

SANTA CLARA COUNTY LIBRARY

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ADMINISTRATION



JPA-*1
06/02/11

JOINT POWERS AUTHORITY BOARD MINUTES

Thursday, April 28, 2011 at 1:30p.m.

Library Administration Conference Room

APPROVED ACCEPTED PENDING
DENIED PRESENTED MODIFIED

BY THE SANTA CLARA COUNTY LIBRARY
DISTRICT JOINT POWERS AUTHORITY

BY: Cynthia Rios Garcia

SECRETARY

DATE: Lana Malloy, Monte Sereno 6/2/11

Steve Tate, Morgan Hill
Emily Lo, Saratoga

Members Present:

Liz Kniss, Supervisor, Dist. 5	Dion Bracco, Gilroy
Mike Wasserman, Supervisor, Dist. 1	Val Carpenter, Los Altos
Jason Baker, Campbell	Jean Mordo, Los Altos Hills
Gilbert Wong, Cupertino	Debbie Giordano, Milpitas

Staff Present:

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

CALL TO ORDER/ROLL CALL

Chair Bracco called the meeting to order at 1:30 p.m., with a quorum present. There were no deletions, deferrals or corrections to the agenda.

WRITTEN COMMUNICATION

A letter was received from Assemblymember Luis A. Alejo in response to letter that was sent on behalf of the JPA Board regarding the proposed budgets cuts on public libraries

ORAL COMMUNICATION

None.

CONSENT CALENDAR

ACTION

- *1. Approve minutes from February 24, 2011, Joint Powers Authority Board meeting.
- *2. Accept the Santa Clara County Library Semi-Annual Gift Report: July 1, 2010 – December 31, 2010 totaling \$53,823.27.
- *3. Accept the following cash gifts:
 - a. Cash donation of \$400.00 and augment the budget for library material acquisitions for the Campbell Library.
 - b. Cash donation of \$8,000 and augment the budget for library material acquisitions for the Cupertino Library.
 - c. Cash donation of \$5,000 and augment the budget for library material acquisitions for the Los Altos Library.
 - d. Cash donation of \$2,000 and augment the budget for library material acquisitions for the Milpitas Library.
 - e. Cash donation of \$8,000 and augment the budget for library material acquisition for the Morgan Hill Library.

- *4. Accept grant funding:
 - a. Grant for "Read! Enjoy!" Library Services and Technology Act grant of \$5,000 and augment the budget for Public Services.
 - b. Grant for "Smart Investing @ Santa Clara County Library, Morgan Hill Library Foundation grant of \$5,000 and augment the budget for Public Services.
- *5. Approve adding one full-time Manager, Virtual Library position and delete one vacant full-time Electronic Resources Librarian II/I position at Library Headquarters.

Motion to approve the Consent Calendar items *1- *5 was moved by (Malloy) and seconded by (Wasserman). The motion passed unanimously.

OLD BUSINESS

- 6. Approve budget transfer for improvement and remodeling costs of the new library administration building.

Staff report. The Board approved the purchase of a building in Campbell for the new library administration building. During the process of real property acquisition a structural engineer was retained to inspect the building. No significant problems were identified but the building does have issues that need to be addressed. The next step is to hire a project manager and an architect to work together to provide a firm project budget. To get the project started a conceptual cost plan was presented and staff's recommendation to the Board is to approve the transfer of \$5.1 million from the fund balance for improvements.

Motion to approve budget transfer for improvement and remodeling costs of the new library administration building was moved by (Giordano) and seconded by (Tate). The motion passed unanimously.

NEW BUSINESS

- 7. Adopt a Revised Fines and Fees Policy to reflect a new non-resident fee for library cards.

Staff report. The Fines and Fees policy revision before the Board is to charge a new fee of \$80 for non-District resident library cards in order to balance the budget. This is in response to the Governor's proposal to eliminate state funding resulting in a revenue reduction of \$1.3 million to the Santa Clara County Library District and ongoing reduction in property tax. Since 1988, the Santa Clara County Library District has been the largest recipient of state funds for the imbalance of net-lending to non-residents. State funding has fallen drastically for the past ten years while circulation of materials has increased significantly.

Library staff is proposing to charge \$80 per card which is the cost of providing library services on a per capita basis to the 426,000 residents of the nine cities and the unincorporated area of the county that are part of the Library District. The annual fee allows full access use of all library services.

Chair Bracco stated that the Finance Committee reviewed this item and recommends that the JPA approve it.

There was an extended question and answer period that took place among the Board Members. Some Board Members expressed concern about the \$80 fee being too high and wanted a lower fee. Other Board Members wanted the flexibility of a household/family card.

In response, staff commented that residents were paying anywhere from \$150 in underlying property taxes annually to support the Santa Clara County Library to \$1,000 in taxes depending where they lived in the Library District. Of the 30 libraries surveyed nationwide, including libraries in California that charge a non-resident fee, the average fee was \$75.00 and approximately 2% of the non-residents paid the fee regardless of the cost of the card. Once implemented, staffing levels would be reviewed to ensure that the Library is using its resources effectively and to better position staff to improve services to residents. The focus of the Library's Mission and Strategic Plan is to provide the best service possible to the residents of the District.

The Finance Committee reviewed this issue and after the information was presented it was evident that the Library District needs assistance in place to maintain services at the current level.

It was clarified that patrons may share an individual library card with family members or others. ~~One library card would cost \$80 and may be used by the entire family. Family cards do not work well because~~ One person needs to be responsible for the items that are checked out on the card and, due to privacy rights, library account information is only released to the person named on the card. Only one person at a time may access the Internet computers.

Next, Chair Bracco invited Nancy Tucker to speak to the item under consideration. Nancy Tucker, a Los Altos resident, suggested creating a "one day use pass" for out of town visitors.

~~There was a lot of discussion of both the amount of the fee, the family card, the individual card, very careful consideration of non-District residents rather than non-residents. The discussion continued with some Board Members requesting that the \$80 fee be per family card and not per individual. All the Board Members were not in agreement with approving the fee until after considerable discussion. and Agreement was reached and the moving forward with the new fee for non-District resident library cards was adopted policy.~~

Minutes
corrected
06/02/11

After much discussion, the following motion was made:

Motion to impose an \$80 fee per card to non-District residents to be able to check out up to 100 items was moved by (Kniss) and seconded by (Wong). The motion carried unanimously.

Board Member Carpenter asked staff to consider the feasibility of a "one day use pass," and report back.

8. Consider the FY2011-2012 Recommended Budget for the Santa Clara County Library.

Staff report. The proposal before the Board is a balanced budget of \$35.8 million that includes reductions in the materials budget, reductions in extra-help use, reductions in the services and supplies budget, assumed revenue from the non-District resident library card fee and the deletion of several vacant positions. Savings will be realized through new product warranties instead of maintenance contracts with several upgrades and improvements to network cabling and phone equipment. Decreasing revenues is an issue as property tax growth revenue remains static. The property tax represents 74% of the Library's revenue. Other revenue categories are declining as economic recovery remains slow. Interest income revenue has decreased by \$700,000 due to very low interest rates. The revenue anticipated next fiscal year is \$32.2 million. The services and supplies budget shows an increase of \$300,000 but includes \$2.8 million for computer replacement that is part of the Technology Replacement and Improvement Plan that was previously approved.

There will be no layoffs of filled positions. Some vacant positions have been identified for deletion and distributed throughout the libraries and at headquarters.

It was the consensus of the Board Members to accept the report on the Library's Recommended Budget for FY2012.

REPORTS/COMMENTS

INFORMATION

9. County Librarian
- Senator Joe Simitian awarded Melinda Cervantes with the 11th District Woman of the Year Award.
 - The Santa Clara County Library has had an exceptional year with great progress by staff promoting the strategic plan to reach residents that are not library users.
10. JPA Board Members - None
11. Committee Reports
- Finance Committee - No additional reports.

With no further business Chair Bracco adjourned the meeting at 2:53 p.m. to Thursday, June 2, 2011, JPA Board meeting 1:30 p.m. at the Library Administrative Offices, 14600 Winchester Blvd., Los Gatos, CA 95032.

Sincerely,



Cynthia Rios Garcia, Secretary
Library Joint Powers Authority Board