
Joint Powers Authority Operations Committee

George Rodericks, Atherton (Vice Chair)

Afshin Oskoui, Belmont

Clay Holstine, Brisbane

Jaime Fontes, East Palo Alto

Tracy Avelar, Foster City

Matthew Chidester, Half Moon Bay (Chair)

Mackenzie Brady, Millbrae

Kevin Woodhouse, Pacifica

Jeremy Dennis, Portola Valley

Crystal Mui, San Carlos

Justin Mates, San Mateo County

Kevin Bryant, Woodside

San Mateo County Library Joint Powers Authority Operations Committee Agenda September 14, 2021, 1:30 p.m. Teleconference Meeting

COVID-19 ADVISORY NOTICE

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Thus, pursuant to Executive Order N-29-20, in addition to local and statewide health orders and the CDC's social distancing guidelines which discourage large public gatherings, this meeting of the Operations Committee will be conducted **by videoconference only**.

PUBLIC PARTICIPATION

Members of the public may join this videoconference meeting through Zoom by clicking the following link:

<https://SMCL.zoom.us/j/92044274718?pwd=WkNTeUNWZTBjYUGxIWmZqRnVsOVV1QT09>

Or Telephone: +1 669 900 6833 Meeting ID: 920 4427 4718 Password: 657232

In addition, members of the public may also email written public comments in advance of the meeting to bermudez@smcl.org. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item not on the agenda or on the consent agenda. The Committee will make reasonable efforts to read into the record all emails received before the meeting. All emailed written comments, regardless of when received, will be included in the administrative record.

ADA Accommodation Requests: Individuals who require special assistance or a disability-related accommodation to participate in this meeting may contact Priscilla Bermudez before 8:00 a.m. the day of the meeting by sending an email to bermudez@smcl.org.

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| I. Call to Order | Action |
| II. Public Comments | Information |
| III. Consent Agenda | Action |
| A. Approval of the June 8, 2021 Minutes
B. Unapproved Minutes of the June 14, 2021 Governing Board Meeting
C. Investment Report for FY 2020-21
D. Grant and Fundraising Report for FY 2020-21
E. Proposed Uses of Excess Library Funds
F. Director's Report | |
| IV. Approval of the Final FY 2021-22 Adopted Budget | Action |
| V. Summer Learning Report | Information |
| VI. Operations Committee Members Announcements | Information |
| VII. Convene Closed Session: Public Employee Performance Evaluation
Closed Session pursuant to Government Code Section 54957
(Director of Library Services) | Information |
| VIII. Adjournment | Action |
| IX. Reconvene Regular Meeting | Action |
| X. Adjournment | Action |

2021 Operations Committee Meetings: November 9
2021 Governing Board Meetings: September 20, November 15



San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of June 8, 2021

Board Members Present:

Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Peter Pirnejad, Foster City
Matthew Chidester, Half Moon Bay (Vice Chair)
Kevin Woodhouse, Pacifica
Jeremy Dennis, Portola Valley (Chair)
Crystal Mui, San Carlos
Kevin Bryant, Woodside

Staff Present:

Anne-Marie Despain
Danae Ramirez
Carine Risley
Lindsey Freeland
Priscilla Bermudez

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- I. Call to Order. The meeting was called to order at 1:34 p.m. by Chair Dennis.
 - II. Public Comments. None.
 - III. Approval of the May 11, 2021, Minutes. Meeting minutes approved without changes. (MSP: Oskoui/Chidester).
 - IV. Unapproved Minutes of the May 17, 2021, Governing Board Meeting.
 - V. Adoption of the FY 2021-22 Recommended Budget. Financial Services Manager Freeland gave an overview of the final proposed FY 2021-22 Adopted Budget. The Adopted Budget totals \$64,956,218. Total Revenue equals \$37,144,907; \$27 million of which is derived from property taxes. General operations total \$40,285,752; \$21.9 million of which is allocated to staff salary and benefits. Operating Reserves is budgeted at \$4,464,763 and Capital Reserves at \$20,205,703 for total reserves of \$24,670,466. Annual priorities include building and updating library spaces, increasing digital equity, building foundational literacy skills, supporting critical out of school hours, increasing equity, and improving community outcomes, creating makers spaces, amplifying the talents of our library champions, and prioritizing sustainability in our practices. Member Oskoui commended staff on the comprehensive report that was presented and asked which branches will be receiving new makers spaces next year. Director Despain provided a status update for maker space projects that are expected to resume during the next fiscal year which include Belmont, Millbrae, and Foster City. Member Holstine asked where the breakdown of excess funds can be located in the budget summary. Director Despain directed him to page 30 of the budget summary.

Motion: Approve the FY 2021-22 Recommended Budget. Passed (MSP: Holstine/Bryant).

VI. Director's Report. Director Despain provided an overview of the Director's Report and highlighted the updates on the Phased Reopening Plan, Library Explorers Camp, and the Strategic Plan Subcommittee. Member Pirnejad asked if the reopening update would be publicized in a press release. Director Despain confirmed that a press release could be prepared. Member Mui thanked staff for continuing to enforce physical distancing and mask wearing at branches during this phase of reopening. Member Chidester asked about staff recruitments for the Big Lift Inspiring Summer Program. Deputy Director Risley reported that over 200 applicants were hired to support the summer learning initiative and thanked members for their help promoting the employment opportunity.

VII. Election of the Library JPA Operations Committee Officers. Chair Dennis and Vice Chair Chidester have each served two consecutive terms in their positions. Member Oskoui nominated Vice Chair Chidester for Chair; no other nominations were received. Member Oskoui nominated Member Rodericks for Vice Chair; no other nominations were received.

Motion for Vice Chair Chidester to serve as Chair. Passed (MSP: Oskoui/Mui).

Motion for Member Rodericks to serve as Vice Chair. Passed (MSP: Oskoui/Mui).

VIII. Operations Committee Members Announcements. Member Pirnejad announced that Foster City is reopening the City Council Chambers on the June 21. Additional facilities are expected to open sometime between July and September which includes the Community Services center above the Foster City Library. Foster City plans to reopen completely by September 9. Chair Dennis announced that the Portola Valley Town Hall will reopen on July 12. Chair Dennis also shared that he requested that an update on North Fair Oaks be added to future Operations Committee agendas. Member Oskoui asked about the status of the strategic plan. Director Despain shared that extending the current strategic plan was approved by the board. Staff is working with EMC to complete additional patron surveying as requested by the Strategic Plan Subcommittee. Discussion ensued about what services will look like in the future and how data collected will be used to inform those decisions. Vice Chair Chidester proposed that the operations committee discuss if this group will return to in-person meetings at the September meeting.

IX. Adjournment. The meeting adjourned at 2:02 p.m.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of June 14, 2021

Board Members Present:

Rick DeGolia, Atherton
Charles Stone, Belmont
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sam Hindi, Foster City
Deborah Penrose, Half Moon Bay
Reuben Holoher, Millbrae (Chair)
Maryann Moise Derwin, Portola Valley
Sara McDowell, San Carlos (Vice Chair)
Carole Groom, San Mateo County
Dick Brown, Woodside

Staff Present:

Anne-Marie Despain
Carine Risley
Danae Ramirez
Lindsey Freeland
Priscilla Bermudez

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- I. Call to Order. The meeting was called to order at 8:16 a.m. by Chair Holoher.
 - II. Public Comments. None.
 - III. Approval of the May 17, 2021, Minutes. Meeting minutes approved without changes. (MSP: Stone/Cunningham)
 - IV. Adoption of the FY 2021-22 Recommended Budget. Financial Services Manager Freeland gave an overview of the final proposed FY 2021-22 Adopted Budget. The Adopted Budget totals \$64,956,218. Total Revenue equals \$37,144,907; \$27 million of which is derived from property taxes. General operations total \$40,285,752; \$21.9 million of which is allocated to staff salary and benefits. Operating Reserves is budgeted at \$4,464,763 and Capital Reserves at \$20,205,703 for total reserves of \$24,670,466. Annual priorities include building and updating library spaces, increasing digital equity, building foundational literacy skills, supporting critical out of school hours, increasing equity, and improving community outcomes, creating makers spaces, amplifying the talents of our library champions, and prioritizing sustainability in our practices. Member Brown asked for more information around equity and how it fits into the recommended budget. Financial Services Manager Freeland and Deputy Director Ramirez provided examples around some of the equity work that staff has begun to engage in. Director Despain suggested that the Board continue to discuss equity work as it relates to the current JPA agreement, and the way operating resources are allocated to each Library community. Discussion continued around the increased circulation of digital materials and how the budget would continue to support that trend.

Motion: Approve the FY 2021-22 Recommended Budget. Passed (MSP: Stone/Cunningham).

- V. Director's Report. Director Despain provided an overview of the Director's Report and highlighted updates on the new State and Cal OSHA guidelines for face coverings, Phased Reopening Plan, Library Explorers Camp, the Strategic Plan Subcommittee, and the new Atherton Library project. Vice Chair McDowell asked about enrollment rates for Library Explorers camp and whether staff plan to apply for the State funding that is being offered to libraries. Director Despain discussed plans to apply for State funding as soon as it becomes available and Deputy Director Risley will gather updated enrollment numbers to share with the board. Chair Holoher asked about the expansion of library service hours and Director Despain shared that staff is working to expand hours in the coming months.
- VI. Election of the Library JPA Operations Committee Officers. Director Despain stated that Chair Holoher and Vice Chair McDowell each have served one term in their positions, making them eligible to serve a second term. Member Derwin nominated Chair Holoher to Chair and Vice Chair McDowell to Vice Chair; no other nominations were received.
- Motion for Chair Holoher to serve as Chair. Passed (MSP: Brown/Groom).
Motion for Vice Chair McDowell to serve as Vice Chair. Passed (MSP: Brown/Groom).
- VII. Governing Board Member Announcements. None.
- VIII. Adjournment. The meeting adjourned at 8:54 a.m.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Lindsey Freeland, Financial Services Manager
Date: September 9, 2021
Meeting: September 14, 2021
Re: Investment Report for FY 2020-21

A handwritten signature in blue ink, appearing to read "Anne-Marie Despain".

Background

On September 12, 2009, the JPA Governing Board adopted the Library JPA Investment Policy. The purpose of the investment policy is to provide guidance and protection to the San Mateo County Library Joint Powers Authority's (Library JPA) cash and investments and promote prudent financial stewardship. It is also the policy of the Library JPA to diversify its investment portfolio to ensure the maximum safety of Library JPA assets. The Library JPA shall have funds not required for immediate expenditure invested in compliance with state law and this policy.

The criteria for selecting investments in order of priority are:

- Safety of Principal
- Liquidity
- Yield

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

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

As outlined in the Library JPA Investment Policy, the Library Director shall submit an annual investment report to the JPA Governing Board on the status of the Library JPA's investment portfolio. The report will provide information as to the types of investment, the amount of money invested within the two investment instruments, maturity dates, and interest rate yield on investments in accordance with the Government Code. The report shall also state if the Library JPA investments are in compliance with this policy and able to meet its cash flow obligation. The investment policy is reviewed periodically and was last approved by the JPA Governing Board on November 9, 2020.

Discussion

The Library JPA is a voluntary participant in the San Mateo County Investment Pool which is regulated by California Government Code Section §53600 under the oversight of the County Treasurer. Included in SMCIP's investment portfolio as outlined in its [Investment Policy](#) are: U.S. Treasury Securities, U.S. Government Agency/Government Sponsored Enterprises, Commercial Paper, Negotiable Certificates of Deposit, Bankers Acceptances, Collateralized Certificates of Deposit, Mortgage and Asset Backed Securities, US Instrumentalities, CA Municipal Obligations, Repurchase Agreements, Local Agency Investment Fund, Mutual Funds and Local Government Investment Pools.

In FY 2020-21, Library JPA funds averaging \$31,843,308 were invested with the San Mateo County Investment Pool producing an average yield of [1.23](#) percent. Interest earnings in FY 2020-21 totaled \$377,977.

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

In FY 2020-21, Library JPA funds averaging \$2,188,222 were invested with the Local Agency Investment Fund producing an annual average yield of [0.50](#) percent. Interest earnings totaled \$12,276.

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

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

Fiscal Impact

Combined SMCIP and LAIF interest earnings for FY 2020-21 totaled \$390,253. Library JPA investments are in compliance with the Library JPA Investment Policy, and the portfolio contains enough liquidity to meet expected expenditures.

Recommendation

Recommend JPA Operations Committee accept the Investment Report for FY 2020-21.

Attachment

Investment Policy

INVESTMENT POLICY

The purpose of this investment policy is to provide guidance and protection to the San Mateo County Library Joint Powers Authority's (Library JPA's) cash and investments, and promote prudent financial stewardship.

The basic premise underlying the Library JPA's Investment Policy is to ensure that money is always available when needed. It shall also be the policy of the Library JPA to diversify its investment portfolio to ensure the maximum safety of Library JPA assets. The Library JPA shall have funds not required for immediate expenditure invested in compliance with state law and this policy.

Investment Criteria

The criteria for selecting investments in order of priority are:

1. **Safety of Principal:** Safety of principal is the foremost objective of the investment program. Cash and all investments should be undertaken in a manner that seeks primarily to ensure the preservation of capital.
2. **Liquidity:** Sufficient cash balances and investments amounts shall remain liquid to meet the required timing of all operating requirements that may be reasonably anticipated including cash outflows for operating expenses and funding of capital projects.
3. **Yield:** The cash investment portfolio shall be designed with the objective of attaining a reasonable or market rate of return, taking into account the primary objectives of safety and liquidity.

Prudent Investor Standard

The Library JPA adheres to the guidance provided by the "prudent investor standard," which obligates a fiduciary to ensure that investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of individual business matters, not for speculation but for investment. Exercise of prudence considers the probable safety of capital as well as the probable income to be delivered.

This standard of prudence shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from

expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

Acceptable Investment Instruments

Investments will be made in several instruments to lessen risk by diversifying the Library JPA's portfolio. The Library JPA's investment portfolio may include the following instruments:

1. The San Mateo County Investment Pool (County Pool)
2. The State of California Local Agency Investment Fund (LAIF).

Reporting

The Director of Library Services shall submit an annual investment report to the JPA Governing Board on the status of the Library JPA's investment portfolio. The report will provide information as to the type of investment, the amount of money invested with various institutions, purchase and maturity dates and interest rate yield on investments in accordance with the Government Code. The report shall state if the Library JPA investments are in compliance with this policy and able to meet its cash flow obligation.

Delegation of Authority

Pursuant to Government Code 53600 et. Seq., with the annual adoption of this Investment Policy, the JPA Governing Board assigns the responsibility of determining the portion of surplus funds to invest in the State of California Local Agency Investment Fund (LAIF) to the Director of Library Services. Daily management responsibility of the investment program may be delegated to the Financial Services Manager, who shall establish procedures for the operation consistent with this investment policy. Business controls shall be established within the organization that utilizes adequate signature controls, separation of duties and adequate audit trail of cash disbursements and transfers of cash balances.

Adoption

This policy shall be reviewed periodically with the JPA Governing Board to ensure adequacy related to the objectives of safety, liquidity and yield and its adherence to applicable laws. The JPA Governing Board will review and approve all changes to this policy.

Approved by the Library JPA Governing Board on November 9, 2020



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Raquel España, Development Manager
Date: September 9, 2021
Meeting: September 14, 2021
Re: Grant and Fundraising Report for FY 2020-21

Background

On February 6, 2006, the JPA Governing Board authorized the Library Director to approve the acceptance of grants as stated in Article II of the Bylaws for the San Mateo County Library Joint Powers Authority (Library JPA). Article II states that the JPA shall, "Authorize the submission of applications for federal, state, local, and private grants and approve acceptance of such grants as are received, and allow for the delegation of this responsibility to the Library Director" and "Accept contributions, or authorize the Library Director to accept contributions, of money or property to the Library system and make appropriations in accordance with any limitations imposed by the contributors on the appropriate distribution and use of such gifts, and the Library JPA budget."

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

Discussion

Grant opportunities present themselves throughout the year and range from small grants designed to support activities at one library, to larger grants that support system-wide initiatives. While we actively seek grant support for existing and approved major initiatives, as a matter of practice, the organization does not apply for grants that establish new programs that will require ongoing funding requirements.

During the period of July 1, 2020 – June 30, 2021, the Library JPA received eight grants:

Youth Programming

- \$99,925 from the California State Library to support The Big Lift Inspiring Summers program. This grant focused on supporting the addition of rising third graders and the

training of library staff in STEAM (science, technology, engineering, art, and math) and literacy curriculum.

- \$42,000 from the California State Library to support the Big Lift Inspiring Summers families. The family literacy grant provided each family with a comprehension box and books for youth and parents/caregivers.
- \$12,000 from the California State Library for Families Create. This program was a virtual interactive summer learning experience for youth that provided take home kits and corresponding virtual programs for families to engage and create together.

Community Meals

- \$6,500 from the California State Library to enhance our Lunch at the Library programs. This grant supported take home learning kits distributed at our community meal sites in East Palo Alto, Half Moon Bay, Pescadero, and Colma for summer 2020.
- \$5,000 from Second Harvest Food Bank to support the addition of adult meals in East Palo Alto and Pescadero.

Pandemic Response

- \$50,000 from the San Mateo County Office of Community Affairs to provide ongoing outreach and up to date information on Covid and public resources to designated communities. Activities included library blogs and social media posts, the purchase and distribution of books on Covid and informational bookmarks, and support for vaccine registration and rent relief assistance.
- \$1,343 from the San Mateo County Office of Sustainability to provide ergonomic computer supplies to staff to support remote work during the pandemic.

Literacy Efforts

- \$44,515 from the California State Library to support ongoing adult literacy efforts. The literacy program recruits, trains, and supports literacy volunteers, providing learner-centered one-on-one or small group tutoring. This year, tutoring became virtual, and the funds ensured continuing learners had the technology they needed to be successful.

The total grant revenue in FY 2020-21 was \$241,283. For comparison, in FY 2019-20 we received \$406,900, and in FY 2018-19 we received \$347,950.

As outlined in the Library JPA Agreement, the Governing Board is authorized to form and appropriately associate with one or more nonprofit organizations devoted to developing additional resources and funds to enhance operations and support San Mateo County Libraries. San Mateo County Libraries is fortunate to have the strong support of ten Friends of the Library groups and a Foundation.

Due to the pandemic, libraries did not submit a budget request to our Friends this year. However, the Friends of the Half Moon Bay Library donated \$45,810 to support additional Wi-Fi hotspots and increases in meals and programs; the Friends of the Millbrae Library donated \$24,100 to support Wi-Fi Hotspots and programming; and the Friends of the Woodside Library donated \$5,000 to support systemwide programming.

The Foundation for San Mateo County Libraries was established in 2018 to complement the work of the Friends and focus on supporting systemwide initiatives and capital projects. The Foundation donated \$40,000 this year to support The Big Lift Inspiring Summers program; \$50,000 from Sunlight Giving to support the new Brisbane Library children's play installment; \$100,000 from Gilead Foundation to support the Makermobile, \$9,960 from Genentech for Make & Take Kits, \$6,604 to support staff engagement and service awards and \$5,000 from Palo Alto Weekly Fund to East Palo Alto Library.

Total donations received from the Friends and Foundation in FY 2020-21 was \$286,474. For comparison, in FY 2019-20 we received \$108,800, and in FY 2018-19 we received \$255,465.

In FY 2021-22, we will work with the Friends and Foundation to focus on seeking grants and fundraising support for new library projects in East Palo Alto and Pacifica; Makerspace projects in Belmont, Foster City and Millbrae; digital equity and technology initiatives; sustainability programs; out of school engagement for kids and teens; social emotional community supports; and other pandemic recovery efforts. Library staff continues to monitor and apply for state, federal and private grant opportunities.


Fiscal Impact

There is no fiscal impact associated with accepting this report.

Recommendation

Recommend Library JPA Operations Committee accept the Grant and Fundraising Report for FY 2020-21.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services 
Lindsey Freeland, Financial Services Manager
Date: September 9, 2021
Meeting: September 14, 2021
Re: FY 2021-22 Proposed Uses of Restricted Library 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 for a member city exceeds the amount required to maintain the minimum library service for that member, such excess funds shall, after deduction of any activities approved by the Governing Board for library related expenditures within that city, be restricted and held by the JPA for library related activities within that member city including but not limited to, facility maintenance, facility remodeling or expansion, increased service hours, or increased material and equipment purchases, as mutually agreed by the Library JPA and the city council of that member 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, after deduction of JPA approved activities, are distributed and held by San Mateo County Libraries in separate trust funds. For FY 2020-21, amounts totaling \$225,592 were set aside in the Portola Valley Library Trust Fund, \$752,237 in the San Carlos Trust Fund, and \$968,489 in the Woodside Library Trust Fund.

Additionally, excess funds of \$1,951,424 for the Town of Atherton were identified. These funds have been returned to the Library JPA to begin paying back the one-time advancement of \$5,391,725 that was provided to the Town of Atherton and approved by the Governing Board on November 9, 2020, to support construction of the new library.

As of June 30, 2021, restricted Library property taxes currently held in trust accounts by the Library and members total \$12,146,787.

Discussion

Member cities that qualify and are interested in using restricted County Free Library property taxes to support public library related activities in the upcoming fiscal year, must provide the proposed use of library funds to the Library JPA and obtain approval.

Proposed uses in FY 2021-22 are detailed below:

Atherton Library

Total Atherton Library Trust Funds as of June 30, 2021, total \$5,972,750 (\$5,962,110 held by the Town of Atherton and \$10,640 held by the Library).

The Town of Atherton proposes to utilize restricted Library excess funds in an amount estimated at \$190,075 as detailed below:

Type/Category	Description	Proposed FY 2021-22 Appropriation
Facility Repair & Maintenance	Scheduled library maintenance and repairs, landscaping and building security	80,050
Custodial Services	Contract janitorial services	58,000
Utilities	Electricity, gas, water	32,200
Rents & Leases	Lease of library trailers	19,825
Total Expenditures		\$190,075

Portola Valley Library

Total Portola Valley Library Trust Funds as of June 30, 2021, total \$1,447,932 (\$274,850 held by the Town of Portola Valley and \$1,173,082 held by the Library).

The Town of Portola Valley proposes to utilize Library excess fund revenue in an amount estimated at \$126,500 as detailed below:

Type/Category	Description	Proposed FY 2021-22 Appropriation
Facility Repair & Maintenance	Scheduled library maintenance and repairs	29,500
Custodial Services	Contract janitorial services	30,000
Utilities	Electricity, gas, water, sewer	22,000
Facility Improvements	Flooring, painting, window blinds, lighting	45,000
Total Expenditures		\$126,500

The amount of library property tax currently generated from this community also enables the Portola Valley Library to offer eight additional hours above the minimum service levels per the JPA Agreement and be currently open a total of 48 hours per week.

San Carlos Library

Total San Carlos Library Trust Funds as of June 30, 2021, total \$1,114,626 (all funds held by the Library).

The City of San Carlos proposes to utilize Library excess fund revenue in an amount estimated at \$927,000 as detailed below:

Type/Category	Description	Proposed FY 2021-22 Appropriation
Facility Repair & Maintenance - Interior	Scheduled library maintenance and repairs, floor outlets, workroom blinds, staircase repair	127,000
Facility Repair & Maintenance - Exterior	Scheduled library maintenance and repairs, exterior building stucco and painting	400,000
Facility Improvement	Library emergency backup power generator	400,000
Total Expenditures		\$927,000

Woodside Library

Total Woodside Library Trust Funds as of June 30, 2021, total \$3,611,479 (\$29,365 held by the Town of Woodside and \$3,582,114 held by the Library).

The Town of Woodside proposes to utilize Library excess fund revenue in an amount estimated at \$163,040 as detailed below:

Type/Category	Description	Proposed FY 2021-22 Appropriation
Facility Repair & Maintenance	Town services, including liability and property insurance	26,500
Contract Services	Landscaping and Janitorial	22,000
Utilities	Water, gas, sewer	19,500
Facility Improvement	Construction of two new parking spaces	50,000
Overhead Allocation	Salaries & benefits for Town staff support	45,040
Total Expenditures		\$163,040

The amount of library property tax currently generated from this community also enables the Woodside Library to offer eight additional hours above the minimum service levels per the JPA Agreement and be currently open a total of 48 hours per week. Additionally, the Town and Library are recommending when library hours are further expanded this fiscal year, the Woodside Library open for a total of 60 hours per week.


Fiscal Impact

Requests for uses of Restricted Library Funds in FY 2021-22 total \$1,406,615. Funds are available to offset the requested amounts and have been allocated accordingly in the proposed FY 2021-22 Adopted Budget.

Recommendation

Recommend approval of the FY 2021-22 proposed uses of Restricted Library Funds.



To: JPA Operations Committee
 From: Anne-Marie Despain, Director of Library Services 
 Date: September 9, 2021
 Meeting: September 14, 2021
 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 understand community needs and promote meaningful library services as solutions.

Phased Reopening Updates

We have reached the final phase of our Phase Reopening Plan, Phase 4: New Normal.

San Mateo County Libraries is committed to protecting the health of our community while continuing to meet their needs. This summer, as Library Explorer and Inspiring Summer camps ended, the percentage of individuals vaccinated steadily



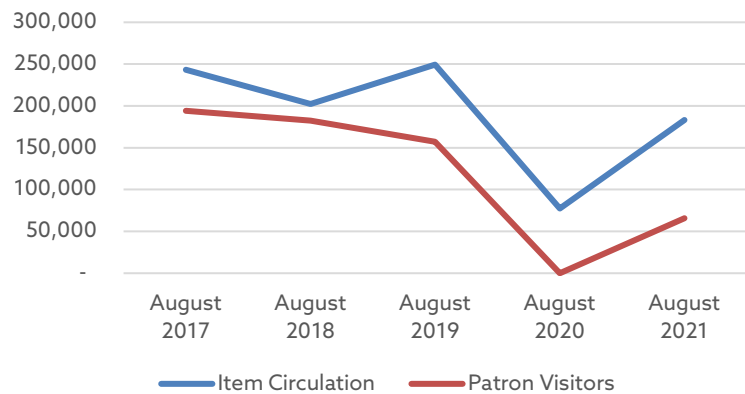
rose, the number of COVID-19 transmissions slowed, and the risks from COVID-19 were reduced, we were poised to be able to expand services.

As of August 2, 2021, all libraries (with the exception of Pacifica—both libraries have a slightly different operating schedule) expanded to six days a week and added evenings. Library hours moved to a consistent schedule of Mondays and Tuesdays 10am-8pm and Wednesdays through Saturdays 10am-5pm. Pacifica's two libraries have adjusted hours that include: Sharp Park Library: Mondays 10-8pm, Tuesdays 12-8pm, Thursdays and Fridays 10-5pm, and Saturdays 1-5pm; and Sanchez Library: Tuesdays, Wednesdays, and Saturdays 1-5pm.

In addition to new operating hours, libraries have returned to offering pre-pandemic room capacity and opened reservations to study and community rooms once again. Most furniture and technology and equipment were returned to public spaces, and we began welcoming back some of our Extra-Help staffing and opening recruitments to fill vacancies. As a youth setting our libraries never discontinued mask requirements and recommended social distancing, but all library spaces are open and available for use.

Libraries have been bustling, but we have not reached pre-covid visitor counts or circulation numbers at any location, nor encountered any significant challenges. Over the last month, staff have become comfortable and confident returning to their roles in the library while also continuing to support curbside services for the public that prefer a contact-free experience.

Historical Comparion
Item Circulation & Patron Visitors



Now that we have expanded operations and the community is enjoying our spaces again, we are steadily working to relaunch in person programs in September. Plans being developed include beginning with focused, outdoor offerings that are most critical to resume, while also continuing a complement of virtual experiences as well. Minimal indoor programming may be approved on a case-by-case basis. All current services and future programming and events will be carefully monitored, and we will continue to revisit and iterate as appropriate.

The high vaccination rate in San Mateo County has provided us with an optimistic outlook and we look forward to further expanding hours and services in the future; however, the recent uptick in corona virus cases and the prevalence of the variants in our communities has resulted in uncertainty. We plan to continue with our current hours through the fall and then re-evaluate the expansion of hours based on public health conditions and staffing. Provided that local conditions and guidelines permit, we will continue to restore programming, services and hours of operation as staffing levels allow. It is anticipated that service hours at the majority of our libraries will be fully restored in the beginning of the new year.

Customer Care

The pandemic provided us with an opportunity to streamline and consolidate our customer care phone and text services. To support this patron enhancement, staff are currently piloting a full VOIP solution, where Zoom will replace our traditional phone systems. Part of our next level of customer focused service, Zoom phones allow staff to pick up customer calls from any location. The service also allows us to offer language lines that can be picked up immediately by our multilingual staff. This new service covers 213 digital phone licenses, our branded 1-833-YES-SMCL phone number, 150 Zoom meeting licenses, and other add-on services. The cost of the service will not exceed \$200,000 for two years. While we just implemented the service and are still evaluating it, early data shows that customers calls are being picked up within seconds and few calls are being routed to voicemail. We will continue to assess the service over the next several months and make necessary adjustments to provide the best customer care possible for our patrons.

Ballot Boxes

Four of our community libraries (North Fair Oaks, Brisbane, Woodside, and Half Moon Bay) are hosting indoor ballot collection boxes through the August 16-September 14 voting period. Voters can locate our library [Ballot Drop Box Locations](#) using our voter resources page: <https://smcl.org/vote/>

Strategic Plan Subcommittee

On September 7, Strategic Plan Subcommittee Members Groom, Penrose, Brown, Derwin and O'Neill met with library staff and EMC Research consultants to follow up on the Board's request to gather additional data regarding changes in library usage patterns and patron needs that have occurred over the last 12 months and predict how patrons will be using libraries moving forward. EMC Research presented an updated patron survey draft that will help track how usage patterns have changed since the last patron survey conducted in 2020 and how patrons see themselves interacting with libraries in the months to come. Changes to the survey include adding specific questions to gauge patron comfort with in-person programming and services, the type of programming they're interested in the future, and the importance of having physical or digital services and materials.

Subcommittee Members were in favor of increasing the survey sample size from 1,000 to 2,000 to optimize the data collected and to increase sampling in the following communities: East Palo Alto, Half Moon Bay, North Fair Oaks and Pacifica as well as unincorporated service areas, particularly in north county Broadmoor/Colma areas. Library staff is continuing to work with EMC Research to finalize the additional survey with the goal of sending it out to patrons mid-September. The Subcommittee will reconvene once more in October to provide feedback and recommendations after reviewing survey results and a final report will be presented to the Operations Committee and Governing Board in November.

Equity Initiatives

In FY 2020-21, we increased our commitment to equity and spent the year working to support staff, host an equity author series and contract with The Justice Collective to conduct an internal survey and provide recommendations for how our divisions can take steps to increase equity in their policies and practices. Building on what was learned in the last year, we have begun to focus on key priorities and initiatives to support both the public and the overall organization.

- Public Programs—In partnership with County and its new office of Equity and Social Justice, we are creating a six-part virtual event series called Equity through Art. This series will look at various communities of color facing inequities in San Mateo County through the lens of art. The series kicks off with [Seeing Silicon Valley: Life Inside a Fraying America](#) by Mary Beth Meehan and Fred Turner on September 22, at 6 pm and hosted by the Chief Equity Officer, Shireen Malekafzali.

- Equity Action Plans—This fall, each division and community library will focus on creating and implementing Equity Action Plans. These plans allow staff teams to select a priority for the coming year to move their equity work forward. The Library Equity Workgroup will support these goals and share updates on the progress.
- Trainings and Partnerships—Over this next year, staff will have the opportunity to participate in trainings including Cultural Competency, Implicit Bias, Microaggression and more. We hope to provide training that will help staff build a deeper understanding of equity to support our diverse communities. Staff are also engaged working with the County as part of their Core Equity Team and part of the Urban Library Council Equity Officers group. These will provide us with opportunities to learn, collaborate and increase equity resources for our communities.

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

Meal Programs

Ensuring youth have the nourishment they need to be creative, learn and thrive has been a multi-year priority and one that becomes more profoundly needed in the summer. That’s why we sponsor summer meals in four locations: Colma Community Center, East Palo Alto Library, Half Moon Bay Library, and Pescadero Elementary School. Half Moon Bay is a new summer meal location for us and we’re now able to provide ongoing meals there during the summer and school year. Across the four sites, we were able to provide 11,825 meals and snacks to youth and their families.

To make nutrition services fun and to further augment the resources available to participating families, we had a lot of support. Half Moon Bay Friends of the Library provided \$2,500 for the Half Moon Bay Library and the Foundation for San Mateo County Libraries provided \$2,500 for the East Palo Alto Library thanks to the Palo Alto Weekly Holiday Fund. A \$5,600 award from the State Library Lunch at the Library grant also allowed us to purchase items to enhance home resources for those participating in any of our summer meal service sites. We purchased magnetic tile building blocks, solar rover kits, modeling clay, coloring books & crayons, soccer balls, bubble wands, slime kits, yoyos, jump ropes, Rubik’s cubes, and pouches with sharpeners, pencils, erasers, highlighters, rulers, colored pencils & glue sticks for youth to take home with their grab & go meals. We are excited to continue providing engaging meal services for youth in the fall and we are thrilled to expand this service to our North Fair Oaks Library.

Educational Resources

Use of our Educational eResources continues to accelerate throughout the pandemic. Brainfuse HelpNow, which provides online tutoring services, increased by 68% from FY 2019-20 to FY 2020-21. TeachingBooks, which provides multimedia content to complement children's and young adult books, increased by 258% from FY 2019-20 to FY 2020-21.

Digital Collections Update

Circulation of our OverDrive eBook and eAudiobook platforms increased by almost 26% when comparing FY 2019-20 to FY 2020-21. Our Axis 360 eBook and eAudiobook platform increased by 14% in the same time frame. Our Kanopy streaming platform known for its indie films, documentaries, and Great Courses increased substantially in usage by 86% when comparing FY 2019-20 to FY 2020-21. Similarly, our Hoopla streaming platform increased by 18%. Simultaneous use eBooks and eAudiobooks are always available to checkout, without any holds. Our simultaneous use collection spans across OverDrive, Hoopla, and ODILLO. In total, we have 489,156 simultaneous use eBook titles. We have a total of 141,517 simultaneous use eAudiobooks.

Local Newspapers Digitized

We're excited to announce that our microfilm collection is now completely digital. Instead of going into the library to use a microfilm machine, patrons can peruse these archives from newspapers such as the *Brisbane Bee* (1979-1980), *Brisbane Bee-Democrat* (1961-1979), *Coast Side Comet* (1910-1923), *Half Moon Bay Review*, and *Pescadero Pebble* (1916-2015).

Sustainability Field Trip for Youth

On July 30, our work with nonprofit [Sustainable Future Outdoor Academy \(SFOA\)](#) allowed us to provide an enriching field trip for rising 3rd – 5th grade Inspiring Summers, Gene



Academy and Library Explorers camp students and their families at Pie Ranch in Pescadero. SFOA educates youth about sustainability. Their environmental modules are based on United Nations Sustainable Development Goals and apply to local experiences, activities and farms. This important work develops a new generation to lead us into a greener future. Youth had a busy day harvesting herbs, flowers, vegetables, learning about native plants and the importance of bees in the food chain. They also had a chance to milk a goat, bake a pie from scratch and—best of all—perform a taste test! Children left with



a strong understanding of our food cycle, the hard work that goes into harvesting the food we eat and the importance of having a sustainable approach to our daily lives. We will continue to make learning and environmentalism fun in the fall with 3-day programs targeted for middle school students.

Author Talk Series

Our author series continues to delight, bringing national and local authors to inform and entertain. In June, George M. Johnson shared their memoir *All Boys Aren't Blue* for the final installment of our spring Equity Author Series. In July, bestselling author Taylor Jenkins Reid shared her latest book, *Malibu Rising*. August brought the Queen of Greens herself, Deborah Madison to reminisce in a discussion of yet another NYT bestselling book *An Onion in My Pocket*. A total of 247 patrons attended these author talks. September will bring more stellar author programming with K-Ming Chang's *Bestiary*, Mary Beth Meehan, and Fred Turner's *Seeing Silicon Valley*, and finally, Carolina de Robertis' *The President and the Frog*. To keep up with all our upcoming author events, visit our blog, [Author Talks, All Year!](#)

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

Atherton Library Project

In mid-July, Atherton Town staff hosted VIP hard hat tours of the new Atherton Town Center. Project stakeholders were able to see first-hand the exciting developments of the town campus and the new library. Construction crews continue work on the interior walls, circular skylights, and installation of the library deck.



It is anticipated that City Hall will be completed soon with Town staff moving in this fall. The library is approximately five to six weeks behind City Hall completion. Library staff anticipate coordinating the furniture and equipment installation and library collection move in October/November. A grand opening celebration is planned to take place sometime after both buildings are open. The most recent paving progress can be viewed at: <https://www.ci.atherton.ca.us/519/Project-Webcams>

Brisbane Library Project

Over the Labor Day weekend, internationally recognized artist, Michele Gutlove, installed Brisbane's first permanent public artwork of hanging glass butterflies in the library's entry hall. The textured swirls of fused glass create shadows, reflections, and refractions. The suspended sculpture will be highly visible from the exterior, celebrating the geography of place with the magical science of optics.



Save the date for Saturday, October 23 as the City and Library invite the community to celebrate this new library. City and Library staff are currently working together to coordinating this event which coincides with the City's 60th anniversary. Details and invitations will be sent out soon.

Library Personnel News

Finally, we are excited to share the following personnel announcements:

Rhea Bradley has retired after serving 20 years with San Mateo County Libraries as a Librarian at the East Palo Alto Library and most recently at the San Carlos Library. During her tenure, she led programs for children and adults. Rhea is an avid reader who is known for being able to recommend the perfect book. Rhea is looking forward to spending her retirement doing the things she loves like gardening and exploring the outdoors and she also plans to adopt a dog or two.

Silvia Escalante Corral has been promoted to the position of Community Program Specialist with our Youth and Family Services division. Silvia has worked for San Mateo County Libraries since 2016, most recently as a Library Assistant at our Pacifica Library. Silvia's experience includes leading bilingual storytime in Spanish and supporting adult literacy programming. She also assisted the Big Lift Inspiring Summers program, where she has worked as a facilitator, supplies coordinator, and a Community Program Specialist. Silvia has earned a bachelor's degree in Communicative Disorders from San Francisco State University, and she is starting her MLIS at San Jose State this fall.

Bosi Chew has accepted the Office Assistant position with our Library Administration division. Bosi has over seven years of experience working as a teacher and is passionate about supporting youth and their families. She was also responsible for managing complex calendars, facilitating meetings, developing lesson plans, and effectively maintaining classroom and outdoor spaces that are safe and conducive to learning. Bosi possesses a bachelor's degree in Social Science and Social Work from Beijing Agriculture University, and she is fluent in Cantonese and Mandarin.

Karla Barreiro has accepted a Library Assistant position at our North Fair Oaks Library. Karla has worked for San Mateo County Libraries since 2019, most recently as an aide in Foster City, a Library Greeter, and as an intern for BLIS. Karla is bilingual in Spanish and earned a bachelor's degree in Anthropology from UCLA.

Valerie Castillo has accepted a Library Assistant position at our Portola Valley Library. Valerie has worked for San Mateo County Libraries since 2018 as a Library Aide and most recently as an extra-help Library Assistant for the Library Explorer's program. Valerie earned an associate degree in Allied Health from Cañada College and is currently in the Public Health program at San Jose State.

Daniela Castrillo has accepted a Library Assistant position at the North Fair Oaks Library. Daniela has worked for San Mateo County Libraries since 2017 as a Library Aide and Office Assistant. Daniela earned a bachelor's degree in Foreign Languages from Lewis and Clark College and is currently pursuing her MLIS degree at San Jose State University. Daniela is bilingual in Spanish.

Jessica Ellwood has accepted the position of Library Assistant with our Finance division. Jessica's has worked for San Mateo County Libraries since 2016, first as an intern and most recently as an extra-help fiscal office assistant. Jessica earned a bachelor's degree in finance from Menlo College.

Marcia Lee has accepted a Library Assistant position at our Atherton Library. Marcia's previous experience includes working as a Senior Clerk and Library Assistant for the San Bruno Public Library. Marcia earned her MLIS from San Jose State University. Marcia earned a bachelor's degree in English & Fine Art, with concentrations in Creative Writing & Drawing from Bryn Mawr College.

Greta Marti has accepted a Library Assistant position at our Foster City Library. Greta has worked for San Mateo County Libraries since early 2021 as an aide for our San Carlos Library. Greta recently earned her MLIS from San Jose State University and holds a master's degree in Theatre Arts from San Francisco State University.

Steven Wong has accepted a Library Assistant position at our Atherton Library Branch. Steven's previous experience includes working as a Library Assistant at the South San Francisco Public Library. Steven earned a bachelor's degree in Communication Studies from San Francisco State University.

Alan Zamora Cuevas has accepted a Library Assistant position at our Brisbane Library. Alan started working with San Mateo County Libraries in 2019 as an Extra-Help Library Assistant and has also been a Facilitator for Big Lift Inspiring Summers. He is currently pursuing a graphic design degree and is in the process of transferring to a four-year college. Alan is bilingual in Spanish.

Leslie Herrera-Mejia has accepted a Library Assistant position at our North Fair Oaks Library. Leslie has worked for San Mateo County Libraries since 2018 as a literacy intern, as an aide for Bookmobile, and she helped with the Library Explorers program this summer. Leslie is currently pursuing a bachelor's degree in Psychology and is bilingual in Spanish.

Kailey Fiscaro has accepted the Communications Specialist position and will begin working with our Comms team later this month. Kailey has experience as a freelance communications consultant and writer and she comes to us from Bend, Oregon where she worked with clients including Oregon State University-Cascades. Prior to that, Kailey worked for the public affairs agency Hubbell Communications as an account coordinator and as a reporter for the newspaper The Bulletin. Kailey has a degree in Communication Studies from California State University, Stanislaus.

Welcome and congratulations to all of our Library Champions!



To: JPA Operations Committee
 From: Anne-Marie Despain, Director of Library Services
 Lindsey Freeland, Financial Services Manager
 Date: September 9, 2021
 Meeting: September 14, 2021
 Re: Approval of the Final FY 2021-22 Adopted Budget

Background

The San Mateo County Library JPA Budget serves as the annual financial plan, an operations guide, and a communications tool. On June 14, 2021, the FY 2021-22 Recommended Budget was approved by the JPA Governing Board.

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 Approved 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 proposed FY 2021-22 Adopted Budget includes final adjustments to enable our further reopening to the public and distribute resources to support our key priorities, which are to:

- Build and update libraries that include vibrant and welcoming spaces that inspire exploration, creativity, and collaboration
- Increase digital equity through access to technology and skill building to accelerate learning and employment opportunities
- Expand our impact in building foundational literacy skills and supporting social emotional growth
- Develop responsive programs that support critical out of school hours and engage kids and teens

- Increase equity through inclusive data strategies and implementing equity action plans to improve community outcomes
- Cultivate and grow a community of learners by building new makerspaces and providing mobile events
- Amplify the talents and passion of our library champions to strengthen our communities
- Protect and nurture the environment when conducting business and develop staff into stewards of our environment

Discussion

The FY 2021-22 Recommended Budget approved by the JPA Governing Board on June 14 and implemented on July 1 totaled \$64,956,218. Based on fiscal year-end closing activities and updated information, the proposed FY 2021-22 Adopted Budget now totals \$72,053,116. The following highlights the most significant adjustments in the FY 2021-22 Adopted Budget:

Sources:

- Taxes (\$35,495,986 to \$36,100,144): There is an increase of \$604,158 in this account due to rollover of unspent Measure K dollars for the new East Palo Alto Library.
- Miscellaneous Revenue: (\$242,538 to \$1,012,332): There is an increase of \$769,794, primarily due to \$631,394 in anticipated Friends contributions, including \$519,594 of pledges to support the construction of makerspaces allocated to Foster City (\$123,340), Millbrae (\$296,254), and Belmont (\$100,000) libraries. In addition, \$138,400 in grants and donations were budgeted, including \$100,000 from the Chan Zuckerberg Initiative to support the East Palo Alto and North Fair Oaks Libraries.
- Fund Balance (\$27,811,311 to \$33,876,245): Fund Balance reflects the carry forward of Reserves, unanticipated revenues, and unspent appropriations at the close of the fiscal year. Based on FY 2020-21 mid-year, year-end estimates, the FY 2021-22 Recommended Budget increased fund balance by \$5,647,926. After year-end close, \$11,712,860 of total year-end rollover was realized. Therefore, there is an increase of \$6,064,934 in Fund Balance to account for the rest of the realized rollover. Roughly half of the rollover is due to \$5,964,598 in unspent appropriations, largely attributable to staff vacancies and reduced extra-help hours (\$2,236,738) and reduced expenditures resulting from COVID-19 service reductions and project delays (\$3,448,296). Unanticipated revenues of \$5,748,261 also contributed to Fund Balance, primarily due to additional Excess ERAF (\$2,050,724) and secured property taxes and RDA dollars (\$2,300,693). The proposed FY 2021-22 Adopted Budget allocates \$6,723,965 of total Fund Balance and sets aside \$27,152,280 in Reserves.

Requirements

- Services and Supplies (\$14,825,095 to \$17,636,402): There is an increase of \$2,811,307 in this expenditure category. Adjustments include:
 - Donations and Friends: There is an increase of \$956,017 primarily due to budgeting Friends pledges to support Makerspaces of \$519,594. Additionally, rollover of previous year unspent Friends and other donations and anticipated current year contributions were budgeted at \$436,423.
 - Furniture and Equipment: There is an increase of \$1,650,967 in furniture and equipment, primarily due to an addition of \$500,000 to support shelving improvements for libraries, \$391,031 to update the Central Administration bathroom and kitchen, \$132,660 in Foster City FY 2020-21 excess funds and other donations to support construction of a Foster City Makerspace, and the movement of \$500,000 that was approved in the FY 2021-22 Recommended Budget from the 7000 series to the 5000 series to support construction of an HVAC system at Central Administration.
 - Chan Zuckerberg Initiative Grant: To correspond with the budgeted revenue, \$100,000 is allocated to the East Palo Alto and North Fair Oaks libraries in anticipation of expending the grant from the Chan Zuckerberg Initiative.
 - Digital Resources: There is an increase of \$87,373 to support expanding our digital resources, including expanding digital materials in languages other than English.
- Other Charges (\$1,699,662 to \$3,618,604): There is an increase of \$1,918,942 primarily due to budgeting funds to support the new East Palo Alto Library. Library JPA funds of \$750,000 that were approved by the Library JPA Governing Board in FY 2014-15 and FY 2015-16 are allocated, along with Measure K funds of \$1,063,463.
- Reserves (\$24,670,466 to \$27,152,280): There is an increase of \$2,481,814, which represents the additional rollover from FY 2020-21 Fund Balance that was not allocated to one-time expenditures. This increase is allocated to Capital Reserves for a total of \$22,687,517. Operating Reserves remain at \$4,464,763 to meet the JPA Fund Balance policy of 15% of Net Appropriations, net one-time expenditures.

The FY 2021-22 Adopted Budget sets ambitious but achievable goals that foster the Libraries' continued leadership in our communities, even in these uncertain and challenging times. Libraries takes great pride in developing a budget that is sustainable and realistic, aligns with system strategies, and ensures a strong foundation for future budgets.

Staff appreciates the assistance and guidance provided by both the JPA Operations Committee and Governing Board in pursuing high quality, innovative library services and looks forward to implementing the activities funded in the FY 2021-22 Adopted Budget.

Fiscal Impact

The proposed Adopted Budget for FY 2021-22 is balanced and totals \$72,053,116. Changes from the Recommended Budget approved in June to the proposed Adopted Budget are described above and in the attached FY 2021-22 Adopted Budget Summary.

Recommendation

Recommend JPA Operations Committee approve the Final FY 2021-22 Adopted Budget.

Attachment

FY 2021-22 Adopted Budget Summary

FY 2021-22 Adopted Budget Summary

		FY 2020-21 Actuals	FY 2021-22 Recommended	FY 2021-22 Adjustments	FY 2021-22 Adopted
<u>Sources</u>					
1000	Taxes	35,868,573	35,495,986	604,158	36,100,144
1500	Use of Money and Property	462,309	395,542	-	395,542
1600	Intergovernmental Revenues	2,280,703	178,000	-	178,000
2000	Charges for Services	5,542	24,000	-	24,000
2500	Interfund Revenue	334,114	808,841	(341,988)	466,853
2600	Miscellaneous Revenue	732,213	242,538	769,794	1,012,332
	Total Revenue	39,683,454	37,144,907	1,031,964	38,176,871
3333	Fund Balance	32,484,732	27,811,311	6,064,934	33,876,245
	TOTAL SOURCES	72,168,186	64,956,218	7,096,898	72,053,116
<u>Requirements</u>					
4000	Salaries and Benefits	17,553,706	21,923,337	-	21,923,337
5000	Services and Supplies	13,181,156	14,825,095	2,811,307	17,636,402
6000	Other Charges	7,273,663	1,699,662	1,918,942	3,618,604
7000	Fixed Assets	267,104	1,821,506	(130,000)	1,691,506
7500	Other Financing Uses	16,313	16,152	14,835	30,987
	Gross Appropriations	38,291,942	40,285,752	4,615,084	44,900,836
8000	Intrafund Transfers	-	-	-	-
	Net Appropriations	38,291,942	40,285,752	4,615,084	44,900,836
8500	Operating Reserves	10,569,050	4,464,763	-	4,464,763
8700	Capital Reserves	23,307,195	20,205,703	2,481,814	22,687,517
	Total Reserves	33,876,245	24,670,466	2,481,814	27,152,280
	TOTAL REQUIREMENTS	72,168,186	64,956,218	7,096,898	72,053,116



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Carine Risley, Deputy Director of Library Services
Date: September 9, 2021
Meeting: September 14, 2021
Re: Summer Learning Report

Background

On May 17, 2021, the Governing Board approved a strategic set of interventions and an estimated \$892,000 in funding, to provide unprecedented summertime library support to accelerate youth learning gains and prepare youth for reentry into school this autumn after more than a year of pandemic life. With our history as leaders in the summer learning space and the vision of our Governing Board, we developed a robust set of interventions to provide unprecedented support for a historic summer.

Discussion

To ensure that every child in San Mateo County would be able to grow and thrive this summer, our enhanced summertime efforts focused on Big Lift Inspiring Summers, Library Explorers Camp, Families CREATE, and Partner Programs.

The Big Lift Inspiring Summers

The Big Lift is a county-wide collective impact effort geared toward increasing reading proficiency by third grade, led by the County of San Mateo, San Mateo County Office of Education, and Silicon Valley Community Foundation.

This year, San Mateo County Libraries assumed program responsibility for Inspiring Summers at the seven eligible school districts: Cabrillo Unified School District, Jefferson Elementary School District, La Honda-Pescadero Unified School District, Ravenswood City School District, Redwood City School District, San Bruno Park School District, and South San Francisco Unified School District.

Supplemental funding of \$612,000 helped to ensure we were successfully able to:

- Provide more slots for students to serve 976 youth, out of a total of 1,594 applicants
- Increase the ratio of adults to youth for safety and better learning outcomes
- Enroll an additional grade (rising third graders)

- Implement and assess supplemental math and phonics supports for rising kindergartners
- Restore the full day program as parents prefer and as aligns with evidence for learning gains
- Increase the length of the program adding five days, providing a best practices five-week experience

The Summer 2021 Inspiring Summers onsite program followed strict health and safety protocols with limited access to outside persons on campus and modified group sizes of no more than fourteen. A partnership with Stanford University helped us increase staffing for the expanded program and of 273 applicants, we hired 155 interns for the program.

The program was full day to implement both academic and STEAM curriculums, and new phonics intervention and assessment was implemented for rising Kindergartners who demonstrated the need for additional help to transition back into a classroom setting. Meals and snacks were included throughout the day for each student, along with weekly virtual experiences from community partners and outside experts to engage youth for additional experiences exploring technology, nature, and health.



The increased capacity to serve youth was in high demand, with 420 more applications for eligible aged youth than there were available spots, from families eager for an in-person summer program.

Preliminary enrollment data from our district partners demonstrate high attendance of 91% throughout the program and retention of 89% students. Half of all rising first through third grade scholars (51%) had attended Big Lift Inspiring Summers in a previous year. Attending quality summer experiences for at least two summers and regular

attendance are both critical factors that correlate with the most significant youth gains.

Family comments on Inspiring Summers include:

"As a working parent, I would love the program to be more than 5 weeks because it is a lifeline for our community. I constantly have to look for programs where my son can learn and be safe while I am at work."

"He is very happy to be in the program and always excited to come home and tell us about his day and all the fun activities he does in class with STEM."

"Seeing them learning to be independent and do projects by themselves is a big help. I love the program, and I want to thank you for providing this summer program. Thank you very much!"

All students received library cards at the end of the program, a set of books provided by the State Library family literacy grant, automatic enrollment in the Summer Learning Challenge, and a free San Mateo County Parks pass.

Inspiring Summers program experience has helped to inform strategy at school districts and the Office of Education to support youth this fall. Program data and assessment results are currently being gathered for analysis and a full impact report is expected to be complete before the next JPA meeting.

Library Explorers

The new Library Explorers in-person enrichment camps were supported by \$135,000 in supplemental funding and designed to maintain and grow youth literacy, math, and social-emotional skills in preparation for the 2021-22 school year.

In June and July, Library Explorers was offered at all community library locations (except Atherton, Sanchez, and Woodside - due to size and space limitations). Participating libraries were reserved exclusively for youth from our communities Monday through Wednesday.

The program was promoted through schools and to families unable to attend Inspiring Summers. Staff were able to successfully solicit 632 interest submission forms from families and exceeded our initial enrollment goal to accommodate 334 youth during the five weeks of Library Explorers.



The 14 days of Library Explorers drew upon our evidence based Big Lift Summers curriculum and increased the number of youth able to enjoy rich, researcher developed experiences. Daily activities over 632 thrilling hours inspired creative learning through science, engineering, and math activities. We engaged youth socially, encouraged their growth, and some reluctant readers rediscovered the joy of reading.

Over the course of the program, youth grew in confidence by talking to other students and developing relationships. Staff noted that some youth would return to the library during open hours with their family to show off what they worked on during Library Explorers. Youth expressed interest in what they were learning daily, and parents emailed to share gratitude for how staff helped youth work through separation anxiety, get excited about science and robots, and make friends.

Rising kindergartners were assessed on their ability to identify upper- and lower-case letters, count to 30, and sound out letters. After completing the program, participating youth made gains which included on average at least a one-point gain in early literacy measures and a two-point gain in early math measures.

Post program surveys to families showed that 100% would recommend this program to another family. An average of 94% felt the program helped their child become more socially ready going back to school in-person, and an average of 92% felt the program helped their child become academically prepared for the new school year.

Feedback on Library Explorers included:

"We are grateful my daughter had a spot at the library explorers camp. Each day she would come home and explain what she did and learn. It was good for her to socialize and learn more STEM. Thank you!"



"We love our experience with Library Explorers, and we would like to thank all the staff who provided the time to help me keep my child engaged and away from devices."

"My child loved the camp. Initially, he was skeptical and unsure of what to expect. After the first week he loved it and couldn't wait to return. It was lovely to have this strong bond with our local library. After the library being closed in-person, it was challenging to re-engage my child to walk into the library. He was used to the pickup window. Now he's very comfortable going into the library every week to check out more books. I wish it would have been 3 hours vs 2. Or for more days versus 3/week. Very appreciative of this program. I highly recommend it!"

"My kids thrived under the routine, the clear expectations, and the engrossing activities. It was set up so well in advance so they could do more "big kid" activities and feel proud of their work. In this way, it really served an important part of our summer and I know is making my kids look forward to school again. It was a perfect set up for our family and I couldn't be more grateful they will be able to experience it. Thank you so much"



Families CREATE

The Families CREATE program is a 10-week virtual program series that is supported by \$45,000 in supplemental library funding and \$12,000 in state funding. Beginning in June, families of first through fifth grade students delighted in both self-paced and guided live, interactive experiences supplemented with ten Spanish/English kits of unique activities throughout the summer.

Families gained knowledge of library programming and resources on featured topics such as solar energy, insects, plants, and owls and had fun trying out activities both on their own and as part of a community. A total of 5,361 kits were distributed and more than 509 families attended the entire series of virtual sessions that supported learning and community building.



Feedback on Families CREATE included:

"Owen enjoyed owl pellet dissection and wants to do more. He is planning to take what he found in it to school to show to his classmates! We appreciate library's efforts to provide our children such fun and educational projects."

"After iterating along the way in true engineer fashion to build a pinwheel together and learn about kinetic energy, one young participant chimed in at the end to say: 'this was a good one!'"

"My daughter enjoyed the class so much, now she is looking for bugs and puts them in the container!"

Partner Programs

To support the health and wellness of youth and families throughout the county, the Governing Board approved up to \$100,000 to provide local Parks and Recreation departments with additional resources this summer. We confirmed interest with six Parks and Recreation departments in Belmont, Brisbane, Half Moon Bay, Millbrae, Pacifica, and San Carlos.

San Mateo County Libraries delivered 390 free books requested by our city partners, shared our STEAM curriculum utilized for Library Explorers camp, provided access to staff training, and provided materials needed to carry out curriculum activities. While no partner identified a need for subsidized support this summer for any community members, there was appreciation that this was available.

This collaborative work extended our community reach with each recreation program encouraging students to sign up for library cards and participate in our Summer Learning Challenge. While partners were busy supporting their programs in a dynamic pandemic environment, interest is present to deepen collaborations over a longer timeline for future years.

Feedback on Partner Programs included:

"Thanks for the resources and books for our campers, it was a big help to our summer."

"I received and used all the supplies that were dropped off. Thank you very much for your support this summer it was a big help."



The pandemic exacerbated inequities and presented myriad challenges to parents and their children. This summer afforded us an opportunity to connect many youth with a variety of enhanced educational and enrichment opportunities to help prepare them for the future.

Thanks to the strong commitment and concern the Governing Board expressed about learning loss this year, staff worked tirelessly this summer to imaginatively address the impacts of the pandemic on our youth and families this summer. We know the work is critical and will be ongoing.

Our experience and forthcoming program results will help to inform strategy to continue uplift youth this fall. Staff are developing robust out-of-school-time interventions to introduce for the school year to build on the gains achieved this summer.

Fiscal Impact

There is no fiscal impact associated with accepting this report.

Recommendation

Recommend Library JPA Operations Committee accept the Summer Learning Report.