



Joint Powers Authority Governing Board

Rick DeGolia, Atherton

Julia Mates, Belmont

Karen Cunningham, Brisbane (Vice Chair)

Antonio López, East Palo Alto

Art Kiesel, Foster City

Deborah Penrose, Half Moon Bay

Maurice Goodman, Millbrae

Tygarjas Bigstyck, Pacifica

Sarah Wernikoff, Portola Valley

Sara McDowell, San Carlos (Chair)

Warren Slocum, San Mateo County

Dick Brown, Woodside

San Mateo County Library Joint Powers Authority**Governing Board Agenda****May 20, 2024, 8:15 a.m.**

Meetings of the Joint Powers Authority Governing Board 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/99641877159?pwd=NWZpMm9YOXd6UjJRTVp0VIZRWkJTUT09>

Or Telephone: +1 669 900 6833 Meeting ID: 996 4187 7159 Password: 604692

Meeting Location:

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

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 February 5, 2024 Minutes	
B. Approval of the April 29, 2024 Joint Meeting Minutes	
C. Director's Report	
IV. Introduction to the Recommended Budget FY 2024-25	Information
V. Governing Board Members Announcements	Information
VI. Adjournment	Action

2024 Governing Board Meetings: June 17, September 16, November 4
2024 Operations Committee Meetings: June 11, September 10, October 29



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of February 5, 2024

Board Members Present:

Rick DeGolia, Atherton
Julia Mates, Belmont
Karen Cunningham, Brisbane (Vice Chair)
Antonio López, East Palo Alto
Art Kiesel, Foster City
Deborah Penrose, Half Moon Bay
Maurice Goodman, Millbrae
Tygarjas Bigstyck, Pacifica
Sarah Wernikoff, Portola Valley
Sara McDowell, San Carlos (Chair)
Warren Slocum, San Mateo County
Dick Brown, Woodside

Staff Present:

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

Others Present:

Mona Abboud, InterEthnica
Anna Wood, InterEthnica

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- I. Call to Order. The meeting was called to order at 8:16 a.m. by Chair McDowell.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the Approval of the November 13, 2023 Minutes, Financial Audit Report for FY 2022-23 and the Director's Report.

Motion: Approve the Consent Agenda without changes. Passed (MSP: DeGolia/Mates).
 - IV. Strategic Plan Report and Work Session. Deputy Director Risley gave a brief overview of the Strategic Plan Report and introduced our consultants. InterEthnica consultants conducted a special presentation about the project plan and process. All members participated in an interactive activity to gather valuable insights from the Governing Board. Board members expressed the importance of this work and their desire for robust community engagement.

Motion: Accept the Strategic Plan Report. Passed (MSP: Penrose/Bigstyck).
 - V. FY 2023-24 Mid-Year Report. Financial Services Manager Freeland provided an overview of the FY 2023-24 Mid-Year Financial Report which included year-end estimates and budget development recommendations for FY 24-25. By year end, the Library is estimated to realize 111% of projected revenue and spend approximately 93% of budgeted expenditures. The Revenue variance of \$4.5M is

primarily attributed to secured property taxes and Excess ERAF, which are expected to exceed budgeted amounts. Expenditure savings are estimated at \$4M, mainly due to salary and benefit savings from staffing vacancies as well as savings in services and supplies and fixed assets resulting from project delays that will carry forward to the next fiscal year.

Member Brown expressed that he would like to focus on how the library is growing its user base. Vice Chair Cunningham proposed an increase in marketing and outreach efforts, even if they may seem repetitive. Member Wernikoff suggested the implementation of a dashboard featuring key performance indicators to measure the success and effectiveness of outreach. Member Penrose underscored the importance of gathering consumer input, favoring 1:1 contact over surveys. Member Brown suggested tracking progress by identifying and reviewing underserved communities. Member Goodman highlighted the significance of engagement and understanding who is not currently using the library. Member Mates proposed defining specific goals for library utilization and tracking various types of engagement. Member Slocum advised checking with the County's CFO to assess potential impacts on revenue projections from factors like commercial office space and specific funds like VLF and ERAF. Member López expressed interest in desegregating data to understand the correlation between online services utilization and different communities. He mentioned the efforts to provide hotspots in areas without WiFi and wants to track who is coming online and who isn't. He also highlighted the library's role during emergencies, such as storms, where people seek shelter for warmth and phone charging.

Motion: Accept the FY 2023-24 Mid-Year Financial Report and approve for staff to move forward with the development of the FY 2024-25 Budget. Passed (MSP: Cunningham/ López).

Approval of Library Policies. Director Despain provided an overview of the five policies that staff is recommending for approval. The Guidelines for Addressing the Library JPA, Library Building Planning Policy, Furnishings and Equipment Funding Policy, Material Access and Selection Policy, and Behavior Policy. Members discussed the timing of updates and Director Despain responded that there have not been specific incidents but rather staff is wanting to be proactive. Minor revisions to the Behavior policy were discussed to clarify prohibited behaviors. Deputy Director Abler also stated efforts were also being made to increase collaborations with members for support in enforcing policies, suspensions, and addressing unacceptable behaviors.

Motion: Approve the Behavior Policy, Furnishings and Equipment Funding Policy, Library Building Planning Policy, Material Access and Selection Policy and the Guidelines for Addressing the Library JPA for approval. Passed (MSP: López/Brown).

- VI. Bookmobile Purchase Approval. Deputy Director Risley presented the Bookmobile purchase for approval. Staff conducted a comprehensive review of specifications and metrics from external library bookmobile processes, as well as our own Makermobile process, to formulate a well-defined project. A detailed request for proposal was then

released in September 2023. Two vendors submitted proposals for bookmobile services, both quoting costs significantly exceeding the budgeted and approved amount in the FY 2023-24 budget. Members discussed the high costs, advantages and disadvantages of hybrid, all gas or all electric vehicles, the benefits of the investment and recommendations for obtaining additional funding to offset expenses.

Various members expressed considerations and questions regarding the replacement of the bookmobile. Member Penrose emphasized the importance of evaluating what additional benefits are obtained with an all-electric vehicle. Member DeGolia questioned whether the bookmobile's requirements differ from typical ones, considering the Library's innovative experiences with mobile vehicles. Member Mates raised concerns about the substantial upfront cost of electric vehicles and suggested comparing the benefits of electric versus gasoline-powered options, including factors like maintenance, safety, and lifespan. Member Brown inquired about the outreach impact and the number of people reached by the bookmobile. Member Lopez shared personal experiences and raised questions about the size, locations, and impact of the bookmobile, particularly focusing on reaching community gathering places/hubs. Member Bigstyk inquired about the current cost of gas for comparison and recommended seeking funding support from PCE. Member Mates expressed support for the recommendation, emphasizing its alignment with goals of outreach, access, and growth. Member Goodman supported the proposal but raised concerns about the stage of the electric vehicle company and issues related to battery degradation. Member Mates reiterated the need for information on maintenance, lifespan, and potential drawbacks of the electric bookmobile. Chair McDowell summarized the discussion and indicated support for the bookmobile replacement but underscored the importance of obtaining comprehensive information to make an informed decision on the choice between electric and fossil fuel options.

Motion: No motions or votes were made.

- VII. Governing Board Member Announcements. Chair McDowell suggested establishing a library policy requiring that the Governing Board re-evaluate large purchases exceeding the budget. Director Despain confirmed that this provision could be incorporated into the Procurement Policy. Additionally, Member Slocum and Member López mentioned the recent celebration of the groundbreaking for an affordable housing project in East Palo Alto.

- VIII. Adjournment. The meeting adjourned at 9:31 a.m.



San Mateo County Libraries Joint Powers Authority
Meeting Minutes of April 29, 2024

Board Members Present:

Rick DeGolia, Atherton
Julia Mates, Belmont
Karen Cunningham, Brisbane (Vice Chair)
Antonio López, East Palo Alto
Art Kiesel, Foster City
Deborah Penrose, Half Moon Bay
Tygarjas Bigstych, Pacifica
Sarah Wernikoff, Portola Valley
Sara McDowell, San Carlos (Chair)
Dick Brown, Woodside

Operations Committee Members Present:

George Rodericks, Atherton (Chair)
Clay Holstine, Brisbane
Melvin Gaines, East Palo Alto
Matthew Chidester, Half Moon Bay
Hannah Moran, Millbrae
Kevin Woodhouse, Pacifica (Vice Chair)
Sharif Etman, Portola Valley
Crystal Mui, San Carlos
Justin Mates, San Mateo County
Kevin Bryant, Woodside

Staff and Others Present:

Anne-Marie Despain
Mary Abler
Danae Ramirez
Carine Risley

Lindsey Freeland
Priscilla Bermudez
Sharon Kang, InterEthnica
Mona Abboud, InterEthnica

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- I. Call to Order. The meeting was called to order at 8:38 a.m. by Chair McDowell.
 - II. Public Comments. None.
 - III. Introductions. Chair McDowell welcomed everyone to the meeting. Member Holstine was recognized by Chair McDowell and Vice Chair Cunningham for his 25 years of service on the Library JPA Operations Committee. They highlighted his achievements and contributions and presented him with a Certificate of Appreciation. Following this, all members introduced themselves and conveyed an emotion they aspire patrons to experience upon entering our libraries.
 - IV. Strategic Plan Update and Discussion. Director Despain welcomed JPA members and presented the strategic plan report, followed by Deputy Director Risley introducing Mona Abboud and Sharon Kang, consultants from InterEthnica. Mona and Sharon provided an update on the strategic plan and early insights based on preliminary stakeholder and community engagement efforts. Members discussed and provided input on next steps in community engagement.
 - V. Adjournment and Tour of the Millbrae Makerspace. The meeting adjourned at 11:09 a.m.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: May 14, 2024
Meeting: May 20, 2024
Re: Director's Report

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

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

Millbrae Makerspace Ribbon Cutting

On April 13, the Millbrae Library celebrated the grand opening of its new makerspace, welcoming over 1,000 community members over the course of a day. City officials marked the occasion with speeches, a ribbon-cutting ceremony, and a vibrant lion dance performance for auspicious beginnings.



The makerspace, which was a community-driven initiative, offers a diverse range of activities including arts and crafts, robotics, design and fabrication, sewing, coding, 3D printing, laser cutting, photography, virtual reality, and much more. This endeavor was made possible through a collaboration between the Library, the City of Millbrae, and the Friends of the Library, whose

support was instrumental in the makerspace's realization. The Millbrae makerspace stands alongside three other makerspaces in our libraries and represents the first renovation makerspace project within an existing library. Every aspect of the makerspace's design adheres to our Makerspace Master Plan.

East Palo Alto Library Update

East Palo Alto Library staff recently moved back into a wonderfully bright, beautiful, and newly refreshed library after the completion of scheduled renovations. In addition to new carpet, paint and lighting, the large circulation desk was downsized, and fixed shelving was replaced with moveable options so staff can experiment and try an updated layout



designed to encourage patron browsing. The new layout emphasizes openness and invites community members inside to connect and engage with each other and staff.

This update should serve the community well while we continue to work on the ultimate goal of a new East Palo Alto Library. In March, the City Council approved a contract with Noll & Tam Architects as the recommended firm for the remaining design services (Noll & Tam was the architect for the Half Moon Bay

Library). The council was also asked to invest additional funds and commit to the completion of the library's final program and construction documents, which will kick off efforts to re-engage the community in the planning and designing of their new library.

Atherton Library Children's Garden

We are excited to announce that we have selected the landscape architect firm Miller Company Landscape Architects to provide design services for a new Atherton Library Children's Garden. The makerspace deck overlooks an estimated 400 square-foot outdoor space which is the planned location for the play area. The garden will provide a developmentally appropriate outdoor learning



environment for young children and their families to connect with and explore nature through open-ended play. Research shows that spending time in nature has positive and wide-ranging impacts on early child development, supporting physical, social, emotional, and intellectual growth. Working collaboratively with key stakeholders from the Friends of the Atherton Library and the Town, the Library will gather community feedback to develop a sustainable garden that complements the existing mature trees, incorporates native plants and water-saving features, while providing opportunities for early childhood environmental education and hands-on engagement with nature.

The community is invited to a [design workshop](#) on Monday, May 20 from 4:00-5:00 PM.

San Carlos Library Makerspace

The Library received enthusiastic community input last month when we hosted a community workshop to hear ideas, needs, and priorities for a new San Carlos Library makerspace. WRNS Studio, the architect for the project, led a public community input session to understand how the community would like to use the space and what tools, activities, or skills community members are most excited about. The input session was attended by 45 interested stakeholders of all ages. The makerspace is planned to be approximately 1,000 square feet and will be located on the second floor.



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

Inspiring Summers Preview

We are thrilled to embark on another year of the Big Lift Inspiring Summers program alongside our original cohort of district partners spanning South San Francisco, Daly City, San Bruno, Half Moon Bay, Redwood City, and Pescadero. Approximately 980 students, ranging from rising kindergarteners to rising third graders countywide, will partake in dynamic, hands-on summer activities focused on literacy, math, STEAM, and mindfulness. Collaborating with district and library staff, as well as 130 learning facilitators, we aim to provide engaging experiences.

In addition to exciting off-site field trips, including visits to the library, all students will have the opportunity to explore and learn with the Makermobile. This year marks a significant milestone as, for the first time since the pandemic, all program sites will welcome families on-site for community breakfasts. This gathering will serve as a platform for families to connect with various community resources, library services, and literacy initiatives aimed at enriching learning experiences at home.

JPA members are invited to visit the camps again this year on June 28, July 19 and July 2. More information will be sent out in June. We hope you can join us to witness the magic of Inspiring Summers.



Diverse Collections

The number of titles in our collections covering Diversity, Equity, and Inclusion (DEI)-based topics is growing, spanning all age groups and media types. With 35% of the collection covering DEI topics and these titles accounting for 41% of the overall circulation, our juvenile fiction collection leads the field in both number and circulation. DEI novels comprise 19% of the adult fiction collection and account for 24% of the total circulation.

Strategic Youth and Family Outreach

Through our partnership with CORA (Community Overcoming Relationship Abuse), we are in our third round of the TDAH (to do at home) program. The program provides take-home activity bags designed for families with youth ages 0–5 to help foster stronger relationships, deepen family bonds and create lifelong memories. We are especially focused on engaging families in historically under-resourced communities. Families have reported loving the program, and we are excited to initiate an additional round later this spring.



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

Library Strategic Planning Process

Earlier this year we worked with our Strategic Plan consultant InterEthnica to engage the JPA Governing Board, Operations Committee, Friends of the Library, Foundation, staff and volunteers in meaningful activities to gain insight into what is working well, service gaps, and desired improvements, service area changes and priorities for the future.

We are currently immersed in the work of deeply and thoughtfully engaging the public through surveys and community interviews. The goal is to gather feedback from 3,500 community members with a focus on equitable and inclusive engagement, reaching beyond our facilities and gathering input from a diverse group of library users and non-users.

On April 29, the Library JPA Governing Board and Operations Committee held a joint meeting to hear an update on our progress, consider preliminary feedback and response patterns, and discuss next steps. The remaining community engagement, focus groups and individual stakeholder interviews will incorporate the input and guidance received and continue to work to ensure inclusive participation from our diverse community members.

In the next phase, analysis of insights and data collection will be completed to begin drafting the new plan to align with the identified needs and aspirations of the community and staff. Stakeholders will again be invited to assist in the refinement of the plan, ensuring the plan's relevance and effectiveness, and support for the final plan to be approved by the Library JPA Governing Board.

National Women's History Month

The month of March marked an opportunity to reflect on all the women who inspire us and to learn more about women we may not be as familiar with. We encouraged library staff and patrons to explore our [adult](#), [teen](#), and [children's](#) book lists showcasing women's accomplishments throughout history. Access Services staff also recommended our robust women's history collections powered by [Boundless](#) and [OverDrive](#).

Black History Month

For youth and families, our celebration of Black History Month included African Village Drumming with Onye and Afro-Peruvian dance classes with Cumanacué. The colorful



paintings of Alma Thomas and textile arts from the Quilters of Gee's Bend also inspired us to create during Power Up Afternoons.

Our adult Black History Month programming resonated with over 123 members of the public. We hosted Cultivating Compassion Workshops with Lakiba Pittman, documentary screenings of Cheryl Fabio's *A Rising Tide: A Look at Homelessness in Alameda County*, and a panel discussion titled Celebrating Black

Achievement: A Moderated Discussion which had 31 participants. During that moderated discussion, panelists shared their success stories and experiences overcoming bias and discrimination. Peninsula Clean Energy told us that they used the program as a springboard to further their DEI goals" "The discussion offered many insights to reflect on. We're grateful for your leadership in bringing these conversations to our community as well as the library's other excellent programs during Black History Month."

Chromebooks, Hotspots and Combos Are Now Holdable

WiFi hotspots and Chromebooks are now holdable across San Mateo County Libraries. These hotspots and laptops are a vital resource for our patrons, allowing them to access the internet from anywhere to take care of their everyday needs online. Previously, hotspots and laptops were available on a first-come, first-served basis, meaning patrons would often call Customer Care ahead to check if libraries had items in stock. With holds now available in our catalog, patrons can ensure a hotspot or Chromebook will be ready for them when they need it. We were able to make this change thanks to the addition of 1,000 new hotspots.

Digital Material Use

Over the past six months, circulation through the Palace Project has surged by 66%, fueled by increased promotion by the State Library and heightened public awareness as an efficient alternative to multiple apps. Additionally, the State Library's eBooks for All program continuously expands the collection, further driving up circulation. This platform offers an optimal solution for readers who prefer not to manage multiple apps to access their desired eBooks. For instance, a patron at the Atherton Library expressed difficulty in tracking borrowed eBooks across different platforms. Upon learning about this integrated platform from library staff and setting up her account, she found the service highly satisfactory and intended to utilize it exclusively for her reading needs.

Top Circulating eBook and eAudio Titles

The highest circulating title amongst SMCL patrons this fiscal year so far remains [*Lessons in Chemistry*](#) by Bonnie Garmus in eAudiobook format (the eBook is #9 in our top circulations list). The top circulating teen title is [*The Summer I Turned Pretty*](#) by Jenny Han in eBook format while the top circulating children's title is the eBook version of [*Karen's Birthday*](#) by Anne M. Martin.

Staff Professional Development

Seventeen library staff members from various locations participated in the PLA (Public Library Association) Conference held in Columbus, Ohio. During the event, Library Champions gained valuable insights from library leaders nationwide regarding innovative services and programs. They also had the opportunity to explore an exhibit hall featuring over 300 vendors offering library products and to connect with thousands of other library professionals. Notable highlights of the conference included sessions focused on learning from other libraries about restorative practices for teens, trauma-informed approaches for supporting staff, and initiatives related to food justice. Staff members are eager to share their newfound knowledge with their colleagues and implement it within their respective roles.

Library Personnel News

We are excited to share the following personnel announcements:

Nancy Analco has accepted a promotion to Senior Librarian at the North Fair Oaks Library. Nancy previously served as a Librarian at the Half Moon Bay Library. Nancy holds an MLIS from San Jose State University and a bachelor's degree in language studies with emphasis in Spanish from the University of California Santa Cruz. Nancy is bilingual in Spanish.

Morelia Andrade has accepted a promotion to Community Program Specialist at the Half Moon Bay Library. She previously worked as a Library Assistant and a Big Lift Inspiring Summers facilitator. Morelia holds a bachelor's degree in public health from California State University East Bay and is bilingual in Spanish.

Yanin Arevalos has accepted the position of Library Assistant at the North Fair Oaks Library. Yanin previously served as an Extra Help Library Assistant and as a Library Aide at the Half Moon Bay Library. Yanin is bilingual in Spanish.

Anjali Bhat has accepted the position of Librarian at the Foster City Library. Anjali joins us from the Santa Clara County Library District where she worked as a Library Assistant. Anjali holds a MLIS from San Jose State University and a bachelor's degree in communication and English from UC Davis.

Min-I Chou has accepted a promotion to Senior Librarian at the Brisbane Library. Min-I previously served as a Librarian at the Foster City Library. Min-I holds an MLIS from the University of Washington and a bachelor's degree in history from National Chengchi University. Min-I is bilingual in Mandarin.

Kristen Flores has accepted the position of Librarian at the East Palo Alto Library. Kristen joins us from the Oakland Unified School District where she worked as a Library Technician. Kristen holds a MLIS from San Jose State University and a bachelor's degree in conservation and resource studies and Chicano Studies from UC Berkeley. Kristen is bilingual in Spanish.

Claire Huysentruyt has accepted a promotion to Librarian at the San Carlos Library. Claire previously served as a Library Assistant at the Pacifica Libraries. Claire holds a MLIS from San Jose State University and a bachelor's degree in American studies from the University of California Santa Cruz.

Masha Kennedy has accepted the position of Development Manager. Masha previously worked as the Director of Partnerships and Memberships at the Public Policy Forum and as the Deputy Director of Development at UNICEF Canada. Masha holds a bachelor's degree in physical education and kinesiology from the University of Toronto. She is currently pursuing a Master of Business Administration from Campbellsville University. Masha is bilingual in Russian.

Giselle Mendoza Leonardo has accepted a promotion to Librarian at the North Fair Oaks Library. She previously served as a Library Assistant. Giselle holds a MLIS from San Jose State University and a bachelor's degree in Sociology and Latin American and Latino Studies from the University of California Santa Cruz. Giselle is bilingual in Spanish.

Daniella Quintanilla has accepted the position of Library Assistant at the Millbrae Library. Daniella previously served as a Library Aide at the Foster City Library. Daniella is bilingual in Spanish.

Kelly Reinaker has accepted a promotion to Senior Librarian at the Half Moon Bay Library. Kelly previously served as a Librarian at the East Palo Alto Library. Kelly holds an MLIS from Kent State University and a bachelor's degree in Spanish from Ohio State University. Kelly is bilingual in Spanish.

Chuang Wang has accepted the position of Library Assistant at the Belmont Library. Chuang previously served as a Library Aide at the Half Moon Bay Library. Chuang is bilingual in Mandarin.

Tiffany Zhao has accepted the position of Library Assistant at the Millbrae Library. Tiffany joins us from the Charity Cultural Services Center where she was a program coordinator. Tiffany is bilingual in Cantonese.

Welcome, best wishes, and congratulations to all of these Library Champions!

In the News

- [Millbrae to open new makerspace](#) The Daily Journal, April 12, 2024
- [Checking out The Best Recommendations at Peninsula Libraries](#) Palo Alto Online, April 4, 2024
- [ABCs of Book Banning nominated for Oscar](#) American Libraries Magazine, January 23, 2024, Documentary at: [The ABCs of Book Banning](#).



To: JPA Governing Board
From: Anne-Marie Despain, Director
Lindsey Freeland, Finance Manager
Date: May 14, 2024
Meeting: May 20, 2024
Re: Introduction to the Recommended Budget FY 2024-25

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 2024-25 Recommended Budget Priorities

The Recommended Budget prioritizes and distributes resources to support goals that are in line with our Strategic Plan. Over the past several years through the budgeting process, the Library JPA has approved significant increases to library staff, enhancements to services, and investments in one-time projects.

The FY 2024-25 Recommended Budget continues to reflect many of these recent investments but does not include significantly new initiatives. This is primarily due to our current strategic planning efforts, which will identify the needs and aspirations of the community and guide our future work.

The following priorities will be continued and implemented this year:

- Complete robust strategic planning work to develop a new vision, mission and strategic goals for the future. Implement our new Strategic Plan to ensure our work responds to the priorities identified through community and stakeholder outreach and engagement efforts.
- Support the well-being and growth of our library champions and amplify their talents.
- Reach more community members through intentional outreach and marketing efforts.
- 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.
- 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 2024-25 Recommended Budget Highlights

The proposed FY 2024-25 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 2024-25 Recommended Budget are \$78,782,567. Total Revenue is \$42,048,011 and Net Appropriations, or the total operating budget, is \$51,717,961. Salaries and benefits comprise our largest expense and total \$26,501,129, representing 51% of the total operating budget. The budget sets Operating Reserves at \$5,072,673 and Capital Reserves at \$21,991,933, in compliance with the JPA Fund Balance Policy.

Key projects for FY 2024-25 include updating furniture and shelving in our facilities and making strategic investments to bolster building resiliency; upgrading our library conference rooms to be hybrid meeting compatible; installing privacy pods in our libraries; purchasing assets to enhance outreach efforts, including two additional library outposts and five outreach vehicles; expanding adult literacy services, programs, and outreach; and designing new makerspaces. Three new Library Assistant positions, two part-time and one full-time, are also recommended and incorporated into the proposed budget to support to our facility project division and systemwide initiatives. These positions will be used strategically to move forward large capital projects such as new libraries, library outposts, and makerspaces.

Fiscal Impact

There is no fiscal impact associated with the Introduction of the FY 2024-25 Recommended Budget.

Recommendation

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

Attachment

FY 2024-25 Recommended Budget



Fiscal Year 2024-25

Recommended Budget

Overview

San Mateo County Libraries is dedicated to adapting and growing to best serve our communities. With caring staff and innovative services, we strive to meet the needs of the county's ever-changing landscape.

Each of our 13 libraries is part of a larger family offering worlds of discovery. Through innovative outreach and mobile services, vital and enriching services are also delivered beyond our community libraries.

Hosting thousands of events each year, we curate experiences that have a lasting impact on our patrons. We are proud to connect our communities to essential books, online information and resources, classes, and technology because we know knowledge is power.

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.



"Libraries gave me a place to belong and worlds to explore. And now I'm in my 30s and I have a two-year-old, I take him to the library. I hope that it is the exact same thing for him—that he will find worlds to explore and places to be, and people to model after and knowledge to gather."

– Library Patron

Demographics

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 that inspires community and includes all.

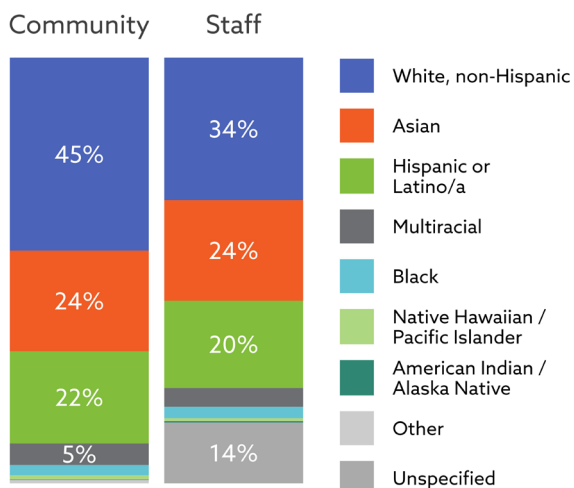
271,407 people live in our service area

236,489 people have active library cards

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

24% are enrolled in school, 43% of whom are in grades K-8

At home, **15%** 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, and California State Library

History and Governance

Originally established by the County Board of Supervisors in 1912 as a County Free Library, the Library Joint Powers Authority was established in 1999. The Library 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 leaders 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. Spanning 351 square miles, our service area includes 271,407 residents.

We are able to deliver high quality library services in a cost effective and efficient 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.

This year marks the 25th anniversary of the Library JPA. San Mateo County Libraries has a long and rich history of providing vital library services to our communities and a commitment to exceptional public service which endures to this day.



Strategic Plan

Our Strategic Plan is designed to respond to our community's needs while keeping our vision and mission at the forefront.

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 understand needs and promote meaningful library services as solutions.

This means we will:

- Understand and align with community goals
- Communicate an inspiring vision and the library's story of impact
- Cultivate library champions who reflect the dynamic environment
- Employ new ways to ensure equitable access

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

This means we will:

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

We 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





Accomplishments

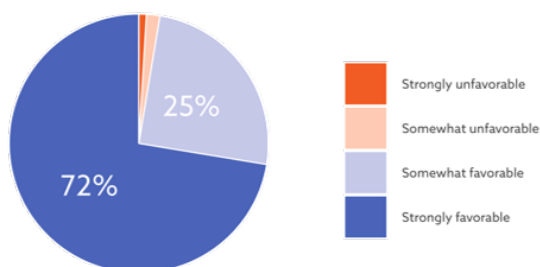
In alignment with our Strategic Plan, our libraries took bold, innovative steps forward to achieve significant goals this year.

Accomplishments

Engaging Connections

- This year we have embarked on a robust strategic planning process to update our vision, mission and goals, ensuring we have a current and authentic Strategic Plan to guide our system. Working with strategic consultants, we began holding interviews with key stakeholders and focus groups with community members. We also surveyed residents online and in person at our libraries and locations around the county. Staff visited food distribution sites, laundromats, schools, grocery stores and housing events to engage community members in meaningful discussions. Our approach is grounded in the importance of understanding the communities we serve, equitable and inclusive engagement, and ensuring that everyone's voice is heard. Internal and external feedback will inform our new Strategic Plan by capturing data about community needs, potential gaps in service, and development of future goals.

Preliminary Strategic Planning Survey Results
Favorability Rating



"To me, a library is just a gorgeous example of our collective will to do something together for the community."
– Library Patron



- Fourth graders and their families joined us for field trips to California State Parks this past summer. Immersed in the beautiful scenery and majestic redwood trees, participants learned about important events in California history, agriculture, racial equity and mindfulness. Our explorers were excited to learn about and return to the parks again, with our Adventure Pass program, which allows free entry to California State Parks year-round.

"I can't thank this library enough for transforming my life to educate my son through real experiences."
– Library Patron

- Inspiring a love of reading is an ongoing part of our work. For the second year, over 14,000 students from schools across the county had virtual front-row seats for visits from some of their favorite authors. This year's School Author Visit series of 13 events included amazing guests such as Eric Litwin, the original author of the beloved *Pete the Cat* books and marked the return of in-person visits with an appearance from author Sy Montgomery, noted naturalist and author. Connecting students with authors and books is a joyful experience for all.

- A new partnership with La-Honda Pescadero schools is engaging families with young children in early literacy experiences to get them preschool ready. Supported by State grant funding, Stronger Together Pescadero was established to connect and support farmworkers and other rural residents with young children. Through this partnership, we are working to overcome inequities that can disconnect and isolate rural, primarily Spanish-speaking residents on the coast. We've created an ongoing early learning hub in the area complete with books in Spanish and English as well as educational toys. Several families that have completed our intensive, 10-week early literacy classes, have build such strong bonds that they continue to meet long afterwards.



- Game night has leveled up— board games and puzzles were made available for checkout at all our libraries. Our collection features classic games like *Uno*, *Monopoly* and *Scrabble*, as well as modern favorites like *Exploding Kittens*, *Ticket to Ride*, *Wingspan* and many more. Board games and puzzles can help all ages build memory, logic, reasoning, and decision-making skills.

"The Library has impacted my family's life with encouragement and helping my son seek knowledge through books and educational presentations and resources."
– Library Patron



- Patrons can now get their groove on with our exciting release of karaoke machines! Made possible through our Pitch It! staff grant program, this winning idea debuted almost a year ago. The machines are available at all our libraries, Bluetooth compatible and feature two wireless microphones and disco lights. This is just another way our creative staff are striving to delight our patrons with unique and enjoyable experiences.

"I love our libraries and all the resources and programs and culture that they instill in us."
– Library Patron

Dynamic Services

- Serious storms bring the unexpected. When community members are affected by power outages, our libraries offer a place to recharge, access the internet and reach much-needed resources. This year, many of our libraries served as community resource centers following severe rain, winds, and power outages. In partnership with the Department of Emergency Services, Red Cross, and PG&E we offered a safe and reliable place to stay warm, charge devices, and have access to snacks and water. Grateful community members also picked up emergency kits that included a blanket and power bank.



"Thanks for the library love! We hung out for a bit at the library last night during our outage to get caught up on homework. We appreciate the work you do!"

– Library Patron



- We celebrated eight students that graduated with high school diplomas through our Career Online High School this year. Three participants completed the program in the last fiscal year, marking an achievement that will empower them in their careers and lives. Adults seeking a fully accredited high school diploma can get one for free through our libraries. The program is based on a flexible model made for today's world—participants take their classes online, in their own time. Students can also borrow technology from the library to make accessing their online classes even easier. All graduates also received a career certificate in a high-demand, high-growth field of their choice.
- Through a partnership with Community Overcoming Relationship Abuse (CORA), we have connected 125 families with To Do at Home kits. Participants from historically under-resourced communities in East Palo Alto, Pescadero, Half Moon Bay and North Fair Oaks used the fun, educational and engaging activities in the kits to build stronger family bonds and create lifelong memories. This program is another way we help build healthy communities.

- Beginning in the fall, we collaborated with County Behavioral Health to offer workshops on suicide prevention to adults and teens high school age and up. Through our Be Sensitive, Be Brave for Suicide Prevention workshops, we offered life-saving knowledge, prevention strategies and avenues for support. Emphasizing cultural sensitivity and destigmatization, these trainings highlighted how to identify signs of suicide and connect individuals with appropriate support. Many attendees went out of their way to express their gratitude to us for providing these resources and offering such crucial and informative programming in support of our community.

"Libraries build and support the community in multiple ways. A true treasure and resource to have!"

– Library Patron

- For the first time, our libraries partnered with the County to address a growing health need by providing free diaper kits to our communities. San Mateo County Supervisor Ray Mueller proposed diaper distribution events to take place at our libraries. With a generous \$50,000 Measure K grant, we hosted 12 library events delivering 2,100 diaper kits. Happy families also enjoyed getting to know our libraries, receiving free books and information about local resources, and spending time fun family time together.

"Free diapers and wipes can make a big difference for families struggling with the high cost of living in the Bay Area."

– Sara McDowell, Governing Board Chair



- We are committed to ensuring our community is prepared and informed ahead of the upcoming local and national elections. Our staff compiled a non-partisan voter resource website page that includes important dates, links to voter registration and resources for fact-checked election information. Some of our libraries even have secure ballot boxes for patrons to drop off their completed ballots. Our libraries are proud to serve as community hubs that encourage civic engagement and provide access to vital, trustworthy information.



Innovative Environments

- After a successful renovation, the new Makerspace at the Millbrae Library opened this spring. The former computer lab has been reimagined into a new, state-of-the-art creative technology space, featuring a laser cutter, podcasting tools, 3D printers, sewing machines, laptops, virtual reality equipment, DSLR cameras and coding robots. Patrons of all ages and abilities will have the opportunity to ignite their imaginations and “learn by doing” alongside our knowledgeable staff and volunteer makers.

“Everybody’s welcome, and there’s always something new to discover. It’s a home away from home, and I’m just so grateful.”

– Library Patron



- We improved our library spaces this year by adding new exterior and interior furniture. Our modernized furnishings provide the function and flexibility to meet a variety of patron and staff needs. By ensuring our spaces are both visually and physically inviting, we provide our communities with a high-quality and memorable library experience. Our enhanced spaces are the perfect place to relax, read and spend quality time with friends and family.



- This winter, we welcomed everyone back to our East Palo Alto Library, transformed with facility upgrades and improvements. Thanks to a temporary library space and our committed staff, services continued during the short renovation. The community now gets to enjoy the space with upgrades that include a fresh coat of paint, newly installed carpet and updated lighting and heating, ventilation, and air conditioning (HVAC) system. We remain committed to designing spaces that are the heart of their community.



“Their way of treating me has made me feel that the library is like my second home.”

– Library Patron



- We're proud to provide our residents with access to unique technology and art opportunities through our makerspace programming. To ensure making tools and tech is accessible throughout the community, our Makermobile has been on the move with an exciting slate of outreach events. In our libraries, we're teaching new classes on Adobe Creative software and AI, plus hosting Sphero robot competitions for youth. To amplify our arts offerings, renowned local artists are joining us to share their skills in a series of sculpture, painting and fiber arts workshops.



"The library embodies community with resources and is a free and welcoming space."

- Library Patron

- Mobile outreach is on a roll. Staff have offered over 121 outreach events and engaged 22,562 community members over the past year. Over the summer, we upgraded one of our cargo vans to support pop-up events and introduced El Carrito, a paletero-style pushcart housed at the North Fair Oaks Library. Both are stocked with books ready to borrow on the go. We also began returning to many of our pre-pandemic coastal routes in our Bookmobile and added new stops.



"Thank you for providing the opportunity to use items I normally would not have access to, like the sewing machine. I always enjoy going to the library with the very friendly and helpful staff. Thank you for everything you do."

- Library Patron

Lifelong Learning



"There are always so many things to discover. No matter how old you are."
– Library Patron

- San Mateo County Libraries strives to meet the needs and interests of older adults. We offer many types of technology services, including computer access and weekly tech help. Our wellness programming is defined broadly to include meals, music, mindfulness, and self-expression such as Tai Chi, Qigong, yoga, writing and art. We also bring library programs to senior centers, featuring services like the VA Mobile Clinic, social safety net providers and a popular AARP safe driver course. Whether we can assist older adults in making new friends, offer the simple solace of a routine or provide casual social interactions that can be sustaining, we seek to enhance quality of life.

"It has been a memorable and fulfilling experience for me to meet and interact with so many fellow writers."
– Library Patron

- Our libraries are proud to host a variety of online and in-person ESL programs to support English language learners. From English classes and conversation clubs to our English language learners book club, our libraries have reached thousands of patrons with these programs. We also successfully partnered with the Council on American-Islamic Relations to assist community members with their citizenship applications.

"Thank you for making the literacy group feel like family!"
– Library Patron

- Our Indie Author Fest, an inspiring celebration of local literature and creative community, welcomed over 200 attendees. Twenty-five self or independently published authors from an array of genres and backgrounds presented their work to the enthusiastic audience. Writers displayed their books during the bustling book fair and shared selections of their work during the afternoon's readings. The gathering gave readers and writers a valuable opportunity to transform curiosity about the local literary community into real, lasting connections





- This spring, the rare occurrence of a second total solar eclipse passed over North America just seven years after the last one. Once again, San Mateo County residents were able to view just a partial eclipse, when the moon covers part of the sun. To help our communities experience and understand the exciting event, we partnered with NASA to offer talks, provided information to keep our residents safe, hosted livestream viewing parties and provided over 15,000 eclipse glasses for our communities to view the eclipse. Our libraries are championing sustainability and paying it forward by collecting used solar eclipse glasses and donating them to Astronomers Without Borders, which will distribute the glasses to people for future eclipses.

"Thanks to San Mateo County Libraries for the great eclipse glasses! They came in really handy on our roof!"
– Library Patron

- Library spaces, programming and community outreach have benefitted from our dedicated library volunteers. Seven of our volunteers this year have received the President's Volunteer Service Award, a national award for outstanding commitment to service.
- Opportunities for growth inspire innovation. In the fall, 14 library champions graduated from our inaugural Leadership, Education and Development program. Over 7 months, two cohorts of staff regularly met to dig into the core tenets of leadership, embrace a systemwide perspective, refine their public speaking and hone their writing skills. For their capstone project, participants presented their discoveries at our annual Staff Development Day. We are excited to see the ongoing progress of these leaders in our libraries. 5 of the 14 cohort members have been promoted since participating in the program.

"I am excited to hear about the next cohort opportunity so more staff can participate. This was a successful program."
– Library Champion



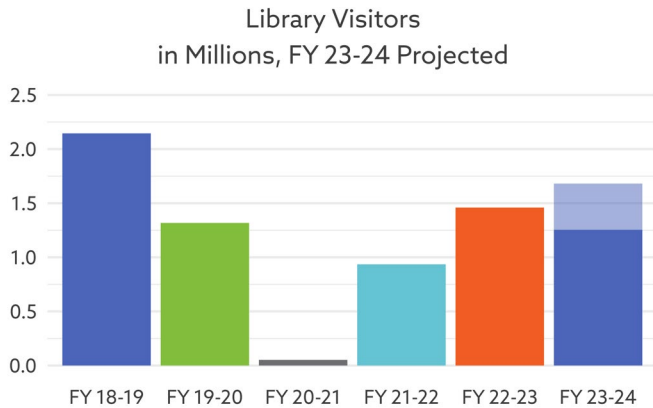


Performance

Careful data collection gives us the opportunity to evaluate our work, measure outcomes and identify opportunities for improvement.

Performance

Library Visits



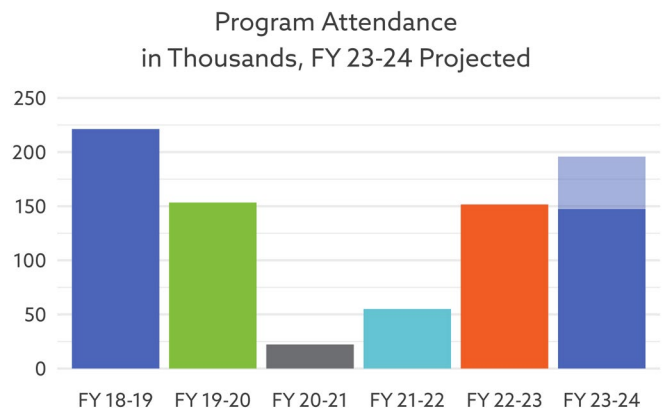
We have continued to welcome a growing number of library visitors, with almost 1.3 million visits across all 13 community libraries in the first three quarters of this fiscal year. Visitors are 19% higher than at this point last fiscal year, continuing three years of strong growth after reopening our doors to the public three years ago.

With fresh physical and digital collections, dynamic experiences for patrons of every age like expanded adult literacy services and Power Up Afternoons, and updated spaces like the recently renovated East Palo Alto Library and the new makerspace at the Millbrae Library, we look forward to welcoming even more visitors in the year to come.

Programs and Events

Library programs have continued to reach more community members. As of the end of March, 147,356 people have attended programs this fiscal year, which is 46% higher than at this point last fiscal year. Like library visits, total program attendance has been growing over the past three fiscal years.

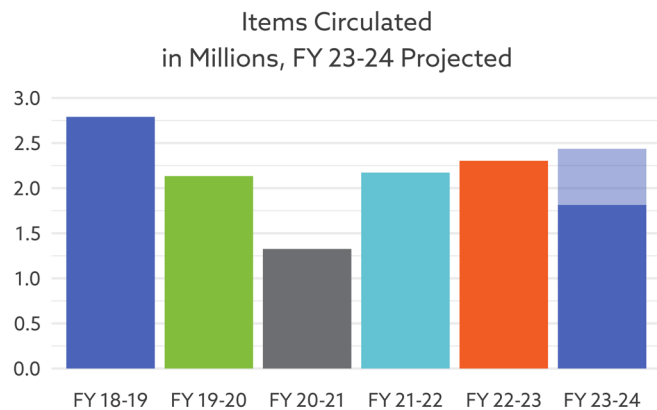
Increasing attendance has gone hand-in-hand with more library programs available to patrons. Staff have organized 6,553 programs so far this year, up 46% from last fiscal year. Over a fifth of these programs are offered in languages other than English, including events like our bilingual storytimes which have been offered in Spanish, Mandarin, Cantonese, Hindi, and Tagalog.



Library staff have continued to increase engagement with community members outside of library spaces, recording 55,479 outreach engagements so far this year, a 31% increase over last fiscal year.

Circulation

Library users have checked out over 1.8 million items from our physical collection as of the end of March, which is 7% higher than at this point last fiscal year.



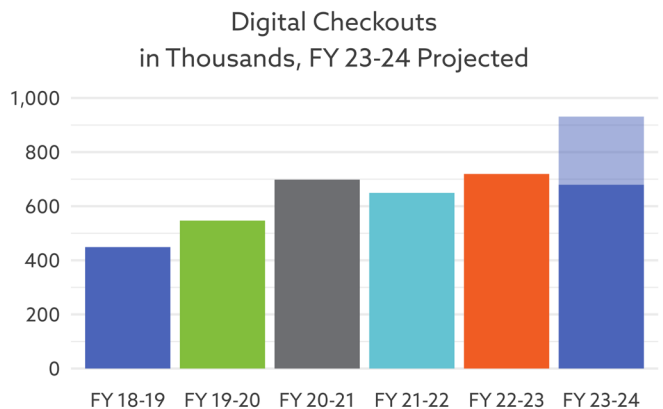
Circulation of physical world language materials continues to grow steadily and is 6% higher than at this point last fiscal year. Over the last several years, we have worked to increase the world language materials available at all libraries, which include materials for adult and children alike in English, Spanish, Chinese, Japanese, Korean, Hindi, Tagalog, and Russian. There are 9% more world language items available across all community libraries than at this point last fiscal year, and our world language circulation is at the highest levels we have seen since tracking began in FY 2018-19.

We have continued to add exciting new items to our Library of Things collection, including karaoke machines and a wide variety of board games and puzzles to take home and enjoy. As of March, karaoke machines have been checked out 255 times and board games and puzzles have been checked out 3,031 times.

Digital Circulation

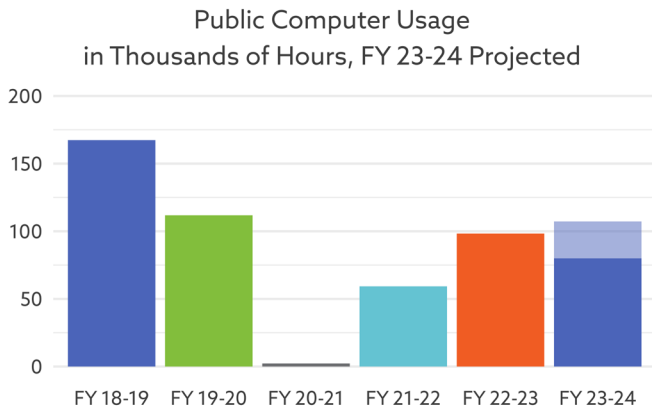
Patrons have checked out more digital materials so far this fiscal year than any other year on record since we started tracking in FY 2015-16. Digital checkouts have spiked sharply, with 679,317 checkouts of resources like eBooks, audiobooks, movies, and music. This is 28% higher than at this point last fiscal year.

Monthly active users on OverDrive, one of our digital content providers, have risen 19%, demonstrating that more community members are learning about and taking advantage of the wide variety of digital library materials available for checkout.



Community members also continue to explore the wide variety of digital databases that are available without a loan period or wait time. For instance, patrons have opened 105,976 newspaper and magazine articles on our digital service PressReader so far this year, which is 51% higher than at this time last fiscal year. Overall, use of digital databases is 15% higher than at this point last fiscal year.

Technology Access



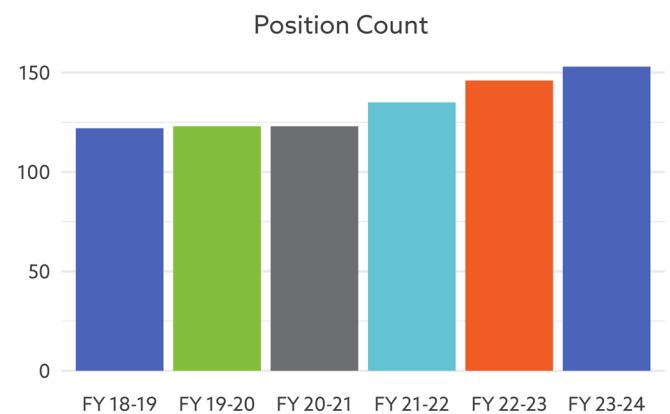
As library visitors have continued to rise, usage of Internet access within library spaces has also grown. Library visitors have logged 143,101 sessions on library computers this year, up 14% from the same period in FY 2022-23. Monthly unique WiFi users in March are up 21% since a year ago, and total WiFi sessions are 32% higher than the same period last fiscal year.

Our WiFi hotspots and laptop/hotspot combos continue to improve digital access outside library buildings, with 8,126 checkouts so far this fiscal year, which is 31% higher than last year.

This past year, many of our libraries were designated as resource centers during severe winter storms and power outages. Compared to typical days, WiFi usage at designated libraries was up 43% and computer usage was up 15%. Especially in emergency situations, library spaces provide shelter and important access to electricity, computers, and the Internet.

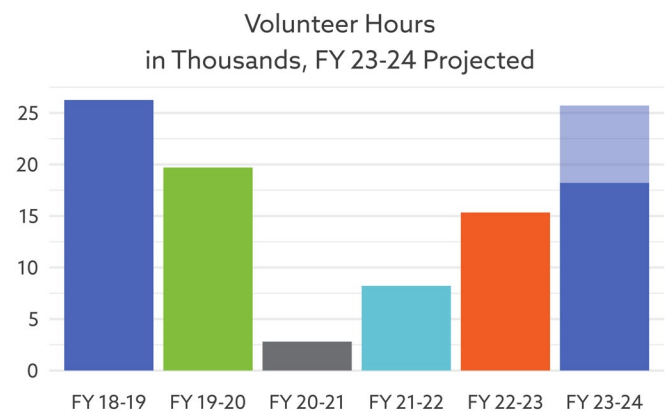
Library Champions

Library staff are at the core of everything we do. As of the end of March, staff have provided exceptional service through 27,154 library hours, increased in-library programs and outreach to community members, and answered 16,264 Customer Care calls.



San Mateo County Libraries remains committed to growth, development and nurturing existing talent with 22 staff promotions so far this year.

Volunteering in our libraries has also continued to grow this fiscal year, with 18,155 volunteer hours logged through the end of March, which is 80% higher than at this time last fiscal year.





Recommended Budget

Our annual budget provides insights into our financial plans, operations guide and communication strategies.

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.

Over the past several years through the budgeting process, the Library JPA has approved significant increases to library staff, enhancements to services, and investments in one-time projects.

The FY 2024-25 Recommended Budget continues to reflect many of these recent investments but does not include significantly new initiatives. This is primarily due to our current strategic planning efforts, which will identify the needs and aspirations of the community and guide our future work.

FY 2024-25 Priorities

The following priorities will be continued and implemented this year:

- Complete robust strategic planning work to develop a new vision, mission and strategic goals for the future. Implement our new Strategic Plan to ensure our work responds to the priorities identified through community and stakeholder outreach and engagement efforts.
- Support the well-being and growth of our library champions and amplify their talents.
- Reach more community members through intentional outreach and marketing efforts.
- 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.
- 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

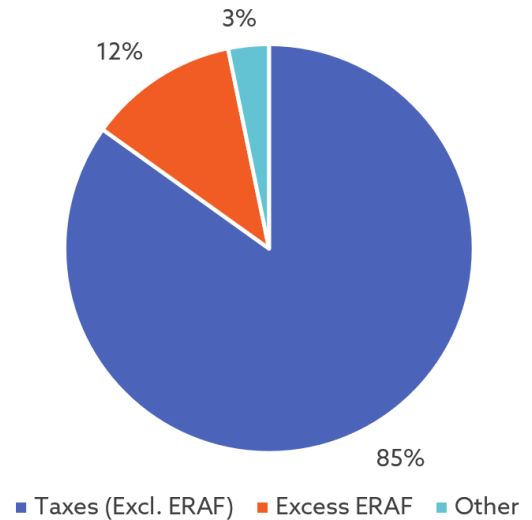
Recommended Revenues total \$42 million. Our main source of revenue is derived from taxes (\$40.7 million). San Mateo County Libraries is entitled to receive a small portion of property taxes collected within the boundaries of our service area.

Revenue from secured property taxes (taxes assessed against real property) is estimated to increase to \$31.6 million. 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.

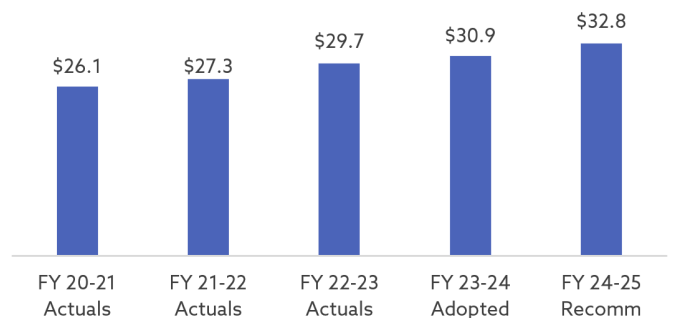
Other sources of significant ongoing revenue include a projected \$1 million from the dissolution of redevelopment agencies (RDA), \$560,000 from taxes resulting from secured and unsecured Supplemental Assessments (taxes derived from properties that have changed ownership or have been reassessed due to new construction), and \$430,510 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 \$1.2 million are also budgeted to support The Big Lift Summer Program and Raising a Reader.

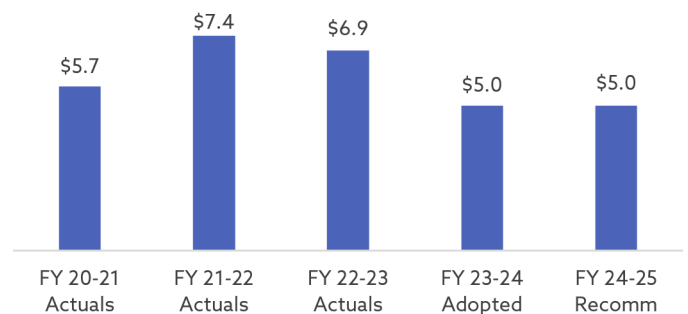
FY 2024-25 Budgeted Revenue



Property Tax Revenue in Millions



Excess ERAF in Millions



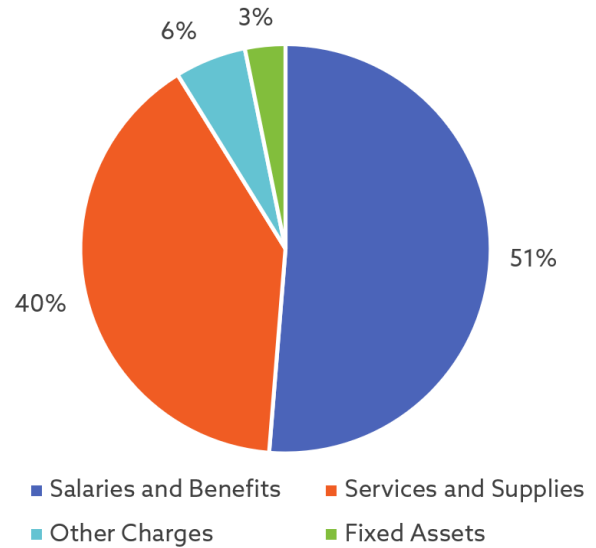
Expenditures Summary

Recommended Expenditures total \$51.7 million. Salaries and Benefits are the largest contributor to costs, representing 51% of all expenditures. All San Mateo County Libraries staff are employees of the County of San Mateo. The Recommended Budget estimates labor costs of \$26.5 million. The current County labor agreements are set to expire in October 2024, so there are no negotiated salary or benefit increases included in the current budget projections.

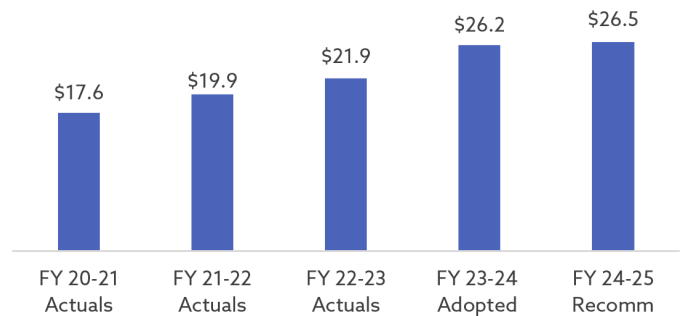
Other significant operational expenses fall under Services and Supplies at \$20.6 million and include \$1.8 million for furniture replacement and facility upgrades; \$4.2 million for library collections; \$4.6 million for computer equipment, software, and maintenance agreements; an estimated \$1.5 million in excess library property taxes; \$2 million for services provided by the Peninsula Library System; and \$2.7 million to support library programs, including initiatives in the summer.

Other Charges total \$2.9 million, including \$2.5 million for direct and indirect services provided by the County and \$400,000 for the service agreement with Daly City to provide services to Colma and Broadmoor. Fixed Assets total \$1.6 million to fund two library outposts, equipment replacements, five additional outreach vehicles, and privacy pods for our libraries. Other Financing Uses account for the remaining expenditures.

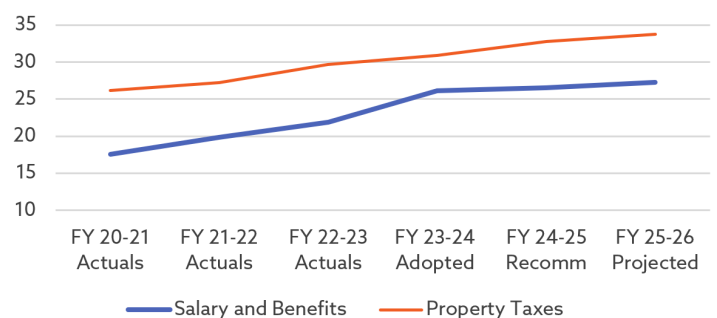
FY 2024-25 Budgeted Expenditures



Salaries and Benefits in Millions



Salaries and Benefits and Property Taxes in Millions



Reserves Summary

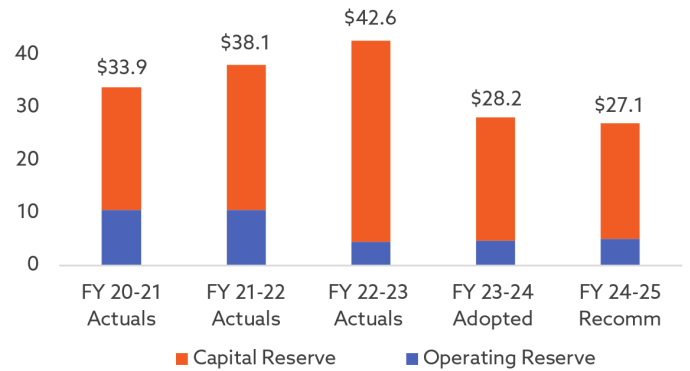
Recommended Operating and Capital Reserves total \$27.1 million. The Fund Balance Policy requires that Operating Reserves be maintained at 15% of adopted general operations (Net Appropriations excluding one-time activities). These funds are maintained in the event of emergencies or unanticipated funding losses. The Recommended Budget meets the requirement established for Operating Reserves by setting aside \$5.1 million for ongoing expenditures of \$33.8 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 \$22 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.

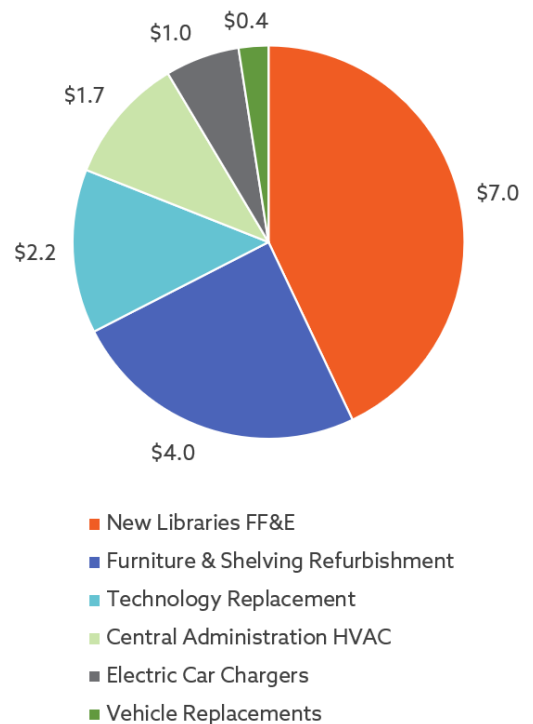
Capital Reserves are assigned to anticipated projects that are financially significant. Currently, \$16.3 million is assigned, including \$7 million for furniture, fixtures, and equipment (FF&E) for future new libraries in East Palo Alto (\$2.5 million), North Fair Oaks (\$1.5 million), and Pacifica (\$3 million). Future refinement of these assignments may occur to ensure sound fiscal management and responsiveness to evolving service needs.

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
in Millions



Budget Highlights

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

Facility Updates and Resiliency: \$2,225,000

Significant funding is included to update our current library facilities, including furniture and shelving upgrades (\$1.7 million). In addition, one-time funds are included to support building facility resiliency and emergency preparedness. Plans for these funds will be further developed in collaboration with member cities, the County Department of Emergency Management, and other key stakeholders (\$500,000).

Adaptive Meeting Spaces: \$1,664,000

Funds are allocated to upgrade meeting rooms at all libraries to be hybrid-meeting friendly in response to higher demand for flexible meeting spaces since the pandemic (\$1.5 million). In addition, privacy pods will be installed and piloted in our libraries (\$145,000) to provide quiet spaces for flexible use.

Assets for Outreach: \$1,201,557

To expand access, funds are allocated to purchase two more library outposts to provide 24-hour access to library materials in some of our hardest to reach communities and to develop architectural plans (\$946,557). Costs for the site work and installation of the outposts will be brought back to the Library JPA once the next locations are finalized. In addition, funds are allocated to purchase five new vehicles to be used for mobile outreach, particularly in East Palo Alto, North Fair Oaks, and unincorporated areas (\$255,000).

Programs and Outreach Efforts: \$1,367,554

The programming and outreach allocations are increased by \$556,554, for a total budget of just under \$1.4 million. This enhancement will continue to support increases in program and outreach activities, including targeted programs for older adults, teens, meals, and additional engagements with key community partners.

Adult Literacy Services: \$895,339

Building on the increases to adult literacy services included in the FY 2023-24 budget, which included adding two limited term positions to expand partnerships, outreach, and public awareness; funding for interns to increase services; and hiring a consultant to help guide our efforts, additional funds of \$186,463 are provided to continue to expand services.

Makerspace Design: \$350,000

After the successful completion of our Millbrae makerspace, we are excited to finalize and construct our next makerspaces and maker memory labs at the Belmont, Foster City and San Carlos Libraries. Future costs associated with these projects will be brought back to the Library JPA once plans are complete and budgets are finalized.

Division and Project Support: \$230,953

Three Library Assistant positions, two part-time and one full-time, are added to provide additional support to our facility project division and systemwide initiatives. These positions will be used strategically to move forward large capital projects such as new libraries, library outposts, and makerspaces.

Budget Overview

The Budget Overview highlights significant changes from the FY 2023-24 Adopted Budget to the FY 2024-25 Recommended Budget by major classification category for both revenue (Total Sources) and expenditures (Total Requirements).

Total Sources

- Taxes (\$40,285,502 to \$40,696,327): There is an increase of \$410,825 in this funding source due to an increase to secured property taxes to reflect recent actuals and estimates from the County, offset by the removal of County Measure K funds to support the completed East Palo Alto land purchase for a new library and for the Summer Learning program.
- Miscellaneous Revenue (\$209,979 to \$5,000): There is a decrease of \$201,979 primarily due to the Summer Learning program no longer being funded by County Measure K. Previously, we received back a portion of the funding for the program after passing through Measure K funds to the Peninsula Library System to administer the initiative.
- Fund Balance (\$42,640,445 to \$36,734,556): There is a decrease of \$5,905,889 in this funding source to align with 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, a final reconciliation will be completed to account for actual revenue and expenditures, and final fund balance will be adjusted during September Revisions.

Total Requirements

- Salaries and Benefits (\$26,154,609 to \$26,501,129): There is an increase of \$346,520 primarily due to the addition of three Library Assistant positions, one full-time and two part-time, to support projects. There is sufficient ongoing revenue to support these positions due to the steady growth in property tax revenue over the past decade.

All non-management permanent, Extra Help, and limited term employees are represented by the Service Employees International Union (SEIU). The current County agreement with SEIU for permanent employees expires in October 2024, so there are no negotiated salary or benefit increases included in the Recommended Budget. If finalized by September Revisions, the Adopted Budget will reflect any impacts to salaries and benefits in the new agreement.

The total number of library positions is 156 and the total full-time equivalent (FTE) is 141.50. Extra Help and limited term staff are not reflected in FTE or position count.

- Services and Supplies (\$21,079,060 to \$20,626,758): There is an overall decrease of \$452,302 in this expenditure category. Significant changes and allocations include:

Collection allocations total \$4,202,000 (accounts 5931-5939) for print, language, audio, video, and digital library materials (e.g., eBooks, eAudiobooks, eMusic, and eVideos).

Computer equipment and software costs (accounts 5212 and 5215) total \$4,464,972. This amount includes funds to upgrade meeting rooms to be hybrid-meeting compatible and service for our Wifi hotspots.

Furniture and Equipment costs total \$1,800,000 (account 5234). These funds will be used to update community libraries.

The estimated excess library property taxes to be set aside in Library Trust accounts totals \$1,500,000 (account 5184). As outlined in the Library JPA Agreement 50:50 split provision, fifty percent of any excess funds not set aside for approved uses by the Governing Board will be returned to the Library JPA.

Professional Contracts costs total \$1,909,103 (account 5858), which includes allocations for design services for future makerspaces, hybrid-meeting rooms, and library outposts. This category also includes allocations for attorney and auditor services.

Peninsula Library System costs total \$1,964,258 (account 5875) and support services such as materials delivery, the shared online library catalog, and network management.

Current year allocations of \$364,420 for Donations and Friends Funded Services are removed (accounts 5198 & 5199). Any rollover realized at the end of the current fiscal year will be added during September Revisions.

- Other Charges (\$6,261,943 to \$2,908,810): This category reflects costs associated with services provided by the County, including HR, financial systems, building and vehicle maintenance, and liability insurance (accounts 6712-6821). It also captures payments to other agencies (account 6263), including \$400,000 to Daly City for services provided to residents of unincorporated Broadmoor and Colma. The decrease of \$3,353,133 is primarily due to removing one-time Library JPA and County Measure K contributions to the City of East

Palo Alto to purchase land for a new library. In addition, funds previously budgeted for makerspace construction are removed. When plans for the next makerspaces are finalized, any requests for additional funds required will be brought back to the Library JPA.

- Fixed Assets (\$2,753,362 to \$1,645,557): Fixed assets are tangible assets valued at \$5,000 or greater. There is a decrease of \$1,107,805 (account 7311) to fund significant one-time projects, including purchasing two more library outposts, replacing equipment, and purchasing five new outreach vehicles. Library staff are finalizing a recommendation for a new bookmobile and plan to request funding during September Revisions.
- Operating Reserves (\$4,709,726 to \$5,072,673): There is an increase of \$362,947 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 Recommended Budget total \$33,817,822. This contingency is maintained in the event of emergencies or unanticipated funding losses.
- Capital Reserves (\$23,460,547 to \$21,991,933): There is a decrease of \$1,468,614 in Capital Reserves (account 8811) due to updating fund balance to reflect FY mid-year, year-end estimates and allocating fund balance to one-time activities. After 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

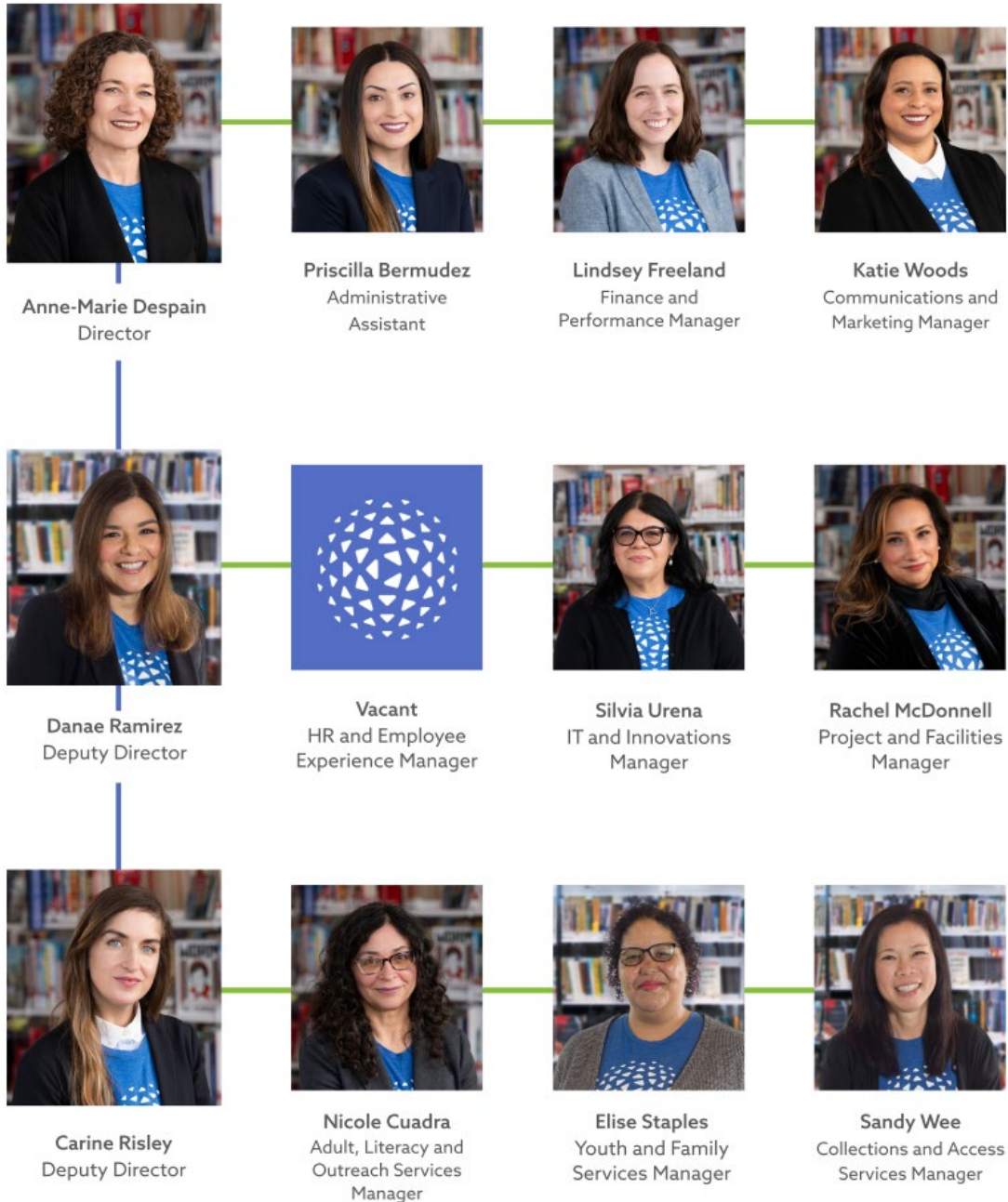
		FY 2022-23 Actuals	FY 2023-24 Adopted	Change	FY 2024-25 Recommended
<u>Sources</u>					
1000	Taxes	41,834,144	40,285,502	410,825	40,696,327
1500	Use of Money and Property	947,266	371,216	-	371,216
1600	Intergovernmental Revenues	1,822,433	693,774	(5,264)	688,510
2000	Charges for Services	9,801	-	-	-
2500	Interfund Revenue	255,811	251,549	35,409	286,958
2600	Miscellaneous Revenue	474,647	209,979	(204,979)	5,000
	Total Revenue	45,344,101	41,812,020	235,991	42,048,011
333	Fund Balance	38,124,065	42,640,445	(5,905,889)	36,734,556
	TOTAL SOURCES	83,468,166	84,452,465	(5,669,898)	78,782,567
<u>Requirements</u>					
4000	Salaries and Benefits	21,915,680	26,154,609	346,520	26,501,129
5000	Services and Supplies	16,591,415	21,079,060	(452,302)	20,626,758
6000	Other Charges	1,762,219	6,261,943	(3,353,133)	2,908,810
7000	Fixed Assets	531,638	2,753,362	(1,107,805)	1,645,557
7500	Other Financing Uses	26,769	33,218	2,489	35,707
	Gross Appropriations	40,827,721	56,282,192	(4,564,231)	51,717,961
8000	Intrafund Transfers	-	-	-	-
	Net Appropriations	40,827,721	56,282,192	(4,564,231)	51,717,961
8500	Operating Reserves	4,524,868	4,709,726	362,947	5,072,673
8700	Capital Reserves	38,115,577	23,460,547	(1,468,614)	21,991,933
	Total Reserves	42,640,445	28,170,273	(1,105,667)	27,064,606
	TOTAL REQUIREMENTS	83,468,166	84,452,465	(5,669,898)	78,782,567

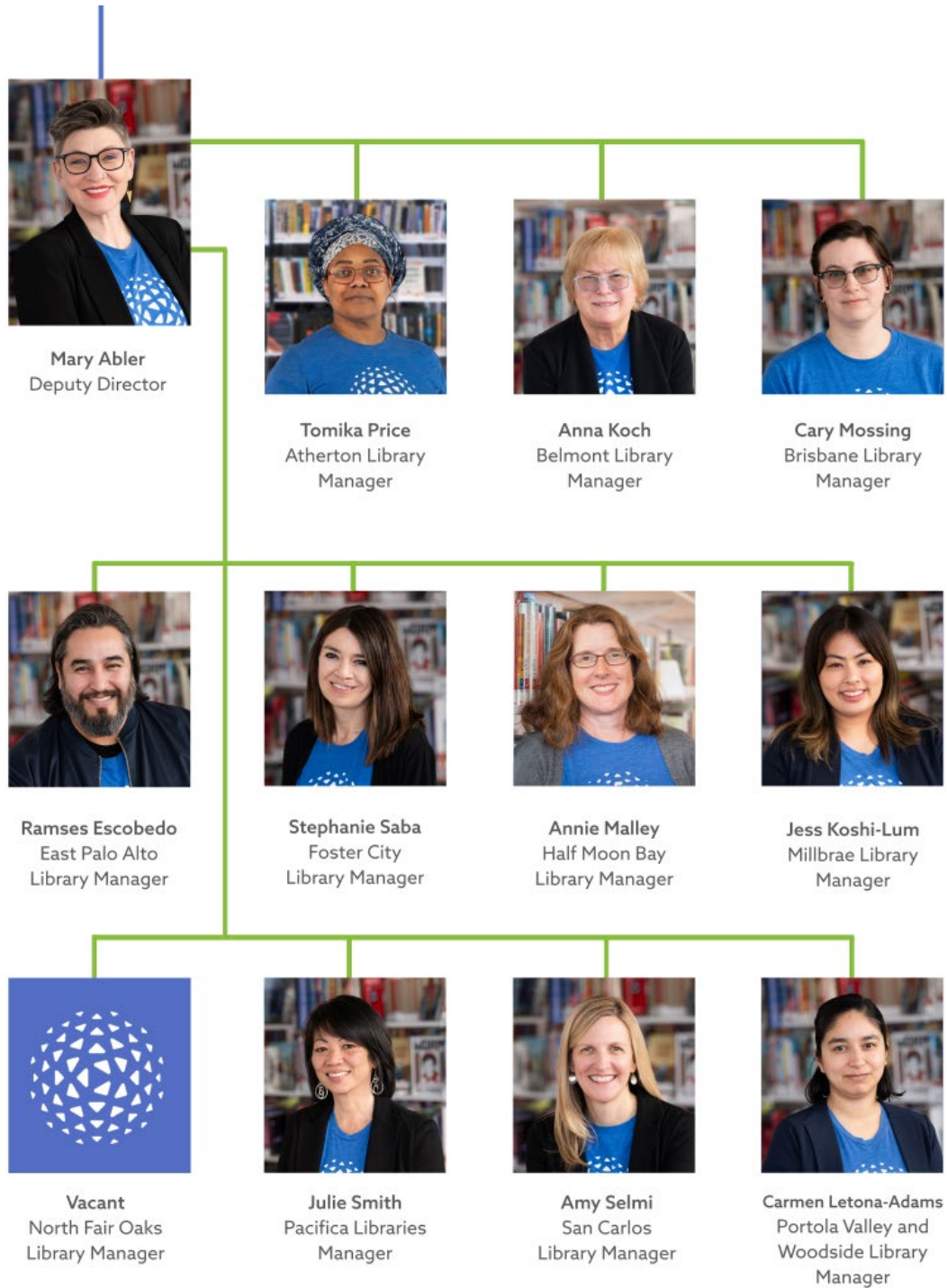
Personnel Summary

	FY 2023-24 Current Position Count	Change	FY 2024-25 Recommended Position Count	FY 2024-25 Recommended FTE*
Administration	7	2	9	8.00
Adult, Literacy, and Outreach	6	-	6	6.00
Collections and Access	8	-	8	8.00
Communications and Marketing	4	-	4	4.00
Finance and Performance	4	-	4	4.00
Human Resources	3	-	3	3.00
Information Technology	7	-	7	7.00
Library Projects	1	1	2	2.00
Youth and Families	4	-	4	4.00
Community Libraries:				
Atherton Library	9	-	9	8.00
Belmont Library	11	-	11	9.75
Brisbane Library	7	-	7	6.00
East Palo Alto Library	9	-	9	8.00
Foster City Library	11	-	11	9.50
Half Moon Bay Library	11	-	11	9.50
Millbrae Library	11	-	11	10.0
North Fair Oaks Library	7	-	7	6.50
Pacifica Libraries	10	-	10	8.50
Portola Valley Library	6	-	6	5.00
San Carlos Library	11	-	11	9.75
Woodside Library	6	-	6	5.00
Total	153	3	156	141.50

*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). Limited Term positions for next year include: 2 positions to support adult literacy partnerships and public awareness of services, 1 position to implement emerging technology, and 2 positions to manage one-time projects.

Organization Chart





Budget Detail

		FY 2022-23 Actuals	FY 2023-24 Adopted	Change	FY 2024-25 Recommended
<u>Sources</u>					
1021	Current Yr Secured	28,626,002	29,695,574	1,862,577	31,558,151
1024	PY Secured Redemption	7,622	7,000	-	7,000
1031	Current Yr Unsecured	1,087,079	1,200,000	-	1,200,000
1033	Prior Yr Unsecured	8,818	-	-	-
1041	CY SB 813 Sec Supplemental	1,083,474	550,000	-	550,000
1042	CY SB 813 Unsec Supplemental	12,983	5,000	-	5,000
1043	PY SB 813 Redemption	17,882	5,000	-	5,000
1045	PY SB 813 Unsec Supplemental	3,757	-	-	-
1046	ERAF Rebate	6,890,873	5,000,000	-	5,000,000
1047	Former RDA -Residuals	1,090,929	600,000	-	600,000
1058	Former RDA Passthrough	1,183,631	400,000	-	400,000
1129	Property Tax In-Lieu of VLF	183,164	183,164	-	183,164
1135	Sales & Use Tax -Measure K	1,637,930	2,639,764	(1,451,752)	1,188,012
1000	Taxes	41,834,144	40,285,502	410,825	40,696,327
1521	County Pool Interest Earned	885,008	350,000	0	350,000
1525	LAIF Interest Earned	52,721	10,000	0	10,000
1556	PLS Rent	9,537	11,216	0	11,216
1500	Use of Money and Property	947,266	371,216	0	371,216
1661	Highway Property Tax Rental	1,407	600	-	600
1831	Homeowner Tax Relief	91,301	105,000	-	105,000
1868	Timber Tax Yield	2,389	2,000	-	2,000
1871	State Aid/Grants	394,737	166,174	(16,174)	150,000
1971	Other In-Lieu Taxes	481	400	-	400
1977	Former RDA Other Revenues	194	-	-	-
1985	Loan Repayments	931,924	-	-	-
1986	Redwood City Contribution	400,000	419,600	10,910	430,510
1600	Intergovernmental Revenues	1,822,433	693,774	(5,264)	688,510

		FY 2022-23 Actuals	FY 2023-24 Adopted	Change	FY 2024-25 Recommended
2291	Library Fees & Fines	9,762	-	-	-
2293	Lost/Damaged Book Charges	39	-	-	-
2000	Charges for Services	9,801	-	-	-
2521	IFR - General Fund	253,293	251,549	35,409	286,958
2545	Other Interfund Revenue	2,518	-	-	-
2500	Interfund Revenue	255,811	251,549	35,409	286,958
2631	Sale of Literature	-	3,000	(3,000)	-
2644	Comp Insurance Refunds	13,339	-	-	-
2645	SDI Payments	48,047	5,000	-	5,000
2646	Gifts & Donations	192	-	-	-
2647	Friends Donations	71,314	-	-	-
2655	Foundation Grants	62,185	-	-	-
2658	All Other Misc. Revenue	279,570	201,979	(201,979)	-
2600	Miscellaneous Revenue	474,647	209,979	(204,979)	5,000
	Total Revenue	45,344,101	41,812,020	235,991	42,048,011
333	Fund Balance	38,124,065	42,640,445	(5,905,889)	36,734,556
	TOTAL SOURCES	83,468,166	84,452,465	(5,669,898)	78,782,567

Requirements

4111	Permanent Salaries	13,275,275	15,551,392	362,670	15,914,062
4160	Extra Help Salaries and Benefits	2,682,776	4,671,733	(279,331)	4,392,402
4321	Retirement Contribution	3,699,410	3,141,239	127,112	3,268,351
4400	Benefits	1,925,069	2,439,250	110,136	2,549,386
4450	Wkr Comp/Unemployment	333,151	350,995	25,933	376,928
4000	Salaries and Benefits	21,915,680	26,154,609	346,520	26,501,129

		FY 2022-23 Actuals	FY 2023-24 Adopted	Change	FY 2024-25 Recommended
5132	ISD Phones	97,594	93,376	481	93,857
5184	Revenue Set Aside -Excess Funds	4,319,680	1,500,000	-	1,500,000
5192	Paper Products	-	35,000	(35,000)	-
5193	Office Expenses	171,286	202,000	-	202,000
5196	Photocopy Lease/Usage	57,141	130,000	15,000	145,000
5197	Mail	20,072	29,000	-	29,000
5198	Donations Funded Services	-	120,343	(120,343)	-
5199	Friends Funded Services	-	244,077	(244,077)	-
5212	Computer Equipment	1,725,490	3,284,000	201,400	3,485,400
5215	Software and Maintenance	547,368	863,299	116,273	979,572
5234	Furniture and Equipment	1,191,590	2,444,718	(644,718)	1,800,000
5331	Memberships	48,477	51,000	-	51,000
5343	Advertising and Publicity	9,807	10,000	-	10,000
5459	Misc. Other Maintenance	38,429	88,000	75,000	163,000
5631	Utilities	37,253	35,000	-	35,000
5634	Recycling	7,908	10,000	-	10,000
5712	Mileage Allowance	12,058	12,100	-	12,100
5721	Meetings and Conferences	143,939	264,240	25,000	289,240
5722	Employee Reimbursement	17,660	25,000	-	25,000
5731	Employee Training	1,030	2,000	-	2,000
5833	Contract Security Services	104,158	100,800	-	100,800
5854	Contract Library Services	171,032	105,000	30,000	135,000
5856	Promotional Materials	152,088	192,500	35,000	227,500
5858	Professional Contracts	197,266	2,003,000	(93,897)	1,909,103
5866	Fingerprinting	32,140	61,440	-	61,440
5875	Interagency Agreements-PLS	1,687,208	1,607,128	357,130	1,964,258
5876	Programming Services	7,405	10,000	-	10,000
5925	Emergency Assistance Expense	15,701	1,000,000	(500,000)	500,000
5926	Alcohol/Drug Testing	-	500	-	500
5927	Program Activities Expense	956,451	921,000	753,017	1,674,017

		FY 2022-23 Actuals	FY 2023-24 Adopted	Change	FY 2024-25 Recommended
5931	Books -Adult	823,873	525,000	25,000	550,000
5932	Books -Children	735,558	683,000	-	683,000
5933	Videos -Children	4,717	62,000	(12,000)	50,000
5934	Books -Serials	129,952	105,000	25,000	130,000
5936	Audio Materials	70,253	95,800	(20,800)	75,000
5937	Videos -Adult	124,097	177,500	(27,500)	150,000
5938	Digital Materials	1,105,338	1,710,000	130,000	1,840,000
5939	World Language Materials	678,780	724,000	-	724,000
5942	Other Library Expense	757,075	1,163,950	(153,979)	1,009,971
5969	Summer Learning -Measure K	391,542	388,289	(388,289)	-
5000	Services and Supplies	16,591,415	21,079,060	(452,302)	20,626,758
6263	Agreements – Daly City/Other	366,083	4,367,537	(3,967,537)	400,000
6712	Telephone Service Charges	8,051	-	-	-
6713	County IT Charges	81,388	88,482	8,802	97,284
6714	County Facility Rental Charges	274,537	349,165	29,974	379,139
6717	Motor Vehicle Mileage Charges	31,295	52,319	(18,608)	33,711
6724	Auto Liability Insurance	3,311	8,123	(879)	7,244
6725	General Liability Insurance	390,404	470,621	264,236	734,857
6727	Official Bond Insurance	9,110	9,678	1,591	11,269
6728	County Property Insurance	97,612	114,206	45,682	159,888
6732	County Counsel Services	-	25,000	-	25,000
6733	Human Resources Services	4,677	9,441	1,434	10,875
6734	Motor Vehicle Replace Charge	-	6,317	(6,317)	-
6738	Countywide Security Services	9,608	10,849	2,379	13,228
6739	All Other Service Charges	4,051	5,905	1,145	7,050
6751	Card Key Public Works	5,528	10,211	2,097	12,308
6821	County Allocation Plan	476,564	734,089	282,868	1,016,957
6000	Other Charges	1,762,219	6,261,943	(3,353,133)	2,908,810

		FY 2022-23 Actuals	FY 2023-24 Adopted	Change	FY 2024-25 Recommended
7331	Fixed Assets -Equipment	531,638	2,753,362	(1,107,805)	1,645,557
7000	Fixed Assets	531,638	2,753,362	(1,107,805)	1,645,557
7548	Facility Maintenance Charge	26,769	33,218	2,489	35,707
7500	Other Financing Uses	26,769	33,218	2,489	35,707
	Gross Appropriations	40,827,721	56,282,192	(4,564,231)	51,717,961
8142	Intrafund Transfers	-	-	-	-
8000	Intrafund Transfers	-	-	-	-
	Net Appropriations	40,827,721	56,282,192	(4,564,231)	51,717,961
8611	Operating Reserves	4,524,868	4,709,726	362,947	5,072,673
8811	Capital Reserves	38,115,577	23,460,547	(1,468,614)	21,991,933
	Total Reserves	42,640,445	28,170,273	(1,105,667)	27,064,606
	TOTAL REQUIREMENTS	83,468,166	84,452,465	(5,669,898)	78,782,567