



Joint Powers Authority Operations Committee

George Rodericks, Atherton

Greg Scoles, Belmont (Chair)

Clay Holstine, Brisbane

Jaime Fontes, East Palo Alto

Jeff Moneda, Foster City

Matthew Chidester, Half Moon Bay

Angela Louis, Millbrae

Kevin Woodhouse, Pacifica

Jeremy Dennis, Portola Valley (Vice Chair)

Crystal Mui, San Carlos

Peggy Jensen, San Mateo County

Kevin Bryant, Woodside

**San Mateo County Library Joint Powers Authority
Operations Committee Agenda
May 14, 2019, 1:30 p.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 October 30, 2018 Minutes | Action |
| IV. Unapproved Minutes of the Feb. 4, 2019 Governing Board Meeting | Information |
| V. Introduction to the Recommended Budget FY 2019-20 | Information |
| VI. Director's Report | Information |
| VII. Operations Committee Members Announcements | Information |
| VIII. Adjournment | Action |

2019 Governing Board Meetings: May 20, June 10, September 16, November 4
2019 Operations Committee Meetings: June 4, September 10, October 29

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 smcl.org.



San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of October 30, 2018

Board Members Present:

Jeremy Dennis, Portola Valley (Vice Chair)
George Rodericks, Atherton
Clay Holstine, Brisbane
Jeff Moneda, Foster City
Matthew Chidester, Half Moon Bay
Kevin Woodhouse, Pacifica
Crystal Mui, San Carlos
Kevin Bryant, Woodside
Peggy Jensen, San Mateo County

Staff Present:

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

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- I. Call to Order. The meeting was called to order at 1:30 p.m.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the September meeting minutes, Summer Learning 2018 Report, 2019 Library JPA Meeting Schedule and Director's Report (which included the Library's Annual Report).

Motion: Approve the Consent Agenda without changes. Passed (MSP: Bryant/Chidester).
 - IV. Approval of Library Policies. Director Despain provided an overview of the Library Policies report. The Conflict of Interest Policy was last approved by the JPA Governing Board in November 2016; there are no changes to the policy. The Gift and Donation Policy is a new policy to ensure that gifts accepted are consistent with the Library's mission. The Materials Access and Selection Policy was updated to include elimination of all fines. The latter policy will go into effect in January 2019 after approval by the JPA Governing Board.

Motion: Recommend JPA Governing Board approve the Conflict of Interest Policy, the Gift and Donation Policy, and the Materials Access and Selection Policy. Passed (MSP: Woodhouse/Jensen).
 - V. Pacifica Library Operational Model for Two-Branch Strategy. Deputy Director Risley provided an overview of the Pacifica Library Operational Model for Two-Branch Strategy report. The Pacifica Library Advisory Committee (LAC) recommended a two-branch strategy to the City Council with expanded hours, with the large full-service library remaining at Sharp Park, and an open access model at the Sanchez location that includes a partnership with the City's Parks, Beaches and Recreation Department.

Member Woodhouse stated that the City Council accepted the report by LAC and selected the Sharp Park location for the large branch; the City Council also directed LAC to work with Library staff to further evaluate operational and financial feasibility of this two-library strategy. Other libraries have successfully implemented an open access model with expanded hours and self-service, and limited staff time. Downsides to the open access model may be security issues and initial resistance to change by the public. Director Despain said that the Library is gathering community input; Member Woodhouse added that this involves community education, holding focus groups, and doing outreach. The City Council authorized further study of "Innovative Services to Keep the Sanchez Library Open and Build a New Full Service Library at Sharp Park", published in a Press Release on October 26, 2018. Member Jensen asked for the electronic link to the press release. Members expressed support for this alternative model and commented that it could be an interesting model for other communities as well.

Motion: Recommend JPA Governing Board accept the Pacifica Libraries Operational Model for Two-Branch Strategy report and provide input and direction to staff. Passed (MSP: Jensen/Bryant).

- VI. Operations Committee Members Announcements. Member Jensen announced that County Manager John Maltbie will be retiring at the end of this week; Mike Callagy has been appointed as the new County Manager. Vice Chair Dennis said that Portola Valley is investigating an increase in open hours due to demand. Member Bryant said that Governing Board member Anne Kasten will be leaving the Woodside Council at the end of the year. Member Chidester announced that Half Moon Bay's new City Manager, Bob Nisbet, started his job yesterday.
- VII. Adjournment. The meeting adjourned at 1:59 p.m.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of February 4, 2019

Board Members Present:

Charles Stone, Belmont (Chair)
Rick DeGolia, Atherton (Vice Chair)
Karen Cunningham, Brisbane
Catherine Mahanpour, Foster City
Reuben Holober, Millbrae
Sue Beckmeyer, Pacifica
Maryann Derwin, Portola Valley
Sara McDowell, San Carlos
Carole Groom, San Mateo County

Staff Present:

Anne-Marie Despain
Karina Labrenz
Danae Ramirez

Others Present:

Joe Arch, JJACPA, Inc.

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- I. Call to Order. The meeting was called to order at 8:20 a.m.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the November minutes, Financial Audit Report for FY 2017-18 and Director's Report.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Holober/Derwin).

- IV. FY 2018-19 Mid-Year Report. Financial Service Manager Ramirez provided an overview of the FY 2018-19 Mid-Year Report. The FY 2018-19 Adopted Budget totals \$53,569,320; expenditures total \$36.2 million and Reserves total \$17.3 million. Vice Chair DeGolia asked how ERAF impacts Reserves and what were the changes to ERAF. The Library JPA Fund Balance Policy currently sets the Operating Reserves at 15% and Capital Reserves at \$2.5 million. Library Reserves currently exceed the minimum amounts and have accumulated over time primarily because of ERAF. This year, the State is not withholding the usual percentage from ERAF; therefore, the Library will see a higher return of ERAF money for a total of \$5.1 million. Vice Chair DeGolia also asked about the \$500K increase in Expenditures; this is mainly due to salary increases.

Motion: Recommend Library JPA Governing Board accept the report and direct staff to move forward with the development of the FY 2019-20 budget. Passed (MSP: DeGolia/Groom).

- V. Governing Board Members Announcements. Vice Chair DeGolia mentioned that the Atherton bid process has been extended to the end of the month; indications are that there will be more bids received than last time. Director Despain said that the construction of the Brisbane Library has been slowed due to weather, but the opening of the new library is still on schedule for the Fall. The Second Amended Library JPA Agreement and the Bylaws have been executed by all members and a copy of each has been distributed to each entity. On February 28, the Library will hold its annual Staff Development Day; all libraries will be closed and notices will be posted ahead of the closure. Chair Stone welcomed new Member McDowell and Alternate Member Beckmeyer. Chair Stone announced that the Belmont Library will host Congresswoman Jackie Speier who will be talking about her new book, *Undaunted: Surviving Jonestown, Summoning Courage, and Fighting Back* on February 9 at 10 a.m. Chair Stone will be interviewing Congresswoman Speier and invited suggestions for interview questions.
- VI. Adjournment. The meeting adjourned at 8:43 a.m.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Financial Services Manager
Date: May 8, 2019
Meeting: May 14, 2019
Re: Introduction to the Recommended Budget FY 2019-20

Background

San Mateo County Libraries are a Joint Powers Authority governed by a Board consisting of representatives from each member entity, including 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. Oversight responsibility, the ability to conduct independent financial affairs, approve budgets, sign contracts, and otherwise influence operations and account for fiscal matters are exercised by the JPA Governing Board. The budget is legally enacted through passage of a motion during a JPA Governing Board meeting, followed by approval from the San Mateo County Board of Supervisors.

Budget Process

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

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

Discussion

FY 2019-20 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 2019-20 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: fulfilling the Maker Space Master Plan, enriching patron experiences in our libraries through a Customer Care initiative, promoting racial and social equity, and launching green initiatives to encourage an environmentally friendly and sustainable approach to our policies, buildings, and activities. Additionally, we'll continue to lead the Big Lift Inspiring Summers program, invest in our library spaces and support exciting new library projects in Atherton, Brisbane, East Palo Alto and Pacifica.

FY 2019-20 Budget Highlights

The proposed FY 2019-20 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 2019-20 Recommended Budget are \$54,480,391. Total Revenue increased by \$3,236,118 to \$33,186,049. The total operating budget, or Net Appropriations, is \$36,938,423. Salaries and benefits comprise our libraries' largest expense and represent \$18,862,212 or 51% of the total operating budget. The budget sets the Libraries' Operating Reserves at \$4,091,198 as required by the JPA Fund Balance Policy and maintains \$13,450,770 in Capital Reserves.

The FY 2019-20 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

There is no fiscal impact associated with the introduction of the FY 2019-20 Recommended Budget.

Recommendation

No action is required at this introductory stage of the budget process.

Attachment

FY 2019-20 Recommended Budget



San Mateo
County
Libraries

Fiscal Year 2019-2020

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

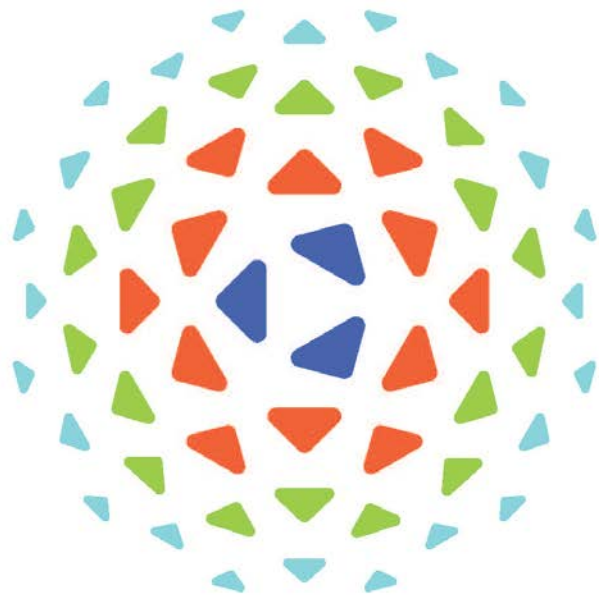
San Mateo County Libraries are incomparable destinations for learning and growth. Each of our twelve libraries is part of a larger family offering worlds of discovery.

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.



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 285,000 people live within the boundaries of our service area, which covers 351 square miles.





Community

Libraries, Collections, Programs and Services
Atherton, Belmont, Brisbane, East Palo Alto, Foster City,
Half Moon Bay, Millbrae, Pacifica, Portola Valley,
San Carlos, Woodside

Leadership and Support

Access Services, Communications, Finance and Human
Resources, Information Technology, Programming and
Outreach, Youth and Families

Governance and Oversight

Library JPA Governing Board,
Library JPA Operations Committee,
County Board of Supervisors

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 agency also provides guidance.

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 to services for the public.

San Mateo County Libraries provide unmatched services to our community. For the 11th consecutive year, San Mateo County Libraries was named a Star Library, ranking 4th in the state and 18th nationwide among similar peer libraries.

Strategic Plan

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

Strategic 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

In alignment with our Strategic Plan, the following summary highlights this year's significant accomplishments

Accomplishments

Equitable Access

- Committed to serving our community through innovative solutions and progressive policies, San Mateo County Libraries went fine free! We rang in the New Year by eliminating all fines, ensuring that every member of our community has free access to library books and resources.
- In an effort to provide customers with easy and convenient experiences, our new Auto Renewal technology continues to gain momentum and rave reviews.

"This is fabulous! I thought it was wonderful when I was able to renew online, but this is a great bonus that makes it even MORE user friendly!" -Library patron

- To promote inclusion and equity in our communities, we used grant funding to partner with organizations and members of the public, to expand our services and reduce barriers for people with disabilities. We are proud that 90% of our staff have been trained on disability awareness, our collections and programs have been expanded, and additional resources, such as inclusive literacy kits for families, are available to the community.



- Our commitment to mobile services and outreach efforts have transformed the traditional ways we connect and serve people. We are increasing our outreach efforts to provide meaningful services. The community-driven designs for our new Makermobile and Playmobile are nearly complete and we look forward to introducing them to the community next fiscal year.
- We know consumers are seeking alternatives to expensive cable and digital subscriptions and our streaming services provide a free alternative. We increased the number of digital library materials and focused on services that are easy to use and provide the instant satisfaction of being able to watch, listen to, or read your favorite content.
- We increased access to information by partnering with four school districts to issue over 4,000 new library cards to students through our Student Success Initiative.

Exploration and Growth

- We have made critical impacts on children through The Big Lift Inspiring Summers program. Serving more than 1,200 children this past year, the positive results of this program continue to be strong. Children enrolled in the program have gained 1.5 months of reading skills based on pre/post testing, and parents report that their children exhibit greater independence (96%) and interest in STEAM topics (87%).

"I loved this work experience! I came into it unsure if I wanted to pursue a career in education, now I'm feeling inspired to pursue a teaching credential." -Summer Intern

- Our Summer Youth Employment Program continues to provide a wonderful experience for local college and high school students. 52% returned this year for their second or third summer. 85% of the interns said they would likely return next summer and 98% said they would recommend the experience to a friend.
- Our libraries reached close to 50,000 children through the 2018 Summer Learning Challenge. Supported by Measure K funds, the program has increased participation by families who are not regular library users and strengthened library relationships with schools. 72% of participants have reported reading and learning more over the summer.

- As part of our Make-It-March program, we led a technology showcase series at ten libraries for over 500 people. These events focused on building a community of learners and empowering our communities with the skills and opportunities that come from learning through experimenting.



- Our popular afterschool program at the Half Moon Bay Library, is making leaps and bounds in the world of science by teaching over 40 young minds a week. This free youth mentoring program offers eager young scientists the opportunity to explore and experience over 20 scientific fields.

"I hope RISE students gain a deep appreciation of the beauty and complexity of life." -Ricardo Buzo, Library Assistant

Community Connections

- Meeting your favorite author in person is always a special treat. This year, the libraries worked hard to develop unique author interactions with some notable writers. Congresswoman Jackie Speier attracted large crowds at four of our community libraries during her author events. Our 46 author visits so far this year have attracted 1,900 patrons.



- In October, Aileen Cassinetta was appointed as the County's third Poet Laureate. Her role as Poet Laureate is to elevate poetry among residents and to celebrate the literary arts by making poetry more accessible to people in their everyday lives.

"To be Poet Laureate is to perceive and bridge the gaps that exist in a community. Our County is singularly diverse, in terms of its geography and its demographics. And in this landscape, we have the space to bring to the fore the issues that unsettle and divide us, as well as everything which unites us."
 -Aileen Cassinetta, Poet Laureate

- Our Community Learning programs create a dynamic space for learning and connecting with others. Language Conversation Clubs have been booming as more and more adult learners come to practice their skills in a safe and welcoming environment. This year, we have offered 285 language support programs for 2,700 people.



Inspiring Spaces

- Our new Half Moon Bay Library has received five awards since opening. Most recently, the Library was one of six recognized by The American Institute of Architects and the American Library Association for excellence in architectural design. The public is also weighing in on the popularity of their new library, the daily number of visitors regularly exceeds 750, monthly circulation has increased by 21%, and library card sign-ups are three times higher in the new library.

"From the parents who tell us their children cry every time they leave the library because they love it so much, to the delight of our customers who are overwhelmed with our expanded language collections that represent their native tongue." – Annie Malley, Library Manager

- Exciting progress has been made on the new 7,600 square foot Brisbane Library. Construction will be completed this fall with a grand opening shortly thereafter.
- The Town of Atherton awarded a construction contract in February and broke ground at a festive ceremony in April. The dream of a new library is now a reality and expected to open in 2021.

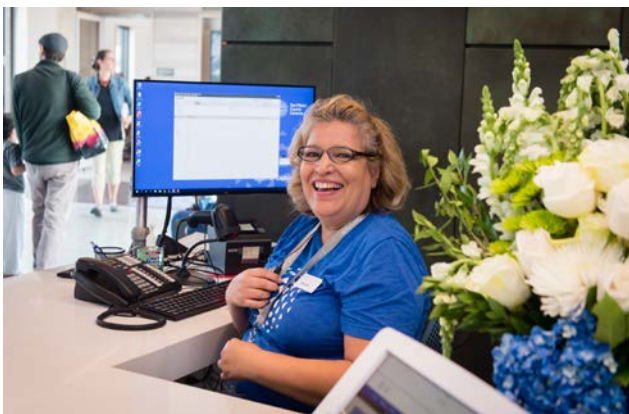


- The Half Moon Bay Library hosts our first dedicated Makerspace. This new space is the first to make a wide variety of technology available to the public through a new reservation system. The space has already hosted over 40 events for 340 patrons.
- Conceptual plans for dedicated Makerspaces at our Belmont, Millbrae and Foster City Libraries are complete and fundraising has begun. Our new libraries in Atherton and Brisbane will feature Makerspaces as well.
- A successful community workshop was held at the East Palo Alto Library where architects presented exciting design concepts and gathered input from the public for a new library. Next steps include developing a cost model and fundraising plan.

- Conceptual design plans for both of Pacifica's libraries were completed. Work continues with the City as we collaborate to develop a funding strategy and innovative open access model of service that will meet the unique needs of the community.

Cultivating Champions

- Our Libraries are an amazing family and a springboard for opportunities. This year we filled 28 permanent positions and 90% were filled with promotions. Staff also attended over 1,600 hours of training and attended 103 professional development opportunities.



- Named as one of 10 Top Innovators by the Urban Libraries Council, our new performance management system was recognized as an innovative best practice. The program continues to be successful in increasing employee engagement and communication. 91% of staff report having regular checkins with their manager each week.

"I love how accepting and flexible staff and management are to new ideas and trying new practices. I like that our library system continues to open access rather than restrict it. Finally, we work in some of the most beautiful libraries in the country." –Staff member

- The Foundation for San Mateo County Libraries was established this year to build a strong legacy for our libraries. The Foundation will provide support beyond public funding and strategically invest in the future of our libraries and help us meet the needs of our communities.



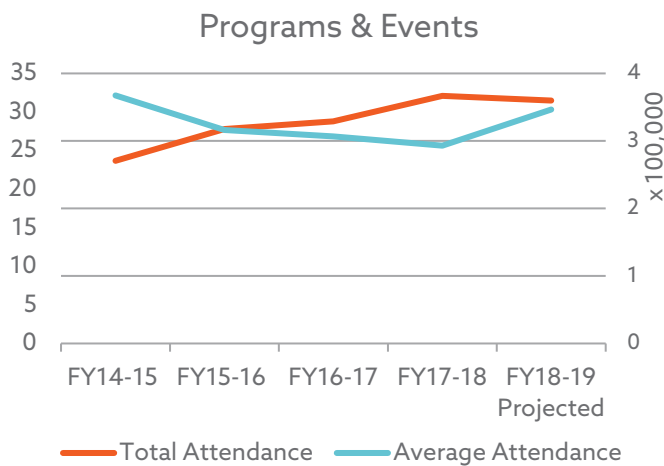
Performance

We evaluate data to assess performance and benchmark to compare our results to the rest of the field

Performance

Programs and Events

San Mateo County Libraries continues to offer high-quality programs that our communities are excited about, ranging from Fix-It Clinics and Conversation Clubs, to Baby Storytimes and Bookclubs.



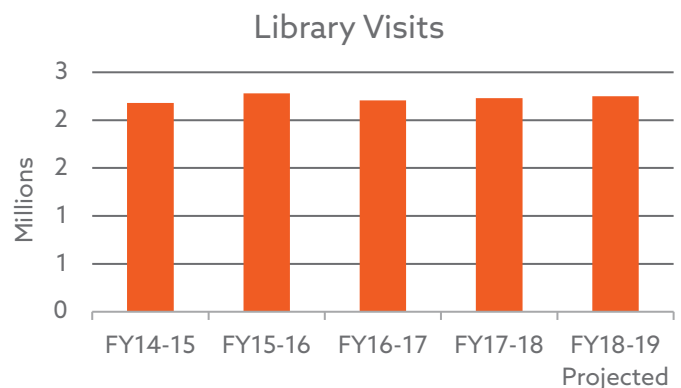
This year, the Library took a concerted approach to offer programming for all ages that were inclusive and reflective of the diverse communities in the County. Our libraries offered over 200 cultural programs for over 10,000 participants, including a wide variety of music, storytimes, performances and activities honoring the richness of our County. From Black History Month to Mid-Autumn Festival, our programs offer unique experiences that everyone can enjoy.

We anticipate offering 12,000 programs for 355,000 patrons, seeing a 17% increase in average program attendance and improved return on investment in this area.

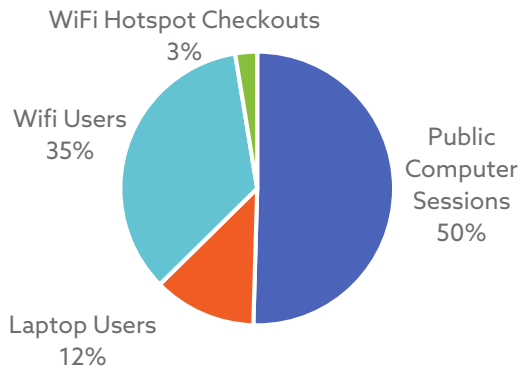


Library Visits

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 2.1 million in-person library visits and 2.6 million visitors to our eLibrary.



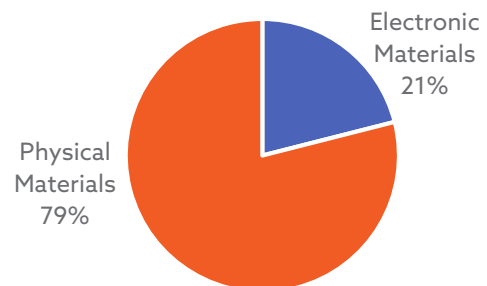
Technology Use



Technology Use

San Mateo County Libraries is bridging the digital divide, giving patrons a variety of options to connect inside and outside of our libraries. People increasingly check out library laptops or use their own devices at our libraries. Public computer use is projected at 1.04 uses per capita, which compares favorably to our library peers.

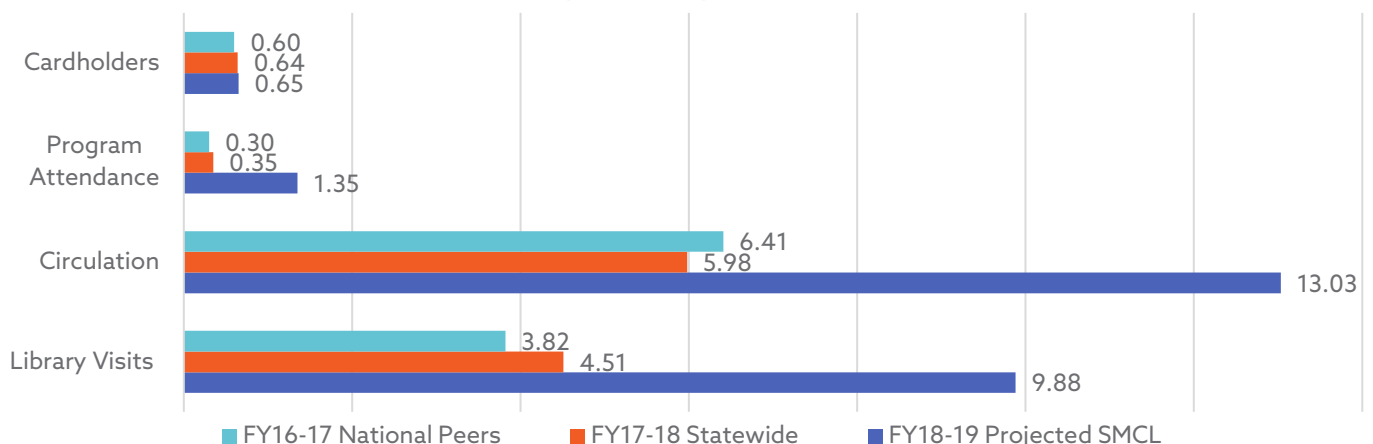
Circulation



Circulation

65% of people in our service population have library cards and circulating millions of physical and digital library materials per year remains one of our most popular services. Digital collections make up an increasing share of our circulation with use growing everyday. We project a total circulation of 3.4 million items this year.

Per Capita Comparisons

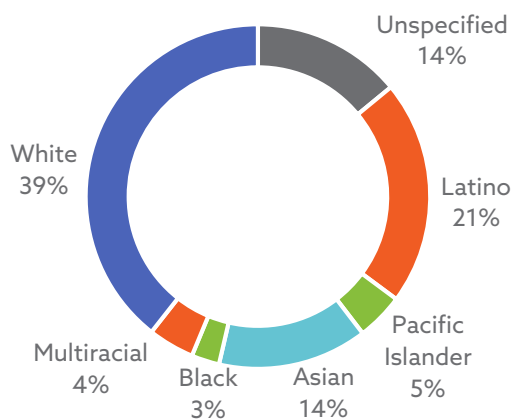


Library Champions

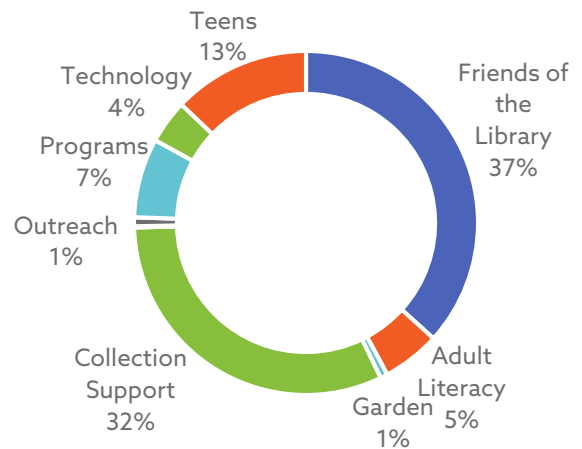
Staff at San Mateo County Libraries are engaged and dedicated to public service. 90% of staff have completed goals aligned with strategic priorities so far this year, and 87% of library staff understand how their work goals contribute to organizational goals.

The diversity of our staff has increased, allowing us to better reflect and serve our communities. Additionally, 27% of permanent staff are bilingual, which enables us to provide 16% of all programs in a language other than English and to circulate world language materials at twice the statewide average per capita rate.

Workforce Ethnicity



Volunteer Hours



We project that our 600 volunteers will give the library over 20,000 hours of their time this year, supporting adult learners, library gardens and more.



Our wonderful staff and volunteers create a welcoming atmosphere for our patrons. We anticipate that customer satisfaction survey results will show that 90% or more of our patrons are happy with library services this year.

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.

2019-20 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:

- Continue efforts to build and update libraries that include vibrant community spaces and collections
- Cultivate and grow a community of learners by building new Makerspaces and expanding our maker programs
- Implement green practices and sustainability efforts through our policies, activities, and buildings
- Positively impact summer learning for youth by increasing opportunities for hands-on learning, inspiration, and fun
- Evolve and reimagine our customer care approach by enriching patron experiences
- Empower our communities and promote racial and social equity through our approach to thoughtful practices
- Cultivate our library champions who reflect our dynamic environment to foster employee and volunteer engagement

Revenues Summary

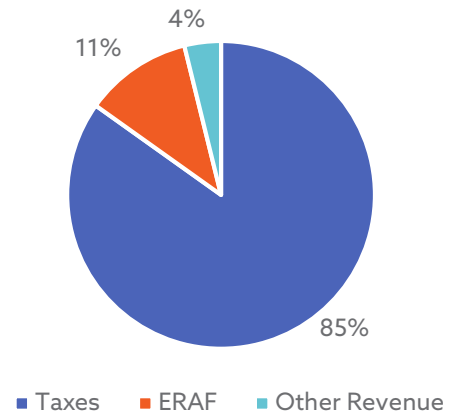
Our primary source of revenue is derived from property tax (85%). Designated as a special district, San Mateo County Libraries is entitled to receive a small portion of the property tax collected within the boundaries of our service area.

Revenue from secured property taxes (taxes assessed against real property) is estimated to increase by approximately 5% and total \$23.4 million in FY 2019-20. Revenue from unsecured taxes (taxes on aircraft and commercial equipment largely generated from businesses at San Francisco International Airport) is estimated to increase by approximately 1% and total \$1.1 million.

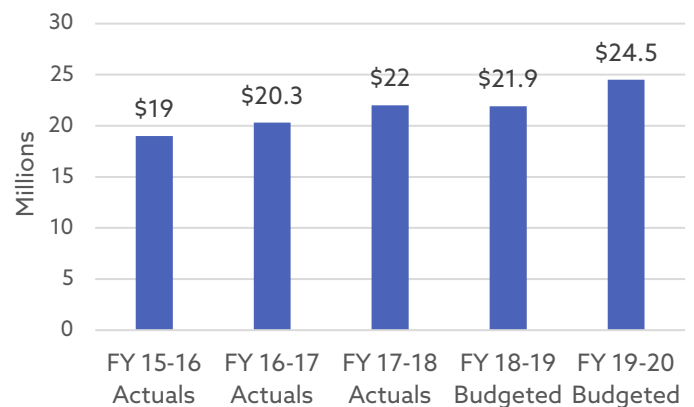
Other sources of ongoing revenue include a projected \$1 million from the dissolution of redevelopment agencies (RDA) and \$555,000 from taxes resulting from secured and unsecured Supplemental Assessments (taxes derived from properties that have changed ownership or have been reassessed due to new construction). Earned interest, intergovernmental revenues, grants and donations provide more modest sources of revenue.

Significant one-time revenues include \$3.7 million in excess Educational Revenue Augmentation Funds (ERAF) and \$1.8 million in Measure K funds to support Big Lift Inspiring Summers, the Summer Learning Challenge, and planning for the East Palo Alto new library project.

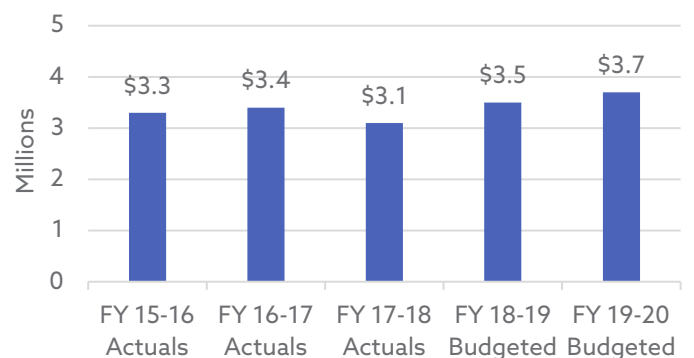
FY 2019-20 Budgeted Revenue



Total Property Tax Revenue



Excess ERAF



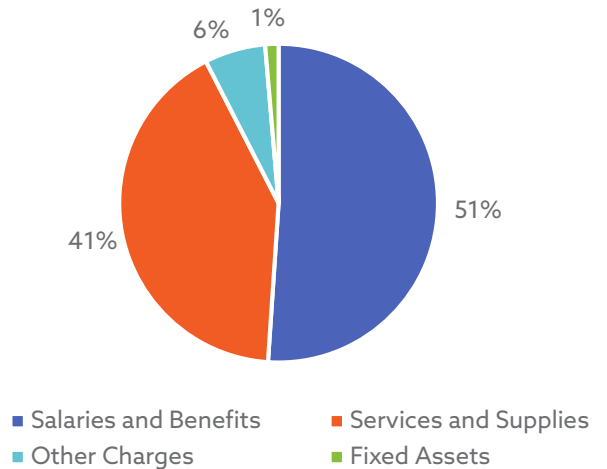
Expenditures Summary

The Recommended Expenditures (Net Appropriations) total \$36.9 million. Salaries and Benefits costs (51%) are the largest contributor to ongoing expenditures. All San Mateo County Libraries staff are employees of the County of San Mateo. In FY 2019-20, labor costs will be approximately \$18.9 million an increase of 3.7%.

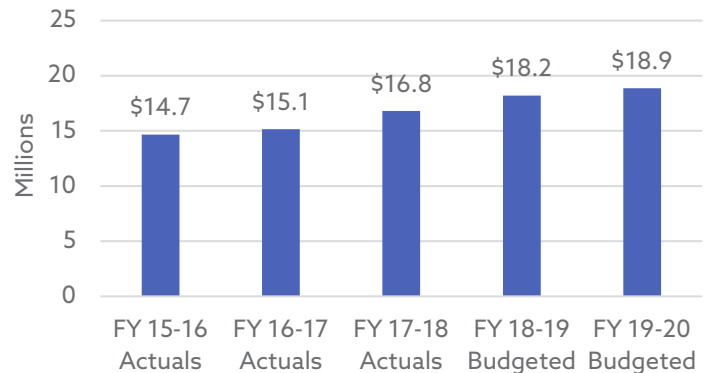
Other significant operational expenses fall under Services and Supplies (41%) and include \$4.4 million for computer equipment, software, and maintenance agreements; \$2.5 million for library collections; \$2 million to support library programs, including initiatives in the summer; an estimated \$1.8 million in excess library property taxes set aside for library use in Atherton, Woodside and Portola Valley; \$1.6 million for furniture and equipment replacement and upgrades; and \$1.3 million for services provided by the Peninsula Library System.

Other Charges (6%) include \$1.3 million for direct and indirect services provided by the County and \$750,000 for service agreements with the City of Redwood City (to provide services to North Fair Oaks) and Daly City (to provide services to Colma and Broadmoor). Fixed Assets and Other Financing Uses, account for the remaining (1%) expenditures.

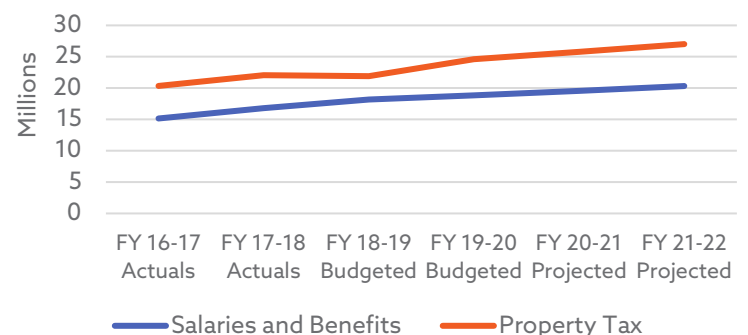
FY 2019-20 Budgeted Expenditures



Salaries and Benefits



Salaries and Benefits and Property Tax Projections



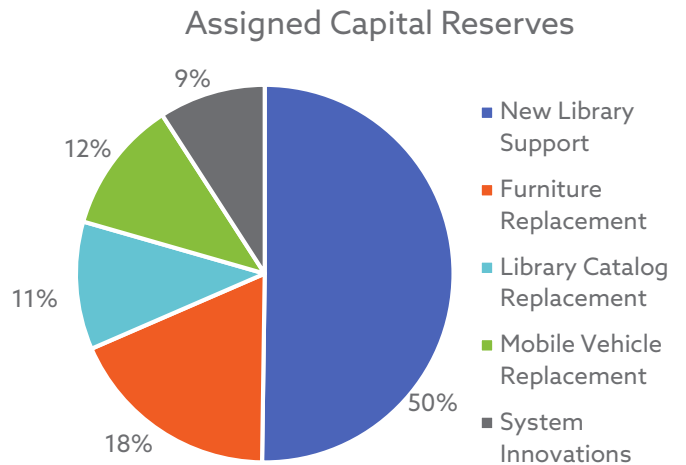
Reserves

The FY 2019-20 Recommended Budget sets aside a total of \$17.5 million in Operating and Capital Reserves.

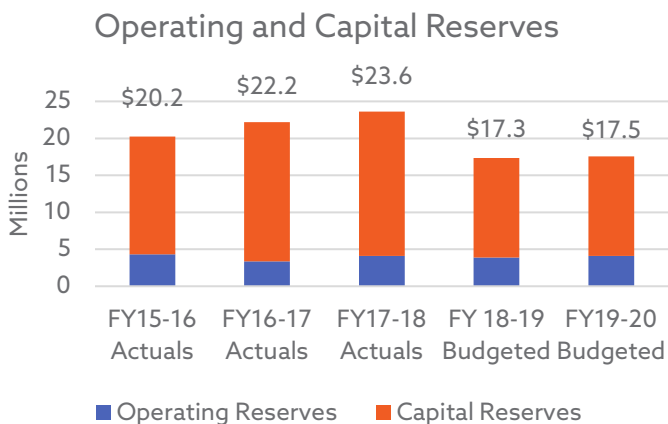
The Fund Balance Policy requires that Operating Reserves be maintained at 15% of adopted general operations (Net Appropriations excluding one-time activities). These funds are maintained in the event of emergencies, unanticipated funding losses, and one-time needs to stabilize current operations. The FY 2019-20 Recommended Budget meets the requirement established for Operating Reserves by setting aside \$4,091,198.

Additionally, the Policy requires us to maintain Capital Reserves in an amount equal to but not less than \$2,500,000. The FY 2019-20 Recommended Budget meets this requirement, setting aside \$13,450,770 in Capital Reserves. These funds may be used for innovative opportunities related to operational improvements and asset replacement needs as approved by the Governing Board.

Capital Reserves not called out in the Fund Balance Policy 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 Libraries' strong reserves can be primarily attributed to the growth of excess ERAF revenue. 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. Given our reliance on property taxes, the accumulation of reserves also provides a safety net in lean fiscal years.



Budget Overview

The Budget Overview highlights significant changes from the FY 2018-19 Adopted Budget to the FY 2019-20 Recommended Budget by major classification category for both revenue (Total Sources) and expenditures (Total Requirements).

Total Sources

- Taxes (\$27,953,243 to \$31,909,647): There is an increase of \$3,956,404 in this funding source due primarily to projected growth of property tax revenue (account 1021 and 1031), excess ERAF (account 1046) and the reclassification of funding for Big Lift Inspiring Summers from Miscellaneous Revenue (account 2658) to Sales & Use Tax - Measure K (account 1135). Previously, Big Lift Inspiring Summers were funded from Silicon Valley Community Foundation, in FY 2019-20, the program will be funded by the County of San Mateo.
- Use of Money and Property (\$125,000 to \$155,042): There is an increase of \$30,042 in this funding source (account 1556) due to an increase in revenue from Peninsula Library System for use of space at the Library Administration Building.
- Interfund Revenue (\$145,355 to \$316,988): There is an increase of \$171,633 in this funding source (account 2538) primarily representing

revenue transferring from the Woodside Library Trust fund to support the Town of Woodside's maintenance costs for the Woodside Library.

- Miscellaneous Revenue (\$1,541,961 to \$620,000): There is a decrease of \$921,961 in this funding category due to a change in the funding source for The Big Lift Inspiring Summers revenue (see accounts 2658 and 1135).
- Fund Balance (\$23,619,388 to \$21,294,342): There is a decrease of \$2,325,046 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 unspent funds in FY 2018-19 to support one-time activities. After June 30, 2019, 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 (\$18,190,697 to \$18,862,212): There is an increase of \$671,515 in this expenditure category (accounts 4111-4450) primarily due negotiated increases in the new SEIU agreement and the addition of one permanent Management Analyst position to support the Library

Foundation. The total number of positions will increase in FY 2019-20 by one, totaling 123 positions and total full-time equivalent (FTE) will increase to 110.7. Extra Help and limited term staff are not reflected in total FTE or position count.

All non-management permanent staff, Extra Help, and limited term employees are represented by the Service Employees International Union (SEIU). The County recently negotiated a new three-year agreement with SEIU which will include a 3% pay increase for cost of living adjustments and a 1% equity increase both effective October 6, 2019. Additional benefits include longevity pay and increases to vacation and holidays. The new Memorandum of Understanding will remain in place until October 2, 2021. A new agreement for Extra Help and limited term employees is currently being negotiated with SEIU.

- Services and Supplies (\$35,200,533 to \$35,588,374): There is an increase of \$387,841 in this expenditure category, due primarily to increased costs from the Peninsula Library System; funds budgeted to support equipment and furniture for libraries including one-time costs associated with the new Brisbane Library; enhancements to IT, collections, and programming are also budgeted here along with administrative support costs. These expenses are offset by slight

reductions in budgeted library property tax revenue set aside and professional contract services, as well as reductions due to the removal of one-time costs associated with furniture and equipment for the Half Moon Bay Library which opened in FY 2018-19.

- Administrative costs transferred to each of the branch libraries total \$20,296,965 (account 5872). The corresponding transfer of these costs is described below in Intrafund Transfers (account 8142).
- Computer equipment and software (account 5212 and 5215) totals \$3,419,601 and Furniture and Equipment totals \$1,607,500 (account 5234). This includes funding for staff and public computers, printing, and wireless service. It also includes costs for software licenses.
- The collection budget totals \$2,530,800 (accounts 5931-5939) consisting of print, audio, video, and digital materials (e.g. ebooks, eAudiobooks, eMagazines, eMusic, and eVideos).
- The estimated excess library property taxes set aside in Library Trust accounts totals \$1,850,000 (account 5184) and includes: \$1,400,000 for Atherton Library, \$50,000 for Portola Valley Library, and \$400,000 for Woodside Library.
- Peninsula Library System costs total \$1,342,566 (account 5875) and support services such as delivery, the shared

online library catalog, and network management services.

- Other Charges (\$1,804,314 to \$2,270,733): There is an increase of \$466,419 in this expenditure category. This expenditure category represents costs associated with services provided by the County including human resources, financial systems, building and vehicle maintenance, and liability insurance (accounts 6712-6821). This category also captures \$920,000 for payments to other agencies (account 6263) which includes \$400,000 to Redwood City for services provided to unincorporated residents at the Fair Oaks Library, \$350,000 to Daly City for services provided on behalf of residents of unincorporated Broadmoor and Colma, and \$170,000 to the Town of Woodside for support of maintenance costs at the Woodside Library (see Interfund Revenue account 2538).
- Fixed Assets (\$500,000): The costs associated with fixed assets (account 7331) remain the same due to the roll-over of funds from the prior year to purchase a Playmobile and Makermobile. Fixed assets are tangible assets valued at \$5,000 or greater.
- Intrafund Transfers (\$19,478,237 to \$20,296,965): There is an increase of \$818,728 in this account. Intrafund Transfers show the expenditure transfers between operations within the same fund/budget. In the case of San Mateo

County Libraries, Intrafund Transfers are used to reflect support costs that are distributed to each of our community

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, Access Services, Communications, Finance and Human Resources, Programming and Outreach, and Youth and Families.

- Operating Reserves (\$3,888,455 to \$4,091,198): There is an increase of \$202,743 in Operating Reserves (account 8611) to meet the Library JPA 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.
- Capital Reserves (\$13,450,770): There is no change to Capital Reserves (account 8811) for FY 2019-20. The current amount exceeds the policy requirement to maintain a minimum of \$2,500,000 in Capital Reserves.

Budget in Action

Through the budget process we establish ambitious initiatives that align with our Strategic Plan. The Recommended Budget will support key initiatives and one-time activities to improve outcomes and strengthen our community. Highlights include:

Continue efforts to build and update libraries that include vibrant community spaces and collections:

- Ensure the new Brisbane Library is welcome and open for exploration by funding gorgeous yet sustainable new furnishings and advanced technology (\$383,500).
- Enrich public experiences by enhancing collections. This includes enhancements to adult, youth and children's books, videos, audio, non-English materials, and library computer materials. The total one-time allocation is (\$1,380,800).
- Continue efforts to address facility needs in East Palo Alto and Pacifica and explore an open access model of service.
- Update and replace furniture throughout the Libraries to create spaces that support discovery (\$500,000).

Cultivate and grow a community of learners by building new Makerspaces and expanding our maker programs:

- Purchase, fabricate and launch the Makermobile and Playmobile (\$500,00).
- Foster community support for the implementation of new Makerspaces and equip them with innovative technology (\$455,000).

Implement green practices and sustainability efforts through our policies, activities, and buildings:

- Continue to support our web-based procure-to-pay system, ensuring purchasing efficiencies and reducing the the organization's consumption of paper.
- Expand our partnership with the County's Office of Sustainability to offer programs that support education on sustainability topics.



Positively impact summer learning for youth by increasing opportunities for hands-on learning, inspiration, and fun:

- Continuing the success of the Big Lift Inspiring Summers, our summer camp program for children. (\$1,088,012).
- Increase the number of children reached by the Summer Learning Challenge, which aims to decrease summer learning loss and inspire youth to read and learn all summer long (\$366,000).

Empower our communities and promote racial and social equity through our approach to thoughtful practices:

- Train staff in equity and social justice and evaluate and improve access to library services.
- Engage community partners to provide greater diversity in our programs.



Evolve and reimagine our customer care approach by enriching patron experiences:

- Define a customer care philosophy to advance the level of service we provide and implement rapid testing of service improvements such as text messaging and curbside pick-up.
- Replace all of the automated material handling equipment to create efficiencies in the processing of materials so that they can be made available to the public sooner than ever before (\$1,160,000).

Cultivate our library champions who reflect our dynamic environment to foster employee and volunteer engagement:

- Employ Extra Help staff, paid interns, and five limited term employees to provide critical staff support for: out-of-school programs, communications and marketing efforts, purchasing management, IT, and implementation of other system initiatives (\$1,423,900).
- Conduct an organizational study to provide a fresh perspective on department operations and staff requirements with the goal of ensuring a personnel structure that supports community needs and new libraries within available resources.

Budget Summary

		FY 2017-18 Actuals	FY 2018-19 Adopted	Change	FY 2019-20 Recommended
Sources					
1000	Taxes	28,715,974	27,953,243	3,956,404	31,909,647
1500	Use of Money and Property	321,577	125,000	30,042	155,042
1600	Intergovernmental Revenues	166,119	160,372	0	160,372
2000	Charges for Services	189,446	24,000	0	24,000
2500	Interfund Revenue	275,807	145,355	171,633	316,988
2600	Miscellaneous Revenue	2,317,833	1541,961	(921,961)	620,000
	Total Revenue	31,986,757	29,949,931	3,236,118	33,186,049
333	Fund Balance	22,188,093	23,619,388	(2,325,046)	21,294,342
	TOTAL SOURCES	54,174,850	53,569,319	911,072	54,480,391
Requirements					
4000	Salaries and Benefits	16,816,567	18,190,697	671,515	18,862,212
5000	Services and Supplies	25,371,468	35,200,533	387,841	35,588,374
6000	Other Charges	1,824,699	1,804,314	466,419	2,270,733
7000	Fixed Assets	0	500,000	0	500,000
7500	Other Financing Uses	12,463	12,787	1,282	14,069
	Gross Appropriations	44,025,197	55,708,331	1,527,057	57,235,388
8000	Intrafund Transfers	(13,469,737)	(19,478,237)	(818,728)	(20,296,965)
	Net Appropriations	30,555,460	36,230,094	708,329	36,938,423
8500	Operating Reserves	4,119,737	3,888,455	202,743	4,091,198
8700	Capital Reserves	19,499,651	13,450,770	0	13,450,770
	TOTAL REQUIREMENTS	54,174,849	53,569,319	911,072	54,480,391

Personnel Summary

	FY 2017-18 Actuals	FY 2018-19 Adopted	Change	FY 2019-20 Recommended
Administration	5	5	1	6
Access Services	8	8	0	8
Communications	2	2	0	2
Finance and Human Resources	5	5	0	5
Information Technology	4	4	0	4
Programming and Outreach	5	5	0	5
Youth and Families	3	3	0	3
Community Libraries:				
Atherton Library	7	7	0	7
Belmont Library	10	10	0	10
Brisbane Library	5	5	0	5
East Palo Alto Library	9	9	0	9
Foster City Library Library	10	10	0	10
Half Moon Bay Library Library	10	10	0	10
Millbrae Library	10	10	0	10
Pacifica Library	9	9	0	9
Portola Valley Library	5	5	0	5
San Carlos Library	10	10	0	10
Woodside Library	5	5	0	5
Total Employee Count	122	122	1	123
Total FTE*				110.7

*FTE: A full-time equivalent position is equal to 2,080 hours a year (40 hours/week x 52 weeks). Extra Help and limited term staff are not reflected in the Total FTE nor Position Count (approximately 150 staff).

Budget Detail

		FY 2017-18 Actuals	FY 2018-19 Adopted	Change	FY 2019-20 Recommended
<u>Sources</u>					
1021	Current Yr Secured	20,951,766	20,925,450	2,524,195	23,449,645
1024	PY Secured Redemption	7,609	7,000	0	7,000
1031	Current Yr Unsecured	1,122,812	978,690	156,805	1,135,495
1033	Prior Yr Unsecured	2,277	0	0	0
1041	CY SB 813 Sec Supplemental	704,290	550,000	0	550,000
1042	CY SB 813 Unsec Supplemental	9,624	5,000	0	5,000
1043	PY SB 813 Redemption	11,196	5,000	0	5,000
1045	PY SB 813 Unsec Supplemental	2,289	0	0	0
1046	ERAF Rebate	3,921,633	3,500,000	250,000	3,750,000
1047	Former RDA -Residuals	840,500	600,000	0	600,000
1058	Former RDA Passthrough	586,506	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	372,307	798,939	1,025,404	1,824,343
1000	Taxes	28,715,974	27,953,243	3,956,404	31,909,647
1521	County Pool Interest Earned	292,186	110,000	0	110,000
1525	LAIF Interest Earned	29,392	10,000	0	10,000
1556	County Land/Bldg Rentals	0	5,000	30,042	35,042
1500	Use of Money and Property	321,577	125,000	30,042	155,042
1661	Highway Property Tax Rental	1,097	600	0	600
1831	Homeowner Tax Relief	98,624	105,000	0	105,000
1868	Timber Tax Yield	2,925	2,000	0	2,000
1871	State Aid	63,071	52,372	0	52,372
1971	Other In-Lieu Taxes	403	400	0	400
1600	Intergovernmental Revenues	166,119	160,372	0	160,372

		FY 2017-18 Actuals	FY 2018-19 Adopted	Change	FY 2019-20 Recommended
2291	Library Fees & Fines	189,446	0	0	0
2451	Misc Services to Cities	0	24,000	0	24,000
2000	Charges for Services	189,446	24,000	0	24,000
2521	IFR - General Fund	141,442	145,355	1,633	146,988
2538	IFR - Library Donor Fund	134,365	0	170,000	170,000
2500	Interfund Revenue	275,807	145,355	171,633	316,988
2631	Sale of Literature	868	3,000	0	3,000
2644	Insurance Refunds	18,664	0	0	0
2645	SDI Payments	4,713	5,000	0	5,000
2646	Gifts & Donations	167,919	0	0	0
2647	Friends Donations	179,956	246,000	0	246,000
2655	Other Foundation Grants	55,616	0	0	0
2658	All Other Misc Revenue	1,890,097	1,287,961	(921,961)	366,000
2600	Miscellaneous Revenue	2,317,833	1,541,961	(921,961)	620,000
	Total Revenue	31,986,757	29,949,931	3,236,118	33,186,049
333	Fund Balance	22,188,093	23,619,388	(2,325,046)	21,294,342
	TOTAL SOURCES	54,174,850	53,569,319	(911,072)	54,480,391
<u>Requirements</u>					
4111	Permanent Salaries	9,742,348	10,158,706	830,621	10,989,327
4160	Extra Help Salaries and Benefits	2,870,362	3,267,721	(267,419)	3,000,302
4321	Retirement Contribution	2,486,036	2,819,003	64,030	2,883,033
4400	Benefits	1,588,743	1,819,663	15,794	1,835,457
4450	Wkr Comp/Unemployment	129,078	125,604	28,489	154,093
4000	Salaries and Benefits	16,816,567	18,190,697	671,515	18,862,212

		FY 2017-18 Actuals	FY 2018-19 Adopted	Change	FY 2019-20 Recommended
5184	Revenue Set Aside -Donor	2,053,561	1,865,000	(15,000)	1,850,000
5193	Office Expenses	191,720	209,000	35,000	244,000
5194	Books and Literature	294	0	0	0
5196	Photocopy Lease/Usage	22,562	35,000	109,062	144,062
5197	Mailing	5,358	10,000	0	10,000
5198	Donations Funded Services	33,098	148,570	430	149,000
5199	Friends Funded Services	198,300	246,000	0	246,000
5212	Computer Equipment	1,769,428	3,047,313	(185,313)	2,862,000
5215	Software and Maintenance	303,595	703,825	(146,224)	557,601
5234	Furniture and Equipment	928,204	1,803,057	(195,557)	1,607,500
5331	Memberships	38,613	40,000	0	40,000
5343	Advertising and Publicity	29,710	4,000	0	4,000
5426	Equipment Maintenance	375	5,000	0	5,000
5455	Facilities Maintenance	27,718	25,000	0	25,000
5459	Misc. Other Maintenance	4,119	34,000	0	34,000
5483	Custodial	9,829	30,000	5,000	35,000
5631	Utilities	32,557	30,000	5,000	35,000
5634	Recycling	5,736	10,000	0	10,000
5635	Water Service	5,043	5,000	10,000	15,000
5712	Mileage Allowance	12,169	12,100	0	12,100
5721	Meetings and Conferences	194,477	250,000	0	250,000
5722	Employee Reimbursement	37,130	25,000	0	25,000
5731	Employee Training	140	0	2,000	2,000
5854	Contract Library Services	90,476	175,000	(75,000)	100,000
5856	Promotional Materials	135,371	227,500	0	227,500
5858	Professional Contracts	302,397	971,939	(77,308)	894,631
5866	Fingerprinting	54,664	100,000	(38,975)	61,025
5872	Cost Applied Support Charges	13,469,737	19,478,237	818,729	20,296,966
5875	Interagency Agreements-PLS	888,345	1,248,402	94,164	1,342,566

		FY 2017-18 Actuals	FY 2018-19 Adopted	Change	FY 2019-20 Recommended
5876	Programming Services	41,665	10,000	0	10,000
5926	Alcohol/Drug Testing	268	500	0	500
5927	Program Activities Expense	433,692	793,000	(8,500)	784,500
5931	Books -Adult	482,022	352,000	0	352,000
5932	Books -Children	464,529	472,000	0	472,000
5933	Videos -Children	56,014	59,000	0	59,000
5934	Books -Serials	174,672	149,000	0	149,000
5936	Audio Materials	167,500	95,800	0	95,800
5937	Videos -Adult	316,846	169,000	0	169,000
5938	Digital Materials	852,420	1,006,000	0	1,006,000
5939	World Language Materials	278,954	228,000	0	228,000
5942	Other Library Expense	885,171	761,290	50,333	811,623
5969	Summer Learning -Measure K	372,797	366,000	0	366,000
5000	Services and Supplies	25,371,468	35,200,533	387,841	35,588,374
6263	Agreements -RWC/DC/WDS	659,672	680,000	240,000	920,000
6712	Telephone Service Charges	59,626	100,000	50,622	150,622
6713	Automation Services -ISD	109,799	101,914	(28,386)	73,528
6714	County Facility Rental Charges	128,979	132,568	26,220	158,788
6717	Motor Vehicle Mileage Charges	48,264	76,243	8,182	84,425
6724	Auto Liability Insurance	1,873	721	2,280	3,001
6725	General Liability Insurance	96,139	99,023	24,715	123,738
6727	Official Bond Insurance	3,356	3,456	287	3,743
6728	County Property Insurance	36,691	39,626	2,806	42,432
6733	Human Resources Services	4,072	4,072	168	4,240
6734	Motor Vehicle Replace Charge	3,862	3,862	0	3,862
6738	Countywide Security Services	29,996	38,808	991	39,799
6739	Card Key Public Works	0	5,751	8,694	14,445
6821	A-87 Expense	642,370	518,270	129,840	648,110
6000	Other Charges	1,824,699	1,804,314	466,419	2,270,733

		FY 2017-18 Actuals	FY 2018-19 Adopted	Change	FY 2019-20 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	12,463	12,787	1,282	14,069
7500	Other Financing Uses	12,352	12,787	1,282	14,069
	Gross Appropriations	44,025,197	55,708,331	1,527,057	57,235,388
8142	Intrafund Transfers	(13,469,737)	(19,478,237)	(818,728)	(20,296,965)
8000	Intrafund Transfers	(13,469,737)	(19,478,237)	(818,728)	(20,296,965)
	Net Appropriations	30,555,460	36,230,094	708,329	36,938,423
8611	Operating Reserves	4,119,737	3,888,455	(202,743)	4,091,198
8811	Capital Reserves	19,499,651	13,450,770	0	13,450,770
8700	Total Reserves	23,619,389	17,339,225	202,743	17,541,968
	TOTAL REQUIREMENTS	54,174,849	53,569,319	911,072	54,480,391



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: May 8, 2019
Meeting: May 14, 2019
Re: Director's Report

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 our Strategic Plan Goals.

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

New Atherton Library Project and Groundbreaking

The Town of Atherton received four construction bids for the Atherton Civic Center project. At the March 6th Town Council meeting, the bid for the Civic Center Project was awarded to S.J. Amoroso Construction, with a total project cost of \$47,077,000. The estimated cost of the new 9,601 sq. ft. library and renovated 1,860 sq. ft. Town Hall is \$15,148,000.



Nearly 100 people gathered on Tuesday, April 23rd, as the Town hosted a Groundbreaking Ceremony which included a welcome by the Mayor, and speeches from community members and library supporters who have made the dream of a new Civic Center and library a reality. The shovels hit the ground, signaling the official start of this wonderful project. Construction is estimated to last 24 months, aiming to have the new library ready to open in the Summer of 2021. The temporary library will remain open throughout construction.

[Atherton Civic Center groundbreaking set for Tuesday](#), Climate Online, April 19

New Brisbane Library Project

In the beginning of this year, construction crews were focused on site work, which included laying slab foundation and trenching. Crews are now busy with wall framing work, erecting the exterior and interior wall frames and roughing in for plumbing and electrical. Roof work is anticipated in the coming weeks. The project is on schedule and is estimated to be completed this Fall. The Friends of the Brisbane Library are continuing work towards a fundraising goal of \$100,000; donations to help with this goal can be made at www.fobl.info.



East Palo Alto Library Conceptual Designs

In February, a community online survey was offered to gather more public input on the conceptual design options for a possible new East Palo Alto Library. In December, wHY Architecture presented two inspiring design concepts. The online survey, available in both English and Spanish, captured close to 200 responses. Next steps include analyzing the survey data and developing cost estimates for the designs.

<https://smcl.org/blogs/post/east-palo-alto-library-community-workshop-survey/>

Pacifica Library Conceptual Designs

At the Pacifica City Council's February 25th Study Session, the Council considered two conceptual design options and expressed a preference for a conceptual design direction for the new Pacifica Sharp Park Library known as The Town Commons. The design is described as having a contemporary feel that creates a strong civic presence and is scaled to be sensitive to the residential areas of the neighborhood.

The council also expressed support for exploring an "open access" service model for the Sanchez Library location in collaboration with Pacifica Parks, Beaches, and Recreation department. At the upcoming May 28th Pacifica City Council meeting, the City Council will be presented with the Pacifica Libraries Conceptual Design Report, which includes the above information as well as preliminary cost models. Next steps include refining funding strategies for this project and schematic design development for both locations.

https://www.cityofpacific.org/government/current_projects/new_library.asp

Half Moon Bay Library Awards

Since opening its doors in 2018, the Half Moon Bay Library has received five prestigious awards:

- The Project of the Year Award in the Sustainability/Green category from American Public Works Association, Silicon Valley
- One of six libraries recognized by the American Institute of Architects (AIA) along with the American Library Association (ALA) for excellence in architectural design
- A Green Building Award, sponsored by Sustainable San Mateo County (SSMC) and the American Institute of Architects of San Mateo County
- An Honor Award in the GIVE | Social Responsibility category from the International Interior Design Association (IIDA) Northern California Chapter
- A Special Commendation for Sustainable Community Infrastructure from the American Institute of Architects, San Francisco Chapter

Designed by Noll & Tam Architects of Berkeley, CA, the library was commended for its thoughtfulness in aesthetics and functionality in design. The design of the building celebrates the small town feel of Half Moon Bay and the Coastside, reflecting the beach and agricultural roots – and simultaneously using materials that will hold up to the coastal environment. The 22,000 square foot library opened its doors in August 2018. It was designed to meet LEED Silver standards and is expected to be certified LEED Gold, as well as projected to be a Net Zero Energy Building.

[Half Moon Bay Library](#), Architect, April 5

[Award-winning libraries rewrite the book on good design](#), New Atlas, April 8

[Talk of the town- Library recognized with award](#), Half Moon Bay Review, April 10

[AIASF Awards highlight game-changing Bay Area designs](#), Architects Newspaper, April 11

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

Special Events with Congresswoman Jackie Speier

Congresswoman Jackie Speier returned to San Mateo County Libraries to host two more inspiring events. In conversation with Library JPA Governing Board Members Carole Groom and Maryann Derwin, the Congresswoman presented her new book, *Undaunted: Surviving Jonestown, Summoning Courage, and Fighting Back* and answered questions from the audiences at our Millbrae and Portola Valley Libraries. Hundreds came to listen to her powerful memoir of surviving the Jonestown massacre, and learned how her story has shaped her into a tireless advocate for human and women's rights.

Teen Film Fest

The 11th Annual Teen Film Fest was held in March, celebrating unique films created by middle and high school students. Screenings and winners for each age group were held on back-to-back weekends, with over 75 people in attendance viewing 18 film entries. First place winners received passes for MasterClass, an online learning platform. Other winners received movie passes and books related to filmmaking. This year's films are available for viewing on San Mateo County Libraries' YouTube channel at <https://www.youtube.com/user/sanmateocountylib/playlists>.

Changemakers – Inclusion Grant Update

San Mateo County Libraries is thrilled to partner with San Francisco Public Library in the creation of the Changemakers Exhibit, which showcases Bay Area disability pride and the contributions of people with disabilities. In Fall 2018, San Mateo County Libraries, San Francisco Public Library, and San Jose Public Library reached out to our communities and our partners, as well as the general public, to nominate individuals with disabilities who have made a positive impact on their community.

We received nearly 100 submissions that nominated 60 people from diverse backgrounds and experiences, all of whom are featured in an exhibit featuring their important contributions. Each Changemaker's story will be accompanied by a unique portrait of the individual. All nominee portraits were created by artists, who are either a person with a disability working independently or are participating in one of the following programs for artists with disabilities: Artful Steps, ArtReach, Creativity Explored, NIAD, and the Pomeroy Center. Large print and braille versions of the Changemakers' stories are part of the exhibit.

Changemakers debuted in Half Moon Bay in March and then set up residence in Belmont for the month of April. Upcoming exhibit dates at San Mateo County Libraries include:

- Sunday, May 5 - Thursday, June 6 at the San Carlos Library
- Saturday, June 8 - Thursday, July 11 at the Foster City Library
- Saturday, July 13 - Thursday, August 15 at the Millbrae Library

Library staff have also continued to receive training to improve access and inclusion for people with disabilities. Training topics have included inclusive story time, universal design in library programs, and programming for adults with intellectual and developmental disabilities. Funding for these staff trainings and the Changemakers Exhibit has been provided by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Comic Arts Fest

San Mateo County Libraries and partner city libraries collaborated on joint programming for the fourth Peninsula Libraries Comic Arts Festival, where the importance of comics, both as an art form and as relevant literature, was celebrated for audiences of all ages. Author class visits, workshops, and comics-related presentations from well-known artists such as Svetlana Chmakova, Maia Kobabe, Ryan North, Kazu Kibuishi and SMCL's own team member, Debbie Huey, were provided to an audience of 1,901. The month-long event kicked off in Foster City Library with a Small Press Expo, offering the community a chance to support small press comics by purchasing work directly from over forty-five comics creators.

Black History Month

Black History Month has been celebrated in the United States during the month of February since 1970. This year San Mateo County Libraries hosted 19 programs attended by 475 patrons. Highlights this year included readings by Charif Shanahan, a finalist for the Lambda Literary Award for Gay Poetry, and a musical performance by the Tiffany Austin Quartet.

Women's History Month

Women's History Month is an opportunity to acknowledge the accomplishments of women that have transformed our society, from universal suffrage to #MeToo. This year we celebrated our history with self-defense workshops led by Urban Combat, presentations from WIRE: Women in Politics, healing and prevention speakers from Rape Trauma Services, and breastfeeding support from WIC and San Mateo County Health. Our 25 programs attracted 380 participants.

SF Shakespeare Festival

We continued our longstanding partnership with the San Francisco Shakespeare Festival, bringing *A Comedy of Errors* to San Mateo County Libraries during their Fall and Spring tours. Festival programming represents the plays in their finest light, demonstrates their relevance to today's society, and inspires audiences to seek out additional theatrical experiences. By lowering practical and perceptual barriers, the Festival encourages broad participation in the arts and makes these artistic activities an active part of community life. 120 people were exposed to Shakespeare at our libraries.

Lunar New Year

Over 2,600 individuals celebrated the Lunar New Year at San Mateo County Libraries' 51 events, which included lion dancers, brush painting, martial arts and acrobatics demonstrations, presentations on feng shui, flower arranging workshops, and musical performances and crafts. In the spirit of the Year of the Pig, San Mateo County Libraries distributed 1,500 mooncakes to celebrants at all library locations.

New Poet Laureate

Our new County Poet Laureate, Aileen Cassinetto, continues to elevate poetry among residents by making it more accessible through Haiku writing workshops at our Foster City, Half Moon Bay, and San Carlos Libraries. Overall, eleven April poetry programs reached 95 participants.

Poet Laureate Press Highlights:

[Poet laureate visits Half Moon Bay](#), Half Moon Bay Review, April 10

[Powerful poem by county inmate highlights poetry proclamation](#), Redwood City Climate Magazine, April 15

[Aileen Cassinetto on Asian Pacifica America](#), NBC Bay Area, April 22

Make-It-March

This year, Make-It-March was celebrated at all libraries with programming for youth and adults. Youth programming reached 980 participants who experienced the Bay Area Discovery Museum's interactive and STEM-focused Try-It-Truck, while teens had the opportunity after school to construct their own Brush Bots. For adults, we offered a Technology Showcase series reaching 490 patrons at 10 events, focused on building and empowering a community of learners using Laser Cutters, Sewing Machines, Vinyl Cutters, Virtual Reality systems, and Sphero Robots.

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

Volunteer Recognition

April is National Volunteer Appreciation Month and we honored our 600 volunteers with a community library party and a small gift. We also honored 14 volunteers for their lifetime achievements of 500 or 1,000 hours of service to the libraries. We are grateful to the boundless dedication of our volunteers.

Automated Materials Handling System Replacements

The Automated Materials Handling System (AMHS) replacement project will begin in June. We will work to have minimal service disruption during the installation phase of the project. The selected AMHS is the same as the equipment in the Half Moon Bay Library and represents a significant upgrade to the current 10 year-old machines, which have reached their end-of-life.

Weiss Ratings

Just in time for Money Smart Week (March 30-April 6), San Mateo County Libraries started offering Weiss Ratings for our community. Complementing our existing subscription to Morningstar Investment Research Center, Weiss Ratings provides independent information to help consumers make informed decisions about their finances including insurance, Medicare, banking, and investment options. Weiss Ratings offers clear and detailed information that both finance novices and seasoned investors can benefit from.

Staff Development Day

Our Staff Development Day was a huge success with over 90% of staff reporting that they had a good or excellent experience. This year, we featured staff-lead "passion presentations" on everything from yoga and tap-dancing to sewing, interviewing and recommending romance novels to patrons.

Staff Development Day also included Pitch It for the first time, exposing all staff to the program and the exciting proposals. You can look forward to seeing the winning Pitch It projects in action in the coming months:

- Carmen Letona from the San Carlos Library and Lorie Saria-Huertas from Communications pitched *Burst of Knowledge*, a series of short online videos that will promote early literacy tips, our extensive non-traditional collection, and more.
- Darren Heiber from the Millbrae Library pitched *Show Your Card and Save*, a local business discount program.

Service Awards

Four employees were honored by the County for their completed years of service: Carine Risley, Deputy Director; Nicole Pasini, Deputy Director (10 years each); Dan Bettencourt, Library Technician, Access Services (20 years); and Dan Rossa, Library Assistant, Bookmobile (30 years). Congratulations to Carine, Nicole, Dan Bettencourt and Dan Rossa for their many years of service and numerous contributions to the San Mateo County Libraries!

Library Personnel Announcements

Congratulations to the following staff who have accepted new positions:

Jennifer Bousquet has accepted the position of Library Assistant in Brisbane. Jennifer earned her undergraduate degree in English Literature at San Francisco State University. She will graduate from the iSchool at San Jose State University with her MLIS degree this May. Jennifer started at San Mateo County Libraries as a Library Aide in Brisbane in 2016. She has partnered with Lipman Middle School to bring programs and services to the students. Currently, Jennifer is working on her Spanish fluency and looking forward to presenting bilingual storytimes.

Ricardo Buzo Marin has accepted the position of Library Assistant in San Carlos. He has a BA in Psychology from UC Berkeley. Ricardo joined San Mateo County Libraries in 2017 and has served as a Big Lift Inspiring Summers Intern and an Extra Help Library Assistant. While at Half Moon Bay Library he has created an afterschool program (The Wave), a youth science mentoring program (RISE), and a literacy tutoring program (LUNAS). Last summer he created and directed a science summer program in a Latinx low-income community.

Cherrylyn Cruzat has accepted the position of Library Assistant in Atherton. Cherry has a BA in Psychology from UC Merced and is currently working towards her MLIS at San Jose State University. She has worked for San Mateo County Libraries as an Extra Help Aide since 2018 in East Palo Alto. During her time there, she created inclusive bookmarks, developed a feedback survey for teens, and helped increase followers & engagement for the branch Instagram page.

Alice Erickson has accepted the position of Librarian in Portola Valley. Alice earned a BA in Math from Bryn Mawr College, and recently earned her MLIS from the University of Washington, where she worked with the Seattle Public Library using participatory design to develop stronger STEAM programming for children at the library. She comes to San Mateo County Libraries from her role as a children's librarian at the Cupertino Library.

Silvia Escalante Corral has accepted the position of Library Assistant in Pacifica. Silvia has a degree from San Francisco State in Communicative Disorders. She has worked for the San Mateo County Libraries as an Extra Help Library Assistant – mostly with Youth and Family Services - since June 2016. She has collaborated on several projects such as Big Lift Inspiring Summers, Talk Read Sing, and Families Learning Together.

Nineti Fanua has accepted the position of Library Assistant at East Palo Alto. Nineti is currently a student at Foothill college majoring in Communication. She has been working at San Mateo County Libraries for six years. She started in East Palo Alto as a Library Aide and transitioned into an Extra Help Library Assistant last year.

Lynne Fetter has accepted the position of Library Assistant in Belmont. Lynne graduated from Willamette University with a bachelor's degree in English. She has worked for the San Mateo County Libraries as Leader Reader Volunteer, Library Aide, and Extra Help Library Assistant since 2010. Lynne's years as a Leader Reader gave her insight into the needs of volunteers so as a Library Aide she was often involved in volunteer training. In her role as Extra Help Library Assistant, Lynne enjoyed working in the Talk Read Sing program as well as being the point person for the Summer Camp Supply Project.

Megan Keane has accepted the position of Librarian in Belmont. Megan graduated with honors from UC Berkeley with a major in American Studies and a minor in Women's Studies. She has an MLIS from San Jose State University. Megan has worked for the San Mateo County Libraries as a Community Program Specialist since May 2018 helping with the Youth Services Center Book Club and the Bookmobile.

Kaylene Ogden has accepted the position of Library Assistant in Portola Valley. Kaylene has a BA in English from UC Berkeley and she just completed her MLIS from San Jose State in December 2018. She has worked for the San Mateo County Libraries as an Extra Help Library Assistant since 2017. In her time here, Kaylene has done outreach, helped with the Big Lift Inspiring Summers supplies, and has worked at almost every library.

Salina Yu has accepted the position of Library Assistant in Foster City. She has a bachelor's degree in Psychology from UC Santa Cruz. Salina began working with the San Mateo County Libraries in 2017 as an Extra Help Library Assistant after moving back from living in Houston. Salina has worked at a number of locations, including Access Services, where she helped with collection maintenance. She has supported programs in 3D printing, meal service at East Palo Alto, the Talk, Read, Sing program, and Big Lift Inspiring Summers.

Congratulations to the following staff who have accepted transfers:

Michael Meyer has transferred to the Brisbane Library. Michael has a music recording degree from Chico State. He began working at San Mateo County Libraries in 2013 as a Library Aide at the Foster City Library, and then transferred to Access Services to assist with processing materials. In 2017, Michael became a Library Assistant at the Portola Valley Library, where he enjoyed performing a musical storytime and printing fun objects for patrons during the 3D Printing Drop-In program.

Erica Palafox has transferred to the Woodside Library. Erica has an Associate's Degree from Foothill college and is planning to get her MLIS. She has worked for San Mateo County Libraries as a Library Assistant since 2018. Erica has been a valuable member of the Teen Services workgroup, planning systemwide programming for several cultural months as well as playing a fundamental role in YANovCon and the Peninsula Libraries Comic Arts Fest.