ORANGE COUNTY
OC Community Resources
Our Community. Our Commitment.

STEVE FRANKS
DIRECTOR
OC COMMUNITY RESOURCES

RYAN DRABEK
INTERIM DIRECTOR
OC ANIMAL CARE

KAREN ROPER
DIRECTOR
OC COMMUNITY SERVICES

MARK DENNY
DIRECTOR
OC PARKS

HELEN FRIED
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC PUBLIC LIBRARIES – LIBRARY ADVISORY BOARD JOINT EXECUTIVE and FINANCE & REVENUE COMMITTEE MEETING MINUTES

April 16, 2009 – 4:00 p.m.

OCPL Administrative Headquarters – Conference Room B
1501 E. Saint Andrew Place – Santa Ana, CA 92705

Executive Committee and Finance & Revenue Committee Members Present
Greg Ficke (Aliso Viejo), Wendy Leece (Costa Mesa, 4:30 p.m.), Steve Nagel (Fountain Valley), Ralph Rodriguez (La Palma, 4:45 p.m.), Milt Robbins (Laguna Woods), Kathryn McCullough (Lake Forest), Jim Palmer (Tustin)

Ex-Officio Members Present
Ray Grangoff (representing Pat Bates, 5th District), Whitney Secor (representing Bill Campbell, 3rd District),

OCPL Representatives Present
Steve Franks – Director of OC Community Resources; Helen Fried – County Librarian; Paula Bruce – Assistant County Librarian; Dave Sankey – Budget Manager, OC Community Resources; Jim Martin – Budget Analyst; Nicole Nguyen – Budget Analyst; and Jeanne Havlicek – Senior Librarian (taking minutes)

Members Unable to Attend (Prior Notification Received)
Supervisor Bill Campbell, Lara Anderson (Dana Point), Randy Bressette (Laguna Hills)

Call to Order

2008-2009 Chairman Milt Robbins called the meeting to order at 4:15 p.m.

Approval of Minutes from April 24, 2008
(Joint Executive Committee and Finance & Revenue Committee Meeting)

Lacking a quorum for the Executive Committee, approval was delayed until expected members arrived later in the meeting.

Unfinished Business

None noted.

Staff Announcements

None noted.

OC PUBLIC LIBRARIES
1501 E. ST. ANDREW PLACE
SANTA ANA, CA 92705-4930
PHONE: 714.566.3000
FAX: 714.566.3042

New Business

Agenda Item A: Election of Committee Officers

With a quorum present for the Finance & Revenue Committee, the floor was opened for nominations for Chairman. Kathryn McCullough nominated Greg Ficke (Aliso Viejo) for Chairman. Steve Nagel (Fountain Valley) seconded. Hearing no objections, the motion passes unanimously. Chairman Greg Ficke then opened the floor for nominations for Vice-Chair and nominated Milt Robbins (Laguna Woods). Steve Nagel (Fountain Valley) seconded. Hearing no objections, the motion passes unanimously.

Nomination of officers for the Executive Committee was deferred until a quorum was reached by the arrival of expected members.

Agenda Item B: Consideration of Proposed Fiscal Year 2009/2010 Preliminary Budget – Helen Fried, County Librarian

Dave Sankey, Budget Manager for OC Community Resources, reviewed the Proposed Fiscal Year 2009/2010 Budget and FY 2009/2010 Allocation Plan in detail and answered various questions regarding the proposed budget. Dave commented that the library fund is not mixed with the county general fund (with a few exceptions) and thus we are somewhat protected from the broader financial difficulties of the county. He and Steve Franks answered Greg Ficke's (Aliso Viejo) question about anticipated savings from the consolidation of four agencies into OCCR by discussing how this is a transition year to a central administration, so a full accounting of the efficiencies of the reorganization is still to come.

Committee members discussed the use of a 0% growth rate for property taxes in formulating the budget, and concern was expressed that this might not be a realistic figure given the high foreclosure rate in the county. Jim Palmer (Tustin) suggested perhaps we should go as low as -2%, since property values may decline as much as 10%. Dave replied that 0% is a conservative estimate, landing right in the middle of the tax assessor's 2nd revised projection for growth between -1% and 1% next year. Steve Franks commented that all other OCCR agencies and the county are using the 0% rate, and we are relying on Assessor David Sundstrom's estimates. The actual figures will be available September 2009 and we will have the opportunity to revise the budget at that time; Helen said that OCPL is already identifying cost items that can be delayed if an adjustment must be made. We have $3 million in reserves to address any shortfall in the first three months. Concern was also expressed over cutting the materials budget; Helen and Steve Franks affirmed that preserving service hours and staff had to take priority.

Committee members also discussed the Allocation Plan, which will remain the same for FY 2009/2010. Dave commented that there were no gains or losses for any branch—all remained status quo. Mr. Franks reported that

the consultant hired to review this plan is halfway through his detailed study, and more factors may be added to the Circulation Factor in the formula. Any new formula will take effect in FY 2010/2011.

Motion by Jim Palmer (Tustin) to approve the Proposed Fiscal Year 2009/2010 Preliminary Budget as presented and to ask staff to provide line item detail for central and branch expenditures. Seconded by Kathryn McCullough (Lake Forest). Hearing no objections, the motion passes unanimously.

Board Comments

- Request a line item detail for branch operations and central services expenditures in the FY 2009/2010 Proposed Budget. (First requested by Greg Ficke, included in motion above.)
- Request that staff consider purchasing new vehicles now (rather than based on mileage/maintenance record) to take advantage of low prices in the present economy.
- Request a schedule of the rollout of RFID implementation in the branches.
- Request that staff monitor the impact of May 19th proposition voting results on Community Redevelopment Agency pass-through revenue.
- Request an outline of contingency plans for possible budget adjustments.
- Request an added column on the Allocation Plan with last year's Total Factor as well as a key to the range for number of open days.
- Requested that consultant consider weight of individual libraries within a city when determining formula (to ensure a busy library doesn't lose hours as a result of being tied to a quieter branch).

Public Comments

None noted.

Approval of Minutes from April 24, 2008
(Joint Executive Committee and Finance & Revenue Committee Meeting)

With a full quorum now present for both committees, motion by Jim Palmer (Tustin) to approve Minutes for April 24, 2008 meeting. Motion seconded by Ralph Rodriguez (La Palma). Hearing no objections, motion passes.

Agenda Item A: Election of Committee Officers

With a full quorum of the Executive Committee now present, the floor was opened for nomination of Chairman and Vice-Chair. Kathryn McCullough (Lake Forest) moved to nominate the same officers as for the Finance & Revenue Committee: Greg Ficke (Aliso Viejo) for Chairman and Milt Robbins (Laguna Woods) for Vice-Chair. Motion seconded by Ralph

Rodriguez (La Palma). Hearing no objections, motion passes.

Adjournment

The meeting was adjourned at 5:40 p.m.

Prepared by: Jeanne Havlicek, OCPL – Senior Librarian
Reviewed by: Helen Fried, OCPL – County Librarian