JOINT POWERS AUTHORITY BOARD
AGENDA
Thursday, January 23, 2020
REGULAR BOARD MEETING 12:00 P.M.
Services and Support Center, Campbell Conference Room
1370 Dell Avenue, Campbell, CA 95008

in accordance with the Ralph M. Brown Open Meeting Act; this agenda was posted at the meeting site located at 1370 Dell Avenue, Campbell, CA 95008 on Friday, January 17, 2020 and on its website. 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.

TIME CERTAIN NO EARLIER THAN 12:00 NOON
PRESENTATIONS
A. Presentation of Award from Susan Benton, President and CEO, Urban Libraries Council: 2019 Award for Top Innovator; Lending Mindfulness: A Mental Health App Pilot,
B. Presentation of 2019 Patron Survey Results, Theo Leenman, Research Consultant, Harder+Co.

CONSENT CALENDAR
ACTIONS
*1. Approve Minutes from October 24, 2019, Joint Powers Authority Board Meeting.
*2. Accept the following cash gifts:
   a. Cash donation of $1,958.91 to the Santa Clara County Library District and augment the budget for library materials.
   b. Cash donation of $1,500 to the Cupertino Library and augment the budget for courtyard furniture.
   c. Cash donation of $10,000 to the Gilroy Library and augment the budget for programming.
   d. Cash donation of $6,000 to the Los Altos Library and augment the budget for 3D Printing Project.
   e. Cash donation of $6,666.37 to the Los Altos Library and augment the budget for installation of divider panels.
f. Cash donation of $1,032.19 to the Milpitas Library and augment the budget for display stand.
g. Cash donation of $2,000 to the Milpitas Library and augment the budget for library materials.
h. Cash donation of $10,000 to the Morgan Hill Library and augment the budget for Best Seller collection.
i. Cash donation of $1,000 to the Woodland Library and augment the budget for programming and library materials.

*3. Accept the following grants
   a. Family Literacy Award Grant in the amount of $50,000 from the California State Library
   b. Maker Space Grant in the amount of $4,500 for the Gilroy Library from the Southern California Library Cooperative for 2019-2020

*4. Approve Calendar Year 2020 Meeting Schedule.
*5. Ratify Finance Committee Appointments
*6. Ratify SCCLD Foundation Board Member Appointments
*7. Accept payment of $59,000 from First 5 Santa Clara County

*8. Add one full-time Janitor, one full-time Librarian and one full-time Buyer positions, with the deletion of one vacant part-time Janitor, one vacant part-time Librarian, and one vacant full-time Library Technician positions.

*9. Add one full-time Library Clerk and one part-time Library Circulation Aide positions, with the deletion of two vacant part-time Library Clerk and one vacant part-time Library Page positions.

*10. Approve 2019-2020 Legislative Agenda Policy

OLD BUSINESS
11. Adopt revised Behavior Policy

NEW BUSINESS
12. Accept the Five-Year Financial Forecast for Fiscal Years 2019-2020 to 2023-2024 for the Library District

REPORTS/COMMENTS
13. County Librarian
14. SCCLD Foundation
15. JPA Board Members

ADJOURN
To the next Joint Powers Authority Board meeting on Thursday, April 30, 2020 at 12:00 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 Dist. 1
70 W. Hedding Street
San Jose, CA 95110
(408) 299-5010
mike.wasserman@bos.sccgov.org

Lynette Lee Eng, Council Member (Vice Chair)
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022
(650) 947-2720
llleeeng@losaltosca.gov

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

Rich Waterman, Council Member
City of Campbell
70 N. First Street
Campbell, CA 95008
(408) 866-2125
richw@cityofcampbell.com

Darcy Paul, Vice Mayor
City of Cupertino
10300 Torre Avenue
Cupertino, CA 95014
(408) 617-0802
dpaul@cupertino.org

Dion Bracco, Council Member
City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408) 422-1734
dion.bracco@ci.gilroy.ca.us

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

Carmen Montano, Council Member
City of Milpitas
455 E. Calaveras Boulevard
Milpitas CA 95035
(408) 707-0440
cmontano@ci.milpitas.ca.gov

Shawn Leuthold, Mayor Pro Tempore
City of Monte Sereno
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030
(408) 924-0132
sleuthold@cityofmontesereno.org

Rich Constantine, Mayor
City of Morgan Hill
17555 Peak Avenue
Morgan Hill, CA 95037
(408) 313-3305
rich.constantine@morganhill.ca.gov

Rishi Kumar, Council Member
City of Saratoga
13777 Fruitvale Avenue
Saratoga, CA 95070
(408) 805-5993
rkumar@saratoga.ca.us
Dave Cortese, Supervisor (Alternate)
Santa Clara County Board of Supervisors Dist. 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

Susan Ellenberg, Supervisor (Alternate)
Santa Clara County Board of Supervisors
70 W. Hedding Street
San Jose, CA 95110
(408) 299-5001
susan.ellenberg@bos.sccgov.org

Bob Nuñez, Vice Mayor (Alternate)
City of Milpitas
455 E. Calaveras Boulevard
Milpitas CA 95035
(408) 586-3023
bnuñez@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

Javed Ellahie, Council Member (Alternate)
City of Monte Sereno
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030
(408) 579-1280
jellahie@cityofmontesereno.org

Jon Willey, Council Member (Alternate)
City of Cupertino
10300 Torre Avenue
Cupertino, CA 95014
(408) 688-6398
jwilley@cupertino.org

Larry Carr, Council Member (Alternate)
City of Morgan Hill
17555 Peak Avenue
Morgan Hill, CA 95037
(408) 779-7271
larry.carr@morganhill.ca.gov

Fred Tovar, Council Member (Alternate)
City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408) 710-0548
fred.tovar@cityofgilroy.org

Yan Zhao, Council Member (Alternate)
City of Saratoga
13777 Fruitvale Avenue
Saratoga, CA 95070
(408) 206-9681
yzhao@saratoga.ca.us

Anita Enander, Council Member (Alternate)
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022
(650) 947-2700
aenander@losaltosca.gov
JOINT POWERS AUTHORITY BOARD

MINUTES

Santa Clara County Library District

1370 Dell Avenue, Campbell, CA 95008, Campbell Room

Thursday, October 24, 2019 at 1:30 p.m.

CALL TO ORDER/ROLL CALL

Chair Wasserman called the meeting to order at 1:32 p.m. A full Board was present. There were no deletions, deferrals or corrections to the agenda.

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Title</th>
<th>Representing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Wasserman</td>
<td>Chair</td>
<td>Board of Supervisors</td>
<td>Present</td>
</tr>
<tr>
<td>Courtenay C. Corrigan</td>
<td>Vice Chair</td>
<td>Los Altos Hills</td>
<td>Present</td>
</tr>
<tr>
<td>Joe Simitian</td>
<td>Board Member</td>
<td>Board of Supervisors</td>
<td>Present</td>
</tr>
<tr>
<td>Rich Waterman</td>
<td>Board Member</td>
<td>Campbell</td>
<td>Present</td>
</tr>
<tr>
<td>Darcy Paul</td>
<td>Board Member</td>
<td>Cupertino</td>
<td>Present</td>
</tr>
<tr>
<td>Dion Bracco</td>
<td>Board Member</td>
<td>Gilroy</td>
<td>Present</td>
</tr>
<tr>
<td>Lynette Lee Eng</td>
<td>Board Member</td>
<td>Los Altos</td>
<td>Present</td>
</tr>
<tr>
<td>Carmen Montano</td>
<td>Board Member</td>
<td>Milpitas</td>
<td>Present</td>
</tr>
<tr>
<td>Shawn Leuthold</td>
<td>Board Member</td>
<td>Monte Sereno</td>
<td>Present</td>
</tr>
<tr>
<td>Rich Constantine</td>
<td>Board Member</td>
<td>Morgan Hill</td>
<td>Present</td>
</tr>
<tr>
<td>Rishi Kumar</td>
<td>Board Member</td>
<td>Saratoga</td>
<td>Present</td>
</tr>
</tbody>
</table>

Chair Wasserman welcomed Jennifer Weeks, the Library’s newest Deputy County Librarian.

ORAL COMMUNICATION

None.

CONSENT CALENDAR

*1. Approve Minutes from June 27, 2019, Joint Powers Authority Board Meeting.
*3. Accept the following cash gifts:
   a. Cash donation of $5,158.07 to the Santa Clara County Library District from various donors for goods and library materials.
   b. Cash donation of $5,200 to the Santa Clara County Library District and augment the budget for library materials and author programs.
   c. Cash donation of $12,000 to the Santa Clara County Library District and augment the budget for Bookmobile services.
   d. Cash donation of $10,000 to the Gilroy Library and augment the budget for library materials, programming and services support.
e. Cash donation of $81,000 to the Los Altos Library and augment the budget for library materials.
f. Cash donation of $32,000 to the Los Altos Library and augment the budget for library materials, science and technology programs, and supplies.
g. Cash donation of $10,000 to the Milpitas Library and augment the budget for library materials.
h. Cash donation of $142,400 to the Saratoga Library and augment the budget for library materials, programming and personnel.

*4. Add one full-time Supervising Account Clerk and delete one full-time Senior Account Clerk.
*5. Approve the addition of 10.5 FTE Library Circulation Aide

Public comments received from Don Phillips, Teen and Adult Services Librarian and SEIU Chief Union Steward for the County Library addressed the Board regarding item #5, Approve the addition of the 10.5 FTE Library Circulation Aide positions. The Library Steward Council expressed appreciation to Management for working with them to find a solution to address circulation issues and looked forward to implementation.

Motion was moved by Lee Eng and seconded by Constantine to approve Consent Calendar items 1 – 5. The motion passed unanimously by the following vote:
Noes: None

NEW BUSINESS
6. Accept the Fiscal Year 2018-19 Year-End Fiscal Report

Staff report. Chuck Griffen, Financial and Administrative Services Manager. The Finance Committee reviewed the report at their meeting on October 9, 2019 and recommended acceptance by the JPA Board. Every October, a summary of expenditures and revenues is reviewed with the Board. The revenues for the last few years have been robust. This year, the operating surplus was over $8.76 million due to $3 million in large scale projects carried over to FY2020, and higher than expected property tax revenue, including ERAF reimbursements. Personnel costs did increase 1.9% over last year due to JPA approval staffing increase to open all libraries 7 days a week. The ending Undesignated Fund Balance is $10.9 million, and the Library reserves are in a healthy state.

Motion was moved by Lee Eng and seconded by Constantine to accept the Fiscal Year 2018-19 Year-End Fiscal Report. The motion passed unanimously by the following vote:
Noes: None
7. Adopt revised Behavior Policy

Staff report. Nancy Howe, County Librarian and Chris Brown, Deputy County Librarian. County Librarian Howe reported that the Behavior Policy is approved by the Board and was last reviewed in 2014. This policy sets the acceptable range of behavior in the library, allows for staff discretion and if needed the ability to summon law enforcement. The Behavior Policy provides guidance for the public’s behavior when visiting the Library to ensure a welcoming and clean space.

Next, Chris Brown, Deputy County Librarian, presented the revised draft that included recommendations from each library commission followed by County Counsel review.

There was no public comment.

The Board reviewed and discussed at length the revised Behavior Policy asking for clarification and offering suggestions. Staff were directed to revise the draft Behavior Policy with the Board’s suggestions to create a document that is fair, not restrictive and that allows staff discretion to handle situations that arise at their community library; and bring back to the Board for further review and adoption at the meeting on January 23, 2020.

**It was the consensus of the Board to postpone the adoption of the revised Behavior Policy.**

8. Accept FY 2019 Year-End Review of Services

Diane Roche, Director of Library Communication & Marketing. The FY2019 Year-End Review of Services was presented with highlights of programs and projects completed during FY2019, including; all libraries are now open seven days a week. Some of the highlights were: first Teen battle of the bands, STEM programs, first Gilroy Library Mini Maker Faire; 255,000 books were read during the Summer Reading Program; partnered with YMCA to offer preschool at Gilroy and Morgan Hill Libraries. All 90,000 students K-12 throughout the Library District have access to online library services with eAccounts. The Rise Up Youth program was created with multiple partnerships in conjunction with the Gilroy Library to improve the lives of at-risk youth.

Food for Fines was offered for a 2nd year to remove barriers for patrons owing fines and fees so that they could return to using the library. In the two years offering Food for Fines, more than 14,000 participants regained borrower status and over 35 tons of food collected, enough for 60,000 meals. When tragedy struck the Gilroy community, the Gilroy Library worked closely with the City of Gilroy and County District Attorney’s Office to be a center for client intake, victim services and a gathering place after the Gilroy Garlic Festival Shooting.

District residents made up 72% percent of library cardholders; 10 million items circulated; circulation increased by 8% attributed to eMaterials circulation increase of 67%; all eight of the District’s libraries are open seven days a week; and 3,349,435 people visited our libraries. The Library District earned the Library Journal’s Star Library Award as a Four Star Library and recognition as one of America’s top ten public libraries in the nation for 11 years straight.
New offerings for FY2019-2020 include launching a new website in January; the kick-off of Distinguished Author Series; free homework help at the libraries; expanding adult literacy services to families and expanding English language learning programs to all libraries; and conducting a privacy and security audit for the Library District.

There was no public comment.

**Motion** was moved by Lee Eng and seconded by Corrigan to accept the FY2019 Year-End Review of Services report. The motion passed unanimously by the following vote: Ayes: Wasserman, Corrigan, Simitian, Waterman, Paul, Bracco, Lee Eng, Montano, Leuthold, Constantine, and Kumar. Noes: None

9. Consider and approve JPA meeting start time for calendar year 2020

Board Member Kumar proposed changing the start time from 1:30 p.m. to 12:00 p.m., to coincide with the lunch hour.

There was no public comment.

**Motion** was moved by Constantine and seconded by Bracco to move the JPA meeting start time to 12:00 p.m., starting in calendar year 2020 to coincide with the lunch hour. The motion passed unanimously by the following vote: Ayes: Wasserman, Corrigan, Simitian, Waterman, Paul, Bracco, Lee Eng, Montano, Leuthold, Constantine, and Kumar. Noes: None

10. Election of Officers for 2020

The Nominating Committee (Chair Mike Wasserman, Vice Chair Courtenay Corrigan and Board Member Lynette Lee Eng) proposed a slate of nominees for approval by the JPA Board. The slate of nominees was presented: Chair Mike Wasserman was nominated for Chair and Board Member Lee Eng was nominated for Vice Chair. There were no nominations from the floor.

Motion was moved by Corrigan and seconded by Constantine to approve nominations of Board Members Mike Wasserman as Chair and Lynette Lee Eng as Vice Chair for 2020 Officers. The motion passed unanimously by the following vote: Ayes: Wasserman, Corrigan, Simitian, Waterman, Paul, Bracco, Lee Eng, Montano, Leuthold, Constantine, and Kumar. Noes: None

11. Accept Campbell Library Feasibility Study

Staff report. Nancy Howe, County Librarian. The JPA approved up to $50,000 for a cost estimate to renovate and bring the Campbell Library up to code for ADA accessibility and to address deficiencies. The report has been presented to Campbell City staff. The Library is working in partnership with the City.

**Motion** by was moved by Montano and seconded by Waterman to accept the Campbell Library Feasibility Study. The motion passed unanimously by the following vote: Ayes: Wasserman,
Corrigan, Simitian, Waterman, Paul, Bracco, Lee Eng, Montano, Leuthold, Constantine, and Kumar.  
Noes: None

REPORTS/COMMENTS
12.  County Librarian
   - All libraries were closed on Saturday, October 19, 2019, due to an SEIU strike.
   - The Santa Clara County Library District was a 2019 CSAC Challenge Award Recipient for its Rise Up At-Risk Youth Program. A collaborative effort to improve the lives of at-risk youth in South County.
13. JPA Board Members
   - Chair Wasserman and County Librarian Howe, commended Don Phillips, SEIU Library Chief Steward for his positive and thoughtful role in fostering mutual and beneficial agreements between SEIU and the Library District.
   - Board Member Simitian introduced his Board Aide Candace Joy.

ADJOURN
With no further business, Chair Wasserman adjourned the meeting at 2:36 p.m., to the next Joint Powers Authority Board meeting on Thursday, January 23, 2020 at 12:00 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

Respectfully submitted,

Cynthia Rios Garcia, Secretary
Library District Joint Powers Authority
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020

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 $1,958.91 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 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: January 23, 2020

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 for $1,500 made to the Cupertino Library from the Cupertino Library Foundation for courtyard 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 Cupertino Library Foundation has presented the Library with a cash donation, which is to be appropriated for courtyard furniture.

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: January 23, 2020

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 for $10,000 made to the Gilroy Library from the Friends of the Gilroy Library for 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 Gilroy Library has presented the Library with a cash donation, which is to be appropriated for 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: January 23, 2020

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 for $6,000 made to the Los Altos Library from the Los Altos Library Endowment for 3D Printing Project.

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 3D Printing Project.

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: January 23, 2020

TO: JPA Finance Committee

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF CASH GIFT

RECOMMENDED ACTION

It is recommended the Board accept a cash donation for $6,666.37 made to the Los Altos Library from the Friends of the Los Altos Library for divider panels and labor for Friends space.

FISCAL IMPLICATIONS

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

BACKGROUND/REASON FOR RECOMMENDATION

The Friends of the Los Altos Library has presented the Library with a cash donation, which is to be appropriated for divider panels and labor for Friends space.

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: January 23, 2020

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 for $1,032.19 made to the Milpitas Library from the Friends of the Milpitas Library for display stand.

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 display stand.

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: January 23, 2020
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 for $2,000 made to the Milpitas Library from A. Gondalia 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

A. Gondalia has presented the Library with a cash donation, which is to be appropriated for library materials for the Best Seller collection.

 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: January 23, 2020

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 for $10,000 made to the Morgan Hill Library from the Friends of the Morgan Hill Library for Best Seller collection.

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 Morgan Hill Library has presented the Library with a cash donation, which is to be appropriated for Best Seller collection.

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: January 23, 2020

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 for $1,000 made to the Woodland Library from the Lotus Creek Foundation for programming and 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 Lotus Creek Foundation has presented the Library with a cash donation, which is to be appropriated for programming and library materials.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect this donation. The County Librarian will acknowledge this gift.
DATE: January 23, 2020

TO: JPA Finance Committee

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF GRANT

RECOMMENDED ACTION

It is requested that the JPA Board accept the Family Literacy Award Grant in the amount of $50,000 made to the Santa Clara County Library from the California State Library.

FISCAL IMPLICATIONS

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

BACKGROUND/REASONS FOR THE RECOMMENDATIONS

The California State Library has awarded the Library with a grant to be appropriated toward family literacy programming for English-speaking adults with low-literacy skills, and their families.

STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect acceptance of this grant. The County Librarian will acknowledge this grant.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF GRANT

RECOMMENDED ACTION

It is requested that the JPA Board accept a grant for the 2019-20 Gilroy Library Maker Space in the amount of $4,500 made to the Santa Clara County Library from the Southern California Library Cooperative.

FISCAL IMPLICATIONS

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

BACKGROUND/REASONS FOR THE RECOMMENDATIONS

The Southern California Library Cooperative has awarded the Library with a grant to be appropriated toward equipment for the 2019-20 Gilroy Library Maker Space.

 STEPS FOLLOWING APPROVAL

The Library budget will be augmented to reflect acceptance of this grant. The County Librarian will acknowledge this grant.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020
TO: Joint Powers Authority Board
FROM: Nancy Howe, County Librarian
SUBJECT: CALENDAR YEAR 2020 MEETING SCHEDULE

RECOMMENDED ACTION

It is recommended that the Library Joint Powers Authority Board approve the following meeting schedule for 2020:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 23, 2020</td>
<td>12:00 p.m.</td>
<td>Services and Support Center 1370 Dell Avenue, Campbell</td>
</tr>
<tr>
<td>Thursday, April 30, 2020</td>
<td>12:00 p.m.</td>
<td>Services and Support Center 1370 Dell Avenue, Campbell</td>
</tr>
<tr>
<td>Thursday, June 25, 2020</td>
<td>12:00 p.m.</td>
<td>Services and Support Center 1370 Dell Avenue, Campbell</td>
</tr>
<tr>
<td>Thursday, October 22, 2020</td>
<td>12:00 p.m.</td>
<td>Services and Support Center 1370 Dell Avenue, Campbell</td>
</tr>
<tr>
<td>Thursday, January 28, 2021</td>
<td>12:00 p.m.</td>
<td>Services and Support Center 1370 Dell Avenue, Campbell</td>
</tr>
</tbody>
</table>

BACKGROUND/REASONS FOR RECOMMENDATION

The proposed meeting schedule for the Library Joint Powers Authority Board is recommended for approval.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: RATIFICATION OF FINANCE COMMITTEE APPOINTMENTS

RECOMMENDED ACTION

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

- Mike Wasserman (Chair)
- Lynette Lee Eng (Vice-Chair)
- Dion Bracco (Past Chair)
- Carl Cahill (City Manager)
- Rich Waterman (At Large)
- Alternate: to be presented at meeting

BACKGROUND/REASONS FOR RECOMMENDATION

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

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

DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: RATIFICATION OF SANTA CLARA COUNTY LIBRARY DISTRICT FOUNDATION BOARD MEMBER APPOINTMENTS

RECOMMENDED ACTION

It is recommended that the Board ratify the following appointments to the Board of Directors, of the Santa Clara County Library District Foundation:

- Terrie Creamer, President
- Linda Arbaugh, Secretary
- Susan Fuller
- Rose Grymes
- Cheryl Houts
- Seetha Lakshmi
- Vicky Reader
- Lenelle Smith

BACKGROUND/REASONS FOR RECOMMENDATION

The two newest Board Members being appointed are Seetha Lakshmi, PhD and Rose Grymes, PhD.

Seetha Lakshmi, PhD. Seetha is a retired Tech Industry professional. She has held management positions at IBM, HP, and other Silicon Valley companies. She and her husband are long-time Cupertino residents and raised two children here. Seetha is keen on using her technology and management skills to serve the local communities. In addition to the Santa Clara Library District Foundation Board, she serves on the Cupertino Library Foundation Board, is a tutor for an adult learner through the Santa Clara County Library District Reading Program, and mentors students from low-income communities through the iMentor organization. Seetha received her PhD and
MS degrees in Computer Science from The University of Texas in Austin and her undergraduate degree in Electrical Engineering from India.

Rose Grymes, PhD. Rose is a retired professional with a distinguished 30-year career at NASA. For her work at NASA in organizational sustainability efforts, public outreach, and partnerships in Planetary Sustainability, she was awarded the Presidential Sustainability Hero Award in 2016. Prior to her retirement in September 2019, she was Chief of the Partnerships Office at NASA Ames. Rose’s community engagement has included two terms as a Library Commissioner for the city of Cupertino and membership in the Cupertino Library Foundation. She is also a longtime member of the Rosalind Franklin Society, an honor society dedicated to advancing women in science. Rose conducted her doctorate and postdoctoral studies at Stanford University School of Medicine.

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 the Santa Clara County Library District. The Foundation’s purpose is to enhance library services through funding district-wide services such as the Reading Program and the Bookmobile, service innovations and pilot projects; and programs to meet emerging needs. JPA members cannot serve on the foundation board.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: ACCEPTANCE OF PAYMENT OF $59,000 FROM FIRST 5 SANTA CLARA COUNTY

RECOMMENDED ACTION
It is requested that the Board accept $59,000 from First 5 Santa Clara County for Library resource services to families at multiple Family Resource Centers throughout Santa Clara County.

FISCAL IMPLICATIONS
There are no fiscal implications to the approved Library Budget. The budget for purchases will increase commensurately with the amount received.

BACKGROUND/REASONS FOR THE RECOMMENDATIONS
Through a Service Agreement between the Library District and First 5 Santa Clara County, the Library District will provide access to library resources to families at multiple Family Resources throughout Santa Clara County, including Luther Burbank, Adelante, and Josephine Guerrero. This funding will be used to create custom shelving, book returns, seating, library materials, story times and bookmobile visits at these sites, as a way to provide a bridge between families and the full range of library services offered at Library District locations.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: RECOMMEND THAT THE JPA BOARD APPROVE THE ADDITION OF 1 FULL-TIME EQUIVALENT (FTE) JANITOR, 1 FTE LIBRARIAN POSITION, AND 1 FTE BUYER POSITION WITH THE DELETION OF ONE VACANT PART-TIME JANITOR, ONE VACANT PART-TIME LIBRARIAN, AND ONE VACANT FULL-TIME LIBRARY TECHNICIAN

RECOMMENDED ACTION
It is recommended the JPA Board approve a $123,515 annualized increase to the Library’s staffing budget to allow for the following staffing changes:

- Delete 1 vacant Part-Time “Floating” Janitor position and add 1 Full-Time “Floating” Janitor position to assist all libraries;
- Delete 1 vacant Part-Time Librarian position and add 1 Full-Time Librarian position at the Gilroy Community Library;
- Delete 1 vacant Full-Time Library Technician position and add 1 Full-Time Buyer position at the Services and Support Center.

FISCAL IMPLICATIONS
The annualized cost for these positions totals $123,515. This additional annual amount is fully supported by Library District ongoing revenue.

BACKGROUND/REASONS FOR THE RECOMMENDATIONS
To provide continuity with consistent library programming in a clean and welcoming library environment to its patrons, the County Library District (Library District) is converting the half-time Librarian III/II/I and Janitor positions to full-time. Additionally, throughout the past several years, the Library District has experienced an increase in procurement workload as a result of rapidly increasing non-personnel budget. The addition of the Buyer III/II/I position is being added to address this. This position, assigned in the procurement area, will assist with the increase demand in solicitations, bids and contract oversight/maintenance.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: RECOMMEND THAT THE JPA BOARD APPROVE THE ADDITION OF 1 FULL-TIME LIBRARY CLERK POSITION AND 1 PART-TIME LIBRARY CIRCULATION AID
POSITION, WITH THE DELETION OF 2 VACANT PART-TIME LIBRARY CLERK POSITIONS AND 1 VACANT PART-TIME LIBRARY PAGE POSITION

RECOMMENDED ACTION
It is recommended the JPA Board approve the following staffing changes:

- Delete 2 vacant Part-Time Library Clerk positions and add 1 Full-Time Library Clerk position to the Morgan Hill Community Library;
- Delete 1 vacant Part-Time Library Page position and add 1 Part-Time Library Circulation Aide position to the Gilroy Community Library

FISCAL IMPLICATIONS
The annualized cost for these position changes totals $1,382.

BACKGROUND/REASONS FOR THE RECOMMENDATIONS
After continued analysis of clerical workloads, scheduling and staff retention needs, the Morgan Hill Community Library would like to combine two vacant part-time Library Clerk positions into one full-time Library Clerk position, while the Gilroy Community Library would like to exchange one vacant part-time Library Page position for on part-time Library Circulation Aide position. These actions will allow for better retention of library staff and will ensure that the appropriate level of work will continue to be performed by the appropriate classification.
DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: APPROVE 2019-2020 LEGISLATIVE POLICY AGENDA

RECOMMENDED ACTION

It is recommended that the JPA approve the following legislative policy agenda for 2019-2020. The policy agenda will be updated and approved annually.

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, 2019-2020

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 increase literacy rates.

4) SCCLD supports authorization 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 legislation to maintain and increase ERAF funding of public libraries in California.

12) SCCLD supports protection of access to library materials including digital materials by opposing restriction and or embargoes of sales to public libraries by publishers and others as such restrictions threaten Americans’ right to read.
JOINT POWERS AUTHORITY
BOARD TRANSMITTAL

DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: UPDATED BEHAVIOR POLICY

RECOMMENDED ACTION

It is recommended that the JPA adopt the revised Behavior Policy, which incorporates Board feedback from the October 24, 2019 meeting.

FISCAL IMPLICATIONS

No anticipated fiscal impact.

BACKGROUND

Santa Clara County Library District (SCCLD) staff presented a draft revised Behavior Policy at the October 24, 2019 JPA Board meeting, seeking approval and feedback from the Board. At that meeting, the Board directed library staff to update the draft to reflect the discussion, which is summarized below and highlighted in the attached draft policy.

On October 24, 2019, the Board provided feedback on the importance of staff discretion and judgement when enforcing the policy, especially in regard to the issue of large personal property in the library. Regarding personal property, the Board discussed the importance of both not blocking access or use, recognizing that such property can deter the public from the library. They also expressed that not every instance should be prohibited, and that the policy language should reflect the need for staff to exercise their professional judgement in making such a determination. The Board also emphasized the need to highlight the purpose of the policy being for the safety and comfort of the public.

Additionally the Board directed staff to explore locker storage as a possible solution to the large property issue. Staff consulted libraries using lockers, and learned that these had either been removed or were highly challenging due to hygiene, security and operational factors. Were SCCLD to explore lockers, these would require discussion and consideration from each respective city, as being exterior to the library, lockers would fall under city management.
The Policy does not exhaustively cover every potential infraction. Instead, the Policy helps to guide staff in responding to disruptive behavior, the criterion being whether behavior disrupted the use of the library, or the library as a welcoming, clean and safe place.

**NEXT STEPS**

Upon adoption, this policy will be posted at the entrance of each library and will be translated into multiple languages.
SUBJECT: Behavior Standards
The Santa Clara County Library District has the mission of being an open forum, promoting knowledge, ideas, and cultural enrichment. To support this mission, behaviors that disrupt the use of the library or interfere with the library being a welcoming, clean, and safe place for visitors and library staff are prohibited.

For the safety and comfort of all such prohibited behaviors include, but are not limited to:

- Assaulting, harassing, stalking, staring, bullying or threatening the public or staff, including photographing or recording without consent
- Damaging or stealing library property
- Engaging in any other activity that is illegal under federal, state, or local law
- Disrupting use of the library, including but not limited to, excessive volume, inappropriate language or gestures, or solicitation
- Disrupting use of the library through pervasive odors, including but not limited to food, scented body products, or personal property
- Entering a restricted area without permission
- Being intoxicated, drinking alcohol, or smoking, including e-smoking in the library, or at entrances
- Leaving young children unsupervised.
- An adult being in an area of the library designated for children or teens, if not accompanied by a child or teen, or not appropriately using the collection
- Bathing, laundering, or other inappropriate use of a restroom
- Blocking access to an entrance, aisle, seating, or walkway, either personally or with property, e.g. a power cord or transportation device, not intended for accessibility
- Bringing large personal property into the library may be restricted, e.g. a cart or luggage, when such property will block access, or interfere with the use of the library
- Bringing pets or non-service animals (as defined by federal or state law) into the library; although leashed emotional support animals may be allowed at the discretion of library management
- Using a bicycle, scooter, skateboard, stroller or other transportation device for a purpose other than accessibility
- Drinking or eating at a computer or study room, or leaving behind food waste
- Not following Library Policy 8.5 Internet Policy (see Reference)
- Not wearing a shirt or footwear
- Placing feet on furniture other than footstools, except as needed to accommodate a disability

Individuals who do not follow the Behavior Policy may be asked to leave for the day or be suspended for a longer period of time. Refusing to leave may result in a call to law enforcement. If suspended, the length will be based on the severity of behavior and will be communicated in writing.

- Individuals who are suspended may appeal in writing within one week of the suspension, addressing their appeal to the County Librarian at 1370 Dell Avenue, Campbell, CA 95008
- Suspended patrons who return to the Library before their suspension have ended may be charged with trespassing
- Any suspension from the Library will require a meeting with the Community Librarian or his or her designee and a commitment to adhere to these behavior guidelines before an individual’s library privileges are restored
- Parents or caregivers may be contacted if a minor’s library privileges are suspended. When appropriate, the school district may be contacted. Severe behavior problems may result in a requirement that a minor be accompanied by an adult

To be posted at the entrance of each library.
DATE: January 23, 2020

TO: Joint Powers Authority Board

FROM: Nancy Howe, County Librarian

SUBJECT: FIVE-YEAR FINANCIAL FORECAST
FISCAL YEARS 2019-2020 THROUGH 2023-2024

RECOMMENDED ACTION

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

BACKGROUND

An annual five-year financial forecast is prepared covering Library resources and expenditure obligations. This document is intended as general guidance to the Board concerning the current and future financial challenges.
Santa Clara County Library

Five-year Financial Forecast
Fiscal Years 2019-20 to 2023-2024

Introduction

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

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

Forecast Summary and Conclusions

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

On the expenditure side of the finance equation, it is expected that the combined salary and benefit costs will increase 4.5% per year; while this includes estimate contractual increases in pay, retirement, and medical costs for the two union organizations representing library employees, this is a slight decrease from the former estimate of 5.6% per year, partially due to the savings now being realized as a result of the new tier of retirement benefits for new employees hired on or after December 31, 2012.

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>Projected REVENUE</th>
<th>Projected EXPENSE</th>
<th>Net Surplus/ Deficit (use of prior year funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>59,515,269</td>
<td>59,035,726</td>
<td>479,543</td>
</tr>
<tr>
<td>2020-21</td>
<td>60,309,872</td>
<td>57,187,571</td>
<td>3,122,301</td>
</tr>
<tr>
<td>2021-22</td>
<td>61,842,502</td>
<td>58,334,175</td>
<td>3,508,327</td>
</tr>
<tr>
<td>2022-23</td>
<td>63,050,117</td>
<td>60,379,198</td>
<td>2,670,919</td>
</tr>
<tr>
<td>2023-24</td>
<td>64,168,918</td>
<td>62,482,409</td>
<td>1,636,569</td>
</tr>
</tbody>
</table>


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

**Forecast Assumptions/ Methodology**

- Property tax proceeds from all sources are estimated to continue growing, albeit at a slower pace with each passing year due to an assumed softening of the economy. This forecast includes continued revenue from Educational Revenue Augmentation Fund ("ERAF") reimbursements from the State. Should these ERAF reimbursements decline, there is expected to be enough net surplus in each of the forecasted years to make up the difference; and should this decline occur more quickly, the JPA-approved Economic Uncertainty Reserve will provide a buffer before the Library District needs to consider reducing operations. Furthermore, we will continue to see gradual increases in secured property tax receipts over and above the expected growth in the real estate sector due to the continued dissolution of former Redevelopment Agencies in three of the Library District’s cities. In other words, the Library District is well-prepared for the next economic downturn, preserving funding for continued library hours and operations at a time when Library District residents need them the most.

- As the Special Tax is calculated at a fixed rate, the growth is limited to the increase in housing stock, changes in land use designations, and the annexations of parcels in and out of Library District boundaries. Growth is estimated at 9/10 of 1% annually. While this is a historical estimate, any revenue associated with increases over and above this estimate (for example, due to more recent significant increases in housing stock) will be netted out due to commensurate increases in individual community library staffing and materials budgets.

- Salary and employee benefit total costs will grow 4.5% annually in the out years for salary and benefit cost adjustments.

- Funding for book/ materials acquisition will be held between 12-15% of operating revenues each year with additional increases based upon contributions.

- Projected revenues represent all recurring revenue sources expected to be received and there is no reliance on possible one-time “windfall” gifts or donations.

- The inflationary costs of services and supplies will not exceed 2% annually.

- Facilities cost increases will not exceed 1% annually.

**REVENUE REVIEW**

The components of each major revenue category have been analyzed to develop a separate inflator factor. (See Chart 2) Property Tax is the most important revenue category, constituting nearly 86% of the Library’s total revenue. This important revenue source shows no discernible trend line with annual change ranging from 4.17% to 14.57% over the last five years. The task of projecting property tax revenue is made difficult by the fact that it has nine constituent parts that are calculated differently and respond differently to changes in the real estate market. For example, the supplemental roll component has no base number: in FY 2019 the amount exceeded $1 million but in a year with few real estate transactions the proceeds could drop below $400,000. The future total projected revenue is shown in Chart 4.
State funding support has eroded from a high of $3.98 million in FY 2002 to $181,635 last fiscal year, currently consisting only of grants as the State support for Public Library Foundation (PLF). Transaction Based Reimbursements (TBR) were eliminated in 2012. This loss over time has been filled by property tax growth.

EXPENDITURE REVIEW

The expenditure forecast does not assume any significant new programs or service level enhancements; and with the exception of additional positions added this fiscal year, it holds current staffing levels as the base. Expenditure history was analyzed in the component parts to develop inflators for future years. Salary and benefit costs, which make up over 60% of the Library expenditures, have risen historically in the range of 10.87% to less than 2% annually. These historical increases have resulted from negotiated labor agreements as well as the addition of new positions.

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

Conclusion

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

Attachments

Chart 2: Five year revenue history
Chart 3: Five year expenditure history
Chart 4: Future projected revenue
Chart 5: Future projected operating expenditures
Chart 6: Summary of five year forecast
### Santa Clara County Library

#### 5 Year Revenue History

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>PROPERTY TAX Change</th>
<th>Special Tax Change</th>
<th>STATE FUNDS Change</th>
<th>FINES &amp; FEES Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>35,904,614</td>
<td>5,818,256</td>
<td>119,876</td>
<td>555,736</td>
</tr>
<tr>
<td>2016-17</td>
<td>37,401,559</td>
<td>5,857,783</td>
<td>83,203</td>
<td>548,507</td>
</tr>
<tr>
<td>2017-18</td>
<td>40,852,344</td>
<td>5,824,984</td>
<td>81,383</td>
<td>526,435</td>
</tr>
<tr>
<td>2018-19</td>
<td>46,805,139</td>
<td>5,855,190</td>
<td>180,635</td>
<td>575,570</td>
</tr>
<tr>
<td>2019-20 Proj</td>
<td>51,392,649</td>
<td>5,895,434</td>
<td>68,000</td>
<td>550,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>CITIES Change</th>
<th>COUNTY Change</th>
<th>OTHER Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>979,046</td>
<td>51,000</td>
<td>1,021,238</td>
</tr>
<tr>
<td>2016-17</td>
<td>1,273,699</td>
<td>51,000</td>
<td>1,996,620</td>
</tr>
<tr>
<td>2017-18</td>
<td>1,584,993</td>
<td>101,000</td>
<td>1,743,679</td>
</tr>
<tr>
<td>2018-19</td>
<td>1,718,082</td>
<td>101,000</td>
<td>1,896,895</td>
</tr>
<tr>
<td>2019-20 Proj</td>
<td>567,458</td>
<td>111,000</td>
<td>930,728</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>REVENUE Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>44,449,765</td>
<td>6.22%</td>
</tr>
<tr>
<td>47,212,371</td>
<td>7.42%</td>
</tr>
<tr>
<td>50,714,818</td>
<td>12.65%</td>
</tr>
<tr>
<td>59,515,269</td>
<td>4.17%</td>
</tr>
</tbody>
</table>

Chart 2
### 5 Year Expenditure History

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>SALARIES &amp; Benefits</th>
<th>% Change</th>
<th>SERVICES &amp; SUPPLIES</th>
<th>% Change</th>
<th>Books &amp; Materials</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>25,947,476</td>
<td></td>
<td>4,840,640</td>
<td></td>
<td>5,236,957</td>
<td></td>
</tr>
<tr>
<td>2016-17</td>
<td>27,697,581</td>
<td>6.74%</td>
<td>6,364,115</td>
<td>31.47%</td>
<td>5,535,253</td>
<td>5.70%</td>
</tr>
<tr>
<td>2017-18</td>
<td>30,257,567</td>
<td>9.24%</td>
<td>5,892,548</td>
<td>-7.41%</td>
<td>6,614,473</td>
<td>19.50%</td>
</tr>
<tr>
<td>2018-19</td>
<td>32,128,919</td>
<td>6.18%</td>
<td>5,815,801</td>
<td>-1.30%</td>
<td>7,406,012</td>
<td>11.97%</td>
</tr>
<tr>
<td>2019-20 Proj</td>
<td>35,622,030</td>
<td>10.87%</td>
<td>9,894,412</td>
<td>70.13%</td>
<td>7,661,386</td>
<td>3.45%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>FACILITIES</th>
<th>% Change</th>
<th>Operating Subtotal</th>
<th>% Change</th>
<th>FIXED ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>2,998,610</td>
<td></td>
<td>$ 39,023,683</td>
<td></td>
<td>235,723</td>
<td></td>
</tr>
<tr>
<td>2016-17</td>
<td>2,943,795</td>
<td>-1.83%</td>
<td>$ 42,540,744</td>
<td>9.01%</td>
<td>2,626,774</td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td>3,060,989</td>
<td>3.98%</td>
<td>$ 45,825,577</td>
<td>7.72%</td>
<td>394,306</td>
<td></td>
</tr>
<tr>
<td>2018-19</td>
<td>2,960,093</td>
<td>-3.30%</td>
<td>$ 48,310,825</td>
<td>5.42%</td>
<td>62,706</td>
<td></td>
</tr>
<tr>
<td>2019-20 Proj</td>
<td>5,857,898</td>
<td>97.90%</td>
<td>$ 59,035,726</td>
<td>22.20%</td>
<td>530,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>TOTAL EXPENDITURES</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>$ 39,259,406</td>
<td></td>
</tr>
<tr>
<td>2016-17</td>
<td>$ 45,167,518</td>
<td>15.05%</td>
</tr>
<tr>
<td>2017-18</td>
<td>$ 46,219,883</td>
<td>2.33%</td>
</tr>
<tr>
<td>2018-19</td>
<td>$ 48,373,532</td>
<td>4.66%</td>
</tr>
<tr>
<td>2019-20 Proj</td>
<td>$ 59,565,726</td>
<td>23.14%</td>
</tr>
</tbody>
</table>
Santa Clara County Library

**Projected Revenue**

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>PROPERTY TAX</th>
<th>% Change</th>
<th>SPECIAL TAX</th>
<th>STATE FUNDS</th>
<th>FINES &amp; FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>51,392,649</td>
<td></td>
<td>5,895,434</td>
<td>68,000</td>
<td>550,000</td>
</tr>
<tr>
<td>2020-21</td>
<td>52,124,923</td>
<td>1.42%</td>
<td>5,996,705</td>
<td>53,523</td>
<td>550,000</td>
</tr>
<tr>
<td>2021-22</td>
<td>53,584,421</td>
<td>2.80%</td>
<td>6,050,675</td>
<td>46,000</td>
<td>550,000</td>
</tr>
<tr>
<td>2022-23</td>
<td>54,709,693</td>
<td>2.10%</td>
<td>6,105,131</td>
<td>46,000</td>
<td>550,000</td>
</tr>
<tr>
<td>2023-24</td>
<td>55,694,468</td>
<td>1.80%</td>
<td>6,160,078</td>
<td>46,000</td>
<td>550,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>CITIES</th>
<th>COUNTY</th>
<th>OTHER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>567,458</td>
<td>111,000</td>
<td>930,728</td>
<td>59,515,269</td>
</tr>
<tr>
<td>2020-21</td>
<td>592,994</td>
<td>61,000</td>
<td>930,728</td>
<td>60,309,872</td>
</tr>
<tr>
<td>2021-22</td>
<td>619,678</td>
<td>61,000</td>
<td>930,728</td>
<td>61,842,502</td>
</tr>
<tr>
<td>2022-23</td>
<td>647,564</td>
<td>61,000</td>
<td>930,728</td>
<td>63,050,117</td>
</tr>
<tr>
<td>2023-24</td>
<td>676,704</td>
<td>61,000</td>
<td>930,728</td>
<td>64,118,978</td>
</tr>
</tbody>
</table>

Chart 4
## Projected Operating Expenditure

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>SALARIES &amp; Benefits</th>
<th>% Change</th>
<th>SERVICES &amp; SUPPLIES</th>
<th>% Change</th>
<th>Books &amp; Materials</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>35,622,030</td>
<td></td>
<td>9,894,412</td>
<td></td>
<td>7,661,386</td>
<td></td>
</tr>
<tr>
<td>2020-21</td>
<td>39,752,640</td>
<td>10.4%</td>
<td>6,628,380</td>
<td>-49.3%</td>
<td>7,840,283</td>
<td>2.28%</td>
</tr>
<tr>
<td>2021-22</td>
<td>40,537,772</td>
<td>4.25%</td>
<td>6,760,948</td>
<td>2.00%</td>
<td>8,039,525</td>
<td>2.48%</td>
</tr>
<tr>
<td>2022-23</td>
<td>42,260,627</td>
<td>4.25%</td>
<td>6,896,167</td>
<td>2.00%</td>
<td>8,196,515</td>
<td>1.92%</td>
</tr>
<tr>
<td>2023-24</td>
<td>44,056,704</td>
<td>4.25%</td>
<td>7,034,090</td>
<td>2.00%</td>
<td>8,335,467</td>
<td>1.67%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>FACILITIES</th>
<th>Operating Total</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>5,857,898</td>
<td>$59,035,726</td>
<td>-3.13%</td>
</tr>
<tr>
<td>2020-21</td>
<td>2,966,267</td>
<td>$57,187,571</td>
<td>-3.13%</td>
</tr>
<tr>
<td>2021-22</td>
<td>2,995,930</td>
<td>$58,334,175</td>
<td>2.00%</td>
</tr>
<tr>
<td>2022-23</td>
<td>3,025,889</td>
<td>$60,379,198</td>
<td>3.51%</td>
</tr>
<tr>
<td>2023-24</td>
<td>3,056,148</td>
<td>$62,482,409</td>
<td>3.48%</td>
</tr>
</tbody>
</table>
Summary of Five-Year Forecast

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>Projected Revenue</th>
<th>Projected Operating Cost</th>
<th>Net Surplus/ (Use of Prior Year Funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>59,515,269</td>
<td>$ 59,035,726</td>
<td>479,543</td>
</tr>
<tr>
<td>2020-21</td>
<td>60,309,872</td>
<td>$ 57,187,571</td>
<td>3,122,301</td>
</tr>
<tr>
<td>2021-22</td>
<td>61,842,502</td>
<td>$ 58,334,175</td>
<td>3,508,327</td>
</tr>
<tr>
<td>2022-23</td>
<td>63,050,117</td>
<td>$ 60,379,198</td>
<td>2,670,919</td>
</tr>
<tr>
<td>2023-24</td>
<td>64,118,978</td>
<td>$ 62,482,409</td>
<td>1,636,569</td>
</tr>
</tbody>
</table>

Projected Library Fund (0025) Cash and Reserves as of 06/30/2020

- Capital Maintenance Reserve: 7,297,000
- Technology Reserve: 6,325,000
- Economic Uncertainty Reserve: 17,000,000
- Other Reserves: 1,657,213
- Cash: 6,022,229
- Total: 38,301,442