



NORTH COUNTY LIBRARY AUTHORITY AGENDA

5:30 PM - Monday, March 27, 2023

***In person, Los Altos Community Center; Sequoia
Room***

Please Note: This meeting will be in person only at the Los Altos Community Center inside the Sequoia Conference Room

TO PARTICIPATE IN-PERSON: Members of the public may participate in person by being present at the Los Altos Community Center inside the Sequoia Conference Room located at 97 Hillview Ave, Los Altos, CA 94022

TO SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to arodriguez@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the Authority. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Correspondence submitted in hard copy/paper must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record. Please follow this link for more information on submitting written comments: <https://www.losaltosca.gov/cityclerk/page/public-comments>.

Public testimony will be taken at the direction of the President, and members of the public may only comment during times allotted for public comments.

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Members of the audience may bring to the Authority's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the President. Please be advised that, by law, the Authority is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

A. Public Comment not on the agenda

ITEMS FOR CONSIDERATION/ACTION

1. **NCLA FY 21 Audit:** Review and accept the FY21 Audit

2. **MRG 2023 Proposal:** Review and accept the MRG proposal or provide direction regarding administrative support
3. **NBS Agreement Amendment:** Review and adopt the updated NBS agreement for additional services
4. **Study Parcel Tax Options:** Form sub committee to study parcel tax options
5. Update on the Library Expansion/Remodel Project

INFORMATIONAL ITEMS

6. Latest Account Statement from the SCC Investment Fund

MEMBER/STAFF REPORTS AND COMMENTS AND POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

Agendas, Staff Reports and some associated documents for the North County Library Authority items may be viewed on the Internet at <https://www.losaltosca.gov/nclibraryauthority>.

If you wish to provide written materials, please provide the Staff Liaison with **10 copies** of any document that you would like to submit to the Authority in order for it to become part of the public record. For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

From: [Pierre Bedard](#)
To: [Angel Rodriguez](#); [Public Comment](#); [Christine Fawcett](#); [Julie Crane](#); [Julie Crane](#)
Subject: NCLA PUBLIC COMMENT FOR ITEM NOT ON THE AGENDA for 27 March 23 meeting
Date: Monday, March 27, 2023 9:48:07 AM
Attachments: [letter from services sub to ncla 27mar23.pdf](#)

Angel,

Please find attached a letter from the members of the Library Commission Services Subcommittee for tonight's meeting.

Please confirm receipt. Let me know if you can distribute it electronically or whether I should bring copies.

Thanks!

--

Pierre Bedard
pierre@bedard.com





TO: North County Library Authority (NCLA), City of Los Altos / Town of Los Altos Hills City Library Commission, MaryJo Price, Rose Baiza

FROM: Library Commission Services Subcommittee

SUBJECT: NCLA Funds for County Strategic Initiatives / Request for revised legal opinion

Earlier this year, after much study, deliberation, and community input, the Santa Clara County Library announced its five-year Strategic Plan (2023-2028). This plan is intended to provide guidance, clarity, and focus on how its libraries should invest resources on the identified wants, preferences, and needs of its current users as well as create opportunities to expand its user base.

On January 30, 2023, the NCLA considered four options about funds collected through the parcel tax outlined in Measure L, including:

- Stop collecting the parcel tax
- Use the excess funds to extend open hours for both libraries
- Continue to collect the parcel tax until 2029-2030
- Use funds to restore square footage and services to the Main Library

The publication of the Strategic Plan provides us with several important options for consideration. We discuss these below. The October 3, 2022, opinion, titled *Consideration of Use of NCLA Funds Relating to Los Altos Library*, was focused on the proposed expenditure as presented to the Commission on July 18, 2022. In a nutshell, the NCLA used as a justification that the public at large lost out because of the needs of the Friends of the Los Altos Library operation inside the Main Library.

We respectfully request that the NCLA seek a revised opinion to determine whether the funds could be spent as outlined below which is more in line with the

“*augmentation of the public library services for the benefit of the inhabitants*” to specifically address Santa Clara County’s strategic objectives of:

- Create enchanting and interactive children's spaces to instill a joy of learning
- Use innovative service models to connect with community members
- Spark discovery with new technology
- Design and implement flexible public spaces that encourage library visits and elevate patron experiences

DISCUSSION OF STRATEGIC OBJECTIVES

Create enchanting and interactive children's spaces to instill a joy of learning

Public safety is paramount and effective learning can only occur in safe environments. While our librarians are ever vigilant, and the current layout of the library is not overtly dangerous, the current layout is not amenable to safety.

In separate incidents, 6-year-old boys were sexually assaulted in the bathrooms of a public library in Riverside and San Francisco. Visibility is key to protecting our children, youth, and other vulnerable patrons.

We need to revise our existing lobby and children’s area to maximize visibility; minimize or eliminate spaces where children and youth cannot be seen; and establish policies and procedures for access to and use of the space.

Libraries throughout the United States have come up with innovative solutions. A library in New York built a distinct children’s area with a children’s-only bathroom. The Avon Free Public Library has a family restroom, with a baby changing area, a separate stall, and a little kids' toilet. Bay Village Branch of Cuyahoga County Public Library has a Children’s Space with doors to reduce noise, and a family bathroom attached to the Children’s Space.

Supporting children’s literacy and self-led learning is paramount. Effective use of library space has never been more critical.

Other libraries have created enchanting areas, especially for early readers:



Creative Reading Spaces



Children's Garden



Aquarium



Dynamic Early Learning Spaces



In contrast, children entering the children's section of the Los Altos Library walk through double doors that are propped open, allowing sound to travel through the library. The space lacks a playful design, bold colors, or an interactive landscape that inspires creativity.

The growth in our teen population also provides us with the need to provide adequate space for studying and tutoring. Other libraries have provided space for these purposes:



Library tutor rooms



Library group study rooms

In contrast, the Los Altos Library provides one large room for teen study. Tutors often tutor students in the open leading to a lack of privacy and noise.

Measure L was designed in part to supplement the ability of the Santa Clara County Library system to purchase books and materials tailored to our community's specific interests and for any other expenditure necessary to uphold the level of service. The population of Los Altos and Los Altos Hills has increased by over 2600 people from 2010 to 2020 with a corresponding increase in the number of children¹. We would recommend that the increase in population, especially that of children, means that we are no longer providing the same level of service to children that we did in 2010.

Use innovative service models to connect community members with the library

We are a country of immigrants.

Over 33.52% of residents speak a language other than English. The non-English languages spoken by the largest group are Asian and Pacific Island languages, which are spoken by 26.42% of the population.

Many libraries have established collections and programs to serve the needs of library users whose native language is not English. For example, the Cupertino Library has a non-English language collection and hosted an Exhibit on the History of Chinese American Women. The Gilroy Library has the largest Spanish Language collection in the Santa Clara County Library.

We recommend that the library provide an effective, balanced, and substantial collection for our residents. This would include purchasing materials in the languages, dialects of the groups served, and acquiring materials in a variety of formats, which may include print, audio, audio-visual, and computer software as appropriate. We also propose direct social and cultural community activities

¹ <https://www.census.gov/quickfacts/losaltoscitycalifornia>

toward the Asian and Pacific Island communities. Programs such as concerts of ethnic music, exhibitions, and demonstrations of traditional arts and crafts may be considered appropriate examples. Finally, library staff working with patrons who have limited English abilities should be multilingual to provide effective service.

Spark discovery with new technology

Given our location in history, time, and space, it makes sense for us to fund new technologies, new services, new ways to use old services, old ways to use services we never knew existed for the benefit of the community at large.

Funds should be brought to bear on this initiative as needed, creating agile workspaces for discovery, using the same in innovation.

We need to think bigger and bring in the entire community, especially businesses and local institutions. Holding an important role in our community's health, it's imperative that we shore up the intellectual capital available to us to meet our mission. Monies are only part of the solution.

Design and implement flexible public spaces that encourage library visits and elevate patron experiences.

In the last year, our two libraries have been at the forefront of the creation of flexible public spaces. This needs to continue.

By example, the Library Commission recently voted to recommend a plan for the enhancement of Woodland Library. This proposal serves the needs of the inhabitants, providing important study and gathering places for our children. This recommendation is in line with other recommendations by the Commission. Its input needs to be considered.

We also launched a self-service program which allows vetted patrons to use Woodland Library without direct supervision. This program is innovative and was community supported. Services such as these, as they emerged should not be limited by an extremely narrow interpretation of the JPA.

Conclusion

Measure L specifies that funds be used for "*augmentation of the public library services for the benefit of the inhabitants.*" The interests of our community have evolved since the adoption of Measure L by the electorate.

Please re-evaluate the current legal opinion to be more inclusive of the services needed by your constituents, recognizing the true purpose of the NCLA Joint Powers Agreement.

Thank you,

Pierre Bedard, Julie Crane, Christine Fawcett
Library Commission Service Subcommittee

From: [Pierre Bedard](#)
To: [Angel Rodriguez](#); [Public Comment](#)
Cc: [Julie Crane](#); [Julie Crane](#); [Christine Fawcett](#)
Subject: NCLA PUBLIC COMMENT FOR ITEM NOT ON THE AGENDA for 27 March 23 meeting
Date: Monday, March 27, 2023 9:47:51 AM
Attachments: [letter to the NCLA w attach \(2\).pdf](#)

Angel,

Please find attached a letter that I intend to review during public comment tonight. I would also like it added into the record.

Please confirm receipt. Let me know if you can distribute it electronically or whether I should bring copies.

Thanks!

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Pierre Bedard
pierre@bedard.com



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Pierre Bedard
pierre@bedard.com



[Pierre's Amazon Books](#)

Pierre Bedard
 721 Casita Way
 Los Altos, CA 94022
 30 November 2020

To: North County Library Authority (NCLA)
 cc: City of Los Altos and Town of Los Altos Hills Library Commission
 Lynette Lee Eng, Vice Chair, JPA Board
 Jon Maginot, Los Altos Assistant City Manager
 Jaime Chew, Los Altos City Staff Liaison
 Marcie Scott, NCLA Liaison

Re: Comments on North County Library Authority Joint Exercise of Powers Agreement (JPA),
 signed 1 August 1985

Commissioners and other interested parties,

I am writing as a Los Altos resident and not as a member of the Library Commission and these comments are my personal opinion. While an attorney may be interested in what I have to say, it should not and cannot replace a practicing attorney's review and learned analysis of the JPA.

I've attended most of the NCLA and Library Redevelopment meetings of the past two years. I have an MBA and JD from Santa Clara University, forty years' experience in negotiations and management, and a knowledge of how the County and the City operate.

I have incorporated the full text of the JPA as an attachment to this letter for reference. I've also included the proposed Amendment to the JPA which was presented to the Los Altos City Council in January 2020, but not adopted.

First, I would be remiss not to thank the NCLA, especially the outgoing members, for their service. It has been a challenging time. My comments follow.

Comments on the JPA (organized by Page # / Section # / Section Title)

Page 2. Section 3. Purpose. The Agency has a purpose which goes beyond just building a new library. The "*augmentation of public library services for the benefit of the inhabitants*" is the Agency's primary purpose and I think we need to focus on that more, especially now.

Libraries serve a community function - we are more than a building. As a resident, I don't want to lose sight of that. We should not shy from helping the inhabitants. But we should also not shy from helping the economy, especially the local one. We need to think of initiatives which bring

together the community for that purpose. There's a fear of spending money. I have a bigger fear - that we sit still without purpose and taking the initiative. We need to be willing to invest where it makes sense.

Page 3. Section 5. Powers. There are very broad rights granted to the Commission to act for the benefit of the inhabitants. I believe that we will require money from the NCLA to bring our libraries back into post-Covid shape. The NCLA needs to be flexible in how it wields its many powers.

The powers specified in this Agreement are not limited to building a new library. For instance, a Woodland remodel, even if only internal, should not be out of the question.

Page 5. Section 8. Duties of Commission. Does the JPA need to be amended to be modified. Can we just change any of the rules? I would argue yes - the intent of the Agreement signed in 1985, gives the Commission plenty of room to maneuver – but the actions are general, and the details are driven elsewhere.

Where does the NCLA leave off and other organizations step in?

Page 7. Section 12. Bonding Persons Having Access to Property. In theory, the charges could be reallocated. I can see why Los Altos doesn't want to provide the service, especially with how the City Manager may consider it to be a large commitment of a permanent employee – he/she would rather see it contracted out.

Comments on Amendment to Agreement on Section 12

My personal opinion is that the presented amendment was overkill, in fact the Amendment introduces language and concepts which needed no introduction. Money and funds are material, I just feel that something might have been done via letter, or frankly, any other mechanism other than spending the amount of time and money necessary to draft and present an ordinance to two city councils.

Reading it, I get the sense the same result might have been accomplished with less administrative effort, but hindsight is often foresight. The Amendment, first presented in January 2020, remains unsigned by Los Altos.

Page 8. Section 15. Operating Fund. I am confused about which fund pays for what and when. If I can't grasp it, others trying to make sense of the situation are likely in the same quandary. There seem to be at least three accounts. I would submit that there is a benefit to one account.

Attorney and Auditor Issue

Two more comments on items discussed in the last NCLA meeting.

NCLA Attorney. Make the break with the old law firm. I don't see any other rational option.

NCLA Audit. Any auditor hired must be independent. I disagree with the concept of hiring someone to try to figure out "interest owed." At this point, I think that may be too granular of an ask, but I have not seen any data or documents. Forensics can be expensive. We need to err on the side of agreement so we can move forward.

Thank you for your attention.

Sincerely,

A handwritten signature in blue ink that reads "Pierre Bedard". The signature is written in a cursive style with a large initial 'P'.

Pierre Bedard
Writing as a resident

Item 3a

**NORTH COUNTY LIBRARY AUTHORITY
JOINT EXERCISE OF POWERS AGREEMENT**

THIS AGREEMENT, dated for convenience as of August 1, 1985, by and between the City of Los Altos, a municipal corporation and the Town of Los Altos Hills, a municipal corporation, both situated in the County of Santa Clara, State of California.

R E C I T A L S

WHEREAS, it will enhance the general welfare and be to the cultural advantage of the inhabitants of each of the parties hereto to provide for the acquisition, operation, maintenance and support of certain public library facilities and the expansion of certain public library activities in connection with the two branch libraries located in the City of Los Altos which are currently being operated by the County of Santa Clara, to the end that the hours of library service may be extended through additional funding to be raised via the levy of special taxes and or charges to be imposed by the proposed Library Commission;

WHEREAS, the parties hereto possess the common power to aid in the provision of increased public library services and functions for the benefit of their respective inhabitants and to provide for solutions to related problems which are of direct concern to the parties hereto in the performance of their constitutional and statutory functions, and to join associations and expend public funds for such purposes, including funds contributed by the parties to this agreement or by any person or any subventions or grants which may be obtained from the federal and/or state governments;

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions herein contained, said parties, acting by and through their respective governing bodies, do hereby agree as follows:

Section 1. Definition of Terms.

"ACT" means the provisions of Chapter 5 of Division 7 of Title 1 of the Government Code (commencing with Section 6500) pertaining to joint powers agreements.

"AGENCY" means the North County Library Authority.

"COMMISSION" means the governing board of the North County Library Authority.

"MEMBER ENTITY" means any city party to this agreement.

Section 2. Creation of Agency. There is hereby created a public agency to be known as the "North County Library Authority". The Agency is formed by this Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the Government Code of the State of California relating to the joint exercise of powers common to public agencies. For the purposes of this Agreement, the Agency is a public agency separate from the parties hereto and shall be the agency to administer or execute this Agreement.

Section 3. Purpose. The purpose of this Agreement is to create an agency which will plan, support, acquire, maintain and operate programs and facilities for the extension of public library services for the benefit of the inhabitants within the collective boundaries of the Member Entities.

Section 4. Term and Effect. This Agreement shall become effective when all eligible Member Entities have approved and authorized its execution by their respective governing bodies and shall

continue in full force and effect until such time as the parties agree in writing to terminate the same.

Section 5. Powers. The Agency shall have the power and authority to plan, support, acquire, construct, maintain and operate programs and facilities for the augmentation of public library services for the benefit of the inhabitants of the Member Entities.

The Agency is hereby authorized, in its own name, to do all acts necessary to exercise said power for said purposes, including but not limited to any or all of the following: to make and enter into contracts; apply for and accept grants, advances, and contributions; to employ agents, consultants and employees; to acquire, construct, manage, maintain and operate any buildings, works or improvements; to acquire, hold or dispose of property (real and personal), including but not limited to books, tapes, records, furniture, furnishings and equipment; to sue and be sued in its own name; to conduct elections; to incur debts, liabilities, or obligations; to levy special taxes and/or service charges including but not limited to the power to levy charges and/or to seek approval for the levy of a special tax pursuant to the provisions of the Mello-Roos Community Facilities Act of 1982; to issue revenue bonds, notes, warrants, and other evidences of indebtedness to finance the costs and incidental expenses of the projects of the Agency; to exercise all powers conferred by the Act; and to exercise all other powers common to the Member Entities not herein specifically mentioned which may be necessary to carry out the purpose of this Agreement.

No debt, liability or obligation of the Agency shall constitute a debt, liability or obligation of any Member Entity.

Section 6. Governing Body of the Agency. The Agency shall be governed by the North County Library Commission.

The Commission shall consist of five members each of whom shall have one vote. Each Member Entity shall appoint two commissioners as its representatives on the Commission. A fifth Commissioner shall be appointed by the Los Altos Library Commission. Each Commissioner shall serve for a term of four years, except the first appointees, who shall classify themselves by lot so that two of them shall hold office for two years from the date of organization and three of them shall hold office for four years from the date of organization.

Section 7. Officers and Duties. A President, a Vice-President and a Secretary shall be elected by the Commission from its own members, the term of office for each such office to be one year and until a successor is elected to such office.

The President shall sign all contracts on behalf of the Agency and perform such other duties as may be imposed by the Commission. The Vice-President shall act in the absence of the president. The Secretary shall countersign all contracts on behalf of the Agency; perform such other duties as may be imposed by the Commission; and keep minutes of all meetings and cause a copy of the minutes to be forwarded to each of the members of the Commission and each of the Member Agencies.

The Commission may appoint and employ an Administrative Officer or any acting Administrative Officer who shall perform such duties as may be imposed by the Commission and who shall report to the Commission in accordance with such rules and regulations as the Commission may adopt.

In the absence of an Administrative Officer, the President shall perform the duties of the Administrative Officer.

The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Treasurer of the Agency to be the depository and have custody of all the money of the Agency from whatever source. The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Auditor-Controller of the Agency to draw warrants to pay demands against the Agency when the demands have been approved by the Commission. The same officer or employee may be appointed as both Treasurer and Auditor-Controller and the Treasurer and Auditor-Controller shall have the duties and obligations set forth in Section 6505.5 and 6505.6 of the Government Code of the State of California.

Section 8. Duties of the Commission. The duties of the Commission shall be:

(a) To make all policy decisions and exercise all of the powers of the Agency;

(b) To submit full and regular reports to the Member Entities; and

(c) To adopt from time to time such rules and regulations for the conduct of its affairs as may be required.

The members of the Commission shall receive no compensation except as may be provided by the respective Member Entities which they represent.

Section 9. Meetings of the Commission. Regular meetings of the Commission shall be held at such time and place as shall be established by the Commission by resolution.

All meetings of the Commission including regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, Sections 54950 et seq of the Government Code of the State of California.

Section 10. Quorum. A majority of the members of the Commission shall constitute a quorum. Any action of the Agency shall require the affirmative vote of a majority of the entire membership of the Commission.

Section 11. Accountability of Funds, Reports and Audits. There shall be strict accountability of all funds and a report of all receipts and disbursements of the Agency. The auditor-controller of the Agency shall cause annual audits of the accounts and records of the Agency to be prepared in accordance with the requirements contained in Section 6505 of the Government Code of the State of California. Should the Agency terminate prior to the expiration of any fiscal year, the auditor-controller shall cause a final audit of the accounts and records of the agency to be prepared. The fiscal year of the Agency shall terminate June 30th of each year. The Agency shall establish and maintain all necessary funds and accounts which shall be open to inspection at all reasonable times.

Section 12. Bonding Persons Having Access to Property. Officers or person or persons who have charge of, handle or have access to any money of the Agency, shall be required to file an official bond with the Agency in such amount as may be established by the Commission. Should an existing bond of any of said officer or officers or person or persons be extended to cover the obligation provided herein, said bond

shall be the official bond of said officers or officer or person or persons required to be posted herein. The premium of any such bond or bonds shall be an appropriate expense of the Agency. Any payment to the treasurer or auditor-controller required in the operation of the Agency shall be an appropriate charge against the Agency.

The administrative Officer shall have the responsibility of any and all property of Agency and shall indicate approval of all claims and demands for the disbursement of Agency funds prior to submittal of said claims and demands to the Commission for approval.

The City of Los Altos shall provide staff and basic services at no cost to the Agency. All costs and expenses of an outside nature such as auditing, legal, consultants or the like, shall be apportioned equally among the Member Entities.

Section 13. Bonds. The Agency shall have power and authority to issue and sell revenue bonds in accordance with the following:

(a) Article 2, Chapter 5, Division 7, Title 1 of the Government Code, commencing with Section 6540; and

(b) Chapter 6, Division 2, Title 5 of the Government Code, commencing with Section 54300.

The Agency shall have and exercise all powers conferred on "local agencies" by the provisions of the law with respect to revenue bonds mentioned in (a) and (b) of this section.

Section 14. Elections. For purposes of conducting elections and voting on an Agency-wide basis, the boundaries of the Agency shall be the consolidated boundaries of its Member Entities. All elections shall be conducted pursuant to the Uniform District Election Law and applicable provisions of the Elections Code of the State of California.

Section 15. Operating Fund. An operating fund shall be established and maintained which shall be used to pay all administrative and incidental expenses incurred by the Agency. Revenues for the operating fund shall be derived from the levy and collection of special taxes and/or service charges, contributions from member entities, contributions from the public, grants and subventions, and any other lawful source.

Section 16. Settlement of Disputes. If a dispute arises as to the construction, interpretation or implementation of any provision of this Agreement, the issues in dispute or matter requiring action shall be submitted to binding arbitration. For such purpose, and agreed arbitrator shall be selected by all members of the Commission, or in the absence of unanimous agreement, the Commission, by majority vote, shall select an arbitrator and the members of the Commission in dissent shall select an arbitrator. The two arbitrators so selected shall select a third arbitrator. The arbitrator, or three arbitrators acting as a panel, shall proceed to arbitrate the matter in accordance with the provisions of Title 9 of Part 3 of the Code of Civil Procedure.

Section 17. Withdrawal or Dissolution. Upon withdrawal of a Member Entity from the Agency or upon dissolution of the Agency, there shall be partial or complete distribution of assets and discharge of liabilities as follows:

(a) Withdrawal. A Member Entity may withdraw from the Agency only with the unanimous consent of the remaining Member Entities and upon mutually agreeable terms and conditions. Upon withdrawal of any Member Entity from the Agency, the withdrawing Member Entity shall receive its proportionate share of the assets of the Agency and shall

contribute its proportionate share toward discharge of any enforceable liabilities incurred by the Agency as the same appear on the books of the Agency.

(b) Dissolution. Upon dissolution of the Agency, each member Entity shall receive its proportionate share of the assets of the Agency and shall contribute its proportionate share toward discharge of any enforceable liabilities incurred by the agency as the same appear on the books of the Agency.

The distribution of assets may be made in kind or assets may be sold and the proceeds thereof distributed to a Member Entity at the time of withdrawal or to all Member Entities at the time of dissolution, provided that all facilities and rights in facilities assigned or transferred by any Member Entity to the Agency shall be reconveyed to said Member Entity free and clear of all encumbrances and liens of any kind.

Upon withdrawal of a Member Entity from the Agency or upon dissolution of the Agency, the responsibility of the Member Entity or Members Entities to contribute to the discharge of enforceable liabilities incurred by the Agency shall be limited to the proportion that the contributions made by each Member Entity bears to the total contributions made by all of the Member Entities to the agency from the effective date of this Agreement to the date of withdrawal or dissolution.

Section 18. Miscellaneous. The section headings herein are for convenience only and are not to be construed as modifying or governing the language in the section referred to.

This Agreement is made in the State of California and under its Constitution and laws, and it is to be so construed.

To preserve a reasonable degree of flexibility, many parts of this Agreement are stated in general terms. It is understood that the Commission may from time to time adopt and implement rules and regulations to further define the rights and obligations of the Member Entities and of the Agency to carry out the purposes of this Agreement.

This Agreement may be amended in any particular, from time to time, by unanimous action of the Member Entities, provided, however, that no authority on which action has been taken by the Agency shall be limited or withdrawn.

Section 19. Partial Invalidity. If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby, and shall be valid and enforceable to the fullest extent permitted by law.

Section 20. Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the parties hereto.

Section 21. Effective Date. The effective date of this Agreement shall be August 1, 1985.

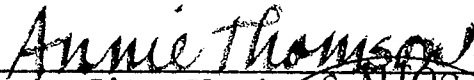
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

CITY OF LOS ALTOS,
a municipal corporation

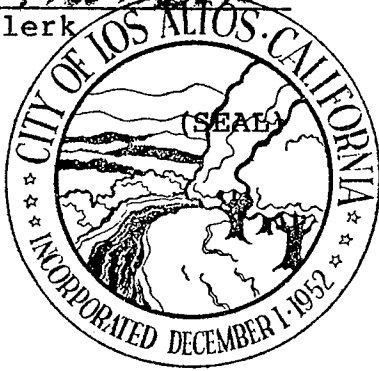


Mayor

ATTEST:



City Clerk



TOWN OF LOS ALTOS HILLS,
a municipal corporation



Mayor

ATTEST:



Town Clerk

(SEAL)



TO: North County Library Authority (NCLA) Commission

FROM: Liaison Marcie Scott

DATE: January 13, 2020

SUBJECT: Consideration of Amendment to JPA Agreement for General Administrative Support

At the November 26, 2019 Board meeting Board President Courtenay Corrigan and Board Secretary Jan Pepper discussed their prior meeting with the City Managers of the two Member Entities to discuss staff support for NCLA. The Board concurred with the recommendation resulting from said meeting and requested JPA amendment language be placed on agenda at the next meeting.

Authority Attorney Chris Diaz prepared the proposed JPA Agreement language for your review. If the language is acceptable to the NCLA Board, the next step is to propose this language to the Town Council of Los Altos Hills for adoption, and the City Council of Los Altos for adoption. Upon approval from both Member Entities, the JPA Amendment will become final.

Attachments:

- a. JPA Amendment

**FIRST AMENDMENT TO THE JOINT POWERS AGREEMENT OF
NORTH COUNTY LIBRARY AUTHORITY**

This First Amendment to the Joint Powers Agreement (“First Amendment”) is made and entered into on the ___ day of _____, 2020, by and between the City of Los Altos, a municipal corporation and the Town of Los Altos, a municipal corporation, both situated in the County of Santa Clara, State of California (collectively the “Parties”).

RECITALS

WHEREAS, on August 1, 1985, the City of Los Altos and the Town of Los Altos Hills, both located in Santa Clara County, entered into a Joint Powers Agreement (the “JPA”) to form the North County Library Authority (the “Agency”); and

WHEREAS, pursuant to Government Code sections 6500 *et seq.*, the parties to the JPA desire to amend the JPA to provide clarifying language changes with regard to the use of Agency funds.

MUTUAL UNDERSTANDINGS

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter stated, the Parties hereto agree as follows:

1. Section 12. “Bonding Persons Having Access to Property” is hereby amended as follows:

“Section 12. Bonding Persons Having Access to Property. Officers or person or persons who have charge of, handle or have access to any money of the Agency, shall be required to file an official bond with the Agency in such amount as may be established by the Commission. Should an existing bond of any said officer or officers or person or persons be extended to cover the obligation provided herein, said bond shall be the official bod of said officers or officer or person or persons required to be posted herein. The premium of any such bond or bonds shall be an appropriate expense of the Agency. Any payment to the treasurer or auditor-controller required in the operation of the Agency shall be an appropriate charge against the Agency.

The Administrative Officer shall have the responsibility of any and all property of Agency and shall indicate approval of all claims and demands for the disbursement of Agency funds prior to submittal of said claims and demands to the Commission for approval.

The City of Los Altos shall provide staff and basic services at no cost to the Agency. All costs and expenses of an outside nature such as auditing, legal, consultants or the like, shall be apportioned equally among the Member Entities.

If Agency chooses to hire a consultant or consultants solely for administrative support staff to serve the Agency, those costs shall be paid for with the Agency's Operating Fund funded from a special tax or any other lawful revenue sources. Neither Member Entity shall be obligated to pay for such support staff out of its General Fund.

Section 5: This amendment is to become effective upon execution by all of the parties that are currently signatories to the JPA.

Section 6: All other provisions and terms of the JPA are to remain unchanged.

Section 7: This Amendment may be executed in counterparts.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to be executed and attested by their officers thereunto duly authorized as of the date first above written.

[SIGNATURES ON FOLLOWING PAGES]

ATTEST:

City Clerk
City of Los Altos

City of Los Altos

By: _____

By _____
Mayor

Dated: _____

ATTEST:

Town Clerk
Town of Los Altos Hills

Town of Los Altos Hills

By: _____

By _____
Mayor

Dated: _____

NORTH COUNTY LIBRARY AUTHORITY
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED
JUNE 30, 2021

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**NORTH COUNTY LIBRARY AUTHORITY
REQUIRED COMMUNICATIONS**

For the Year Ended June 30, 2021

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REQUIRED COMMUNICATIONS

To the Honorable Members of the Board of Directors
of the North County Library Authority
Los Altos, California

We have audited the basic financial statements of the North County Library Authority (Authority) for the year ended June 30, 2021. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

Significant Audit Findings

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

Unusual Transactions, Controversial or Emerging Areas

We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements is the estimated fair value of investments.

The Authority's cash and investments balances are measured by fair value as disclosed in Note 2 to the Basic Financial Statements. Fair value is essentially market pricing in effect as of June 30, 2021. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2021.

Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit, except as noted: Due to staff turnover, financial system upgrade, and impacts from the pandemic, the Authority's financial supporting agency City of Los Altos' staff and the Authority were not able to coordinate and provide the required information for the Authority's audit in a timely manner. As a result, the audit completion was significantly delayed.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated January 27, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information Accompanying the Financial Statements

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

This information is intended solely for the use of Authority Board and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Maze & Associates

Pleasant Hill, California
January 27, 2023

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**NORTH COUNTY LIBRARY AUTHORITY
LOS ALTOS, CALIFORNIA
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2021**

**Prepared by
FINANCE DEPARTMENT**

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**NORTH COUNTY LIBRARY AUTHORITY
BASIC FINANCIAL STATEMENTS
For the Ended June 30, 2021**

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the Board of Directors
of the North County Library Authority
City of Los Altos, California

We have audited the accompanying financial statements of the governmental activities and the General Fund of the North County Library Authority (Authority), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of the Authority as of and for year then ended June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Maze & Associates

Pleasant Hill, California
January 27, 2023

**North County Library Authority
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2021**

The North County Library Authority (NCLA) prepares its financial statements using the financial reporting requirements prescribed by the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. The purpose of the Management's Discussion and Analysis (MD&A) is to provide users with a narrative introduction, overview, and analysis of the financial statements.

Overview of the Financial Statements

This discussion and analysis are intended to introduce the NCLA's basic financial statements that include the Government-Wide Financial Statements and the Fund Financial Statements.

The ***Government-Wide Financial Statements*** are designed to provide readers with a broad overview of NCLA's finances, in a manner similar to a private-sector business. They are comprised of the *Statement of Net Position* and the *Statement of Activities*.

The *Statement of Net Position* provides information about NCLA's assets and liabilities, including all long-term obligations. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of NCLA is improving or deteriorating.

The *Statement of Activities* provides information showing how NCLA's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

The ***Fund Financial Statements*** is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. NCLA's Fund Financial Statements contain only *Governmental Funds*.

Unlike the Government-Wide Financial Statements, the *Governmental Funds* focus on how money flows into and out of those funds and the balances remaining at year-end. These funds are reported using the modified accrual accounting, which measures cash and all other financial assets that are readily converted cash. The fund statements provide a detailed short-term view of NCLA's general operations and the basic services it provides. These statements do not include long-term assets or liabilities.

GASB 54 Compliance: The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

OVERVIEW:

The North County Library Authority (NCLA) has fiduciary responsibility for overseeing a parcel tax of \$76 per year per parcel authorized by voters from 2010 through 2030. The NCLA mission is “To plan, support, acquire, maintain and operate programs and facilities for the extension of public library services for the benefit of the inhabitants within the collective boundaries of the Member Entities (defined as City of Los Altos and City of Los Altos Hills).” There are 13,976 developed parcels identified by the County of Santa Clara participating in the parcel tax.

NCLA funds 17 additional weekly operating hours at the Los Altos Library and 25 additional weekly operating hours at the Woodland Branch Library. The closure of the libraries in March 2020 due to the COVID-19 pandemic, and continued into 2021, resulted in no hours billed and therefore lower NCLA expenditures than budgeted. Educational Revenue Augmentation Fund credits were also received which reduced the NCLA contribution paid to Santa Clara County Library District for library staffing for the year to zero.

FINANCIAL HIGHLIGHTS:

- Net position is \$6,195,033 and has increased \$1,134,427 at year end, over the prior year.
- The total liabilities decreased by \$7,249 at year-end as a result of lower accrued accounts payable invoices.
- Interest revenue decreased by \$58,727 due to a large drop in the Discount Rate.
- Total expenses were 95.7% below budget due to low contractual services conducted in FY21.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

NCLA Net Position			
	Government-Wide Activities		
	6/30/2021		6/30/2020
Current Assets:			
Cash and investments	\$	6,200,973	\$ 5,057,077
Accounts and Interest Receivable		230	16,948
Total Assets		6,201,203	5,074,025
Current Liabilities:			
Accounts and salaries payable		6,170	13,419
Total Liabilities		6,170	13,419
Unrestricted Net Position		6,195,033	5,060,606
Total Net Position	\$	6,195,033	\$ 5,060,606

Total Net Position was \$6,195,033 at the end of this fiscal year, an increase of \$1,134,427 over the prior year. This improvement in fiscal metrics is in line with long term projections constructed in the budgetary planning process as well as the inability to execute planned budgeted expenses due to the COVID-19 Pandemic. NCLA has the authority to continue to levy the special parcel tax annually in accordance with its mission to support library services in Los Altos and Los Altos Hills.

NCLA Net Position				
Government-Wide Activities				
	6/30/2021		6/30/2020	
Revenues				
Program Revenues				
Charges for Services	\$	1,091,433	\$	1,051,404
General Revenues				
Interest Income & Unrealized Gain/(Loss)		60,052		118,779
Miscellaneous		-		-
Total Revenues		1,151,485		1,170,183
Expenses				
Administration and Community Services		17,058		399,694
Total Expenses		17,058		399,694
Change in Net Position		1,134,427		770,489
Net Position, Beginning of Year		5,060,606		4,290,117
Net Position, End of Year	\$	6,195,033	\$	5,060,606

Program revenues reflect the parcel tax base while the total planned expenses are in compliance with budgetary limits.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

- NCLA's revenue is projected to sustain nine years of continued expanded levels of service until 2030. Since NCLA funds labor costs that are controlled by the County, the implementation of cost control measures at the County level remains a key assumption.
- NCLA will continue to allocate funding as needed to provide an additional 17 operational hours per week at the Los Altos Library and an additional 25 hours per week at the Woodland Branch Library.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of NCLA's finances for all those who are interested. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the North County Library Authority, One North San Antonio Road, Los Altos, CA 94022.

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BASIC FINANCIAL STATEMENTS

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

NORTH COUNTY LIBRARY AUTHORITY
STATEMENT OF NET POSITION
JUNE 30, 2021

	Governmental Activities
ASSETS	
Current assets:	
Cash and investments (Note 2)	\$6,200,973
Interest receivable	230
Total assets	6,201,203
LIABILITIES	
Current liabilities:	
Accounts payable	6,170
Total liabilities	6,170
NET POSITION	
Unrestricted	6,195,033
Total net position	\$6,195,033

See accompanying notes to financial statements

NORTH COUNTY LIBRARY AUTHORITY
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

Functions/Programs	Expenses	Program Revenues	Charges for Services	Net (Expense) Revenue and Changes in Net Position
Primary government:				
Administration and community services	\$17,058	\$1,091,433	\$1,074,375	\$1,074,375
Total governmental activities	17,058	1,091,433	1,074,375	1,074,375
General revenues:				
Interest income				60,052
Total general revenues				60,052
Change in net position				1,134,427
Net position, beginning of year				5,060,606
Net position, end of year				\$6,195,033

See accompanying notes to financial statements

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FUND FINANCIAL STATEMENTS

**NORTH COUNTY LIBRARY AUTHORITY
GOVERNMENTAL FUND
BALANCE SHEET
JUNE 30, 2021**

	General Fund
ASSETS	
Cash and investments (Note 2)	\$6,200,973
Interest receivable	230
	6,201,203
Total Assets	\$6,201,203
LIABILITIES	
Accounts payable	\$6,170
Total Liabilities	6,170
FUND BALANCES	
Unassigned	6,195,033
Total Liabilities and Fund Balance	\$6,201,203

See accompanying notes to financial statements

**NORTH COUNTY LIBRARY AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	General Fund
REVENUES:	
Taxes and special assessments	\$1,091,433
Interest income	60,052
Total revenues	1,151,485
EXPENDITURES:	
Contractual services	17,058
Total expenditures	17,058
Net change	1,134,427
Fund balance, beginning of year	5,060,606
Fund balance, end of year	\$6,195,033

See accompanying notes to financial statements

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**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
Fiscal Year Ended June 30, 2021**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The North County Library Authority (Authority), formed in 1985 by a joint exercise of powers agreement between the City of Los Altos (City) and the Town of Los Altos Hills, provides library services for member residents. The Authority was created to provide financing for capital improvements and additional services by the public libraries serving the area. Although the City owns the libraries and their sites, the County of Santa Clara (County) is responsible for all library operations. However, since 1991, the Authority has levied a voter approved special parcel tax to compensate for service reductions due to cutbacks by the County. The special tax has been collected by the County, transferred to the City, on behalf of the Authority. The Authority provides funding to the County for additional County staff hours at the two libraries in Los Altos, based on county costing of labor costs. The City performs administrative and accounting services for the Authority.

The Authority has no regular employees.

B. Measurement Focus, Basis of Accounting and Basis of Presentation

The Authority's government-wide financial statements include a Statement of Net Position and a Statement of Activities and Changes in Net Position. These statements present summaries of governmental activities for the Authority.

These basic financial statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Authority's assets and liabilities, including long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities and Changes in Net Position presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the Authority in three categories:

- Charges for services
- Operating grants and contributions
- Capital grants and contributions

Governmental Fund Financial Statements

Description of Funds: The accounts of the Authority are organized and operated on the basis of funds, each of which is defined as separate fiscal and accounting entity with a self-balancing set of accounts. These funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

In accordance with Authority's adopted policies and budget, different types of funds are used to record the Authority's financial transactions. For financial reporting purposes, the Authority's funds are presented as follows:

**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
Fiscal Year Ended June 30, 2021**

Item 1.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Governmental Fund Type:

General Fund – The purpose of this fund is to account for all financial resources except those required to be accounted for in another fund. The general fund is required to be presented as a major fund.

The accounting and reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for on a "current financial resource" measurement focus. Accordingly, only current assets and current liabilities are generally included on the balance sheet. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

All governmental fund types are accounted for using the modified accrual basis of accounting, wherein revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period. Measurable means the amount of the transaction can be determined and available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Revenues considered susceptible to accrual include property taxes (generally due within 60 days), charges for services, federal and state grants, and interest. Expenditures, are recognized in the accounting period in which the fund liability is incurred, if measurable, except for principal and interest on general long-term debt which is recognized when due.

C. *Assets, Liabilities and Equity*

Cash and Investments

The balance of the Authority's cash account is available to meet current operating requirements. Cash in excess of current requirements may be invested in various interest-bearing accounts and other investments for varying terms. The cash balance at June 30, 2021 is maintained in the City Treasury, the Local Agency Investment Fund (LAIF) of the State of California, a pooled investment fund with the City of Los Altos, and the Santa Clara County pool investments.

The Authority participates in an investment pool managed by the State of California, titled LAIF, which has invested a portion of the pool funds in structured notes and assets-backed securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these structured notes and assets-backed securities are subject to market risk as to change in interest risk.

In September 2016 the Authority authorized moving some funds out of LAIF into a fund pooled with the City of Los Altos managed by an investment firm. The commission has subsequently moved these funds from the City to the Santa Clara County investment pool in October 2019.

Investment Valuation

Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value. Market value is used as fair value for those securities for which market quotations are readily available.

**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
Fiscal Year Ended June 30, 2021**

Item 1.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is based on the lowest priority level input that is significant to the entire measurement.

D. *Net Position and Fund Balances*

Government-Wide Financial Statements

In the government-wide financial statements, net position is classified in the following categories:

Restricted Net Position – This amount is restricted by external creditors, grantors, contributions, or laws or regulations of other governments.

Unrestricted Net Position – This amount is all net position that does not meet the definition of “net investment in capital assets” or “restricted net position.”

Fund Financial Statements

The Authority reclassifies fund balances into the following five categories to comply with the GASB No. 54, *Fund Balance and Governmental Fund Types*. Fund balance is defined as the difference between assets and liabilities.

Nonspendable fund balances include amounts that cannot be spent because these are either in nonspendable form or they are legally required to be maintained intact. Examples of nonspendable fund balances include inventory and prepaid items.

Restricted fund balances exist when constraints are placed on the use of those resources that are either externally imposed or imposed by law. In general, most reserve funds will fall into this category. The Authority reported no fund balances as restricted on the balance sheet of the governmental funds.

**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
Fiscal Year Ended June 30, 2021**

Item 1.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Committed fund balances are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority (Governing Board or Council).

Assigned fund balances are those amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted, nor committed. The intent can be made by either the governing body itself or a body or official to which the governing body has delegated the authority to (purchasing agent and business official). Appropriated fund balance and the majority of encumbrances will be reclassified into the assigned category. The Authority reported no fund balances as assigned on the balance sheet of the governmental funds.

Unassigned fund balances will represent those funds that have not been assigned, committed, restricted or considered nonspendable. The general fund is the only fund that will report an unassigned fund balance, unless a deficit fund balance resulting from overspending in other funds exist. Fund balance in other funds will either be assigned, committed, restricted or nonspendable unless the fund reports a deficit.

E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires Authority management to make estimates and assumptions that affect certain amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 – CASH AND INVESTMENTS

A. Summary of Cash and Investments

The City and the County of Santa Clara are responsible as a combined fiduciary of the Authority and manages investments on behalf of the Authority. The investments made by the City Treasurer are limited to those allowable under State statutes as incorporated into the City's Investments Policy that are even more conservative than those allowed by State statutes. The City's Investment Policy and the California Government Code allow for a variety of investments, which can be purchased and held.

Cash and investments as of June 30, 2021, consist of the following:

Cash pooled with City of Los Altos	\$818,816
Santa Clara County investments pool	5,382,157
Total cash and investments	\$6,200,973

**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
Fiscal Year Ended June 30, 2021**

Item 1.

NOTE 2 – CASH AND INVESTMENTS (Continued)

They Authority’s cash is pooled with the Los Altos’ Treasurer and the Country of Santa Clara’s investment pool, who act as the disbursing agents for the Agency. The fair value of the Authority’s investment in these pools are reported in the accompanying financial statements at amounts based upon the Authority’s pro-rata share of the fair value provided by the Treasury Pool for the entire Treasury Pool portfolios (in relation to the amortized cost of those portfolios). The balance available for withdrawal is based on accounting records maintained by the Treasury Pool, which are recorded on an amortized cost basis. Interest earned on investments pooled with the Treasurers are allocated quarterly to the appropriate fund based on its respective average daily balance for that quarter.

B. Authorized Investments

The table below identifies the investment types that are authorized for the Authority by the California Government Code and the Authority's Investment Policy are more restrictive. The table also identifies certain provisions that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Remaining Maturity	Minimum Credit Quality	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
U.S. Treasury Obligations	5 years	None	100%	None
U.S. Agency Securities	5 years	None	100%	20%
Supra-National Agency Notes and Bonds	5 years	AA	20%	None
Bankers' Acceptances	180 days	None	20%	10%
Commercial Paper	270 days	A-1	25%	5%
Negotiable Certificates of Deposit	5 years	A	30%	3%
Corporate Medium Term Notes	5 years	A	30%	3%
Repurchase Agreements	180 days	None	20%	10%
Money Market Mutual Funds	None	None	20%	10%
Local Agency Investment Fund	None	None	100%	\$75 million
Asset-backed Securities	5 years	AAA	20%	3%

C. Risk Disclosures

Fair Value Hierarchy

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The Santa Clara County investment pool is classified in Level 2 of the fair value hierarchy and is valued using a quoted price in a non-active market for an identical asset. The LAIF is valued at amortized cost and therefore, exempt from being classified under GASB 72.

**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
Fiscal Year Ended June 30, 2021**

Item 1.

NOTE 2 – CASH AND INVESTMENTS (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market rates. Typically, the Authority manages its exposure to interest rate risk by investing in the Santa Clara County investment pool and by purchasing a combination of shorter-term and longer-term investments. The Authority monitors the interest rate risk inherent in its portfolio by measuring the weighted average maturity of its portfolio. The Authority has no specific limitations with respect to this metric. The Santa Clara County investment pool had a weighted average life of 615 days as of June 30, 2021.

Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. LAIF was unrated at June 30, 2021.

Concentration of Credit Risk

The investment policy of the Authority contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total Authority investments that are required to be disclosed.

Custodial Credit Risk – Deposits

This is the risk that in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105% of the secured deposits. As of June 30, 2021, the Authority's bank balance was either insured or collateralized, but the collateral was not held specifically in the Authority's name.

**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
Fiscal Year Ended June 30, 2021**

Item 1.

NOTE 2 – CASH AND INVESTMENTS (Continued)

Custodial Credit Risk – Investments

The Authority maintains a portion of its cash in Santa Clara County Treasury, an external investment pool. The County pools these funds with those of other governmental entities in the county and invests the cash. These pooled funds are carried at fair value. Interest is earned based on average daily balance and is deposited quarterly into participating funds. Any investment gains and losses are proportionately shared by all funds in the pool. The County is restricted by the California Government Code to invest in obligations issued by the United States Treasury; obligations, participations, or other instruments of or issued by a federal agency or a United States government sponsored enterprise; obligations of State and local agencies of this State; bankers' acceptances; commercial paper; negotiable certificates of deposit; repurchase agreements; medium-term corporate notes; as well as other investments established by the California Government Code.

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REQUIRED SUPPLEMENTARY INFORMATION

**NORTH COUNTY LIBRARY AUTHORITY
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCES -
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2021**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
Revenues:				
Taxes and special assessments	\$1,051,404	\$1,051,404	\$1,091,433	\$40,029
Interest income			60,052	60,052
Total revenues	<u>1,051,404</u>	<u>1,051,404</u>	<u>1,151,485</u>	<u>100,081</u>
Expenditures:				
Operations:				
Contractual services	<u>398,591</u>	<u>398,591</u>	<u>17,058</u>	<u>381,533</u>
Total expenditures	<u>398,591</u>	<u>398,591</u>	<u>17,058</u>	<u>381,533</u>
Excess of revenues over expenditures	<u>\$652,813</u>	<u>\$652,813</u>	1,134,427	<u>\$481,614</u>
Fund balance, beginning of year			<u>5,060,606</u>	
Fund balance, end of year			<u><u>\$6,195,033</u></u>	

**NORTH COUNTY LIBRARY AUTHORITY
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
Fiscal year Ended June 30, 2021**

NOTE 1 – BUDGETARY ACCOUNTING

The Authority annually adopts a budget on or before June 30 for the ensuing fiscal year. From the effective date of the budget, the amounts become the “annual appropriated budget.”

Appropriations lapse at the end of the fiscal year. Supplemental appropriations, which increase appropriations, may be made during the fiscal year.

Budget information is presented for government fund types on a consistent basis with accounting principles generally accepted in the United States of America. Budgeted revenue and expenditure amounts represent the original budget modified for adjustments during the year.

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NORTH COUNTY LIBRARY AUTHORITY
MEMORANDUM ON INTERNAL CONTROL
FOR THE YEAR ENDED
JUNE 30, 2021

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**NORTH COUNTY LIBRARY AUTHORITY
MEMORANDUM ON INTERNAL CONTROL**

For the Year Ended June 30, 2021

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<i>Memorandum on Internal Control</i>	1
Schedule of Significant Deficiency	3

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MEMORANDUM ON INTERNAL CONTROL

To the Honorable Members of the Board of Directors
of the North County Library Authority
Los Altos, California

In planning and performing our audit of the basic financial statements of the North County Library Authority (Authority), as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitation of internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect, and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority’s financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control included on the Schedule of Significant Deficiencies to be a significant deficiency.

Management’s written responses included in this report have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, Authority Board, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Maze & Associates

Pleasant Hill, California
January 27, 2023

Accountancy Corporation
3478 Buskirk Avenue, Suite 215
Pleasant Hill, CA 94523

T 925.930.0902
F 925.930.0135
E maze@mazeassociates.com
W mazeassociates.com

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MEMORANDUM ON INTERNAL CONTROLS

Item 1.

SCHEDULE OF SIGNIFICANT DEFICIENCY

2021-01 TIMELINESS FOR THE COMPLETION OF AUDIT

Criteria: Well-managed organizations should develop a plan to ensure that adequate resources will remain available in the event of employee departures and the potential impact of unexpected events. Part of that is ensuring there are resources available to be utilized on short notice to fill gaps in key positions, especially in the Finance Department. These resources need to be in place throughout the fiscal year to ensure accounting processes and procedures continue and allow time for the analysis of account balances and activities.

Condition: The Authority's basic financial statements for the year ended June 30, 2021, were not completed until January 27, 2023.

Cause: Due to staff turnover, financial system upgrade, and impacts from the pandemic, the Authority's financial supporting agency City of Los Altos' staff and the Authority were not able to coordinate and provide the required information for the Authority's audit in a timely manner.

Effect: As a result, there were significant delays in providing the required information for the audit, which increases the risk that errors or misstatements may go undetected and corrections may not be made in a timely manner. Audit effort was substantially increased due to the delay and coordination.

Recommendation: The Authority should analyze staff resources for backup plans to ensure that the financial data is processed properly and timely during staffing transitions and unexpected events.

Management's Response:

The Authority recognizes and agrees with the above findings and is actively working on increased staffing and support as well as a backup plan to ensure accurate and timely processing of financial data.

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TO: NCLA Commission

FROM: Angel Rodriguez, Staff Liaison

SUBJECT: MRG 2023 Proposal: Review and accept the MRG proposal or provide direction regarding administrative support

RECOMMENDATION:

Review and accept the MRG proposal or provide direction regarding administrative support

BACKGROUND

The North County Library Authority (NCLA) is in need of administrative support. MRG, who has worked with NCLA in the past, has submitted their proposal to support the Authority.

Please note: The City of Los Altos and Los Altos Hills will only reimburse for services around agenda management, bill process, audit, etc. If NCLA wants to form a committee for a ballot election or need support around library expansion, NCLA can use this contract, but those services will not be reimbursable by both Cities. The JPA would have to pay these costs themselves.

Staff recommends setting a meeting schedule for the year so that the consultant can make themselves available. Consultant has committed to quarterly meetings and if more are desired or needed, they would need to be prearranged and prescheduled.

Attachments:

- A. MRG proposal



January 12, 2023

Cindy Hill
President, North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

Dear Ms. Hill:

Municipal Resource Group LLC (MRG) has previously provided liaison services between the City of Los Altos and the North County Library Authority JPA (NCLA) between November 2017 and June 2021. MRG has provided support to the JPA and the City with facilitation services including coordinating materials for meetings, facilitating meetings, budget development and recordkeeping. As requested, we are submitting an updated scope of work for the calendar year 2023.

Please review the proposed scope of services. MRG consultant Christi Mansel is pleased to provide services as attached. Christi's biography is attached for reference. Let us know if you need anything further.

Sincerely,

Mary Egan
CEO
MRG LLC
916-261-7547
egan@solutions-mrg.com



Scope of Work

The North County Library Authority, a Joint Powers Authority between the City of Los Altos and Town of Los Altos Hills, has requested assistance with meeting facilitation, accounting and management and tracking of fiscal issues.

- Prepare and maintain records of all NCLA meetings, including financial spreadsheet(s). Consultant will prepare the meeting agendas, capture input and summarize into minutes, create and update financial spreadsheet(s), interpret investment account statements into lay language, send out communications to meeting participants, and coordinate with the City of Los Altos, Town of Los Altos Hills, NCLA and Santa Clara County Library District (SCCLD), as needed. The preparation of financial spreadsheets include preparing/updating the Operating Budget, providing at each meeting the Disbursements Report (Summary of Revenues and Expenditures), annually updating the Fund Balance Projection and preparing the quarterly Financial Statements. Preparation of the meeting agendas includes preparation of the agenda packet including staff reports for each agenda item.
- Facilitate regularly scheduled meetings, Special Meetings and follow-up: Consultant will assist the NCLA in compliance with the newly updated Brown Act, meeting protocol, and follow-up on meeting items as needed. Issue meeting links, record and publish meeting video in coordination with Los Altos IT – TBD.
- Track Financial Information: Consultant will prepare and maintain spreadsheet(s) to inform the Authority and City Staff from Los Altos Hills and Los Altos of financial status and information. Provide accounting assistance for vendor payments including communications to approve and confirm payments and follow up.
 - Coordinate with City Staff or other contact to pick up and share NCLA mail on a timely basis. Need to establish pick-up schedule. Consultant is not local to Los Altos vicinity.
- The annual Parcel Tax Resolution and the computation of the annual Gann Limit is prepared by the MRG consultant. The MRG consultant has the responsibility to deliver these two approved, and signed, Resolutions to the appropriate County and State entities prior to the posted deadline. The MRG consultant works with the audit firm (Chavan and Associates) to provide to the audit firm all requested items, reports and materials as needed for Chavan to complete the audit. The only item the audit firm provides to the MRG consultant is the Annual Audit Report for initial review, and then for presentation to the Board for final acceptance. Coordinate information with attorneys Meyers Nave, as needed and approved by the Board. Coordinate other reports as needed for NCLA.

Project Fees

MRG will invoice NCLA for actual hours worked at \$225 per hour, estimated at 15-20 hours per month with an additional initial project onboarding/project kick-off estimate of 30 hours. Expenses will be invoiced at cost, including mileage, printing and miscellaneous expenses up to \$1,750.

Additional work not contemplated in this proposal will be billed at the hourly rate and will be undertaken only after agreed upon in writing between the JPA and MRG. This estimate is valid for 60



days from the date of the proposal. Thank you for your continued trust in MRG and we look forward to working with you!

At all times during this project engagement, MRG will be an independent contractor. Both agencies confirm the specialized services are distinct from tasks customarily performed by the Agency. The services of Consultant specifically do not include hiring, firing, or supervising of any Agency personnel. Also, Consultant shall not have contracting or signing authority or act in the position of a Director or represent a management position at commission, Board or Council meetings.



32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

www.nbsgov.com

March 15, 2023

Angel Rodriguez
Deputy City Clerk
North County Library Authority
One North San Antonio Road
Los Altos, CA 94022

Subject: Addendum to Original Agreement Dated October 24, 2018 to Provide Measure L – Library Parcel Tax Senior Low-Income Exemption Application Processing Services

Dear Mr. Rodriguez,

NBS would like to thank you for the opportunity to provide Exemption Application Processing Services for the North County Library Authority (“NCLA”) as referenced above. We will add this service to our existing agreement with the NCLA. All other provisions of the existing contract between the NCLA and NBS remain in effect. We look forward to continuing our professional relationship.

Please review and upon signing, email one copy to contracts@nbsgov.com.

Scope of Services

Exemption Application Review and Processing

APPLICATION PROCESSING

NBS will process the applications received for North County Library Authority’s senior low-income exemption grant. Applicants will complete the application and provide documentation to prove senior low-income status (low income as defined by NCLA). Once information is submitted, NBS will review the provided information to determine eligibility, and approve or deny the application.

CONSULTING SUPPORT

Provide a toll-free phone number for use by the NCLA and all property owners. Staff shall be available to answer questions. Bilingual staff will be available for Spanish-speaking property owners.

Fees

Exemption Application Review and Processing

1-50 Exemptions	\$2,500
51 or more Exemptions	\$5,000

ANNUAL FEE INCREASES

Cost of living increases may be applied to Exemption Processing Services listed above on October 1 each year, beginning with the invoices issued on October 1, 2024. The COLA would be the actual cost of living

increase based on the 12-month change from May to May in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all urban consumers for the applicable region for the NCLA’s location.

EXPENSES

Customary out-of-pocket expenses will be billed to the NCLA at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the NCLA but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director / Senior Review	\$250
Associate Director / Engineer	\$225
Senior Consultant	\$200
Consultant	\$175
Project Analyst	\$150
Project Resource Analyst	\$130
Clerical / Support	\$110

TERMS

Consulting services will be invoiced monthly. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel consulting contracts with 30 days written notice.

Please feel free to contact me if you have any questions or need further information.

Best regards,

**NBS Government Finance Group,
DBA NBS**



Michael Rentner

Name

President and CEO March 15, 2023
Title Date

Title Date

NORTH COUNTY LIBRARY AUTHORITY
APPLICATION FOR EXEMPTION FROM LIBRARY TAX
Fiscal Year 2023-24

Enclosed is the 2023-2024 application for exemption from the Library Tax.
Applicants must submit a new application for exemption each year.

After you have completed this form, please e-mail, or mail the application and supporting documentation to:

Customercare@NBSgov.com

NBS
c/o NCLA Library Tax
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

Please include the following items with your application:

- **PROOF OF AGE**
(Driver’s License or Passport or Birth Certificate)
- **VERIFICATION OF INCOME**
(2022 Income tax statement, bank statements, rental income, etc. of all persons in your household)

Applicants must meet the 2022 income limits shown below:

<u>Household Size</u>	
1 Person	2 Persons
\$59,000	\$67,400

Source: U.S. Department of Housing and Urban Development

- **PROPERTY TAX BILL**
(Current Secured Property Tax bill from the County of Santa Clara)

NORTH COUNTY LIBRARY AUTHORITY

APPLICATION FOR EXEMPTION FROM LIBRARY TAX

This application must be sent to the customercare@nbsgov.com. **Please call (800) 676-7516 for any questions.**

Name (Please Print): _____

Address: _____

Date of Birth: _____ Driver's License #: _____

Telephone #: _____ E-Mail: _____

Property parcel number (APN): _____
(Shown on property tax bill)

I hereby certify under penalty of perjury that I am 65 years of age (or older) and responsible for the payment of the parcel tax for the above address. *I further declare that the aggregate income, from all sources, does not exceed \$59,000 for a single person household or \$67,400 for a two-person household.*

I will immediately notify NBS, if I no longer live at the above address, or if the property is sold, or of any changes in my financial status that may affect my exemption eligibility.

SIGNATURE

DATE

Note: A copy of your property tax bill will be needed to verify the parcel number of the property. Please include a copy of your driver's license or other proof of age and required proof of household income.

Do not write below this line

Certification granted
by:

DATE: _____

Administrator

Friends of the Library Los Altos and Community, Inc. ("Friends") agrees to contribute \$1,000,000.00 for the purpose of funding the cost of constructing a capital expansion and remodel of the Los Altos Library main branch (the "Project") upon satisfaction of the following conditions (the satisfaction of which shall be determined by the Friends' "Executive Board"): (i) the Executive Board shall have received supporting documentation confirming that the Project has secured a minimum of \$7,000,000.00 from NCLA and received a commitment of the LALE Building Fund toward the cost to construct the Project, and (ii) a building permit to construct the Project has been issued by the City of Los Altos ("City") on or before June 30, 2025.

Further, to encourage a rapid commencement of the Project, due to the time limitations on the NCLA funds, the Friends will immediately provide 3% of its commitment (\$30,000) when NCLA and LALE each release an equal or greater amount to be used toward the initial architectural design phase.

Item 6.

FUND 8210 N County Library Authority Pool Deposit

F U L L A C C R U A L

GL Acct	Document No.	Post DT	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
A S S E T S										
1100000	Cash-Clearing							Beginning Balance	7,962,994.23	
	104554253	SA	02/01/23			Int Alloc-FY23 Qtr 2 Adva			31,781.79	
	104583257	SA	02/15/23			Int Alloc-FY23 Qtr 2 Fina			9,494.85	
								Doc Type Subtotal	41,276.64	0.00
								Total Period Activity	41,276.64	0.00
1100000	Cash-Clearing							Ending Balance	8,004,270.87	
E Q U I T Y										
3400000	Fund Balance / Retained Earnings							Beginning Balance		7,300,159.22-
								Total Period Activity	0.00	0.00
3400000	Fund Balance / Retained Earnings							Ending Balance		7,300,159.22-
R E V E N U E S										
4301100	Interest - Deposits and Investments							Beginning Balance		26,986.23-
	104554253	SA	02/01/23	T8210		Int Alloc-FY23 Qtr 2 Adva		8210 Int Alloc - FY 2023 QTR 2 Advance	31,781.79-	
	104583257	SA	02/15/23	T8210		Int Alloc-FY23 Qtr 2 Fina		8210 Int Alloc - FY 2023 QTR 2 Final	9,494.85-	
								Doc Type Subtotal	0.00	41,276.64-
								Total Period Activity	0.00	41,276.64-
4301100	Interest - Deposits and Investments							Ending Balance		68,262.87-
4980350	Trust Funds-Direct Assessments							Beginning Balance		635,848.78-
								Total Period Activity	0.00	0.00
4980350	Trust Funds-Direct Assessments							Ending Balance		635,848.78-
*TOTAL FUND	N County Library Authority Pool Deposit							Ending Balance	0.00	0.00

GL Acct	Document No.	DT	Post Date	Cost Cntr	Internal Order	WBS Element	Doc Header Text	Reference	Line Text	Debit Amount	Credit Amount
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Objects for selection screen 1000

Fiscal Year					2023						
From Fiscal Period					008						
To Fiscal Period					008						
Fund Group.											
Fund											
Single Value					8210						
Modified Accrual											
Full Accrual											
Print Rev/Exp Transaction Dtl						X					
Summarize Rev/Exp Transactions						X					
Filename											
Document Types to Summarize											
No selections											
Logical File Path											
Source System					ZOUTBOUND_NFS						
					OTH						

Invisible selection criteria

*** END OF REPORT ***

Page : 1 / 1 Date: 03/08/2023 Time : 01:30:30
 1SCC Special Ledger Report Group :ZSL2—Report ZSLP002
 Fiscal Year :2023 Period From: 1 To : 8
 Fund/Group : 8210 N Cty Library Author

Client Name:Production
 Client # :777
 Created By :BATCH_ADM

The County Of Santa Clara
 Trial Balance: Full Accrual By Fund Within Fund Group

Account	Beg Balanc	Debit	Credit	End Balanc	YTD Debit	YTD Credit
1100000 Cash-Clearing	7,282,849.18	721,421.69		8,004,270.87	721,421.69	
* Unrestricted	7,282,849.18	721,421.69		8,004,270.87	721,421.69	
** Cash & Investments	7,282,849.18	721,421.69		8,004,270.87	721,421.69	
1121500 Interest Rec-Accrual	17,310.04	17,310.04-			17,310.04-	
** Receivables	17,310.04	17,310.04-			17,310.04-	
*** Current Assets	7,300,159.22	704,111.65		8,004,270.87	704,111.65	
**** Total Assets-Full	7,300,159.22	704,111.65		8,004,270.87	704,111.65	
3400000 Fund Bal/Retain Earn	7,300,159.22-			7,300,159.22-		
*** Fund Balance-Full	7,300,159.22-			7,300,159.22-		
**** Total Equities-Full	7,300,159.22-			7,300,159.22-		
4301100 Interest-Deposits			68,262.87-	68,262.87-		68,262.87-
** Investment Income			68,262.87-	68,262.87-		68,262.87-
*** Revenue From The Use of Money & P			68,262.87-	68,262.87-		68,262.87-
4980350 Trust-Direct Assess			635,848.78-	635,848.78-		635,848.78-
** Non-Budgeted Accounts			635,848.78-	635,848.78-		635,848.78-
*** Other Financing Sources - Full			635,848.78-	635,848.78-		635,848.78-
**** Total Revenues-Full			704,111.65-	704,111.65-		704,111.65-
***** 8210 N Cty Library Author		704,111.65	704,111.65-		704,111.65	704,111.65-
***** FUND TOTAL		704,111.65	704,111.65-		704,111.65	704,111.65-
* Net Revenue & Expens			704,111.65-	704,111.65-		704,111.65-
* Total Equities	7,300,159.22-			7,300,159.22-		
* Total Assets	7,300,159.22	704,111.65		8,004,270.87	704,111.65	