** was moved by Corigan and seconded by Tate to recommend to the JPA to receive and approve the report on Food for Fines project for a 30 day trial. **The motion passed unanimously by the following vote:**

**Ayes:** Cahill, Corigan, Tate and Wasserman  
**Noes:** None

7. Approve the allocation of funds for South County Youth Task Force.
The South County Youth Task Force was formed to deal with violence and gang activity. The Library has joined the Task Force because the same behaviors have entered the library. Staff is recommending the JPA approve the allocation of funds for the South County Youth Task Force.

**MOTION** was moved by Corigan and seconded by Tate to approve the allocation of funds for South County Youth Task Force. **The motion passed unanimously by the following vote:**

**Ayes:** Cahill, Corigan, Tate and Wasserman  
**Noes:** None

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**REPORTS/COMMENTS**

8. County Librarian  
No report

9. Financial and Administrative Services Manager  
   - Staff gave an update on 1344 Dell Ave. A full report will be presented to the Board.
   - Staff is conducting interviews for a Maintenance Project Manager.
10. Finance Committee Members
   No reports.

ADJOURN
Chair Wasserman adjourned the meeting at 3:45 p.m., to the next Finance Committee meeting on Wednesday, April 11, 2018 at 2:00 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell CA 95008.

Respectfully submitted,

Jeannie Takagi, Secretary
Library District Joint Powers Authority Board