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**Joint Powers Authority Operations Committee**

George Rodericks, Atherton (Vice Chair)  
Afshin Oskoui, Belmont  
Clay Holstine, Brisbane  
Melvin Gaines, East Palo Alto  
Stefan Chatwin, Foster City  
Matthew Chidester, Half Moon Bay (Chair)

Hannah Moran, Millbrae  
Kevin Woodhouse, Pacifica  
Corey Stocker, Portola Valley  
Crystal Mui, San Carlos  
Justin Mates, San Mateo County  
Kevin Bryant, Woodside

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**San Mateo County Library Joint Powers Authority  
Operations Committee Agenda  
May 9, 2023, 1:30 p.m.**

Meetings of the Joint Powers Authority Operations Committee will be held in-person and by teleconference pursuant to Government Code Section 54953(b). Physical meeting locations are available on the next page. Members of the public will be able to join this hybrid meeting remotely via the Zoom platform by using the link below or in person at a meeting location identified below.

<https://SMCL.zoom.us/j/94921585891?pwd=UEExocWZIMzBOdjBscjVzOEc5ZkNmZz09>

Or Telephone: +1 669 900 6833 Meeting ID: 949 2158 5891 Password: 285195

In addition, members of the public may also email written public comments in advance of the meeting to [bermudez@smcl.org](mailto: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](mailto:bermudez@smcl.org).

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|--|-------------|
| <b>I. Call to Order</b>  | Action      |
| <b>II. Public Comments</b>   | Information |
| <b>III. Consent Agenda</b>   | Action      |
| <b>A. Approval of the January 31, 2023 Minutes</b>   |             |
| <b>B. Unapproved Minutes of the February 6, 2023<br/>Governing Board Meeting</b>                                 |             |
| <b>C. Acceptance of California State Library Grant of \$106,174<br/>for North Fair Oaks Library Improvements</b> |             |
| <b>D. Director's Report</b>  |             |
| <b>IV. Introduction to the Recommended Budget FY 2023-24</b>   | Information |
| <b>V. Teleconference Meetings</b>  | Action      |
| <b>VI. Operations Committee Members Announcements</b>  | Information |
| <b>VII. Adjournment</b>  | Action      |

**Meeting Locations**

Library Administration, 125 Lessingia Court, San Mateo, CA 94402

Atherton Town Hall, 80 Fair Oaks Lane, Atherton, CA 94027

Belmont City Hall, 1 Twin Pines Ln, Belmont, CA 94002

Millbrae Recreation Center, 477 Lincoln Circle, Millbrae, CA 94030

San Carlos Library, 610 Elm St, San Carlos, CA 94070

**2023 Operations Committee Meetings:** June 6, September 12, November 9

**2023 Governing Board Meetings:** May 15, June 12, September 18, November 13



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San Mateo County Libraries Joint Powers Authority  
Operations Committee Meeting  
Minutes of January 31, 2023

Board Members Present:

Afshin Oskoui, Belmont  
Clay Holstine, Brisbane  
Azalea Renfield, East Palo Alto  
Stefan Chatwin, Foster City  
Matthew Chidester, Half Moon Bay (Chair)  
Hannah Moran, Millbrae  
Kevin Woodhouse, Pacifica  
Jeremy Dennis, Portola Valley  
Crystal Mui, San Carlos  
Justin Mates, San Mateo County  
Kevin Bryant, Woodside

Staff Present:

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

Others Present:

Brett Jones, Auditor

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- I. Call to Order. The meeting was called to order at 1:31 p.m.
- II. Authorize Continued Use of Virtual Meetings. Staff is recommending that as a result of the continuing COVID-19 pandemic and findings that meeting in person would present risks to the health and safety of attendees, that the Committee continue to meet virtually. Operations Committee members discussed recent changes imposed by AB 2449 and how it will impact future meetings. Members expressed interest in continuing to meet virtually and revisiting the topic closer to May to see if any legislative changes occur in the interim.
- Motion: Approve continued use of virtual JPA Operations Committee meetings.  
Passed (MSP: Holstine/Mui).
- III. Public Comments. None.
- IV. Consent Agenda. The Consent Agenda included the November 8, 2022 Minutes, Unapproved Minutes of the November 14, 2022 Governing Board Meeting, and the Financial Audit Report for FY 2021-22.
- Motion: Approve the Consent Agenda without changes. Passed (MSP: Mates/Chatwin).
- III. FY 2022-23 Mid-Year Financial Report. Financial Services Manager, Lindsey Freeland, provided an overview of the FY 2022-23 Mid-Year Financial Report which included year-end estimates and budget development recommendations for next fiscal year.

By year end, the Library is estimated to realize 111% of projected revenue and spend approximately 95% of budgeted expenditures. The Revenue variance \$4.3M is primarily due to secured property taxes and Excess ERAF, which are expected to exceed budgeted amounts. In addition, a repayment on the advancement of funds to support the construction of Atherton's new library of just under \$932,000 was received, but not budgeted. Expenditure savings are estimated at \$2.4M, primarily attributable to salary and benefit savings due to staffing vacancies as well as savings in services and supplies and fixed assets due to supply chain impacts to project and purchasing timelines.

Staff welcomed input from Committee members to be used to move forward with development of the FY 2023-24 budget. Member Holstine praised library staff for facilitating the addition of service hours at Brisbane Library, noting that the City of Brisbane has received a lot of positive community feedback about it. Member Oskoui suggested it may be helpful to develop a five-year forecasting plan of revenues and expenses to help identify needs and priorities. Director Despain reminded the committee that strategic planning was deferred due to the pandemic and that forecasting could be incorporated in that work. Chair Chidester suggested that the Committee might start by concentrating on offering input and strategic guidance on one-time projects and programs before implementing significant, ongoing structural changes.

Motion: Accept the FY 2022-32 Mid-Year Financial Report and approve for staff to move forward with the development of the FY 2023-24 Budget. Passed (MSP: Oskoui/Holstine).

- IV. Director's Report. Director Despain announced that San Mateo County Libraries was recognized as a 5-star library for a second consecutive year. In addition, she highlighted personnel updates, second quarter statistics, preliminary data on the use of Power Up Afternoon and gave an overview of the effects of the storms on library services. Members and their staff were thanked for their assistance during the storms and power outages. Literacy services were showcased with a video demonstrating the program's strong resurgence. Chair Chidester asked how cities could more effectively promote community outreach and marketing regarding the many events and programs that libraries offer. Director Despain emphasized the success of working with members to communicate this information through various newsletters and social media platforms. Member Oskoui congratulated library staff for receiving a 5-star rating.
- V. Operations Committee Member Announcements. Director Despain honored library and city staff for their inspiring dedication to helping the Half Moon Bay community in the wake of the recent tragic events. Chair Chidester provided an update from the City and thanked the members of the Operations Committee as well as library staff for their support. Before the meeting concluded, attendees took a moment to recognize and honor the victims impacted.
- VI. Adjournment. The meeting adjourned at 2:11 p.m.





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San Mateo County Libraries Joint Powers Authority  
Governing Board Meeting  
Minutes of February 6, 2023

Board Members Present:

Bill Wildmer, Atherton  
Julia Mates, Belmont  
Karen Cunningham, Brisbane (Vice Chair)  
Antonio Lopez, East Palo Alto  
Patrick Sullivan, Foster City  
Deborah Penrose, Half Moon Bay  
Maurice Goodman, Millbrae  
Tygarjas Bigstych Pacifica  
Sarah Wernikoff, Portola Valley  
Sara McDowell, San Carlos (Chair)  
Warren Slocum, San Mateo County  
Dick Brown, Woodside

Staff Present:

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

Others Present:

Sue Beckmeyer, Pacifica  
Matthew Chidester, OC Chair  
Brett Jones, Auditor  
Joanne Mahon, Millbrae FOL

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- I. Call to Order. The meeting was called to order at 8:17 a.m. by Chair McDowell.
  - II. New Member Welcome. Chair McDowell welcomed new Governing Board members.
  - III. Authorize Continued Use of Virtual Meetings. Staff is recommending that as a result of the continuing COVID-19 pandemic and findings that meeting in person would present risks to the health and safety of attendees, that the Board continue to meet virtually. Chair McDowell provided a brief update regarding the City of San Carlos' efforts to request amendments to the Brown Act to local legislators and advised Board members to be prepared to go back to in-person meetings on all regional boards due to the very limited exceptions for participating remotely with the new legislation AB 2449. Members expressed interest in continuing to meet virtually and revisiting the topic closer to May to see if any legislative changes occur in the interim.

Motion: Approve continued use of virtual JPA Governing Board meetings. Passed (MSP: Penrose/Cunningham).

- IV. Public Comments. None.
- V. Consent Agenda. The Consent Agenda included the Approval of the November 14, 2022 Minutes and the Financial Audit Report for FY 2021-22.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Brown/ Penrose).

- VI. FY 2022-23 Mid-Year Financial Report. Financial Services Manager, Lindsey Freeland, provided an overview of the FY 2022-23 Mid-Year Financial Report which included year-end estimates and budget development recommendations for next fiscal year. By year end, the Library is estimated to realize 111% of projected revenue and spend approximately 95% of budgeted expenditures. The Revenue variance \$4.3M is primarily due to secured property taxes and Excess ERAF, which are expected to exceed budgeted amounts. In addition, a repayment on the advancement of funds to support the construction of Atherton's new library of just under \$932,000 was received, but not budgeted. Expenditure savings are estimated at \$2.4M, primarily attributable to salary and benefit savings due to staffing vacancies as well as savings in services and supplies and fixed assets due to supply chain impacts to project and purchasing timelines.

Staff welcomed input from Board members to be used to move forward with development of the FY 2023-24 budget. Member Penrose commented that she would like libraries to continue supporting underrepresented groups. Member Brown urged the Board and library staff to think proactively about what can be done moving forward that might have a greater impact on priority areas. Member Bigstyk expressed support for expanding adult literacy programs. Member Lopez expressed interest in funding the bookmobile, the new East Palo Alto Library, hiring additional employees and staff retention. Member Cunningham expressed support for expanding adult literacy programs and innovative strategies for improving staff retention. Chair McDowell acknowledged and thanked libraries for their efforts to support mental health and for being a vital community resource.

Motion: Accept the FY 2022-32 Mid-Year Financial Report and approve for staff to move forward with the development of the FY 2023-24 Budget. Passed (MSP: Lopez/Cunningham).


- VII. Director's Report. Director Despain announced that San Mateo County Libraries was recognized as a 5-star library for a second consecutive year. In addition, she highlighted the East Palo Alto building project, personnel updates, second quarter statistics, preliminary data on the use of Power Up Afternoon and gave an overview of the effects of the storms on library services. Literacy services were showcased with a video demonstrating the program's strong resurgence. Member Penrose asked about the utilization data for computers, laptops and iPads and recommended dedicating more funds to support that. Chair McDowell commented on the second quarter statistics and discussion continued around in-person participation and the increased use of digital services. Director Despain confirmed that the library is monitoring usage in the current environment and hoping to get back to pre-pandemic levels if the circumstances allow. Member Sullivan inquired into the workforce demographics of the library and sought to ensure that staff members were reflective of the communities we serve, with a focus on the seniors and those with disabilities. Director Despain shared information regarding the Workforce Report presented at the November board meeting and indicated that additional demographics could be analyzed. Member Wernikoff asked about plans and priorities for library reserves. Member Despain shared background information regarding

the budget preparation process. Finally, Director Despain honored library and city staff for their inspiring dedication to helping the Half Moon Bay community in the wake of the recent tragic events.

- VIII. Governing Board Member Announcements. Member Penrose provided an update from the City and thanked board members as well as library staff for their support. Member Lopez also expressed gratitude for library staff and suggested that this may be a good opportunity to collaborate with community-based organizations in the area to host a poetry reading to provide a restorative outlet for the community – members supported the idea. Before the meeting concluded, attendees took a moment to recognize and honor the victims impacted.
- IX. Adjournment. The meeting adjourned at 9:32 a.m.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services   
Date: May 3, 2023  
Meeting: May 9, 2023  
Re: Acceptance of California State Library Grant of \$106,174 for North Fair Oaks Library Improvements

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### Background

The North Fair Oaks Library provides vital services to approximately 25,000 residents of unincorporated San Mateo County. These essential services include access to computers and WiFi, English learning, and literacy classes, after school program homework support for children and families, summer learning camps, and access to healthy meals. Although the facility is well-situated and well-used, library patrons must be escorted by library staff to bathrooms located outside the library in space utilized by the County's Human Services Agency.

### Discussion

This grant award will allow for the initiation of needed improvements to the North Fair Oaks Library including the addition of dedicated bathrooms. The County of San Mateo as the facility owner has committed \$106,174 in matching funds needed to accept the grant; the project and such funds will be included in the County FY 2023-24 budget.

Approval of this recommendation will allow the Library to accept the California State Library grant award and work with the County to proceed with this improvement work.

### Fiscal Impact

There is no fiscal impact associated with approving acceptance of this grant.

### Recommendation

Recommend that the Library JPA Governing Board adopt a resolution authorizing the Director of Library Services, to accept the California State Library Grant of \$106,174 for North Fair Oaks Library Improvements.

### Attachments

1. Grant Award Letter from California State Library
2. Resolution authorizing acceptance of grant for North Fair Oaks Library



October 19, 2022

Anne-Marie Despain  
Director of Library Services  
San Mateo County Libraries  
125 Lessingia Court  
San Mateo, CA 94402

Subject: Building Forward, Library Infrastructure Grant  
SAN MATEO COUNTY LIBRARIES  
North Fair Oaks Library  
Grant No. BF-2-21-009

Dear Anne-Marie Despain:

This letter confirms the California State Library's award of \$106,174 in Building Forward grant funds to the San Mateo County Libraries for the North Fair Oaks Library Improvement Project at the North Fair Oaks Library. These grant funds are intended to be used toward the project components detailed in the Intent to Fund letter dated October 11, 2022, and on the last page of this letter.

Per your application and the requirements set forth in SB 129 (2021), the San Mateo County Libraries will contribute \$106,174 toward the project. Match funds are subject to the same restrictions as grant funds; may not be spent on any unallowable costs; and must be spent during the grant period at the same rate as grant funds.

This grant is governed by the Grant Agreement and Certification of Compliance. These documents, along with the first allocation claim form, will be sent separately to your organization's authorized representative by email through DocuSign and they must be signed using the DocuSign system.

The following supporting documents are also required and must be submitted through the State Library's online grant portal at: <https://webportalapp.com/sp/buildingforward>:

- Final Project Budget
- Final Project Implementation Plan

- A resolution from the grantee organization's governing body approving acceptance of grant funds and designating an Authorized Representative allowed to enter into agreements on behalf of the organization
- If applicable: A letter from the grantee organization's Chief Financial Officer, Finance Director, or equivalent confirming availability of matching funds (Required for all grantees contributing local match funds.)
- If applicable: A current facility lease with a term extending at least ten years after the end of the grant period. (Required for all projects involving leased buildings.)

The San Mateo County Libraries will receive \$53,087 of the award following the submission and approval of all required documents. The remaining funds will be made available following the grantee's completion of the requirements outlined in the Grant Agreement and Certification of Compliance document included in the Award Packet, and in accordance with the payment schedule.

**Please complete and submit all supporting documents within 30 days of receipt of this letter. Contact your grant monitor if you are not able to provide all documentation by that time.**

The State Library grant monitor for this project is Kevin Webb. Your grant monitor can be reached by email at [kevin.webb@library.ca.gov](mailto:kevin.webb@library.ca.gov) or phone at (916) 603-6707. Your grant monitor will be available to assist you throughout your grant period.

Hard copies of this correspondence will not follow. Please keep the entirety of this correspondence for your files and consider these award materials as your original documents.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas  
California State Librarian



Building Forward Library Infrastructure Grant Program  
BF-2-21-009  
Page 3

Enclosures: Grant Agreement (for reference only)  
Final Project Budget Form and List of Unallowable Costs  
Final Project Implementation Plan Form  
Sample Authorizing Resolution

CC: Kevin Webb  
Annly Roman  
Reed Strege  
State Library Fiscal Office

## THE BASICS – YOUR GRANT AWARD

The following provides all the basic information about your grant and managing your grant.

Grant #:	BF-2-21-009
Organization:	San Mateo County Libraries
Library:	SAN MATEO COUNTY LIBRARIES - North Fair Oaks Library
Project Title:	North Fair Oaks Library Improvement Project
Grant Award Amount:	\$106,174
Local Match Amount:	\$106,174
Total Project Budget:	\$212,348
Grant Period Start Date:	Upon execution of Grant Agreement
Grant Period End Date:	No later than March 2026
Approved Uses (Outputs):	Restroom construction

Please understand that it can take from six to eight weeks after a completed claim form with no errors has been received before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.

## REPORTING

The San Mateo County Libraries is required to provide financial and narrative reports throughout the grant period as outlined in the Grant Agreement and Certificate of Compliance. A final financial and narrative report will be due within 30 days after the project is complete. Grantees will also be required to provide updates throughout the grant period upon request. Progress documentation (e.g. photos or video of grant-funded work) will be required with each report. Reports should be submitted to your grant monitor.

## PAYMENTS

Grant payments will be made based on the payment schedule specified in the Grant Agreement. Ten percent (10%) of the full grant award will be withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant terms and conditions. Note: This 10% is separate from the project contingency (if one was included in the budget).

## GRANT MONITOR CONTACT

We want your project to be successful. Please work with your grant monitor throughout implementation of your project.

Grant Monitor:	Kevin Webb
Email Address:	kevin.webb@library.ca.gov
Phone Number:	(916) 603-6707



RESOLUTION NO. \_\_\_\_\_

**SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY  
125 LESSINGIA COURT, SAN MATEO, CA 94402**

\* \* \* \* \*

**A RESOLUTION OF SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY  
AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO ACCEPT AND  
IMPLEMENT THE GRANT AWARD AND FUNDING AGREEMENT FROM THE STATE  
OF CALIFORNIA BUDGET ACT OF 2021 (SB 129) CALIFORNIA STATE LIBRARY  
BUILDING FORWARD PROGRAM FOR \$106,174  
FOR NORTH FAIR OAKS LIBRARY IMPROVEMENTS**

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**RESOLVED**, by the Governing Board of San Mateo County Library Joint Powers Authority, that

**WHEREAS**, the North Fair Oaks (NFO) Library provides vital services to approximately 25,000 residents of unincorporated San Mateo County; and

**WHEREAS**, the NFO library requires improvements including the addition of dedicated bathrooms; and

**WHEREAS**, the Legislature and the Governor of the State of California have provided funds for the State of California Budget Act of 2021 (SB 129) California State Library Building Forward Program; and

**WHEREAS**, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures;

**WHEREAS**, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing

board either before submission of said application(s) to the State or prior to execution of the grant agreement; and

**WHEREAS**, the San Mateo County Library JPA, upon confirmation of award, intends to enter into an agreement with the State of California to carry out the project; and

**WHEREAS**, the San Mateo County Library JPA proposes to implement components of the North Fair Oaks Library Improvement Project, specifically the addition of dedicated bathrooms to the library space; and

**WHEREAS**, through this authorization, the Director of Library Services, shall have the legal authority and is authorized to enter into a funding agreement with the State of California; and

**WHEREAS**, the San Mateo County Library JPA has received an award letter for grant funding from the California State Library for the North Fair Oaks Library Improvement Project; and

**WHEREAS**, this Library JPA Governing Board has been presented, for its consideration and acceptance, a grant award of \$106,174 in California State Library Building Forward Grant Funds to complete components of the North Fair Oaks Library Improvement Project.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Director of Library Services, is authorized and directed to accept and implement the grant award and funding agreement from the State of California Budget Act of 2021

(SB 129) California State Library Building Forward Program for \$106,174 for North Fair Oaks Library improvements.

**BE IT FURTHER ORDERED AND DETERMINED** that the Director of Library Services, is authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding and to take any such other actions as are necessary or appropriate to obtain the grant funding.

**BE IT FURTHER ORDERED AND DETERMINED** that the San Mateo County Library JPA certifies that the project will comply with any laws and regulations including but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained.

\* \* \* \* \*

#### CERTIFICATION

I hereby certify that the foregoing Resolution was duly and regularly adopted by the Governing Board of the San Mateo County Library Joint Powers Authority at the meeting held on May 15, 2023 motion by [NAME] and seconded by [NAME], motion passed by the following vote: AYES: [#] NOES: [#] ABSTAIN: [#] ABSENT: [#]

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Sara McDowell, Chair,  
San Mateo County Library Joint Powers Authority



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: May 3, 2023  
Meeting: May 9, 2023  
Re: Director's Report

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

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

2023 IMLS National Medal

We were thrilled to receive the news that San Mateo County Libraries was named one of 30 finalists for the 2023 National Medal for Museum and Library Service. The Institute of Museum and Library Services Medal is the nation's highest honor given to museums and



libraries for service to the community. We were selected as a finalist after an extensive application process, including nomination by Congresswoman Anna Eshoo and Congresswoman Jackie Speier, they said in their nominations:

*"Public libraries welcome all, provide a place of refuge, and are a vital component of community building. San Mateo County Libraries is designing spaces, programs and services to fill critical resource gaps in our communities. As a leader in the field, they are focused on critical community needs such as family engagement, early learning, out of school time, food insecurity, and access to technology." - Congresswoman Jackie Speier*

*"Along with opening new facilities, San Mateo County Libraries recently established seven-day-a-week service throughout their entire system for the first time. This will ensure more community members will benefit from the libraries' offerings. San Mateo County Libraries provides outstanding educational services for my constituents and is highly deserving of this prestigious award." - Congresswoman Anna Eshoo*

This honor recognizes the specific contributions of our programs to support critical community needs such as summer learning, early learning, meals, mindfulness and wellness supports, workforce development, and access to technology. Each finalist will be highlighted through a Share Your Story campaign. We were highlighted on Tuesday, May 2. Winners will be named later this spring.

Press Release: [IMLS Names Finalists for 2023 National Medal for Museum and Library Service | Institute of Museum and Library Services](#)

News Article: [San Mateo County library system one of 30 nominees nationwide for museum and library award | News | Almanac Online | \(Almanac News\)](#)

### Book Club App for Social Reading

San Mateo County Libraries is now the first public library to offer Fable, a brand-new virtual book club application for iOS and Android. This [year-long pilot and partnership with Fable](#) allows library patrons the ability to engage in a fantastic array of book clubs. By signing up for this service with their library card, patrons will be able to create and join book clubs at no cost,



as well as access Fable's premium book clubs, which are often only accessible through a paid subscription. Book club members can write a post, ask a question, or leave a comment on someone else's post at any time. It's as easy as texting or commenting online, but only for your book club friends! Even better, you can read the eBook directly in the app while making notes and highlighting passages for your book club members to view.

As part of the launch, we had a Read and Meet! virtual Fable book club event on March 22 where author Meng Jin spoke about her captivating collection of short stories, [Self-portrait With Ghost](#). To accompany the virtual event with the author, we also distributed a limited number of *Self-Portrait with Ghost* eBook copies. There are currently 141 club members of Read and Meet! with San Mateo County Libraries.

### Wall Street Journal Online

Patrons now have access to the [Wall Street Journal Online](#). The business-focused journal not only provides financial market and investment news, but it covers world news, politics, arts, culture, and lifestyle. In addition to traditional news columns, readers will be treated to breaking news streams, blogs, videos, and other interactive features. The Wall Street Journal will complement a strong online news lineup representing diverse political perspectives (including local news) through [NewsBank](#), [The New York Times Online](#), and [PressReader](#). Additionally, we recently expanded our [news research tools](#) to include obituaries and archives from historical Black and Hispanic newspaper archives.

### California Digital Navigators Program

We are excited to announce a new technology resource for library users. The [Digital Navigators](#) program is a resource that helps California residents find low-cost internet service and provides one-on-one personal assistance with technology needs. Library users may connect with a Digital Navigator to learn foundational computer and Internet skills, set up an email account, and find online resources to assist with career development using the [CAreer Pathways](#) platform. Assistance is available in English and Spanish. This resource is available thanks to funding provided by the California State Library.



### Period Supplies for Everyone

San Mateo County Libraries has joined the national movement to offer free period supplies in all libraries. As of March 23, we turned the page on period poverty by making these products easily available for our communities. Period supplies like pads and tampons are necessary basic supplies, just like toilet paper and soap. However,

they're not often readily available, accessible or affordable. A growing number of public organizations are beginning to offer free period supplies in their restrooms, including public libraries and schools. Studies have shown that one in five teens struggle to afford period supplies, and 86% of women surveyed said they started their period unexpectedly in a public space. On March 27, we hosted a special Power Up Afternoon virtual event with the authors of [Go with the Flow](#), Karen Schneemann and Lily Williams. They discussed their graphic novel, which is an empowering story about friendship and advocating for women's health issues. Youth in grades 5th-12th were encouraged to celebrate body positivity and period equity during this Women's History Month program.

News Article: [San Mateo County libraries begin offering free menstrual products - Redwood City Pulse \(RWCPulse\)](#)

### Memory Lab Expansion

Our new [Memory Labs](#) are helping community members revisit their fond memories with specialized equipment at Atherton, Brisbane, and Half Moon Bay libraries. In addition, the mobile Memory Lab, a self-contained unit with similar functionality to the Memory Labs, will tour our other locations this summer. This digital archiving service is dedicated to the preservation of rare and obsolete media, helping to ensure that precious family and community memories are not lost due to time. Staff also offer free digital preservation workshops to help develop strategies and practices to make wonderful memories last.





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

### Simulated Cave Explorations

We continue to infuse our library spaces with exciting opportunities that uplift the community and encourage discovery. In January, six of our libraries hosted a 26-foot mobile cave simulation trailer, including a vertical caving tower, cave rescue gear, and a host of cool hands-on activities and demos. Children of all ages practiced climbing and crawling techniques as they learned what it takes to explore caves. Young explorers enjoyed storytime led by the CaveSim lead educator, who also provided instruction in Spanish and English. Some enthusiastic feedback included, "Wow, this is amazing, when are you guys going to have this again?" and "I'm on top of the world!" This engaging interactive experience was one of our most popular programs of the year, generating crowds of more than 2,100. Get ready for more when caving returns to our libraries in early fall.



### Holi

In March, our libraries offered over a dozen programs to celebrate Holi, which for India and Nepal signifies the end of winter and the start of spring. Everyone is welcome to take part in this Hindu holiday, regardless of background, religion, or socioeconomic level. Participants wear white clothing and fling gulal (colored powder) or colored water at one another during this festival of joy, love, and unity. Color Throwing, Mandala Art, Bharatanayam Indian Classical

Dance performances, and Rangoli Art were among the special activities enjoyed by more than 550 community members throughout the month.

### Storytime with Board Vice Chair Cunningham

As part of our Month of the Young Child celebrations, the Brisbane Library welcomed JPA Vice Chair and Brisbane City Council member Karen Cunningham on Thursday, April 27. She joined us for Baby Bounce & Rhyme Time, where we shared fun new stories, sang silly songs, and played with baby-friendly toys. Our storytimes are much-loved by the youngest members of our communities and their caregivers. We are delighted to continue to provide engaging activities for youth and families at all our locations.



### Power Up Afternoons

Our afterschool program for K- 12th grade students continues to grow and find popularity among families. In the two-month period of February – March, we welcomed 6,054 library participants to enjoy STEM, art, mental health, and self-care themed activities. In Half Moon Bay, staff guided families into making self-care smelling crystals and this little library explorer shared, "I feel so relaxed right now!"

We are partnering with the Academy of Sciences to bring science into Power Up Afternoons at several library locations. Science Action Club is a citizen science program series that guides school aged children into the world of entomology, nephology, and ornithology. "Bug Safari" debuted in March, drawing 252 participants, a growth of about 37% when compared to monthly attendance in 2019 when Science Action Club debuted. East Palo Alto Library brought the safari inside the library by 3D printing bugs, hiding them around the library, and then creating bug habitats. The Science Action Club will be offered at all of our libraries this year.



### National Poetry Month

For National Poetry Month, staff organized and moderated multiple adult programs geared toward sparking curiosity and engaging the community. First of these was the aptly named "Poetry As Curiosity: Off the Page and Into the World," a virtual reading and panel featuring Kanika Agrawal, Mia Ayumi Malhotra, Jhani Randhawa, Dior J. Stephens, and two ASL interpreters, coordinated with the support of SF-based literary journal *Foglifter*. 35 attendees joined us for the live event, and those who left feedback shared that they enjoyed the "beautiful works" and "thoughtful discussion," and that they left feeling "inspired."

San Mateo County Libraries also hosted a live virtual "Foster City Poets Reading," featuring three poets who grew up in or currently reside in San Mateo County: Pragya Jain, Karen Poppy, and Julie Weiss. 25 highly engaged attendees joined us with questions about finding inspiration in our local surroundings and writing poems that heal and connect. In addition, the Belmont Library hosted an all-ages poetry contest, judged in part by Belmont Poet Laureate Monica Korde, who also helped facilitate the creation of an interactive community poem about self-love. Pacifica Poet Laureate Toni Mirosevich and East Palo Alto Poet Laureate Kalamu Chaché provided prompts for Post-It Poetry, inviting patrons system-wide to display their creativity in their local libraries.



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

### Atherton Library

Our new Atherton Library has been honored with several awards! At a ceremony on March 30, the library received the Green Building Honorable Mention Award presented by [Sustainable San Mateo County](#) and the [American Institute of Architects' San Mateo County Chapter](#). The library was recognized for being a sustainability champion as a low-carbon, zero net energy-ready, all-electric project with modular, multiuse spaces and ample use of daylighting and natural ventilation.



Photograph by Bruce Damonte

On April 25, we received the fantastic news that Atherton is one of five libraries in the nation to be recognized by the American Institute of Architects (AIA) and the American Library Association (ALA) with a [2023 AIA/ALA Library Building Award](#) for excellence in architectural design. Designed by [WRNS Studio](#), the Library was lauded as a welcoming oasis and a prime destination for the community, and commended for its LEED Gold-certified and zero net energy-ready building that is reflective of the modern library's evolution from simple book depository to vibrant civic hub.

We are honored that the Atherton Library is being celebrated and distinguished as one of the finest examples of library design. The AIA/ALA Library Building Awards are the only awards that recognize entire library structures and all aspects of their design. Congratulations to everyone involved, especially our partners, the Town of Atherton, WRNS Studio and SJ Amoroso Construction Company.

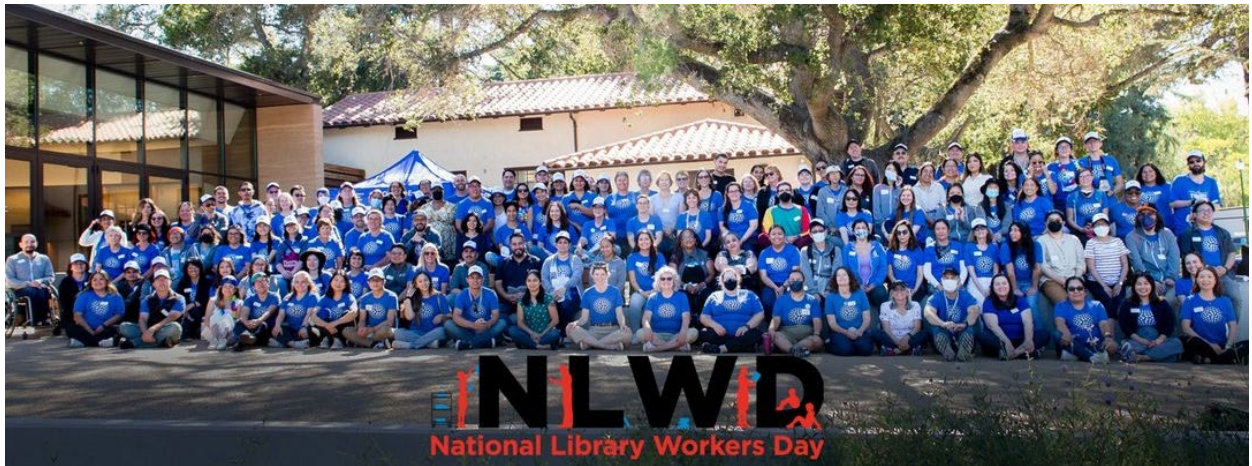
### East Palo Alto

A site has been secured for the new East Palo Alto Library! City Council members approved the purchase of land next to the EPACenter on March 21, 2023. The City will be issuing an RFP soon for architectural services to finalize the building design. We will work closely with the city to envision and bring to life this new library.

City Staff Report: [Acquisition of the Site Located at the Corner of Bay Road and Pulgas Avenue for Potential Use as New Public Library](#)

### Network Upgrades for Power Outages

The San Mateo County Libraries continues to invest in upgrading infrastructure to support our communities during weather events such as the recent storms. We have recently upgraded our Uninterruptible Power Supply (UPS), units with additional batteries. For libraries that have been challenged with repeated power outages, we have added an expansion unit and upgraded to the maximum batteries available. This has significantly increased the capacity of these libraries to have from 2-4 hours of network “up time” when they lose power. This allows our patrons much for time to take care of the important things in their lives that require connectivity.



### National Library Week and Library Workers Day

We recently celebrated [National Library Week](#) by inviting patrons and staff to share their library stories with us. This year's theme was *There's More to the Story*. We were overjoyed to receive numerous responses from readers sharing touching library experiences, stories, and their favorite parts of visiting their local library.

April 25 was National Library Workers Day, a time to recognize library staff for their expertise and leadership skills in transforming lives and communities through education and lifelong learning. The day highlights how important our work is and all that libraries provide to our communities – endless opportunities for engagement, enrichment, and development.

### Volunteer Appreciation Week

In April we celebrated Volunteer Appreciation Week – we love our volunteers, friends and foundation members! In Winter 2022, we welcomed volunteers back to our community libraries and since then, more than 500 volunteers have generously given over 9,000 hours of their time supporting outreach and programming for youth, families, and adults, providing a fun and safe place for community members to practice English online and in-person. Staff celebrated our Library Volunteers, Friends of the Library, and Foundation members with a branded coffee tumbler in honor of filling our cups with joy.

### Pacifica Library Foundation

The Pacifica Library Foundation, which was established in 2003 with the mission of improving Pacifica's library services, most recently by collecting funds for a new library, made the decision to dissolve in January 2023. As part of its dissolution, the remaining \$60,000 funds previously raised will be transferred to the Library Foundation. These funds will be held and restricted for future efforts to plan and build a new library in that community.

### Day in the District Meetings

San Mateo County Libraries, along with other City libraries, participated in "Day in the District" to meet with our legislators before the state budget is approved to advocate for issues that are important to libraries. We took the opportunity to advocate for additional state funding to support new construction and renovations of our library facilities. It was also a nice opportunity to highlight some of the wonderful programs and services being offered by libraries including adult literacy services, meals and youth and families.

### Libraries In the News

- [Bay Area libraries offer glimpse of what America should be](#) (San Francisco Chronicle)
- [The Money-Saving Power of Your Library Card](#) (Wallstreet Journal)
- [Rethinking libraries in a digital age](#) (Vital City)
- [Cities and towns across California only get the libraries they can afford](#) (EdSource)
- [Book Bans Rising Rapidly in the U.S., Free Speech Groups Find](#) (New York Times)
- [Gov. Newsom's love letter to Librarians](#) (EdSource)



Katia Garcia, with daughter Laila Gonzalez, 4, walks in front of the Atherton Library, which was designed to allow people to socialize throughout the property. Paul Kuroda/Special to The Chronicle

### Library Personnel News

We are excited to share the following personnel announcements:

Lynette Caballero has accepted the position of Office Assistant in our Administration Division. Lynette joins us from the U.S. Department of Education where she worked as an Intern. Her experience also includes serving as a facilitator for The Big Lift Inspiring Summers program for several summers. Lynette holds a Bachelor's in English from UCLA.



Elizabeth Conway accepted the position of Librarian at the Atherton Library. Elizabeth joins us from the City of San Leandro, where she worked as an Administrative Assistant. Elizabeth received her Master of Library and Information Science (MLIS) from San Jose State University, and Bachelor's in visual art education from SUNY - New Paltz.

Polina Rebenok has accepted the position of Library Assistant at the Brisbane Library. Polina previously served as a Library Aide at the San Carlos Library. Previously she worked as a Registered Behavior Therapist teaching children with special needs communication, social and interaction skills. Polina holds a Bachelor's in psychology from Saint Petersburg State University and is bilingual in Russian.

David Vargas has accepted a promotion to Librarian at the Belmont Library. David has been providing wonderful customer service, technology and maker programs for over seven years as a Community Technology Specialist at Belmont. David received his Bachelor's in Sociology from San Diego State University and a MLIS from San Jose State University.

Nicole Greer accepted the position as Senior Librarian at the San Carlos Library. Most recently Nicole served as Library Director at The Athenian School where she focused on redesigning the library program and training staff. Prior to that, Nicole served as a certified school librarian with Metro Nashville Public Schools where she focused on information literacy instruction and leading professional development for technology integration. Nicole holds a Bachelor's in English from the University of Memphis, an M.Ed. in Curriculum and Instruction from Concordia University-Portland, and a MLIS from the University of Wisconsin-Milwaukee.

Cary Mossing has been appointed as Brisbane Library Manager. Cary has been a Senior Librarian in San Mateo County Libraries since 2019 and has provided support to multiple locations including the Atherton, San Carlos, and Brisbane Libraries. Cary has extensive experience in customer care, programming, and daily operations. Most recently, she successfully led a sprint team to connect libraries with social safety net services, became a Mental Health First Aid certified trainer, and worked out of class as the Millbrae Library Manager. Cary received her undergraduate degree at the University of Mississippi and her MLIS from the University of Michigan.


Mary Abler has accepted the position of Deputy Director of Library Services. Mary holds a bachelor's in English from the University of San Francisco, a MLIS from San Jose State University, and MPA from Portland State University. Mary has over fifteen years of library experience and brings a deep knowledge of library operations and innovative programs and services. She began her career at the San Francisco Public Library working as an Outreach Manager for the Friends of SFPL. After obtaining her MLIS, Mary was selected for the Los Angeles Public Library's two-year Innovation Leadership Program where she explored non-traditional library outreach services. She went back to SFPL to work as a Teen Librarian at the Mix, a state-of-the-art makerspace and learning lab, and promoted to Youth Development Coordinator for the system focusing on middle and high school youth. She then worked for the New Orleans Public Library as Branch Manager of the Dr. Martin Luther King Jr. Library, serving as Chair of the system's Equity Task Force in addition to her management responsibilities.

In 2019, she started at the Fort Vancouver Regional Libraries as a Branch Manager before being promoted to her current position as Deputy Director of Library Operations and Strategic Initiatives. Her current responsibilities include providing direction and oversight for the special library district that covers 4,200 square miles and includes 250 employees, 15 library facilities, and two bookmobiles. Over the past several years, Mary has overseen pandemic recovery programs, foundational equity training for all library staff, and implementation of the Strategic Plan.

Welcome and congratulations to all of our Library Champions!



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services   
Lindsey Freeland, Financial Services Manager  
Date: May 3, 2023  
Meeting: May 9, 2023  
Re: Introduction to the Recommended Budget FY 2023-24

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## Background

San Mateo County Libraries is a Joint Powers Authority governed by a board consisting of representatives from each member entity, including the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the County. Oversight responsibility, the ability to conduct independent financial affairs, approve budgets, sign contracts, and otherwise influence operations and account for fiscal matters are exercised by the JPA Governing Board. The budget is legally enacted through passage of a motion during a JPA Governing Board meeting, followed by approval from the San Mateo County Board of Supervisors.

### Budget Process

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

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

## Discussion

### FY 2023-24 Recommended Budget Priorities

The Recommended Budget prioritizes and distributes resources to support goals that are in line with our Strategic Plan. Resource allocation in FY 2023-24 focuses on investment in innovative services, technology, and new approaches to learning and fostering partnerships and collaborations. The following priorities will be continued and implemented this year:

- Engage community members and develop a new strategic plan to guide our work and ensure we address and reflect the diversity and needs of our residents
- Reach more community members through intentional outreach strategies, including library outposts and the expansion of mobile services
- Build important connections and partnerships and provide critical social service supports to strengthen our communities
- Elevate adult and youth literacy efforts and develop responsive programs to empower and cultivate a community of learners
- Increase access to technology and hands-on learning in our innovative makerspaces and makermobile to advance digital equity
- Support the well-being and growth of our library champions and amplify their talents
- Create and update libraries to include vibrant, welcoming spaces that inspire creativity, collaboration, and exploration
- Prioritize resiliency and sustainability in our facilities and operations to bolster our ability to provide essential services during emergencies

### FY 2023-24 Recommended Budget Highlights

The proposed FY 2023-24 Recommended Budget is balanced and demonstrates that our libraries are well positioned to operate within available resources now and into the foreseeable future.

Total Sources and Total Requirements in the FY 2023-24 Recommended Budget are \$75,071,231. Total Revenue is \$40,642,383 and Net Appropriations, or the total operating budget, is \$53,084,122. Salaries and benefits comprise our largest expense and total \$25,508,040, representing 48% of the total operating budget. The budget sets Operating Reserves at \$4,696,559 and Capital Reserves at \$17,290,550, in compliance with the JPA Fund Balance Policy.

Key projects for FY 2023-24 include building new makerspaces; upgrading our library conference rooms to be hybrid meeting compatible; updating our facilities and making strategic investments to bolster building resiliency; expanding adult literacy services; implementing strategic outreach initiatives, including additional library outposts and replacing our bookmobile; continuing to enhance materials and collections, increasing meals services; and continuing a pilot to bring social supports into our libraries in partnership with community based organizations.

To support our ongoing Strategic Plan goals and FY 2023-24 budget priorities, seven new positions have been recommended and incorporated into the proposed budget. Investing ongoing revenue in our most important asset, our library champions, will allow us to engage in more strategic outreach efforts, expand adult literacy services, support the expansion of technology services, and better respond to community needs.

### **Fiscal Impact**

There is no fiscal impact associated with the Introduction of the FY 2023-24 Recommended Budget.

### **Recommendation**

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

### **Attachment**

FY 2023-24 Recommended Budget





San Mateo  
County  
Libraries

# Fiscal Year 2023-24 Recommended Budget



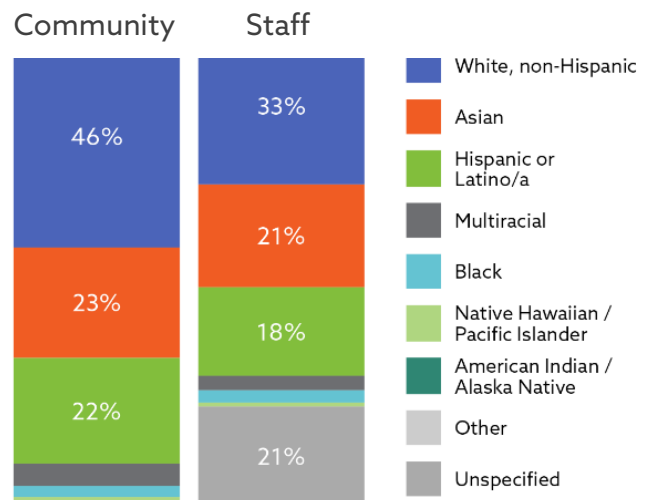
## Overview

San Mateo County Libraries is proud to offer services that uplift our community. Each of our thirteen libraries is part of a larger family offering worlds of discovery. Through innovative outreach and mobile services, enriching experiences are also delivered beyond our community libraries.

We continually assess the needs of our residents, responding with thoughtfully designed programs and services that enrich lives and inspire discovery and exploration.

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

Our communities comprise a rich diversity of individuals that our services and collections embrace and support. Our physical and digital collections are always growing and evolving, and we are too. Our talented staff and wonderful volunteers create a welcoming atmosphere and reflect the diversity of communities.



Photograph by Bruce Damonte

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 speak Spanish, **8%** speak Chinese and another **15%** speak another language other than English.

Service area demographics from U.S. Census Bureau, U.S. Department of Housing and Urban Development

## History and Governance

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

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

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

San Mateo County Libraries provide unmatched service to our community members, and we are consistently ranked as one of the best libraries in the nation.



A young child with dark hair, wearing a grey hoodie and dark pants, is sitting inside a large, circular wooden play structure. The structure has a light-colored wood interior with several orange circular cutouts of varying sizes. The child is looking out from the structure. The structure is placed in a room with white bookshelves. Several books are visible on the shelves, including "SOME PLACES MORE THAN OTHERS" by Renée Watson, "THE MOST PERFECT THING IN THE UNIVERSE" by Nicola Burroughs, "LOTUS BLOOM AND THE AFRICAN REVOLUTION" by Sherri Winston, "KAT WOLFE TAKES THE CASE", "STUPAC & ED FOSTER", and "NANCY DREW".

# Strategic Plan

Our Strategic Plan is not only visionary,  
but also flexible and able to respond to  
environmental changes

## Vision

We ignite growth through transformative experiences

## Mission

We strengthen our community by creating an inclusive sense of place and environment for learning.

## Strategic Goals

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

This means we will:

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

We understand needs and promote meaningful library services as solutions.

This means we will:

- Understand and align with community goals
- Communicate an inspiring vision and the library's story of impact
- Cultivate library champions who reflect the dynamic environment

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

This means we will:

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



A woman with dark, curly hair and a red headband is reading a children's book. She is wearing a white and purple striped sweater. The book she is holding has colorful illustrations of people. In the background, there are several balloons in green, yellow, and blue. The overall scene is warm and celebratory.

# Accomplishments

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

## Accomplishments

### Transformative Experiences

- Our Makerspaces are growing. Community members look forward to our regularly offered, expanded hours at our makerspaces. With the support of our staff plus 25 maker volunteers, users have had the chance to experience more weekly maker activities and one-on-one time with our technology. Equipment bookings will exceed 1,000 this year and total hours will be at least double that number. In these inviting locations, library users feel welcome to explore and inspired to create, with access to tech right at their fingertips.



- San Mateo County Libraries is taking our maker tools on the road soon! Coming this summer, our new, zero emission Makermobile will offer accessible maker experiences beyond our library buildings. Equipment like laser cutters, and 3D printers will encourage a growth mindset and teach problem solving, design thinking, creativity and curiosity.



- Time outside promotes wellness. But accessing some of our beautiful parks comes at a cost. Our new San Mateo County Parks Passes available for checkout reduce that barrier – by making the passes free. Despite months of intense storms, these County Parks Passes have been checked out over 100 times since the November launch. As our partner, San Mateo County Parks has also visited our libraries, offering programs for children and families to meet rangers and learn about what it takes to be a park ranger and preserve the outdoors.

*“Books bring me so much joy, so thank you for supplying my need to read.” -Library patron*

- We are the first public library to offer Fable, a virtual book club app. With it, we are helping usher in excitement about books into the current social media era. The service is a modern take on reading engagement-perfect for those who want to connect socially around books, asynchronously and on their own time. We are hosting our own club called Read and Meet! to tie-in with our virtual author talk events. In the first few weeks, we had close to 150 eager book club library fans join.



- The Big Lift is a collective impact initiative that ensures all students are reading at grade level by the third grade. Inspiring Summers, a key pillar of The Big Lift, was established in 2015 as a free multi-week summer camp experience for eligible youth. During our third year of COVID, we served 954 students entering K-3rd grade and accelerated summer learning by providing a safe space for students to develop their academic and social emotional skills. Inspiring Summers' youth 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. 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.



"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." – BLIS parent

- Our goal of enriching K-12 students led us to create a new exciting after-school experience across all our libraries. In 2022, we launched Power Up Afternoons, a regular afternoon drop-in for students to de-stress, connect with friends and simply play through exploration. We saw elementary school students use recycled materials to solve engineering problems and make creatures with air-dry clay. 97% of youth surveyed report they enjoy their time in Power Up Afternoons, and 95% say their curiosity is encouraged. Once a week, we welcome experts to lead workshops so kids can have new experiences, such as dissecting owl pellets, learning Chinese calligraphy or crafting their own comic book heroes.



## Responsive Services

- Mental Health First Aid Training is an initiative to make mental and substance use training available to the public, initially made available thanks to an effort by San Mateo County Health and San Mateo County Mayors Mental Health initiative. We have further invested by supporting three of our staff to undertake a three-day process to become certified Mental Health First Aid trainers. 57 library staff completed Mental Health First Aid training in 2022, and 91 are registered to complete their training this spring. Residents can also find year-round support at our dedicated mental health resources page on our website.

*“San Mateo County Libraries is designing spaces, programs and services to fill critical resource gaps in our communities.” -Congresswoman Jackie Speier*

- For people experiencing food insecurity, access to a fresh meal daily can be life changing. We provide our communities with hundreds of meals each week, serving an average of 102 meals a day, including in Colma and Pescadero each summer. Visitors at East Palo Alto, Half Moon Bay and North Fairs Oaks Libraries can receive a free, nutritious and delicious meal and connect with any of our library offerings while they're with us. Families who attended our Kids Cooking Classes also learned how to make simple recipes at home, building foundational cooking skills they can carry with them through life.



- Physical needs shouldn't keep anyone from using the library – whether it's a drink of water, bathroom access or a period product. Supplies like pads and tampons are as necessary as toilet paper and soap, yet they are not readily available, accessible or affordable. Studies show one in five teens struggles to afford period supplies. By offering free menstrual products in all our libraries, anyone in need can get these necessary resources and continue using our services.

*“No one should have to leave the library where they are studying, reading or exploring because they don't have the simple supplies they need.”  
–Sara McDowell Library JPA Governing Board*

- Our free meeting and study spaces are an important and popular service we offer the community whether you're a student, book club member, teleworker or small business owner. Virtual and physical reservations will exceed 25,000 hours this fiscal year.

- Our new Art for All program provides equitable access to art for all to enjoy. All 13 community libraries now feature Art for All tables, where art supplies are always out and available for visitors to create what they want on their time. This staff-developed initiative has already been the catalyst for hundreds of creations. Art for All is another example of how our innovative projects propel us forward and make space for creation and artistic expression.



- We were pleased to offer the public a new service this year- free copying. Equity is a top priority, and we understand that not all patrons have access to printing and copying when they need it most. With the help of this free service, patrons will be able to print crucial documents like resumes, applications for jobs, and assignments without worrying about the cost. By limiting this service to 25 copies, we can maintain our focus on sustainability while providing support in situations where a paper copy is the only alternative.

"The library is a lifeline. I am so grateful. Thank you!" – Library patron



- Our community learning opportunities include adult literacy education and ESL programs, offering residents life-changing support that can improve their experience with employability, confidence and seeking higher education. By gaining literacy, adults can learn English, earn a high school diploma, help their children with homework and get hired. Our adult literacy tutors contribute an average of 30 to 60 hours per week to community members, who are grateful for our inviting approach to lifelong learning.

"I'm immensely grateful to you and all volunteers who attend ESL reading club. I learned from you all, not only English but also the spirit, value of America. You all do an excellent job for helping the person of ESL." – Library patron

## Cultivating Champions



- We were honored to be named a 2022 5-Star Library again this year. The award recognizes our dedication and success to serving our county through transformative experiences. It also highlights our consistency in delivering impactful services to our residents. The scoring used looks at library visits, circulation, program attendance and public internet computer use, considering not just what we offer as a system, but what is used. We are grateful to our communities for embracing the services we provide every day of the week.
- In March, the Institute of Museum and Library Services announced 30 finalists for the 2023 National Medal. San Mateo County Libraries is honored and thrilled to be a finalist for the nation's highest honor given to museums and libraries that demonstrate excellence in service to their communities.
- We joyfully welcomed back in-person volunteers to our community libraries this year. More than 500 enthusiastic volunteers and Friends of the Library have generously given over 11,000 hours of their time. Volunteers enhance our library programs, advocate for our libraries and amplify the services we can provide.

"Library staff are a joy to work with. They are always friendly and helpful. They make volunteering (and visiting the library) fun. They are the heart of our libraries, and we are lucky to have you." – Library volunteer

- We celebrated Library Lovers Month and Valentine's Day with a campaign to promote the love of reading and demonstrate the library's value to the community. The campaign gave patrons the option to leave written and spoken love notes via valentines and voicemail. With over two dozen voicemails and tens of love notes received, we heard from community members about the programs that matter most to them. The campaign allowed community members to show their appreciation for the many programs and resources offered by the library and helped us understand how we can continue engaging our community.

"Everyone is kind and helpful and has given me 32 years of joy and comfort. It is a sanctuary for many." – Library Patron



- A new pilot program is training 15 of our leaders for tomorrow. This year, we launched LEAD, which stands for Leadership, Education and Development. To foster succession planning, dual cohorts are learning critical leadership skills needed to advance in the organization. A senior librarian cohort is preparing first level of supervisors with the tools to grow into future managers, while a second cohort is made up of front-line staff interested in professional growth. The monthly sessions explore skills including public speaking, professional writing and emotional intelligence. LEAD features guest speakers from both inside and outside our organization, providing diverse perspectives.



- In August, all staff gathered for the first time in three years for a much-anticipated staff development day that included learning, connection and fun. Shaded under the old-growth trees on the deck of the breathtaking new Atherton Library, staff heard from keynote speaker Anneliese Singh, author of *The Racial Healing Handbook*. The day fostered reconnection and energized staff to continue making our libraries more equitable for all.

## Inspiring Spaces



Photograph by Cesar Rubio

- The new Brisbane Library has changed the dynamic of the City's downtown, providing a new place for residents to gather, connect, learn and explore. Thanks to the public's support, we won an American Institute of Architects People's Choice Award. We designed the new, sustainable library to be a flexible, welcoming space that provides a wonderful spot for reading, researching, storytelling and making. AIASF described the library as unique in its connection to the outdoors and San Bruno Mountain, while fitting into the landscape of Brisbane's downtown. We are honored by this recognition and even more pleased knowing the community loves it.

"...a living room for a whole town. In Brisbane, California, a new library packs myriad user experiences into a small package, while delivering on sustainability." – Metropolis Magazine



Photograph by Bruce Damonte

- Since its grand opening in June, the new Atherton Library has solidified its place as an award winning destination for community members seeking information, support, tech and captivating events. The new library features large picture windows, open spaces and an eco-friendly design. Over the last year, library goers have enjoyed making the beautiful new library part of their weekly routine, looking forward to regular storytimes, demos in the makerspace and access to our first digital lab.

Highlighting our commitment to green building standards in new construction, the library was recently recognized for its thoughtful, climate-friendly design. Designed by WRNS Studio, the library won a 2022 Climate Action Award from the American Institute of Architects California, a 2023

All-Electric Leader Outstanding Commercial Project award by Peninsula Clean Energy, and an honorable mention for the 2023 Green Building Award from Sustainable San Mateo County and the American Institute of Architects.

"This project began as an idea to address aging infrastructure but soon grew into a bigger more important goal: to honor this community and provide a lasting place where neighbors and families could come together and feel a sense of civic pride." –Rick DeGolia, Library JPA Governing Board

Most recently, the library was one of just five recognized by The American Institute of Architects and the American Library Association for excellence in architectural design. The public is also weighing in on the popularity of their new library, the daily number of visitors regularly exceeds 200, and monthly circulation has increased by 8% compared to the old library.



"You all make this a welcoming, beautiful space, that brightens my day just knowing you are here!" – Library Patron



A photograph of a man in a wheelchair and a young girl interacting. The man, wearing a grey hoodie and a dark face mask, is seated in a wheelchair. He is holding a clear plastic container filled with colorful markers and a paper with a maze puzzle. The girl, wearing a red long-sleeved shirt and dark pants, is standing and reaching into the container. In the background, there is a blue easel with a white sheet of paper, and the setting appears to be a library or a community center with bookshelves and balloons.

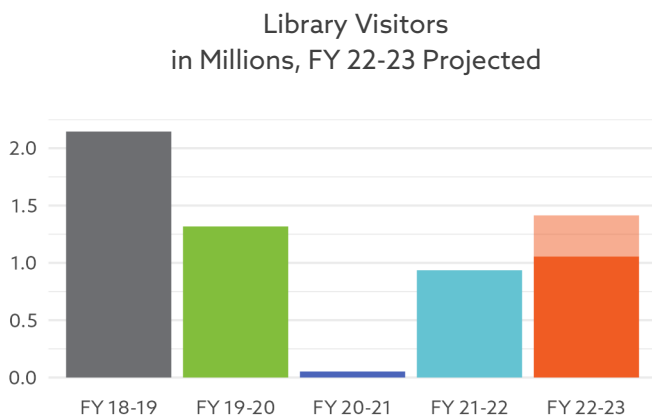
# Performance

We evaluate data to assess performance, see measurable outcomes and identify opportunities for growth



## Performance

### Library Visits



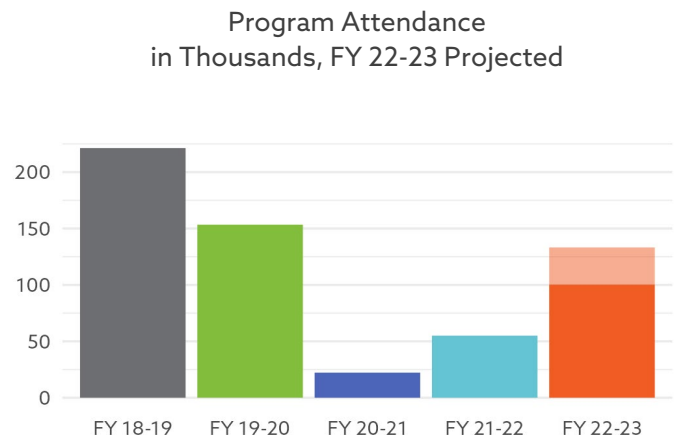
March is the first anniversary of our expanded 7-day-a-week service across the county. We've already welcomed over a million visitors to our libraries in the first three quarters of this fiscal year, which surpasses our FY 2021-22 annual total. The post-pandemic growth we've cultivated is consistent with other peer libraries, and we continue to build upon these gains.

Increasing numbers of community members are drawn to our spaces to take advantage of newly issued Empower Cards, check out WiFi hotspots, and other items from our physical collections, and engage with programs like storytimes, adult literacy events, and the dynamic experiences we are known for.

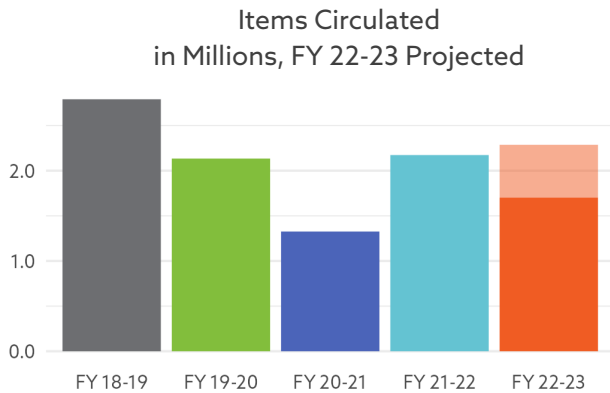
### Programs and Events

Library programs have seen a dramatic increase this fiscal year as in-library events once again make up the bulk of programming. As of the end of March, staff organized over 4,000 in-library events, drawing over 95,000 attendees to programs including our after-school Power Up Afternoons, makerspace events and citizenship study groups. We have offered over five times the events and four times the attendance compared to in-person programming at the same point last fiscal year.

San Mateo County Libraries has also continued offering virtual events, such as virtual author school visits, which have offered opportunities for over 14,000 K-12 grade students to engage with authors and over 6,000 free gift books were distributed. In total, staff have engaged over 42,000 community members in outreach both in-person and virtual this fiscal year, a 97% increase over FY 2021-22 totals for the same period.



## Circulation



Circulation of our physical collections grew steadily in this fiscal year, with 1.7 million checkouts through the end of March representing about 5% higher usage than the same period in the prior year. March circulation is the highest on record since the pandemic first closed our library doors. Growth has been exceptional in some collections, with our children's collections seeing over 124,000 checkouts in March, surpassing every month on record since July 2018. If trends continue, we anticipate usage of our adult materials, which has also increased 11%, to continue to rise in the next year.

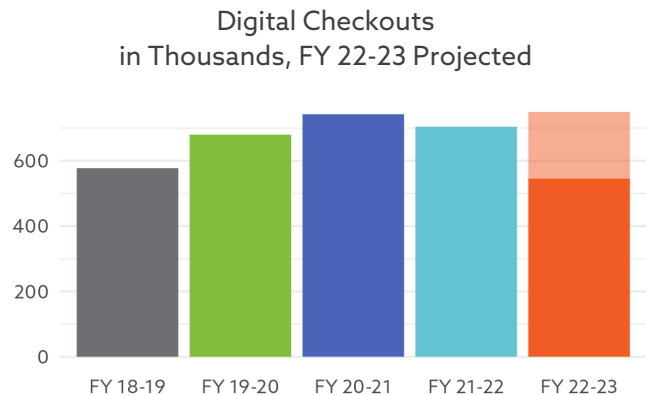
Our physical collections expanded by 19%, giving every visitor the chance to discover something new. Additions include exciting offerings like our San Mateo County Parks Packs, which provide access to 23 county parks without charge, as well as recently published titles for a diverse range of age groups, reading tastes, and world languages.



## Digital Circulation

Users have checked out digital resources like eBooks, audiobooks and movies over 545,000 times this year already, a 3% increase compared to the same period last year. This usage compares to pre-closure FY 2018-19, and along with rising physical circulation numbers, shows that community members find value in all our collections, physical and digital alike.

After a high last year, usage of eDatabases, such as newspaper collections or learning materials, is now 68,000 uses this year. This usage is projected to be comparable to the 89,000 accesses we experienced in 2018-19, though this measure historically tends to show some variability.



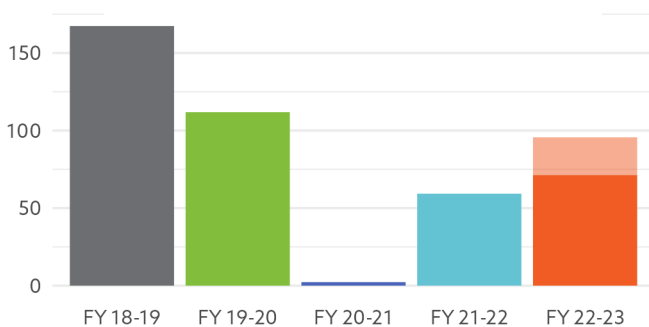
## Digital Access

Internet usage, whether through in-library wireless, public computers or WiFi hotspots, has risen significantly over the last year.

Visitors have spent over 71,000 hours using library computers this fiscal year, up 86% from the same period last fiscal year and nearing two-thirds of usage in the same period in FY 2019-20. Total WiFi sessions across the system are up a modest 5% from the prior year, and unique devices connected to WiFi have nearly doubled from the prior year.

Our WiFi hotspots have circulated 6,191 times this fiscal year so far, up 22% from last fiscal year, though FY 2019-20 remains the record-setting year for hotspot circulation.

Public Computers Hours of Use  
in Thousands, FY 22-23 Projected



## Library Champions



This fiscal year, library staff have seen increased in-person activity: more library visitors, more than 27,300 library service hours through seven-day-a-week service at all locations, and higher levels of programming and community outreach. This dedication and commitment to community impact is reflected in our status as an IMLS National Medal finalist and a Star Library.

Job satisfaction among staff remains high, with 90% of staff agreeing that they like the work they do in a countywide survey this year. Staff also connect their day-to-day work to impact, with 97% agreeing that their work contributes to the County's ability to serve the community.

Our Libraries are an amazing family and a springboard for opportunities. This year we filled 48 permanent positions, 66% were staff promotions.



A group of children wearing blue t-shirts with "LIBRARY EXPLORERS" printed on them are running through a modern library hallway. Several adults, also wearing blue shirts and face masks, are standing on the sides, clapping and cheering. The hallway has large windows and wooden paneling. The scene is bright and energetic.

# Recommended Budget

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

## Budget Background

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

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

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



## FY 2023-24 Priorities

Through the budget process we establish ambitious initiatives that align with our Strategic Plan. The following priorities will be continued and implemented this year:

- Engage community members and develop a new strategic plan to guide our work and ensure we address and reflect the diversity and needs of our residents
- Reach more community members through intentional outreach strategies, including library outposts and the expansion of mobile services
- Build important connections and partnerships and provide critical social service supports to strengthen our communities
- Elevate adult and youth literacy efforts and develop responsive programs to empower and cultivate a community of learners
- Increase access to technology and hands-on learning in our innovative makerspaces and makermobile to advance digital equity
- Support the well-being and growth of our library champions and amplify their talents
- Create and update libraries to include vibrant, welcoming spaces that inspire creativity, collaboration, and exploration
- Prioritize resiliency and sustainability in our facilities and operations to bolster our ability to provide essential services during emergencies

## Revenues Summary

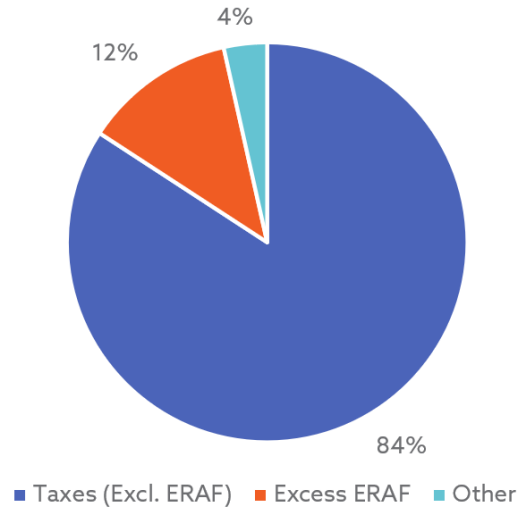
Recommended Revenues total \$40.6 million. Our main source of revenue is derived from taxes (\$39.2 million). San Mateo County Libraries is entitled to receive a small portion of property taxes collected within the boundaries of our service area.

Revenue from secured property taxes (taxes assessed against real property) is estimated to increase to \$29.7 million in FY 2023-24. Revenue from unsecured taxes (taxes on aircraft and commercial equipment largely generated from businesses at San Francisco International Airport) is estimated at \$1.2 million.

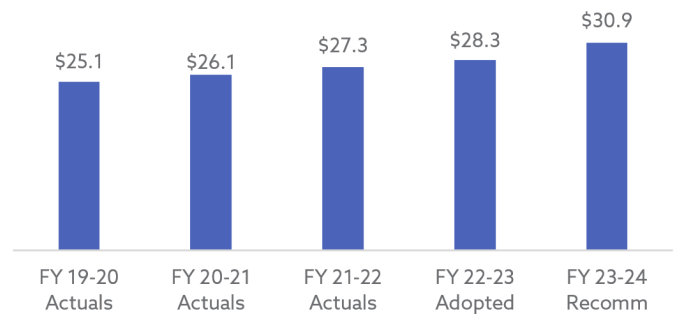
Other sources of significant ongoing revenue include a projected \$1 million from the dissolution of redevelopment agencies (RDA), \$560,000 from taxes resulting from secured and unsecured Supplemental Assessments (taxes derived from properties that have changed ownership or have been reassessed due to new construction), and \$419,600 for a service agreement with Redwood City to support services at the North Fair Oaks Library.

Significant one-time revenues include \$5 million in excess Educational Revenue Augmentation Funds. Excess ERAF is the amount of property tax generated in a year which exceeds the amount due to the State to offset support for education. The Governing Board has authorized the use of Excess ERAF for one-time projects. Measure K funds in the amount of \$1.6 million are also budgeted to support The Big Lift Summer Program, the Summer Learning Challenge, and Raising a Reader.

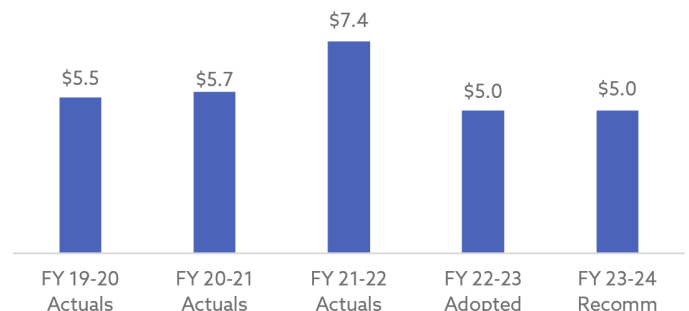
FY 2023-24 Budgeted Revenue



Property Tax Revenue in Millions



Excess ERAF in Millions





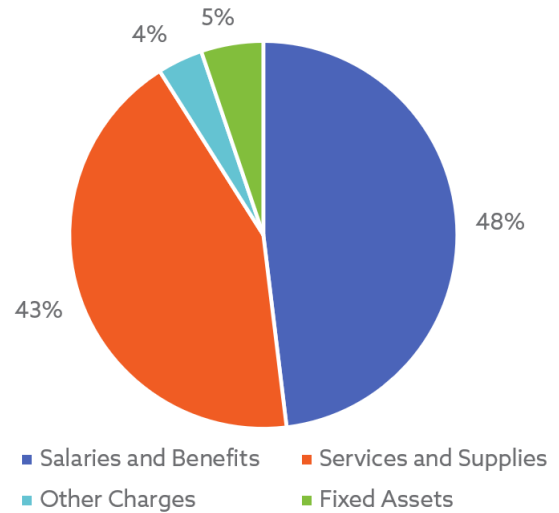
## Expenditures Summary

Recommended Expenditures total \$53.1 million. Salaries and Benefits are the largest contributor to ongoing costs, representing 48% of all expenditures. All San Mateo County Libraries staff are employees of the County of San Mateo. The Recommended Budget estimates labor costs of \$25.5 million, an overall increase of 3%, mostly due to the addition of permanent positions and negotiated salary and benefit increases, which are offset by a reduction to retirement contributions due to the County's efforts to paydown the retirement liability.

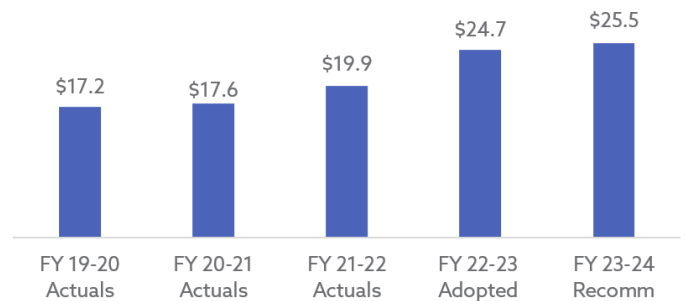
Other significant operational expenses fall under Services and Supplies at \$22.8 million and include \$2.4 million for furniture replacement and facility upgrades; \$4.1 million for library collections; \$4.3 million for computer equipment, software, and maintenance agreements; an estimated \$1.5 million in excess library property taxes; \$1.6 million for services provided by the Peninsula Library System; and \$2.1 million to support library programs, including initiatives in the summer.

Other Charges total \$2 million, including \$1.6 million for direct and indirect services provided by the County and \$380,000 for the service agreement with Daly City to provide services to Colma and Broadmoor. Fixed Assets total \$2.8 million to fund two library outposts, library shelving upgrades, and electrical charging stations. Other Financing Uses account for the remaining expenditures.

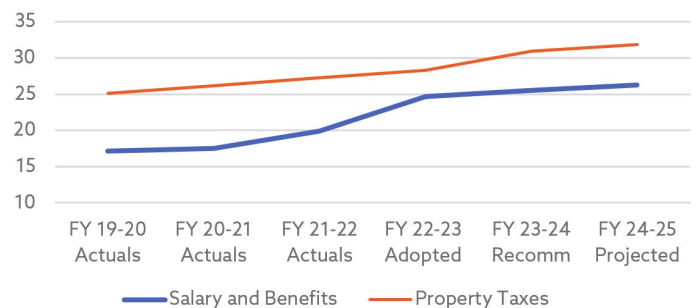
FY 2023-24 Budgeted Expenditures



Salaries and Benefits in Millions



Salaries and Benefits and Property Taxes in Millions



## Reserves Summary

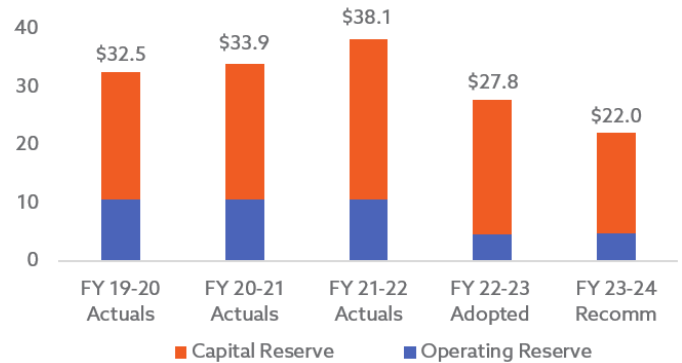
Recommended Operating and Capital Reserves total \$22 million. The Fund Balance Policy requires that Operating Reserves be maintained at 15% of adopted general operations (Net Appropriations excluding one-time activities). These funds are maintained in the event of emergencies, unanticipated funding losses, and one-time needs to stabilize current operations. The Recommended Budget meets the requirement established for Operating Reserves by setting aside \$4.7 million for ongoing expenditures of \$31.3 million.

Additionally, the Fund Balance Policy requires us to maintain Capital Reserves in an amount equal to but not less than \$2.5 million. The Recommended Budget meets this requirement, setting aside \$17.3 million in Capital Reserves. These funds may be used for innovative opportunities related to operational improvements and asset replacement needs as approved by the Governing Board.

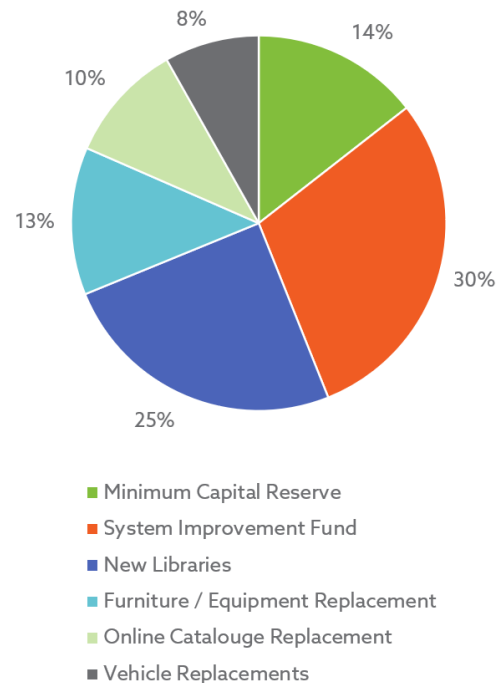
Capital Reserves not called out in the Fund Balance Policy are assigned to anticipated projects and activities that are financially significant. Refinement of these assignments may take place over time to ensure sound fiscal management, to be responsive to evolving service needs, and to recognize potential fluctuations in the availability of revenue.

Our strong reserves can be primarily attributed to the growth of Excess ERAF revenue. The Governing Board has authorized the use of Excess ERAF for significant one-time projects and services or to be set aside in reserves. Given our reliance on property taxes, the accumulation of reserves also provides a safety net in lean fiscal years.

Operating and Capital Reserves  
in Millions



Assigned Capital Reserves



## Budget Highlights

Budget Highlights provide a summary of allocations for recommended major initiatives.

### Access to Technology: \$4,599,900

This allocation will support construction of four new makerspaces at Belmont Library, Foster City Library, Millbrae Library, and San Carlos Library, which includes funds for the planning and construction of the new spaces in partnership with each member city (\$3.1 million). In addition, funds are allocated to upgrade meeting rooms at all of our libraries to be hybrid-meeting friendly in response to higher demand for flexible meeting spaces since the pandemic (\$1.5 million). We are also excited to launch our new makermobile in the current year, and we will continue to roll out mobile services to our communities next year to promote digital equity.

### Facility Updates and Resiliency: \$4,062,100

Significant funding is included to update our current library facilities, including furniture and shelving upgrades (\$2.3 million). In addition, significant one-time funds are included to support building facility resiliency. Plans for these funds will be further developed in collaboration with member cities, the County Department of Emergency Management, and other key stakeholders (\$1 million). Funds are also included to plan and deploy electric vehicle charging stations at our libraries and administration building.

### Expanded Literacy Efforts: \$1,694,953

To expand our impact in advancing adult and youth literacy, this allocation will support a new position in programming and outreach to increase adult literacy services and funds to pilot providing after school tutoring services at our libraries.

San Mateo County Libraries will continue to take on a leadership role for the Inspiring Summers Program, a pillar of the County's Big Lift initiative, with an estimated total budget of \$1,376,180. This allocation is largely supported by County Measure K dollars, but does include an additional enhancement of \$288,168 to bring back enriching field trip opportunities and to support higher wages for interns and facilitators.

### Outreach Initiatives: \$1,561,309

To expand access, funds are allocated to purchase and develop two more library outpost locations, which will provide 24-hour access to library materials in some of our hardest to reach communities (\$1.1 million). In addition, funds are allocated to support strategic planning, including community engagement and surveying, a new position to oversee and implement outreach, and an allocation to purchase a new bookmobile to expand our mobile services, which is rolled over from the current year.

### Collections Enhancement: \$300,500

The collections budget is increased by \$300,500, resulting in an overall collections budget of \$4.1 million. This enhancement builds on other increases to our collections in recent years, including a large investment in world languages and equitable representation of materials by diverse authors. Overall, the proposed collections budget reflects a 45% increase over the FY 2021-22 Adopted Budget.

### Social Service Supports: \$221,000

Funding is included to continue Mental Health First Aid training and piloting providing access to social workers in our libraries in collaboration with established community-based organizations. In addition, funding is increased to support our meals programs in the Half Moon Bay, North Fair Oaks, and East Palo Alto communities.

## Budget Overview

The Budget Overview highlights significant changes from the FY 2022-23 Adopted Budget to the FY 2023-24 Recommended Budget by major classification category for both revenue (Total Sources) and expenditures (Total Requirements).

### Total Sources

- Taxes (\$37,752,120 to \$39,222,039): There is an increase of \$1,469,919 in this funding source primarily due to an increase to secured property taxes to reflect recent actuals and estimates from the County Controller and Assessor, offset by the removal of one-time County Measure K funds.
- Intergovernmental Revenue (\$184,500 to \$587,600): There is an increase of \$403,100 due to moving the allocation for Redwood City's contribution to the North Fair Oaks Library from Interfund Revenue (\$419,600), offset by the removal of one-time State grants.
- Interfund Revenue (\$656,293 to \$251,549): There is a decrease of \$401,744 primarily due to moving the allocation for Redwood City's contribution to the North Fair Oaks library to Intergovernmental Revenues.
- Miscellaneous Revenue (\$732,985 to \$209,979): There is a decrease of \$523,006 due to removing one-time grants and current year estimates for Friends contributions. Estimates for FY 2023-24 Friends revenue will be updated during September Revisions.
- Fund Balance (\$38,124,065 to \$34,428,848): There is a decrease of \$3,695,217 in this funding source to align with FY 2022-23 mid-year estimates of year-end fund balance. Fund balance reflects the carry forward of reserves, unanticipated revenues, and unspent appropriations projected at the close of the current fiscal year. After June 30, 2023, a final reconciliation will be completed to account for actual revenue and expenditures, and final fund balance for FY 2023-24 will be adjusted during September Revisions.

### Total Requirements

- Salaries and Benefits (\$24,656,168 to \$25,508,040): There is an increase of \$851,872 primarily due the addition of 7 positions (\$1,172,294) and negotiated salary and benefit increases, offset by reductions to our retirement contribution due to the County's efforts to paydown the retirement liability. There is sufficient ongoing revenue to support these positions due to the steady growth in property tax revenue over the past decade, which has consistently resulted in budget surpluses.

Our library champions are our most important organizational asset. Increasing our permanent staff will allow us to engage in more strategic outreach efforts, expand adult literacy services, support the expansion of technical services, and better respond to community needs.

The seven positions are distributed as follows: Two positions are added to Programming and Outreach to expand adult literacy services and oversee and implement strategic outreach efforts; two positions to Information

Technology to support technology and maker services, which have expanded significantly since the pandemic; one position to Youth and Family Services to reinstate a division manager; one position to Administration to support data and performance systems; and one position to Human Resources to support payroll and recruitment activities.

All non-management permanent staff, Extra Help, and limited term employees are represented by the Service Employees International Union (SEIU). The FY 2023-24 Recommended Budget includes the final negotiated salary and benefit increase included in the current SEIU agreement of 4%, which is effective as of October 1, 2023. The current SEIU agreement with the County expires in October 2024.

The County also negotiates an agreement for SEIU Extra Help and limited term employees. The current agreement expired in January 2022 and a new agreement is currently being negotiated. Extra help allocations will be updated, if necessary, in September Revisions.

The total number of library positions is 153 and the total full-time equivalent (FTE) is 139.10. Extra Help and limited term staff are not reflected in total FTE or position count.

- Services and Supplies (\$19,707,268 to \$22,782,540): There is an increase of \$3,075,272 in this expenditure category. Significant changes and allocations include:

Collection allocations increased by \$300,500 to a total of \$4,082,300 (accounts 5931-5939) for print, language, audio, video, and digital library materials (e.g., eBooks, eAudiobooks,

eMagazines, eMusic, and eVideos). This is an additional enhancement after the collections budget was significantly increased last fiscal year.

Computer equipment and software costs (accounts 5212 and 5215) total \$4,147,299. This amount includes \$1,500,000 to upgrade meeting rooms at all of our libraries to be hybrid meeting compatible and \$904,000 to provide service to our Wifi hotspots and laptop combos. These accounts also include funding for public computers and software.

Furniture and Equipment costs total \$2,444,718 (account 5234). These funds will be used to furnish our new makerspaces and library outpost gathering spaces as well as to update our library facilities.

The estimated excess library property taxes to be set aside in Library Trust accounts totals \$1,500,000 (account 5184). These estimates assume the budget will be fully expended. The 50:50 split provision in the Library JPA Agreement became effective in FY 2022-23. Fifty percent of any excess funds not set aside for approved uses by the JPA Governing Board will be returned to the Library JPA.

Professional Contracts costs total \$4,070,900 (account 5858), which includes significant allocations for the planning and construction of new makerspaces in Belmont, San Carlos, Foster City, and Millbrae, in collaboration with each member city, as well as our library outposts. In addition, funding for services to support developing our new strategic plan, including funds for surveying and engaging our community, is allocated. This funding category also includes allocations for attorney and auditor services and continuing a pilot to provide social service supports in our libraries.

Peninsula Library System costs total \$1,607,128 (account 5875) and support services such as materials delivery, the shared online library catalog, and network management.

Current year allocations of \$429,542 for expending realized or anticipated revenue for Donations and Friends Funded Services are removed (accounts 5198 & 5199). Any rollover of Friends or Donations Funded Services realized at the end of the current fiscal year will be added to the budget during September Revisions.

- Other Charges (\$3,640,358 to \$2,007,480): There is a decrease of \$1,632,878 in Other Charges. This expenditure category reflects costs associated with services provided by the County, including human resources, financial systems, building and vehicle maintenance, and liability insurance (accounts 6712-6821). This category also captures payments to other agencies (account 6263), including \$380,000 to Daly City for services provided to residents of unincorporated Broadmoor and Colma. The decrease is largely attributable to the removal of one-time Measure K and Library JPA contributions to the City of East Palo Alto to support construction of a new library.
- Fixed Assets (\$1,991,000 to \$2,753,362): Fixed assets are tangible assets valued at \$5,000 or greater. There is an increase of \$762,362 in this category (account 7311) to fund significant one-time projects, including rolling over funds from the current year to purchase two library outposts and a new bookmobile. In addition, funds are allocated to upgrade shelving in our libraries, purchase electrical vehicle charging stations, and upgrade equipment.

- Operating Reserves (\$4,524,868 to \$4,696,559): There is an increase of \$171,691 in Operating Reserves (account 8611) to meet the Library JPA Fund Balance Policy. As detailed in the policy, the balance of Operating Reserves represents 15% of Net Appropriations (less one-time items). Ongoing expenditures in the FY 2023-24 Recommended Budget total \$31,310,393. This contingency is maintained in the event of economic uncertainties, emergencies, and unanticipated funding losses.

Capital Reserves (\$23,270,380 to \$17,290,550): There is a decrease of \$5,979,830 in Capital Reserves (account 8811) due to updating fund balance to reflect FY 2022-23 mid-year, year-end estimates and allocating fund balance to one-time activities. After FY 2022-23 year-end close, a final reconciliation will be completed to account for actual revenue and expenditures, which may result in adjustments to both fund balance and reserves during September Revisions. The current amount exceeds the Library JPA Fund Balance Policy requirement of maintaining a minimum of \$2,500,000 in Capital Reserves.



## Budget Summary

		FY 2021-22 Actuals	FY 2022-23 Adopted	Change	FY 2023-24 Recommended
<b><u>Sources</u></b>					
1000	Taxes	39,023,469	37,752,120	1,469,919	39,222,039
1500	Use of Money and Property	360,554	371,216	-	371,216
1600	Intergovernmental Revenues	287,260	184,500	403,100	587,600
2000	Charges for Services	22,381	-	-	-
2500	Interfund Revenue	296,853	653,293	(401,744)	251,549
2600	Miscellaneous Revenue	548,342	732,985	(523,006)	209,979
	<b>Total Revenue</b>	<b>40,538,859</b>	<b>39,694,114</b>	<b>948,269</b>	<b>40,642,383</b>
333	Fund Balance	33,876,245	38,124,065	(3,695,217)	34,428,848
	<b>TOTAL SOURCES</b>	<b>74,415,104</b>	<b>77,818,179</b>	<b>(2,746,948)</b>	<b>75,071,231</b>
<b><u>Requirements</u></b>					
4000	Salaries and Benefits	19,886,549	24,656,168	851,872	25,508,040
5000	Services and Supplies	14,020,185	19,707,268	3,075,272	22,782,540
6000	Other Charges	1,552,950	3,640,358	(1,632,878)	2,007,480
7000	Fixed Assets	801,205	1,991,000	762,362	2,753,362
7500	Other Financing Uses	30,149	28,137	4,563	32,700
	<b>Gross Appropriations</b>	<b>36,291,039</b>	<b>50,022,931</b>	<b>3,061,191</b>	<b>53,084,122</b>
8000	Intrafund Transfers	-	-	-	-
	<b>Net Appropriations</b>	<b>36,291,039</b>	<b>50,022,931</b>	<b>3,061,191</b>	<b>53,084,122</b>
8500	Operating Reserves	10,569,050	4,524,868	171,691	4,696,559
8700	Capital Reserves	27,555,015	23,270,380	(5,979,830)	17,290,550
	<b>Total Reserves</b>	<b>38,124,065</b>	<b>27,795,248</b>	<b>(5,808,139)</b>	<b>21,987,109</b>
	<b>TOTAL REQUIREMENTS</b>	<b>74,415,104</b>	<b>77,818,179</b>	<b>(2,746,948)</b>	<b>75,071,231</b>

## Personnel Summary

	FY 2022-23 Current Position Count	Change to Position Count	FY 2023-24 Recommended Position Count	FY 2023-24 Recommended FTE*
Administration	8	1	9	9.00
Access Services	8	-	8	8.50
Communications	4	-	4	4.00
Finance and Human Resources	5	1	6	6.00
Information Technology	5	2	7	7.00
Programming and Outreach	4	2	6	6.00
Youth and Families	3	1	4	4.00
Community Libraries:				
Atherton Library	9	-	9	8.00
Belmont Library	11	-	11	9.50
Brisbane Library	7	-	7	6.00
East Palo Alto Library	9	-	9	8.50
Foster City Library	11	-	11	9.60
Half Moon Bay Library	11	-	11	9.50
Millbrae Library	11	-	11	9.50
North Fair Oaks Library	7	-	7	6.50
Pacifica Library	10	-	10	8.50
Portola Valley Library	6	-	6	4.50
San Carlos Library	11	-	11	9.50
Woodside Library	6	-	6	5.00
<b>Total</b>	<b>146</b>	<b>7</b>	<b>153</b>	<b>139.10</b>

\*FTE: A full-time equivalent position is equal to 2,080 hours a year (40 hours/week x 52 weeks). Extra Help and limited term staff are not reflected in the FTE nor Position Count (approximately 150 staff). While individual positions are counted in one unit, there may be instances where a position's FTE is split between two units, resulting in the FTE exceeding position count.

## Budget Detail

		FY 2021-22 Actuals	FY 2022-23 Adopted	Change	FY 2023-24 Recommended
<b><u>Sources</u></b>					
1021	Current Yr Secured	26,255,878	27,095,525	2,600,049	29,695,574
1024	PY Secured Redemption	6,455	7,000	-	7,000
1031	Current Yr Unsecured	1,000,712	1,200,000	-	1,200,000
1033	Prior Yr Unsecured	(9,134)	-	-	-
1041	CY SB 813 Sec Supplemental	874,838	550,000	-	550,000
1042	CY SB 813 Unsec Supplemental	3,337	5,000	-	5,000
1043	PY SB 813 Redemption	25,052	5,000	-	5,000
1045	PY SB 813 Unsec Supplemental	4,414	-	-	-
1046	ERAF Rebate	7,413,737	5,000,000	-	5,000,000
1047	Former RDA -Residuals	789,006	600,000	-	600,000
1058	Former RDA Passthrough	1,067,110	400,000	-	400,000
1129	Property Tax In-Lieu of VLF	183,164	183,164	-	183,164
1135	Sales & Use Tax -Measure K	1,408,898	2,706,431	(1,130,130)	1,576,301
<b>1000</b>	<b>Taxes</b>	<b>39,023,469</b>	<b>37,752,120</b>	<b>1,469,919</b>	<b>39,222,039</b>
1521	County Pool Interest Earned	340,889	350,000	-	350,000
1525	LAIF Interest Earned	8,449	10,000	-	10,000
1556	PLS Rent	11,216	11,216	-	11,216
<b>1500</b>	<b>Use of Money and Property</b>	<b>360,554</b>	<b>371,216</b>	<b>-</b>	<b>371,216</b>
1661	Highway Property Tax Rental	1,270	600	-	600
1831	Homeowner Tax Relief	92,515	105,000	-	105,000
1868	Timber Tax Yield	3,037	2,000	-	2,000
1871	State Aid/Grants	182,936	76,500	(16,500)	60,000
1971	Other In-Lieu Taxes	443	400	-	400
1977	Former RDA Other Revenues	7,057	-	-	-
1986	Redwood City Contribution			419,600	419,600
<b>1600</b>	<b>Intergovernmental Revenues</b>	<b>287,260</b>	<b>184,500</b>	<b>403,100</b>	<b>587,600</b>

		FY 2021-22 Actuals	FY 2022-23 Adopted	Change	FY 2023-24 Recommended
2291	Library Fees & Fines	22,150	-	-	-
2293	Lost/Damaged Book Charges	232	-	-	-
<b>2000</b>	<b>Charges for Services</b>	<b>22,381</b>	<b>-</b>	<b>-</b>	<b>-</b>
2521	IFR - General Fund	296,853	253,293	(1,744)	251,549
2538	Redwood City Orig Contribution	-	400,000	(400,000)	-
<b>2500</b>	<b>Interfund Revenue</b>	<b>296,853</b>	<b>653,293</b>	<b>(401,744)</b>	<b>251,549</b>
2631	Sale of Literature	-	3,000	-	3,000
2644	Comp Insurance Refunds	293	-	-	-
2645	SDI Payments	55,887	5,000	-	5,000
2646	Gifts & Donations	710	-	-	-
2647	Friends Donations	163,702	519,594	(519,594)	-
2655	Foundation Grants	135,000	40,000	(40,000)	-
2658	All Other Misc. Revenue	192,750	165,391	36,588	201,979
<b>2600</b>	<b>Miscellaneous Revenue</b>	<b>548,342</b>	<b>732,985</b>	<b>(523,006)</b>	<b>209,979</b>
	<b>Total Revenue</b>	<b>40,538,859</b>	<b>39,694,114</b>	<b>948,269</b>	<b>40,642,383</b>
<b>333</b>	<b>Fund Balance</b>	<b>33,876,245</b>	<b>38,124,065</b>	<b>(3,695,217)</b>	<b>34,428,848</b>
	<b>TOTAL SOURCES</b>	<b>74,415,104</b>	<b>77,818,179</b>	<b>(2,746,948)</b>	<b>75,071,231</b>
<b><u>Requirements</u></b>					
4111	Permanent Salaries	12,198,157	14,143,540	1,407,852	15,551,392
4160	Extra Help Salaries and Benefits	2,094,880	3,599,641	493,386	4,093,027
4321	Retirement Contribution	3,473,986	4,143,459	(1,002,220)	3,141,239
4400	Benefits	1,878,324	2,450,004	(78,617)	2,371,387
4450	Wkr Comp/Unemployment	241,203	319,524	31,471	350,995
<b>4000</b>	<b>Salaries and Benefits</b>	<b>19,886,549</b>	<b>24,656,168</b>	<b>851,872</b>	<b>25,508,040</b>



		FY 2021-22 Actuals	FY 2022-23 Adopted	Change	FY 2023-24 Recommended
5132	ISD Phones	19,861	73,432	19,944	93,376
5184	Revenue Set Aside -Excess Funds	4,433,398	2,040,000	(540,000)	1,500,000
5192	Paper Products			35,000	35,000
5193	Office Expenses	100,101	272,000	(70,000)	202,000
5196	Photocopy Lease/Usage	45,323	199,788	(69,788)	130,000
5197	Mail	15,941	39,000	(10,000)	29,000
5198	Donations Funded Services	5,334	120,151	(120,151)	-
5199	Friends Funded Services	59,264	309,391	(309,391)	-
5212	Computer Equipment	1,717,728	1,554,000	1,730,000	3,284,000
5215	Software and Maintenance	581,139	1,068,450	(205,151)	863,299
5234	Furniture and Equipment	742,740	4,049,000	(1,604,282)	2,444,718
5331	Memberships	45,468	51,000	-	51,000
5343	Advertising and Publicity	7,735	10,000	-	10,000
5459	Misc. Other Maintenance	54,702	130,000	(42,000)	88,000
5631	Utilities	28,526	35,000	-	35,000
5634	Recycling	8,554	10,000	-	10,000
5712	Mileage Allowance	12,058	12,100	-	12,100
5721	Meetings and Conferences	79,516	250,000	14,240	264,240
5722	Employee Reimbursement	10,207	25,000	-	25,000
5731	Employee Training	1,133	2,000	-	2,000
5833	Contract Security Services	49,311	100,800	-	100,800
5854	Contract Library Services	117,370	100,000	5,000	105,000
5856	Promotional Materials	103,198	227,500	(35,000)	192,500
5858	Professional Contracts	261,230	972,900	3,098,000	4,070,900
5866	Fingerprinting	30,536	64,872	(3,432)	61,440
5875	Interagency Agreements-PLS	1,241,580	1,779,304	(172,176)	1,607,128
5876	Programming Services	9,087	10,000	-	10,000
5925	Emergency Assistance Expense	28,384	350,000	650,000	1,000,000
5926	Alcohol/Drug Testing	39	500	-	500
5927	Program Activities Expense	344,317	891,000	30,000	921,000

		FY 2021-22 Actuals	FY 2022-23 Adopted	Change	FY 2023-24 Recommended
5931	Books -Adult	562,964	500,000	25,000	525,000
5932	Books -Children	425,167	650,000	33,000	683,000
5933	Videos -Children	27,059	59,000	3,000	62,000
5934	Books -Serials	127,015	100,000	5,000	105,000
5936	Audio Materials	59,666	95,800	-	95,800
5937	Videos -Adult	125,995	169,000	8,500	177,500
5938	Digital Materials	1,200,294	1,550,000	160,000	1,710,000
5939	World Language Materials	302,988	658,000	66,000	724,000
5942	Other Library Expense	644,830	723,324	440,626	1,163,950
5969	Summer Learning -Measure K	390,429	454,956	(66,667)	388,289
<b>5000</b>	<b>Services and Supplies</b>	<b>14,020,185</b>	<b>19,707,268</b>	<b>3,075,272</b>	<b>22,782,540</b>
6263	Agreements - Daly City/Other	345,746	2,163,463	(1,783,463)	380,000
6712	Telephone Service Charges	61,541	13,951	(13,951)	-
6713	County IT Charges	50,052	82,339	29,513	111,852
6714	County Facility Rental Charges	313,593	296,309	47,465	343,774
6717	Motor Vehicle Mileage Charges	30,422	57,852	(5,533)	52,319
6724	Auto Liability Insurance	5,275	3,311	4,812	8,123
6725	General Liability Insurance	140,876	390,404	80,217	470,621
6727	Official Bond Insurance	4,009	9,110	568	9,678
6728	County Property Insurance	81,343	97,612	16,594	114,206
6732	County Counsel Services	-	25,000	(25,000)	-
6733	Human Resources Services	4,240	4,677	4,764	9,441
6734	Motor Vehicle Replace Charge	-	-	6,317	6,317
6738	Countywide Security Services	18,183	9,608	1,241	10,849
6739	All Other Service Charges	9,747	10,158	(6,633)	3,525
6751	Card Key Public Works	-	-	10,211	10,211
6821	County Allocation Plan	487,923	476,564	-	476,564
<b>6000</b>	<b>Other Charges</b>	<b>1,552,950</b>	<b>3,640,358</b>	<b>(1,632,878)</b>	<b>2,007,480</b>

		FY 2021-22 Actuals	FY 2022-23 Adopted	Change	FY 2023-24 Recommended
7331	Fixed Assets -Equipment	801,205	1,991,000	762,362	2,753,362
<b>7000</b>	<b>Fixed Assets</b>	<b>801,205</b>	<b>1,991,000</b>	<b>762,362</b>	<b>2,753,362</b>
7548	Facility Maintenance Charge	30,149	28,137	4,563	32,700
<b>7500</b>	<b>Other Financing Uses</b>	<b>30,149</b>	<b>28,137</b>	<b>4,563</b>	<b>32,700</b>
	<b>Gross Appropriations</b>	<b>36,291,039</b>	<b>50,022,931</b>	<b>3,061,191</b>	<b>53,084,122</b>
8142	Intrafund Transfers	-	-	-	-
<b>8000</b>	<b>Intrafund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Net Appropriations</b>	<b>36,291,039</b>	<b>50,022,931</b>	<b>3,061,191</b>	<b>53,084,122</b>
8611	Operating Reserves	10,569,050	4,524,868	171,691	4,696,559
8811	Capital Reserves	27,555,015	23,270,380	(5,979,830)	17,290,550
	<b>Total Reserves</b>	<b>38,124,065</b>	<b>27,795,248</b>	<b>(5,808,139)</b>	<b>21,987,109</b>
	<b>TOTAL REQUIREMENTS</b>	<b>74,415,104</b>	<b>77,818,179</b>	<b>(2,746,948)</b>	<b>75,071,231</b>



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: May 3, 2023  
Meeting: May 9, 2023  
Re: Teleconference Meetings

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### Background

On September 16, 2021, Governor Newsom signed into law Assembly Bill 361 (AB 361) which set forth remote meeting requirements and procedures for local legislative bodies during the 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 certain circumstances.

With the expiration of the COVID-19 State of Emergency on February 28, 2023, legislative bodies are once again required to meet in person, with only a few options for remote participation under the stricter guidelines of AB 2449 or the standard Brown Act teleconference requirements.

### Discussion

While AB 361 does not sunset until December 31, 2023, and AB 2449 permits members of a legislative body to attend public meetings remotely without complying with specified teleconferencing requirements when participating remotely for just cause, due to emergency circumstances or when a declared state of emergency is in effect – a majority of the Operations Committee members would still be required to attend meetings in-person from a singular physical location and the alternatives for remote participation are so limited that planning and allowing for such options would result in a significant administrative burden.

For this reason, staff is recommending that the Operations Committee discuss holding in-person meetings at a single location or abiding by the Brown Act teleconferencing requirements stated in California Government Code Section 54953(b):

- (1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."



(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

### **Fiscal Impact**

There is no fiscal impact associated with this discussion.

### **Recommendation**

Recommend Library JPA Operations Committee discuss continuation of teleconference meetings.