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**Joint Powers Authority Governing Board**

Rick DeGolia, Atherton

Charles Stone, Belmont

Lori Liu, Brisbane

Donna Rutherford, East Palo Alto

Gary Pollard, Foster City

Marina Fraser, Half Moon Bay

Reuben Holober, Millbrae

Mike O'Neill, Pacifica

Maryann Derwin, Portola Valley

Cameron Johnson, San Carlos

Carole Groom, San Mateo County (Chair)

Anne Kasten, Woodside (Vice Chair)

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**San Mateo County Library Joint Powers Authority  
Governing Board Agenda  
June 13, 2016, 8:15 a.m.  
Belmont Library, 1110 Alameda de las Pulgas, Belmont**

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|--|-------------|
| <b>I. Call To Order</b>  | Action      |
| <b>II. Public Comments</b>   | Information |
| <b>III. Approval of the May 23, 2016 Minutes</b>   | Action      |
| <b>IV. Approval of FY 2016-17 Proposed Uses of Library Donor Funds and Library Donor Funds Subcommittee Update</b> | Action      |
| <b>V. Adoption of the FY 2016-17 Recommended Budget</b>  | Action      |
| <b>VI. Director's Report</b>   | Information |
| <b>VII. Election of Governing Board Officers</b>   | Action      |
| <b>VIII. Board Announcements</b>   | Information |
| <b>IX. Adjournment</b>   | Action      |

**2016 Governing Board Meetings: September 19, November 7  
2016 Operations Committee Meetings: September 13, November 1**



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San Mateo County Library  
JPA Governing Board Meeting  
Minutes of May 23, 2016

Board Members Present:

Carole Groom, San Mateo County (Chair)  
Anne Kasten, Woodside (Vice Chair)  
Rick DeGolia, Atherton  
Charles Stone, Belmont  
Donna Rutherford, East Palo Alto  
Gary Pollard, Foster City  
Marina Fraser, Half Moon Bay  
Reuben Holober, Millbrae  
Mike O'Neill, Pacifica  
Cameron Johnson, San Carlos

Staff Present:

Anne-Marie Despain  
Tom Fortin  
Nicole Pasini  
Pam Deal  
Karina Labrenz

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- I. Call to Order. The meeting was called to order at 8:16 a.m.
  - II. Public Comments. None.
  - III. Approval of the February 8, 2016 Minutes. Meeting minutes approved without changes (MSP: O'Neill/Stone).
  - IV. Introduction to the Recommended Budget FY 2016-17. Director Despain provided a general overview of the Recommended Budget and Strategic Plan; Deputy Director Pasini highlighted major accomplishments in the current year; Financial Services Manager Deal provided a summary of the proposed FY 2016-17 budget; and Deputy Director Fortin reviewed major projects. A discussion ensued. ERAF, Measure A and Capital Reserves will be utilized for one-time expenditures. For the first time this year, the Library is budgeting the full amount of expected ERAF revenue. Additional funds from Reserves are targeting youth programs, technology and public relations/outreach efforts. Activities associated with the Library Administration Building improvements are being rolled into next year due to the County's timeline with master facility planning efforts. Plans still include maker and co-working spaces. Members requested to see a longer historical trend of Property Taxes, and additional background related to Salaries and Benefits costs, and the Library's Summer Learning Youth Intern program.

- V. Director's Report. Director Despain introduced new Senior Librarian Rebecca Forth from the Atherton Library, and provided an overview and video on the Library's new brand. The new logo consists of a simple 'burst of knowledge' symbol and the new corresponding tagline is '*Open for Exploration*'. 'San Mateo County Library' has been updated to 'San Mateo County Libraries' in order to fully capture our unified vision and family of libraries.
- VI. Governing Board Members Announcements. Member Fraser said that the current Half Moon Bay Library will close its doors in mid June and a temporary library will open in downtown Half Moon Bay. The old library building will be torn down in July.
- VII. Adjournment. The meeting adjourned at 9:24 a.m.



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To: JPA Governing Board  
From: Anne-Marie Despain, Director of Library Services  
Pam Deal, Financial Services Manager  
Date: June 7, 2016  
Meeting: June 13, 2016  
Re: Approval of FY 2016-17 Proposed Uses of Library Donor Funds and Library Donor Funds Subcommittee Update

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## Background

Section VI. D. of the San Mateo County Library JPA Agreement states the following, "In the event that the allocated library service revenue exceeds the amount required to maintain the minimum library service for each city as described in this Agreement, such excess funds shall be spent on library related activities within that city including, but not limited to, facility maintenance, facility remodeling or expansion, increased service hours, or increased book purchases, as mutually agreed by the Library JPA and the city council of the affected Donor City."

In accordance with this provision and as approved by the Library JPA Governing Board, at the end of each fiscal year, funds in excess of the amount required to operate a branch are distributed and held by the Library in separate trust funds. As of June 30, 2015, restricted Library property taxes identified as Donor Revenue and set aside in Library and Town held trust funds totaled \$13,914,697.

In May 2014, the Library JPA Governing Board approved the establishment of a Donor Funds Subcommittee to examine the issues and challenges associated with the established Donor Funds provisions and seek solutions that focus on the Board's values as a County Library system. The Subcommittee was tasked with developing recommendations for the Governing Board to consider regarding: (1) alternative Donor Funds allocation models, (2) determination of minimum library service hours, and (3) lack of clarity in the Library JPA Agreement.

## Discussion

### FY 2016-17 Proposed Uses of Library Donor Funds

In order to secure agreement by the Library JPA, member cities that qualify as a donor city and are interested in utilizing library funds, provide information to the JPA Operations Committee and Governing Board in order to obtain approval for the proposed uses of this revenue for the upcoming fiscal year. The Library also details any proposed uses of these funds.

Proposed uses of Library Donor Revenue in FY 2016-17 are detailed below:

Portola Valley Library

Total Portola Valley Library Donor Fund Revenue as of June 30, 2015: \$695,007

(\$399,777 held by the Town of Portola Valley and \$295,230 held by SMCL)

The Town of Portola Valley proposes to utilize donor fund revenue in an amount estimated at \$81,103 as detailed below.

Type/Category	Description	Proposed FY 2016-17 Appropriation
Facility Repair and Maintenance	Scheduled contracted mechanical/electrical maintenance and repair	\$18,000
Custodial/Janitorial Services and Supplies	Portion of Town Janitorial Contract, deep cleaning, carpet	\$22,500
Utilities	Electricity, gas, water and sewer	\$20,603
Capital Improvements	Potential tenant improvements to Study Room, painting, carpet replacement	\$20,000
<b>Total Expenditures</b>		<b>\$81,103</b>

The amount of SMCL property tax currently generated from this community also enables the branch to operate four additional hours above the minimum required per the JPA Agreement and be open a total of 44 hours per week.

Woodside Library

Total Woodside Library Donor Fund Revenue as of June 30, 2015: \$3,474,647

(\$2,008,511 held by the Town of Woodside and \$1,466,136 held by SMCL)

The Town of Woodside proposes to utilize SMCL donor fund revenue in an amount estimated at \$146,015 as detailed below.

Type/Category	Description	Proposed FY 2016-17 Appropriation
General Maintenance	Town Staff Force Account – Weekly maintenance and	\$60,715
Utilities	Water, PG&E, Sewer	\$22,300
Contractual Services	Landscape Maintenance and	\$30,000
Overhead Allocation	Allocation of Indirect Costs	\$33,000
<b>Total Expenditures</b>		<b>\$146,015</b>

The amount of SMCL property tax currently generated from this community also enables the branch to operate four additional hours above the minimum required per the JPA Agreement and be open a total of 44 hours per week.

### Atherton Library

Total Atherton Library Donor Fund Revenue as of June 30, 2015: \$9,745,043

(\$6,043,125 held by the Town of Atherton and \$3,701,918 held by SMCL)

The Town of Atherton proposes to utilize donor fund revenue in an amount estimated at \$7,291,850 as detailed below.

Type/Category	Description	Proposed FY 2016-17 Appropriation
Building Security	Miscellaneous locks, etc.	\$250
Facility Repair & Maintenance	Scheduled maintenance and miscellaneous repairs	\$1,200
Contract Custodial Services	Janitorial Services	\$7,800
Utilities	Electricity, gas and water	\$17,000
Advertising & Noticing	Public Notice, mass mailings	\$4,000
Contract Pesticides	Vector Control	\$1,400
Maintenance Services	Maintenance for HVAC, Electrical, Roof, Landscape Services	\$21,000
Legal Services	Review Legal Documents	\$5,000
Other Contract Services	Library allocation portion design for Civic Center	\$7,234,000
<b>Total Expenditures</b>		<b>\$7,291,850</b>

The amount of SMCL property tax currently generated from this community also enables the branch to operate 17 additional hours above the minimum required per the JPA Agreement and be open a total of 57 hours per week.

Requests from the Towns of Atherton, Portola Valley and Woodside to use Library Donor Fund Revenue in FY 2016-17 total \$7,518,968.

### Library Donor Funds Subcommittee Update

The Library Donor Funds Subcommittee has met four times to review and discuss the Library's background, JPA Agreement, and donor funds provisions and policies.

Additionally, input has been gathered from the community through a number of Council meetings and Friends meetings. Members have examined and weighed a number of alternative allocation models and options.

Ultimately, Subcommittee members have worked towards building consensus for solutions that: (1) support the library system in the improvement and expansion of library services that directly impact community members and (2) allow the continued utilization of library revenue to support qualifying JPA members' facility and library related activities.

Based on this work and community input received to date, the Subcommittee is seeking input from the JPA Operations Committee and Governing Board on the following recommendations:

- Update the Donor Fund provision (Allocation of Property Tax Dollars, Section VI. D.) in the JPA Agreement to reflect a shared 50/50 model related to excess library tax funds.

This would result in one-half of the net restricted revenue continuing to benefit the "Donor Cities" and the other half benefiting the overall Library JPA. Estimated library property tax revenue set aside for Donor Fund purposes in the FY 2016-17 Recommended Budget totals \$2,140,000 (Atherton Library \$1,500,000; Portola Valley Library \$110,000; and Woodside Library \$530,000). Approximately \$1,000,000 would be made available to support ongoing service improvements of the Library JPA.

- Update the Donor Fund provision (Allocation of Property Tax Dollars, Section VI. D.) in the JPA Agreement to provide for a review of the provision every 3 years.

This would result in a regular timeline for discussion and review of Donor Fund provisions.

The Subcommittee is also reviewing changes to the JPA Agreement to clarify the language and the Minimum Service Levels provision (Section VI. E.) to increase base service hours. Adjustments to service levels and any agreement language changes would require further examination of impact and be based on the outcome of the recommendations above.

## Fiscal Impact

Requests for library donor fund revenue in FY 2016-17 total \$7,518,968. Funds are in place to offset the requested amounts.

- Portola Valley Library: \$81,103
- Woodside Library: \$146,015
- Atherton Library: \$7,291,850

## Recommendation

1. Recommend approval of the FY 2016-17 proposed uses of Library Donor Fund revenue. The Operations Committee took no action due to lack of a quorum; however, members present at the June 7, 2016 meeting raised no objections and gave general support.
2. Recommend acceptance of the Donor Funds Subcommittee update and provide input on recommendations.



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To: JPA Governing Board  
From: Anne-Marie Despain, Director of Library Services  
Pam Deal, Financial Services Manager  
Date: June 7, 2016  
Meeting: June 13, 2016  
Re: Adoption of the FY 2016-17 Recommended Budget

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## Background

The San Mateo County Libraries budget process involves the distribution of resources and services that meet performance objectives as identified by library staff, the JPA Operations Committee, the JPA Governing Board and the community. Funds are appropriated on an annual basis as adopted by the JPA Governing Board. The budget serves as the annual financial plan, an operations guide, and a communications tool which strives to provide the best and most relevant information in an easily understandable format. Information about the system and its many services is also provided.

Budget Process Key Dates	
December	Budget Development Begins
February	Mid-Year Report is Submitted to the Library JPA Governing Board
May	Recommended Budget is Submitted to the Library JPA Governing Board
June	Recommended Budget is Adopted by the Library JPA Governing Board
September	Final Adopted Budget is Approved by the Library JPA Governing Board
September	Final Adopted Budget is Approved by the San Mateo County Board of Supervisors



The FY 2016-17 Recommended Budget was presented to the JPA Operations Committee on May 17<sup>th</sup> and to the Governing Board on May 23<sup>rd</sup>. The presentation detailed significant current year achievements, performance data illustrating productivity and progress, and a breakdown of budgeted revenues and expenditures designed to meet performance and service objectives. The Library JPA meetings in June seek adoption of the FY 2016-17 Recommended Budget.

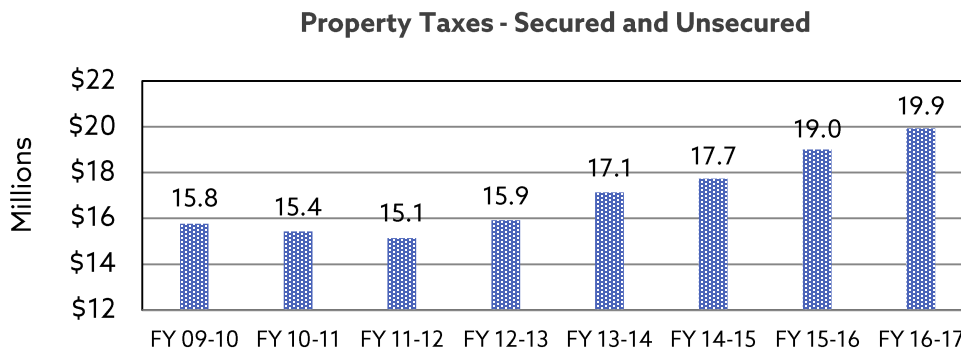
## Discussion

The budget continues to be balanced and builds upon the successes of the prior year, including investments in innovation, technology, automation, digitization, shared services, strategic partnerships and collaborations.

The Library is well positioned to operate within available resources now and into the foreseeable future. Investment in critical programs and services, decision-making tied to measureable results, and establishment of best practices ensure that the Library is meeting or exceeding the level and quality of service the public expects.

### Revenues and Expenditures Summary

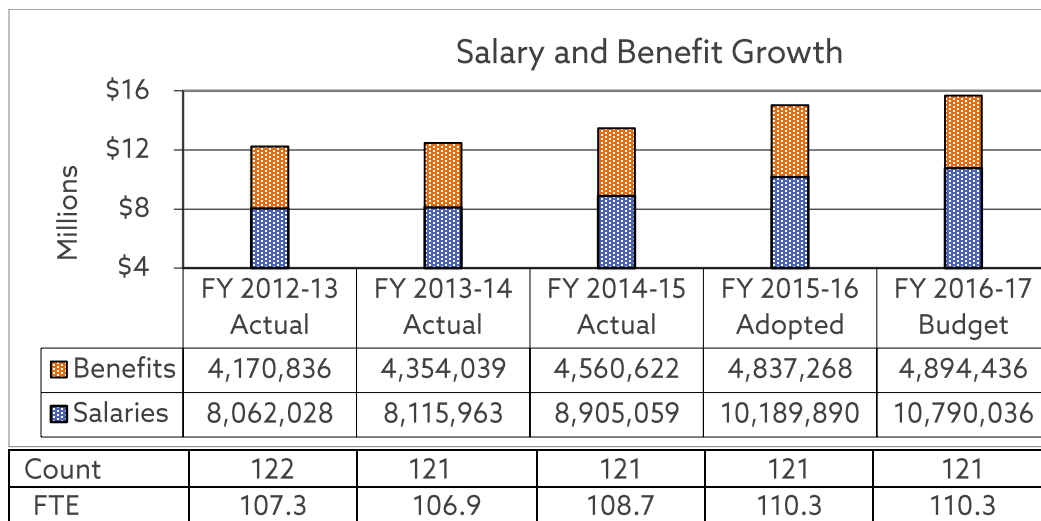
The primary source of revenues for the San Mateo County Libraries are property taxes. Designated as a special district, the system is entitled to receive a small portion of the property tax collected within the boundaries of the service area. Based on receipts in the current year and improvements seen in the growth of home prices and appraised property values, revenue from secured property taxes is estimated to increase by approximately 5%.



Labor costs are the largest contributor to ongoing expenditures. All San Mateo County Libraries staff are employees of the County of San Mateo. All non-management permanent staff, extra help and term employees (approximately 100 staff) are represented by SEIU. The chart below has been updated to reflect comparisons with actual and adopted budget numbers as reflected in the attached Budget Detail View.

There are no position changes in the FY 2016-17 Recommended Budget, the Employee Position Count remains 121 and Full-time Equivalency 110.3. There is an increase in salaries due to a 3% negotiated cost of living increase. The current MOU, set to expire in October

2018, contains annual increases that range from 2% - 4% per year. Modest benefit changes are primarily due to shifts in employee retirement contributions. See accounts 4110-4610 in Budget Detail.



#### General Operations, One-Time Activities and Reserves

The proposed Recommended Budget for FY 2016-17 is \$41,870,550 (Total Requirements). Ongoing Operations total \$22,849,287 (Net Appropriations), Salaries and Benefits represent 49% or \$15.7 million of the total operating budget. Operating Reserves/Capital Reserves total \$10,009,426.

	General Operations	One-Time Activities	Total FY 2016-17 Recommended Budget
Total Revenue	22,849,287	3,953,000	26,802,287
Fund Balance	<u>15,068,263</u>	<u>0</u>	<u>15,068,263</u>
<b>Total Sources</b>	<b>37,917,550</b>	<b>3,953,000</b>	<b>41,870,550</b>
Net Appropriations	22,849,287	9,011,837	31,861,124
Reserves	<u>15,068,263</u>	<u>(5,058,837)</u>	<u>10,009,426</u>
<b>Total Requirements</b>	<b>37,917,550</b>	<b>3,953,000</b>	<b>41,870,550</b>

The budget also includes recommendations for one-time projects and activities which contribute to improved service delivery and are funded by one-time sources. These enhancements include:

- Facility and Space Projects (\$3,045,000): The system will continue efforts to improve the appearance and functionality of library spaces that meet current standards and operational needs.

- Information Technology Improvements (\$1,784,236): To ensure that the digital needs of library users are being met, a number of technology improvements are planned.
- Outreach, Learning and Literacy Support: (\$1,565,000): This allocation will be used to support a variety of early learning and literacy efforts and provide unique opportunities to connect the public with library offerings designed to draw in new segments of the community.
- Materials and Collections Enhancements (\$1,542,500): Increase print materials in the children, teen and adult collections; and increase digital resources, including downloadable books, music, magazines, videos, world language materials and best-selling titles which are compatible with popular eReaders and mobile devices.
- Staff Support (\$875,101): To support activities included in the FY 2016-17 budget, extra-help, term employees and paid interns will be utilized to assist in the implementation of library services, programs and projects.
- Public Relations and Marketing (\$200,000): Build upon the rebranding work to communicate the library's value and story of impact.

The FY 2016-17 budget sets ambitious but achievable goals that foster the Library's continued leadership in our communities. The Library takes pride in developing a budget that is sustainable, realistic, aligns with system strategies, and ensures a strong foundation for future budgets. Finally, the Library JPA Governing Board, Operations Committee and Library staff are to be acknowledged and thanked for their commitment and participation in producing the budget.

## Fiscal Impact

The proposed budget for FY 2016-17 is \$41,870,550 (Total Requirements). General Operations funded through ongoing sources total \$22,849,287, and One-Time Activities total \$9,011,837. Agency Reserves/Capital Reserves total \$10,009,426.

## Recommendation

Recommend adoption of the FY 2016-17 Recommended Budget. The Operations Committee took no action due to lack of a quorum; however, members present at the June 7, 2016 meeting raised no objections and gave general support.

## Attachments

FY 2016-17 Recommended Budget Summary View and Detail View

## Budget Summary View

	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
<b>Sources</b>				
1000 Taxes	23,283,388	24,089,164	1,393,000	25,482,164
1500 Use of Money and Property	138,679	99,800	21,000	120,800
1600 Intergovernmental Revenues	367,793	180,572	(12,572)	168,000
2000 Charges for Services	282,762	333,000	(129,000)	204,000
2500 Interfund Revenue	137,366	501,396	(361,498)	139,898
2600 Miscellaneous Revenue	611,585	382,425	305,000	687,425
<b>Total Revenue</b>	<b>24,821,573</b>	<b>25,586,357</b>	<b>1,215,930</b>	<b>26,802,287</b>
333 Fund Balance	18,702,371	20,472,423	(5,404,160)	15,068,263
<b>TOTAL SOURCES</b>	<b>43,523,944</b>	<b>46,058,780</b>	<b>(4,188,230)</b>	<b>41,870,550</b>
<b>Requirements</b>				
4000 Salaries and Benefits	13,465,978	15,027,158	657,314	15,684,472
5000 Services and Supplies	18,086,309	29,556,744	3,411,708	32,968,452
6000 Other Charges	1,300,862	1,409,508	117,343	1,526,851
7000 Fixed Assets	8,988	1,160,000	(1,071,000)	89,000
7500 Other Financing Uses	12,155	12,051	301	12,352
<b>Gross Appropriations</b>	<b>32,874,292</b>	<b>47,165,461</b>	<b>3,115,666</b>	<b>50,281,127</b>
8000 Intrafund Transfers	(9,822,471)	(15,695,104)	(2,724,899)	(18,420,003)
<b>Net Appropriations</b>	<b>23,051,821</b>	<b>31,470,357</b>	<b>390,767</b>	<b>31,861,124</b>
8500 Operating Reserves	4,046,210	4,329,557	(902,164)	3,427,393
8700 Capital Reserves	16,426,213	10,258,866	(3,676,833)	6,582,033
<b>TOTAL REQUIREMENTS</b>	<b>43,524,244</b>	<b>46,058,780</b>	<b>(4,188,230)</b>	<b>41,870,550</b>
Salary Resolution	121.00	121.00	0	121.00
Funded Full-Time Equivalent (FTE)	108.68	110.25	0	110.25

## Budget Detail View

		FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
<b>Sources</b>					
1021	Current Yr Secured	16,794,577	17,922,000	1,058,000	18,980,000
1024	PY Secured Redemption	13,642	45,000	(20,000)	25,000
1031	Current Yr Unsecured	950,862	945,000	15,000	960,000
1033	Prior Yr Unsecured	(37,965)	15,000	(5,000)	10,000
1041	CY SB 813 Secured Supplemental	549,076	430,000	10,000	440,000
1042	CY SB 813 Unsecured Supplemental	10,651	10,000	0	10,000
1043	PY SB 813 Redemption	7,258	11,000	0	11,000
1045	PY SB 813 Unsecured Supplemental	1,482	2,000	0	2,000
1046	ERAF Rebate	3,600,428	1,800,000	1,300,000	3,100,000
1047	Former RDA-Residuals	633,832	550,000	40,000	590,000
1058	Former RDA - Pass Through Payments	360,726	380,000	(20,000)	360,000
1129	Property Tax In Lieu of VLF	183,164	183,164	0	183,164
1135	Sales and Use Tax - Measure A	215,655	1,796,000	(985,000)	811,000
<b>1000</b>	<b>Taxes</b>	<b>23,283,388</b>	<b>24,089,164</b>	<b>1,393,000</b>	<b>25,482,164</b>
1521	County Pool Interest Earned	122,535	80,000	30,000	110,000
1525	LAIF Interest Earned	11,388	15,000	(9,000)	6,000
1556	County Land/Buildings Rentals	4,756	4,800	0	4,800
<b>1500</b>	<b>Use of Money and Property</b>	<b>138,679</b>	<b>99,800</b>	<b>21,000</b>	<b>120,800</b>
1661	Highway Property Tax Rental	877	1,000	0	1,000
1831	Homeowners Property Tax Relief	103,695	115,000	(10,000)	105,000
1868	Timber Tax Yield Guarantee	2,306	2,200	(200)	2,000
1871	State Aid	52,372	52,372	2,628	55,000
1955	Federal Categorical Programs	200,000	0	0	0
1977	Former RDA - Other Revenues	8,543	10,000	(5,000)	5,000
<b>1600</b>	<b>Intergovernmental Revenues</b>	<b>367,793</b>	<b>180,572</b>	<b>(12,572)</b>	<b>168,000</b>
2291	Library Fees & Fines	263,531	310,000	(130,000)	180,000
2451	Misc Services to Cities	19,231	23,000	1,000	24,000
<b>2000</b>	<b>Charges for Services</b>	<b>282,762</b>	<b>333,000</b>	<b>(129,000)</b>	<b>204,000</b>
2521	IFR - General Fund	137,366	136,396	3,502	139,898
2538	IFR - Library Donor Fund	0	365,000	(365,000)	0
<b>2500</b>	<b>Interfund Revenue</b>	<b>137,366</b>	<b>501,396</b>	<b>(361,498)</b>	<b>139,898</b>
2631	Sale of Literature	4,062	5,000	(1,000)	4,000
2643	Bad Debt Recoveries	12,503	0	0	0
2645	SDI Payments	7,411	40,000	(30,000)	10,000
2646	Donations	18,072	142,887	0	142,887
2647	Friends Donations	233,402	102,538	0	102,538
2655	Other Foundation Grants	101,699	67,000	(15,000)	52,000
2658	All Other Miscellaneous Revenue	234,436	25,000	351,000	376,000
<b>2600</b>	<b>Miscellaneous Revenue</b>	<b>611,585</b>	<b>382,425</b>	<b>305,000</b>	<b>687,425</b>

		FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
	<b>Total Revenue</b>	<b>24,821,573</b>	<b>25,586,357</b>	<b>1,215,930</b>	<b>26,802,287</b>
333	Fund Balance	18,702,371	20,472,423	(5,404,160)	15,068,263
	<b>TOTAL SOURCES</b>	<b>43,523,944</b>	<b>46,058,780</b>	<b>(4,188,230)</b>	<b>41,870,550</b>
<b>Requirements</b>					
4110	Permanent Salaries	7,660,839	8,579,890	453,146	9,033,036
4160	Extra Help Salaries	1,244,220	1,610,000	147,000	1,757,000
4310	Retirement Contributions	3,283,328	3,388,389	(27,678)	3,360,711
4410	Employment Group Insurance	1,148,459	1,310,231	76,070	1,386,301
4450	Unemployment Insurance	44,870	42,629	2,315	44,944
4510	Worker Comp Insurance Contribution	62,818	57,067	1,097	58,164
4610	Other Benefits	21,444	38,952	5,364	44,316
<b>4000</b>	<b>Salaries and Benefits</b>	<b>13,465,978</b>	<b>15,027,158</b>	<b>657,314</b>	<b>15,684,472</b>
5184	SMCL Donor Revenue Set Aside	1,929,087	2,025,000	115,000	2,140,000
5193	Office Supplies	155,119	128,500	20,700	149,200
5198	Donations Funded Services	50,111	142,887	0	142,887
5199	Friends Funded Services	163,496	102,538	0	102,538
5212	Computer Equipment	587,525	1,279,900	692,876	1,972,776
5215	eLibrary License/Maintenance Expense	72,094	328,550	(240,052)	88,498
5234	Furniture & Equipment	84,739	2,240,000	(365,000)	1,875,000
5331	Memberships	13,060	12,000	0	12,000
5343	Advertising Expense	5,891	1,000	0	1,000
5426	Other General Equipment Maintenance	137,621	8,700	0	8,700
5455	Facilities Maintenance	81,519	97,000	(4,700)	92,300
5712	Mileage Allowance	12,058	12,100	0	12,100
5721	Meetings & Conference Expense	100,613	125,000	0	125,000
5722	Employee Expense Reimbursement	26,543	25,000	0	25,000
5854	Contract Library Services	81,929	55,000	337,000	392,000
5856	Promotional Materials & Print Costs	72,688	357,500	(307,500)	50,000
5858	Other Professional Contract Services	734,664	430,000	(100,000)	330,000
5866	Fingerprinting Processing	12,336	10,000	2,000	12,000
5872	Cost Applied Support Charges	9,822,471	15,695,104	2,724,899	18,420,003
5875	Interagency Agreements - PLS Services	794,697	1,011,465	(74,015)	937,450
5876	Centrally Planned Programming	144,289	125,000	75,000	200,000
5926	Alcohol/Drug Testing	244	500	0	500
5927	Program Activities Expense	44,510	67,000	660,000	727,000
5931	Print Materials - Adult	421,568	420,000	(75,000)	345,000
5932	Print Materials - Children	295,647	470,000	(10,000)	460,000
5933	Videos - Children	58,262	50,000	8,000	58,000
5934	Print Materials - Serials	196,480	142,000	23,000	165,000
5936	Audio Materials	155,979	70,000	5,000	75,000
5937	Videos - Adult	235,334	144,000	22,000	166,000
5938	Digital Materials	662,611	790,000	178,500	968,500
5939	World Language Materials	132,143	114,000	106,000	220,000
5942	Other Library Expense	585,326	781,000	353,000	1,134,000
5969	Other Special Dept Expense - Measure A	215,655	2,296,000	(735,000)	1,561,000
<b>5000</b>	<b>Services and Supplies</b>	<b>18,086,309</b>	<b>29,556,744</b>	<b>3,411,708</b>	<b>32,968,452</b>

		FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Change	FY 2016-17 Recommended
6263	Redwood City, Daly City Contributions	582,897	585,000	20,000	605,000
6265	Commute Alternative Incentive	0	1,000	0	1,000
6712	Telephone Service Charges	66,994	60,000	15,000	75,000
6713	Automation Services-ISD	40,425	116,000	27,026	143,026
6714	County Facility Rental Charges	125,211	124,345	3,201	127,546
6715	Other Facilities Maintenance Charges	0	5,000	0	5,000
6717	Motor Vehicle Mileage Charges	42,218	57,300	6,700	64,000
6724	Auto Liability Insurance	687	1,413	(692)	721
6725	General Liability Insurance	85,479	89,018	0	89,018
6727	Official Bond Insurance	2,984	3,108	2	3,110
6728	County Property Insurance	32,355	37,932	(4,001)	33,931
6733	Human Resources Services	3,909	4,072	28	4,100
6734	Motor Vehicle Replacement Charge	5,272	744	0	744
6738	Countywide Security Services	4,112	6,555	0	6,555
6814	Misc Other Charges	56	0	0	0
6821	A-87 Expense	308,263	318,021	50,079	368,100
<b>6000</b>	<b>Other Charges</b>	<b>1,300,862</b>	<b>1,409,508</b>	<b>117,343</b>	<b>1,526,851</b>
7311	Fixed Assets - Equipment	8,988	1,160,000	(1,071,000)	89,000
<b>7000</b>	<b>Fixed Assets</b>	<b>8,988</b>	<b>1,160,000</b>	<b>(1,071,000)</b>	<b>89,000</b>
7548	Facility Maintenance Charge	12,155	12,051	301	12,352
<b>7500</b>	<b>Other Financing Uses</b>	<b>12,155</b>	<b>12,051</b>	<b>301</b>	<b>12,352</b>
	<b>Gross Appropriations</b>	<b>32,874,292</b>	<b>47,165,461</b>	<b>3,115,666</b>	<b>50,281,127</b>
8142	Intrafund Transfers	(9,822,471)	(15,695,104)	(2,724,899)	(18,420,003)
<b>8000</b>	<b>Intrafund Transfers</b>	<b>(9,822,471)</b>	<b>(15,695,104)</b>	<b>(2,724,899)</b>	<b>(18,420,003)</b>
	<b>Net Appropriations</b>	<b>23,051,821</b>	<b>31,470,357</b>	<b>390,767</b>	<b>31,861,124</b>
8611	Operating Reserves	4,046,210	4,329,557	(902,164)	3,427,393
<b>8500</b>	<b>Operating Reserves</b>	<b>4,046,210</b>	<b>4,329,557</b>	<b>(902,164)</b>	<b>3,427,393</b>
8811	Capital Reserves	16,426,213	10,258,866	(3,676,833)	6,582,033
<b>8700</b>	<b>Capital Reserves</b>	<b>16,426,213</b>	<b>10,258,866</b>	<b>(3,676,833)</b>	<b>6,582,033</b>
	<b>TOTAL REQUIREMENTS</b>	<b>43,524,244</b>	<b>46,058,780</b>	<b>(4,188,230)</b>	<b>41,870,550</b>
	Position Count - Salary Resolution	121.00	121.00	0.00	121.00
	Funded Full-time Equivalent (FTE)	108.68	110.25	0.00	110.25

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To: JPA Governing Board  
From: Anne-Marie Despain, Director of Library Services  
Date: June 7, 2016  
Meeting: June 13, 2016  
Re: Director's Report

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This report summarizes significant library operations and program activities that have occurred since the last meeting of the Governing Board.

## Programs and Services

### **Maker Faire**

Held at the San Mateo Event Center, the Maker Faire is one of the largest events that showcases the amazing work of all kinds and ages of makers. Library staff from each location was on hand to help make this third year as successful as ever for the San Mateo County Libraries. Library staff printed 3D bookmarks of the new logo to give out, along with other giveaways featuring the new brand and logo and assisted over 5,000 people during Friday, Saturday, and Sunday. By some estimates we made about 3,000 unique buttons, scanned over 100 people for 3D selfies and had over 6,000 interactions with festival participants.

### **New Website**

As our online services continue to evolve, San Mateo County Libraries has revamped, updated and upgraded our website. Launched on June 6<sup>th</sup>, our new site integrates our web content and library catalog seamlessly. Some new features include: display carousels and tiles that highlight systemwide events, new digital content, and our myriad of new materials in various formats and languages; and programs of interest for kids, families, teens and adults will be easier to navigate now that patrons will be able to search for events at their favorite library. Another feature embeds our Facebook and Twitter pages onto our new homepage with live feeds. Designed for discovery, our new website provides our community an opportunity to engage, learn and explore 24/7.

### **Portable Battery Checkout**

In support of the community's need for charging devices when visiting the library, San Mateo County Libraries has partnered with Doblet, a San Francisco startup company, to provide portable battery chargers to library users. The 3-month pilot provides eight battery chargers at each location including the bookmobile. The battery chargers are loaned for two hours and provide charging capability for most iPhones/iPads and Android devices.



### **Laptop and iPad Vending**

To fulfill the technology and mobile needs of the community, we are expanding and automating our laptop check-out services. San Mateo County Libraries has partnered with LaptopsAnytime to bring a mobile device vending machine to each location. All kiosks will include iPad Air 2s and Dell Latitude 5470 laptops for in-library use only with a 4-hour loan period. Pilot kiosks are being installed at Belmont Library, East Palo Alto Library, and the Half Moon Bay Temporary Library in June.

### **County Fair**

San Mateo County Libraries is very excited to be a part of the San Mateo County Fair for a 5<sup>th</sup> straight year. Once again, we will participate for the entire run of the fair, Saturday, June 11<sup>th</sup> thru Sunday, June 19<sup>th</sup>, 2016. Fair organizers will be featuring us prominently in the Youth Expo Hall, allowing San Mateo County Libraries the opportunity to engage even more youth than in previous years. Different San Mateo County Libraries locations/departments will staff each day of the fair to highlight our diverse strengths and to offer the following experiences: Bookmobile, Pop-Up Library, Imagination Playground, and hands-on learning spaces. Please visit us as we engage children in play, promote San Mateo County Libraries, and engage individuals from across the County in the Library Summer Learning Challenge 2016.

### **Summer Youth Workforce Development**

San Mateo County Libraries is building on our successful 2015 Youth Workforce Development pilot to dramatically expand the program and hire nearly 200 interns for Summer 2016. Summer interns will have the opportunity to build a variety of 21<sup>st</sup> century skills, collaborate, problem solve, work with children, and contribute meaningfully to making our communities stronger, more connected, and healthier places.

After recruiting youth throughout the County at local colleges and schools and hosting hiring events in Half Moon Bay, East Palo Alto, Belmont, Millbrae, and Atherton, San Mateo County Libraries has exceeded our goal for engaging high school candidates and will be placing more than 60 teenagers into the Youth Workforce Development program to support summer learning and expand outreach in the community. These engaging Summer Challenge Interns (\$16/hour) come from all corners of the County and many are bilingual.

Additionally, with funding support from The Big Lift and Measure A, and hiring support from San Mateo County Human Resources, we have added two new exciting summer camp positions this year. Assistant Teacher (\$20/hour) and Learning Facilitator (\$24/hour) positions were offered to students from across the County. In all, we have successfully recruited more than 120 candidates to staff our summer learning camps, many of them enrolled college students seeking to build their skills for future careers.

## Library Projects

### **New Atherton Library Project:**

The Atherton Civic Center Advisory Committee (CCAC) presented final recommendations for schematic design with an updated cost model at the May 18<sup>th</sup> City Council meeting. Council accepted the schematic design and directed staff to move to the next phase, design development. This phase will last between 5-6 months while WRNS architects work with staff and further refine the interior and exterior of the building. Groundbreaking is anticipated in May of 2017.

[http://www.mercurynews.com/my-town/ci\\_29940630/atherton-civic-center-project-moving-next-phase](http://www.mercurynews.com/my-town/ci_29940630/atherton-civic-center-project-moving-next-phase)

### **New Half Moon Bay Library Project:**

The Half Moon Bay Planning Commission approved plans for the new library at their May 10<sup>th</sup> meeting, allowing staff to begin permitting and extending bids for Phase 1: demolition and site preparation. Library staff will cease operations at the old site on June 12<sup>th</sup>, and will move furniture and collections to our new temporary quarters at Shoreline Station in late June with an anticipated opening of July 5<sup>th</sup>. Demolition and site preparation work is expected to begin in mid-July, and construction of the new building is expected to begin this fall; an 18-month construction cycle anticipates a new library opening in 2018.

## Organization

### **Service Awards**

Three employees were recently honored by the County for their completed years of service: Kelly Jones, San Carlos Library (30 years); Gary Ransford, San Carlos Library (20 years); and Alex Perez, Belmont Library (10 years). Congratulations to these staff for their many years of service and numerous contributions to the County and the Library!

### **Personnel News**

Linda Napior, Library Assistant at the Foster City Library, retired from the Library at the end of March. Linda began her career in Foster City as an Aide when the new Foster City Library opened in 1997, promoted to Senior Aide and moved up to a Library Assistant in 1998. Linda was often involved in various craft programs and helping out with storytime. We wish her all the best in her retirement!



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To: JPA Governing Board  
From: Anne-Marie Despain, Director of Library Services  
Date: June 8, 2016  
Meeting: June 13, 2016  
Re: Election of Library JPA Governing Board Officers

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### Background

The Bylaws for the San Mateo County Library Joint Powers Authority provide specific guidance regarding the election and terms of officers of the Governing Board.

#### Article IV. Officers.

- A. The Governing Board will elect a Chair and Vice Chair annually not later than June. Voting shall be public. The Chair and Vice Chair shall be voting members of the Governing Board. New officers shall assume office the first day (July 1) of the next Fiscal Year.
- B. It shall be the duty of the Governing Board Chair to preside at the meetings of the Governing Board, to call special meetings when necessary and to perform other duties as ordinarily pertain to the office of Chair. The Chair shall set the agenda in conjunction with the Library Director and the Operations Committee Chair.
- C. The Vice Chair shall have all the powers and duties of the Chair in his or her absence.
- D. The term of office for the Chair and Vice Chair shall commence as stated in paragraph A above, and run for a period of one year. No person shall hold the same office for more than two consecutive terms.
- E. Nominations for officers shall be made from the floor. Nominations shall be made by voting members of the Governing Board only. Nominations and election of the Chair shall precede nominations and election of the Vice Chair.

### Discussion

Carole Groom, Chair, and Anne Kasten, Vice Chair, have each served two consecutive terms in their positions. As specified in the Bylaws, an election of new officers is required.

### Fiscal Impact

There is no fiscal impact associated with the approval of this item.

### Recommendation

Invite nominations from the floor for the positions of Governing Board Chair and Vice Chair and conduct an election at the June 13, 2016 meeting.