
Joint Powers Authority Governing Board

Rick DeGolia, Atherton

Charles Stone, Belmont (Vice Chair)

Karen Cunningham, Brisbane

Donna Rutherford, East Palo Alto

Catherine Mahanpour, Foster City

Rick Kowalczyk, Half Moon Bay

Reuben Holober, Millbrae

Mike O'Neill, Pacifica

Maryann Derwin, Portola Valley

Cameron Johnson, San Carlos

Carole Groom, San Mateo County

Anne Kasten, Woodside (Chair)

**San Mateo County Libraries Joint Powers Authority
Governing Board Agenda
June 11, 2018, 8:15 a.m.
Library Administration, 125 Lessingia Court, San Mateo**

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| I. Call To Order | Action |
| II. Public Comments | Information |
| III. Approval of the May 21, 2018 Minutes | Action |
| IV. Adoption of the FY 2018-19 Recommended Budget | Action |
| V. Approval of FY 2018-19 Proposed Uses of Library Donor Funds | Action |
| VI. Director's Report | Information |
| VII. Election of Library JPA Governing Board Officers | Action |
| VIII. Governing Board Announcements | Information |
| IX. Adjournment | Action |

2018 Governing Board Meetings: September 17, November 5
2018 Operations Committee Meetings: September 11, October 30

If you need special assistance to participate in this meeting, please contact the Library JPA Secretary at (650) 312-8822 at least three working days in advance of the meeting. The Agenda Packet is available online at www.smcl.org.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of May 21, 2018

Board Members Present:

Anne Kasten, Woodside (Chair)
Charles Stone, Belmont (Vice Chair)
Rick DeGolia, Atherton
Karen Cunningham, Brisbane
Donna Rutherford, East Palo Alto
Catherine Mahanpour, Foster City
Reuben Holober, Millbrae
Mike O'Neill, Pacifica
Maryann Derwin, Portola Valley
Cameron Johnson, San Carlos
Carole Groom, San Mateo County

Staff Present:

Anne-Marie Despain
Carine Risley
Nicole Pasini
Danae Ramirez
Karina Labrenz

-
- I. Call to Order. The meeting was called to order at 8:17 a.m. Director Despain introduced Elizabeth Karr, Millbrae Library Manager, and Katie Woods, Communications Manager.
 - II. Public Comments. None.
 - III. Approval of the November 6, 2017, Minutes. Meeting minutes approved without changes. (MSP: Stone/O'Neill).
 - IV. Approval of the February 5, 2018, Minutes. Meeting minutes approved without changes. (MSP: DeGolia/Holober).
 - V. The Big Lift Inspiring Summers 2017 Program Evaluation. Deputy Director Pasini provided a brief overview of the Inspiring Summers Program and introduced Hannah Pickar and Jessica Manta-Meyer from Public Profit who provided a presentation of the evaluation and answered questions. Member DeGolia asked about the larger Big Lift program offerings in addition to Inspiring Summers. Member Holober asked if the teachers were bilingual and if the parent surveys were bilingual. Deputy Pasini responded that, yes, this is an important requirement when hiring staff for the program. Member DeGolia stated that the evaluation seems thorough but a stronger staff response is needed. Member Groom stated that due to budget cuts, the County has been reaching out to the business community for support; Member Cunningham offered her support. Members praised the program, the strong evaluation results, and Member Groom for her vision and determination in developing such a remarkable program and keeping it going.

Motion: Recommend JPA Governing Board accept The Big Lift Inspiring Summers 2017 Program Evaluation. Passed (MSP: Rutherford/Stone).

- VI. Introduction to the Recommended Budget FY 2018-19. Director Despain introduced the FY 2017-18 Recommended Budget and provided an overview of the system and Strategic Goals. Deputy Director Risley highlighted major accomplishments of FY 2016-17 and Deputy Director Pasini highlighted the current year's performance data. Financial Services Manager Ramirez gave an overview of the proposed FY 2018-19 Recommended Budget. The Recommended Budget totals \$48,712,680. Total Revenue increased by \$357,446 to \$30,024,931. The total operating budget or Net Appropriations is \$35,477,094. Director Despain thanked the Board for their support and guidance, and reminded members that this is an information item; approval of the Recommended Budget will be on the June agenda. A discussion ensued. Member DeGolia inquired about circulation rates for seniors with the introduction of the fine free card. Director Despain responded that staff need to wait for some additional data to accumulate before it will be meaningful; impact of this program will be reported to the Board when available. Member DeGolia is concerned about the large pension obligation and asked what the Library's unfunded liability is currently. Staff will get the information for the next meeting. Vice Chair Stone complemented staff on an easy to read document and made one suggestion to delete the word 'growth' in the phrase 'Property Tax Growth' on page 18. Member DeGolia wondered about the effect of Donor Funds during Atherton Library's closure. Director Despain responded that the numbers were budgeted using last year's amounts, and they would be evaluated and adjusted at year-end. Lastly, Member DeGolia reiterated the Board's desire to be conservative about the use of reserves due to future uncertainties.
- VII. Governing Board Announcements. None.
- VIII. Adjournment. The meeting adjourned at 9:26 a.m.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Financial Services Manager
Date: June 6, 2018
Meeting: June 11, 2018
Re: Adoption of the FY 2018-19 Recommended Budget

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.

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

The FY 2018-19 Recommended Budget was presented to the Governing Board on May 21. 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 to achieve the goals included in the Strategic Plan.

The Library JPA meetings in June seek adoption of the FY 2018-19 Recommended Budget.

Discussion

FY 2018-19 Budget Priorities

The Recommended Budget prioritizes and distributes resources to support Strategic Goals that are in line with the 2015-2020 Strategic Plan approved by the Governing Board in September 2015. Resource allocation in FY 2018-19 continues investments in technology and innovation, experiential learning, improving access to services, and fostering partnerships and collaborations. We continue to support programs and services tied to best practices and measurable results to ensure that the public receives excellent services.

Priorities include: implementing a new customer care model throughout the system to enrich patron experiences in our libraries, fulfilling the Maker Space Master Plan, promoting racial and social equity, and launching green initiatives to encourage an environmentally friendly and sustainable approach to our policies, buildings and activities. Budget priorities continue to provide resources to support summer learning, and invest in our future success by establishing a foundation and fortifying partnerships. Finally, we will continue to support exciting new library projects in Atherton, Brisbane, East Palo Alto, Half Moon Bay and Pacifica.

FY 2018-19 Budget Highlights

The proposed FY 2018-19 Recommended Budget is balanced and demonstrates that our libraries are well positioned to operate within available resources now and into the foreseeable future.

Total Sources and Total Requirements in the FY 2018-19 Recommended Budget are \$48,712,680. Total Revenue increased by \$357,446 to \$30,024,931. The total operating budget, or Net Appropriations, is \$35,477,094. Salaries and benefits comprise our largest expense and represent \$18,265,697 or 51% of the total operating budget. The budget also includes recommendations for one-time projects and activities in the amount of \$10,307,063 (\$2,870,255 from Capital Reserves) which contribute to improved service delivery and are funded by one-time sources.

The FY 2018-19 budget sets ambitious goals to foster continued leadership in our communities. San Mateo County Libraries take pride in developing a budget that aligns with system strategies and ensures a strong foundation for future budgets.

Fiscal Impact

The proposed budget for FY 2018-19 is \$48,712,680. General Operations total \$35,477,094 and One-Time Activities total \$10,307,063. Operating and Capital Reserves total \$13,235,586 and are in compliance with the Fund Balance Policy.

Recommendation

Recommend JPA Governing Board approval of the FY 2018-19 Recommended Budget. Operations Committee members present at the June 5, 2018, meeting concurred with this recommendation.

Attachment

FY 2018-19 Recommended Budget



San Mateo
County
Libraries

Fiscal Year 2018–2019

Recommended Budget

Vision

San Mateo County Libraries ignite growth through transformative experiences

Mission

San Mateo County Libraries strengthen our community by creating an inclusive sense of place and environment for learning

Overview

San Mateo County Libraries are incomparable destinations for learning and growth. Each of our twelve libraries is part of a larger family offering worlds of discovery.

People – the unique diversity and complexity of those we serve – inspire and drive our services. We continually assess the needs of our users, responding with thoughtfully designed programs and services that enrich lives and uplift the community.

More than 175,000 community members, or 66% percent of our service population, have library cards, and more than 2.2 million people visit us in person annually. Through innovative outreach and mobile services, enriching experiences are also delivered beyond our library buildings.

We host over 11,000 events each year, curating programming that provides high-quality learning experiences. We are readers and learners at our core, a library tradition we will always embrace as champions of early literacy and exploration at every stage of life.

Our physical and digital collections are always growing and evolving to make the most of every opportunity for innovation and advancement in technology. As one of the largest providers of free internet access in the county, we are equipped with wireless service and hundreds of public computers connected to a 1 Gbps network, and offer laptops, tablets and WiFi hotspots for checkout.



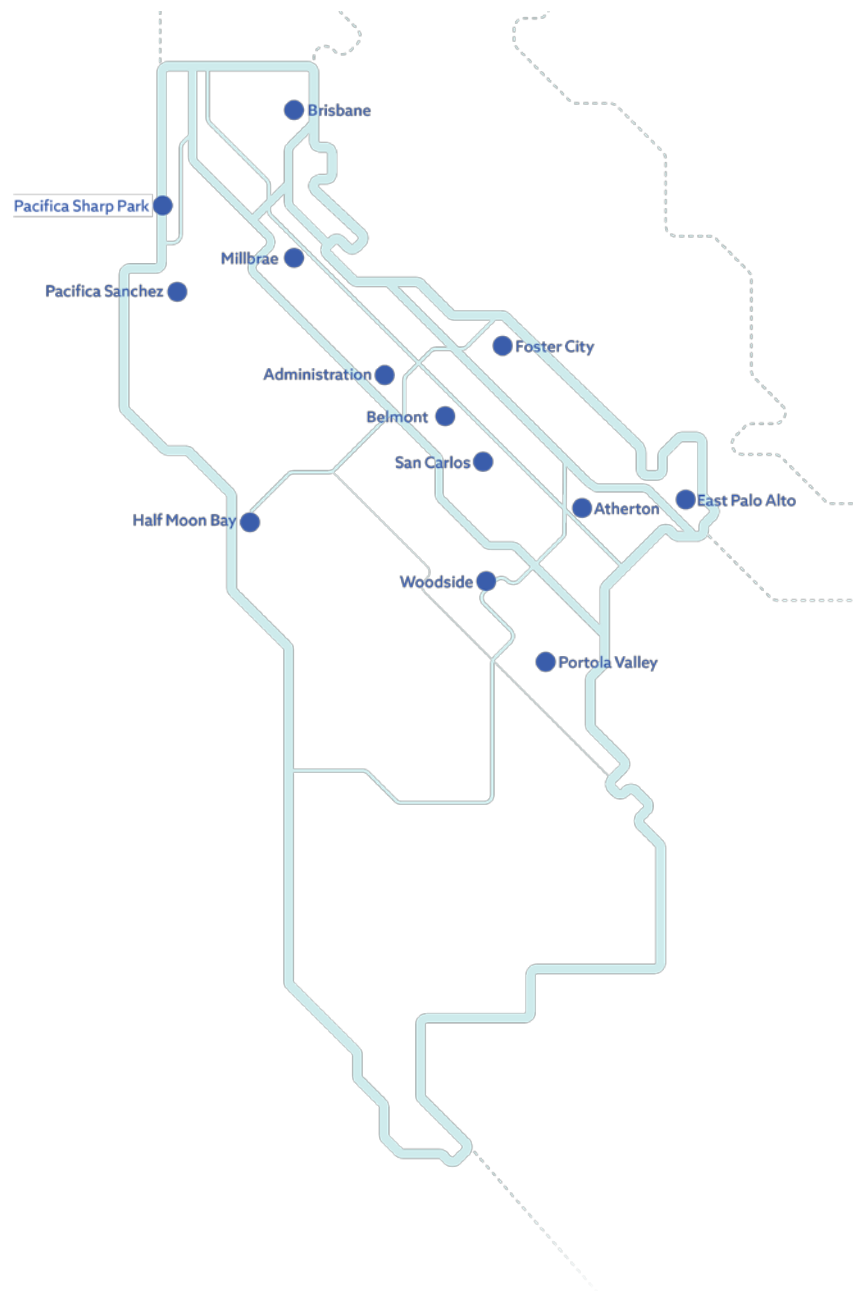
History and Governance

Originally established by the San Mateo County Board of Supervisors in 1912 as a County Free Public Library, the San Mateo County Library Joint Powers Authority (JPA) was established in 1999. The JPA is a separate, independent entity with its own Governing Board, consisting of elected officials from each member. An Operations Committee composed of city and county representatives from each member also provides guidance.

Our service area is comprised of the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the county. Approximately 283,000 people live within the boundaries of our service area, which covers 351 square miles.

We are able to deliver high-quality library services in a cost-effective manner through the careful distribution of resources. Internal economies of scale are achieved because support activities are centralized and shared. This reduces duplication and enables resources to be maximized and directed toward service to the public.

San Mateo County Libraries provide unmatched services to our community. We are consistently ranked as one of the best libraries in the nation.



Strategic Plan

Our 2015-2020 Strategic Plan is not only visionary and directional, but also flexible enough to respond to environmental changes over time



Our Goals

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

This means we will:

- Build and update facilities to create inviting and flexible spaces
- Spot opportunities to deliver services beyond buildings
- Deliver an easily accessible and rich online experience

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

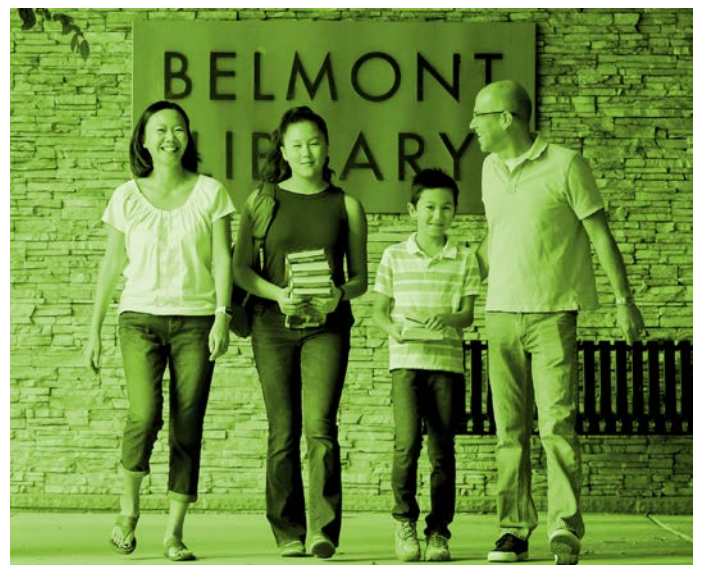
This means we will:

- Engage children and families in high quality, research-based learning experiences
- Bridge the digital divide by building skills and providing access to technology
- Develop creative programs and services that have measurable results
- Grow a culture of learning and participation

We understand needs and promote meaningful library services as solutions.

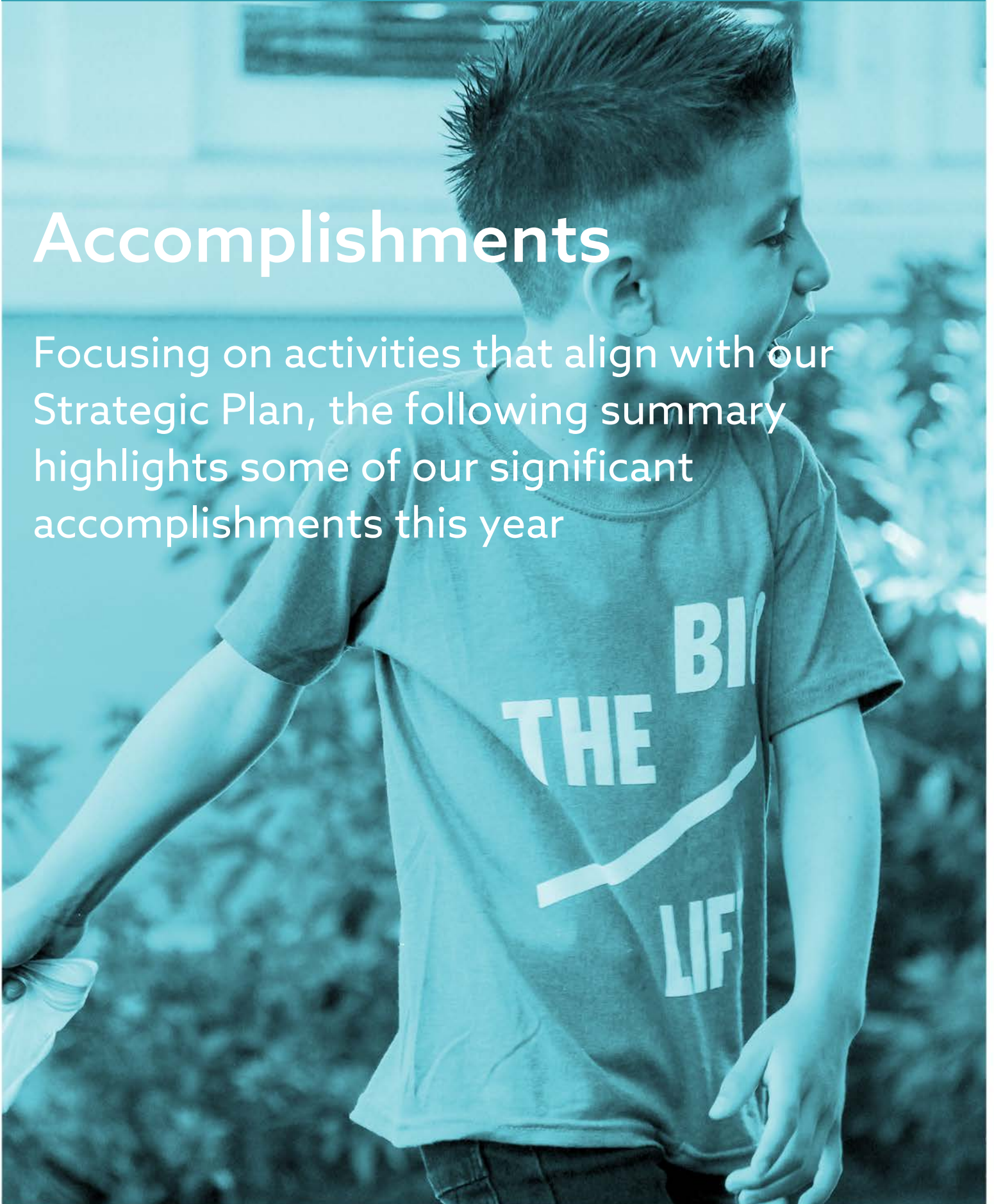
This means we will:

- Understand and align with community goals
- Communicate an inspiring vision and the library's story of impact
- Cultivate library champions who reflect the dynamic environment
- Employ new ways to ensure equitable access



Accomplishments

Focusing on activities that align with our Strategic Plan, the following summary highlights some of our significant accomplishments this year



Our Accomplishments

We Enrich Lives

- Expanded hours at the East Palo Alto Library. The library is now open on Sundays, offering seven-day a week service
- Improved senior access to information and resources and increased social connectedness with our new fine-free library cards for seniors
- Expanded The Big Lift Inspiring Summers Camps to serve 1,478 kindergartners through second graders, at 11 school sites, with engaging STEAM curriculum
- Increased participation in the Summer Learning Challenge to 53,547 youth and families, exceeding our goal of 40,000
- Employed 230 high school and college-aged interns through our summer youth employment initiative
- Served more than 1,000 free meals to children and adults during the winter school break in East Palo Alto
- Energized local civic engagement by offering 48 community conversations throughout our libraries
- Built school partnerships and expanded access to libraries with a state grant that helped us give 4,700 library cards to students
- Transformed wheel-bound outreach by adding four vehicles to connect with community members who are unable to regularly visit our libraries
- Assessed needs and developed a pilot site to test and improve assistive technology services to patrons with disabilities
- Initiated work to analyze local history collections, recommend potential opportunities for storage and digitization, and support community efforts to preserve and increase access to these important resources



We Support Exploration

- Expanded laptop vending machines in our locations, increasing the number of laptops by 84 and offering the public a more flexible and mobile environment
- Significantly broadened digital collections, including a streaming video service, Spanish eBooks, and an online learning platform for young children
- Continued to transform maker programming by circulating camera and filmmaking kits, virtual reality carts and laser cutters and related programming
- Grew our afterschool Science Action Club to welcome middle schoolers in four additional communities. Successfully tested in San Carlos, the program offers STEAM-based learning activities in a fun environment
- Collaborated with the San Mateo County Poet Laureate to initiate Spoken Art, a popular new program which connected community members with art and poetry
- Engaged over 2,000 residents in solar eclipse viewing parties and distributed over 9,000 pairs of free eclipse glasses
- Partnered with the San Mateo County Commission on the Status of Women to host a traveling multimedia exhibit that celebrates the San Mateo County Women's Hall of Fame

- Built on our Maker Space Master Plan to expand programming and inform the design and development of maker spaces in Atherton, Belmont, Brisbane, Foster City, Half Moon Bay, Millbrae, and two outreach vehicles



We Are Leaders

- Recognized as a Star Library for the ninth consecutive year. San Mateo County Libraries rank 3rd in the State and 16th nationwide among similar peer libraries
- Received an Urban Libraries Council Top Innovator Award for The Big Lift Inspiring Summers Program. The system is one of twenty national libraries selected for this award
- Implemented a new tool to improve evaluation practices to share the true impact of library programs and services

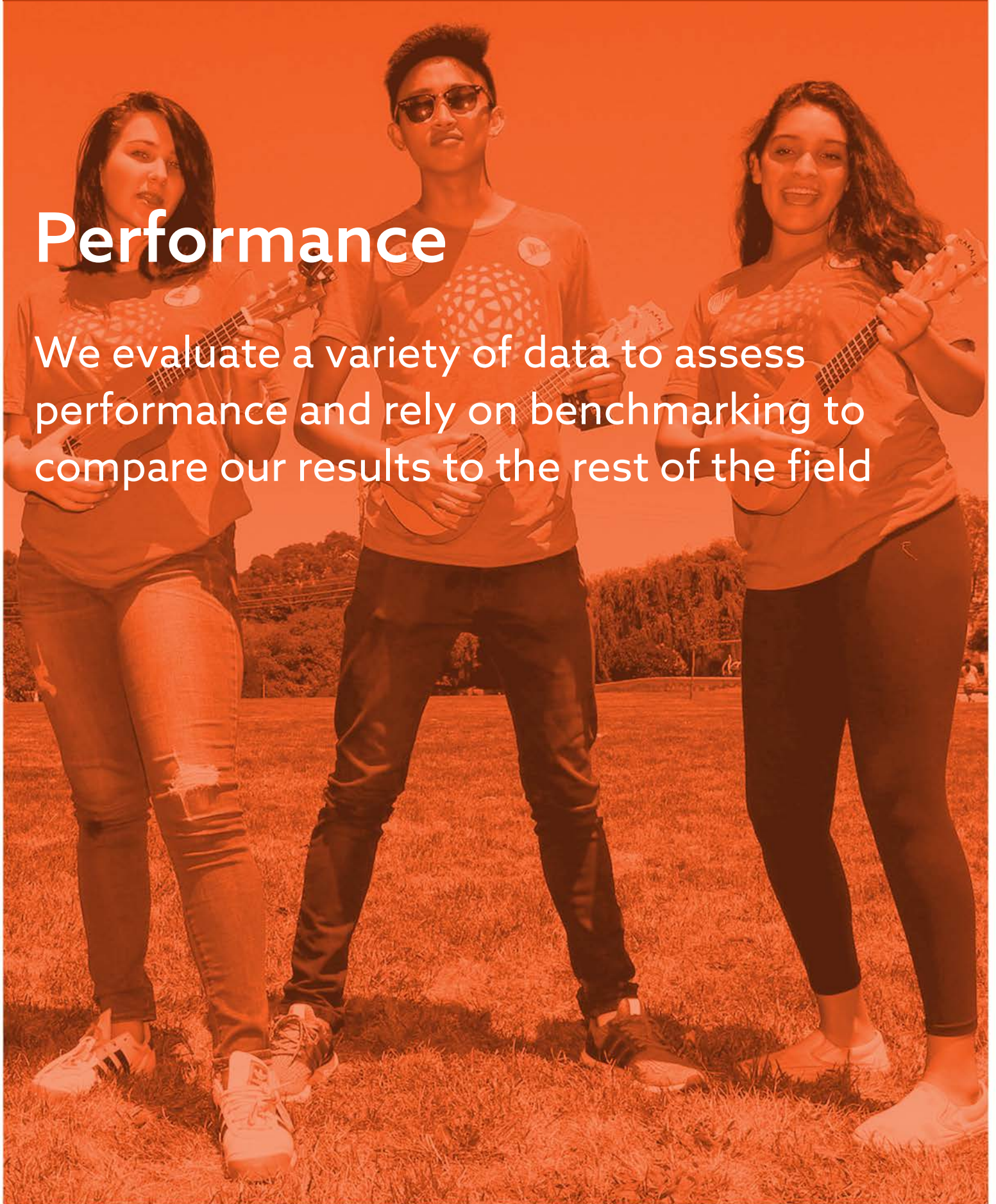
- Inspired our volunteers - of 600 surveyed, 90% of active volunteers are satisfied and would recommend volunteering with San Mateo County Libraries
- Selected as one of ten libraries in the state for a unique grant to build early literacy skills in families. The grant funds training and wearable tech devices that allow parents to track their children's exposure to words
- Received a County Stars Award for our County Office of Sustainability partnership to make Energy and Water Savings Toolkits available for checkout
- Designed a new performance management system that replaced traditional performance reviews with weekly check-ins and pulse surveys to foster positive employee development and improved performance
- Established a working board to create a Library Foundation to increase support for San Mateo County Libraries
- Innovated processes and organizational efficiencies by implementing new purchasing procedures and procurement software and a centralized management system for IT resources
- Approved an amended JPA Agreement and Bylaws which reflect the Board's values as a system and improve clarity among members

We Create Inviting Spaces

- Addressed coastside community needs by completing construction of the new Half Moon Bay Library
- Finalized design and construction plans for the new Brisbane Library
- Completed plans for the new Atherton Library and opened a temporary library to provide continuous service
- Completed a Needs Assessment for the East Palo Alto Library. This report will be used to inform the next steps in working towards a new library
- Assisted Pacifica City efforts to update the library site analysis and examine alternative service options that would include a new library
- Improved the Library Administration building; upgrades included new paint, carpet, and office furniture
- Enhanced technology and furniture at the Foster City Children's Room thanks to a large donation from Dr. Landucci, a strong library supporter

Performance

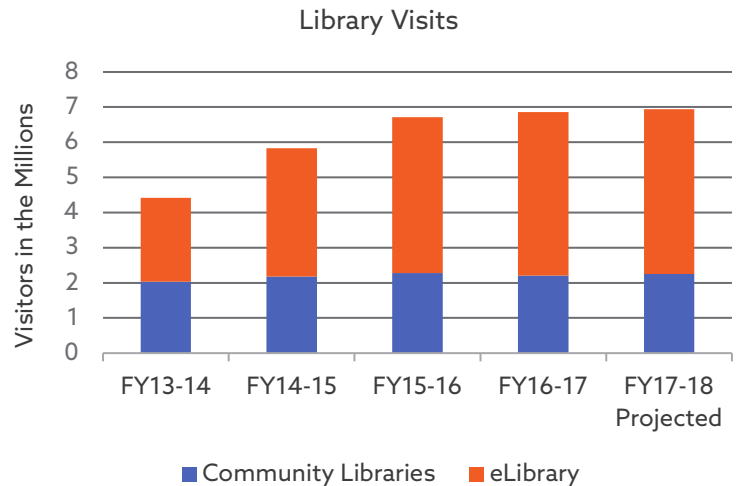
We evaluate a variety of data to assess performance and rely on benchmarking to compare our results to the rest of the field



Our Performance

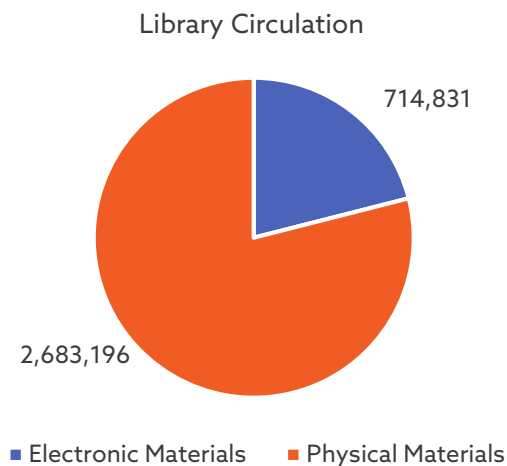
Library Visits

Library visits, in-person and online, show community engagement. In-person visits remain strong, while online visits continue to increase. Programs and events positively affect physical visits, as do new buildings and remodels. Our online collections and improved user interfaces increase online visits. We project 8.5 in-person visits compared to 3.8 visits per capita at peer libraries. We anticipate 17.8 online visits per capita this year, four times that of our peer library average.



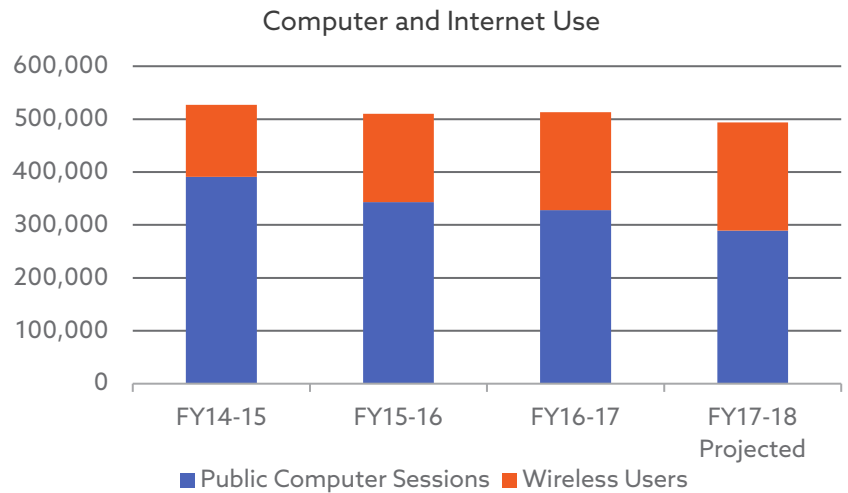
Library Circulation

Circulation of physical and digital library materials are traditional indicators for libraries. Fine-free youth and senior library cards, the popularity of WiFi hotspots and laptops for use in and outside of our libraries; and growth in the use of digital collections positively influence collection use. With a projected circulation of 3.5 million, or 13.7 items per capita, we compare favorably to similarly sized libraries, which averaged 6.4 items per capita last year.



Technology Use

Libraries have a proud tradition of ensuring equitable access to information and resources, and San Mateo County Libraries are committed to closing the digital divide. People increasingly check out library laptops or use their own devices at our libraries. Public computer sessions are projected to drop to 289,000, while WiFi use is projected to grow, with 204,000 unique users projected.



Library Champions

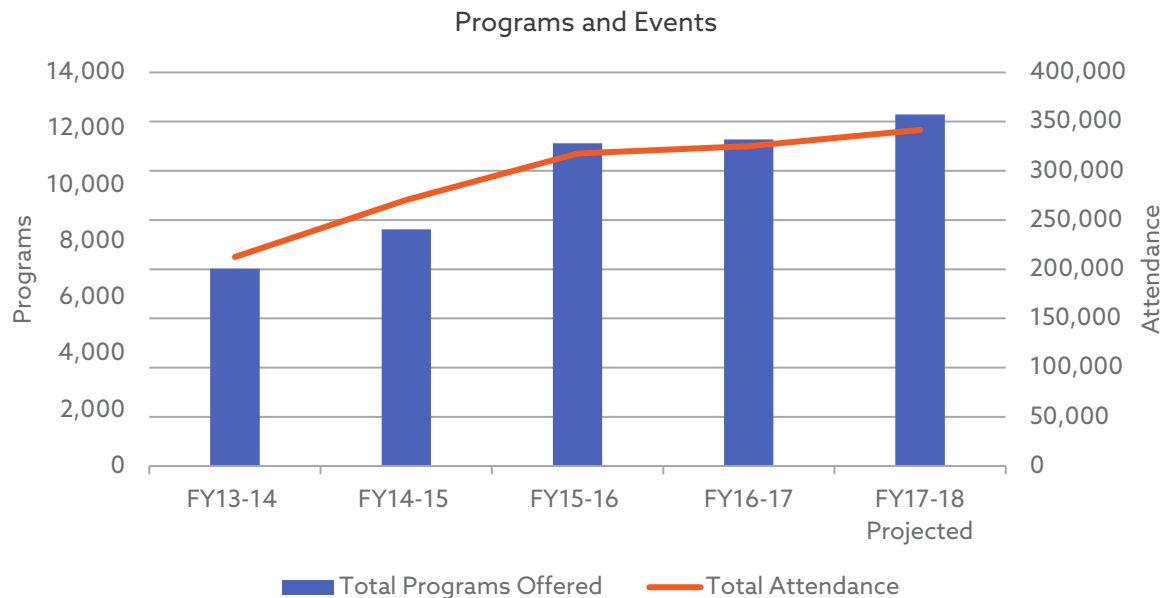
San Mateo County Libraries staff is dedicated and actively engaged in providing meaningful library services. This year, 94% reported enjoying the work that they do, and 96% believe we provide excellent services. Customer and employee satisfaction are closely tied, and overall our users are very happy. Customer survey results indicate that 90% of patrons surveyed report being satisfied with their library experiences. Additionally, our volunteers are satisfied with their experiences and impact, with 90% reporting that they would recommend volunteering to others.





Programs and Events

Library programs and events, from baby sign language and STEAM fairs to small business development and the Holi Festival, continue to grow. The Summer Learning Challenge, increased efficiencies in organization-wide programming, and staff responsiveness to community needs are driving this growth. We welcomed four times the number of program attendees than our comparative peer libraries do.



Recommended Budget

Our annual budget serves as a financial plan, operations guide, and communications tool

Budget Background

The annual budget details the operations, projects, and initiatives for San Mateo County Libraries and distributes resources designed to meet performance and service objectives. Input is sought from staff, JPA members, and community stakeholders in order to respond to community needs and optimize resources with the goal of providing meaningful services.

The budget is prepared on the modified accrual basis of accounting in which revenue is recognized when it is both measurable and available, and expenditures are recorded when they are incurred. Total expenditures may not exceed the budgeted expenditures, and the budget lapses at the end of each fiscal year. The fiscal year begins July 1 and ends June 30.

Approval of the annual budget is the responsibility of the Library JPA Governing Board. The budget is legally enacted through passage of a motion during a Board meeting, followed by approval from the San Mateo County Board of Supervisors.

Our Priorities

Through the budget process we establish ambitious initiatives that align with our Strategic Plan. The following priorities will be continued and introduced this year to improve outcomes and strengthen our community:

- Implement a new customer care model, enriching public experiences with our libraries
- Grow and support an inclusive community of learners and makers by implementing the Makerspace Master Plan
- Continue efforts to build and update libraries and celebrate our rich history
- Innovate green practices and sustainability efforts in our buildings, policies, and activities
- Invest in our future success: finalize the JPA Agreement, build the library foundation, and fortify existing partnerships
- Make summer learning boundless and inspiring for all
- Study opportunities for the library to better promote racial and social equity in our communities
- Cultivate our library champions who reflect our dynamic environment to foster employee and volunteer engagement

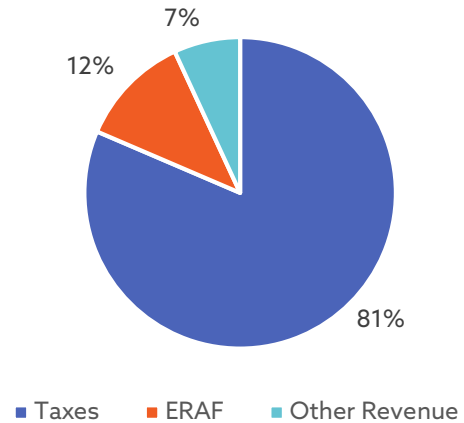
Revenues Summary

The primary source of revenue is property tax. Designated as a special district, San Mateo County Libraries are entitled to receive a small portion of the property tax collected within the boundaries of the service area.

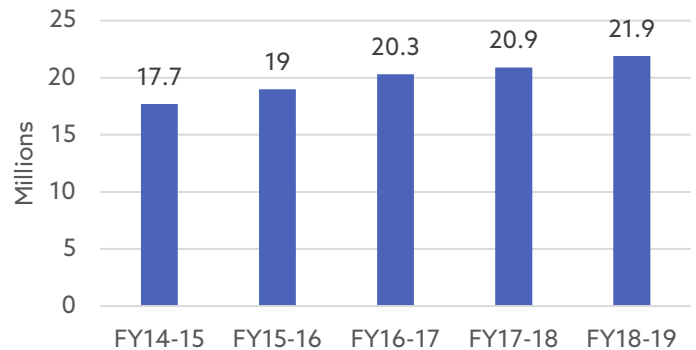
Revenue from secured property taxes is estimated to increase by approximately 5%. Revenue from secured property taxes (taxes assessed against real property) is estimated at \$20.9 million, and unsecured taxes (taxes on aircraft and commercial equipment largely generated from businesses at San Francisco International Airport) are estimated at \$978,690.

Other sources of revenue include grants, fines, donations, revenue resulting from the dissolution of redevelopment agencies (RDA), and excess Educational Revenue Augmentation Funds (ERAF). Projected RDA revenue of \$1 million and anticipated excess ERAF of \$3.5 million are included in the Recommended Budget. Due to the potential unpredictability of ERAF funding, the Governing Board has authorized the use of excess ERAF for one-time purposes or set aside in Reserves.

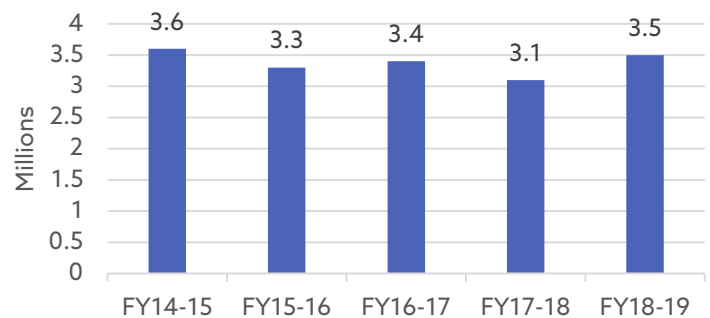
FY 2018-19 Budgeted Revenue



Property Tax



Excess ERAF

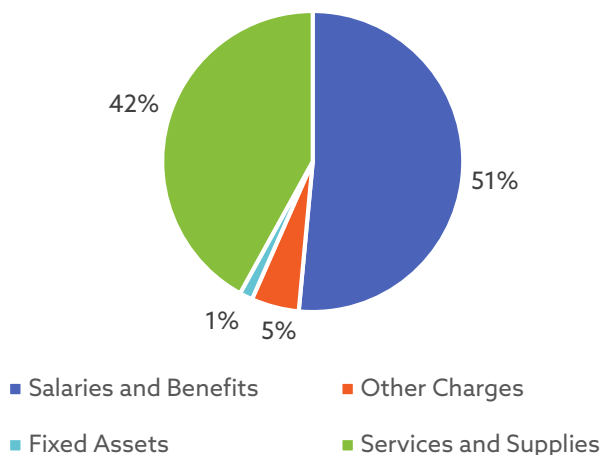


Expenditures Summary

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 are represented by SEIU. The current MOU is set to expire in October 2018.

The total number of authorized positions is 122 and total full-time equivalent (FTE) is 110.4. Extra Help and term staff are not reflected in the Total FTE or Position Count.

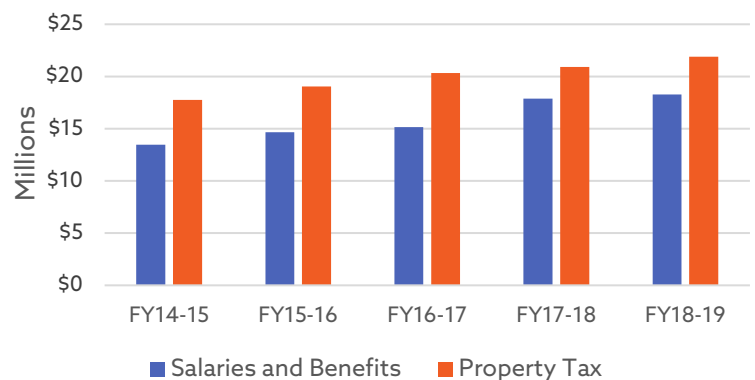
FY 2018-19 Budgeted Expenditures



The San Mateo County Employees' Retirement Association (SamCERA) is the public pension system that provides service retirement, disability, and death benefits to plan members and beneficiaries. These pensions are financed through a combination of employee and employer contributions and investment earnings managed by SamCERA. Any deficit in the fund to meet these defined obligations is called an unfunded pension liability. The County's funded ratio under SamCERA is approximately 84%.

In order to meet its pension obligation to existing employees and retirees, the retirement contribution funded by San Mateo County Libraries in FY 2018-19 is \$2.8 million. This includes the Library's portion of the County's prepayment of the unfunded liability.

Salaries & Benefits and Property Tax



General Operations

Net Appropriations total \$35,477,094 and include those activities that represent ongoing day-to-day operations. The system's most significant operational expenditures in the FY 2018-19 Recommended Budget include:

- Ongoing salary and benefit costs associated with regular employees and Extra Help positions are \$18,265,697
- Collections consisting of print materials, audio and video materials, online databases, and digital materials (e.g., eBooks, eAudiobooks, eMagazines, eMusic, and eVideos). The total appropriation for collections is \$2,530,800
- Budgeted library property tax revenue set aside for Donor Fund purposes: \$1,400,000 for Atherton Library, \$65,000 for Portola Valley Library, and \$400,000 Woodside Library
- Costs associated with indirect services, such as telephone, insurance, maintenance, and A-87 cost reimbursement charges for services provided by the County, (e.g., human resources and payroll support) total \$1,804,314
- Costs associated with support provided by the Peninsula Library System, such as delivery service, oversight of the shared online library catalog, and costs related to maintenance agreements, are \$1,238,402
- Revenue distributed to Redwood City to provide services to the North Fair Oaks Community and to Daly City to provide services to Colma and Broadmoor totals \$680,000
- Information Technology equipment and software total \$331,525 and support computer management of public computers, printing and wireless services



One-Time Activities

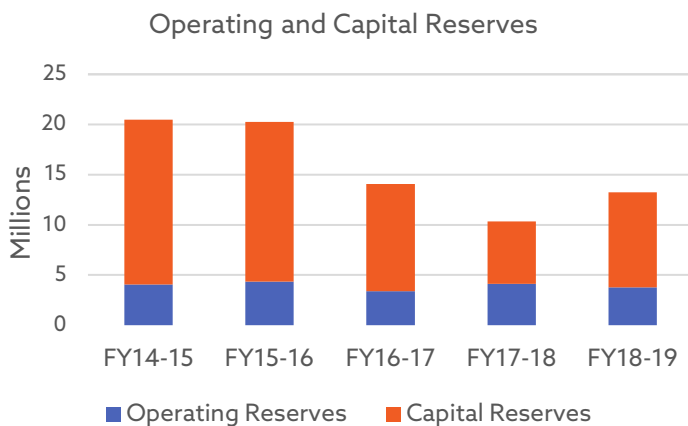
Staff is recommending a total of \$10,307,063 to support one-time enhancements. The budget utilizes excess ERAF revenue, excess Fund Balance, Capital Reserves, and County Measure K funds in FY 2018-19 for the purchase of equipment, materials, and activities that improve the delivery of library services. Highlights include:

- Technology improvements ensure the digital needs of library users are being met. Activities include replacement of all automated material handling systems, equipment for implementing the Maker Space Master Plan, expanding the Laptop Anytime program, maintaining WiFi hotspots, implementing assistive technology, increasing availability of ABC Mouse backpacks, network improvements and replacing equipment. The total enhancement is \$3,034,150
- Extra Help, paid interns, and seven limited-term employees will support new programs and projects. Activities include out-of-school programs, performance measurement and program evaluation, public relations and marketing efforts, purchasing process facilitation, fundraising and grant work, and implementation of information technology initiatives. The total request is \$1,760,421
- Learning and literacy enhancements expand opportunities for adults, teens, children, and families. Exciting programs include summer learning, month of the young child, and sustainability among others. \$1,110,540 has been included to support these outreach projects
- In order to respond to public demand, increase print materials, digital resources, and world language materials for all ages. Specific collection efforts include supporting local projects to preserve and share local history and the creation of book rich environments. The total enhancement is \$1,330,800
- To create dynamic spaces and improve the appearance and functionality of library spaces, one-time money will go toward facility projects. Activities include opening the new Brisbane Library, realizing maker spaces, and continuing to address facility needs in East Palo Alto and Pacifica. \$1,049,000 has been included to support these projects

Reserves

We maintain Operating Reserves in an amount equal to no less than 15% of adopted General Operating Appropriation (Net Appropriations excluding one-time activities), as detailed in the JPA Fund Balance Policy. This contingency is maintained in the event of emergencies, unanticipated funding losses, and one-time opportunities to stabilize current operations.

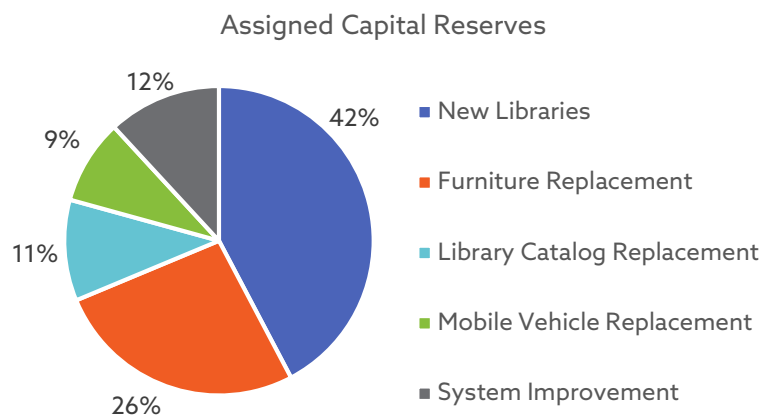
The FY 2018-19 Recommended Budget meets the goal established for Operating Reserves by setting aside \$3,775,505.



The Budget maintains Capital Reserves in an amount equal to no less than \$2,500,000 as required by the Fund Balance Policy. These funds may be used to address innovative opportunities related to operational improvements and asset replacement needs as approved by the Governing Board.

The FY 2018-19 Recommended Budget exceeds the goal established for Capital Reserves as identified in the Fund Balance Policy with a total of \$9,460,081.

Any additional Capital Reserves are assigned to ensure sufficient funding for anticipated projects and activities that are financially significant. Refinement of these assignments may take place over time to ensure sound fiscal management, to be responsive to evolving service needs, and to recognize potential fluctuations in the availability of revenue.



The growth of Reserves can be primarily attributed to excess ERAF which has allowed us the opportunity to implement one-time activities included in the budget. Given our reliance on property taxes, the accumulation of Reserves also provides a safety net in lean fiscal years.

The Recommended Budget proposes the use of \$2,870,255 in Capital Reserves to support one-time enhancements as outlined in One-Time Activities.

Budget Overview

The Budget Overview highlights significant changes from the FY 2017-18 Adopted Budget to the FY 2018-19 Recommended Budget by major classification category for both revenue and expenditures.

Total Sources

Taxes (\$26,554,011 to \$27,953,243): There is an increase of \$1,399,232 in this funding source due primarily to projected growth of property tax revenue, and amounts anticipated from excess ERAF.

Charges for Services (\$124,000 to \$99,000): There is a reduction of \$25,000 in this funding source due to a reduction in amounts collected from fines. Policy changes, including fine-free cards for youth and seniors and food for fines allows greater community access to information and resources.

Miscellaneous Revenue (\$2,564,032 to \$1,541,961): There is a decrease of \$1,022,071 in this funding source due primarily to a decrease in The Big Lift Inspiring Summers revenue.

Fund Balance (\$22,188,093 to 18,687,749): There is a decrease of \$3,500,344 in this funding source. Fund Balance reflects the carry forward of Reserves, unanticipated revenues and

unspent appropriations projected at the close of the current fiscal year. The decrease reflects, in part, the use of Reserves in FY 2017-18 to support one-time activities. After June 30, a final reconciliation is completed to account for actual revenue and expenditures, and Fund Balance is adjusted at that time.

Total Requirements

Salaries and Benefits (\$17,781,315 to \$18,265,697): There is an increase of \$392,321 in this expenditure category due to additional costs associated with hourly permanent positions and increased costs associated with the County Retirement Contribution. The total number of authorized positions remains 122.

Services and Supplies (\$32,433,123 to \$34,372,533): There is an increase of \$1,939,410 in this expenditure category due primarily to IT and collection enhancements, increased costs associated with PLS, and funding to support service initiatives. The collections and materials budget totals \$2,530,800. PLS costs include materials delivery, the shared online library catalog, and costs related to databases and equipment maintenance agreements, totaling \$1,248,402. Support costs transferred to each of the branch libraries total \$19,478,237. The corresponding transfer of these costs is described below in Intrafund Transfers.

Other Charges (\$1,927,408 to \$1,804,314): There is a decrease of \$123,094 in this expenditure category. This expenditure category represents utilities, maintenance, insurance, and costs associated with services provided by the County for activities including human resources and payroll support, as well as contributions to Redwood City for services provided at the Fair Oaks Library and to Daly City for services provided on behalf of residents of unincorporated Broadmoor and Colma, and totals \$680,000.

Fixed Assets (\$500,000): The costs associated with fixed assets remain the same due to the roll-over of funds from the prior year to purchase a Play Mobile and Mobile Maker Lab. Fixed assets are tangible assets valued at \$5,000 or greater.

Intrafund Transfers (\$17,340,865 to \$19,478,237): There is an increase of \$2,137,372 in Intrafund Transfers. Intrafund Transfers show the expenditure transfers between operations within the same fund/budget. In the case of the San Mateo County Libraries, Intrafund Transfers are used to reflect support costs that are distributed to each of the branch libraries. The distribution of these costs is based on a formula representing three equally weighted factors including circulation and walk-in use, property tax revenue, and population. Support costs include services provided by

the following divisions: Administration and Financial Services, Communications, Access Services, IT, Youth and Family Services, and Programming and Outreach.

Operating Reserves (\$4,119,737 to \$3,775,505): There is a decrease of \$344,232 to meet the Fund Balance Policy. As detailed in the policy, the balance of Operating Reserves represents 15% of Net Appropriations (less one-time items). This contingency is maintained in the event of economic uncertainties, emergencies, and unanticipated funding losses. Excess ERAF is a significant factor in the growth of Operating Reserves and a key driver in the ability to make major one-time purchases.

Capital Reserves (\$12,330,336 to \$9,460,081): There is a decrease of \$2,870,255 in this expenditure category due to one-time purchases. In order to preserve the system's capital assets, funding allocated for projects and activities that have been determined financially significant enough to be separated and/or anticipated in the future are maintained in the Capital Reserves Budget.

Budget Summary View

		FY 2016-17 Actuals	FY 2017-18 Adopted	FY 2018-19 Change	FY 2018-19 Recommended
Sources					
1000	Taxes	26,392,340	26,554,011	1,399,232	27,953,243
1500	Use of Money and Property	199,092	121,000	4,000	125,000
1600	Intergovernmental Revenue	210,325	163,000	(2,628)	160,372
2000	Charges for Services	197,186	124,000	(25,000)	99,000
2500	Interfund Revenue	471,180	141,442	3,913	145,355
2600	Miscellaneous Revenue	1,990,960	2,564,032	(1,022,071)	1,541,961
Total Revenue		29,461,082	29,667,485	473,855	30,024,931
333	Fund Balance	20,265,405	22,188,093	(3,500,344)	18,687,749
TOTAL SOURCES		49,726,487	51,855,578	(3,142,898)	48,712,680
Requirements					
4000	Salaries and Benefits	15,148,001	17,873,376	392,321	18,265,697
5000	Services and Supplies	23,346,536	32,433,123	1,939,410	34,372,533
6000	Other Charges	1,559,022	1,927,408	(123,094)	1,804,314
7000	Fixed Assets	136,603	500,000	0	500,000
7500	Other Financing Uses	12,352	12,463	324	12,787
Gross Appropriations		40,202,514	52,746,370	2,208,961	54,955,331
8000	Intrafund Transfers	(12,664,119)	(17,340,865)	(2,137,372)	(19,478,237)
Net Appropriations		27,538,395	35,405,505	71,589	35,477,094
8500	Operating Reserves	3,381,062	4,119,737	(344,232)	3,775,505
8700	Capital Reserves	18,807,030	12,330,336	(2,870,255)	9,460,081
TOTAL REQUIREMENTS		49,726,487	51,855,578	(3,142,898)	48,712,680
Position Count		121	122	0	122
Funded Full-Time Equivalent		110.25	110.25	0.15	110.40

Budget Summary Detail

		FY 2016-17 Actuals	FY 2017-18 Adopted	FY 2018-19 Change	FY 2018-19 Recommended
<u>Sources</u>					
1021	Current Yr Secured	19,351,381	19,929,000	996,450	20,925,450
1024	PY Secured Redemption	5,849	7,000	0	7,000
1031	Current Yr Unsecured	988,977	969,600	9,090	978,690
1033	Prior Yr Unsecured	(12,460)	0	0	0
1041	CY SB 813 Sec Supplemental	721,820	550,000	0	550,000
1042	CY SB 813 Unsec Supplemental	24,193	5,000	0	5,000
1043	PY SB 813 Redemption	8,406	5,000	0	5,000
1045	PY SB 813 Unsec Supplemental	1,936	0	0	0
1046	ERAF Rebate	3,398,836	3,100,000	400,000	3,500,000
1047	Former RDA - Residuals	789,100	600,000	0	600,000
1058	Former RDA Passthrough	526,089	400,000	0	400,000
1129	Property Tax In-Lieu of VLF	183,164	183,164	0	183,164
1135	Sales & Use Tax - Measure K	405,048	805,247	(6,308)	798,939
1000	Taxes	26,392,339	26,554,011	1,399,232	27,953,243
1521	County Pool Interest Earned	178,855	110,000	0	110,000
1525	LAIF Interest Earned	15,237	6,000	4,000	10,000
1556	County Land/Bldg Rentals	5,000	5,000	0	5,000
1500	Use of Money and Property	199,092	121,000	4,000	125,000
1661	Highway Property Tax Rental	1,729	600	0	600
1831	Homeowner Tax Relief	99,733	105,000	0	105,000
1868	Timber Tax Yield	3,195	2,000	0	2,000
1871	State Aid	105,244	55,000	(2,628)	52,372
1971	Other In-Lieu Taxes	424	400	0	400
1600	Intergovernmental Revenues	210,325	163,000	(2,628)	160,372

		FY 2016-17 Actuals	FY 2017-18 Adopted	FY 2018-19 Change	FY 2018-19 Recommended
2291	Library Fees & Fines	172,798	100,000	(25,000)	75,000
2451	Misc Services to Cities	24,388	24,000	\$0	24,000
2000	Charges for Services	197,186	124,000	(25,000)	99,000
2521	IFR - General Fund	140,504	141,442	3,913	145,355
2538	IFR - Library Fund	330,676	0	0	0
2500	Interfund Revenue	471,180	141,442	3,913	145,355
2631	Sale of Literature	3,121	3,000	0	3,000
2644	Insurance Refunds	15,636	0	0	0
2645	SDI Payments	4,553	0	(5,000)	5,000
2646	Gifts & Donations	26,917	419,032	(419,032)	0
2647	Misc. Reimbursements	212,473	246,000	0	246,000
2655	Other Foundation Grants	104,068	0	0	0
2658	All Other Misc Revenue	1,624,192	1,886,000	(598,039)	1,287,961
2600	Miscellaneous Revenue	1,990,960	2,564,032	(1,022,071)	1,541,961
	Total Revenue	29,461,082	29,667,485	357,446	30,024,931
333	Fund Balance	20,265,405	22,188,093	(3,500,344)	18,687,749
	TOTAL SOURCES	49,726,487	51,855,578	(3,142,898)	48,712,680
Requirements					
4111	Permanent Salaries	9,075,642	10,017,613	141,093	10,158,706
4160	Extra Help Salaries and Benefits	2,367,411	3,342,261	460	3,342,721
4321	Retirement Contribution	2,214,464	2,638,260	180,743	2,819,003
4400	Benefits	1,371,684	1,762,059	57,604	1,819,663
4450	Wkr Comp/Unemployment	118,800	113,183	12,421	125,604
4000	Salaries and Benefits	15,148,001	17,873,376	392,321	18,265,697

		FY 2016-17 Actuals	FY 2017-18 Adopted	FY 2018-19 Change	FY 2018-19 Recommended
5184	Donor Fund Rev Set Aside	2,337,259	1,800,000	65,000	1,865,000
5193	Office Supplies	219,600	125,000	84,000	209,000
5194	Books and Literature	418	2,000	(2,000)	0
5196	Photocopy Lease/Usage	14,044	15,000	20,000	35,000
5197	Mailing	3,918	7,500	2,500	10,000
5198	Donations Funded Services	45,039	152,623	(2,996)	149,627
5199	Friends Funded Services	188,851	246,000	0	246,000
5212	Computer Equipment	997,766	1,751,097	946,216	2,697,313
5215	Software and Maintenance	112,781	876,750	(172,925)	703,825
5234	Furniture and Equipment	265,878	2,294,387	(970,387)	1,324,000
5331	Memberships	35,451	12,000	28,000	40,000
5343	Advertising and Publicity	3,792	4,000	0	4,000
5426	Equipment Maintenance	4,388	5,700	(700)	5,000
5455	Facilities Maintenance	38,222	10,000	15,000	25,000
5457	Landscaping	0	5,000	(5,000)	0
5459	Misc. Other Maintenance	0	10,000	24,000	34,000
5483	Custodial	29,547	30,000	0	30,000
5631	Utilities	27,261	30,000	0	30,000
5634	Recycling	5,736	5,300	4,700	10,000
5635	Water Service	4,482	5,000	0	5,000
5712	Mileage Allowance	12,058	12,100	0	12,100
5721	Meetings and Conferences	135,130	225,000	25,000	250,000
5722	Employee Reimbursement	29,322	25,000	0	25,000
5854	Contract Library Services	124,225	155,000	20,000	175,000
5856	Promotional Materials	91,835	227,500	0	227,500
5858	Professional Contracts	349,650	880,022	91,917	971,939
5866	Fingerprinting	34,844	50,000	50,000	100,000
5872	Cost Applied	12,664,119	17,340,954	2,137,283	19,478,237
5875	Interagency Agreements - PLS	877,214	1,096,790	151,612	1,248,402

		FY 2016-17 Actuals	FY 2017-18 Adopted	FY 2018-19 Change	FY 2018-19 Recommended
5876	Programming Services	194,209	0	10,000	10,000
5926	Alcohol/Drug Testing	392	500	0	500
5927	Program Activities	261	900,000	(107,000)	793,000
5931	Books - Adult	423,573	445,000	(93,000)	352,000
5932	Books - Children	398,002	560,000	(88,000)	472,000
5933	Videos - Children	376,164	58,000	1,000	59,000
5934	Books - Serials	39,791	165,000	(16,000)	149,000
5936	Audio Materials	115,140	75,000	20,800	95,800
5937	Videos - Adult	251,358	166,000	3,000	169,000
5938	Digital Materials	1,353,990	950,000	56,000	1,006,000
5939	World Language Materials	280,215	220,000	8,000	228,000
5942	Other Library Expense	682,823	1,127,900	(366,610)	761,290
5969	Summer Learning - Measure K	405,406	366,000	0	366,000
5000	Services and Supplies	23,346,536	32,433,123	1,939,410	34,372,533
6263	Redwood Cty, Daly Cty Contrib	641,975	625,000	55,000	680,000
6265	Misc. Other Contributions	0	1,000	(1,000)	0
6712	Telephone Service Charges	55,279	100,000	0	100,000
6713	Automation Services - ISD	142,840	98,719	3,195	101,914
6714	County Facility Rental Charges	127,546	128,979	3,589	132,568
6715	Facilities Maintenance Charges	0	5,000	(5,000)	0
6717	Motor Vehicle Mileage Charges	52,213	113,812	(37,569)	76,243
6724	Auto Liability Insurance	724	1,873	(1,152)	721
6725	General Liability Insurance	89,018	96,139	2,884	99,023
6727	Official Bond Insurance	3,108	3,356	100	3,456
6728	County Property Insurance	33,931	36,691	2,935	39,626
6733	Human Resources Services	4,072	4,072	0	4,072
6734	Motor Vehicle Replace Charge	744	4,606	(744)	3,862
6738	Countywide Security Services	14,817	40,791	(1,983)	38,808
6739	Card Key Public Works	0	0	5,751	5,751
6821	A-87 Expense	392,756	667,370	(149,100)	518,270
6000	Other Charges	1,559,022	1,927,408	(123,094)	1,804,314

		FY 2016-17 Actuals	FY 2017-18 Adopted	FY 2018-19 Change	FY 2018-19 Recommended
7331	Fixed Assets - Equipment	136,603	500,000	0	500,000
7000	Fixed Assets	136,603	500,000	0	500,000
7548	Facility Maintenance Charge	12,352	12,463	324	12,787
7500	Other Financing Uses	12,352	12,463	324	12,787
	Gross Appropriations	40,202,514	52,746,370	2,208,961	54,955,331
8142	Intrafund Transfers	(12,664,119)	(17,340,865)	(2,137,372)	(19,478,237)
8000	Intrafund Transfers	(12,664,119)	(17,340,865)	(2,137,372)	(19,478,237)
	Net Appropriations	27,538,395	35,405,505	71,589	35,477,094
8611	Operating Reserves	3,381,062	4,119,737	(344,232)	3,775,505
8811	Capital Reserves	18,807,030	12,330,336	(2,870,255)	9,460,081
8700	Total Reserves	22,188,092	16,450,073	(3,214,487)	13,235,586
	TOTAL REQUIREMENTS	49,726,487	51,855,578	(3,142,898)	48,712,680



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Financial Services Manager
Date: June 6, 2018
Meeting: June 11, 2018
Re: Approval of FY 2018-19 Proposed Uses of Library Donor Funds

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, Library district property tax funds in excess of the amount required to operate a community library are distributed and held by San Mateo County Libraries in separate trust funds. For FY 2016-17, amounts totaling \$1,490,958 were set aside in the Atherton Library Trust Fund, \$449,874 in the Woodside Library Trust Fund, and \$65,751 in the Portola Valley Library Trust Fund representing a combined total of \$2,006,583.

As of June 30, 2017, restricted Library property taxes currently held in trust accounts by the Library and Towns total \$13,596,603.

On February 5, 2018, the Library JPA Governing Board unanimously approved an Amended Library JPA Agreement. In the updated Agreement, Section VI., D. has been amended to reflect a policy change with respect to restricting these library property tax dollars. The updated provision splits any excess library tax funds 50/50 between the Library and the member city after the deduction of any activities approved for expenditures within a member city and upon completion of the new Atherton Library. It is estimated that the new provision will be effective FY 2021-22. To date, the Agreement has been approved by the cities of: Brisbane, East Palo Alto, and San Carlos.

Discussion

Member cities that qualify and are interested in using excess County Free Library property taxes to support public library related activities in the upcoming fiscal year, must provide the proposed use of Donor Fund revenue to the Library JPA and obtain approval. Proposed uses of Library Donor Revenue in FY 2018-19 are detailed on the following pages.

Atherton Library

Total Atherton Library Donor Fund Revenue as of June 30, 2017: \$11,645,231; (\$5,141,024 held by the Town of Atherton and \$6,504,207 held by the Library).

The Town of Atherton proposes to utilize Library donor fund revenue in an amount estimated at \$4,759,230 as detailed below:

Type/Category	Description	Proposed FY 2018-19 Appropriation
Facility Repair & Maintenance	Scheduled maintenance and repairs, building security, and vector control	2,900
Contract Custodial Services	Janitorial services	9,000
Utilities	Electricity, gas and water	19,500
Maintenance Services	Maintenance for HVAC, electrical, roof, landscape services	22,000
Other Contract Services	Library allocation portion design for Civic Center	4,705,830
Total Expenditures		\$4,759,230

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

Portola Valley Library

Total Portola Valley Library Donor Fund Revenue as of June 30, 2017: \$790,065; (\$317,605 held by the Town of Portola Valley and \$472,460 held by the Library).

The Town of Portola Valley proposes to utilize Library donor fund revenue in an amount estimated at \$102,603 as detailed below:

Type/Category	Description	Proposed FY 2018-19 Appropriation
Facility Repair & Maintenance	Scheduled facility repair and maintenance	18,000
Contract Custodial Services	Custodial/Janitorial services and supplies	25,000
Utilities	Electricity, gas, water and sewer	20,603
Facility Improvement	Carpet replacement (Allowance for select worn areas only). Electric drinking/water bottle fountain	29,000
Overhead Allocation	Town administrative, project management, and staff support allowance	10,000
Total Expenditures		\$102,603

The amount of library property tax currently generated from this community also enables the Portola Valley Library 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, 2017: \$1,161,307.

The Town of Woodside proposes to utilize Library donor fund revenue in an amount estimated at \$134,365 as detailed below:

Type/Category	Description	Proposed FY 2018-19 Appropriation
Contract Services	Landscape & janitorial	20,000
Utilities and Maintenance	Utilities, taxes, grounds maintenance	22,300
Overhead Allocation	Indirect costs such as insurance	33,000
Salaries and Benefits	For Town Staff assigned to Library	59,065
Total Expenditures		\$134,365

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

Fiscal Impact

Requests for uses of Library revenue in FY 2018-19 total \$4,996,198. Funds are in place to offset the requested amounts.

- Atherton Library: \$4,759,230
- Portola Valley Library: \$102,603
- Woodside Library: \$134,365

Recommendation

Recommend approval of the FY 2018-19 proposed uses of Library Donor Funds. Operations Committee members present at the June 5, 2018, meeting concurred with this recommendation.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: June 6, 2018
Meeting: June 11, 2018
Re: Director's Report

This report summarizes significant library operations and program activities that have occurred since the last meeting of the Governing Board. Services and activities are aligned with our Strategic Plan Goals.

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

Atherton Library Project

Construction documents were completed in late March and were prepared for public bid to pre-qualified General Contractors. Bids are due in early June. Working with the Town, space has been identified to provide temporary library services in a 2,880 sq. ft. modular building. A service plan to continue library programming and events is being developed as well as notification of the scheduled closure of the current library. Library staff is preparing for the temporary library to open in mid to late June.

Brisbane Library Project

On March 15, Brisbane City Council approved release of the final construction documents so that qualified contractors could bid on the new one-story 7,629 sq. ft. library project. Bids were received on May 3 and will be recommended for award to City Council on May 17. Construction will begin this summer with a construction duration estimated at 12 months, aiming to have the new library ready to open in the Fall of 2019. The existing library will remain open throughout construction.

Half Moon Bay Library Project

Excitement and anticipation grows as our new 22,000 sq. ft. library is nearing completion. Walls, glass and glazing are complete, and the building is now enclosed. Construction crews are continuing work with the interior build out and finishes. Casework and ceiling grids are currently being installed in the children's space. Agreements for furnishings and equipment for the new library have been finalized including KBM HOGUE in the amount of \$117,140; Pivot Interiors, Inc., in the amount of \$183,220; One Workplace in the amount of \$239,226; and Dell Computers in the amount of \$150,950. Furniture and equipment installations are anticipated to begin mid-June, and closure of the temporary library space is projected to take place by the end of July. This will allow staff time to move into the new library and make final preparations for operating our first two-story facility. City and library staff are looking forward to hosting a grand opening celebration on Saturday, August 18.

Pacifica Library Project

Ranking 4th out of the 19 projects and initiatives that were prioritized by the Council at the April Council Goal Setting Meeting, Pacifica Council members spotlighted the essential work needed to continue efforts toward construction of a new Sharp Park Library and a renovated Sanchez Library. City and Library staff are working with Group 4 Architecture to develop conceptual plans and focus on the operational requirements of a dual-library model. Community outreach and meeting opportunities will be held this summer.

Makerspace Master Plan

Library Makerspaces: We are excited to be working on designs for the planned makerspaces in Belmont and Foster City. Mark Schatz, original architect of the Belmont library, will lead the Belmont Library process to reconfigure the teen and computer lab spaces that will become the makerspace. In Foster City, we are working with Brad Cox, who worked on the remodel of the Foster City Library, to redesign the teen space and adjacent discovery room. Both processes have included community input, with meetings attended by a diverse group of residents of all ages. All aspects of the makerspace designs will align with the Makerspace Master Plan. We plan to work closely with member cities to finalize conceptual designs and develop next steps.

Makermobile and Playmobile: The Library engaged Gyroscope, Inc., our partner in establishing the Makerspace Master Plan last fall, to support the planning and design of the Makermobile and Playmobile. Gyroscope will provide services which will include research and community engagement, program planning support, concept designs, and construction administration at a cost of \$300,000. The Makermobile will serve as an integral part of our network of makerspaces, bringing a diverse array of maker activities to libraries and community destinations; and the Playmobile will provide early learning activities to children 0-5 and their caregivers, bringing the interactive, welcoming environment of our libraries to daycare centers, parks, and other community destinations for families.

Maker Faire Bay Area 2018: San Mateo County Libraries participated in the Maker Faire Bay Area at the San Mateo County Fairgrounds for the 6th consecutive year. Our booth had a superhero theme and featured laser printed masks and branded capes, our Virtual Reality cart, 3D printing, button making, and book giveaways. Staff interacted with an estimated 4,500 people over the three-day event to promote making at our libraries.

New Mobile App

San Mateo County Libraries has launched a new mobile app. The new library app includes a recommended reads display, improved catalog search capabilities, improved interface, integration with more eBook platforms, and a scannable electronic library card. The app is available for [Apple](#) and [Android](#) devices. Our eLibrary, smcl.org, is mobile friendly and can be used easily on any device, and the new app is another convenient way for patrons to experience the Library online.

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

High School Graduations

San Mateo County Libraries' Career Online High School program now has 3 graduates – congratulations to Heather Robbins, Jene Aguilar, and Alejandra Mendoza on completing the program! Heather shared her story for a library [blog](#) and told us, "I am so thankful for the opportunity to complete my high school education! I wanted to complete high school ever since dropping out. I accomplished my goal by dedication and hard work." We have 9 students slated to graduate within the next four months, 9 other students enrolled, and several other adults working towards meeting the prerequisites for entry.

Summer Programs

Summer Learning Challenge: The Summer Learning Challenge helps children and teens avoid summer learning loss by encouraging reading and participation in learning experiences. Again, children will receive a book when they sign up and be entered into a drawing for a \$1,000 scholarship when they complete the program. This year, we are offering a new way to participate online, which will allow youth to earn online badges as they work through the program. We aim to engage 140,000 youth this summer, or the equivalent of 86% of our youth population. We are in the process of hiring and training 55 student interns to support the program. This program is a collaboration of the Peninsula Library System, led by San Mateo County Libraries, and funded by Measure K.

Big Lift Inspiring Summers: After the loss of significant federal funding, San Mateo County Libraries worked with The Big Lift partners to identify strategies to continue to provide a high quality program to as many children as possible. As a result, we have increased teacher to student ratios, decreased the length of the program from five to four weeks, decreased facilitator pay, eliminated a planned expansion to serve children entering the third grade, and removed most field trips. Despite these current set-backs, we remain dedicated to providing an excellent summer enrichment camp to as many children as possible. This summer, the program will serve 1,200 children in nine locations.

VetNow

The Veterans Connect program has expanded to offer VetNow, an online resource dedicated to providing resources specific to the needs of transitioning veterans, or those re-entering school and the workforce. Online, live coaching is available to assist vets with crafting resumes, practicing interview skills, preparing for job tests, or academic tutoring support. In addition, VetNow offers live expert navigators who can assist veterans and their families in navigating the Veterans Affairs website and understanding benefits. Veterans Connect and VetNow are grant supported in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered by the California State Library.

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

Local History

San Mateo County Libraries has selected Bishoff Group to analyze local history collections in Atherton, Brisbane and Portola Valley, and define the Library's role in preserving, digitizing and making collections easily accessible to the public. The total cost for services is \$55,500 and will include working with library staff, local history societies, and other stakeholders to develop recommendations for preserving and digitizing local history collections. Interviews with community members are planned for May and will inform an overall strategy that will integrate programs and services to celebrate our rich local history and make collections easily accessible online.

Automatic Renewal Pilot

San Mateo County Libraries will be the first library to pilot automatic renewals in the county. To better serve our community, we have enhanced our notification and renewal services to make it easier for patrons who borrow print and audiovisual items. will have their items automatically renewed. Patrons will not have to go all the way to library just to renew items, instead items will be automatically renewed. We anticipate this new service increasing circulation and customer satisfaction.

Staff Development Day

The Libraries were closed to the public on May 3 for Staff Development Day which was held at the Exploratorium in San Francisco. This special off-site event was made possible with additional funds resulting from the John Cotton Dana Library Public Relations Award for our new brand. San Mateo County Libraries share many of the same values as the Exploratorium including innovation and exploration, making the Exploratorium the perfect place to celebrate staff and reinforce the brand.

Library Volunteers

During the month of April, San Mateo County Libraries celebrated Volunteer Appreciation month to honor over 700 active volunteers across the system. Each volunteer received a small gift of thanks and was invited to a local celebration in their community library. Library volunteers have a tremendous impact on our libraries, they contribute greatly to our success and are involved in many facets of our work. To improve volunteer intake and tracking, a new volunteer management software was purchased in April. The new system, Better Impact, will track volunteer shift history, fingerprint clearance information, and online applications.

Foundation Update

Development of a Library Foundation continues to make strides. Staff has been meeting with potential board members who are interested in becoming founding members and moving the work forward. Articles of Incorporation are being finalized and will be submitted to the State along with our preferred name, Foundation for San Mateo County Libraries, this summer. Additionally, a new donor database has been selected that will enable us to track donor giving history, provide receipts and allow us to accept online donations, tribute gifts and matching gifts.

Library Personnel News

Three employees were honored by the County for their completed years of service: Chris Vance and Sharon Hagberg, both Library Assistants at the Pacifica Libraries (10 years each), and Veronica Caballero, Senior Library Assistant at the Atherton Library (20 years). Congratulations to Chris, Sharon and Veronica for their many years of service and numerous contributions to the San Mateo County Libraries!

I am pleased to make the following personnel announcements:

Katie Woods has accepted the position of Communications Manager. Katie has extensive experience in public relations, media relations, crisis communications and marketing and has an undergraduate degree in Communications from the University of Michigan. Katie started her career in broadcast TV as a reporter and producer and then joined the Santa Clara Valley Transportation Authority's (VTA) marketing and communications teams. There, she developed strategic marketing and communication campaigns and served as VTA's on-call media spokesperson. Prior to joining VTA, Katie served as the Public Relations Manager for DogVacay, a successful startup company in Santa Monica. At DogVacay, Katie was responsible for increasing media coverage by producing crafty, viral content and by hosting local community-centered events across the country.

Alléne Hébert has accepted a Library Assistant position in San Carlos. Alléne is a Spanish/English Translator and Audiovisual Consultant, holding an undergraduate degree in Film & Video from the Evergreen State College in Olympia, Washington, and a Masters in Digital Arts from La Universitat Pompeu Fabra, Barcelona, Spain. She has been honored to work in various international media projects.

Daniela Leyva has accepted a Community Program Specialist position in Half Moon Bay. Daniela has an undergraduate degree in Political Science with a Spanish minor from Dominican University of California. She previously worked for UC Berkeley as a program assistant at the Matsui Center for Politics and Public Service, helping students find internships in government offices and managing events for distinguished guests.

Karen Marin has accepted a Library Assistant position in Belmont. Karen has an undergraduate degree in Spanish Studies with an emphasis in Literature and a minor in Education from UC Santa Cruz. Karen previously worked and volunteered at the Guadalajara International Book Fair for multiple years.

Emely Villanueva has accepted a Community Program Specialist position in Half Moon Bay. Emely has an undergraduate degree in Social Work from San Francisco State University and a MPA from Golden Gate University. She recently moved back to the Bay Area from Wisconsin, where she was a Deputy County Clerk and a volunteer literacy tutor. She also worked at the San Francisco International Airport supporting Small Business Affairs; and with On Lok providing bilingual case management and advocacy for low-income seniors.

Jan (Trang) Nguyen has accepted a Library Assistant position in Access Services. Jan has an undergraduate degree in Business Administration from California State University East Bay. She previously worked for Homeland Security and Enterprise Holdings, Inc., managing several stores around the Bay Area.

Erica Palafox has accepted a Library Assistant position in Brisbane. Erica previously worked at the Menlo Park Library and the Redwood City Library. Her previous work experience includes working in circulation, technical services, and the children's department; and she assisted with the Teen Advisory Group.

Please join us in welcoming Katie, Emely, Alléne, Daniela, Karen, Jan and Erica to San Mateo County Libraries!

Cami Del Rio has promoted to the position of Library Assistant in Half Moon Bay. Cami received her associate degree in Social Science at the College of San Mateo and started her work in public service as a caseworker for the Metropolitan Area Advisory Committee Project, conducting educational workshops to better serve the population of the California/Mexico border. Since Cami started working for the Libraries, she has assisted with the Incarcerated Youth Book Club, Talk Read Sing, and was a Big Lift Inspiring Summers Camp Site Coach.

Abraham Escalante has promoted to the position of Library Assistant in Half Moon Bay. Abraham has his undergraduate degree in Spanish with a Journalism minor from San Jose State University. He has been working at the East Palo Alto Library as a Library Aide supporting Quest, Talk Read Sing, and technology programming. He also works for Civil Maps as a cartographer and annotates maps for self-driving cars.

Julian Marquez has promoted to Library Assistant in Half Moon Bay. Julian is pursuing a major in Kinesiology at the College of San Mateo. He is a Half Moon Bay native and started as a Library volunteer, before becoming a Library Aide, then an Extra Help Library Assistant. Julian has supported library family engagement and after school programming.

Theresa Saito has promoted to Librarian in Belmont. Theresa has an undergraduate degree in English from UC Berkeley and her MLIS degree from San Jose State University. She began her public library service career as a clerk for Alameda County Library and has worked as an Extra Help Library Assistant and Librarian with San Mateo County Libraries. She has experience leading adult computer classes, yoga, and adult craft programming.

Sabrina Nava-Catalan has promoted to Library Assistant in Half Moon Bay. Sabrina is currently studying accounting and economics. She continues to work at Half Moon Bay Library where she has supported many programs, such as Families Learning Together, Talk Read Sing, and after school programs.

Sirisha Palakodaty has promoted to Library Assistant in Foster City. Sirisha holds a graduate degree in Mathematics and is fluent in Hindi and Telugu. She has supported many library children's programs including storytime in multiple languages and various outreach programs, cooking classes, STEAM programs, and events for Halloween, Diwali, and Holi.

Please join us in congratulating Cami, Abraham, Julian, Theresa, Sabrina and Sirisha!



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: June 6, 2018
Meeting: June 11, 2018
Re: Election of Library JPA Governing Board Officers

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

Anne Kasten, Chair, and Charles Stone, 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 11, 2018 meeting.