



Joint Powers Authority Operations Committee

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

Hannah Moran, Millbrae
Kevin Woodhouse, Pacifica (Vice Chair)
Corie Stocker, Portola Valley
Crystal Mui, San Carlos
Justin Mates, San Mateo County
Kevin Bryant, Woodside

**San Mateo County Library Joint Powers Authority
Operations Committee Agenda
September 12, 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). Members of the public are 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/97115867778?pwd=NEl1WUpuUE5aWEJPcS85eDIOSUFzZz09>
Or Telephone: +1 669 900 6833 Meeting ID: 971 1586 7778 Password: 545869

Meeting Locations:

Library Administration, 125 Lessingia Court, San Mateo, CA 94402
Millbrae Recreation Center, 477 Lincoln Circle, Millbrae, CA 94030

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

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

I. Call to Order	Action
II. Public Comments	Information
III. Consent Agenda	Action
A. Approval of the June 6, 2023 Minutes	
B. Unapproved Minutes of the June 12, 2023 Governing Board Meeting	
C. Investment Report for FY 2022-23	
D. Grant and Fundraising Report for FY 2022-23	
E. Summer Learning Report	
IV. Adult Literacy Report	Action
V. Proposed Uses of Restricted Library Funds	Action
VI. Approval of the Final FY 2023-24 Adopted Budget	Action
VII. Director's Report	Information
VIII. Operations Committee Members Announcements	Information
IX. Closed Session: Public Employee Performance Evaluation Closed Session pursuant to Government Code Section 54957 (Director of Library Services)	Information
X. Adjournment	Action

2023 Operations Committee Meetings: November 9
2023 Governing Board Meetings: September 18, November 13



San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of June 6, 2023

Board Members Present:

George Rodericks, Atherton
Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Melvin Gaines, East Palo Alto
Stefan Chatwin, Foster City
Matthew Chidester, Half Moon Bay (Chair)
Kevin Woodhouse, Pacifica
Corie Stocker, Portola Valley
Crystal Mui, San Carlos
Justin Mates, San Mateo County
Kevin Bryant, Woodside

Staff Present:

Anne-Marie Despain
Mary Abler
Danae Ramirez
Carine Risley
Priscilla Bermudez

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- I. Call to Order. The meeting was called to order at 1:35 p.m. by Chair Chidester.
 - II. Public Comments. None.
 - III. Approval of the May 9, 2023 Minutes. Meeting minutes approved without changes. Passed (MSP: Oskoui/Gaines).
 - IV. Unapproved Minutes of the May 15, 2023 Governing Board Meeting. Information item only.
 - V. Adoption of the FY 2023-24 Recommended Budget. Deputy Director Ramirez provided a brief overview of the FY 2023-24 Recommended Budget that was presented at the May meeting. Total Revenue is \$40,642,383 and Net Appropriations, or the total operating budget, is \$53,084,122. Operating Reserves total \$4,696,559 and Capital Reserves total \$17,290,550, in compliance with the Library JPA Fund Balance Policy. Annual priorities include developing a new strategic plan, engaging in intentional outreach, building partnerships and providing critical social service supports, elevating adult and youth literacy efforts, increasing access to technology and hands-on learning, supporting the well-being and growth of library champions, creating and updating libraries and prioritizing resiliency and sustainability in our facilities and operations. The budget includes several key projects and the addition of seven new positions.

Deputy Director Ramirez answered questions from the Committee including, a breakdown of fixed assets from Member Holstine and information about professional contracts from Member Woodhouse. Chair Chidester asked if there have been any changes in the budget since it was introduced to the board in May, Deputy Director Ramirez confirmed that no changes are included in the Recommended budget. A budget update and changes will be reflected in the Final Adopted Budget in September. Member Mui asked about budgeting for the statewide Imagination Library program, Director Despain confirmed that staff are just beginning to work with the State to explore this opportunity.

Motion: Adopt the FY 2023-24 Recommended Budget. Passed (MSP: Holstine/Woodhouse).

- VI. Makermobile Report. Deputy Director Ramirez provided an update on the Makermobile project and announced that the Makermobile will be unveiled at a public ribbon-cutting event on June 15 in East Palo Alto. Member Woodhouse inquired about other maker mobiles in the nation, and Member Mates asked if there was a Makermobile schedule or service plan; Deputy Ramirez shared that staff are currently working to develop one.

Motion: Accept the Makermobile Report. Passed (MSP: Mates/Chatwin).

- VII. Director's Report. Director Despain introduced new Deputy Director Mary Abler and shared a few highlights from the Director's Report. Member Mui inquired about Assembly Bill 24, which would mandate that public libraries and other designated facilities make opioid antagonist kits accessible to the general public. Director Despain noted that staff is already following up with County Health to determine the feasibility of having Narcan in our libraries. Chair Chidester asked what percentage of staff have received the Mental Health First Aid training. Discussion continued around efforts to enhance mental health and social supports at libraries.

- VIII. Teleconference Meetings. At the May 9 Operations Committee meeting, a discussion about the continuation of teleconference meetings took place. Chair Chidester requested that staff consult with the JPA Attorney to clarify quorum requirements. In order to hold hybrid meetings in the future, Chair Chidester directed library staff to determine if a quorum must be physically present at one location. The JPA Attorney confirmed, per California Government Code Section 54953(b), that a quorum does not have to be physically present at one location, so long as there is a quorum of members attending the meeting from locations found within the boundaries of the Library JPA's service area.

Motion: Approve the continuation of teleconference meetings under Government Code Section 54953(b). Passed (MSP: Mui/Bryant).

- III. Election of the Operations Committee Officers. Members Bryant and Holstine nominated Vice Chair Rodericks for Chair; no other nominations were received. Member Oskoui nominated Member Woodhouse for Vice Chair; no other nominations were received.

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

- IX. Operations Committee Board Member Announcements. Member Holstine asked members to share any policies or procedures they may have in place for history collections or historical societies in their jurisdictions. Member Woodhouse mentioned that the library booth attracted a sizable crowd at the first Pacifica Pride Parade. Member Chidester shared updates regarding the Half Moon Bay Pride kick-off event and invited members to the Community Preparedness Fair on Saturday.
- X. Adjournment. The meeting adjourned at 2:23 p.m.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of June 12, 2023

Board Members Present:

Rick DeGolia, Atherton
Julia Mates, Belmont
Karen Cunningham, Brisbane (Vice Chair)
Patrick Sullivan, Foster City
Deborah Penrose, Half Moon Bay
Tygarjas Bigstych, Pacifica
Sara McDowell, San Carlos (Chair)

Staff Present:

Anne-Marie Despain
Danae Ramirez
Priscilla Bermudez

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- I. Call to Order. The meeting was called to order at 8:50 a.m. by Chair McDowell.
 - II. Public Comments. A public comment was received via email regarding a patron's inability to access The New York Times as part of the libraries' online resources. Staff will follow up with the patron to resolve the issue.
 - III. Approval of the May 15, 2023 Minutes. Meeting minutes approved without changes. Passed (MSP: Mates/DeGolia).
 - IV. Adoption of the FY 2023-24 Recommended Budget. Deputy Director Ramirez provided a brief overview of the FY 2023-24 Recommended Budget that was presented at the May meeting. Total Revenue is \$40,642,383 and Net Appropriations, or the total operating budget, is \$53,084,122. Operating Reserves total \$4,696,559 and Capital Reserves total \$17,290,550, in compliance with the Library JPA Fund Balance Policy. Annual priorities include developing a new strategic plan, engaging in intentional outreach, building partnerships and providing critical social service supports, elevating adult and youth literacy efforts, increasing access to technology and hands-on learning, supporting the well-being and growth of library champions, creating and updating libraries and prioritizing resiliency and sustainability in our facilities and operations. The budget includes several key projects and the addition of seven new positions.

Motion: Adopt the FY 2023-24 Recommended Budget. Passed (MSP: DeGolia/Penrose).

- V. Makermobile Report. Deputy Director Ramirez provided an update on the Makermobile project and announced that the Makermobile will be unveiled at a public ribbon-cutting event on June 15 in East Palo Alto. Discussion of Makermobile features, programs and service plan continued.

Motion: Accept the Makermobile Report. Passed (MSP: Penrose/Sullivan).

- VI. Director's Report. Director Despain introduced new Deputy Director Mary Abler and shared a few highlights from the Director's Report including the ribbon-cutting for the Makermobile, the summer learning and Pitch-It programs, outreach at the County Fair, California State Infrastructure grant applications submitted for the East Palo Alto and Pacifica libraries, and personnel updates. Director Despain also highlighted local and state news articles regarding public libraries. Deputy Director Ramirez responded to Member Penrose's request for an update on the budget increase for technology equipment and support. Chair McDowell encouraged Board members to attend the Big Lift Inspiring Summers tours. Chair McDowell also asked about internship opportunities for high school students and recruitment information was shared.
- VII. Election of the Governing Board Officers. Chair McDowell and Vice Chair Cunningham have each served one term in their positions, making them eligible to serve a second term. Member Penrose nominated Chair McDowell to Chair and Vice Chair Cunningham to Vice Chair; no other nominations were received.

Motion for Chair McDowell to continue to serve as Chair and Vice Chair Cunningham to continue to serve as Vice Chair. Passed (MSP: Penrose/Mates).

- VIII. Governing Board Member Announcements. Chair McDowell reminded Board members that they must give one week's notice to the library staff if they plan to participate in future meetings remotely and provided an update on the poll results for changing the meeting schedule. Member DeGolia shared that he is working with the Friends to develop a proposal for use for excess funds in Atherton. The proposal would enhance and/or increase technology programs, staffing and support at the Atherton Library and could be a model for the system. Member Sullivan asked about the usage of artificial intelligence and the creation of a policy governing its use in the library. Director Despain stated that the library is exploring AI programming and the need for any related policies.
- IX. Adjournment. The meeting adjourned at 9:26 a.m.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Deputy Director of Library Services
Date: September 7, 2023
Meeting: September 12, 2023
Re: Investment Report for FY 2022-23

Background

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

The criteria for selecting investments in order of priority are:

- Safety of Principal
- Liquidity
- Yield

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

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

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

Discussion

The Library JPA is a voluntary participant in the San Mateo County Investment Pool which is regulated by California Government Code Section §53600 under the oversight of the County Treasurer. Included in SMCIP's investment portfolio as outlined in its Investment Policy are: U.S. Treasury Securities, U.S. Government Agency/Government Sponsored Enterprises, Commercial Paper, Negotiable Certificates of Deposit, Bankers Acceptances,

Collateralized Certificates of Deposit, Mortgage and Asset Backed Securities, US Instrumentalities, CA Municipal Obligations, Repurchase Agreements, Local Agency Investment Fund, Mutual Funds and Local Government Investment Pools.

In FY 2022-23, Library JPA funds averaging \$41,009,019 were invested with the San Mateo County Investment Pool, producing an average yield of 2.24 percent. Interest earnings in FY 2022-23 totaled \$885,008.

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

In FY 2022-23, Library JPA funds averaging \$2,218,285 were invested with the Local Agency Investment Fund, producing an annual average yield of 2.17 percent. Interest earnings totaled \$52,721.

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

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

Fiscal Impact

Combined SMCIP and LAIF interest earnings for FY 2022-23 totaled \$937,729. Library JPA investments are in compliance with the Library JPA Investment Policy, and the portfolio contains enough liquidity to meet expected expenditures.

Recommendation

Recommend JPA Operations Committee accept the Investment Report for FY 2022-23 and review and approve the Investment Policy with no revisions.

Attachment

Investment Policy

INVESTMENT POLICY

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

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

Investment Criteria

The criteria for selecting investments in order of priority are:

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

Prudent Investor Standard

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

This standard of prudence shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

Acceptable Investment Instruments

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

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

Reporting

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

Delegation of Authority

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

Adoption

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

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



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Carine Risley, Deputy Director of Library Services
Date: September 7, 2023
Meeting: September 12, 2023
Re: Grant and Fundraising Report for FY 2022-23

Background

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

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

Discussion

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

During the period of July 1, 2022 – June 30, 2023, the Library JPA was awarded eight grants:

- \$160,000 from Black Gold Cooperative Library System to support our Stronger Together Early Learning Hub Grant project for the period beginning January 1, 2023 and ending February 29, 2024. Efforts focus on increasing preschool readiness for rural, primarily Spanish-speaking families on the coast.
- \$106,174 from California State Library to add a restroom at the North Fair Oaks Library. The Building Forward grant is a one-time allocation requiring an equal local match to address critical maintenance needs of public library facilities. County Public Works will oversee and manage this project.

- \$83,803 from California Library Literacy Services to support adult literacy services throughout our library communities and family literacy enhancements for children enrolled in subsidized preschools.
- \$62,200 from the California State Library to enhance Lunch at the Library programs and provide enhanced summer opportunities, including field trips to local farms for families in East Palo Alto and North Fair Oaks as well as community meal site locations in Colma and San Bruno.
- \$30,000 from the California State Library to provide local resources and build partnerships, focusing on low-income residents of North Fair Oaks, East Palo Alto, Half Moon Bay and Pescadero. This grant supported transportation, programs, and activities for fourth graders and their families to explore California State Parks.
- \$8,000 from the California State Library to serve and support the needs of informal childcare providers with information, resources, and community connections during East Palo Alto and North Fair Oaks Stay and Play library programs.
- \$4,650 from California State Library for supplies and materials to accompany State Parks passes to expand inclusive access and enhance experiences in nature.
- \$2,500 NASA Inspires Futures for Tomorrow's Youth to reach groups historically underrepresented in STEM fields, specifically Hispanic or Latino communities, and offer youth-focused space science-themed programs.

The total grant revenue awarded in FY 2022-23 was \$457,327. For comparison, in FY 2021-22 we were awarded \$291,314, and in FY 2020-21 we were awarded \$241,283.

As outlined in the Library JPA Agreement, the Governing Board is authorized to form and appropriately associate with one or more nonprofit organizations devoted to developing additional resources and funds to enhance operations and support San Mateo County Libraries. San Mateo County Libraries is fortunate to have support from our 10 Friends of the Library groups. In FY 2022-23, the Friends donated \$134,314 to support local programs and services. The Foundation for San Mateo County Libraries was established to complement the work of the Friends and focus on supporting systemwide initiatives and capital projects. In FY 2022-23, the Foundation donated \$50,000. These funds were to support our staff Pitch-It program, staff appreciation and volunteer engagement.

In FY 2023-24, we will be collaborating with Friends and the Foundation to support makerspaces in Belmont, Foster City, Millbrae and San Carlos, and focus on increased support for critical facility projects in East Palo Alto and Pacifica.

Fiscal Impact

There is no fiscal impact associated with accepting this report.

Recommendation

Recommend Library JPA Operations Committee accept the Grant and Fundraising Report for FY 2022-23.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Carine Risley, Deputy Director of Library Services
Date: September 7, 2023
Meeting: September 12, 2023
Re: Summer Learning Report

Background

San Mateo County Libraries has been working to strengthen the impact of our summer learning approach since 2014. Our summer efforts promote educational equity by addressing opportunity gaps and offering comprehensive, enriching opportunities to all children.

Through the investment of Measure K funds, we have increased our impact on youth during the summer by engaging more children in programs and services such as the Summer Learning Challenge, Big Lift Inspiring Summers, summer meals, and our summer youth employment program.

Discussion

Summer Learning Challenge

Joyful celebrations marked the beginning of summer. Opening summer experiences included an animal show in Belmont, ice cream socials in Woodside and Portola Valley, and a pulse-pounding Taiko drumming performance in Foster City. East Palo Alto's opening event was in partnership with 10 community groups and welcomed over 400 community members.

Historically marginalized young people worked on STEM-related projects as part of our Middle Scholars series. Youth made their own recycled paper and created solar ovens through projects designed by the County Office of Sustainability, learned about biomimicry from the San Mateo County Parks Department, observed insects up close with Mosquito and Vector Control and put their problem-solving abilities to the test in an escape room-style challenge.



Visitors of all ages joined us in a variety of activities and events all summer long. In total, over 48,000 community members gathered to get close and personal with bats and bugs, learn Afro-Peruvian dances, and experience wonder during bubble shows.

Our summer events engaged 65% more participants this year than in 2022. Through library visits, community activities, and school visits, we delivered over 69,000 summer learning home library books to inspire a deeper love of reading.

Lunch at the Libraries



Food insecurity becomes even more critical in the summer when guaranteed school lunches end. Programs to foster community engagement were infused into our Lunch at the Libraries programs in North Fair Oaks and East Palo Alto, as well as at our pop-ups in Pescadero and Colma. Event highlights included a visit from Andrea Pons, author of the cookbook *Mamacita*, who led families in a cooking demonstration. Youth in North Fair Oaks visited Harley Farms to meet goats and see how a working dairy farm

operates. A second field trip to Pie Ranch explored how food travels from the farm to the table. With the addition of these enriching experiences, we served 17,340 meals this summer.

Park Exploration

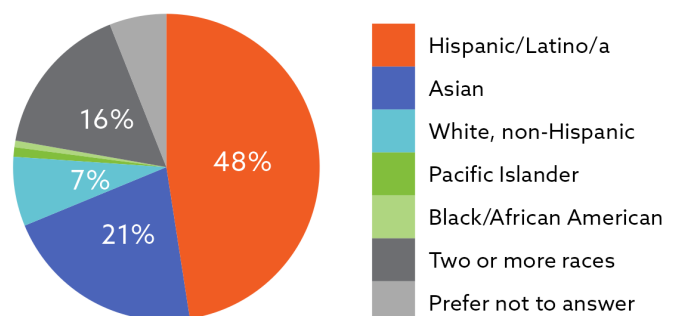
Enjoying summer means connecting with nature. We engaged families in underserved communities to participate in local outdoor experiences. We brought 4th graders and their families from North Fair Oaks, East Palo Alto, and Half Moon Bay on field trips to explore State Parks. Excited groups boarded buses to Hollister Hills, Jack London State Park, and the California Railroad Museum for guided tours, flora and fauna identification, and activities in inspiring environments.

Big Lift Inspiring Summers

The Big Lift is a collective impact initiative led by the County of San Mateo, the San Mateo County Office of Education and San Mateo County Libraries. Inspiring Summers has been serving early elementary school-aged children since 2015. Our goal is to have 80% of San Mateo County youth reading proficiently by the third grade. With the program, we serve six school districts in the County with the lowest third grade reading proficiency scores and the highest concentrations of poverty.

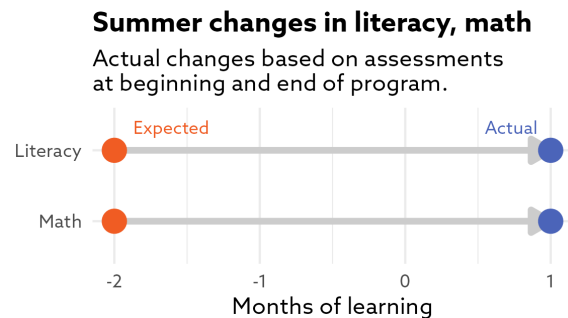
This summer we enrolled 961 children in rising kindergarten to rising third grade across eight school sites. 82% of families are considered very low or extremely low income compared to medium income in the County.

BLIS enrollment by ethnicity



47.5% of our youth are Latinx and 39.4% speak a language other than English at home. One parent said, *"It's a free program and helps us a lot financially. My child was able to learn something new and become proactive in learning new things. It helped my child get ready for kindergarten."*

Two months of learning loss is expected for youth who are not engaged in summer learning experiences. In the 2023 Big Lift Inspiring Summers program, youth gained one month in reading literacy and one month in math ability over an average of 23 program days.



Increasing access to summer experiences is essential to quality summer programming, and we were thrilled to reestablish field trips for our Inspiring Summers youth for the first time since the pandemic. All youth got to experience hands-on, expanded learning out in the community at museums, County Parks and their local library. Youth explored hands-on science exhibits at CuriOdyssey, learned about plants and animals with County Park Rangers, and engaged in interactive storytimes during their library visit.



In addition to children going on field trips, we brought experiences to our camp sites, including the library maker team. Youth learned all about 3D printing and got to explore and learn coding with robots.

Engaging families is a priority. 96% of families said they were involved in their child's summer experience compared to 72% of families last summer. We invited caregivers to chaperone field trips, and for the first time since the pandemic, had families on campus. Families attended summer celebrations and special literacy workshops at schools. They also connected with the adult literacy services available at our libraries.

Youth Workforce

This summer we employed 150 youth in our innovative youth workforce development program, giving them valuable experiences and opportunities to make a difference in our communities.

After a pandemic hiatus, we welcomed the return of summer youth interns. 22 local high school students helped us take summer learning out into the community in new and inspiring ways. They developed leadership and community engagement skills as they supported activities such as maker programs, nature walks, and visits to local preschools with the Imagination Playground.

For many, this was their first workplace experience. One intern reported developing the confidence to engage with the public: *"Learning how to talk to people from a professional standpoint has allowed me to become a more open and confident person in the workplace and will help me with later jobs I have in the future."*

We also hired 128 learning facilitator interns to staff Inspiring Summers and build strong relationships with enrolled children and their families.

93% of facilitators and academic teachers said working with the program was a rewarding experience and 94% said the program helped develop their professional skills. One facilitator said, *"I had such a positive time with Inspiring Summers; this far exceeded my expectations and was one of the most rewarding summers I have ever had!"*



Summer is a special time to champion youth and their families by expanding access to comprehensive programs across our community and accelerating youth learning. Our jam-packed Summer Learning Challenge and Big Lift Inspiring Summers programs deliver amazing opportunities for youth throughout San Mateo County.

Fiscal Impact

There is no fiscal impact associated with accepting this report.

Recommendation

Recommend JPA Operations Committee accept the Summer Learning Report.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Carine Risley, Deputy Director of Library Services
Date: September 7, 2023
Meeting: September 12, 2023
Re: Adult Literacy Report

Background

The National Center for Education Statistics (NCES) estimates that over one in five working-age adults in the U.S. have low English literacy skills. In San Mateo County, NCES estimates that between 15-22% of working-age adults have low English literacy, affecting 85,000 to 125,000 adults. According to recent American Community Survey estimates, about 16% of county residents speak English less than “very well”—comparable to the statewide average of 17% and higher than the national average of 8%.

Literacy skills are essential and should be a right for every resident in our community. Low adult literacy skills correlate with poverty, incarceration, and health disparities; they impact families across generations and significantly affect economic opportunity. Many factors contribute to low literacy skills for approximately one in five of our residents, including the gaps in K-12 education and pervasive disparities between racial groups connected to historic inequities.

Country of birth impacts literacy rates. At the national level, about one in three adults with low literacy skills were born outside the U.S. San Mateo County welcomes a higher proportion of residents born outside the U.S. than either California or the nation, and English ability among these county residents is higher than among non-U.S.-born Californians and Americans. Among county residents who speak English less than “very well,” the most common languages spoken at home are Spanish and Asian/Pacific Island languages.

English ability, nativity status, and language spoken at home	<i>San Mateo County</i>	<i>California</i>	<i>United States</i>
% born outside U.S.	37%	28%	14%
% of those born outside U.S. who speak English less than “very well”	40%	52%	46%
% of all residents who speak English less than “very well”	16%	17%	8%
% of low English ability residents who speak Spanish at home	42%	63%	63%
% of low English ability residents who speak Asian/Pacific Island languages at home	46%	27%	19%

As documented by the National Center for Education Research, adults who want to pursue further education or improve their literacy skills face multiple demands on their time. Many adults with lower educational attainment in San Mateo County must juggle other responsibilities, including work and family, as they pursue further education. Of adults with a high school diploma, equivalent, or less in the county, 77% are employed and 44% live with children related to them.

Adult literacy and English language support offer opportunities to break down barriers. In a San Mateo County immigrant survey conducted by the John W. Gardner Center and the County Office of Community Affairs, English language support was the most common factor that respondents said would help them seek better educational opportunities and outcomes for their children; English language skills were one of the most common factors cited as preventing job searches; and respondents' English skills were one of the most frequent factors cited as a barrier to accessing services and programs like housing supports, healthcare services, or employment services.

Literacy skills are necessary for adults to reach their full potential as citizens, community members, parents, caregivers, and members of the workforce.

Through the California Library Services Act, California Library Literacy Services (CLLS) was formed in 1984 as the first statewide library-based adult literacy service. Literacy programs in California's public libraries change the lives of nearly 16,000 Californians every year by teaching adults how to read and write, achieve their goals and aspirations, and help their families succeed.

San Mateo County Libraries has offered adult literacy services since 1987. For the past 35 years, we have trained volunteers to provide tutoring in basic reading and writing for English-speaking adults with low literacy skills, changing lives along the way. Our program expanded in 2017 to offer English Language Learning (ELL) services.

Discussion

There is a growing need to support adults with low literacy skills and those who are learning English in San Mateo County. Along with adult schools and community colleges, our libraries offer a continuum of services to meet the needs of busy adult learners. We continue to build capacity to support even more learners throughout the county in the year ahead and beyond.

Adult Literacy Services Overview

Adult Literacy

San Mateo County Libraries offers adult literacy services throughout our service area. Adult literacy refers to the fundamentals of reading and writing, skills that help people accomplish tasks and realize their life goals. Our core literacy service consists of three parts: 1) volunteer tutor recruitment and training, 2) learner outreach and assessment, and 3) tutor-learner matching and ongoing support. Tutoring is provided in one-to-one sessions and is tailored to each learner's individual aspirations.

Currently, our literacy staff support 46 tutor-learner pairs across nine of our 13 libraries. One learner acquired their driver's license, found work, and received a work promotion all while starting and raising a family. Another tutor recently shared the news of a learner passing his citizenship exam, a goal he had been working on for over six months. *"I want to let you know that he passed his Citizenship Exam today! We are both very excited and thrilled!"*

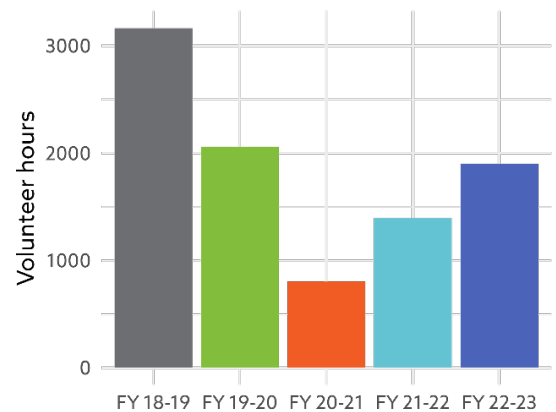
English Language Learning

We offer a variety of approachable and flexible opportunities for adults learning English.

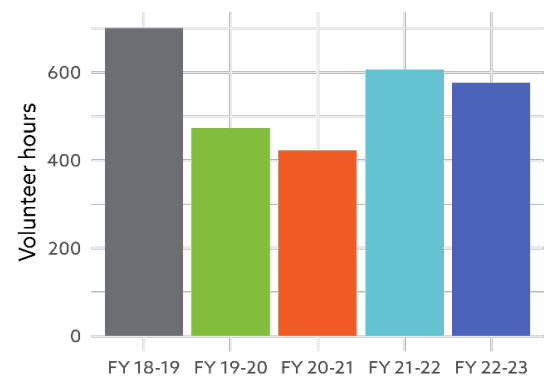
- English Language Learning (ELL) Classes: Initiated as a Foothill Community College partnership, we now offer six ELL classes in several locations as well as online—all taught by certified instructors.
- English Conversation Clubs: These are opportunities for learners to expand their vocabulary while honing their speaking and listening skills. Over 2,326 participants in FY 2022-23 attended weekly conversation clubs online or at one of six libraries.
- English Language Learning Book Club: We host a weekly ELL book club for learners working to practice reading fluency, learn new vocabulary, and answer reading comprehension questions. One attendee shared with a volunteer, *"These clubs mean everything to me and have helped me communicate with my granddaughter. After years in the U.S., it is my granddaughter who has inspired her to return to learning English."* Over 640 attendees total were served by this program in FY 2022-23.
- Workforce Readiness: Career Online High School is our high school diploma program, currently serving 12 students. We also offer an accessible learning platform for learners to access text-based 3-minute lessons that cover topics like numeracy and workforce readiness. One student shared their reason for joining the program: *"After I had my child, I really want to be a role model to show him that nothing can't stop you to pursue your dream."* In the past year, 55 students completed over 4,745 lessons.

Library-based literacy programs are successful because public libraries are trusted spaces at the heart of the community. Libraries are information-rich, welcoming environments where learners flourish. Adults using our literacy programs achieve goals such as reading a book for the first time, getting a job, sharing a book with a child, reading a medicine label, volunteering in the community, gaining citizenship, and voting.

Adult literacy instruction hours



Conversation club volunteer hours



Literacy Best Practices

As recommended at the Library JPA Governing Board meeting on June 12, 2023, staff have conducted research and consulted with more than 20 literacy organizations to determine best practices and understand emerging strategies: Literacy Minnesota, Pro Literacy, Houston's Mayor's Office for Adult Literacy, Barbara Bush Literacy Foundation, California State Library Literacy Services, ACCEL (Adult-Education, College, Career, Educational Leadership), individual library literacy programs across the state, and local community colleges including College of San Mateo and Skyline College.

As California is recognized for its statewide leadership and support for literacy efforts across the nation, staff are continuing to schedule meetings and observe innovative California State Library funded programs.

In assessing the overall landscape of adult literacy, staff identified the following key themes:

- Library literacy programs fill an important niche. Adult literacy is a complex, multifaceted issue and progress is incremental. Libraries provide complementary services to formal education for less advanced students.
- Literacy services, including English language and new immigrant support, are staff intensive. To effectively support diverse learner needs and successfully overcome barriers, significant investments in dedicated staff time are necessary.
- Functional literacy, as a concept, is expanding to include all the skills needed to thrive at work, at home, and in society. These include reading, writing, computing, critical thinking, and oral communication skills—most essentially in the areas of financial literacy, digital literacy, and health literacy.
- Formal family literacy programs are critical and can help break the cycle of low literacy. A key motivation for adult learners is often wanting to support and advocate for their children. Research shows that 72% of children who have low literate caregivers are likely to be at the lowest reading levels.
- There is a significant and growing need to support English Language Learners. Establishing a primary focus on meeting the needs of non-native English speakers and then working with those participants to pursue English literacy is essential.
- Workforce forecasting predicts an increased requirement for functional literacy and additional education and training. Whether being able to fill out an online job application or communicate effectively on the job, more support will be needed to ensure learners are workforce ready.
- Hybrid, in-person and online learner approaches are a strong trend in adult education and optimize flexibility to access meaningful learning opportunities.

- Media campaigns can be very successful. Reaching learners through methods such as bus ads, billboards, and radio campaigns, including Spanish language radio, have yielded high returns for comparable programs. Campaigns can build urgency around the importance of literacy and increase volunteer and program capacity.

Recommended and approved in the FY 2023-24 Budget, staff are implementing the following increases to adult literacy and outreach:

- The addition of two new permanent positions to expand adult literacy services and oversee and implement strategic outreach efforts. The approximate cost of these new positions is \$310,502.
- Expansion of contextual learning opportunities on practical, high-interest subjects such as DMV test prep, citizenship preparation, legal issues, health literacy, workforce readiness and computer skills. Cost of the program enhancements is estimated to be \$50,000.
- Hire a consultant to help us further refine and develop sustained growth in effectively serving an increased number of English language and adult literacy learners with maximum impact. Cost of the consultant is anticipated to be \$35,000.

Based on best practices and community need, recommended additional investments to expand adult literacy and outreach include:

- New intern literacy program focusing on increasing adult literacy and English language learning. Cost of 3 fulltime interns is approximately \$205,668.
- Addition of one limited-term position to oversee cross-sector partnerships and outreach with existing literacy providers to bolster strategic partnerships and expand program recruitment. Cost of the position is anticipated to be \$117,902.
- Addition of one limited-term position to support increased public relations and launch of an innovative multilingual media campaign to engage and increase learners and tutors over bus ads, local radio, targeted advertising and other outlets. Cost of the position and media campaign is anticipated to be \$167,902.

Fiscal Impact

There is sufficient funding available in the approved FY 2023-24 Budget to support these recommendations. Additional costs of \$491,472 are included in the Final FY 2023-24 Adopted Budget item for approval, bringing the total increase in adult literacy and outreach to \$886,974.

Recommendation

Recommend JPA Operations Committee accept the Adult Literacy Report and approve the recommended expansion of adult literacy and outreach services.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Deputy Director of Library Services
Date: September 7, 2023
Meeting: September 12, 2023
Re: Proposed Uses of Restricted Library Funds

Background

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

- 1. Notwithstanding any other provision of this Agreement, for each fiscal year the Library service revenue allocated to libraries in each member city shall not be less than the estimated library property tax revenue attributable to property located in that city. Subject to paragraph 2, below, in the event that the allocated library service revenue for a member city exceeds the amount required to maintain the minimum library service for that member, such excess funds shall, after deduction of any activities approved by the Governing Board for library related expenditures within that city, be restricted and held by the JPA for library related activities within that member city including but are not limited to, facility maintenance, facility remodeling or expansion, increased service hours, or increased material and equipment purchases, as mutually agreed by the Library JPA and the city council of that member city.*
- 2. In the fiscal year following the completion and opening of the new Atherton Library, excess funds, after deduction of any activities approved by the Governing Board for library related expenditures within a member city, shall be split 50%-50% between the Library JPA and the member city to which those excess funds are attributable.*

In accordance with this provision and as approved by the Library JPA Governing Board, at the end of each fiscal year, Library property tax funds in excess of the amount required to operate a community library, are distributed and held by the Library JPA in separate trust funds.

Discussion

For FY 2022-23, amounts totaling \$4,136,838 were set aside in Library trust accounts: \$1,846,331 in the Atherton Library Trust Fund; \$40,306 in the Portola Valley Library Trust Fund; \$1,269,018 in the San Carlos Library Trust Fund; and \$981,182 in the Woodside Library Trust Fund. FY 2022-23 is the first year the 50%-50% provision is also in effect.

Total restricted Library property taxes currently held in trust accounts by the Library JPA and members total \$12,718,222.

Members that qualify and are interested in using restricted Library funds to support community library related activities in the current fiscal year must provide the proposed use of library funds to the Library JPA and obtain Governing Board approval.

Proposed uses in FY 2023-24 are detailed below.

Atherton Library

Atherton Library Trust Funds as of June 30, 2023 total \$2,497,592 (\$10,552 held by the Town of Atherton and \$2,487,040 held by the Library). The Town of Atherton proposes to utilize restricted Library funds in an amount estimated at \$816,902 as detailed below:

Type/Category	Description	Proposed Use FY 2023-24
Facility Repair and Maintenance	Maintenance, repairs, vector control, locks, and landscaping	107,050
Building Maintenance Staff	Building maintenance manager	18,852
Custodial Services	Contract janitorial services	75,000
Utilities	Electricity and water	136,000
Facility Replacements	Furniture, development of spaces, facility aesthetic and infrastructure updates	300,000
Technology Programming	Development of a proposal for technology-related programming Implementation of a technology-training program	180,000
Total Proposed Expenditures		\$816,902

If approved, funds in this amount will be retained in the Atherton Library Trust Fund. Remaining funds of approximately \$866,565 will be returned to the Library JPA to continue paying back the one-time advancement to the Town of Atherton, which will result in a remaining balance of \$1,641,812.

Foster City Library

Foster City Library Trust Funds as of June 30, 2023 total \$187,816. Foster City Library had excess funds for the first time in FY 2020-21. No excess funds were generated in FY 2022-23, and no proposed use of restricted Library funds was received from the City this year.

Portola Valley Library

Portola Valley Library Trust Funds as of June 30, 2023 total \$1,405,233 (\$41,221 held by the Town of Portola Valley and \$1,364,012 held by the Library). The Town of Portola Valley proposes to utilize restricted Library funds in an amount estimated at \$102,803 as detailed below:

Type/Category	Description	Proposed Use FY 2023-24
Facility Repair and Maintenance	Maintenance and repairs	19,939
Custodial Services	Contract janitorial services	33,233
Utilities	Electricity, gas, water, sewer	36,890
Overhead Allocation	Annual Town staff support	12,741
Total Proposed Expenditures		\$102,803

San Carlos Library

San Carlos Library Trust Funds as of June 30, 2023 total \$3,240,885. The City of San Carlos proposes to utilize restricted Library funds in an amount estimated at \$1,173,565 as detailed below:

Type/Category	Description	Proposed Use FY 2023-24
Facility Repair and Maintenance	AC rooftop unit	800,000
	Skylight and ceiling maintenance	27,000
	Exterior light pole	8,000
	Exterior painting	188,565
	Cherry Street staircase repair	150,000
Total Proposed Expenditures		\$1,173,565

Woodside Library

Woodside Library Trust Funds as of June 30, 2023, total \$5,386,696. The Town of Woodside proposes to utilize restricted Library funds in an amount estimated at \$946,050 as detailed below:

Type/Category	Description	Proposed Use FY 2023-24
Utilities	Water, power, and sewer	28,000
Contract Services	Janitorial services and landscaping	40,000
Emergency Power	Emergency backup power generator	200,000
Planning	Library needs assessment	100,000
Increased Services	Establishment of a Library Outpost	500,000
Overhead Allocation	Town staff support and liability and property insurance	78,050
Total Proposed Expenditures		\$946,050

Fiscal Impact


Proposed uses of restricted Library JPA Funds in FY 2023-24 total \$3,039,320. There are sufficient restricted Library funds available to cover all requests.

If all proposals are approved by the Governing Board, remaining FY 2022-23 excess funds total \$130,585 and will be split 50%-50% between the Library JPA and the member city to which the excess funds are attributable.

Recommendation

Recommend JPA Operations Committee approve the Proposed Uses of Restricted Library Funds and discuss establishment of a new trust account and policy for funds that are returned to the Library JPA per the JPA Agreement, Section VI. D.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services 
Danae Ramirez, Deputy Director of Library Services
Date: September 7, 2023
Meeting: September 12, 2023
Re: Approval of the Final FY 2023-24 Adopted Budget

Background

The San Mateo County Library JPA Budget serves as the annual financial plan, an operations guide, and a communications tool. On June 12, 2023, the FY 2023-24 Recommended Budget was approved by the JPA Governing Board.

The table below outlines activities associated with the budget process:

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

The proposed FY 2023-24 Adopted Budget includes final adjustments to distribute resources and support our key priorities this year, which are to:

- 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

Discussion

The FY 2023-24 Recommended Budget approved by the JPA Governing Board on June 12 and implemented on July 1 totaled \$75,071,231. Based on fiscal year-end closing activities and updated information, the proposed FY 2023-24 Adopted Budget now totals \$84,452,465. Below are the most significant changes in the FY 2023-24 Adopted Budget:

Sources:

- Taxes (\$39,222,039 to \$40,285,502): There is an increase of \$1,063,463 due to the rollover of Measure K funds allocated for the City of East Palo Alto for the new Library project.
- Intergovernmental Revenue (\$587,600 to \$693,774): There is an increase of \$106,174 from a State Library Building Forward grant to support the addition of a restroom at the North Fair Oaks Library.
- Fund Balance (\$34,428,848 to \$42,640,445): Fund Balance reflects the carry forward of reserves, unanticipated revenues, and unspent appropriations at the close of the fiscal year. After year-end close, Fund Balance increased from FY 2022-23 by \$8,211,597. The increase is primarily due to additional revenues of \$5,649,987 mostly made up of Excess ERAF. Unspent appropriations attributable to project delays and staffing vacancies also contributed to additional Fund Balance.

Requirements

- Salaries and Benefits (\$25,508,040 to \$26,154,609): There is an increase of \$646,569 to support expansion of adult literacy and outreach services, increased public relations and marketing efforts, and emerging technology initiatives. There is also a modest increase of \$67,863 due to health benefit adjustments.

- Services and Supplies (\$22,782,540 to \$21,079,060): There is a net decrease of \$1,703,480 in this account due to moving \$2,067,900 allocated for makerspaces to the Other Charges account. The Other Charges (6000) account is the appropriate account from which we can reimburse cities for project costs. This decrease is offset by an increase of \$364,420 to budget rollover of uncompleted projects and unspent Friends and other donation funds from prior years.
- Other Charges (\$2,007,480 to \$6,261,943): There is an increase of \$4,254,463 which includes \$2,067,900 moved from Services and Supplies for makerspace project support; \$1,063,463 Measure K rollover for the new East Palo Alto Library project; \$750,000 JPA contribution for the new East Palo Alto Library project; \$266,926 County service charge increases; and \$106,174 for the North Fair Oaks restroom project.
- Reserves (\$21,987,109 to \$28,170,273): There is an increase of \$6,183,164, which represents the additional rollover from FY 2022-23 Fund Balance that is not allocated to one-time expenditures. Capital Reserves total \$23,460,547. Operating Reserves total \$4,709,726 and meet the JPA Fund Balance policy of setting aside 15% of Net Appropriations, net one-time expenditures.

The FY 2023-24 Budget sets ambitious goals to expand and enhance our well-regarded services and programs. Key projects include expanding adult literacy services; implementing strategic outreach initiatives, including additional library outposts and replacing our bookmobile; building new makerspaces; updating our facilities and making strategic investments to bolster building resiliency; upgrading library conference rooms to be hybrid meeting compatible; 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.

Staff appreciate the leadership and guidance provided by both the JPA Operations Committee and Governing Board in pursuing high quality, innovative library services and looks forward to implementing the activities funded in the FY 2023-24 Adopted Budget.

Fiscal Impact

The proposed Adopted Budget for FY 2023-24 is balanced and totals \$84,452,465. Changes from the Recommended Budget approved in June to the proposed Adopted Budget are described above and in the attached FY 2023-24 Adopted Budget Summary.

Recommendation

Recommend JPA Operations Committee approve the Final FY 2023-24 Adopted Budget.

Attachment

FY 2023-24 Adopted Budget Summary

San Mateo County Libraries

FY 2023-24 Adopted Budget Summary

		FY 2022-23 Actuals	FY 2023-24 Recommended	FY 2023-24 Adjustments	FY 2023-24 Adopted
<u>Sources</u>					
1000	Taxes	41,834,144	39,222,039	1,063,463	40,285,502
1500	Use of Money and Property	947,266	371,216	-	371,216
1600	Intergovernmental Revenues	1,822,433	587,600	106,174	693,774
2000	Charges for Services	9,800	-	-	-
2500	Interfund Revenue	255,811	251,549	-	251,549
2600	Miscellaneous Revenue	474,647	209,979	-	209,979
	Total Revenue	45,344,101	40,642,383	1,169,637	41,812,020
3333	Fund Balance	38,124,065	34,428,848	8,211,597	42,640,445
	TOTAL SOURCES	83,468,166	75,071,231	9,381,234	84,452,465
<u>Requirements</u>					
4000	Salaries and Benefits	21,915,680	25,508,040	646,569	26,154,609
5000	Services and Supplies	16,591,415	22,782,540	(1,703,480)	21,079,060
6000	Other Charges	1,762,219	2,007,480	4,254,463	6,261,943
7000	Fixed Assets	531,638	2,753,362	-	2,753,362
7500	Other Financing Uses	26,769	32,700	518	33,218
	Gross Appropriations	40,827,721	53,084,122	3,198,070	56,282,192
8000	Intrafund Transfers	-	-	-	-
	Net Appropriations	40,827,721	53,084,122	3,198,070	56,282,192
8500	Operating Reserves	4,524,868	4,696,559	13,167	4,709,726
8700	Capital Reserves	38,115,577	17,290,550	6,169,997	23,460,547
	Total Reserves	42,640,445	21,987,109	6,183,164	28,170,273
	TOTAL REQUIREMENTS	83,468,166	75,071,231	9,381,234	84,452,465



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: September 7, 2023
Meeting: September 12, 2023
Re: Director's Report

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

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

Mental Health First Aid

Our new Mental Health First Aid (MHFA) training enables us to help those in need and connect communities to valuable resources. Three library staff have become certified MHFA trainers and are offering free, in-person training at multiple community library locations. Participants will learn how to identify, understand, and respond to someone experiencing a mental health crisis. Millbrae reached its 25-seat capacity weeks in advance—a sign that community members are eager to participate. Five of our libraries have upcoming trainings: North Fair Oaks, Belmont, Half Moon Bay, Brisbane, and San Carlos. Each course is eight hours and will be offered in two sessions over two days. Our MHFA training has drawn positive media attention: News outlets such as SF Gate, MSN and Local News Matters featured the program on their websites. In addition, KRON4 interviewed San Carlos Councilmember and JPA Governing Board Chair Sara McDowell about the training. San Mateo County Libraries takes pride in empowering our communities through meaningful learning experiences.

Video: [San Mateo County libraries offer mental health training | KRON4](#)

CORA Healthy Relationships Partnership

Thanks to our new collaboration with Community Overcoming Relationship Abuse (CORA) 250 families in the community with high equity priority will be provided with TDAH (To Do At Home) kits. Reading books, visiting local libraries, making meals, and participating in art projects are a few of the wonderful family-friendly activities that parents and children can engage in to make lifelong memories. Families enrolled in the eight-week program receive an array of educational materials in the form of games and family-focused exercises. These activities teach healthy relationships and communication by emphasizing role equity, teamwork, and conflict management.

Through our partnership, TDAH staff will check in with participating families to provide support when necessary and ensure caregivers engage with materials. For the first eight-week session that began mid-August, we enrolled 62 families, primarily from East Palo Alto, North Fair Oaks, Half Moon Bay, and Pescadero. Families are highly engaged and actively participating in the program, and we already have an interest list for the next round.

Karaoke Machines

Each year, our staff has the opportunity to pitch innovative ideas to implement for our communities. One winning idea was making karaoke machines available for checkout. We purchased 13 machines for the pilot program—one for each of our libraries. The karaoke machines debuted to the public on July 13 and every machine was checked out within a day and a half. Since then, about 75% of the machines are consistently checked out. A Woodside community member shared a photo of their daughter singing to her stuffie, a performance that lasted an hour and a half. Due to popularity, we anticipate purchasing additional machines for our libraries so more people can enjoy them.



Increased Technology to Improve Outcomes

Community interest in library technology has been consistently high since the pandemic. To continue addressing inequities in technology and internet access, we have increased our fleet of laptop/Wi-Fi combos to 450 and Chromebooks to 750. In addition, we are replacing 100 outreach laptops to support programs, workshops, and events. This new influx of technology will help remove barriers to opportunities that could improve economic, educational, and health outcomes for our communities.

Private and Secure Appointment Spaces

Our libraries will soon offer the technology and space to accommodate private and secure appointments. As virtual meetings and appointments soar, many community members struggle with access to a quiet, private space and adequate technology. San Mateo County Libraries' new service will offer private spaces and the necessary video and audio equipment to hold health, legal, financial, school and business appointments in our libraries. We will provide the necessary technology, including a dedicated laptop with ADA accessible software, a 17-inch screen, secure wireless connection, headphones and preloaded software. Patrons will be able to hold video meetings in one of our study or meeting rooms and practical and technical support from staff will be readily available to those needing assistance setting up the visit. In our libraries that do not currently offer small meeting rooms, we are exploring privacy pods and other modular meeting room options.

Annual Disaster Preparedness Day

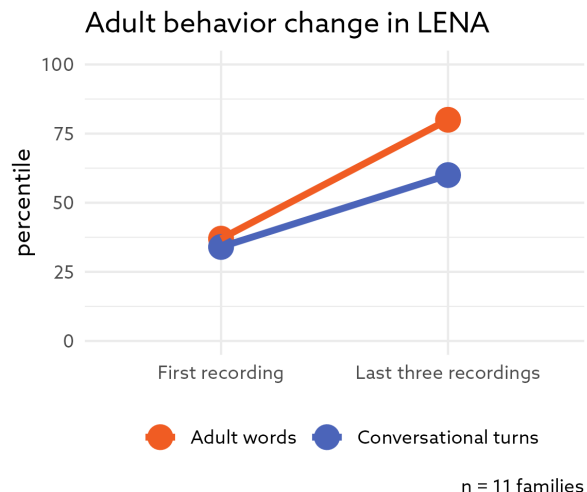
Our Bookmobile participated in the 19th Annual Disaster Preparedness Day on August 5. Coordinated by the County Department of Emergency Management, the event brought together a diverse range of participants such as first responders, fire departments, rescue teams, and other community members. Over 400 people visited the Bookmobile booth at the event, and our presence there resulted in meaningful interactions with the local community.

During the event, Bookmobile staff promoted library services and the Summer Learning Challenge—a program designed to keep children and young adults engaged in learning throughout the summer months. By offering participants the chance to sign up for the challenge and gifting them a free book, we underscored the library's commitment to education and enrichment.

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

Talk Read Sing

Thirty-six families with young children participated in our research-based Talk Read Sing session in spring 2023. The early literacy scores of children whose families take part in this program are considerably higher than children who do not. The participating children are also more likely to start preschool with advanced literacy skills. Our families achieved a 43% increase in words spoken to their child and a 26% increase in back-and-forth dialogue between the child and adult.



One parent in East Palo Alto said, *"The program has helped me so much as a new mom, I have applied the lessons into our daily routine. [My child] used to dislike reading but using the strategies I learned from the program, I noticed he enjoys storytimes at home and shows more curiosity toward reading."*

Stronger Together Pescadero

La-Honda Pescadero School District reached out to us with a challenge—despite making great literacy gains for school-age children, they needed help engaging kids and families before they started school. We successfully pursued grant funding to establish Stronger Together Pescadero, a new partnership to support children in the area to be preschool ready.

By connecting with farmworkers and other rural residents with young children, we are working to overcome inequities that disconnect and isolate rural, primarily Spanish-speaking residents on the coast. Our focus is to engage families of young children in early literacy experiences and mobile literacy events. We have established an ongoing early learning hub in the community complete with books in Spanish and English as well as educational toys. Intensive early literacy classes offered over 10 weeks have been completed by eight Spanish-speaking families who became so close during their sessions that they have continued to keep meeting.

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

Makerspaces

We are working closely with our city partners to have new makerspaces available to our community members. On July 25, the City of Millbrae approved awarding a construction contract to VNH Builders for the Library Makerspace Project. VNH was the lowest qualified bidder and has experience with local and public sector clients. We anticipate that the Millbrae community will enjoy their new makerspace by early next year. In June, we released a



Request for Proposals for architectural services for the San Carlos makerspace and received five bids. The award went to WRNS Studios which submitted the lowest qualified bid and has experience designing makerspaces. WRNS Studios will help us gather community and stakeholder input to inform programming plans. We continue to work with Foster City to finalize construction documents for approval, permitting, and bidding. This project is expected to be permitted and bid for construction this fall. We look forward to growing our community of makers throughout our libraries.

Makermobile Now Touring

After researching vehicles throughout the U.S. and abroad, we have discovered that our Makermobile is one-of-a-kind. We could not find any other all-electric Makermobiles. Look out for our unique Makermobile as it visits community libraries and events in August, September, and October. Additionally, the Makermobile will make routine visits to the unincorporated coastal area in collaboration with library-sponsored outreach events. Staff can reserve the Makermobile for special events, programs, and communities without makerspaces after it has traveled to all of our libraries.

North Fair Oaks Murals

Colectivo Cultural de North Fair Oaks is revitalizing the Fifth Avenue underpass by painting murals of the community's rich history and culture. Experienced muralist Emily Fromm is leading the project. Fromm spoke with locals and explored the vibrant architecture and colors of North Fair Oaks to gain ideas for the project. She was particularly inspired by the handmade signs of shops and organizations. The murals will showcase local sites and scenes, and community members of all ages are welcome to help with the project. North Fair Oaks Library staff were excited to provide their input on the library vignette. Fromm is working with translators from the County's Office of Community Affairs to have mural text in English and Spanish. North Fair Oaks residents will soon have a beautiful Fifth Avenue underpass to enjoy.



Article: [Muralist works with North Fair Oaks community to revitalize Fifth Avenue underpass](#) (RWC Pulse)

Pacifica Library Update

The Pacifica City Council has taken action to reorganize and appoint new membership to the City's Library Advisory Committee (LAC) and prepare to convene the LAC in its new form after a long hiatus. The Pacifica Library Foundation made the decision to dissolve in January 2023. The LAC will be taking on future outreach and advocacy efforts.

San Mateo County Libraries and the City of Pacifica continue to work closely with architects, engineers, and the general contractor to move forward on the new Pacifica Sanchez Library Outpost. We anticipate starting the installation process this fall with project completion in early 2024.



Library and City staff are working with Group 4 Architecture to develop a building drawing plan for the outdoor vending machine that creates a space designed to inspire community engagement as well as address the libraries' goal to expand a culture of learning and participation. A canopy will be installed around the surrounding environment that will protect the machine and also provide sun

protection for our patrons while using the Outpost. Patrons will be able to leisurely relax and read on new sustainable outdoor furniture that will blend nicely with the landscape. The Library Outpost will also help to bridge the digital divide by providing free wifi service and an easily accessible path to library services, including books and media.

San Mateo County Libraries is looking at various ways to bring library materials closer to the homes and workplaces of our community members that are historically or currently underserved, challenged by geographic isolation from their nearest library, and/or limited in public transportation options. One way to better serve these populations is to establish Library Outposts or 24-hour access library lending, vending machines. We look forward to collaborating with other partner cities to install more self-service Library Outposts throughout San Mateo County.

East Palo Alto Library Update

The County Public Works HVAC project at the East Palo Alto Government facility, that includes the library continues. Work on the second-floor adult literacy room is expected to be completed sometime this month. Work in the library space is expected to start in November, resulting in a short closure of approximately three months. Staff are currently working with the County, City and partners to identify a schedule and temporary services.

Exciting progress towards a new library continues to be made. The City of East Palo Alto will soon issue an RFP for an architect to complete a final design for the new library, and the Foundation for San Mateo County Libraries has hired Lotus Consulting to conduct a fundraising feasibility study.

Artificial Intelligence Program Series

San Mateo County Libraries will be collaborating with Women in AI Ethics to introduce a program called "AI for Communities." This program reflects our commitment to community education, technological literacy, and the exploration of emerging technologies. AI for Communities is a series of three classes designed to foster a better understanding of artificial intelligence (AI) among our community members.

We recognize that AI is becoming an integral part of modern life, and it is important to ensure that our patrons are equipped with the knowledge necessary to navigate this new technological landscape effectively and integrate AI into their personal and professional lives. The first class is scheduled for Thursday, August 31. Subsequent classes will be held on the following two Thursdays, creating a cohesive three-week program that encourages sustained learning and engagement. Register and learn more at [eventsAI](#).

Making Visits Count

We recently upgraded our door-count technology used to count visitors that walk through our library doors. All of our libraries have transitioned to cloud-based people counters. These modern counters furnish instantaneous data insights, including hourly counts. This advanced technology offers a more precise approach to gauging and monitoring building occupancy. It empowers us to identify peak traffic hours and make necessary adjustments to services and resources.

Employee Service Awards

Two employees are being honored by the County for their completed years of service: Kat Wiszowaty, Community Program Specialist (20 years) and Jamie Westfold, Woodside Library Assistant (10 years). Congratulations to Kat and Jamie on their many years of service and numerous contributions to San Mateo County Libraries!

Staff Development Day

Our Library Champions provide vital support to our communities, and we want to make sure they remain inspired and committed to offering the best service to our patrons. Every year, we close our libraries so that staff can gather for an inspiring day filled with activities to promote motivation, wellness, and professional growth.



Staff Development Day will take place on Thursday, October 26. San Mateo County Libraries will close all locations and customer care so that all staff may participate in this full-day training event. As has been past practice, the public will be provided early notification of this closure.

Library Personnel News

We are excited to share the following personnel announcements:

Christine Gonzalez has accepted the position of Senior Graphics Designer in our Communications Division. Christine joins us from Roofstock in Oakland where she worked as a Virtual Designer improving Roofstock products to ensure a unified brand identity and experience for users. Christine holds a bachelor's degree in design from the University of San Francisco and a UX design certificate. Christine is bilingual in Spanish.

Susan Hoff has accepted the position of Library Assistant at the Millbrae Library. Susan previously worked as a Library Aide at the Half Moon Bay Library and San Carlos Library.

Djura Namini has accepted the position of Library Assistant at the San Carlos Library. Djura previously served as an Extra Help Library Assistant and as a Library Aide in Access Services.

Sandy Naranjo-Lopez has accepted the position of Library Assistant at the Half Moon Bay Library. Sandy previously worked as a Library Aide at the Half Moon Bay Library. Sandy is bilingual in Spanish.

Kit Rhoades has accepted the position of Library Assistant at the Foster City Library. Kit previously served as an Extra Help Library Assistant and Library Aide at the Foster City Library.

Elise Staples has accepted a promotion as Youth and Family Services Manager. Elise started her career at SMCL in 2012 as an Extra Help Library Assistant. She has held numerous roles throughout our organization and worked at more than half of our libraries. Elise has enjoyed creating STEM-based programs for youth, working on the creation of the Maker Space Master Plan, and successfully winning a Pitch It! to bring sewing machines to the community. Through her most recent position as Millbrae Library Manager and her varied experience over the last 11 years, Elise has developed a deep knowledge of our communities. Elise has a MLIS from San Jose State University and a BA in Psychology from UC Santa Barbara.

Jessica Vasquez has accepted the position of Library Assistant at the East Palo Alto Library. Jessica previously worked as an Extra Help Library Assistant at East Palo Alto. Jessica is bilingual in Spanish.

Felicia Ward has accepted the position of Development Manager. Felicia previously worked for Stanford University as a Program Manager for the Alumni Association. She was also the Donor Relations Manager for the San Mateo Community College District, a role in which she designed and executed annual fundraising, engagement and outreach events, developed and managed grant programs, and was responsible for volunteer programs. Felicia attained her bachelor's degree in psychology from Columbia University.

Welcome and congratulations to all our Library Champions!

San Mateo County Libraries in the News

- [Bibliotecas en San Mateo impartirán clases gratuitas de primeros auxilios de salud mental](#) (Univision)
- [County Libraries to Offer Free Mental Health First Aid Training](#) (SM Daily Journal)
- [Libraries To Offer Mental Health First Aid Training](#) (SF Gate)
- [The Example set by the Foster City Library](#) (San Mateo Daily Journal)



Annual Report

We are thrilled to present the 2022-2023 Annual Report and would like to thank the Library JPA Governing Board and Operations Committee, the Friends of the Library groups, the Foundation for San Mateo County Libraries, our dedicated volunteers and generous donors, amazing staff and our many partners who supported another successful year. This impactful report will be shared with all JPA members, stakeholders and library partners and is available at [2022-2023-Annual Report](#).