



Joint Powers Authority Operations Committee

George Rodericks, Atherton (Vice Chair)

Afshin Oskoui, Belmont

Clay Holstine, Brisbane

Patrick Heisinger, East Palo Alto

Stefan Chatwin, 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 13, 2022, 1:30 p.m.
Teleconference Meeting**

COVID-19 ADVISORY NOTICE

Meetings of the Joint Powers Authority Operations Committee will be held by teleconference only pursuant to Government Code Section 54953(e). No physical location will be available for these meetings. However, members of the public will be able to participate in the meetings remotely via the Zoom platform by using the link below.

PUBLIC PARTICIPATION

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

<https://SMCL.zoom.us/j/99917682440?pwd=ZlNzbkRvYldRZjJwSkcvbEJ1elcvdz09>

Or Telephone: +1 669 900 6833 Meeting ID: 998 1768 2440 Password: 948343

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.

I. Call to Order	Action
II. Authorize Continued Use of Virtual Meetings	Action
III. Public Comments	Information
IV. Consent Agenda	Action
A. Approval of the June 7, 2022 Minutes	
B. Unapproved Minutes of the June 13, 2022 Governing Board Meeting	
C. Investment Report for FY 2021-22	
D. Grant and Fundraising Report for FY 2021-22	
E. Big Lift Inspiring Summers Report	
V. Proposed Uses of Restricted Library Funds	Action
VI. Approval of the Final FY 2022-23 Adopted Budget	Action
VII. Director's Report	Information
VIII. Operations Committee Members Announcements	Information
IX. Convene Closed Session: Public Employee Performance Evaluation Closed Session pursuant to Government Code Section 54957 (Director of Library Services)	Information
X. Adjournment	Action
XI. Reconvene Regular Meeting	Action
XII. Adjournment	Action

2022 Operations Committee Meetings: November 8

2022 Governing Board Meetings: September 19, November 14



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: September 8, 2022
Meeting: September 13, 2022
Re: Authorize Continued Use of Virtual Meetings

Background

On September 16, 2021, Governor Newsom signed into law Assembly Bill 361 (AB 361) which sets forth remote meeting requirements and procedures for local legislative bodies during a proclaimed state of emergency. Specifically, AB 361 allows a local legislative body to continue holding remote meetings between October 1, 2021 and January 1, 2024 under the following circumstances:

- Automatically whenever the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
- When the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- When the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Once the Operations Committee complies with AB 361, traditional Brown Act rules for remote meetings are suspended—specifically, requirements that (a) the Commission make available a physical location to observe the meeting or to make public comment and (b) teleconference locations each have posted notices or agendas, be accessible to the public, and be identified by address on the agenda. In addition, the following procedures apply to the remote meetings:

- AB 361 forbids agencies from requiring public comment to be submitted in advance and requires an opportunity to address the public/Committee in real time.
- AB 361 regulates, for the first time, the rules and procedures for opening and closing a public comment period for agenda items. Specifically, a reasonable time for indicating a desire to comment (i.e., to use the “raise hand” feature in Zoom) must be provided.

- AB 361 prohibits agencies from taking action on agenda items when there is a disruption to the teleconference proceedings or technical failure on the agency's end which prevents members of the public from making comments, until public access is restored, and creates a cause of action to challenge agency actions taken during a disruption to public access.
- Notwithstanding Brown Act prohibitions on requiring attendees to register their names as a condition of meeting attendance, AB 361 expressly authorizes agencies to use third-party teleconference platforms that require registration (i.e., Zoom requiring an attendee to include their email).

Discussion

Currently, the COVID related proclaimed state of emergency remains in place, but the local health officer has not imposed or recommended measures to promote social distancing and the state's website indicates that social distancing requirements are no longer in effect, except for rules on mega-events over 1,000. Thus, under AB 361, the Operations Committee's ability to hold remote meetings is not automatically extended and, in order to continue holding remote meetings for the next 30 days, the Operations Committee must determine, by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Both the California Department of Public Health and the United States Centers for Disease Control and Prevention caution that the variants of COVID-19 are more transmissible than prior variants, and even fully vaccinated individuals can spread the virus to others, resulting in rapid and alarming rates of COVID-19 cases and hospitalizations. Therefore, reducing the circumstances under which individuals come into close contact with each other indoors remains a vital component of the COVID-19 response strategy.

Indoor public meetings of the Operations Committee pose risks for transmission of COVID, as such meetings would bring together people from across the county and the open nature of public meetings makes it difficult to enforce compliance with recommended safety measures essential to enabling that all residents—including those who are immunocompromised or unvaccinated—can safely participate. Therefore, it is recommended that the Operations Committee invoke the provisions of AB 361 for its meetings.

Fiscal Impact

There is no fiscal impact associated with the continued use of virtual JPA Operations Committee meetings.

Recommendation

Approve the continued use of virtual JPA Operations Committee meetings, as a result of the continuing COVID pandemic state of emergency proclaimed by Governor Newsom and based on findings that meeting in person would present risks to the health or safety of attendees.



San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of June 7, 2022

Board Members Present:

George Rodericks, Atherton (Vice Chair)
Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Patrick Heisinger, East Palo Alto
Edmund Suen, Foster City
Matthew Chidester, Half Moon Bay (Chair)
Kevin Woodhouse, Pacifica
Jeremy Dennis, Portola Valley
Justin Mates, San Mateo County
Kevin Bryant, Woodside

Staff Present:

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

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- I. Call to Order. The meeting was called to order at 1:33 p.m. by Chair Chidester.
 - II. Authorize Continued Use of Virtual Meetings. Chair Chidester shared that the Governing Board will be meeting in person at Brisbane Library this month and asked Committee members to discuss the continued use of virtual meetings for the next Operations Committee meeting in September. Members shared their preference for staying remote. The Chair and Vice Chair will decide whether to meet in-person or virtually for the next meeting.

Motion: Approve continued use of virtual JPA Operations Committee meetings.
Passed (MSP: Holstine/Dennis).
 - III. Public Comments. None. Chair Chidester introduced and welcomed Operations Committee Member Patrick Heisinger, Interim City Manager for East Palo Alto.
 - IV. Approval of the May 10, 2022 Minutes. Meeting minutes approved without changes (MSP: Bryant/Suen).
 - V. Unapproved Minutes of the May 16, 2022 Governing Board Meeting. Information item only.
 - VI. Adoption of the FY 2022-23 Recommended Budget. Financial Services Manager Freeland provided a brief overview of the FY 2022-23 Recommended Budget that was presented at the May meeting. The proposed Recommended Budget totals \$72,141,002. Total Revenue equals \$39.1 million, \$28.3 of which is derived from property taxes. General operations total \$47.7 million, \$23.6 million of which is

allocated to staff salary and benefits. Operating Reserves are budgeted at \$4.4 million and Capital Reserves at \$20.1 million for total reserves of \$24.5 million. Annual priorities include, intentional outreach, equity, mental health and social service supports, expanding literacy for youth and adults, increasing digital equity, supporting library champions, updating libraries and prioritizing sustainability in our practices.

Financial Services Manager Freeland also noted that Governing Board members present at the May 16 Governing Board meeting requested staff to provide an estimate of the funding in the budget that is directed toward each of the fiscal year 22-23 budget priorities and that a chart providing a high-level approximation of the recommended budget appropriations by priority was added to the Adoption of the FY 22-23 Recommended Budget memo.

Member Dennis expressed his gratitude for the effort staff put forth to create well-organized budgets that are easy to understand. Member Holstine asked about the impact the State Budget Trailer Bill would have on excess ERAF. Update provided by Director Despain is also mentioned in the Director's Report. Member Oskoui asked if excess ERAF is budgeted as part of ongoing or one-time expenses. Staff confirmed that excess ERAF is budgeted for one-time activities. Chair Chidester suggested that it would be beneficial for at least one other Operations Committee representative to participate in the County workgroup that was recently organized around the topic of ERAF. Member Woodhouse volunteered to participate in the workgroup. Chair Chidester commended staff for their work surveying communities, analyzing data, and creating a clear and concise budget.

Motion: Adopt the FY 2022-23 Recommended Budget. Passed (MSP: Woodhouse/Oskoui).

- VII. Director's Report. Director Despain called out a few items from the Director's Reports Report including the effect of the State Trailer Bill on excess ERAF, highlights from the Atherton Library Grand Opening celebration and the State infrastructure grants submitted for Pacifica, North Fair Oaks, and East Palo Alto.

- III. Election of the Library JPA Operations Committee Officers. Members Holstine and Oskoui nominated Chair Chidester to Chair; no other nominations were received. Chair Chidester nominated Vice Chair Rodericks to Vice Chair; no other nominations were received.

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

- IV. Operations Committee Member Announcements. None.

- V. Adjournment. The meeting adjourned at 1:58 p.m.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of June 13, 2022

Board Members Present:

Charles Stone, Belmont
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sanjay Gehani, Foster City
Reuben Holober, Millbrae (Chair)
Mike O' Neill, Pacifica
Maryann Moise Derwin, Portola Valley
Sara McDowell, San Carlos (Vice Chair)
Carole Groom, San Mateo County

Staff Present:

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

Others Present:

Tygarjas Bigstych, (Alternate)
Matthew Chidester, Library JPA
Operations Committee Chair

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- I. Call to Order. The meeting was called to order at 8:19 a.m. by Chair Holober. Governing board members and library staff introduced themselves.
 - II. Public Comments. None.
 - III. Approval of the May 16, 2022 Minutes. Meeting minutes approved without changes (MSP: O'Neill/McDowell).
 - IV. Adoption of the Recommended Budget FY 2022-23. Financial Services Manager Freeland provided a brief overview of the FY 2022-23 Recommended Budget that was presented at the May meeting. The proposed Recommended Budget totals \$72,141,002. Total Revenue equals \$39.1 million, \$28.3 of which is derived from property taxes. General operations total \$47.7 million, \$23.6 million of which is allocated to staff salary and benefits. Operating Reserves are budgeted at \$4.4 million and Capital Reserves at \$20.1 million for total reserves of \$24.5 million.

Annual priorities include reaching more community members through intentional outreach, applying an equity lens to our practices, providing mental health and social service supports, expanding our impact and building literacy skills for youth and adults, increasing digital equity through access to technology and skill building, supporting the well-being and growth of our library champions, updating libraries to include vibrant welcoming spaces and prioritizing sustainability in our practices.

Financial Services Manager Freeland also noted that Board members present at the May 16 meeting requested staff provide an estimate of the funding in the budget that is directed toward each of the fiscal year 2022-23 budget priorities and that a chart providing a high-level approximation of the recommended budget appropriations by priority was added to the memo. Financial Services Manager Freeland helped Member Wallace-Jones locate the updated chart.

Motion: Adopt the FY 2022-23 Recommended Budget. Passed (MSP: Groom/O'Neill).

- V. Director's Report. Director Despain called out a few items from the Director's Reports Report including the start of the Summer Learning Challenge and Big Lift Summer Camps, a Makermobile update and the effect of the State Trailer Bill on excess ERAF. Member Cunningham stated that there is a lot of interest in the Big Lift Inspiring Summers camps in the Brisbane community and requested that tour invites be extended to city staff. Vice Chair McDowell expressed interested in having the Makermobile tour through various communities once it's operational. Member Wallace-Jones asked if there is a plan to install Electric Vehicle charging stations at all library facilities. Discussion continued around the County's EV Charging station pilot program. Director Despain clarified that the EV charging station at Library Administration was installed as a pilot site specifically for library vehicles. Director Despain presented photos and highlights from the Atherton Library Grand Opening celebration and discussion ensued around future library projects. Director Despain shared that applications for State infrastructure grants have been submitted for Pacifica, North Fair Oaks, and East Palo Alto but awards have not been made at this time.

- III. Election of the Library JPA Governing Board Officers. Chair Holober and Vice Chair McDowell have each served two consecutive terms in their positions. Director Despain thanked outgoing Chair Holober for his last two years of service and guidance through this unprecedented time. Member Stone and Member Groom nominated Vice Chair McDowell for Chair; no other nominations were received. Member Derwin and Member Stone nominated Member Cunningham for Vice Chair; no other nominations were received.

Motion for Vice Chair McDowell to serve as Chair. Passed (MSP: Stone/Groom).

Motion for Member Cunningham to serve as Vice Chair. Passed (MSP: Derwin/Stone).

- IV. Governing Board Member Announcements. Member Stone proposed that future Governing Board meeting be made accessible virtually. Chair Holober confirmed virtual and/or hybrid options would be considered for future meetings. Chair Holober also reminded Governing Board members that printed agenda packets will not be provided for future meetings.
- V. Adjournment and Tour of Brisbane Library. Director Despain and Member Cunningham will provide a tour of the new Brisbane Library. 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 8, 2022
Meeting: September 13, 2022
Re: Investment Report for FY 2021-22

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 2021-22, Library JPA funds averaging \$35,612,941 were invested with the San Mateo County Investment Pool producing an average yield of [0.98](#) percent. Interest earnings in FY 2021-22 totaled \$340,889.

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 2021-22, Library JPA funds averaging \$2,196,762 were invested with the Local Agency Investment Fund producing an annual average yield of [0.37](#) percent. Interest earnings totaled \$8,449.

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 2021-22 totaled \$349,338. 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 2021-22.

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 8, 2022
Meeting: September 13, 2022
Re: Grant and Fundraising Report for FY 2021-22

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 awarded 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, 2021 – June 30, 2022, the Library JPA was awarded eight grants:

- \$60,000 from the California State Library to provide local resources and build partnerships in the North Fair Oaks Community. This grant supported staff training and materials to help the community get access to the resources they needed including housing, food, and wellness.
- \$50,400 from the California State Library to support the Big Lift Inspiring Summers families. The family literacy grant provided each family with a comprehension box, age-appropriate books for youth, and a parent/caregiver set of books.

- \$40,064 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.
- \$20,000 from the Office of Community Affairs of San Mateo County to provide ongoing and up to date information and outreach on Covid to designated communities. Increased outreach included blogs, website, social media, in-person programs and more.
- \$10,000 from Pacific Library Partnership to provide 1,250 Take and Make Kits for school age youth. These kits were provided during the Summer Learning Challenge.
- \$5,600 from the California State Library to enhance Lunch at the Library programs. This grant supported take home learning kits for sites in East Palo Alto, Half Moon Bay, Pescadero, and Colma during summer community meals in 2021.
- \$5,000 from Raising A Reader. This in-kind grant provided 100 summer learning kits for Raising A Reader families.
- \$250 and membership in Urban Library Council's learning cohort to enhance middle school learning with the creation of the Middle Scholars program.

The total grant revenue awarded in FY 21-22 was \$291,314. For comparison, in FY 2020-21 we were awarded \$241,283, and in FY 2019-20 we were awarded \$406,900.

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 support from our ten Friends of the Library groups. In FY 2021-22, the Friends donated a total of \$163,702 to support local programs and services. The Foundation for San Mateo County Libraries was established to complement the work of the Friends and focus on supporting systemwide initiatives and capital projects. In FY 2021-22, the Foundation donated \$116,000 to support Big Lift Inspiring Summers, Raising A Reader, Equity Through Art program, and staff engagement.

In FY 2022-23, we are working with Friends and the Foundation to focus on and increase support for building projects in East Palo Alto, North Fair Oaks and Pacifica and makerspaces in Belmont, Foster City, Millbrae and San Carlos.

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 2021-22.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Carine Risley, Deputy Director
Date: September 8, 2022
Meeting: September 13, 2022
Re: Big Lift Inspiring Summers Report

Background

The Big Lift is a collective impact initiative that ensures all San Mateo County students are reading at grade level by the third grade. It is a countywide effort, led by San Mateo County, San Mateo County Office of Education, San Mateo County Libraries and Silicon Valley Community Foundation. The Inspiring Summers program, a key pillar of The Big Lift, has been serving early elementary-aged students in our partner school districts since 2015.

Discussion

This summer, we served 954 students entering kindergarten to third grade at eight school sites across six of our partner school districts: Cabrillo Unified School District, Jefferson Elementary School District, La Honda-Pescadero Unified School District, Redwood City School District, San Bruno Park School District, and South San Francisco Unified School District.

Summer learning experiences are more critical than ever—as we work to mitigate the effects not just of summer learning loss, but remote schooling learning loss as well. During our third year of COVID related challenges, the Inspiring Summers program accelerated summer learning by providing a safe space for students to develop their academic and social emotional skills.

Staff hiring remained the biggest challenge to our ability to serve all eligible students and we pursued multiple hiring strategies to support the largest program possible this year. The County secured additional funding for teacher recruitment by offering teachers a stipend to return. San Mateo County Libraries provided additional funding to offer more competitive hourly rates for our interns, which had



a transformative effect on recruitment. We also expanded the age requirement to hire sixteen- and seventeen-year-olds. With these efforts, the library was able to hire 149 interns to staff all the classrooms school districts were able to support.

Participation in Inspiring Summers results in being ahead, rather than behind. Focusing on rich, literacy instruction in the morning, Inspiring Summers' students gained 1.5 months in reading and 0.5 months in math ability across our 8 sites, in an average of just 22 program days. This accomplishment was achieved in the context of slightly increased program absences due to accelerated COVID activity in the community.

Social emotional skills are essential to academic learning and overall well-being and are more important since the start of the pandemic. Social emotional learning is imbedded in every part of the Inspiring Summers program day and library staff led students in mindfulness activities to help identify and name feelings and use self-soothing behavior when upset.



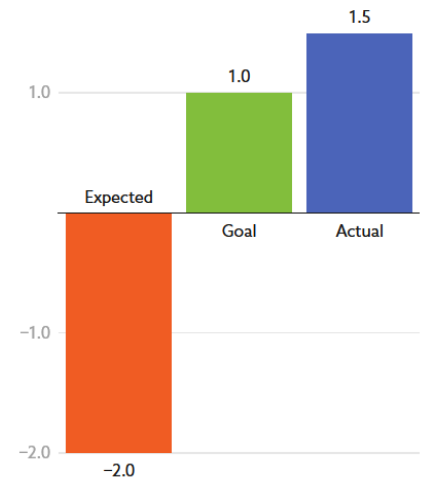
Students and staff enjoyed fewer restrictions, which led to more collaboration and engagement among our students. In the afternoon, library staff led students in engaging, hands-on STEAM activities. Students were encouraged to collaborate with each other, make mistakes, and practice growth mindset. Families and educators reported that children gained confidence, improved their eagerness to learn, and increased their ability to work through challenges.

Many children experienced mental health challenges during the pandemic and developed a negative association with school during distance learning. Families reported seeing an increased positivity and excitement in their child during the program. When children got picked up, they enthusiastically shared about the projects and learning that happened during their day. Children were not only more prepared to start the school year but are excited to do so.

"He wasn't excited to go to school at all. Now, during this summer program, I see the excitement in his face every morning. He's ready for class and comes back happy and excited to share what he learned at school. We loved this program, and I hope it continues so many more children can thrive in kindergarten." – Parent of Rising Kindergarten Student

Summer changes in reading ability, in months of learning

Actual changes measured with BellXCel Star assessments at the beginning and end of the program.



Family outcomes, % agreement

I would recommend the program to another family.

100%

My child enjoyed the program.

99%

My child was excited to participate in the program.

97%

Staff outcomes, % agreement

Scholars enjoyed the program.

99%

Scholars were highly engaged in the program.

98%

Scholars grew more confident in their ability to learn during the program.

89%

Caregivers reported that because of the comfortable and secure environment, their child could learn and grow. Children's confidence and independence increased as they had the opportunity to work with their peers and engage in projects and learning. As can be seen in the charts above, the program continues to enjoy extremely high satisfaction ratings.

"We're so thankful to have this program. It makes a difference, it really does. The kids love it, families love it, the staff love it." – Kristen Lindstrom, Partner Program Lead, La Honda Pescadero Unified School District

Inspiring Summers fuels imaginations, nurtures academic progress, and supports the social-emotional needs of youth to thrive--during the school year and beyond. While a program that stops summer learning loss is a success, we exceeded that benchmark to realize learning gains and match our most successful year in the program's history.



Fiscal Impact

There is no fiscal impact associated with accepting this report.

Recommendation

Recommend JPA Operations Committee accept the Big Lift Inspiring Summers Report.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Lindsey Freeland, Financial Services Manager
Date: September 8, 2022
Meeting: September 13, 2022
Re: Proposed Uses of Restricted Library Funds

Background

Section VI. D. of the San Mateo County Library JPA Agreement states the following:

- 1. Notwithstanding any other provision of this Agreement, for each fiscal year the Library service revenue allocated to libraries in each member city shall not be less than the estimated library property tax revenue attributable to property located in that city. Subject to paragraph 2, below, 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 are 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.*
- 2. In the fiscal year following the completion and opening of the new Atherton Library, excess funds, after deduction of any activities approved by the Governing Board for library related expenditures within a member city, shall be split 50%-50% between the Library JPA and the member city to which those excess funds are attributable.*

In accordance with this provision and as approved by the Library JPA Governing Board, at the end of each fiscal year, Library property tax funds in excess of the amount required to operate a community library, are distributed and held by the Library JPA in separate trust funds. FY 2022-23 will be the first year the 50%-50% provision is in effect.

Discussion

For FY 2021-22, amounts totaling \$4,256,412 were set aside in the Atherton Library Trust Fund (\$1,545,233), in a new Foster City Library Trust Fund (\$182,843), in the Portola Valley Library Trust Fund (\$160,735), in the San Carlos Trust Fund (\$1,373,647), and in the Woodside Library Trust Fund (\$993,954).

Restricted Library property taxes currently held in trust accounts by the Library JPA and members total \$10,947,802.

Member cities that qualify and are interested in using restricted Library funds to support community library related activities in the upcoming fiscal year, must provide the proposed use of library funds to the Library JPA and obtain Governing Board approval. Proposed uses in FY 2022-23 are detailed below.

Atherton Library

Atherton Library Trust Funds as of June 30, 2022 total \$2,065,653 (\$509,679 held by the Town of Atherton and \$1,555,974 held by the Library). The amount held by Town is earmarked for final items for their new library, which have been previously approved by the JPA Governing Board. In addition, the Town of Atherton proposes to utilize restricted Library excess funds in an amount estimated at \$624,050 as detailed below:

Type/Category	Description	Proposed Use FY 2022-23
Facility Repair & Maintenance	Maintenance, repairs, vector control, locks, and landscaping	107,050
Custodial Services	Contract janitorial services	75,000
Utilities	Electricity and water	142,000
Facility Replacements	Further development of spaces	300,000
Total Expenditures		\$624,050

If approved, funds in this amount will be retained in the Atherton Library Trust Fund. The remaining Library held funds of \$931,924 will be returned to the Library JPA to continue paying back the one-time advancement to the Town of Atherton, which will result in a remaining balance of \$2,508,377.

Foster City Library

Foster City Library Excess Funds as of June 30, 2022 total \$182,843 and have been set aside in a new library trust. Foster City had excess funds for the first time in FY 2020-21 in the amount of \$110,160, which the city allocated toward a new makerspace.

Portola Valley Library

Portola Valley Library Trust Funds as of June 30, 2022 total \$1,471,651 (\$126,628 held by the Town of Portola Valley and \$1,345,023 held by the Library). The Town of Portola Valley proposes to utilize Library excess fund revenue in an amount estimated at \$129,711 as detailed below:

Type/Category	Description	Proposed Use FY 2022-23
Facility Repair & Maintenance	Maintenance and repairs	\$18,936
Custodial Services	Contract janitorial services	31,560

Utilities	Electricity, gas, water, sewer	35,000
Facility Improvements	Cabinetry, flooring, etc.	32,115
Overhead Allocation	Annual Town staff support	12,100
Total Expenditures		\$129,711

San Carlos Library

San Carlos Library Trust Funds as of June 30, 2022, total \$2,750,417 (\$820,317 held by the City of San Carlos and \$1,930,100 held by the Library). An update to the FY 2020-21 San Carlos excess fund led to an additional transfer of \$359,829 to the San Carlos Trust in FY 2021-22. The City of San Carlos proposes to utilize Library excess fund revenue in an amount estimated at \$600,000 as detailed below:

Type/Category	Description	Proposed Use FY 2022-23
Emergency Power	Emergency backup power generator	600,000
Total Expenditures		\$600,000

Woodside Library

Woodside Library Trust Funds as of June 30, 2022, total \$4,477,238 (\$30,001 held by the Town of Woodside and \$4,447,237 held by the Library). The Town of Woodside proposes to utilize Library excess fund revenue in an amount estimated at \$137,725 as detailed below:

Type/Category	Description	Proposed Use FY 2022-23
Utilities	Water, gas, sewer	21,500
Maintenance	Janitorial services and landscaping	40,550
Overhead Allocation	Salaries & benefits for Town staff support and liability insurance	75,675
Total Expenditures		\$137,725

Fiscal Impact

Requests for uses of Restricted Library Funds in FY 2022-23 total \$1,491,486. There are sufficient excess funds available to cover all requests.

Recommendation

Recommend JPA Operations Committee approve the Proposed Uses of Restricted Library Funds.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Lindsey Freeland, Financial Services Manager
Date: September 8, 2022
Meeting: September 13, 2022
Re: Approval of the Final FY 2022-23 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 13, 2022, the FY 2022-23 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 2022-23 Adopted Budget includes final adjustments to enable our further reopening to the public and distribute resources to support our key priorities, which are to:

- Reach more community members through intentional outreach strategies to expand access to library resources
- Apply an equity lens to our collections, programming, spaces, policies, and practices to respond to community needs and reflect the diversity of our residents
- Provide mental health and social service supports for community members through innovative programs and services
- Expand our impact in building literacy skills for youth and adults and develop responsive programs to cultivate a community of learners
- Increase digital equity through access to technology and skill building to accelerate learning and employment opportunities

- Support the well-being and growth of our library champions and amplify their talents to strengthen our communities
- Update libraries to include vibrant, welcoming spaces that inspire creativity, collaboration, and exploration
- Prioritize sustainability in our procurement, resource management, and operational practices

Discussion

The FY 2022-23 Recommended Budget approved by the JPA Governing Board on June 13 and implemented on July 1 totaled \$72,141,002. Based on fiscal year-end closing activities and updated information, the proposed FY 2022-23 Adopted Budget now totals \$77,818,179. Below are the most significant changes in the FY 2022-23 Adopted Budget:

Sources:

- **Miscellaneous Revenue: (\$173,391 to \$732,985):** There is an increase of \$559,594 primarily due to budgeting \$519,594 in Friends pledges to support the construction of makerspaces in the Foster City (\$123,340), Millbrae (\$296,254), and Belmont (\$100,000) libraries. In addition, \$40,000 in anticipated Foundation funds is budgeted, which will support Pitch It, outreach and marketing, and volunteers.
- **Fund Balance (\$33,012,318 to \$38,124,065):** Fund Balance reflects the carry forward of reserves, unanticipated revenues, and unspent appropriations at the close of the fiscal year. Based on FY 2021-22 mid-year, year-end estimates, the FY 2022-23 Recommended Budget increased fund balance by \$5,860,038. After year-end close, \$10,971,785 of total year-end rollover was realized. Therefore, there is an increase of \$5,111,747 in Fund Balance to account for the rest of the realized rollover. Most of the rollover is due to \$8,609,797 in unspent appropriations, attributable to project delays and staffing vacancies. Unanticipated revenues of \$2,361,988 also contributed to fund balance, primarily due to additional Excess ERAF. The proposed FY 2022-23 Adopted Budget allocates \$10,328,817 of fund balance and sets aside \$27,795,248 in reserves.

Requirements

- **Salaries and Benefits (\$23,574,975 to \$24,656,168):** There is an increase of \$1,081,193 primarily due to negotiated SEIU increases (3% in April 2022 and 3% in October 2022) as well as increases to benefit rates (\$770,523). Ongoing extra help is also increased to accommodate the SEIU negotiated increases (\$77,958). Finally, there is an increase of \$232,712 to support additional flexible staffing for expanded hours, one limited-term Payroll Coordinator to support increases in personnel work, and pending position reclassifications including a review of the Community Program Specialist series and one Library Services Manager to Deputy Director to better support our expansion of operations, staff and buildings.

- Services and Supplies (\$19,534,126 to \$19,707,268): There is an increase of \$173,142 primarily due to budgeting the rollover of uncompleted projects and unspent Friends and other donations from prior years. These increases are offset by moving \$500,000 from Services and Supplies to Fixed Assets.
- Fixed Assets (\$900,000 to \$1,991,000): There is an increase of \$1,091,000 due to rollover for the makermobile and IT equipment (\$591,000) as well as the movement of allocation from Services and Supplies for facility enhancements (\$500,000).
- Reserves (\$24,476,344 to \$27,795,248): There is an increase of \$3,318,904, which represents the additional rollover from FY 2021-22 Fund Balance that is not allocated to one-time expenditures. Capital Reserves total \$23,270,380. Operating Reserves total \$4,524,868 and meet the JPA Fund Balance policy of setting aside 15% of Net Appropriations, net one-time expenditures.

The pandemic has intensified the need for public libraries to address community challenges and our mission to strengthen our communities through transformative services has never been more important. The FY 2022-23 budget sets ambitious goals to build back and enhance our well-regarded services and programs. San Mateo County Libraries take pride in developing a budget that 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 2022-23 Adopted Budget.

Fiscal Impact

The proposed Adopted Budget for FY 2022-23 is balanced and totals \$77,818,179. Changes from the Recommended Budget approved in June to the proposed Adopted Budget are described above and in the attached FY 2022-23 Adopted Budget Summary.

Recommendation

Recommend JPA Operations Committee approve the Final FY 2022-23 Adopted Budget.

Attachment

FY 2022-23 Adopted Budget Summary

San Mateo County Libraries

FY 2022-23 Adopted Budget Summary

		FY 2021-22 Actuals	FY 2022-23 Recommended	FY 2022-23 Adjustments	FY 2022-23 Adopted
<u>Sources</u>					
1000	Taxes	39,023,469	37,752,120	-	37,752,120
1500	Use of Money and Property	360,554	371,216	-	371,216
1600	Intergovernmental Revenues	287,260	184,500	-	184,500
2000	Charges for Services	22,381	-	-	-
2500	Interfund Revenue	296,853	647,457	5,836	653,293
2600	Miscellaneous Revenue	548,342	173,391	559,594	732,985
	Total Revenue	40,538,859	39,128,684	565,430	39,694,114
3333	Fund Balance	33,876,245	33,012,318	5,111,747	38,124,065
	TOTAL SOURCES	74,415,104	72,141,002	5,677,177	77,818,179
<u>Requirements</u>					
4000	Salaries and Benefits	19,886,549	23,574,975	1,081,193	24,656,168
5000	Services and Supplies	14,020,185	19,534,126	173,142	19,707,268
6000	Other Charges	1,552,950	3,627,950	12,408	3,640,358
7000	Fixed Assets	801,205	900,000	1,091,000	1,991,000
7500	Other Financing Uses	30,149	27,607	530	28,137
	Gross Appropriations	36,291,039	47,664,658	2,358,273	50,022,931
8000	Intrafund Transfers	-	-	-	-
	Net Appropriations	36,291,039	47,664,658	2,358,273	50,022,931
8500	Operating Reserves	10,569,050	4,392,600	132,268	4,524,868
8700	Capital Reserves	27,555,015	20,083,744	3,186,636	23,270,380
	Total Reserves	38,124,065	24,476,344	3,318,904	27,795,248
	TOTAL REQUIREMENTS	74,415,104	72,141,002	5,677,177	77,818,179



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: September 8, 2022
Meeting: September 13, 2022
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 are leaders in establishing a foundation for early literacy and supporting exploration and growth at every stage of life.

Summer Learning Challenge

This year marked the return of in-person programs at our libraries and we couldn't be more thrilled! Visitors of all ages enjoyed shows and presentations that featured both fresh takes and familiar favorites and up-close encounters with fascinating insects, wild creatures and even bats. They participated in a puppet pirate adventure, explored culture through calligraphy, made bubbles while learning about chemistry, sang and danced along to music from various cultures (from South America to Africa and beyond), and more.



There were also opportunities for attendees to learn about the work of other County departments. In June, the Mosquito and Vector Control District gave us lessons in life drawing and scientific thinking. The Office of Sustainability distributed board games and reuse kits in July to divert things that might have otherwise gone to the garbage. The Parks Department rangers discussed biomimicry and animal engineering in August. Our little Library Explorers learned about STEM concepts from our staff through activities like making snow dough and kinetic sand, popsicle stick puzzles, chasing runaway tortillas, and taking the Tallest Paper Tower Challenge!

Naturally, there were also books! This summer, we have given out more than 35,000 books to our communities through school visits, special events, and book distributions in the libraries. We are incredibly proud to share the joy of reading with so many people this summer.

Libraries at Community Summer Camps

In partnership with the public-school districts in East Palo Alto, Millbrae and North Fair Oaks, staff were able to connect with hundreds of under-resourced youths enrolled in summer camps. The camp experience incorporated library strengths while integrating our creative focus and summer learning approach.

The six camp locations hosted engaging and exciting programs including a multi-media juggling extravaganza paired with a lesson on conservation and waste reduction, an interactive music-making workshop with Grammy nominated musician Andre Thierry, an engineering design process, a meet and greet with hardworking bees featuring an educational component on the importance and impact they have to our environment, a STEAM based performance utilizing magic and bubbles to present different scientific concepts, and joyful music and dance. All camp attendees received carefully curated Take and Make kits, were signed up for our Summer Learning Challenge and were given the option to select free books to continue learning at home. These kits reinforced STEAM concepts while allowing students to make music, explore their creativity, or start their own gardens.



Ready for Takeoff!

During the month of July, Atherton and Belmont libraries offered 3D Printing Summer Camps in collaboration with Dry Ice, a community robotics team of high school and middle school youth from Belmont. During the progressive weekly sessions, participants learned how to transform their ideas from a basic sketch to a 3D model using computer aided design tools. During the final week of the camp, participants used their knowledge of basic and complex shapes to create a model spaceship!

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

San Mateo County Fair

San Mateo County Libraries returned to the San Mateo County Fair in 2022! This is our biggest outreach event, and we occupied a sizable, highly visible spot at one of the entrances, making us impossible to miss. For its first public appearance since the pandemic, the Bookmobile and our welcoming crew greeted fairgoers as they arrived. We activated the space with a reading garden, a respite from the bustle of the fair where people could pull up a rocking chair and rest. Attendees also enjoyed building with the Imagination Playground and making crafts to take home with them. By the end of the Fair, over 5,500 kids had signed up for the Summer Learning Challenge and over 13,700 kids and families had participated.



Summer Meals at the Library

Summer meals were a huge success, with many compliments on the food quality of the 10,468 lunches we provided during June and July. Meals were provided at our libraries in East Palo Alto, Half Moon Bay and North Fair Oaks. Out in the community, we provided meals at the Colma Community Center and Pescadero Elementary School Big Lift Inspiring Summers camp, and we collaborated with other local agencies to provide meals for at the Boys and Girls Club of the Coastsides, Casa Circulo Cultural, and Generations United. We also received a grant from the State Library to enhance the summer meal experience, which included giving families the opportunity to pick up sports equipment, bubbles, art supplies, gardening kits, and other fun things to do over the summer.

Our summer partnership with Second Harvest Food Bank brought Telemundo to the North Fair Oaks Library, which significantly boosted lunch program participation. Many Spanish-speaking families who saw the feature and learned about our free meal program visited the library.

Article at: [Distribución de alimentos gratis para niños en los condados Santa Clara y San Mateo](#)

Mental Health First Aid

"Most of us would know how to help if we saw someone having a heart attack — we'd start CPR or call 9-1-1. But too few of us would know how to respond if we saw someone having a panic attack..." Thanks to an effort by San Mateo County Health and the San Mateo County Mayors Mental Health Initiative to make mental health and substance-use training available to the public, we had 65 staff registered to attend the Mental Health First-Aid training in August. Much like CPR training equips you with the knowledge and skills to aid someone having a heart attack, Mental Health First Aid training teaches you how to assist someone who is experiencing a challenge or crisis with their mental health or use of controlled substances. We look forward to completing training for all public service staff, as well as certifying two employees to provide ongoing training to staff and the community.

Community Connections Grant Impact

San Mateo County Libraries received a Library Services and Technology Act (LSTA) grant to establish a resource access program at the North Fair Oaks Library, designed to provide multilingual service appointments and referrals for enrolled adult literacy/English as a Second Language (ESL) learners as well as the general public.

This grant funded project supported under-served community members to eliminate the barriers that can prevent them from accessing vital community resources, particularly in the areas of housing, health, nutrition, employment, and education. We offered regular drop-in hours and workshops led by program partners and staff were trained to confidently refer community members to the appropriate service agencies.

The service attracted new, non-library users, who were frequently recent Spanish-speaking immigrants with low levels of native literacy and little to no computer literacy. In daily drop-in sessions beginning in April 2022, the program connected over 2,000 members of the community to housing, health, nutrition, employment, and education assistance.

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

Library Outpost Update

We have an exciting new development towards the progress of the Pacifica Sanchez Library Outpost. On September 2, 2022 the City of Pacifica's Zoning administrator approved the project to move forward making way for the City



to go out to bid for a contractor. The first Library Outpost lending kiosk to be installed, will enable 7 day/24 hour access to a variety of library materials. Patrons can also place and pick up holds, download audio and eBooks, and browse the catalog from the kiosk. This innovative new service, which is anticipated to be implemented after the new year, will enhance the accessibility of library services well beyond our existing operating hours.

Brisbane Library

We are delighted to announce that the Brisbane Library was featured in Metropolis Magazine highlighting its unique design, versatility, and sustainability features.

"In Brisbane, California, a new library packs myriad user experiences into a small package, while delivering on sustainability."

Article at: [A New Library Is a Living Room for a Whole Town](#)

Staff Development Day

On August 25, we closed all libraries for the return of our annual Staff Development Day for the first time in 3 years! The Employee Engagement and Wellness Workgroup worked tirelessly to curate a fantastic day of enjoyment, food, growth, and connection. The event

was held at the new Atherton Library which some staff got to visit for the very first time.

Anneliese Singh, author of *The Racial Healing Handbook* was selected as the morning speaker by our Equity Workgroup. The much-

anticipated return of Pitch-It and trying out



the Makerspace and Digital Lab made up the afternoon's activities. The day ended with an ice cream truck to celebrate the end of summer and recognize all of the efforts staff put into summer learning activities.

Pitch-It!

Pitch It is a program that was created years ago to encourage and support staff creativity. Presenters pitch their ideas in a fun and casual atmosphere, and staff vote for their favorite idea to be funded and implemented. Pitch-it winners receive up to \$5,000 to pilot their programs. Past successful pitches include book bikes, hiking backpacks, early literacy kits, ukuleles, sewing machines, Comic Arts Fest and many more! We intend to put all of the fantastic and creative ideas that were pitched this year – which are in line with our goals for equity and sustainability – to use!

Winning programs include:

- *Period Supplies for Everyone*, an initiative by Nicole Fernandez of the Brisbane Library to equitably distribute free period supplies in all library restrooms
- *Borrow the Unexpected: Karaoke Machine*, by Cloud Bell of Pacifica Libraries suggests lending karaoke machines to enhance accessibility to services and materials that patrons might not otherwise be able to access
- *Bug Out at the Library*, by Cherry Cruzat of the Belmont Library aims to encourage curiosity, lifelong learning and accessibility to science for everyone by expanding the successful and well-liked insect display launched at the Belmont Library
- *Art for Everyone*, by Lynne Fetter of the Belmont Library creates a designated art table or space in each of our libraries to promote creativity through art exploration
- *Pool for All*, by Kat Wiszowaty from Portola Valley Library intends to make public pool passes available for check-out in order to promote accessibility for all

FY 2021-22 Invoices and Contracts Over \$50,000

The [County's Open Data Portal](https://checkbook.smcgov.org) (checkbook.smcgov.org) continues to provide an easily accessible view of library expenditures and activity data to both the public and policymakers. A list of invoices and contracts with a total amount of \$50,000 or more that were paid or executed between January 1, 2022 and June 30, 2022 is provided below.

Vendor	Amount	Description
Invoices:		
Peninsula Library System	388,289	Passthrough of Measure K funds for Summer Learning program administration
City of Daly City	345,746	Annual payment for services provided to Broadmoor and Colma
Ross McDonald	322,323	Shelving for Atherton Library
Hoopla by Midwest Tape	240,000	Annual payment for digital content
Dell	219,400	Laptop replacement
Phoenix Motorcars	60,000	Makermobile payment for completion of chassis
Verizon	54,236	Monthly service for hotspots
Envisionware	93,112	Library Outpost lending machine 50% deposit

Contracts:		
ELS Architecture and Urban Design	179,200	Belmont and Millbrae Library architect services for new makerspaces
Dynamism	100,000	3D printer equipment and supplies
Demco	100,000	Library supplies including acrylics, book carts, and collection supplies
The Library Store	90,000	Library supplies including acrylics, book carts, and collection supplies
MatterHackers	50,000	3D printer equipment and supplies

Library Personnel News

We are excited to share the following personnel announcements:

Morelia Andrade has accepted a promotion to the position of Library Assistant at our Half Moon Bay Library. Morelia is bilingual in Spanish and previously served as a Library Aide at Half Moon Bay and an Inspiring Summers Facilitator. Morelia is currently pursuing an Associate degree in Public Health at Foothill College.

Ismael Betancourt has accepted a promotion to the position of Librarian at our Atherton Library. Ismael is bilingual in Spanish and previously worked as a Community Technology Specialist and Library Assistant. Ismael holds two Associates degrees from Foothill College – one in public speaking and the other in Graphic Design. He also holds a Bachelor of Fine Arts in Digital Media, and a MLIS from San Jose State University.

Araceli Efigenio has accepted the position of Community Program Specialist in our Outreach and Programming Division. Araceli previously worked as a project manager at a small consulting group. Prior to that, Araceli was a case manager at Casa de los Amigos where she helped reunify unaccompanied minors with their families. Araceli holds a Master's in Social Work and a Bachelor's in Spanish and Psychology from the University of Washington.

Rosali Jurado has accepted a promotion to the position of Library Assistant at our Atherton Library. Rosali is bilingual in Spanish and previously served as an Extra Help Library Assistant across our system. Rosali holds a Bachelor of Science in Psychobiology University of California, Los Angeles.

Kat Kong has accepted the position of Librarian in our Communications Division. Kat previously worked at the Alameda Free Library as a teen librarian. Kat holds a Bachelor's in International Relations from UC Davis and a MLIS from San Jose State University.

Chris Lu has accepted a promotion to the position of Senior Librarian at our Belmont Library. Chris previously worked as a Librarian at Belmont. Chris holds a Bachelor's in English Literature and a MLIS from the University of Washington.

Jeneen Nammar has accepted the position of Librarian at our Portola Valley Library. Jeneen previously worked at the San Francisco Public Library as a Children's Librarian. Jeneen holds an MSI from the University of Michigan at Ann Arbor and a Bachelor's in English from the University of California, Los Angeles.

Gary Ransford has accepted a promotion to the position of Senior Community Program Specialist in our Information Technology Division. Gary previously served as a Community Technology Specialist and a Library Assistant at our San Carlos Library. Gary is currently pursuing a certificate in Technical Communication from UC Berkeley Extension.

Lee Ming Yeh has accepted a promotion to the position of Library Assistant in our Access Services Division. Lee previously served as a Library Aide at our Belmont Library. Lee holds a Bachelor's in Psychology from Stanford University and is currently in library school.

Please join me in congratulating Gary, Lee, Chris, Rosali, Ismael and Morelia and welcoming Janeen, Kat, and Aracelia to San Mateo County Libraries!

Annual Report

Finally, we are pleased to present the 2021-2022 Annual Report! Our accomplishments would not be possible without the strong support of the Governing Board and Operations Committee, our volunteers, Friends and Foundation members, and our phenomenal team of staff. This wonderful, attached report will be shared with the community and is available online at: <https://smcl.org/annual-reports/>



San Mateo
County
Libraries

Open for Exploration

Annual Report 2021-2022

OUR MISSION

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

OUR VISION

San Mateo County Libraries ignite growth through transformative experiences.

Director's Message

At San Mateo County Libraries, we're champions of learning, sharing and exploration – of open minds, new ideas and bright futures. In the pages of this report, you'll see how our 13 libraries are welcoming, inclusive places that inspire curiosity and sustain community connection.

Through ongoing recovery efforts, we became experts at adapting to meet critical needs and never wavered in our commitment to provide equitable library services.

Our accomplishments would not have been possible without the valued support of our Library JPA Governing Board and Operations Committee, our generous donors, incredible Friends of the Library and Foundation for San Mateo County Libraries, our volunteers and of course our extraordinary staff.

Together, San Mateo County Libraries continues to provide award-winning services and work in partnership with our diverse communities to build upon our 110 years of success and relevance.

ANNE-MARIE DESPAIN
DIRECTOR OF LIBRARY SERVICES

1st

IN CALIFORNIA STAR
LIBRARY RATINGS

3rd

IN NATIONAL STAR
LIBRARY RATINGS

110th

ANNIVERSARY AS A
COUNTY FREE LIBRARY

Library
Governing
Board

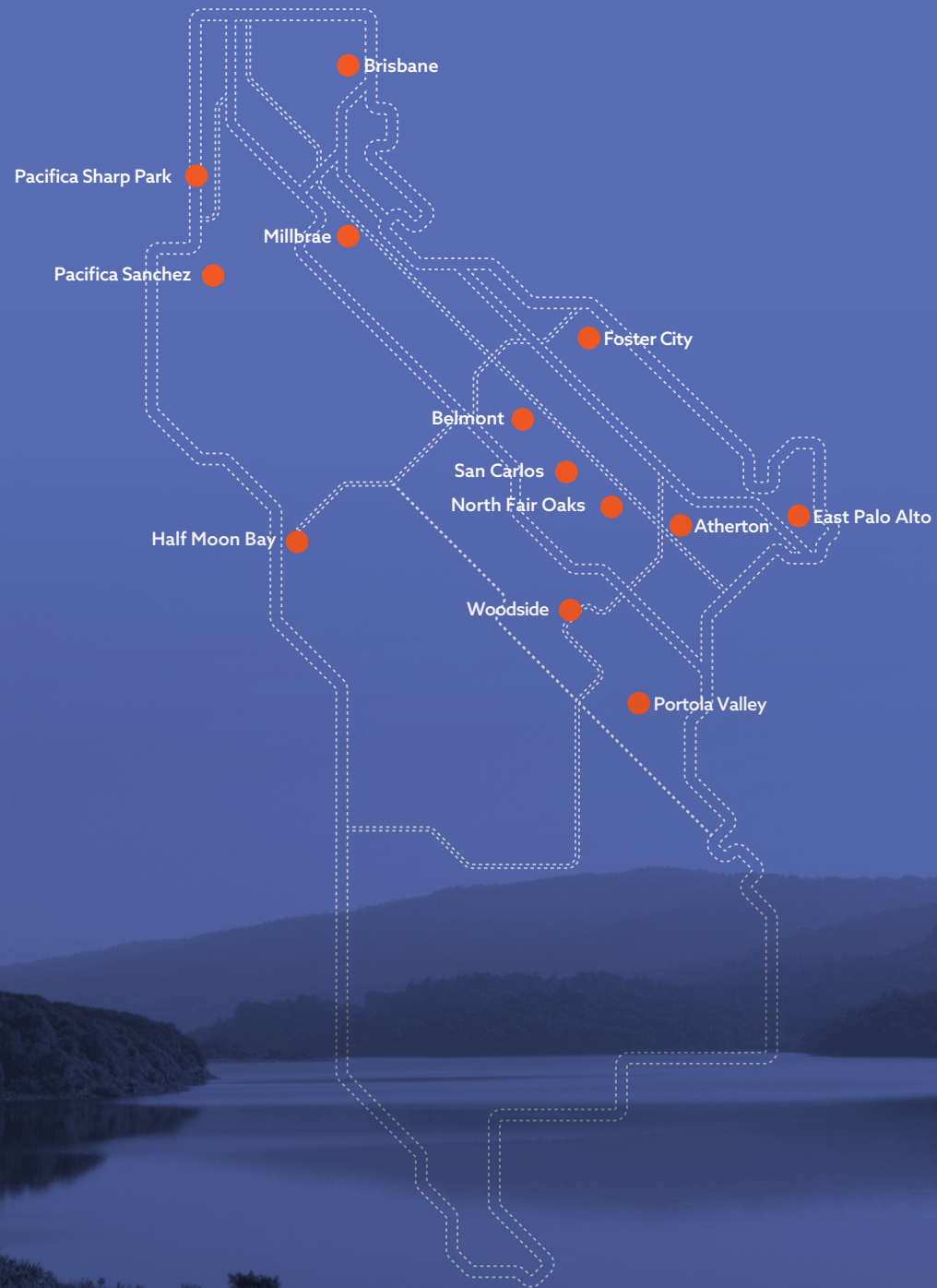
Atherton
Rick DeGolia
Belmont
Charles Stone
Brisbane
Karen Cunningham

East Palo Alto
Regina Wallace-Jones
Foster City
Sanjay Gehani
Half Moon Bay
Deborah Penrose

Millbrae
Reuben Holober
Pacifica
Mike O'Neill
Portola Valley
Maryann Derwin

San Carlos
Sarah McDowell
Woodside
Dick Brown
San Mateo County
Carole Groom

Exploration at San Mateo County Libraries extends outdoors as kids enjoy a bubble program.



Covering 351 square miles, our service area is comprised of 11 cities and the unincorporated areas of the County. Photo of Crystal Springs Reservoir by Andrew Solovay.

Demographics

283,000 people live in our service area

76% of our service population has a library card

Households in our service area are **78%** suburban, **15%** urban and **7%** rural

25% are enrolled in school, **45%** of whom are in grades K-8

At home, **16%** of our community speaks Spanish, **8%** speaks Chinese and another **15%** speaks another language other than English

- White, non-Hispanic
- Hispanic or Latino/a
- Asian
- Multiracial
- Black
- Native Hawaiian/Pacific Islander
- Other
- Unspecified

OUR COMMUNITY

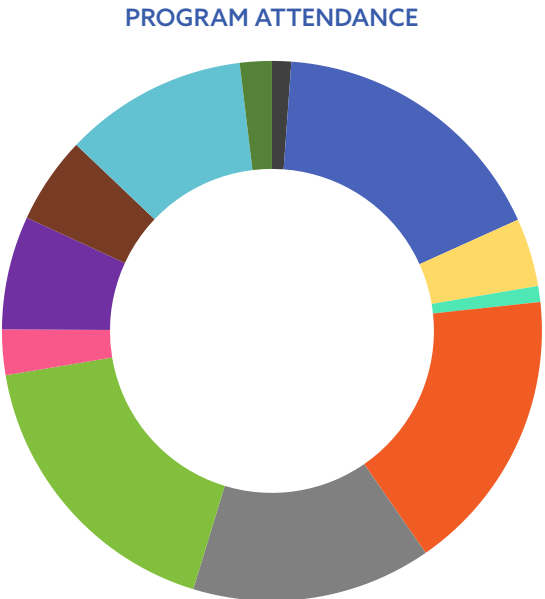
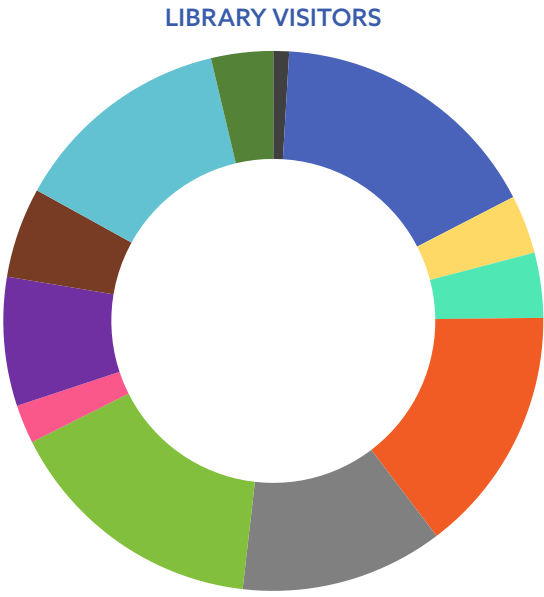
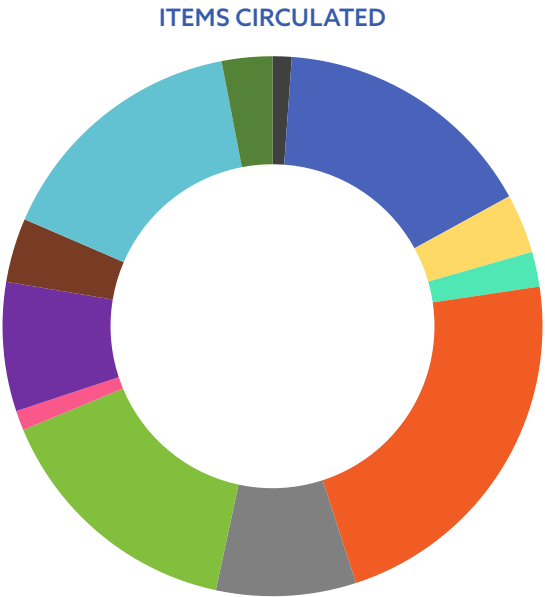
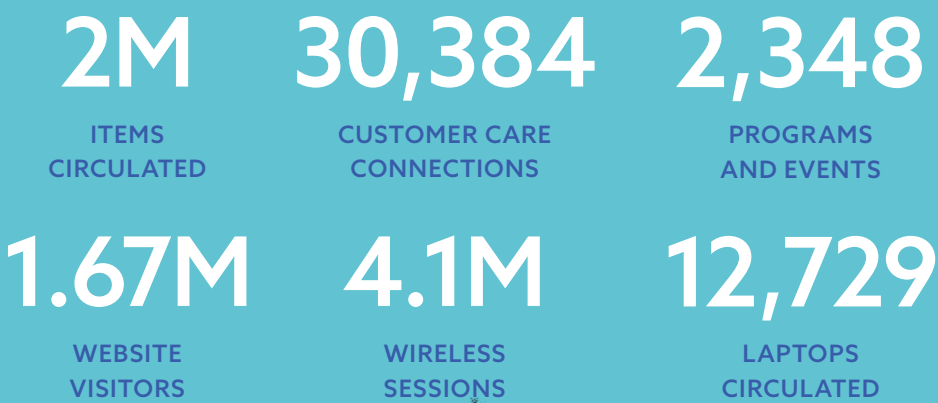


OUR EMPLOYEES



Year in Numbers

"SMCL always surprises me with how much is offered to the community. We are so grateful for the variety in services and the role the library plays in our community."



- Atherton
- Belmont
- Brisbane
- East Palo Alto
- Foster City
- Half Moon Bay
- Millbrae
- North Fair Oaks
- Pacifica
- Portola Valley
- San Carlos
- Woodside

The much anticipated new Atherton Library and renovated Historic Town Hall opened on June 4, 2022.



Staff pride themselves on connecting with our library users one on one to offer personalized support.

Here for You

"An excellent and valued community resource that has proved of even greater value during these strained times for me and my family. Thank you."

EXPANDED HOURS

This year, we've focused on providing places for added exploration by expanding hours and opening our new, vibrant, technology-packed Atherton Library. In 2022, we were excited to establish 7-day-a-week service in all of our cities for the very first time. Expanding evening hours and reopening our libraries on Sundays allows the community more opportunities to visit our libraries to borrow materials, check out technology and enjoy inviting spaces.

Increased hours help ensure people can access the library when they want and need to. Community members expressed their excitement about the new hours, "This is such welcome news," one patron said. "We often want to go on Sundays." Many library users made it clear how much they appreciated our careful approach to reopening and how delighted they are to return for more in-person services.

935,621

TOTAL
IN-PERSON VISITS

29,749

TOTAL NUMBER
OF HOURS OPEN



Patrons enjoy browsing our diverse collections.

PROGRAMS RETURN

Library staff were thrilled to begin hosting programs again at each of our libraries. Welcoming back patrons to such beloved library activities as storytimes and author talks was an encouraging moment for community members, who look forward to these curated events.

We’ve had 57,574 attendees at our in-person and virtual programs this year. Families were delighted to join together again inside library spaces or outside in library gardens and nearby parks. Several other events have also returned in person including STEAM offerings, conversation clubs and art classes.

“I have fond memories of going to the library myself and am happy to pass on the love of reading to my daughter.”



Our beloved in-person storytimes returned in fall 2021.



When the County of San Mateo provided masks and test kits for us to distribute, our library teams leaped into action.

FREE MASKS AND TEST KITS

San Mateo County Libraries is committed to supporting community members through the continued challenges of the pandemic. In February, we offered free masks and at-home test kits provided by the County of San Mateo. During a time when valuable test kits were not always easy to find, the masks and kits were available to pick up at all of our libraries. Providing free masks and test kits removed a barrier for community members who were most in need.

10,000

MASKS
DISTRIBUTED

25,000

TESTS
DISTRIBUTED

Expanding Meals Service

As an important venue for community resources, we have been offering free meals since 2015. The program began at East Palo Alto Library, then expanded to Half Moon Bay Library. In 2021, we added the free meal service to North Fair Oaks Library. Since then, we’ve served more than 9,300 meals at that location alone. These nutritious, fresh meals support community members who are experiencing food insecurity. They provide an after-school meal option for local

students and connect people to the library who otherwise might not have known about some of our services. The meals are easy to reach just outside our libraries, so that people receiving them can choose to just stop by or head inside to explore our other offerings.

32,356

MEALS SERVED

Empowering Community

"Thank you SMCL for leading with compassion and kindness for all."



Kids rushed inside the new Atherton Library to mark its opening, a symbol of our spirit of exploration.



The new Empower Card features fun designs that encourage reading.

STUDENT EMPOWER CARD

We launched a new kind of library card this year for students in San Mateo County called the Empower Card. The Empower Card simplifies student access to online resources across all libraries.

A student can use their Empower Card to access an encyclopedia for a school project, watch professional crafting tutorials, stream movies, check out eBooks and audiobooks in Spanish and Chinese, and so much more.

The Empower Card is the successful result of a pilot launched in March 2022. "Empower Cards break down barriers to library access and address inequities in resources by sending library cards directly to families," San Mateo County Supervisor Warren Slocum said. "These cards will open the door to an incredible amount of online and in-person resources."

7,449

EMPOWER
CARDS ISSUED

6

SCHOOL DISTRICTS
ENROLLED



Visitors could cool off and participate in arts and crafts while exploring our booth at the San Mateo County Fair.

SAN MATEO COUNTY FAIR

This year marked our big return to the County Fair. Each year, many fairgoers look forward to seeing our library staff and bookmobile among the smell of kettle corn and the sound of live music. We love the opportunity to share this annual event with the community and spread the word about our services. Our reading garden gives fairgoers a perfect place to slow down and rest, take fun photos, check out a book or try some easy, fun arts and crafts. This year's County Fair was a big success—we connected with new users, promoted our Summer Learning Challenge and gave away 5,500 books in seven days.

96%

FAVORABILITY
RATING

TREASURED RESOURCE

Libraries are keepers of local history and community memories. At the Half Moon Bay Library, this includes past high school yearbooks, which came in handy for an amateur detective. More than 30 years ago, Lucy Rodriguez's father found a 1987 class ring while walking on the beach, according to The Half Moon Bay Review. This year when Lucy was reminded of the found ring, she picked up the unsolved case with one clue in hand – the initials "PRS" engraved on the ring.

She headed to the Half Moon Bay Library for the 1987 yearbook and scoured it to find any seniors whose initials might match. Finally, she came across Peter Sabie, found him on social media and asked him to identify any details on a ring he may have lost. When Peter shared his initials "PRS," Lucy knew she had found the ring's owner with the library's help.

"Thanks to our local libraries for being such a great asset and valuable resource."

PROMOTING WELLNESS

We understand the impact mental health has on people and how its effects reach into our communities. Staff responded with a Mental Health Resources webpage that provides easy access to San Mateo County information and resources, relevant books in our collection, upcoming related events, like yoga and tai chi, and more. The page also highlights our partnership with Calm, a mindfulness app and service. As the first public library to partner with this app, we are providing a free, accessible way to practice mindfulness anywhere. In a time when stress is high, we are happy to offer resources to help our communities learn to take care of their mental health.



Tai Chi classes at our libraries help participants connect physical movement to internal energy to reduce stress.

"It is a joy to attend the Tai Chi class and I appreciate joining each week."

Equity Through Art

In partnership with the County's Office of Equity and Social Justice, we offered a series of well-attended library programs this year called Equity Through Art. We took a look at both the history and current state of race through art to highlight the complex relationship Black, Indigenous, People of Color (BIPOC) have had living and trying to thrive in the County. For these programs, we were honored to bring in powerful voices from diverse communities across the

peninsula, discussing photography, mixed-media art, documentary, storytelling and cultural movements. Each program elevated the voices of speakers and community members to help us better appreciate the issue of racial equity and understand the history and pain that continues today. We culminated the series with youth to share their vision of the future of BIPOC in San Mateo County.



People relax, play and read inside Brisbane Library. Metropolis Magazine called the new library "a living room for a whole town." Photo by Cesar Rubio.

40,000

NEW eLEARNING
COURSES

700,444

DIGITAL
DOWNLOADS

GROWING OUR ONLINE RESOURCES

There is something for everybody in San Mateo County Libraries' online resources, including new materials for readers, writers, jobseekers and students. Picture books come to life with our new innovative picture book streaming service, offering animated videos and read-along audio in English, Spanish and Mandarin. Readers and audiobook listeners can also find our diverse collection of eBooks and eAudiobooks in a single place with a convenient, updated mobile app.

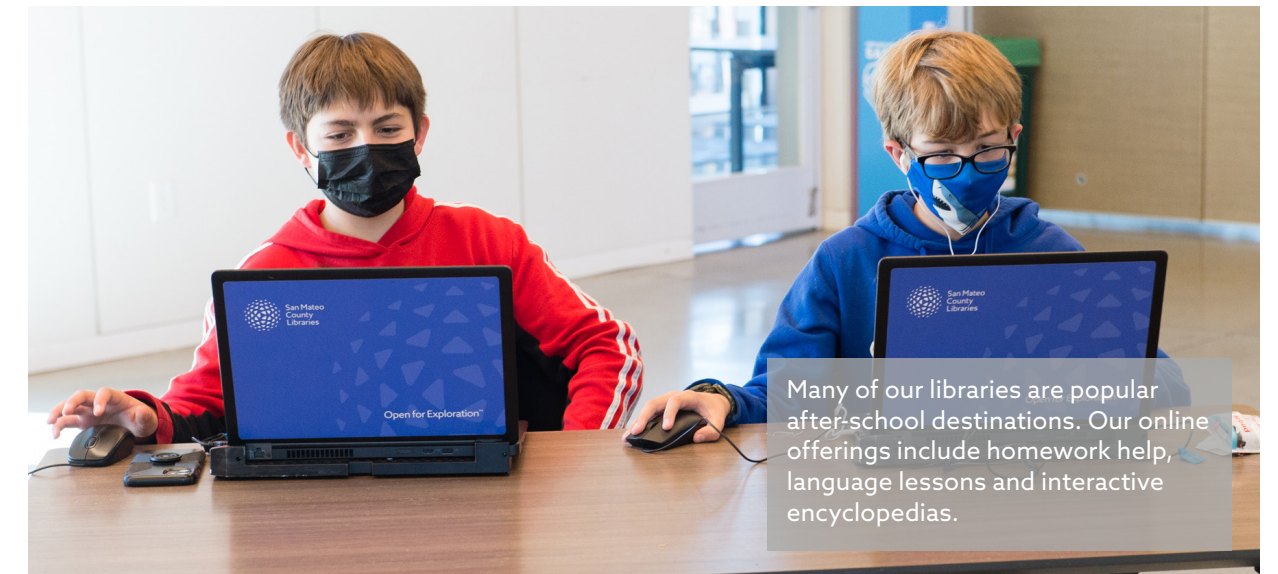
Aspiring authors and seasoned local writers can now publish their own eBooks through San Mateo County Libraries. We have also partnered with the Indie Author Project, a national initiative to help broaden the reach of our local authors.

We've always supported career development and lifelong learning. This year, thanks to a generous program through the California State Library, our community gained access to six added resources. Learners can attend university-level virtual classes, brush up on technology skills, prepare for job, citizenship and educational exams and much more.

"I am 82 years old and read a lot. Now I do all my reading on eBooks from the library."

Imaginative Thinking

"The library has been the most important part of my kids' education and well-being... rising to the challenge of providing services during the pandemic. A forward-thinking leader in the county/state."



Many of our libraries are popular after-school destinations. Our online offerings include homework help, language lessons and interactive encyclopedias.

SUMMER LEARNING CHALLENGE

This summer brought us together, marking a joyful return to vibrant Summer Learning Challenge experiences. The program activates imaginations, beginning with a free book to unleash a world of possibility and inspire further reading and discovery. We connected kids to more than 35,000 free books in record time, books that serve as an invitation to build curiosity and community all summer. That invitation was enthusiastically accepted by community members who joined us in communing with farm animals, learning how to move our bodies to the music of the world, collaborating to make art with upcycled materials and so much more. Being in the same spaces, meeting community members, making friends and building interests in the world we all live in has never felt more powerful.

“San Mateo County Libraries offer great activities, special events and resources for families.”



BIG LIFT INSPIRING SUMMERS

This year has provided another uplifting session of The Big Lift Inspiring Summers day camps, where children benefit from evidence-based lessons and fun-filled days of learning and discovery. Serving eight school sites across six of our partner school districts, Inspiring Summers focuses on building early literacy and social-emotional skills. New program findings demonstrated strong positive academic gains in literacy and math. On average this summer, youth gained 1.5 months in literacy – matching our highest gain in the history of the program.



954

STUDENTS ENROLLED

149

YOUTH HIRED

Introducing Middle Scholars

We launched a new STEAM-focused program this year called Middle Scholars which caters to middle schoolers eager to explore. STEAM stands for Science, Technology, Engineering, Arts and Math – academic subjects where student engagement from an early age is important. Pre-teens sometimes find themselves stuck between being under-challenged by elementary school offerings and too young for teen ones.

Middle Scholars aims to fix that by engaging sixth through eighth-graders with age-appropriate curriculum and hands-on activities. Middle school students hear from professionals in STEAM-related fields and then apply what they learned to fun, engaging projects.

“This is so cool. We never get to craft like this anymore.”

Exploration and Growth

“The libraries are light and bright and wonderful spaces for adults and children!”



Children enjoy learning through our many hands-on programs that connect education with real-world information and ideas.

STATE PARKS PASSES

Part of the magic of the library is how often we can offer access to things and places beyond our walls. With the help of the California State Library and California State Parks, we rolled out our Explore Our Parks Packs—hiking backpacks that include a California State Parks day-use pass for users to explore many of our beautiful public parks without charge. This new program eliminates financial barriers and gives

everyone the chance to visit many state parks, lakes, beaches and monuments across the state. The backpacks are available at all libraries and include additional hiking items including binoculars and nature identification guides. We’re proud to be a part of this statewide program and give more San Mateo County residents the chance to visit their California State Parks.

“The library has evolved from a place for books, music and movies to a place of learning in so many forms.”



We launched the new California State Parks pass offering with hiking backpacks so users would feel ready to hit the trails.

43

EXPLORE OUR PARKS
PACKS AVAILABLE FOR
CHECKOUT

200

CALIFORNIA STATE
PARKS, LAKES,
BEACHES AND
MONUMENTS TO
ACCESS

NEW ATHERTON LIBRARY

On June 4, hundreds of community members attended the grand opening of the new Atherton Library and celebrated the completion of a project that was years in the making. Old-growth trees surround the building, adding to its inviting feel, and decks extend the library space outdoors. With a building design focused on flexibility for a variety of services and events, the library stands at the heart of the Town’s new civic center.

At 10,000 square feet, the new library is our first location to offer a digital lab in addition to a state-of-the-art makerspace. Just as makerspaces provide high-tech machines intended for production and making, digital labs offer equipment designed to produce

digital creations. Using the special recording equipment, patrons can try out making their own podcast or creating music. At Atherton Library’s opening day, one patron recorded the first song on the new equipment, singing part of Frank Sinatra’s hit “My Way.” We can’t wait to see what others create in the space.

“With its many new, up-to-date amenities and impressive tech offerings including a large indoor-outdoor makerspace and a state-of-the-art computer training room, the library offers a place for new experiences. I am excited to see our residents come together here to learn and create.”

ATHERTON MAYOR RICK DEGOLIA

AWARD-WINNING
BRISBANE LIBRARY

The Brisbane Library was awarded a 2022 People’s Choice Award from the American Institute of Architects San Francisco. The award is proof of how much our community loves and appreciates the new building and all its incredible features.

We celebrated the opening of the Library with a special all-day event in October. Though the journey to opening slowed with the pandemic, the community has wasted no time making memories with silly storytimes, fun maker programs and shared time in the gardens.



9,912

STEAM AND MAKER
EVENT ATTENDEES

1,553

3D PRINTING
HOURS



Makerspace
Leader

Selected to be a national leader of the New Face of Library Makerspaces Collective, San Mateo County Libraries was recognized as an innovator in the design and creation of makerspaces in libraries. In recent years, we successfully opened new makerspaces that include special programming, 3D

printers, laser cutters, virtual reality, sewing machines and more. By joining the Collective, we will explore, share and grow together with other members and strengthen makerspace roadmaps for libraries across the United States.

“One of the main reasons I like coming to the San Mateo County Libraries is the makerspaces. There’s a lot of equipment I can’t get otherwise.”



San Mateo
County
Libraries

Always open for exploration at smcl.org