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05/15/18

## JOINT POWERS AUTHORITY BOARD

### FINANCE COMMITTEE MINUTES

Wednesday, April 11, 2018 at 2:00 p.m.

#### CALL TO ORDER/ROLL CALL

**Committee members present:** Mike Wasserman, BOS District 1, Courtenay C. Corrigan, Los Altos Hills, Carl Cahill, Los Altos Hills City Manager, Burton Craig, Monte Sereno, and Steve Tate, (2:04 p.m.) Morgan Hill.

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 Tracy Ellenberger, Secretary.

#### CALL TO ORDER/ROLL CALL

Chair Wasserman called the meeting to order at 2:01 p.m. There were no deletions, deferrals or corrections to the agenda.

#### ORAL COMMUNICATION

None.

#### CONSENT CALENDAR

#### ACTION

- \*1. Approve Minutes from January 10, 2018, Finance Committee meeting.
- \*2. Recommend to the JPA to accept the Santa Clara County Library semi-annual gift report: July 1, 2017-December 31, 2017.
- \*3. Consider date change for the May JPA Finance Committee meeting.
- \*4. Recommend to the JPA to accept the following cash gifts:
  - a. Cash donation of \$2,000 to the Santa Clara County Library District and augment the budget for library programs and materials.
  - b. Cash donation of \$500 to the Santa Clara County Library District and augment the budget for a display unit.
  - c. Cash donation of \$279.68 to the Santa Clara County Library District and augment the budget for a Demco cart.
  - d. Cash donation of \$1,750 to the Santa Clara County Library District and augment the budget for the Reading Program.
  - e. Cash donation of \$8,533.84 to the Santa Clara County Library District and augment the budget for lobby furniture.
  - f. Cash donation of \$5,674.13 to the Santa Clara County Library District and augment the budget for library materials.

**MOTION** was moved by Cahill and seconded by Craig to approve the Consent Calendar items #1 through #4. **The motion passed unanimously by the following vote:**

**Ayes: Cahill, Craig, Corrigan and Wasserman**

**Noes: None**

Mayor Tate arrived at 2:04 p.m.

**NEW BUSINESS**

5. Consider the FY2018-2019 Preliminary Budget for the Santa Clara County Library District Staff report. Chuck Griffen, Financial and Administrative Services Manager. The Committee reviewed and discussed the Library District's preliminary budget for FY 2018-2019. In addition to the current revenue of \$49 million, \$3.28 million will be rolled over from uncompleted projects from this year, and \$890,000 will be transferred from the Capital Maintenance Plan and Technology Plan reserves. 82% of the current revenue comes from property tax with an additional 12% in special tax, which combined constitutes 94% of the library's budget. The revenue projection includes \$1.7 in excess ERAF for this year and next. A summary of the proposed personnel requests were reviewed. Staff gave an overview of the formula share and the formula funding parameter adjustments.

The Board requested that staff revise the library fines and fees section of the estimated revenue due to the Food for Fines program, to break out fines and fees for future reporting, and to add \$2 million to the Technology Plan reserve.

The Board agreed to change the date and time of the next JPA Finance Committee meeting to Tuesday, May 15, 2018 at 2:30 p.m.

**REPORTS/COMMENTS**

**INFORMATION**

- 6. County Librarian  
No report
- 7. Financial and Administrative Services Manager  
No report
- 8. Finance Committee Members  
No reports.

**ADJOURN**

Chair Wasserman adjourned the meeting at 2:43 p.m., to the next Finance Committee meeting on Tuesday, May 15, 2018 at 2:30 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell CA 95008.

Respectfully submitted,



Tracy Ellenberger, Secretary  
Library District Joint Powers Authority Board