



DATE: May 11, 2015

AGENDA ITEM # 3

TO: North County Library Authority (NCLA) Commission
FROM: Kim Juran-Karageorgiou, Staff Liaison
SUBJECT: Adoption of the NCLA Budget for Fiscal Year 2015/16

RECOMMENDATION:

- A. Presentation of the County NCLA Budget Detail and Service Levels
- B. Presentation and Adoption of the FY 2015/16 Proposed Budget
- C. Adopt Resolution No. 2015-02 setting FY 2015/16 GANN Spending Limit Calculation

BACKGROUND

On an annual basis, in line with the NCLA norms, the budget is to be adopted by June 30 preceding any one fiscal year.

DISCUSSION

The attached resolutions serve to adopt the NCLA budget for fiscal year 2015/16 and the related annual required GANN spending limit.

The bulk of the NCLA budget is made up of staffing support costs from the Santa Clara County Library system. For fiscal year 2015/16, the proposed budget represents funding an additional 12 hours per week at the Los Altos Library and an additional 19 hours per week at Woodland Branch. This amounts to a total of \$545,158 for personnel costs funded by NCLA and an additional \$25,000 for books and other materials.

The personnel costs have been incorporated into Attachment B, the proposed operating NCLA budget for fiscal year 2015/16. A review of the budget reveals the following highlights:

- The County personnel costs have increased by 6.2% with service levels remaining unchanged
- Book and material budget augmentation of \$25,000 is again included in the budget

Should the proposed budget be adopted, Los Altos City staff will proceed to file with the County as part of the 2015/16 property tax roll.

Resolution No. 2015-02 is an annually required update of the State appropriation limit to be adopted along with the budget adoption. This year's calculation continues the use County-wide population

change factors, a technique used in building the historical values and reverted back to in fiscal year 2013/14 for consistency.

Attachments:

- A. Santa Clara County NCLA budget request
- B. FY 2015/16 proposed budget
- C. Resolution No. 2015-02



Services & Support Center, 1370 Dell Avenue, Campbell, CA 95008-6604 | www.scl.org | 408-293-2326

Date: May 1, 2015
To: Kim Juran-Karageorgiou, Administrative Services Director, City of Los Altos
From: Nancy Howe, County Librarian, Santa Clara County Library District *NH*
Subject: NCLA Request for Fiscal Year 2015-16

Personnel Budget

The total Santa Clara County Library District budget for personnel for the Los Altos Library and the Woodland Branch for FY 2015-16 is \$3,263,018, an increase of 8.3% from FY 2014-15.

For the district as a whole, salary and benefit costs are projected to increase approximately 5.7% above 2014-15 levels in the attached calculations, primarily resulting from negotiated salary increases and increased funding for retiree healthcare costs. In addition, 2.0 full time equivalent (FTE) clerical staffing were added to Los Altos Library to meet the expected demand of library materials due to the 7/1/15 expiration of the \$80 non-district resident card fee; however this additional staffing will not affect the cost of additional hours that NCLA is paying for.

NCLA's anticipated portion of the personnel budget is \$545,158, an increase of 6.2% from the approved FY 2014-15 NCLA budget.

The proposed budget represents staffing for a total of 66 hours per week at Los Altos Library (12 hours funded by NCLA) plus 45 hours per week at Woodland Branch (19 hours funded by NCLA). The 6 hour increase at Woodland Branch (from 39 to 45 hours per week), effective May 4, 2015, was made possible through operational efficiencies and new technology

Materials Budget

The NCLA Board has set the ongoing improvement of the collection as a high priority. It is requested that NCLA continue the \$25,000 augmentation of the book budget to reflect this policy.

Total Request

\$545,158 for personnel + \$25,000 for books and other materials = \$570,158

cc: Marcia Somers, City Manager, Los Altos
Carl Cahill, City Manager, Los Altos Hills
Judith Gregg, Los Altos Community Librarian

North County Library Authority Personnel Budget Requests for FY 2015-16

ESTIMATED 2015/16 COSTS NCLA Extra Hours	Type of Staff	Salary & Benefit Cost/Hr	Hours per week	# of Staff	Cost per week	Weeks per year	Annual Cost
Librarian II	Coded	\$ 62.65	12	4	\$ 3,007.43	52	\$156,386
Senior Clerk	Coded	\$ 50.78	12	1	\$ 609.34	52	\$31,686
Library Clerk II	Coded	\$ 42.09	12	4	\$ 2,020.45	52	\$105,064
Library Page	Coded	\$ 31.75	12	4	\$ 1,524.09	52	\$79,253
Intermittent Lib. Page	Extra Help	\$ 14.62	12	4	\$ 701.91	52	\$36,499
Janitor	Coded	\$ 41.55	12	1	\$ 498.59	52	\$25,927
Los Altos Subtotal							\$434,814
Librarian II	Coded	\$ 62.65	19	1	\$ 1,190.44	52	\$61,903
Library Clerk II	Coded	\$ 42.09	19	1	\$ 799.76	52	\$41,588
Library Page	Coded	\$ 31.75	19	1.5	\$ 904.93	52	\$47,056
Janitor	Coded	\$ 41.55	19	0.5	\$ 394.72	52	\$20,525
Woodland Subtotal							\$171,072
GRAND TOTAL							\$605,886
Total service population						42,592	
Non-NCLA residents						4,269	
NCLA City residents						38,323	
% funded by NCLA						90.0%	
Total NCLA Funding Request (Total cost x % NCLA residents)							\$545,158

**NCLA Proposed Operating Budget
Fiscal Year 2015/16**

Attachment B

	2011/12	2012/13	2013-14	2013/14	2014/15	2015/16
	Actual	Actual	Budget	Actual	Budget	Proposed
Rate per Parcel	\$ 76	\$ 76	\$ 76	\$ 76	\$ 76	76
OPERATING EXPENDITURES						
Service Costs						
County Staffing	464,271	443,640	480,011	480,011	513,142	545,158
Administrative Costs	21,055	15,000	15,000	9,820	15,450	15,914
Election Expenses	-					
Contingency Funding	0	0	0		0	
Book Costs	65,000	56,825	25,000	25,000	25,000	25,000
Total Operating Expenditures	550,326	515,465	520,011	514,831	553,592	586,072
REVENUES						
Tax Revenue	1,029,885	1,070,186	1,029,000	1,039,441	1,070,186	1,070,186
Interest Income	1,423	2,430	4,116	4,083	2,000	10,588
Total Revenues	1,031,308	1,072,616	1,033,116	1,043,524	1,072,186	1,080,774
OPERATING SURPLUS/(DEFICIT)	480,982	557,151	513,105	528,693	518,594	494,703
Debt Payments	338,662	0	0	0	0	0
Activity Balance	142,320	557,151	513,105	528,693	518,594	494,703
FUND BALANCE as of June 30	\$ 1,042,567	\$ 1,599,718	\$ 2,078,232	\$ 2,128,411	\$ 2,647,005	\$ 3,141,708
Reserve/Final Debt Service Payment	\$ -					
Reserve for Service Levels	\$ 1,042,567	\$ 1,599,718	\$ 2,078,232	\$ 2,128,411	\$ 2,647,005	\$ 3,141,708

ATTACHMENT C

RESOLUTION NO. 2015-02

A RESOLUTION OF THE NORTH COUNTY LIBRARY AUTHORITY SETTING THE FY 2015/16 APPROPRIATIONS LIMIT

WHEREAS, California Constitutional Article 13B limits the total annual appropriations of cities; and

WHEREAS, it is the desire of the North County Library Authority to establish its appropriations limit pursuant to Article 13B;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of the North County Library Authority that said body hereby determines that said City's appropriations limit (as presented in calculation format in **Exhibit A**), pursuant to Article 13B of the California Constitution using the annual percent change in population for Santa Clara County and the percent change in California for per capita personal income, is as follows:

FY 2015/16 \$2,751,292

I HEREBY CERTIFY that the foregoing resolution was adopted by the Board of the North County Library Authority at a meeting of said Body held on the 18th day of May 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Courtenay C. Corrigan, PRESIDENT

Attest:

Jon Maginot, AUTHORITY CLERK

**North County Library Authority
Appropriation Limit Analysis
2015-16**

EXHIBIT A

Fiscal Year	Original Maximum Tax Collection	Proposed Appropriation Limit	Appropriation Limit Growth Factors		Change in Pers. Inc. Or CPI	Combined Change
			Annual Combined Escalator	County Change		
1992-93	\$ 642,000	\$ 642,000	1.044765	1.0171	1.0272	
1993-94	\$ 642,000	\$ 670,739	1.023214	1.0160	1.0071	
1994-95	\$ 642,000	\$ 686,309	1.065002	1.0170	1.0472	
1995-96	\$ 642,000	\$ 730,921	1.058528	1.0113	1.0467	
1996-97	\$ 642,000	\$ 773,700	1.069309	1.0216	1.0467	
1997-98	\$ 642,000	\$ 827,325	1.063580	1.0212	1.0415	
1998-99	\$ 642,000	\$ 879,926	1.063384	1.0173	1.0453	
1999-00	\$ 642,000	\$ 935,699	1.066200	1.0163	1.0491	
2000-01	\$ 642,000	\$ 997,642	1.139776	1.0571	1.0782	
2001-02	\$ 642,000	\$ 1,137,089	1.149132	1.0954	1.0491	
2002-03	\$ 642,000	\$ 1,306,665	1.081830	1.0035	1.0781	
2003-04	\$ 642,000	\$ 1,413,589	1.021668	1.0348	0.9873	
2004-05	\$ 642,000	\$ 1,444,219	1.067697	1.0436	1.0231	
2005-06	\$ 642,000	\$ 1,541,988	1.100366	1.0654	1.0328	
2006-07	\$ 642,000	\$ 1,696,751	1.093961	1.0523	1.0396	
2007-08	\$ 642,000	\$ 1,856,179	1.108523	1.0616	1.0442	
2008-09	\$ 642,000	\$ 2,057,616	1.060838	1.0172	1.0429	
2009-10	\$ 642,000	\$ 2,182,797	1.021897	1.0156	1.0062	
2010-11	\$ 1,026,000	\$ 2,230,593	1.034223	1.0251	1.0089	
2011-12	\$ 1,026,000	\$ 2,306,932	1.044756	1.0377	1.0068	
2012-13	\$ 1,026,000	\$ 2,410,182	1.067704	1.0157	1.0512	
2013-14	\$ 1,026,000	\$ 2,587,674	1.007780	1.0150	0.9977	
2014-15	\$ 1,026,000	\$ 2,620,448	1.004270	1.0113	1.0382	
2015-16	\$ 1,026,000	\$ 2,751,292				1.0499

Los Altos	29,884	30,036		
Los Altos Hills	8,330	8,341		
	38,214	38,377	163	0.427%
Population Change both communities				1.00427