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**Joint Powers Authority Operations Committee**

George Rodericks, Atherton	Angela Louis, Millbrae
Greg Scoles, Belmont (Vice Chair)	Lorie Tinfow, Pacifica
Clay Holstine, Brisbane	Jeremy Dennis, Portola Valley
Carlos Martinez, East Palo Alto	vacant, San Carlos
Kevin Miller, Foster City	Peggy Jensen, San Mateo County (Chair)
Magda Gonzalez, Half Moon Bay	Kevin Bryant, Woodside

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**San Mateo County Library Joint Powers Authority  
Operations Committee Agenda  
September 13, 2016, 1:30 p.m.  
Belmont Library, 1110 Alameda de las Pulgas, Belmont**

<b>I. Call To Order</b>	Action
<b>II. Public Comments</b>	Information
<b>III. Approval of the May 17, 2016 Minutes</b>	Action
<b>IV. Learning Landscape Project</b>	Information
<b>V. Election of Library JPA Operations Committee Officers</b>	Action
<b>VI. Agenda Items for the September 19, 2016 JPA Governing Board Meeting</b>	
a. Unapproved Minutes of the Governing Board Meeting of June 13, 2016	Information
b. Grant Activities Report for FY 2015-16	Action
c. Investment Report for FY 2015-16	Action
d. Approval of the FY 2016-17 Adopted Budget	Action
<b>VII. Director's Report</b>	Information
<b>VIII. Operations Committee Members Announcements</b>	Information
<b>IX. Adjournment</b>	Action
<b>X. Convene Closed Session: Public Employee Performance Evaluation Closed Session pursuant to Government Code Section 54957 (Director of Library Services)</b>	Information
<b>XI. Reconvene Regular Meeting</b>	Action
<b>XII. Adjournment</b>	Action

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

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San Mateo County Libraries  
Operations Committee Meeting  
Minutes of May 17, 2016

Board Members Present:

Peggy Jensen, San Mateo County (Chair)  
Greg Scoles, Belmont (Vice Chair)  
Clay Holstine, Brisbane  
Carlos Martinez, East Palo Alto  
Kevin Miller, Foster City  
Alex Khojikian, Half Moon Bay  
Jeremy Dennis, Portola Valley  
Kevin Bryant, Woodside

Staff Present:

Anne-Marie Despain  
Tom Fortin  
Pam Deal  
Karina Labrenz

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- I. Call to Order. The meeting was called to order at 1:33 p.m.
  - II. Public Comments. None.
  - III. Approval of the October 27, 2015 Minutes. Meeting minutes approved without changes (MSP: Bryant/Khojikian). Member Dennis abstained.
  - IV. Agenda Items for the May 23, 2016 JPA Governing Board Meeting
    - a) Unapproved Minutes of the Governing Board Meeting of February 8, 2016. Information item only.
    - b) Introduction to the Recommended Budget FY 2016-17. Director Despain provided a general overview of Recommended Budget and Strategic Plan; Deputy Director Pasini highlighted major accomplishments in the current year; Financial Services Director Deal covered the FY 2016-17 budget summary and Deputy Director Fortin reviewed major projects. A discussion ensued. The change in salary cost is due to the inclusion of Extra Help employees. 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. The growth in Reserves is due to excess ERAF. Vice Chair Scoles advised to be more explicit about ERAF in the presentation to the Governing Board. Director Despain mentioned that the size of the new Half Moon Bay Library has been reduced; and therefore, the amount to support the construction of the new library will be corrected in the Reserves summary.

- V. Director's Report. Director Despain provided an overview and showed a 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. Vice Chair Scoles suggested to share the information via city newsletters and bringing it to Council Meetings. Director Despain stated that she would send out specifics to each city after the Governing Board Meeting.
- VI. Operations Committee Members Announcements. None.
- VII. Adjournment. The meeting adjourned at 2:42 p.m.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Tom Fortin, Deputy Director of Library Services  
Date: September 7, 2016  
Meeting: September 13, 2016  
Re: Learning Landscape Project

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## Background

On June 8, 2015, the FY 2015-16 Recommended Budget was adopted by the JPA Governing Board and included the planning and purchase of an outdoor learning exhibit to activate library outdoor spaces and increase access to learning opportunities for the community.

The vision for the San Mateo County Libraries Learning Landscape (LL) was to create an interactive learning space for community, connectivity, learning and contemplation. The LL will celebrate and reflect the individual composition of areas throughout the County, incorporating such inspiration points as local climate trends, foliage and vegetation, topography, and history. This hands-on mobile exhibit will act as an inviting and highly visible public space welcoming people and attracting new library users into the contemporary library of today, a dynamic place that catalyzes learning and nurtures community.

## Discussion

In partnership with the Exploratorium's Studio for Public Spaces, thoughtfully designed mobile inquiry experiences have been developed for San Mateo County Libraries. Building upon the Library's and the Exploratorium's tradition of active learning experiences, the Learning Landscape Initiative will ignite outdoor public spaces to encourage play, exploration, creativity and social connections.

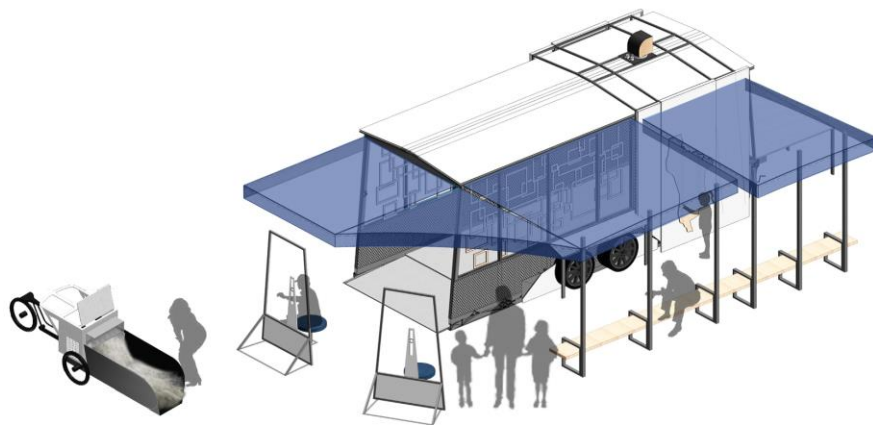
The San Mateo County Libraries Learning Landscape includes the following exciting components:

The LL Field Station, or Lookmobile, will comprise all the necessary elements to occupy approximately 3,000 square feet with inquiry learning experiences. The custom built trailer houses engaging experiences that help people explore and record their personal understanding of place. The Lookmobile will also create a new place for people to relax and engage with one another. Outside, there will be places to sit, create neighborhood maps, and draw pictures using Perspective Window exhibits. The Lookmobile is designed to be unpacked quickly to fully occupy the desired space and also be secured on site.

The LL Outpost, or Fog Tricycle, will provide an alternative scale of experience to allow for flexible positioning in more compressed locations, such as parking spaces. Few things define and unify all of San Mateo County like the fog. An excellent example of a large-scale thermal atmospheric phenomenon, the tricycle will generate large amounts of chilled, heavy fog and invite users to directly manipulate and immerse themselves in the billowy clouds. Human powered and easily transportable, the Fog Tricycle can also be designed to support mobile programming as a complement to the Lookmobile.

The Lookmobile and Fog Tricycle will provide the Library with the ability to rotate the inquiry experiences to all of our communities. The experiences will provide opportunities for both mediated and unmediated interaction as part of our continued commitment to community engagement. To support the public's interaction with the LL and complement them with related programming, Library staff will participate in a two-day workshop lead by the Exploratorium.

The determination of a schedule of service is currently being developed with a focus on community engagement. Delivery of the Learning Landscape is tentatively scheduled for October 2016. Planning, design and training of the LL is approximately \$115,000 and fabrication is approximately \$385,000.



Learning Landscapes will increase use of library outdoor spaces and improve access to interactive learning opportunities for community members to explore, experience, pursue creativity, build relationships with each other, and deepen their understanding and sense of belonging to their own communities.

### **Fiscal Impact**

There is no fiscal impact associated with this information only item.

### **Recommendation**

No action is needed on this information only item.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: September 7, 2016  
Meeting: September 13, 2016  
Re: Election of Library JPA Operations Committee Officers

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## Background

The Bylaws for the San Mateo County Library Joint Powers Authority provide specific guidance regarding the election of officers of the Operations Committee.

Article V. Operations Committee; Officers.

- A. The Operations Committee shall be responsible for advising the Library Director and Library Governing Board on budget and operational issues of the library system.
- B. The Operations Committee shall elect a Chair and Vice Chair from among its members annually.
- C. It shall be the duty of the Chair to preside at the meetings of the Operations Committee, call special meetings and set the agenda in conjunction with the Library Director.
- D. The Vice Chair shall have all the powers and duties of the Chair in his or her absence.
- E. The term of office for the Chair and Vice Chair shall commence on July 1 and be for a period of one year. No person shall hold the same office for more than two consecutive terms.
- F. Nominations for officers shall be made from the floor. Nominations shall be made by members of the Operations Committee only. Nominations and election of the Chair shall precede nominations and election of the Vice Chair.

## Discussion

Peggy Jensen, Chair, and Greg Scoles, Vice Chair, have each served one term in their positions, making them eligible to serve a second term.

**Fiscal Impact**

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

**Recommendation**

Invite nominations from the floor for the positions of Operations Committee Chair and Vice Chair and conduct an election at the September 13, 2016 meeting.



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San Mateo County Libraries  
JPA Governing Board Meeting  
Minutes of June 13, 2016

Board Members Present:

Carole Groom, San Mateo County (Chair)  
Anne Kasten, Woodside (Vice Chair)  
Rick DeGolia, Atherton  
Charles Stone, Belmont  
Lori Liu, Brisbane  
Donna Rutherford, East Palo Alto  
Marina Fraser, Half Moon Bay  
Reuben Holoher, Millbrae  
John Richards, Portola Valley  
Cameron Johnson, San Carlos

Staff Present:

Anne-Marie Despain  
Tom Fortin  
Nicole Pasini  
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 May 23, 2016 Minutes. Meeting minutes approved without changes (MSP: Stone/Kasten).
  - IV. Approval of the FY 2016-17 Proposed Uses of Library Donor Funds and Library Donor Funds Subcommittee Update. Director Despain provided an overview of the 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 in order to obtain approval for the proposed uses of this revenue for the upcoming fiscal year. Portola Valley is proposing to utilize \$81,103 of donor fund revenue, Woodside is proposing to utilize \$146,015 of donor fund revenue and Atherton is proposing to utilize \$7,291,850 of donor fund revenue. Member DeGolia stated that delays in construction will likely postpone use of the money to a later date. Director Despain reviewed the Subcommittee Update. The Subcommittee is seeking input from the Governing Board on the following recommendations: a shared 50/50 model related to excess library tax funds, and a review of the donor fund provision and any changes every three years. Members asked questions and a discussion ensued. Member DeGolia said that the current recommendation replaces an earlier discussion the Subcommittee had talked about, a shared 50/50% allocation model with a \$1 million cap, but prior to the split donor cities would have access to the funds for approved library purchases. Atherton



prefers this previous model, so he will need to review this recommendation with his council. Additionally, any 50/50 split should not apply until Atherton completes the construction of its new library. Member Stone confirmed that the Subcommittee had discussed the timing with the Atherton timeline and no current donor funds nor the project would be effected. Member Kasten added that a cap would be problematic for Woodside, and she is in favor of a review no later than three years after implementation of a Donor Funds Use decision. Chair Groom proposed to keep the Subcommittee intact for the next two years to continue to move this discussion forward and work on the new Agreement language. Several members commented on the difficulty of the task and thanked Subcommittee members for their time and work.

Motion: Recommend approval of the FY 2016-17 proposed uses of Library Donor Fund revenue. Passed (MSP: Rutherford/Kasten).

- V. Adoption of the FY 2016-17 Recommended Budget. Director Despain provided an overview of the FY 2016-17 Recommended Budget. The proposed budget for FY 2016-17 is \$41,870,550. 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. A discussion ensued. Staff FTE remains at 110, with an additional 121 Extra Help or part-time employees, for a total of \$16,684,472 in Salaries and Benefits. The increase in Salaries is due to COLAs, and there is a modest shift in Benefits due to an increase in employee contributions.

Motion: Recommend adoption of the FY 2016-17 Recommended Budget. Passed (MSP: Stone/DeGolia).

- VI. Director's Report. Director Despain announced that the Library's new website launched on June 6<sup>th</sup>. Director Despain introduced Library Services Manager Carine Risley and Senior Librarian Stephanie Saba who talked about the greatly expanded Summer Youth Workforce Development program. Recruitment took place throughout the County; and the Interns, representing the whole County, were placed in each of our libraries.

- VII. Election of Governing Board Officers. Chair Groom opened nominations for Governing Board Chair and Vice Chair. Vice Chair Kasten was nominated as Chair, Member Stone as Vice Chair. No other nominations were received.

Motion: Elect Vice Chair Kasten to Chair. Passed (MSP: DeGolia/Holober).

Motion: Elect Member Stone to Vice Chair. Passed (MSP: DeGolia/Holober).

- VIII. Board Announcements. Member Fraser announced that the Half Moon Bay Library closed on Sunday; in July, that building will be demolished and a temporary library will open in a central location. Construction of the new library should take 18-24 months. Member Liu said that demolition took place on the site where the new

Brisbane Library will be built. Siegel and Strain Architects have been hired to design the new building. Vice Chair Kasten reminded everyone to contact PG&E to check for possible gas leaks on a regular basis. Chair Groom noticed that the Bookmobile was highly visible and visited during the County Fair; and announced that three more communities were added for Big Lift participation (East Palo Alto, Redwood City and San Bruno).

IX. Adjournment. The meeting adjourned at 9:34 a.m.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Tom Fortin, Deputy Director of Library Services  
Date: September 7, 2016  
Meeting: September 13, 2016  
Re: Grant Activities Report for FY 2015-16

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## Background

On February 6, 2006, the JPA Governing Board authorized the Library Director to approve the acceptance of grants as stated in Article II of the Bylaws for the San Mateo County Library Joint Powers Authority (Library JPA). This bylaw states that the JPA shall:

- A. Authorize the submission of applications for federal, state, local and private grants and approve acceptance of such grants as are received and allow for the delegation of this responsibility to the Library Director.

An annual report is provided to the Library JPA Governing Board summarizing grants accepted during the fiscal year.

## Discussion

Grant opportunities present themselves throughout the year and range from small grants designed to support activities at one library, to larger grants that support system-wide initiatives. While we actively seek grant support for existing and approved major initiatives, as a matter of practice, the organization does not apply for grants that establish new programs that will require ongoing funding requirements unless there is a clear policy direction supporting such an approach. During the period of July 1, 2015 – June 30, 2016, the Library JPA received five grants.

To support adult literacy services, the Library received:

- \$57,609 from the California State Library to support ongoing adult literacy efforts throughout the library's service area. This funding helps SMCL meet the immense need existing in both East Palo Alto and Half Moon Bay communities for holistic literacy learning services. The literacy program builds and delivers programming for adults and families to improve their literacy skills and to support their immediate needs, including English Conversation Clubs and courses on citizenship, financial literacy, and workplace vocabulary.

To support library programs and services, the Library received:

- \$57,000 from Toyota Family Learning to support family literacy programs at the East Palo Alto and Half Moon Bay Libraries. This inter-generational learning program engages families in weekly school year programming at East Palo Alto and Half Moon Bay. Toyota Family Learning has a significant impact not only on the families that attend the program, but in the communities they live in, as families learn first-hand the values of civic engagement, of advocating for themselves and for their children, of mentoring each other, and of seeing barriers as challenges and learning opportunities.
- \$26,280 from the California State Library to provide 24 scholarships to SMCL's Career Online High School (COHS) matched by 24 additional scholarships funded by San Mateo County Libraries. All forty-eight scholarships are to support San Mateo County residents to obtain their high school diplomas free of cost. Currently, twenty-two adults have completed the first step of indicating interest and commitment to their goal of getting a High School Diploma; eight are working on the second step of eligibility criteria and are completing course work; and one successful applicant has been awarded the first scholarship.
- \$15,000 from the Pacific Library Partnership to support SMCL's joint program with the San Mateo Housing Authority supporting literacy and learning in the home and at the Housing Authority offices. We are reaching out to families facing the most significant socioeconomic barriers and to support their success through enhanced library services, establish read and play kits in Housing Authority waiting rooms, and provide free books to help grow home libraries.
- \$5,000 from the Palo Alto Weekly Fund to support the Quest Afterschool Learning Program at the East Palo Alto Library. Quest has been a grant recipient of this community Fund since 2010, making FY 2015-16 our fifth consecutive year as selected grantees. The grant allows San Mateo County Libraries to provide resources and support systems to families, which includes parent workshops during the school year. These professional workshops support our families to develop parenting skills in assisting their children with academics, and will enable parents to effectively communicate with teachers and school administrators regarding their child's needs.

The total grant revenue received in FY 2015-16 was \$160,889. For comparison, in FY 2014-15 the Library received \$ 154,071, in 2013-14 the Library received \$55,521, and in FY 2012-13 the Library received \$101,507. In the current fiscal year, the Library will hire a Development Officer to assist with creating a holistic plan for pursuing grant support. Areas of focus will include seeking funding to expand our popular WiFi hotspots project, book incentives for Summer Learning, as well as submitting applications for annual awards from the Pacific Library Partnership (PLP), the California State Library, and other library funders.

### **Fiscal Impact**

There is no fiscal impact associated with accepting this report.

### **Recommendation**

Recommend JPA Governing Board accept the Grant Activities Report for FY 2015-16.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: September 7, 2016  
Meeting: September 13, 2016  
Re: Investment Report for FY 2015-16

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## Background

On September 14, 2009, the JPA Governing Board adopted the Library JPA Investment Policy. The purpose of the investment policy is to provide guidance and protection to the San Mateo County Library Joint Powers Authority's (Library JPA) cash and investments, and promote prudent financial stewardship. It shall also be the policy of the Library JPA to diversify its investment portfolio to ensure the maximum safety of Library JPA assets. The Library JPA shall have funds not required for immediate expenditure invested in compliance with state law and this policy.

The criteria for selecting investments in order of priority are:

- Safety of Principal
- Liquidity
- Yield

In order to minimize risk, the Library JPA's portfolio includes:

- The San Mateo County Investment Pool (SMCIP)
- The State of California Local Agency Investment Fund (LAIF)

As outlined in the Library JPA Investment Policy, the Library Director shall submit an annual investment report to the JPA Governing Board on the status of the Library JPA's investment portfolio. The report will provide information as to the types of investment, the amount of money invested within the two investment instruments, maturity dates, and interest rate yield on investments in accordance with the Government Code. The report shall also state if the Library JPA investments are in compliance with this policy and able to meet its cash flow obligation. The investment policy is reviewed annually and was last approved by the JPA Governing Board on November 9, 2015.

## Discussion

The Library JPA is a voluntary participant in the San Mateo County Investment Pool which is regulated by California Government Code Section 53600 under the oversight of the County Treasurer. Included in SMCIP's investment portfolio as outlined in its Investment Policy (<http://www.sanmateocountytreasurer.org/investmentpolicies/Investment%20Policy%202016.pdf>) are: U.S. Treasury Securities, U.S. Government Agency/Government Sponsored Enterprises,

Commercial Paper, Negotiable Certificates of Deposit, Bankers Acceptances, Collateralized Certificates of Deposit, Asset Backed Securities, Corporate Securities, Repurchase Agreements, Local Agency Investment Fund, and Registered Warrants.

In FY 2015-16, Library JPA funds averaging \$18 million were invested with the San Mateo County Investment Pool producing an average yield of .92%. Interest earnings in FY 2015-16 totaled \$145,899.

The Library JPA is a voluntary participant in the Local Agency Investment Fund, which is regulated by California Government Code Section 16429 under the oversight of the Treasury of the State of California. Included in LAIF's investment portfolio as outlined in its Investment Policy (<http://www.treasurer.ca.gov/pmia-laif/answer/policy.pdf>) are: U.S. Treasury Securities, Federal Agency Securities, Bankers Acceptances-Domestic/Foreign, Certificates of Deposit, Collateralized Time Deposits, Commercial Paper, Corporate Bonds/Notes, Repurchases and Reverse Repurchases, and Negotiable Orders of Withdrawal.

In FY 2015-16, Library JPA funds averaging \$2 million were invested with the Local Agency Investment Fund producing an average yield of .42%. Interest earnings in FY 2015-16 totaled \$8,649.

Both SMCIP and LAIF maintain a large percentage of their investments in U.S. Treasury Securities representing obligations issued by the U.S. Government for which the full faith and credit of the United States is pledged for the payment of principal and interest. Neither SMCIP nor LAIF invest in derivative products. In order to minimize risk, and as outlined in their respective Investment Policies, the average maturity of the funds within the pool (duration a financial asset is held) is limited to 24 months for SMCIP and 18 months for LAIF. As a participant in both SMCIP and LAIF, Library JPA funds are always liquid and available.

On an ongoing basis, cash flow requirements are reviewed to ensure that the investment portfolio remains sufficiently liquid to enable the Library JPA to meet all reasonably anticipated operating requirements. Library JPA investments are in compliance with the Library JPA Investment Policy and the portfolio contains enough liquidity to meet expected expenditures.

### **Fiscal Impact**

Combined SMCIP and LAIF interest earnings for FY 2015-16 totaled \$154,548. Library JPA investments are in compliance with the Library JPA Investment Policy and the portfolio contains enough liquidity to expected expenditures.

### **Recommendation**

Recommend JPA Governing Board accept the Investment Report for FY 2015-16.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: September 7, 2016  
Meeting: September 13, 2016  
Re: Approval of the FY 2016-17 Adopted Budget

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## Background

The San Mateo County Library JPA budget serves as the annual financial plan, an operations guide, and a communications tool. On June 13, 2016, the FY 2016-17 Recommended Budget was adopted by the JPA Governing Board and included services and activities designed to achieve the goals included in the Strategic Plan:

- We cultivate an active presence and create spaces that support discovery, enrich lives and uplift the community.
- We are leaders in establishing a foundation for early literacy and supporting exploration and growth at every stage of life.
- We understand community needs and promote meaningful library services as solutions.

The table below outlines activities associated with the budget process:

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 County Board of Supervisors

## Discussion

The FY 2016-17 Recommended Budget approved by the JPA Governing Board was implemented on July 1<sup>st</sup> and totaled \$41,870,550. Based on fiscal year-end closing activities and availability of updated information, the FY 2016-17 Adopted Budget now totals \$47,954,962.

The following summarizes FY 2016-17 Adopted Budget adjustments:



- **Miscellaneous Revenue (\$687,425 to \$1,574,696)** - There is an increase of \$887,271 in this funding source primarily due to support of The Big Lift Inspiring Summers (BLIS) program. A partnership of The Big Lift, BELL (Building Educated Leaders for Life) and the San Mateo County Libraries, the BLIS program offers enriching, evidence-based learning opportunities at six sites for 800 low-income children in San Mateo County. The full-day, five-week program offers literacy support in the mornings provided by BELL and the Library provides inspiring experiential learning in the afternoons, including creative team projects, STEM content, and field trips. Service contract is with BELL and revenue is allocated to support library staffing and services provided to the program. The BLIS program provides enriching experiences and prevents learning loss, so that underserved kids have the support they need to read and succeed.
- **Fund Balance (\$15,068,263 to \$20,265,423)** - Fund Balance reflects the carry forward of Reserves and unanticipated revenues and unspent appropriations at the close of the fiscal year. There is an increase of \$5,197,141 in this funding source due to the accumulation of \$1.5 million in excess ERAF; modest Salary and Benefits savings of \$390k due to staff turnover and vacancies; and uncompleted or delayed projects including: \$1.7 million for facility and space projects (improving the Library Administration Building, adding a Maker Space at the Foster City Library, and completing design plans for a new Brisbane Library); \$948k for the East Palo Alto Library interior renovation; \$500k for the purchase of two outreach vehicles to support mobile technology and maker programs; \$150k to acquire cargo vans to facilitate the delivery of interactive equipment and materials to support service out in the community. A portion of the fund balance has been allocated to support these uncompleted projects and additional service improvements (described below), and the balance has been set aside in Reserves.
- **Salaries and Benefits (\$15,684,472 to \$16,378,863)** - There is an increase of \$694,391 in this expenditure category reflecting staffing costs associated with The Big Lift Inspiring Summers program (described above).
- **Services and Supplies (\$32,968,452 to \$33,600,582)** - There is an increase of \$632,130 in this expenditure category reflecting improvements in system services including \$200k in costs associated with The Big Lift Inspiring Summers program (described above); \$200k to purchase additional digital materials to support patron demand; \$130k to increase the number of self-service laptop checkout machines; \$50k to increase support for printed materials; and \$50k for procurement assistance services.
- **Fixed Assets (\$89,000 to \$739,000)** - There is an increase of \$650,000 in this expenditure category reflecting the rollover and purchase of two cargo vans and two outreach vehicles to support mobile technology and maker programs.
- **Capital Reserves (\$6,582,033 to \$10,689,924)** - There is an increase of \$4,107,891 in this expenditure category representing remaining unspent Fund Balance.



Total Adjustments		
Revenue/Sources	Net Appropriations	Reserves
\$6,084,412	\$1,976,521	\$4,107,891

Not included in the Budget, but in accordance with the Library JPA Agreement related to donor fund provisions, and as approved by the Library JPA Governing Board, funds in excess of the amount required to operate a branch are distributed and set aside by SMCL in separate trust funds following fiscal year-end closing activities.

For FY 2015-16, amounts totaling \$1,234,287 were set aside in the Atherton Library Trust Fund, \$439,212 in the Woodside Library Trust Fund, and \$105,269 in the Portola Valley Library Trust Fund. The balance of each SMCL held trust fund at June 30, 2016 is as follows: Atherton Library Trust Fund - \$4,966,014, Woodside Library Trust Fund - \$1,031,753, and Portola Valley Library Trust Fund - \$402,877.

These funds are segregated from SMCL's general operating budget where they accrue interest. SMCL Donor City funds represent County Free Library revenue set aside and restricted per the terms of the Library JPA Agreement and State law.

The FY 2016-17 budget sets ambitious but achievable goals that foster the Library's continued leadership in our communities. The Library takes great pride in developing a budget that is sustainable and realistic, aligns with system strategies, and ensures a strong foundation for future budgets.

Staff appreciates the assistance and guidance provided by both the JPA Operations Committee and Governing Board in pursuing high quality, innovative library services and looks forward to implementing the activities funded in the FY 2016-17 Adopted Budget.

### **Fiscal Impact**

The proposed Adopted Budget for FY 2016-17 is balanced and totals \$47,954,962 (Total Requirements). Changes from the Recommended Budget approved in June to the proposed Adopted Budget are described above and in the attached FY 2016-17 Adopted Budget Summary.

### **Recommendation**

Recommend JPA Governing Board approve the FY 2016-17 Adopted Budget.

### **Attached Document**

FY 2016-17 Adopted Budget Summary

**San Mateo County Library  
FY 2016-17 Adopted Budget Summary**

		<b>FY 2015-16 Actuals</b>	<b>FY 2016-17 Recommended</b>	<b>Total Adjustments</b>	<b>FY 2016-17 Adopted</b>
<b><u>Sources</u></b>					
1000	Taxes	25,860,349	25,482,164	0	25,482,164
1500	Use of Money and Property	159,304	120,800	0	120,800
1600	Intergovernmental Revenues	217,511	168,000	0	168,000
2000	Charges for Services	221,660	204,000	0	204,000
2500	Interfund Revenue	136,396	139,898	0	139,898
2600	Miscellaneous Revenue	1,169,551	687,425	887,271	1,574,696
	<b>Total Revenue</b>	<b>27,764,772</b>	<b>26,802,287</b>	<b>887,271</b>	<b>27,689,558</b>
333	Fund Balance	20,472,423	15,068,263	5,197,141	20,265,404
	<b>TOTAL SOURCES</b>	<b>48,237,194</b>	<b>41,870,550</b>	<b>6,084,412</b>	<b>47,954,962</b>
<b><u>Requirements</u></b>					
4000	Salaries and Benefits	14,663,255	15,684,472	694,391	16,378,863
5000	Services and Supplies	23,794,024	32,968,452	632,130	33,600,582
6000	Other Charges	1,442,613	1,526,851	0	1,526,851
7000	Fixed Assets	584,605	89,000	650,000	739,000
7500	Other Financing Uses	12,051	12,352	0	12,352
	<b>Gross Appropriations</b>	<b>40,496,548</b>	<b>50,281,127</b>	<b>1,976,521</b>	<b>52,257,648</b>
8000	Intrafund Transfers	(12,524,758)	(18,420,003)	0	(18,420,003)
	<b>Net Appropriations</b>	<b>27,971,790</b>	<b>31,861,124</b>	<b>1,976,521</b>	<b>33,837,645</b>
8500	Operating Reserves	4,329,557	3,427,393	0	3,427,393
8700	Capital Reserves	15,935,847	6,582,033	4,107,891	10,689,924
	<b>TOTAL REQUIREMENTS</b>	<b>48,237,194</b>	<b>41,870,550</b>	<b>6,084,412</b>	<b>47,954,962</b>
	Salary Resolution	121.00	121.00	0	121.00
	Full-Time Equivalent (FTE)	108.68	110.25	0	110.25



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: September 7, 2016  
Meeting: September 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 Operations Committee. Services and activities are aligned with Strategic Plan goals.

**We cultivate an active presence and create spaces that support discovery, enrich lives and uplift the community.**

New Atherton Library Project

The Atherton Civic Center Advisory Committee (CCAC) Library Subcommittee is working with SMCL staff and architects WRNS in the design development phase of planning for the new library. A series of working meetings are scheduled through December to further refine the interior layout and functions of the library. Completed designs will be supplemented by an updated cost model and will be presented to Council in early 2017. Groundbreaking is anticipated in fall of 2017.

New Brisbane Library Project

On the evening of August 25<sup>th</sup>, the City of Brisbane hosted a community meeting to invite public feedback on the conceptual design of the new library. City and Library staff, the Architect Team consisting of Siegel & Strain Architects and Karin Payson Architecture + Design, set up various stations to answer any questions about noteworthy aspects of the project. Key topics included the process and review of the overall design, integration of sustainable design features, interior and exterior building materials as they relate to palette, character, acoustics and durability, and library programs, spaces and services. Comments regarding the conceptual library design will continue to be collected in the library throughout September. In addition, the City will host a library project booth at the "Day in the Park" on September 24<sup>th</sup> to gather additional feedback. The next phase of Schematic Design will be ready for City Council review in early November.

New Half Moon Bay Library Project

The Half Moon Bay temporary library opened its doors at Shoreline Station in early July and the new space has proven to be popular in its first month as patron visits have averaged over 300 per day. Demolition of the old library and site preparation began in mid-August, and construction of the new building is expected to begin later this fall after a construction firm is approved by Council in November. An 18-month construction cycle anticipates a new library opening in 2018.

### New Pacifica Library Project

At its July meetings, the City Council approved the selection of Group4 Architects to begin preparing a schematic design, and approved the steps necessary to prepare for a bond measure to pay for the new library with the intention of placing the measure on the November 2016 ballot. The new Library Advisory Committee (LAC) has begun monthly meetings in its efforts to lead communication for the project as it moves forward. At the August LAC meeting, Group4 and library staff presented discussion points, highlighting the goals of the program areas planned for the new library. The schematic design process will include community charrettes and will continue into early 2017.

### Foster City Library Maintenance

The City of Foster City has been working on repairs and maintenance of the Children's Room which required that the library close on August 23. The Children's Room will be closed from August 22 until mid-September. Most materials in the Children's Room will be unavailable during the closure. Staff are working to make the closure smooth for all patrons by placing holds, adjusting program schedules and taking the book bike out to local schools with books to tide families over until the children's room reopens.

## **We are leaders in establishing a foundation for early literacy and supporting exploration and growth at every stage of life.**

### Summer Learning Challenge

While final numbers have not been collected, San Mateo County Libraries exceeded our ambitious sign-up goals for the program, resulting in our strongest record of community impact in the summertime. Currently, the equivalent of 65% of our SMCL youth service population or 38,560 youth have been engaged in our robust summer library challenge. Because exposure to and dosage of high quality summer learning experiences make the difference in whether a child makes learning gains over the summer, all San Mateo County Libraries increased the quantity of programs available to the public. Preliminary figures show that our libraries have offered a staggering 2,779 hours of active learning experiences to youth. A new feature of the Summer Learning Challenge was to raffle visits to museums and other learning institutions each week at all of our locations to further enrich summertime experiences - 18,403 youth visited San Mateo County Libraries to participate.

### Summer Camps

San Mateo County Libraries served 742 children at six school sites and 84 children at four library locations through our evidence-based, five week summer learning camps. The enrolled rising kindergartners and first graders (eligibility focused on low-income families who are located in areas where the majority of youth qualify for free or reduced lunch, and where the majority of youth are not proficient readers in the third grade) were engaged in exciting hands-on learning projects and curriculum the library developed in partnership with the Bay Area Discovery Museum and Headstand.org. The Big Lift Inspiring Summers partnership at the school sites allowed for a full day program and included the school districts, Silicon Valley

Community Foundation, San Mateo County Office of Education, and BELL, a national summer learning nonprofit. The 826 children served represents a remarkable achievement, nearly a 400% scale-up of the library's award winning summer camps program from last year.

### Youth Development Internship Program

San Mateo County Libraries recruited and trained 11 college age Lead Outreach Interns and 58 high school Outreach Interns to assist at 23 library locations throughout the County. The Intern teams were tasked with assisting with Summer Learning Challenge activities at their assigned locations. Intern duties included encouraging Summer Learning signups, leading story times, operating 3D printers, facilitating open-ended craft projects, and visiting day care and summer school sites to promote the Summer Learning Challenge goals. This summer, the interns assisted over 700 programs, visited over 170 locations out in the community, and supported over 18,000 individuals in our communities.

### Youth Library Cards

September is Library Card Sign-up Month, a time when San Mateo County Libraries join other public libraries across the nation to promote library services and make sure that everyone has a free library card. This year we are also launching our new fine-free library cards for kids and teens. Libraries are a training ground for students of all ages to expand their knowledge and explore creative pursuits. Owning fines is a barrier to accessing these wonderful library services, especially for families with limited financial resources. Kids and teens can choose from one of four new library card designs by illustrators [Lisa Brown](#), [Christian Robinson](#), [Joe Cepeda](#) and [Alina Chau](#). The new designs celebrate today's public library – a place to discover an incredible array of activities and experiences designed to help children and teens experience the joy of reading, build a love of learning, and succeed in school.

### Robots at the Millbrae Library

On July 25<sup>th</sup>, on behalf of the City of Millbrae, Mayor Anne Oliva presented Dot & Dash, two robots that teach elementary school-aged children how to code, to the Millbrae Library. Children at the event were delighted to play and experiment with Dot & Dash, and their apps paired with coding languages uniquely designed for kids. Millbrae staff are excited to continue to use Dot & Dash to share STEM education with children in the community.

### Bookmobile Summer Experiences

This summer, the bookmobile debuted a new service and gave away 500 "Summer in a Bag" kits to bring enriching activities and experiences to youth who are geographically isolated from our libraries. The kits contained an activity booklet and materials for up to ten fun DIY art and science projects, games, and activities. Kids could make a batch of slime, create their own jigsaw puzzles, or learn a new jump rope rhyme — the provided STEAM and physical activities were instrumental in helping them complete their Summer Learning Challenge

logs. Bags were distributed at all our bookmobile stops and especially concentrated on children from low-income families and neighborhoods without a library within walking distance.

## **We understand community needs and promote meaningful library services as solutions.**

### Personnel Updates

I am pleased to announce the following new staff appointments:

Maria Chiochios recently joined as Marketing and Communications Fellow. Maria attended graduate school at the University of North Carolina at Chapel Hill, where she earned a Master of Science in Library Science and a Master of Public Administration. For her undergraduate education, Maria received a BA in International Relations from UC Davis. She has a wide range of outreach and project management experiences in the non-profit, academic, and public sectors at different levels of government around the country and abroad. Maria is also a former SMCL Library Aide.

Mohini Dela Pena joined as the Senior Librarian at the Woodside Library. Mohini was born in the Philippines and raised in San Francisco. She has a BS in Health Education from San Francisco State University and a MLIS from San Jose State University. She has worked 11 years for the San Francisco Public Library starting as a Library Page and working her way up to the position of Librarian. In addition, she has worked in school libraries in San Francisco and South San Francisco. Most recently, she was the Assistant Librarian/Special Program Support for Mercy High School in San Francisco.

I am pleased to announce the following staff promotions:

Cassandra Black has been promoted to Senior Librarian at the San Carlos Library. Cassandra graduated from the University of California, Santa Barbara, with a degree in History and a minor in Anthropology; she received her MLIS from Simmons College in Boston, MA. She has previous experience working at the San Jose Public Library as a youth services librarian and was hired by SMCL as a Librarian at the Belmont Library in 2013.

Amy Selmi has been promoted to Senior Librarian at the Portola Valley Library. Prior to being hired at SMCL, Amy worked for Seattle Public Library, San Diego Public Library, and the Kresge Library at the Scripps Research Institute. Amy began working at the Foster City Library as a Library Assistant while in library school. Upon earning her MLIS, she was promoted to Children's Librarian. She has served the community in Foster City for over ten years.

Kate Drabek has been appointed Senior Library Assistant at the Foster City Library. Kate worked as a Library Aide in Foster City until becoming an Extra Help Library Assistant, and later a permanent Library Assistant at the Atherton Library. Kate has studied history and anthropology, and plans to re-enroll in an MLIS program sometime in the near future.



Rachael Hood has been appointed Library Assistant at the Portola Valley Library. Rachael is originally from New Zealand, where she earned her BA Honors degree in English from the University of Otago, followed by a Diploma in Library and Information Studies from Victoria University of Wellington. In 2015, Rachael was hired as a Library Aide at Belmont, and was recently promoted to Extra Help Library Assistant. Rachael is beginning her MLIS at San Jose State University this fall.

Michael Meyer has been appointed Library Assistant at the Portola Valley Library. Michael first volunteered at the Portola Valley Library helping with the Lego Club, and began working shortly after at the Foster City Library as a Library Aide. Michael's recent experience includes working in Access Services while transitioning to an Extra Help Library Assistant position. Michael is currently pursuing his MLIS at San Jose State University.

#### Wellness Leadership Award

Thom Ball, Manager of the Millbrae Library, was nominated by staff for a Wellness Leadership Award and was selected by the Countywide Wellness Committee as a winner among over 100 nominations. Thom encourages and participates in staff exercise during the workday, and regularly brings in healthy food he's baked or grown in his garden. Thom also ensures that staff workloads are reasonable, celebrates staff accomplishments, and inquires about in-work and out-of-work happiness in a way that clearly conveys that he believes the best workers are happy workers. Thom will be honored with a Wellness Leadership award on September 8<sup>th</sup>.

#### Service Awards

Mary Patterson, Circulation Supervisor at Half Moon Bay Library, was recently honored by the County for her completed years of service (30 years!). Aside from a three month temporary position at the Atherton, Portola Valley and Woodside Libraries, Mary's 30 year career has been serving her friends and neighbors on the Coastsides. Congratulations to Mary for her many years of service and numerous contributions to SMCL and the Coastsides community!

#### Annual Report

I am pleased to present the 2015-2016 Annual Report and would like to thank our champions who support our libraries and help us reach our goals, including the Library JPA Governing Board and Operations Committee, the many Friends of the Library groups, our dedicated volunteers and generous donors, and special thanks to the wonderfully creative SMCL staff. The report will be presented in each jurisdiction and is available on [smcl.org](http://smcl.org).