

Jean Mordo, Mayor,  
Christopher Jordan, City Manager, and  
Cindy Hill, North County Library Authority President  
One North San Antonio Road  
Los Altos, CA 94022

Dear Mayor Mordo and City Manager Jordan, and President Hill

At the October 25, 2018 Santa Clara County Library District (SCCLD) Joint Powers Authority (JPA) Board meeting, the JPA approved an increase to the SCCLD staffing budget, including the Los Altos Libraries. The purpose of this action is to open all SCCLD libraries seven days per week with at least four hours of service on Sundays, by providing additional staffing for the Campbell, Gilroy, Morgan Hill and Saratoga Community Libraries. The Library District strives to make service available on the days and hours most desired by our communities, and based on our customer satisfaction survey, weekend hours are in high demand. In addition, the service provided is intended to attract the greatest number of residents to become new and/or more engaged library patrons.

To preserve funding equity in accordance with the JPA's Joint Exercise of Powers Agreement funding formula, an additional \$314,815 will be allocated to the Los Altos Community Library for staffing in fiscal year 2019-2020.

The increased revenue comes from higher than expected property tax and ERAF payments. We estimate that revenue will continue at this level for at least two years, but cannot predict the likelihood of availability beyond this period.

The North County Library Authority (NCLA) currently contributes \$723,670 to staff the Los Altos Community Library an additional 17 open hours per week, and the Woodland Branch Library an additional 25 hours per week. With Los Altos' additional funding formula-derived library staffing budget increase of \$314,815, we are asking for your consideration of the following directions as a starting point to discuss FY 2019/20 budget dollars:

1. NCLA continues to fund additional hours and add more open hours. Based on the previous request from NCLA to expand evening hours later in the week and weekend at the Woodland Branch Library, staff suggests Woodland could be open from 11:00 am – 6:00 pm on Thursday through Sunday. This would provide 4 additional hours per week and allow the library to be open an extra hour until 6:00 pm on these days. Other hours could be explored if NCLA is interested.
2. NCLA augments library funding for services. Staff suggests adding additional headcount for the Go Go Biblio library outreach service to provide 5-8 stops in Los Altos per week.
3. Temporarily suspend the NCLA funding for a minimum of two years from \$723,670 to \$408,855 with no change to current open hours. Should the increased property tax and ERAF revenue no

longer be available after two years (beginning July 1, 2021), the city's current contribution of \$723,670 (adjusted for increases in salary and benefit costs) would likely be needed to maintain the current 17 additional open hours per week at the Los Altos Community Library and 25 additional open hours per week at the Woodland Branch Library.

We value our partnership and appreciate the opportunity to provide excellent library services to enhance the lives of Los Altos and Los Altos Hills residents. We will contact you to schedule a meeting in December to discuss these and other directions in more detail.

Sincerely,



Mike Wasserman, Chair  
Joint Powers Authority Board

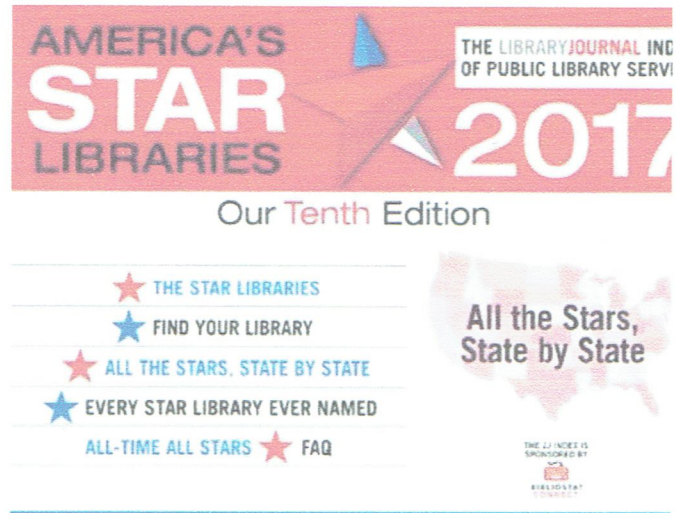


Nancy Howe  
County Librarian

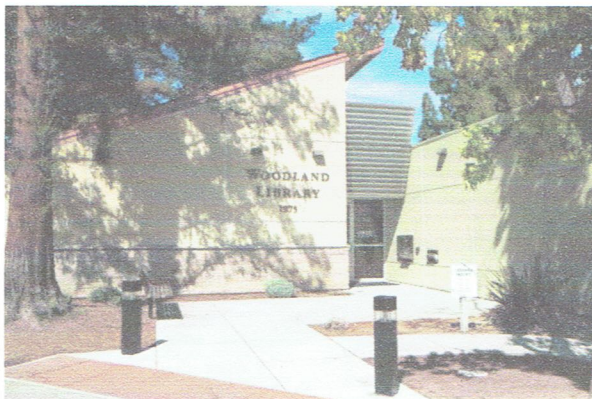
**BACKGROUND: SCCLD INCREASED PERSONNEL BUDGET FY 2019-2020**

As stated in the Santa Clara County Library District (SCCLD) letter to the cities of Los Altos and Los Altos Hills, the Joint Powers Authority approved an increase to the District’s personnel budget--ensuring every SCCLD library will be open seven days a week. To preserve the funding equity stipulated in the JPA’s Joint Exercise of Powers Agreement funding formula, an additional \$314,815 in personnel funding will be allocated to the Los Altos Community Library in fiscal year 2019-2020.

The Los Altos and Woodland Libraries are incredibly popular with your residents, so popular, in fact, that your public’s usage falls within the top ten in the entire nation, earning a 4-Star library designation for SCCLD. SCCLD sees the budget increase as an opportunity to further enhance that service for the cities of Los Altos and Los Altos Hills.



**OPTION 1: ADD WOODLAND FRI.-SUN. 5 P.M.-7 P.M. & THUR. 5 P.M-8 P.M.**



- 2016 User Satisfaction survey: 77% of Woodland Library users said they would visit Sunday 12 p.m. to 6 p.m.; 39% said they would visit Friday 5 p.m. to 9 p.m.; 35% Saturday 5 p.m. to 9 p.m.; and 25% Thursday 5 p.m. to 9 p.m.
- Track record for usage after additional hours were added in January 2018 from 45 hours to 51 hours:
  - 17% increase in visitation
  - 18% increase in borrowing
- System priority of a memorable schedule: Monday-Thursday 11 a.m. to 8 p.m., and Friday-Sunday 11 a.m. to 7 p.m. (60 hours)
- Current schedule: Monday-Wednesday 11 a.m. to 8 p.m., and Thursday-Sunday 11 a.m. to 5 p.m.

<b>Option 1: Cost</b>			
<i>Expense</i>	<i>Est. Cost</i>	<i>Remaining Additional Budget</i>	<i>Reduce Contribution to</i>
1 PT Librarian	\$70,412		
1 PT Library Assistant	\$58,359		
<b>Total</b>	<b>\$128,771</b>	<b>\$186,044</b>	<b>\$537,626</b>

**OPTION 2: ADD LOS ALTOS FRI.-SAT. 7 P.M.-8 P.M. OR 7 P.M. -9 P.M.**

- 2016 User Satisfaction survey: 54% of Los Altos Library users said they would visit Friday 6 p.m. to 9 p.m.; 48% said they would visit Saturday 6 p.m. to 9 p.m.
- System priority of a memorable schedule: Monday-Saturday 10 a.m. to 9 p.m., Sunday 10 a.m. to 7 p.m. (75 hours)
- Current schedule: Monday-Thursday 10 a.m. to 9 p.m., and Friday-Sunday 10 a.m. to 7 p.m.



<b>Option 2: Cost</b>			
<i>Expense</i>	<i>Est. Cost</i>	<i>Remaining Additional Budget</i>	<i>Reduce Contribution to</i>
2 PT Librarian	\$140,824		
1 PT Clerk	\$46,562		
416 Extra Page Hours	\$10,367		
<b>Total</b>	<b>\$197,753</b>	<b>\$117,062</b>	<b>\$606,608</b>

**VISITOR DATA FOR LOS ALTOS AND WOODLAND DURING LAST OPEN HOUR**

<b>Woodland – Thursday – Sunday 4-5</b>							
	June	July	August	September	October	November	<b>Average</b>
Thursday	38	36	52	52	39	38	<b>42</b>
Friday	36	34	45	48	51	31	<b>41</b>
Saturday	52	44	39	49	51	34	<b>45</b>
Sunday	30	31	35	36	34	19	<b>31</b>

<b>Los Altos – Friday – Sunday 6-7</b>							
	June	July	August	September	October	November	<b>Average</b>
Friday	101	112	96	116	94	104	<b>104</b>
Saturday	120	115	107	111	97	89	<b>106</b>
Sunday	102	106	112	110	109	78	<b>103</b>

**OPTION 3: COMBINE OPTION 1 AND 2**

<b>Option 3: Cost</b>			
<i>Expense</i>	<i>Est. Cost</i>	<i>Remaining Additional Budget</i>	<i>Reduce Contribution to</i>
1 PT Librarian	\$70,412		
1 PT Library Assistant	\$58,359		
<b>1 Subtotal</b>	<b>\$128,771</b>		
2 PT Librarian	\$140,824		
1 PT Clerk	\$46,562		
416 Extra Page Hours	\$10,367		
<b>2 Subtotal</b>	<b>\$197,753</b>		
<b>Total</b>	<b>\$326,524</b>	<b>-\$11,709</b>	<b>+\$11,709</b>

**OPTION 4: 30 MONTHLY SCHOOL, PRESCHOOL AND COMMUNITY VISITS**



- 80% increase in the use the of the LALE funded Go Go Biblio (\$61,000)
- 4,500 library cards will be created for the Los Altos School District for Fall 2019
- Model reading, online tutoring, and greater convenience for regular library access

<b>Option 2: Cost</b>			
<i>Expense</i>	<i>Est. Cost</i>	<i>Remaining Additional Budget</i>	<i>Reduce Contribution to</i>
1 PT Librarian	\$70,412		
1 PT Clerk	\$46,562		
<b>Total</b>	<b>\$116,974</b>	<b>\$197,841</b>	<b>\$525,829</b>

**OPTION 5: SUSPEND NCLA CONTRIBUTION**

Suspend the NCLA funding for a minimum of two years from \$723,670 to \$408,855 with no change to current open hours. Should the increased property tax and ERAF revenue no longer be available after two years (beginning July 1, 2021), the NCLA's current contribution of \$723,670 (adjusted for increases in salary and benefit costs) would be

needed to maintain the current 17 additional open hours per week at the Los Altos Community Library and 25 additional open hours at the Woodland Branch Library.

## QUESTIONS: CONTACT

Cynthia Rios Garcia, Executive Assistant to Nancy Howe, County Librarian  
criosgarcia@scl.org  
(408) 293-2326 x 3090