SANTA CLARA COUNTY LIBRARY

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ADMINISTRATION

APPROVED ACCEPTED PENDING

DENIED PRESENTED MODIFIED

BY THE SANTA CLARA COUNTY LIBRARY DISTRICT JOINT POWERS AUTHORITY

BY: Cynthia Rios Garcia SECRETARY

DATE: 6/3/10

JOINT POWERS AUTHORITY BOARD

MINUTES

Thursday, April 22, 2010

Library Administration Conference Room

Members Present:

Jason Baker, Campbell, Alt
Orrin Mahoney, Cupertino
Dion Bracco, Gilroy
Ron Packard, Los Altos
Jean Mordo, Los Altos Hills
Debbie Giordano, Milpitas 1:35p
Lana Malloy, Monte Sereno
Jill Hunter, Saratoga

Members Absent:

Liz Kniss, Supervisor, Dist. 5
Dave Cortese, Supervisor, Dist. 3
Dan Furtado, Campbell
Steve Tate, Morgan Hill

Staff Present:

Melinda Cervantes, County Librarian
Nancy Howe, Deputy County Librarian
Derek Wolfgram, Deputy County Librarian
Gay Strand, Administrative Services Manager
Melissa Kiniyalocts, Deputy County Counsel
Cynthia Rios Garcia, Secretary

CALL TO ORDER/ROLL CALL

Vice Chair Bracco called the meeting to order at 1:34p.m., with a quorum present. There were no deletions, deferrals or corrections to the agenda.

ORAL COMMUNICATION

None.

CONSENT CALENDAR

ACTION

*1. Approve Minutes from the January 28, 2010, JPA Board Meeting.
*2a. Accept the Santa Clara County Library Semi-Annual Gift Report: July 1, 2009 – December 31, 2009 totaling $37,254.76
*2b. Accept cash donations of $2,221.58 and augment budget for purchases for the Santa Clara County Libraries.
*2c. Accept cash donation of $5,000 and augment materials budget for the Campbell Library.
*2d. Accept cash donation of $1,800 and augment budget for Circulation Area improvements for the Morgan Hill Library.
*2e. Accept cash donation of $2,500 and augment materials budget for the Morgan Hill Library.
*2f. Accept cash donation of $500.00 and augment materials budget for the Saratoga Library.
*2g. Accept cash donation of $80,001 and augment budget for the Saratoga Library.
*2h. Accept cash donation of $1,400 and augment budget for the Morgan Hill Library.
*3. Adopt a resolution concerning inter-fund borrowing from the Santa Clara County investment pool.

Motion to approve the consent calendar items #1-3 was moved by (Baker) and seconded by (Mahoney). The motion passed.

NEW BUSINESS

4. Consider the FY2010-2011 Recommended Budget for the Santa Clara County Library.

Staff Report. Melinda Cervantes, County Librarian, provided a summary of successes outlined in annual budget report. Library staff presented a balanced budget. This year was an exemplary year with Board adoption of the Library Strategic Plan. An increase in circulation was seen with the Cupertino Library exceeding 3 million and the Milpitas Library following closely behind. The Hennen's American Public Library Report Index (HAPLR) just announced their ratings placing Santa Clara County Library in the #2 spot (per capita) of the top 10 libraries in the country. Major projects planned this next fiscal year are: implementation of Radio Frequency Identification (RFID) conversion, the completion of a major computer network upgrade to Opteman fiber cables, and the separation of staff PCs, phone system, catalog, wireless and automated materials handling system from the network in order to preserve public computer resources.

Silicon Valley Reads 2010 was very successful with nearly 90 programs throughout Santa Clara County. The kick-off event held in January at the Campbell Heritage Theatre was a success. The Theatre was filled to capacity (700). The Gilroy community is excited about their Temporary Library and construction of their new library. The Woodland Branch Library was recently remodeled and the City celebrated the re-opening with a ribbon cutting ceremony on April 23, 2010.

Next, Gay Strand, Administrative Services Manager, reported that property tax is the Library's most important source of revenue accounting for 70% of the total. There will be an increase of 2/10 of a percent next year in property tax proceeds. Interest earnings have decreased. The FY2011 Library Budget is proposed at $33.1 million. The Services and Supplies account is budgeted for $12.5 million. The materials budget is set at $4.2 million. The budget allocates reserve funds for furniture replacement for the Campbell Library and replacement of front doors; carpet replacement and interior paint for the Los Altos Library. These expenditures were previously included in the Ten-Year Capital Improvement and Maintenance Plan that was approved by the Board in January 2010. Other fixed asset expenditures for FY2011 include: expansion of the Automated Materials Handling System at Library Headquarters, implementation of a patron payment system for printing stations, purchase of a new bookmobile to replace 20 year-old Bookmobile and one hybrid vehicle for the Information Systems Office.

Chair Giordano asked if we have had an energy audit done if not she requested that the Library have one done.

Board Member Mordo asked about how the Library's cash is invested because the budget report indicated that interest earnings were low and wanted to know what the JPA could do to protect the Library's money. Gay Strand replied that according to the terms of JPA agreement, the County Finance Agency Director is designated as the Fiscal Officer and Treasurer for the Library and oversees investments of the Library. She suggested the Board could invite John Guthrie,

Finance Agency Director to discuss the Santa Clara County Investment Policy and answer any questions. Chair Giordano directed staff to invite the Finance Agency Director to the Finance Committee meeting on May 26, 2010.

Board Member Packard requested a breakdown on the collection budget and wanted to know how we are meeting the needs of our communities and asked to agendize the topic for a future meeting. Board Member Mordo was in agreement with Board Member Packard's request. Melinda Cervantes responded that there is a material selection policy in place that provides guidelines on collection selection taking into account subject matter, content, different formats including digital. Staff will report out at the next meeting on the selection of library books and materials.

Next, Derek Wolfgram, Deputy County Librarian, gave an overview of the Personnel Budget. The budget called for a reduction of $340,000 in personnel costs in part, due to the Friends of the Saratoga Library inability to continue funding the extra hours at the Saratoga Library. The Saratoga Library hours will be reduced by 10% closing at 6:00 p.m., instead of 9:00 p.m., on Wednesday and Thursday evenings, beginning June 28, 2010. There will also be a corresponding staff reduction of 10% at the Saratoga Library. Several vacant positions will be deleted at Administration and at different libraries. The Library's Literacy Program is being restructured by bringing the program in-house. There will be a deletion of one filled Literacy Program Manager position and the addition of 2.5 FTE Literacy Program Specialists to deliver direct services of matching tutors and learners.

In addition, there is an MOU between the City of San Jose and the Santa Clara County Library JPA for financial contribution to the Alum Rock Library due to the use by Santa Clara County Library residents in the unincorporated areas of San Jose. The City libraries are facing a 35% reduction which may jeopardize the MOU. The budget also assumes the NCLA parcel tax that is on the ballot in June passes, if not the budget will be revisited for the Los Altos Library.

The Finance Committee reviewed and accepted the report at their meeting on April 13, 2010.

Motion to accept staff report regarding FY2010-2011 Recommended Budget for the Santa Clara County Library was moved by (Mordo) and seconded by (Mahoney). The motion passed unanimously.

REPORTS/COMMENTS **INFORMATION**

5. County Librarian

Melinda Cervantes acknowledged the following Library staff:

- Paul Miller, Los Altos Community Librarian will retire in May 2010.
- Naomi Maruyama, Graphic Designer, recently retired.
- Rosanne Macek, Cupertino Community Librarian, has resigned to lead the City of Mountain View Library as their Director.
- Peggy Tomasso has been promoted to the Morgan Hill Community Librarian.
- Gayathri Kanth has been assigned to Acting Saratoga Community Librarian.
- Mark Fink just hired will be the new Cupertino Community Librarian.
- Jane Cronkhite just hired will be the new Los Altos Community Librarian.

6. JPA Board Members
None.

7. Committee Reports
- Finance Committee. No additional reports.
- Pacific Library Partnership (PLP) Advisory Board-Sue Barrera. Melinda Cervantes reported on Ms. Barrera's behalf since she could not be present. There are nine counties that are working as a cooperative system (PLP). They have increased their purchasing power and are able to share training opportunities. The PLP Advisory Board met on April 9, 2010 and considered the terms of office and how and when they will meet. They will continue to work in an advisory capacity.

UPCOMING AGENDA TOPICS

Thursday, June 3, 2010

- Adopt FY2010-2011 Final Budget for the Santa Clara County Library
- Report out on the results of the 2nd survey of library users
- Utility Audit
- Presentation on Selection of Library Materials and Books
- Discussion on alternative Board meeting times

ADJOURN

With no further business Chair Giordano adjourned the meeting at 2:40 p.m. to the Thursday, June 3, 2010, JPA Board meeting 1:30 p.m. at the Library Administrative Offices.

Respectfully submitted,

Cynthia Rios Garcia

Cynthia Rios Garcia, Secretary
Library Joint Powers Authority