



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****June 17, 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/99864760482?pwd=ZkVPUnlvU1N3TW0yaVNaeFNWWjhndz09>

Or Telephone: +1 669 900 6833 Meeting ID: 998 6476 0482 Password: 444964

Meeting Locations:

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 Meeting Minutes	
B. Approval of the April 29, 2024 Joint Meeting Minutes	
C. Approval of the May 20, 2024 Meeting Minutes	
D. Approval of the Friends and Foundation MOUs	
IV. Adoption of the Recommended Budget FY 2024-25	Action
V. Director's Report	Information
VI. Election of the Governing Board Officers	Action
VII. Governing Board Members Announcements	Information
VIII. Adjournment	Action

2024 Governing Board Meetings: September 16, November 4
2024 Operations Committee Meetings: 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 Bigstycz, 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.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of May 20, 2024

Board Members Present:

Rick DeGolia, Atherton
Karen Cunningham, Brisbane (Vice Chair)
Art Kiesel, Foster City
Tygarjas Bigstyck, Pacifica
Sarah Wernikoff, Portola Valley
Sara McDowell, San Carlos (Chair)

Staff Present:

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

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- I. Call to Order. The meeting was called to order at 8:19 a.m. by Chair McDowell.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the Approval of the February 5, 2024 Minutes, Approval of the April 29, 2024 Joint Meeting Minutes and the Director's Report.

Motion: Approval of the Consent Agenda was postponed until the next regular meeting due to the absence of a quorum.

- IV. Introduction to the Recommended Budget FY 2024-25. Director Despain introduced the FY 2024-25 Recommended Budget presentation and provided an overview. Deputy Director Mary Abler highlighted major accomplishments from the past year. Financial Services Manager Lindsey Freeland shared performance data and gave an overview of the proposed FY 2024-25 priorities, budget details and project highlights. Total Revenue is \$42,048,011 and Net Appropriations, or the total operating budget, is \$51,717,961. Operating Reserves total \$5,072,673 and Capital Reserves total \$21,991,933, in compliance with the Library JPA Fund Balance Policy. Director Despain concluded the presentation by thanking the Governing Board for their continued support and guidance and reminded members that this is an information item only; approval of the FY 2024-25 Recommended Budget will be on the June agenda. Member Bigstyck requested more details about the privacy pods. Director Despain and Vice Chair Cunningham provided additional background information on this project. Chair McDowell expressed gratitude to the staff and praised their selection of photos and visuals used in the presentation. Chair McDowell also inquired about fixed assets and requested a detailed breakdown to be included in the June budget

document. Member Kiesel sought clarification on how fixed assets are calculated, the use of ERAF, and the Fund Balance Policy. Financial Services Manager Freeland provided clarification. Member DeGolia requested more information about the citizenship application assistance mentioned in the accomplishments section of the budget presentation. Deputy Director Risley provided additional details regarding the citizenship support program offerings.

- V. Governing Board Member Announcements. Member Bigstyck invited meeting attendees to the City of Pacifica's event on June 1. Chair McDowell shared positive remarks about the recent Hometown Days event in San Carlos, highlighting the participation of library staff who brought the Makermobile and provided programming.
- VI. Adjournment. The meeting adjourned at 9:05 a.m.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: June 12, 2024
Meeting: June 17, 2024
Re: Approval of Friends and Foundation MOUs

Background

As outlined in the Library Joint Powers Authority Agreement, the Library JPA Governing Board is authorized to form and appropriately associate with one or more IRC 501(c)(3) non-profit corporations devoted to developing additional programs and funds for operation of the libraries and engage in other development activities.

San Mateo County Libraries is fortunate to have the strong support of our ten Friends of the Library organizations who support their local community library. Our Friends of the Library groups provided a total of \$134,314 to support local library programs and services last fiscal year. Programs included musical concerts, youth afterschool programs, special events and family activities. The generosity of our Friends allows us to expand popular programs and pilot new creative ideas in local communities.

The Foundation for San Mateo County Libraries was established in 2018 to complement the work of the Friends and provide additional support for 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. The Foundation raises funds for countywide initiatives, including activities associated with maker initiatives, summer learning, the new Imagination Library and fundraising efforts that will be launched soon to support a new library in East Palo Alto.

Best practice between libraries and their support organizations is to establish a Memorandum of Understanding (MOU) to enhance coordination, communication and accountability between the organizations.

Discussion

Staff is recommending the approval of two MOUs.

Friends of the Library MOU

San Mateo County Libraries has benefited from and worked cooperatively with our Friends of the Library organizations for many years. In 2015, the Library JPA entered into

a formal agreement with the Friends to better outline our relationship as well as roles and responsibilities relative to each other. The MOU was last reviewed and updated in 2019, per the terms of the agreement the MOU shall be reviewed once every three years. Feedback regarding the document was requested and minor revisions have been incorporated into the attached revised MOU. All Friends Boards have approved the updated MOU.

Foundation for San Mateo County Libraries MOU

In 2018, the Library JPA approved the establishment of a Foundation for San Mateo County Libraries to strengthen and invest in library system programs and initiatives. The MOU was created and approved in 2019, per the terms of the agreement the MOU shall be reviewed once every three years. Feedback regarding the document was requested and minor revisions have been incorporated into the attached revised MOU. The Foundation Board has approved the updated MOU.

The Library JPA Attorney has reviewed both MOUs.

San Mateo County Libraries, Friends, and the Foundation are committed to working collaboratively together to enhance library services beyond those that are provided by public funding, and to strengthen the Library JPA through fundraising, advocacy and increasing community awareness and use of our libraries.

Fiscal Impact

There is no fiscal impact associated with approval of these MOUs.

Recommendation

Recommend Library JPA Governing Board approve the Friends of the Library MOU and the Foundation for San Mateo County Libraries MOU. Operations Committee members present at the June 11, 2024 meeting concurred with this recommendation.

Attachments

1. Friends of the Library Memorandum of Understanding – Recommended
2. Friends of the Library Memorandum of Understanding – Redlined
3. Foundation for San Mateo County Libraries Memorandum of Understanding – Recommended
4. Foundation for San Mateo County Libraries Memorandum of Understanding – Redlined

MEMORANDUM OF UNDERSTANDING BETWEEN
 THE SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY AND
 THE FRIENDS OF THE ATHERTON LIBRARY, FRIENDS OF THE BELMONT
 LIBRARY, FRIENDS OF THE BRISBANE LIBRARY, FRIENDS OF THE FOSTER CITY
 LIBRARY, FRIENDS OF THE HALF MOON BAY LIBRARY, FRIENDS OF THE
 MILLBRAE LIBRARY, FRIENDS OF THE PACIFICA LIBRARY, FRIENDS OF THE
 PORTOLA VALLEY LIBRARY, FRIENDS OF THE SAN CARLOS LIBRARY, AND
 FRIENDS OF THE WOODSIDE LIBRARY

This Memorandum of Understanding by and between the San Mateo County Library Joint Powers Authority hereinafter referred to as “LIBRARY”, and the Friends of the Atherton Library, Friends of the Belmont Library, Friends of the Brisbane Library, Friends of the Foster City Library, Friends of the Half Moon Bay Library, Friends of the Millbrae Library, Friends of the Pacifica Library, Friends of the Portola Valley Library, Friends of the San Carlos Library, and Friends of the Woodside Library, hereinafter referred to as “FRIENDS”, each a nonprofit 501 (c)(3) organization, is for the purpose of clarifying the relationship between LIBRARY and FRIENDS as well as roles and responsibilities relative to each other. This Memorandum of Understanding reflects revisions of November 2023; the original MOU was adopted in 2015.

I. GENERAL INFORMATION.

- A. The LIBRARY recognizes the importance of the FRIENDS and works to foster a close relationship.
- B. The primary purpose of the FRIENDS is to promote knowledge of the functions, resources, services and needs of the LIBRARY, and to aid in the development of additional funding for the LIBRARY.
- C. The FRIENDS are a focal point for citizen volunteer activity, an advocate for public library service, and actively raise funds primarily through membership dues, donations, book sales and other fundraising activities.

II. OBLIGATIONS OF LIBRARY.

- A. The LIBRARY agrees to share with the FRIENDS the LIBRARY’S strategic initiatives at the beginning of each fiscal year and discuss with the FRIENDS how their resources and support might help forward these initiatives.
- B. The LIBRARY agrees to publicly acknowledge the contributions of the FRIENDS through various means such as in its promotional materials, public meetings, events and reports.
- C. On an annual basis, the LIBRARY shall make a written funding request to the FRIENDS stating the purposes for which funds are being sought. The request shall include a summary outlining the needs and the level of funding support required, as well as a prioritization of those needs. Information reflecting the outcome of supported services and activities will also be provided.
- D. On an annual basis or more frequently as agreed to by the parties, the LIBRARY shall provide a written summary of LIBRARY services and associated costs for activities funded through the FRIENDS in a format approved by both the LIBRARY and the FRIENDS.

- E. Any excess revenue provided by the FRIENDS and held by the LIBRARY in a fiscal year, will be set aside in a specific LIBRARY account and reflected in the written report described in Section II.
- D. The LIBRARY will reflect these surplus funds and apply them to all funding requests as approved by the FRIENDS.
- F. The LIBRARY agrees to provide the FRIENDS with space, as is available, in LIBRARY managed spaces for book storage, sorting and sales in support of its book sales. The FRIENDS will ensure that these areas are kept in a clean and orderly condition and appearance. The availability and use of LIBRARY managed spaces shall be determined at the sole discretion of the LIBRARY.
- G. The LIBRARY reserves the right to refuse any gift or sponsorship that is not in keeping with the LIBRARY'S mission, core values and policies.

III. OBLIGATIONS OF FRIENDS.

- A. During the entire term of this MOU, the FRIENDS shall maintain 501(c)(3) status, commonly referred to as non-profit charitable corporations, which are recognized by State and Federal tax authorities as authorized to accept contributions which are deductible from income tax. Upon dissolution or loss of 501(c)(3) status the FRIENDS will notify the LIBRARY and prepare a plan to distribute or transfer all remaining funds and assets.
- B. Fundraising.
 - 1. One of the purposes of the FRIENDS is to engage in fund raising activities to support LIBRARY services. Each fiscal year the FRIENDS shall provide funds to the LIBRARY for the enhancement of LIBRARY services. This funding support will be delivered in full to the LIBRARY no later than June 26 in order to offset the cost of approved services incurred in that fiscal year. Services and their associated costs are understood to include goods, activities and services as agreed upon between the FRIENDS and LIBRARY.
 - 2. Any FRIENDS groups which accept donations of books and other materials and makes them available for sale either through an on-line process or at book sales held on or off LIBRARY property shall be responsible for accepting, organizing and providing these materials for sale, deciding appropriate items to sell and determining the pricing of such items. The LIBRARY will accept and transport donations to the FRIENDS' sorting area during such time as the FRIENDS are not available.
 - 3. The FRIENDS agree to provide the LIBRARY a copy of its annual financial statements.
- C. The FRIENDS agree to follow LIBRARY policies and procedures regarding communication with LIBRARY staff, access to LIBRARY spaces, use of equipment, storage, recycling, fundraising activities and other events while utilizing LIBRARY spaces. The Director of Library Services has sole responsibility for developing and enforcing such policies and procedures.

- D. The FRIENDS agree to include a member from the LIBRARY, as approved by the Director of Library Services, as a non-voting member at all FRIENDS' regularly scheduled board meetings, excluding closed sessions. The LIBRARY will provide the FRIENDS with use of a meeting room on a monthly basis for FRIENDS' board meetings free of charge.
- E. The FRIENDS agree to utilize tracking methods established by the LIBRARY to gather volunteer information. FRIENDS shall be responsible for the conduct of FRIENDS' volunteers. Volunteers that interact with the public on behalf of the LIBRARY will be considered LIBRARY volunteers.

IV. MISCELLANEOUS PROVISIONS.

A. Term of MOU.

- 1. The term of this MOU shall commence upon execution by each party and shall be reviewed at least once every three years to ensure that it is fulfilling its purpose and to make any necessary revisions.
- 2. Each party shall have the right to terminate from this MOU at any time upon sixty (60) days' prior written notice of termination.

B. Insurance.

- 1. The County of San Mateo (COUNTY) agrees to include the FRIENDS as an additional insured under the COUNTY's general liability insurance policy for bodily injury or property damage caused by direct or indirect actions of the insured. The COUNTY further agrees to be responsible for any deductibles for claims or incidents that arise while the insured is acting on behalf of or as required by the LIBRARY. This responsibility applies on the condition that the FRIENDS remain in good standing with the LIBRARY and adhere to the conditions set forth in this MOU. A certificate of insurance and an endorsement naming each FRIENDS group will be provided on an annual basis to the LIBRARY. Copies of the certificate and endorsement are available on request. The LIBRARY is currently responsible for the first \$100,000 of each and every claim. The LIBRARY/COUNTY is responsible for amounts that exceed \$100,000 through a combination of self-insurance and commercial insurance policies procured by the COUNTY.
- 2. Directors and officers liability insurance is provided, but only for acts, errors or omissions arising out of the course and scope of activities that benefit or support the LIBRARY. No coverage is afforded for any other responsibilities or duties of any person or family member of a director or officer including governance activities required by the individual FRIENDS Board(s) that is not required or requested by the LIBRARY. FRIENDS agree to have their officers fingerprinted through the LIBRARY.

3. The LIBRARY/COUNTY will extend Workers' Compensation and Employer's Liability Insurance coverage to the FRIENDS, its contractors, subcontractors, agents, volunteers or employees for operations or events when providing services as required or requested by the LIBRARY. The workers' compensation will provide statutory limits and will be the sole remedy for any FRIENDS, its contractors, subcontractors, agents, volunteers or employees, or similar in the event of injury or illness arising from acts performed on behalf of or requested by the LIBRARY/COUNTY.
- C. The LIBRARY/COUNTY shall hold harmless, indemnify and defend the FRIENDS, their officers and agents, from and against claims against the FRIENDS which arise from known activities of the FRIENDS conducted for the benefit of the LIBRARY, except where the claim(s) assert(s) the sole negligence or willful misconduct of the FRIENDS, in which case the LIBRARY/COUNTY shall have no indemnity or defense obligation.
 - D. This MOU constitutes the entire agreement between the parties hereto with respect to the matters described herein, supersedes any prior agreements or promises regarding such matters, and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered or revised, as necessary, by mutual consent of all parties, by the issuance of a written amendment, signed and dated by all parties.
 - E. Unless otherwise specified in the MOU, the LIBRARY'S Director or his/her designee shall be the sole party authorized to act on behalf of the LIBRARY with regard to this MOU. Unless otherwise specified in this MOU, the FRIENDS Presidents, or his/her designees, shall be the sole party authorized to act on behalf of the FRIENDS.

MEMORANDUM OF UNDERSTANDING BETWEEN
THE SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY AND
THE FRIENDS OF THE ATHERTON LIBRARY, FRIENDS OF THE BELMONT
LIBRARY, FRIENDS OF THE BRISBANE LIBRARY, FRIENDS OF THE FOSTER CITY
LIBRARY, FRIENDS OF THE HALF MOON BAY LIBRARY, FRIENDS OF THE
MILLBRAE LIBRARY, FRIENDS OF THE PACIFICA LIBRARY, FRIENDS OF THE
PORTOLA VALLEY LIBRARY, FRIENDS OF THE SAN CARLOS LIBRARY, AND
FRIENDS OF THE WOODSIDE LIBRARY

This Memorandum of Understanding by and between the San Mateo County Library Joint Powers Authority hereinafter referred to as “LIBRARY”, and the Friends of the Atherton Library, Friends of the Belmont Library, Friends of the Brisbane Library, Friends of the Foster City Library, Friends of the Half Moon Bay Library, Friends of the Millbrae Library, Friends of the Pacifica Library, Friends of the Portola Valley Library, Friends of the San Carlos Library, and Friends of the Woodside Library, hereinafter referred to as “FRIENDS”, each a nonprofit 501 (c)(3) organization, is for the purpose of clarifying the relationship between LIBRARY and FRIENDS as well as roles and responsibilities relative to each other. This Memorandum of Understanding reflects revisions of ~~May 2019~~ November 2023; the original MOU was adopted in 2015.

I. GENERAL INFORMATION.

- A. The LIBRARY recognizes the importance of the FRIENDS and works to foster a close relationship.
- B. The primary purpose of the FRIENDS is to promote knowledge of the functions, resources, services and needs of the LIBRARY, and to aid in the development of additional funding for the LIBRARY.
- C. The FRIENDS are a focal point for citizen volunteer activity, an advocate for public library service, and actively raise funds primarily through membership dues, donations, and booksales and other fundraising activities.

II. OBLIGATIONS OF LIBRARY.

- A. The LIBRARY agrees to share with the FRIENDS the LIBRARY’S strategic initiatives at the beginning of each fiscal year and discuss with the FRIENDS how their resources and support might help forward these initiatives.
- B. The LIBRARY agrees to publicly acknowledge the contributions of the FRIENDS through various means such as in its promotional materials, public meetings, events and reports.
- C. On an annual basis, the LIBRARY shall make a written funding request to the FRIENDS stating the purposes for which funds are being sought. The request shall include a summary outlining the needs and the level of funding support required, as well as a prioritization of those needs. Information reflecting the outcome of supported services and activities will also be provided.
- D. On an annual basis or more frequently as agreed to by the parties, the LIBRARY shall provide a written summary of LIBRARY services and associated costs for activities funded through the FRIENDS in a format approved by both the LIBRARY and the FRIENDS.

- E. Any excess revenue provided by the FRIENDS and held by the LIBRARY in a fiscal year, will be set aside in a specific LIBRARY account and reflected in the written report described in Section II.
- D. The LIBRARY will reflect these surplus funds and apply them to all funding requests as approved by the FRIENDS.
- F. The LIBRARY agrees to provide the FRIENDS with space, as is available, in LIBRARY managed spaces for book storage, ~~and~~ sorting and sales and sales in support of its books sales. The FRIENDS will ensure that these areas are kept in a clean and orderly condition and appearance. The availability and use of LIBRARY managed spaces shall be determined at the sole discretion of the LIBRARY.
- G. The LIBRARY reserves the right to refuse any gift or sponsorship that is not in keeping with the LIBRARY'S mission, core values and policies.

III. OBLIGATIONS OF FRIENDS.

- A. During the entire term of this MOU, the FRIENDS shall ~~remain~~ maintain 501(c)(3) status, commonly referred to as non-profit charitable corporations, which are recognized by State and Federal tax authorities as authorized to accept contributions which are deductible from income tax. Upon dissolution or loss of 501(c)(3) status the FRIENDS will notify the LIBRARY and prepare a plan to distribute or transfer all remaining funds and assets.
- B. Fundraising.
 - 1. One of the purposes of the FRIENDS is to engage in fund raising activities to support LIBRARY services. Each fiscal year the FRIENDS shall provide funds to the LIBRARY for the enhancement of LIBRARY services. This funding support will be delivered in full to the LIBRARY no later than June 26 in order to offset the cost of approved services incurred in that fiscal year. Services and their associated costs are understood to include goods, activities and services as agreed upon between the FRIENDS and LIBRARY.
 - 2. Any FRIENDS groups which accept donations of books and other materials and makes them available for sale either through an on-line process or at book sales held on or off LIBRARY property shall be responsible for accepting, organizing and providing these materials for sale, deciding appropriate items to sell and determining the pricing of such items. The LIBRARY will accept and transport donations to the FRIENDS' sorting area during such time as the FRIENDS are not available.
 - 3. The FRIENDS agree to provide the LIBRARY a copy of its annual financial statements.
- C. The FRIENDS agree to follow LIBRARY policies and procedures regarding communication with LIBRARY staff, access to LIBRARY spaces, use of equipment, storage, recycling, fundraising activities and other events while utilizing LIBRARY spaces. The Director of Library Services has sole responsibility for developing and enforcing such policies and procedures.

- D. The FRIENDS agree to include a member from the LIBRARY, as approved by the Director of Library Services, as a non-voting member at all FRIENDS' regularly scheduled board meetings, excluding closed sessions. The LIBRARY will provide the FRIENDS with use of a meeting room on a monthly basis for FRIENDS' board meetings free of charge.
- E. The FRIENDS agree to utilize tracking methods established by the LIBRARY to gather volunteer information. FRIENDS shall be responsible for the conduct of FRIENDS' volunteers. Volunteers that interact with the public on behalf of the LIBRARY will be considered LIBRARY volunteers.

IV. MISCELLANEOUS PROVISIONS.

A. Term of MOU.

- 1. The term of this MOU shall commence upon execution by each party and shall be reviewed at least once every three years to ensure that it is fulfilling its purpose and to make any necessary revisions.
- 2. Each party shall have the right to terminate from this MOU at any time upon sixty (60) days' prior written notice of termination.

B. Insurance.

- 1. The County of San Mateo (COUNTY) agrees to include the FRIENDS as an additional insured under the COUNTY's general liability insurance policy for bodily injury or property damage caused by direct or indirect actions of the insured. The COUNTY further agrees to be responsible for any deductibles for claims or incidents that arise while the insured is acting on behalf of or as required by the LIBRARY. This responsibility applies on the condition that the FRIENDS remain in good standing with the LIBRARY and adhere to the conditions set forth in this MOU. A certificate of insurance and an endorsement naming each FRIENDS group will be provided on an annual basis to the LIBRARY. Copies of the certificate and endorsement are available on request. The LIBRARY is currently responsible for the first \$100,000 of each and every claim. The LIBRARY/COUNTY is responsible for amounts that exceed \$100,000 through a combination of self-insurance and commercial insurance policies procured by the COUNTY.
- 2. Directors and officers liability insurance is provided, but only for acts, errors or omissions arising out of the course and scope of activities that benefit or support the LIBRARY. No coverage is afforded for any other responsibilities or duties of any person or family member of a director or officer including governance activities required by the individual FRIENDS Board(s) that is not required or requested by the LIBRARY. FRIENDS agree to have their officers fingerprinted through the LIBRARY.

3. The LIBRARY/COUNTY will extend Workers' Compensation and Employer's Liability Insurance coverage to the FRIENDS, its contractors, subcontractors, agents, volunteers or employees for operations or events when providing services as required or requested by the LIBRARY. The workers' compensation will provide statutory limits and will be the sole remedy for any FRIENDS, its contractors, subcontractors, agents, volunteers or employees, or similar in the event of injury or illness arising from acts performed on behalf of or requested by the LIBRARY/COUNTY.
- C. The LIBRARY/COUNTY shall hold harmless, indemnify and defend the FRIENDS, their officers and agents, from and against claims against the FRIENDS which arise from known activities of the FRIENDS conducted for the benefit of the LIBRARY, except where the claim(s) assert(s) the sole negligence or willful misconduct of the FRIENDS, in which case the LIBRARY/COUNTY shall have no indemnity or defense obligation.
- D. This MOU constitutes the entire agreement between the parties hereto with respect to the matters described herein, supersedes any prior agreements or promises regarding such matters, and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered or revised, as necessary, by mutual consent of all parties, by the issuance of a written amendment, signed and dated by all parties.
- E. Unless otherwise specified in the MOU, the LIBRARY'S Director or his/her designee shall be the sole party authorized to act on behalf of the LIBRARY with regard to this MOU. Unless otherwise specified in this MOU, the FRIENDS Presidents, or his/her designees, shall be the sole party authorized to act on behalf of the FRIENDS.

MEMORANDUM OF UNDERSTANDING BETWEEN
THE SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY AND THE
FOUNDATION FOR SAN MATEO COUNTY LIBRARIES

This Memorandum of Understanding by and between the San Mateo County Library Joint Powers Authority (hereinafter, referred to as “LIBRARY”), and the Foundation for San Mateo County Libraries, Inc., a nonprofit 501 (c)(3) organization (hereinafter, referred to as “FOUNDATION”), for the purpose of clarifying the relationship between LIBRARY and FOUNDATION as well as roles and responsibilities relative to each other.

I. GENERAL INFORMATION

1. The FOUNDATION was approved by the Library JPA Governing Board and formed in 2018 to complement the work and benefit the programs and services of the LIBRARY.
2. The primary purpose of the FOUNDATION is to develop additional funding, particularly for capital projects, for the LIBRARY and promote knowledge of the services, resources, and needs of the LIBRARY.
3. The LIBRARY provided and will continue to provide assistance to the FOUNDATION to facilitate its operation and the fulfillment of its stated mission.

II. AGREEMENTS

NOW, THEREFORE, the LIBRARY and the FOUNDATION agree as follows, subject to the continued approval of sufficient funding for these purposes by the LIBRARY:

A. OPERATIONS

1. Office space. The LIBRARY will furnish office space at: 125 Lessingia Court, San Mateo, CA 94402 sufficient to operate the FOUNDATION. The FOUNDATION will comply with LIBRARY policies in its usage of such space.
2. Computer usage; office equipment; FOUNDATION website. The LIBRARY will furnish the FOUNDATION a computer, basic IT services, telephones and reasonable usage of office equipment, such as printer, scanner and copier. The LIBRARY will also provide the FOUNDATION website initial set-up with the understanding that the FOUNDATION will be responsible for maintaining changes and updates.
3. Marketing and Communication. The LIBRARY will assist the FOUNDATION with marketing and communication support, as needed.
4. Personnel. The LIBRARY will employ a Development Manager to help support the FOUNDATION in its mission to raise funding for the LIBRARY. The parties acknowledge that the Development Manager will be a county employee subject to the policies of the county’s Human Resources department, including those pertaining to compensation. In accordance with county policy, the Director of Library Services will supervise the Development Manager, who shall provide part-time support to the FOUNDATION at the direction of the FOUNDATION’s board of directors.

5. Charges. In recognition of the support provided to the LIBRARY by the FOUNDATION, the LIBRARY will not charge the FOUNDATION rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 4.0 of this Agreement. Provided the FOUNDATION will be responsible for operating expenses relating to its fundraising activities, including the costs of advertising, postage, large copy jobs, and consumable office supplies used in those activities, including pens, presentation folders, notebooks, card stock, and printing costs.

III. FOUNDATION RESPONSIBILITIES

1. Board of Directors. In compliance with its bylaws, the FOUNDATION will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.
2. Compliance with legal and regulatory requirements. The FOUNDATION will engage in an annual audit and prepare necessary government reports at its own expense, including Form 990. The FOUNDATION Board will comply with the FOUNDATION's articles of organization, bylaws, and applicable federal and state laws and regulations. The FOUNDATION Chair will consult with the Director of Library Services on all matters pertaining to such compliance.

IV. FUNDRAISING AND GRANTMAKING

1. Restricted, unrestricted and endowment gifts. All restricted gifts made by donors to the FOUNDATION and all gifts made to the FOUNDATION's endowment by donors, unless otherwise specified in writing by the donor, will be gifts to LIBRARY, but will be retained and managed by the FOUNDATION subject to the terms hereof. The following provisions shall apply to such gifts made to the LIBRARY:
 - a. Statutory obligations with respect to gifts made to the LIBRARY. Pursuant to the Gift and Donation Policy adopted by the LIBRARY JPA Governing Board, the following powers and duties apply with respect to gifts made to the LIBRARY:
 - i. Unrestricted gifts of cash are gratefully accepted and processed through the FOUNDATION.
 - ii. All restricted monetary gifts will be processed through the FOUNDATION on behalf of the LIBRARY. Restricted gifts of cash will be accepted based on the guidelines in the Policy and designated to a specific library or approved project area.
 - iii. The LIBRARY reserves the right to refuse any gift, and to direct the FOUNDATION to refuse or return any gift.
 - b. Unrestricted gifts made to the LIBRARY. In those instances, in which a donor has made an unrestricted gift to the LIBRARY, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of subsection 1.a.i shall apply. LIBRARY JPA Governing Board has determined that it will best serve the interests of the LIBRARY for unrestricted gifts to be held, invested and reinvested by the FOUNDATION, subject to appropriate safeguards and agreements to be put into place by the Director of Library Services and the FOUNDATION's Chair. The LIBRARY agrees to notify the FOUNDATION's Chair, when it has received and accepted an unrestricted gift. The parties agree that the Director of Library Services and the FOUNDATION's Chair (with approval

from the Foundation's Board), are authorized to implement safeguards and agreements with respect to the placement of such gifts with the FOUNDATION. Without limiting such safeguards and agreements that might be implemented, the parties acknowledge that such safeguards and agreements, where necessary, should address concerns related to receipt and refunding agreements imposed by trustees, fiduciary duties of the FOUNDATION, adherence to tax laws and regulations, liability exposures, unforeseen tax liability, and auditing requirements. The LIBRARY understands that unrestricted gifts may also be used by the FOUNDATION for basic operating expenses.

- c. Restricted gifts made to the LIBRARY. All gifts restricted for a specific library service will be initially authorized by the Director of Library Services, subject to LIBRARY JPA Governing Board when required under LIBRARY policies, and then accepted by the FOUNDATION. The FOUNDATION agrees to administer such gifts in accordance with the restrictions imposed by the donor or donors.
- d. Management of funds for benefit of LIBRARY. The FOUNDATION Board of Directors will manage the proceeds of the FOUNDATION, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the FOUNDATION in support of the LIBRARY.
- e. Grant requests. Any grant funding request by LIBRARY for unrestricted FOUNDATION funds shall be presented in writing by the Director of Library Services or their designee to the FOUNDATION. The FOUNDATION will process the request following the FOUNDATION's procedure for grant requests, with the FOUNDATION Board of Directors having full authority to grant or deny the grant request.
- f. Annual disbursement to the LIBRARY. The FOUNDATION shall raise and continue to raise funds to supplement the LIBRARY needs. The FOUNDATION Board will on an annual basis approve a disbursement to the LIBRARY from the available funds for use.
- g. Gifts from Friends of the Library. When the FOUNDATION receives gifts and donations from the Friends of the Libraries, it shall separately account for such funds, and disburse the same in accordance with the instructions of the Friends for the community library benefit after approval by the LIBRARY Director of Library Services or their designee.

V. MISCELLANEOUS PROVISIONS

1. Terms of MOU.

- a. The term of this MOU shall commence upon execution by each party and shall be reviewed at least once every three years to ensure that it is fulfilling its purpose and to make any necessary revisions.
- b. Each party shall have the right to terminate this MOU at any time upon sixty (60) days' prior written notice of termination.

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- a. The LIBRARY agrees to include the FOUNDATION as an additional insured under their general liability insurance policy for bodily injury or property damage caused by direct or indirect actions of the insured. The LIBRARY further agrees to be responsible for any

deductibles for claims or incidents that arise while the insured is acting on behalf of or as required by the LIBRARY. This responsibility applies on the condition that the FOUNDATION remain in good standing with the LIBRARY and adhere to the conditions set forth in this MOU. A certificate of insurance and an endorsement will be provided on an annual basis.

- b. Directors and officers liability insurance will be provided to FOUNDATION by LIBRARY, but only for acts, errors or omissions arising out of the course and scope of FOUNDATION activities that benefit or support the LIBRARY. No coverage is afforded for any other responsibilities or duties of any person or family member of a director or officer including for governance activities required by the individual FOUNDATION Board that is not required or requested by the LIBRARY.
3. The LIBRARY will extend its workers compensation and employers liability coverage to the FOUNDATION, its contractors, subcontractors, agents, volunteers or employees, for operations or events when providing services as required or requested by the LIBRARY. The workers' compensation will provide statutory limits and will be the sole remedy for any FOUNDATION contractor, subcontractor, agent, volunteer or employee, or similar in the event of injury or illness arising from acts performed on behalf of or requested by the LIBRARY.
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6. Unless otherwise specified in the MOU, the Director of Library Services or their designee shall be the sole party authorized to act on behalf of the LIBRARY with regard to this MOU. Unless otherwise specified in this MOU, the FOUNDATION Chair, or their designee, shall be the sole party authorized to act on behalf of the FOUNDATION.

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4. Personnel. The LIBRARY will employ a ~~Director on behalf of~~ Development Manager to help support the FOUNDATION in its mission to raise funding for the LIBRARY. The parties acknowledge that the ~~FOUNDATION's Director~~ Development Manager will be a county employee subject to the policies of the county's Human Resources department, including those pertaining to compensation. In accordance with county policy, the Director of Library Services will supervise the ~~Director~~ Development Manager, who shall provide part-time direct support

~~to the operations of the FOUNDATION in consultation with at the direction of the FOUNDATION's board of directors. The Director will dedicate at least twenty hours per week to the FOUNDATION on average over the course of the fiscal year, unless the FOUNDATION determines that fewer hours are required or the Director of Library Services and the FOUNDATION otherwise agree that a different allocation of hours is required.~~

5. Charges. In recognition of the support provided to the LIBRARY by the FOUNDATION, the LIBRARY will not charge the FOUNDATION rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 4.0 of this Agreement. The Provided the FOUNDATION will be responsible for operating expenses relating to its fundraising activities, including the costs of advertising, postage, large copy jobs, and consumable office supplies used in those activities, including pens, presentation folders, notebooks, card stock, and printing costs.

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 - ii. All restricted monetary gifts will be processed through the FOUNDATION on behalf of the LIBRARY. Restricted gifts of cash ~~are will be~~ accepted based on the guidelines in the Policy and will be designated to a specific library or approved project area.
 - iii. The LIBRARY reserves the right to refuse any gift, and to direct the FOUNDATION to refuse or return any gift.
 - b. Unrestricted gifts made to the LIBRARY. In those instances, in which a donor has made an unrestricted gift to the LIBRARY, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of ~~this~~ subsection 1.a.i shall apply. LIBRARY JPA Governing

Board has determined that it will best serve the interests of the LIBRARY for unrestricted gifts to be held, invested and reinvested by the FOUNDATION, subject to appropriate safeguards and agreements to be put into place by the Director of Library Services and ~~the FOUNDATION's Director, or, in the absence of a Director,~~ the FOUNDATION's President Chair. The LIBRARY agrees to notify the FOUNDATION, ~~through its Director, or, in the absence of an Director,~~ the FOUNDATION's President Chair, when it has received and accepted an unrestricted gift. The parties agree that the Director of Library Services and ~~the FOUNDATION's Director, or, in the absence of an Director,~~ the FOUNDATION's President Chair (with approval from the Foundation's Board), are authorized to implement safeguards and agreements with respect to the placement of such gifts with the FOUNDATION. Without limiting such safeguards and agreements that might be implemented, the parties acknowledge that such safeguards and agreements, where necessary, should address concerns related to receipt and refunding agreements imposed by trustees, fiduciary duties of the FOUNDATION, adherence to tax laws and regulations, liability exposures, unforeseen tax liability, and auditing requirements. The LIBRARY understands that unrestricted gifts may also be used by the FOUNDATION for basic operating expenses.

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- d. Management of funds for benefit of LIBRARY. The FOUNDATION Board of Directors ~~and Director~~ will manage the proceeds of the FOUNDATION, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the FOUNDATION in support of the LIBRARY. ~~The parties agree that the FOUNDATION will contract with an Investment Group for investment and reporting services relating to all such funds.~~
- e. Grant requests. Any grant funding request by LIBRARY for unrestricted FOUNDATION funds shall be presented in writing by the Director of Library Services or their designee to the FOUNDATION. The FOUNDATION will process the request following the FOUNDATION's procedure for grant requests, with the FOUNDATION Board of Directors having full authority to ~~accept grant~~ or deny the grant request.
- f. Annual disbursement to the LIBRARY. The FOUNDATION shall raise and continue to raise; funds to supplement the LIBRARY needs. The FOUNDATION Board will on an annual basis approve a disbursement to the LIBRARY from the available funds for use.
- g. Gifts from Friends of the Library. When the FOUNDATION receives gifts and donations from the Friends of the Libraries, it shall separately account for such funds, and disburse the same in accordance with the instructions of the Friends for the community library benefit after approval by the LIBRARY Director of Library Services or their designee Director.

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1. Terms of MOU.

- a. The term of this MOU shall commence upon execution by each party and shall be reviewed at least once every three years to ensure that it is fulfilling its purpose and to make any necessary revisions.
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 - b. Directors and officers liability insurance will be provided to FOUNDATION by LIBRARY, but only for acts, errors or omissions arising out of the course and scope of FOUNDATION activities that benefit or support the LIBRARY. No coverage is afforded for any other responsibilities or duties of any person or family member of a director or officer including for governance activities required by the individual FOUNDATION Board that is not required or requested by the LIBRARY.
3. The LIBRARY will extend its workers compensation and employers liability coverage to the FOUNDATION, its contractors, subcontractors, agents, volunteers or employees, for operations or events when providing services as required or requested by the LIBRARY. The workers' compensation will provide statutory limits and will be the sole remedy for any FOUNDATION contractor, subcontractor, agent, volunteer or employee, or similar in the event of injury or illness arising from acts performed on behalf of or requested by the LIBRARY.
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This MOU may be modified, altered or revised, as necessary, by mutual consent of all parties, by the issuance of a written amendment, signed and dated by all parties.

6. Unless otherwise specified in the MOU, the Director of Library Services or ~~his/her~~ their designee shall be the sole party authorized to act on behalf of the LIBRARY with regard to this MOU. Unless otherwise specified in this MOU, the FOUNDATION ~~President Chair~~, or ~~his/her~~ their designees, shall be the sole party authorized to act on behalf of the FOUNDATION.



To: JPA Governing Board

From: Anne-Marie Despain, Director of Library Services
Lindsey Freeland, Financial Services Manager

Date: June 12, 2024

Meeting: June 17, 2024

Re: Adoption of the FY 2024-25 Recommended Budget

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

The San Mateo County Libraries budget process involves the distribution of resources and services that meet performance objectives as identified by library staff, the Operations Committee and the Governing Board. Funds are appropriated on an annual basis as adopted by the Library 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.

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 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

The FY 2024-25 Recommended Budget was presented to the Operations Committee on May 14 and to the Governing Board on May 20. The presentation provided an overview of significant current year accomplishments and performance data, and detailed proposed revenues and expenditures designed to achieve budget priorities and projects that are aligned with Strategic Plan goals. The Library JPA meetings in June seek adoption of the FY 2024-25 Recommended Budget.

Discussion

FY 2024-25 Budget Overview

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 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.

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.

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

The proposed budget for FY 2024-25 is \$78,782,567. Net Appropriations total \$51,717,961. Reserves total \$27,064,606 and are in compliance with the Fund Balance Policy.

Recommendation

Recommend JPA Governing Board approve the FY 2024-25 Recommended Budget and Fund Balance Policy. Operations Committee members present at the June 11, 2024 meeting concurred with this recommendation.

Attachment

1. Fiscal Year 2024-2025 Recommended Budget
2. Fund Balance Policy



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.

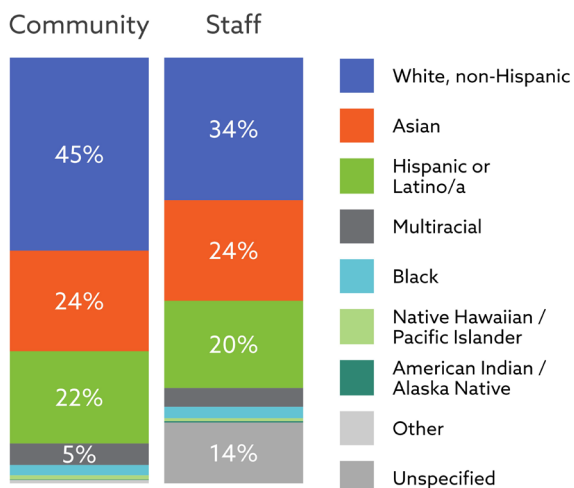
271,407 people live in our service area

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.

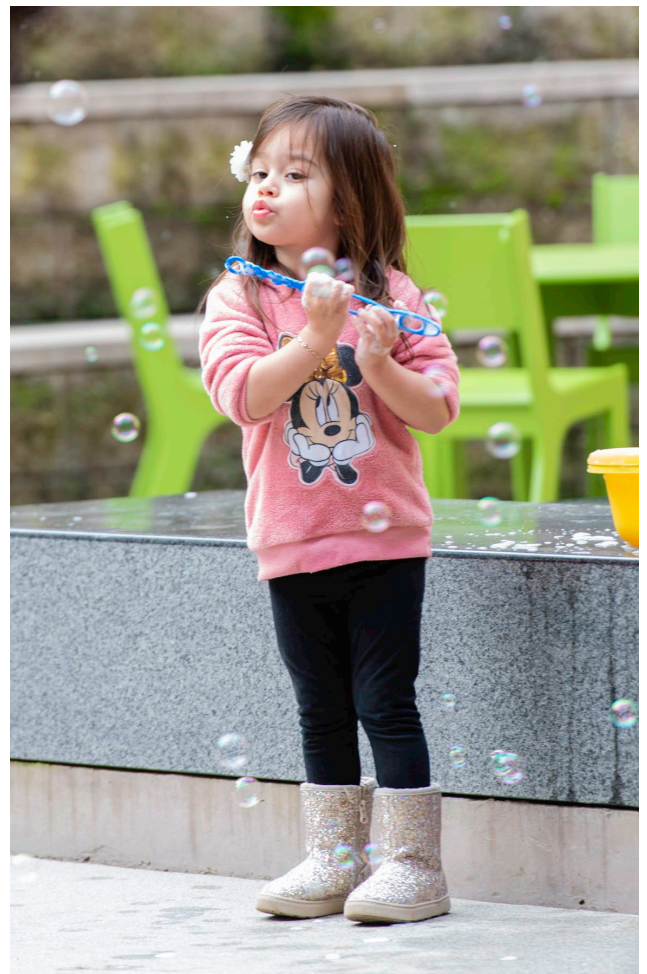
This means we will:

- 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

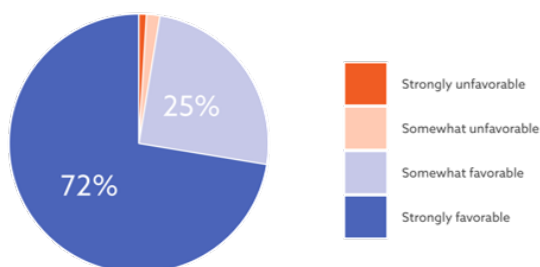
In alignment with our Strategic Plan, our libraries took bold, innovative steps forward to achieve significant goals this year.

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



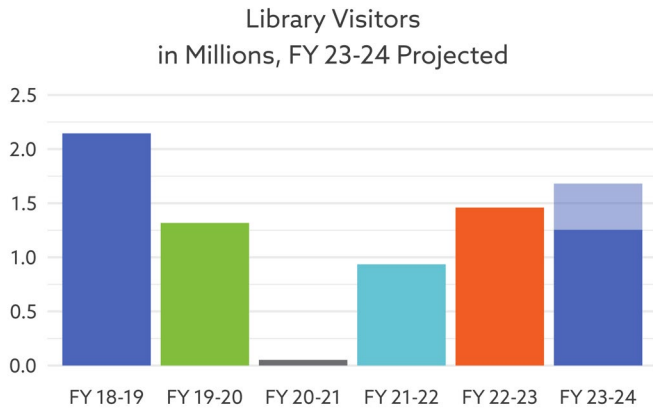


Performance

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

Performance

Library Visits



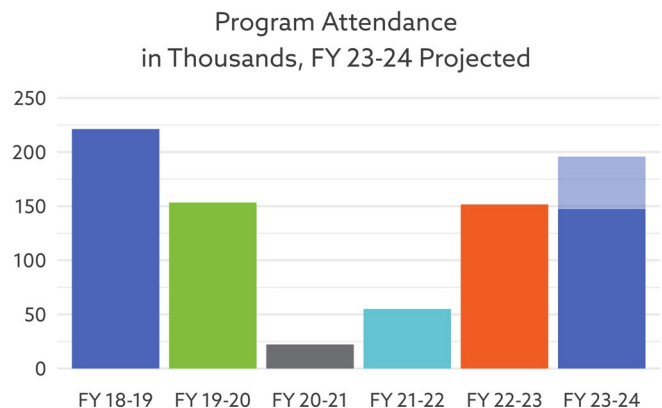
We have continued to welcome a growing number of library visitors, with almost 1.3 million visits across all 13 community libraries in the first three quarters of this fiscal year. Visitors are 19% higher than at this point last fiscal year, continuing three years of strong growth after reopening our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

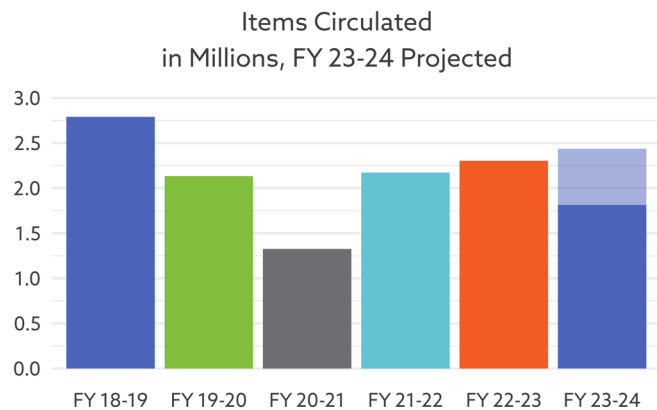
Increasing attendance has gone hand-in-hand with more library programs available to patrons. Staff have organized 6,553 programs so far this year, up 46% from last fiscal year. Over a fifth of these programs are offered in languages other than English, including events like our bilingual storytimes which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



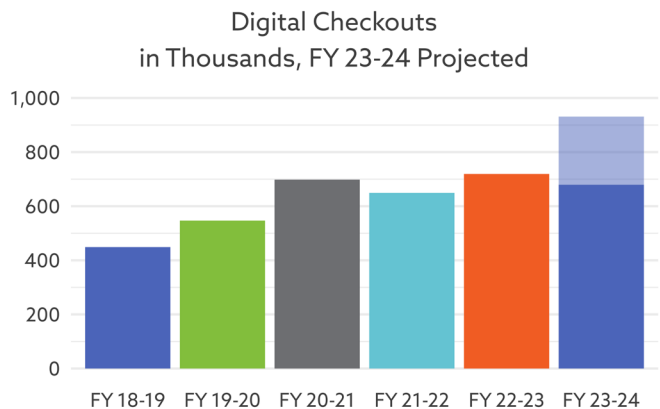
Circulation of physical world language materials continues to grow steadily and is 6% higher than at this point last fiscal year. Over the last several years, we have worked to increase the world language materials available at all libraries, which include materials for adult and children alike in English, 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

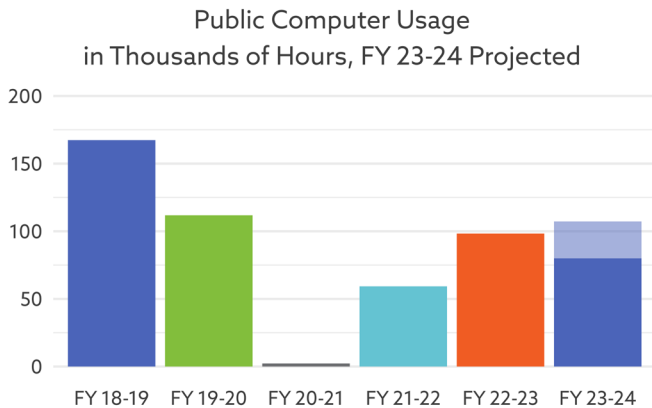
Patrons have checked out more digital materials so far this fiscal year than any other year on record since we started tracking in FY 2015-16. Digital checkouts have spiked sharply, with 679,317 checkouts of resources like eBooks, audiobooks, movies, and music. This is 28% higher than at this point last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



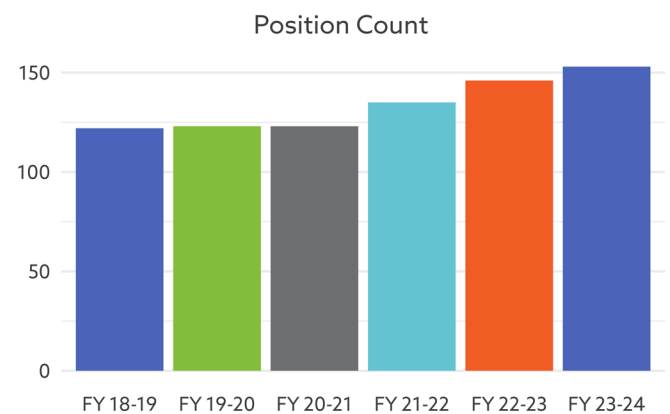
As library visitors have continued to rise, usage of Internet access within library spaces has also grown. Library visitors have logged 143,101 sessions on library computers this year, up 14% from the same period in FY 2022-23. Monthly unique WiFi users in March are up 21% since a year ago, and total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

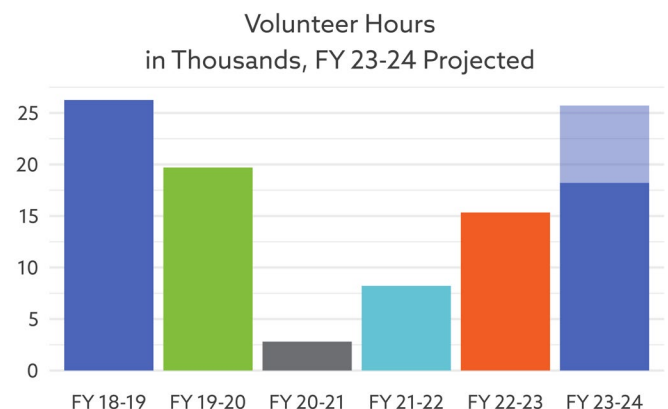
Library Champions

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

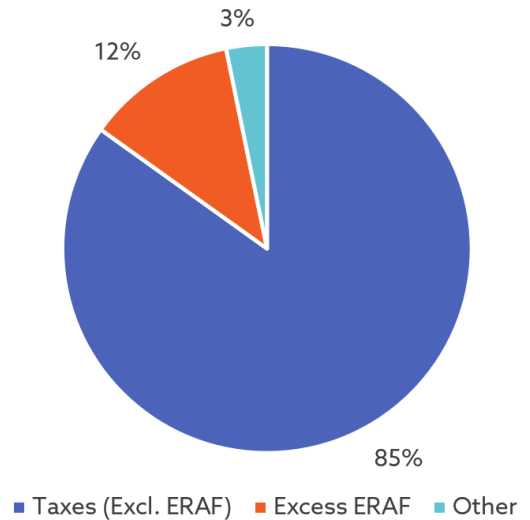
Recommended Revenues total \$42 million. Our main source of revenue is derived from taxes (\$40.7 million). San Mateo County Libraries is entitled to receive a small portion of property taxes collected within the boundaries of our service area.

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.

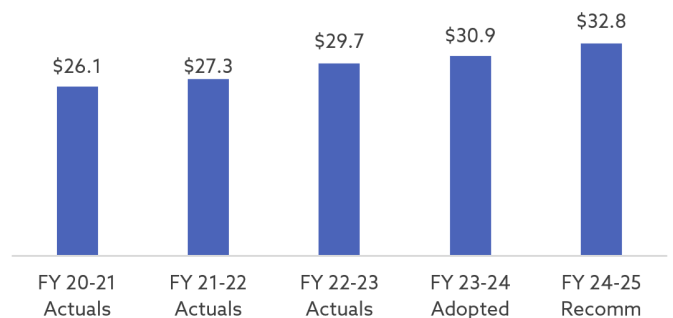
Other sources of significant ongoing revenue include a projected \$1 million from the dissolution of redevelopment agencies (RDA), \$560,000 from taxes resulting from secured and unsecured Supplemental Assessments (taxes derived from properties that have changed ownership or have been reassessed due 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.

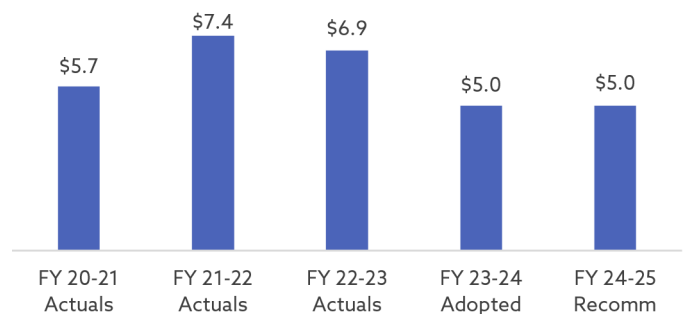
FY 2024-25 Budgeted Revenue



Property Tax Revenue in Millions



Excess ERAF in Millions



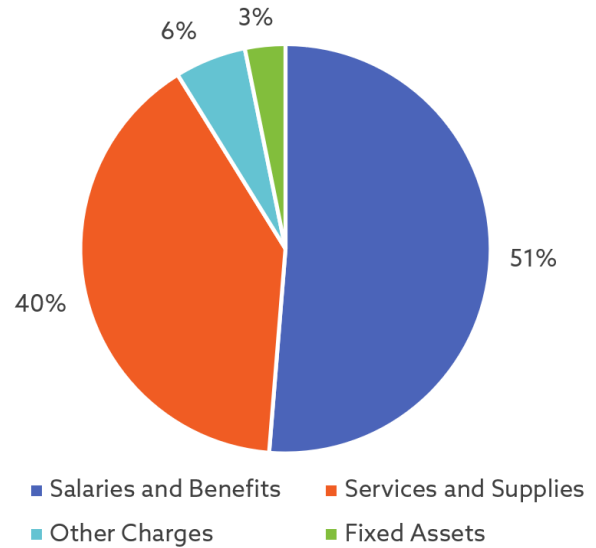
Expenditures Summary

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.

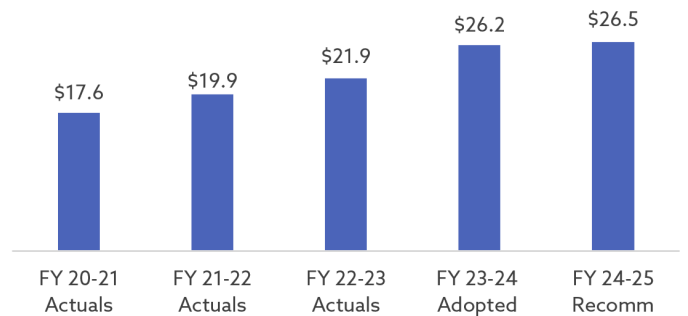
Other significant operational expenses fall under Services and Supplies at \$20.6 million and include \$1.8 million for furniture replacement and facility upgrades; \$4.2 million for library collections; \$4.6 million for computer equipment, software, and maintenance agreements; an estimated \$1.5 million 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.

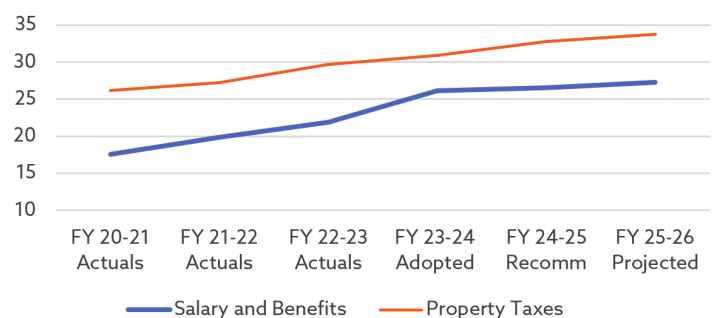
FY 2024-25 Budgeted Expenditures



Salaries and Benefits in Millions



Salaries and Benefits and Property Taxes in Millions



Reserves Summary

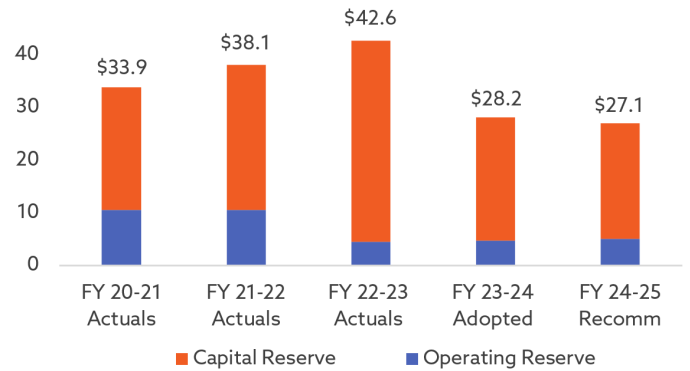
Recommended Operating and Capital Reserves total \$27.1 million. The Fund Balance Policy requires that Operating Reserves be maintained at 15% of adopted general operations (Net Appropriations excluding one-time activities). These funds are maintained in the event of emergencies or unanticipated funding 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.

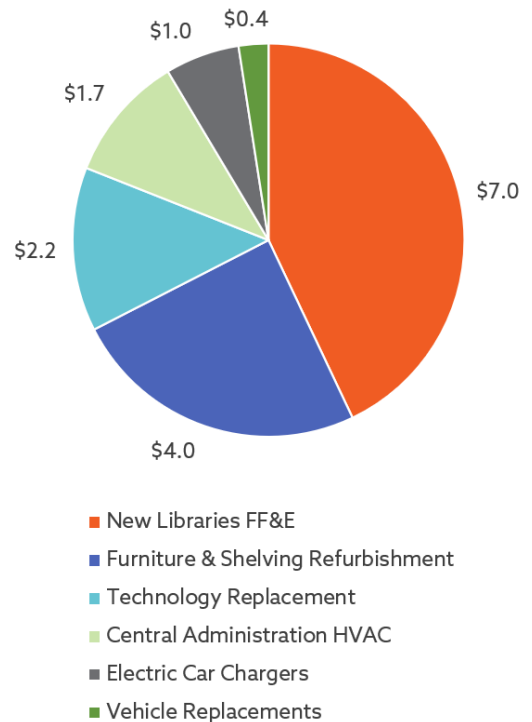
Capital Reserves are assigned to anticipated projects that are financially significant. Currently, \$16.3 million is assigned, including \$7 million for furniture, fixtures, and equipment (FF&E) for future new libraries in East Palo Alto (\$2.5 million), North Fair Oaks (\$1.5 million), and Pacifica (\$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 (\$846,557), replacing IT equipment (\$424,000), piloting privacy pods (\$120,000), and purchasing five new outreach vehicles (\$255,000). 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

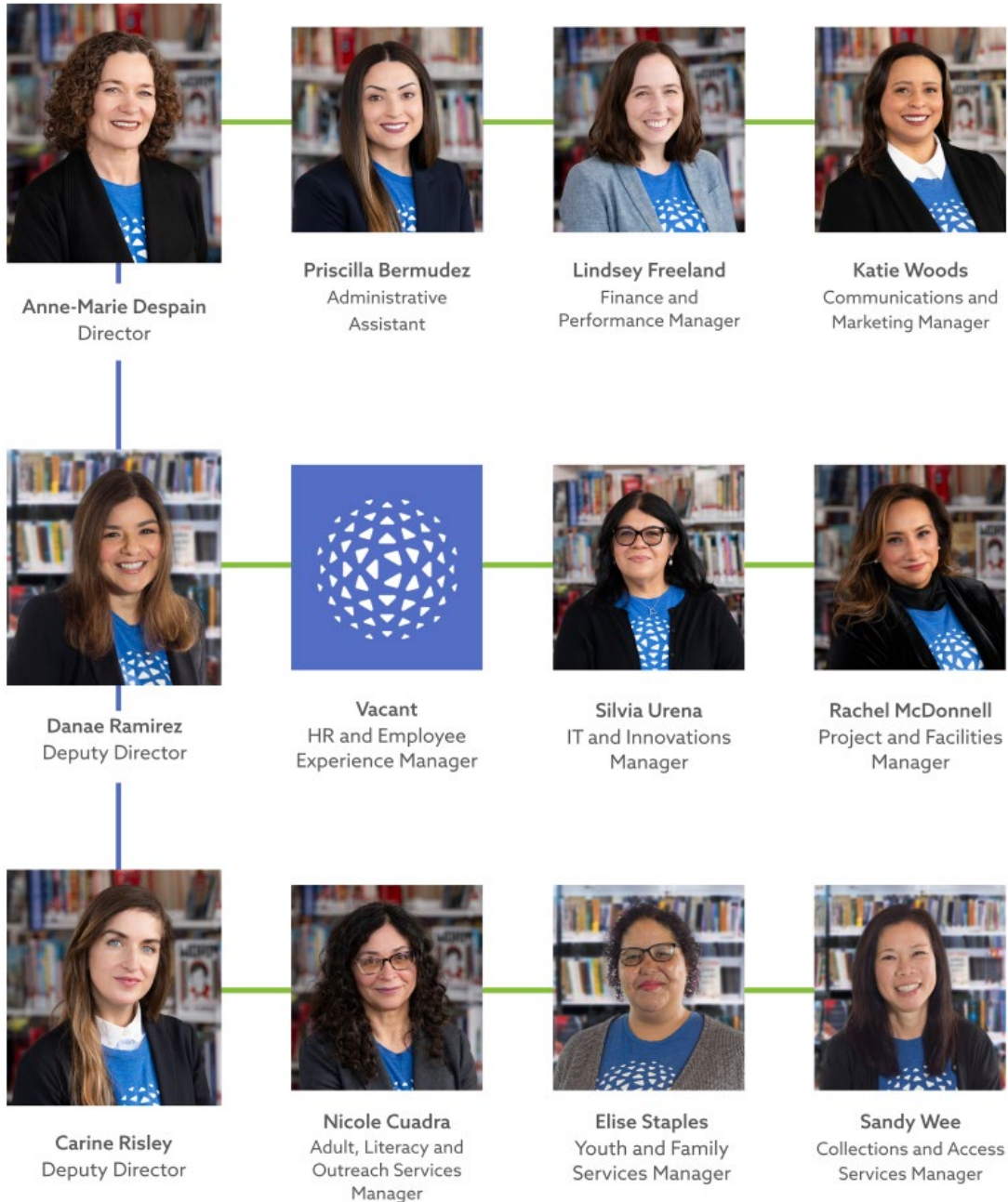
		FY 2022-23 Actuals	FY 2023-24 Adopted	Change	FY 2024-25 Recommended
<u>Sources</u>					
1000	Taxes	41,834,144	40,285,502	410,825	40,696,327
1500	Use of Money and Property	947,266	371,216	-	371,216
1600	Intergovernmental Revenues	1,822,433	693,774	(5,264)	688,510
2000	Charges for Services	9,801	-	-	-
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

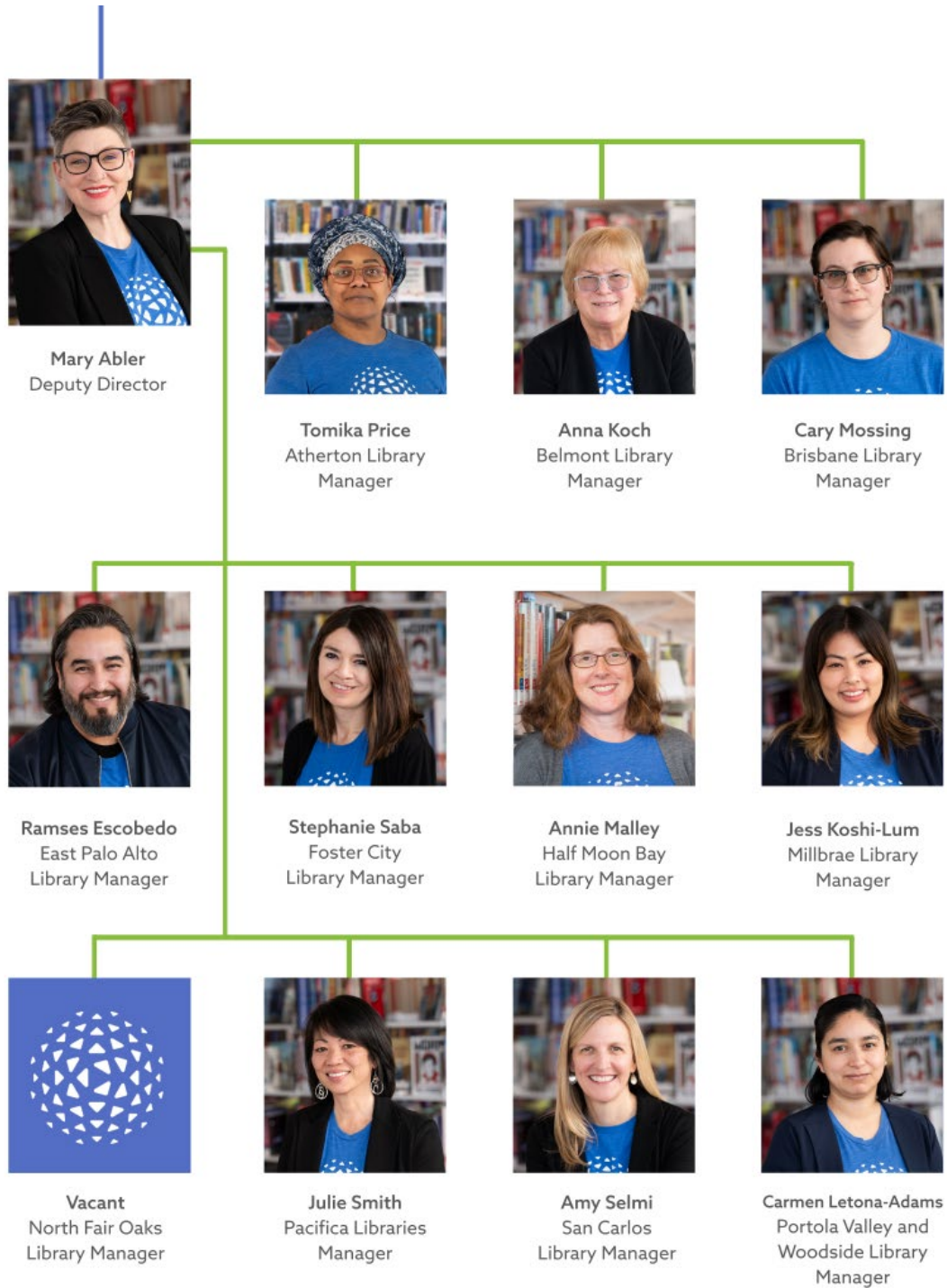
Personnel Summary

	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



FUND BALANCE POLICY

I. Purpose

Prudent financial management suggests that all governmental entities should establish fund balance policies to provide the required resources when responding to unforeseen events and meeting operating needs. The purpose of this Fund Balance Policy is to establish reasonable guidelines tailored to the needs of the San Mateo County Library Joint Powers Authority (Library) which ensure that adequate funds are available to:

- Mitigate significant economic downturns or revenue shortfalls
- Cover future innovative opportunities related to system improvements
- Provide for future projects

Fund Balance is generally defined as the difference between fund assets and fund liabilities remaining at year-end. For budgetary purposes, this represents the sum of over-realized or unanticipated revenues and unspent appropriations or reserves at the end of each fiscal year.

The Policy aligns with the reporting standards outlined in GASB 54 (the Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions). GASB Statement 54 established fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

II. Fund Balance Goals

The following individual items shall constitute the Library Fund Balance.

Committed Fund Balance:

Committed Fund Balance consists of amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority, in this case, the Governing Board. Commitments may be changed or lifted only by the Governing Board taking the same formal action that imposed the constraint originally. The Library has established two primary categories of Committed Fund Balance as follows:

- Stabilization Commitments, referred to in this policy as Operating Reserves, and
- Capital Project Commitments, referred to in this policy as Capital Reserves

Operating Reserves:

Governments often establish "rainy day funds" to provide a financial cushion against unanticipated adverse financial or economic circumstances. The Library is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted one-time expenditures. Operating Reserves may be used to address temporary cash flow shortages, emergencies, unanticipated economic downturns, and one-time opportunities to stabilize current operations.

The Library shall maintain amounts equal to no less than fifteen percent (15%) of adopted general fund operating appropriations in the category identified as Operating Reserves (net appropriations exclusive of one-time activities).

*There is no nationally uniform standard regarding the appropriate level of unrestricted fund balance (i.e. the amounts reported as committed) local governments should maintain. However, the Government Finance Officers Association (GFOA) recommends that..."general purpose governments maintain **at a minimum** an unrestricted fund balance of no less than two (2) months or 16.7% of regular general fund operating revenues or regular general fund operating expenditures. The adequacy of unreserved fund balance in the general fund should be assessed based upon a government's own circumstances. Furthermore, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unreserved fund balance in the general fund at any one time."*

Capital Reserves:

Capital Reserves may be used to address innovative opportunities related to operational improvements and asset replacement needs as approved by the Governing Board. Activities such as major equipment purchases, facility renovations, and system-wide projects are not specified in this policy statement, but are identified by the Library, as part of the annual budget development process.

The Library shall maintain amounts equal to no less than two million five hundred thousand (\$2,500,000) in the category identified as Capital Reserves.

III. Minimum Fund Balance Requirements

In the event funds are not available to maintain minimum required balances as detailed under Section II Fund Balance Goals; Committed Fund Balance, the Governing Board must approve and adopt a plan to restore this balance to the target level by adding an amount to the budget to cover the deficiency over a period not to exceed five (5) fiscal years. If restoration of the commitment cannot be accomplished within such period without severe hardship to the Library, then the Governing Board will establish a different time period or change the committed amount requirement.

IV. Utilization of Fund Balance

Appropriation of the Committed Fund Balance shall require the approval of the Governing Board and shall be only for one-time uses and not for ongoing expenditures unless a viable revenue plan designated to sustain the expenditures is adopted.

V. Annual Review

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: June 12, 2024
Meeting: June 17, 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 are leaders in establishing a foundation for early literacy and supporting exploration and growth at every stage of life.

Adult Learning High School Graduation

On May 18 we were delighted to celebrate the accomplishments of six graduates and their families at our adult learning graduation ceremony. The celebration featured the remarks of graduate Kasinath Balaji Machiraju, who addressed the audience with his words of gratitude and hope as he described pursuing this course of education decades after his original schooling in his home country. The ceremony was followed by a joyful and multigenerational reception for graduates and their loved ones.

This program offers adults the opportunity to earn accredited High School Diplomas and Career Certificates in high-growth, high-demand careers. With the support of the California State Library, San Mateo County Libraries offers full scholarships to interested adults in San Mateo County. Congratulations graduates!



Summers Reimagined

This summer, we are heading outdoors in collaboration with San Mateo County Parks. Our Youth Services Workgroup has revamped the Summer Learning Challenge, featuring new logs, graphics, and ways to participate. Our new summer initiative promotes equity and community connections, allowing participants to set their own goals and find reading opportunities that suit their interests, while still offering the fun, learning-based experiences we are known for. The program welcomes all ages and abilities. Artwork was generously donated by Newbery Medal award winner and local illustrator Shawn Harris. For more details, visit: [My Summer Adventure](#).



Empower Card Initiative

San Mateo County Libraries has issued approximately 23,300 Empower Cards to students across the County since the initiative launched two years ago. Over the last year, the number of cards has increased by over 25%. Monthly checkouts have increased by almost 50% over the last year with the most recent data showing 9,860 checkouts per month.

A librarian at Woodside Elementary, for example, uses World Book Online with student Empower Cards. "Second graders were researching and writing "All About" books in writer's workshop so I showed them how to use it so they could look up their topic. I've pulled it up several times to show them different topics as they relate to stories we are reading." Our World Book Online usage has increased by almost 900%, showing the clear impact and access to resources made available through the Empower Card.



HIP Housing Art Display Partnership

HIP Housing facilitated a local youth art contest for their 2024 calendar, featuring the creativity of children in grades K-5 from San Mateo County. The contest aims to foster community engagement and highlight the vibrant artistic expressions of the young participants. In collaboration with San Mateo County Libraries, the winning artworks were included as part of a traveling display, showcased at participating community libraries throughout April and May. This initiative celebrated the talent and imagination of local youth and emphasizes the significance of house sharing and community connection within the County. We are happy to showcase the work of these young artists and look forward to welcoming the works to our spaces.

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

Strategic Planning Community Engagement Continues

We are currently continuing the work of extending and expanding our extensive, inclusive, multicultural community engagement, which began on March 22nd and is anticipated to be complete by early July. Staff have spent well over 1,000 hours to deeply and thoughtfully engage the public in this process and continue to succeed daily in including additional perspectives.

Our public community engagement phase collects input in several ways: in-person via street surveys, online out in the community, and in-person at libraries with a goal to include feedback from 3,500 community members. Participants are also being engaged digitally via city and library newsletters.

Staff have made new connections with every community location visited, which have included schools, places of worship, and employment sites; grocery stores like Chavez Markets, Dollar Tree, Inda Cash and Carry, and 99 Ranch; and food distributions at community partner sites. All participants represent important voices that will influence and guide our future.

The goal of the remaining community engagement is to ensure that underrepresented populations have an opportunity to provide their feedback. Deeper input will be collected through 25 stakeholder community member interviews and focus groups, which will be scheduled throughout June. These 60–90-minute sessions will include additional key voices recommended by the JPA Operations Committee and Governing Board members to strategically engage under-heard and historically excluded populations in our communities.



Library of Things Circulation Spotlight

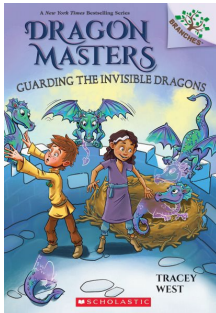
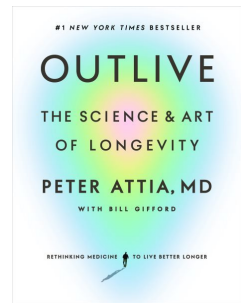
Our Library of Things collections are popular and draw a lot of attention. Currently, 51% of this collection is checked out. The item with the highest checkout percentage is Richard Scarry's Busytown board game with a 100% checkout rate, followed by our WiFi hotspots with 75% checked out at any given time. County Park Passes are very popular and have a checkout rate of 71% and the Monopoly board game has a 70% checkout rate.

We have recently expanded our offerings to include games and puzzles. Since their launch in August 2023, these new items have been checked out a total of 2,531 times, with games accounting for 1,850 checkouts and puzzles for 681. The most popular game is the Game of Life with 104 checkouts, followed by Pete the Cat Groovy Buttons, Taco Cat Goat Cheese Pizza, and Exploding Kittens.

We are excited to announce that board games and puzzles are now available for holds by all library card holders.

Top Circulating Print New Titles

Our community continues to read diverse, inspiring and fun books with top titles ranging from literary fiction to romance to nonfiction of all kinds. Among our adult readers, the most popular nonfiction titles so far this year include [*Outlive: The Science and Art of Longevity*](#) by Peter Attia, M.D., [*The Woman in Me*](#) by Britney Spears and [*Going Infinite: The Rise and Fall of the New Tycoon*](#). Our top three fiction titles have remained the same for many months: [*Lessons in Chemistry*](#) by Bonnie Garmus, [*Tomorrow, and Tomorrow, and Tomorrow*](#) by Gabrielle Zevin and [*Demon Copperhead*](#).



Top children's titles feature phonics box sets, dragons, and a beloved Pigeon make up our top lists. Emerging readers love our [*Pete the Cat*](#) phonics boxes, which has held on to the top spot throughout the year. These short books from our Easy Reader collection instruct kids in long and short vowel sounds and common sight words through fun stories. [*Guarding the Invisible Dragons*](#), a beginner chapter book from the popular Dragon Masters Series by Tracey West is a newer top circulating title. [*The Pigeon Will Ride the Roller Coaster*](#) and [*The Pigeon Has to Go to School*](#) by Mo Willems are the two most favored picture books.

Public Relations Initiative

Earlier this year, we initiated a request for proposals to find experienced and innovative firms to help us create and implement unique, multilingual and impactful public relations campaigns aimed at increasing library awareness and usage. Through this competitive selection process, we selected AMF Media Group, a PR and marketing firm and entered into a one-year agreement, not to exceed \$199,000. AMF is an award-winning, full-service marketing and communications agency established in 2007. Their expertise includes research, brand strategy and identity development, campaign development, public relations and crisis communications, social media, broadcast and video production, traditional and digital media planning and buying. Guided by our Communications team, AMF will leverage their strategic expertise to deliver integrated campaigns that inspire action. In the coming weeks, we will focus on acquainting AMF with our library system, history, and strategic goals to develop an effective, strategic marketing plan.

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

San Mateo County Fair

Our partnership with the County Fair returns from June 1 through June 9. We are delighted to be part of the fun! This year will be activating the space with our new Makermobile and offering up an assortment of fun library activities for all attendees. Fair staff are projecting record crowds and we are excited to meet people over the 7 days to engage them in all the wonders our libraries have to offer.



Library Outpost

Construction began on our first Library Outpost at the Pacifica Sanchez Library in December 2023, and we are nearing completion this month. Staff were recently trained on the machine, testing will begin once the concrete work is finished, and a ribbon cutting will be planned for next month once the branding is complete. The Outpost will offer a carefully selected collection of over 300 books and media. Through a lending machine, community members can browse the collection, select items, pick up holds, and return materials. The Outpost will also provide sustainable outdoor furniture, and free WiFi service. Expanding access to our physical and digital collections through this service will enhance our services in Pacifica. Currently, discussions are underway to expand outposts to unincorporated areas in midcoast, Pescadero and Woodside.



Bob Hoover Fellows Program

We are welcoming two interns this summer, Yarely De La Luz-Sanchez and Jovanna Carter from the County's 2024 Bob Hoover Fellows program. This program is an annual County Executive Office-sponsored summer internship program that places college-aged youth in departments throughout San Mateo County. Named after famed community leader and youth mentor Bob Hoover, the program is a partnership with [Live in Peace](#), an East Palo Alto community organization that serves young adults in East Palo Alto and Belle Haven. The program is in its third year and introduces young adults to entry-level work while working with program coaches to develop professional skills. Yarely will help support our Library Projects Division and Jovanna will help support our Youth and Family Services Division.

Catalyst Leadership Program

We are pleased to share that two of our Library Champions – Liz Garcia, Librarian at Half Moon Bay Library, and Cloud Bell, Community Program Specialist at Belmont Library – were selected earlier this year to participate in an 18-month statewide leadership program hosted by the California State Library. This cohort-based initiative is designed to equip and support participants with professional development opportunities to “lead from anywhere” and they are focusing their work on co-design. Each participant will be responsible for identifying a community to co-design library programs or resources for with an eye towards access and equity. Liz will be working with Spanish-speaking adults in Pescadero and Cloud will be co-designing with justice-impacted youth in the county. We are excited to see how these two will share their experiences to improve library services for these populations.

National Library and Volunteer Weeks

We recently celebrated [National Library Week](#) with the theme "Ready, Set, Library!" The week included special events such as Right to Read Day, addressing book bans and advocating for the freedom to read; National Library Workers Day, appreciating the contributions of library staff; National Library Outreach Day, highlighting the outreach efforts of the Makermobile and Bookmobile; and Take Action for Libraries Day, encouraging community advocacy for library support. In partnership with our Friends of the Library groups, we were able to provide each staff member with an enamel pin that reads, "Open a book, open your mind." We are so grateful for our Library Champions who help our community open their minds every day.



Later in April, we also celebrated National Volunteer Week by providing our amazing volunteers with their own enamel pin featuring a "To be read" pile of books. We know our over 500 volunteers spend their precious free time helping make our libraries more welcoming and vibrant places and we suspect that their own "TBR" piles are getting bigger and bigger by the day. We hope that this small token of our appreciation is worn proudly by our volunteers.



Employee Service Awards

The County is honoring six employees for reaching milestones in their years of service: Esmeralda Casas, East Palo Alto Library Librarian (10 years), Kate Drabek, Foster City Senior Library Assistant (10 years), Kenny Gabe, East Palo Alto Library Community Program Specialist (10 years), Wan Fwu, Outreach and Programming Librarian (10 years), Silvia Urena, Information Technology Manager (30 years), and Stephanie Saba, Foster City Library Manager (20 years).

Congratulations to Esmeralda, Kate, Kenny, Wan, Silvia and Stephanie for their many years of service and invaluable contributions to the San Mateo County Libraries!

Library Personnel News

We are excited to share the following personnel announcements:

Gina Feil has accepted a promotion to Community Library Manager at the North Fair Oaks Library. Gina started her career at San Mateo County Libraries in December 2021 working as a Senior Librarian at Half Moon Bay before transferring to the Foster City Library. Before joining SMCL she worked as a Teen Librarian for Palo Alto and as a Librarian II for Menlo Park Library. Gina holds a Master of Library and Information Science from San Jose State University and a bachelor's degree in molecular, cell and developmental biology from the University of California, Santa Cruz. Gina is a graduate of our inaugural Leadership, Education, and Development (LEAD) cohort.

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 Master of Library and Information Science 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.

Chris Lu has accepted a promotion to Community Library Manager at the Belmont Library. Chris joined the Belmont Library team over 4 years ago and has held the position of Teen Librarian and most recently Senior Librarian. Chris is a graduate of our inaugural Leadership, Education, and Development (LEAD) cohort. Before moving to San Mateo County, Chris gained experience at several academic and specialized libraries ear Seattle and served as a Logistics Specialist for the United States Navy. Chris holds a Master of Library and Information Science from the University of Washington iSchool and a bachelor's degree in English literature from Seattle University.

Sabrina Nava-Catalan has accepted a promotion to Librarian at the Half Moon Bay Library. Sabrina previously served as a Community Program Specialist. Sabrina holds a Master of Library and Information Science from San Jose State University and a bachelor's degree in accounting from Menlo College. Sabrina is bilingual in Spanish.

George Rosas has accepted the position of Library Assistant at the Half Moon Bay Library. George joins us from the San Diego County Library where he worked as a Library Technician. George holds a bachelor's degree in anthropology from San Diego State University. George is bilingual in Spanish.

Welcome and congratulations to Gina, Kristen, Chris Sabrina and George!

Retirement News: Martina Tello

Martina Tello, Community Program Specialist at Half Moon Bay Library, retired at the end of March after over 30 years of service with San Mateo County Libraries, focused on direct service to her community, and supporting the literacy needs of Spanish-speaking families.

Martina began her career as a Library Assistant at the Millbrae Library supporting the lending of library materials and programming. She was quickly promoted to Senior Library Assistant and helped coordinate the circulation work of the branch. Martina always enjoyed presenting storytimes and supporting families and her next promotion took her to the Youth and Family Services Division as a Community Program Specialist. Martina coordinated the Raising the Reader program, after-school programming in Pescadero, Family Place workshops and a variety of other family literacy initiatives.

In 2011, Martina returned to branch work as a Community Program Specialist at the Half Moon Bay Library. Martina was most proud of her Pitch-It funded project, *Woman on the Rise* at Moonridge Housing, where she provided a series of literacy and empowerment programs for mothers.

Martina will surely be missed by the entire Coastside community but we wish her well on her retirement!

Retirement News: Jay Smith

Jay Smith, Librarian at the San Carlos Library, retired in February just shy of his 40-year anniversary. He has worked at San Mateo County Libraries for an incredible 39 years!

Jay was first hired to work as a Reference Librarian when reference services were provided centrally out of the Library Admin building. He quickly became known for his computer skills, often traveling to different libraries to help with computer equipment problems. For helping others, his peers honored him with an Outstanding Employee Award in 1994. When system reference services were reorganized, he transferred to the San Carlos Library where his assignment was to handle reference questions for five small libraries and provide online reference skills training to staff.

Over the years he often split his work between the Foster City Library and San Carlos Library, ensuring that public and staff computers were always working, and software was kept up to date. Jay was a popular public internet instructor and led a non-fiction book club for many years. Jay was a quiet and reflective observer of so many significant changes in our libraries, but one comment he made still rings true today: "I expect libraries to be a window on the world and an access point to that world."

Thank you for your remarkable dedication to San Mateo County Libraries Jay! Congratulations and best wishes on your retirement!

Retirement News: Angela Luis

Congratulations to Angela Luis who has announced her retirement effective July 6, after almost 22 years with San Mateo County Libraries.

Angela started out as an Extra-help Librarian in 2002. She was hired permanently in 2007 as the Youth Services Librarian for the Portola Valley Library, where she was recognized with a Teamwork Award for her efforts to make all her coworkers feel engaged and appreciated. During her time in Portola Valley, she offered popular children's programs such as the Teddy Bear Picnic, Toy Health Checks and the Portola Valley Poetry Contest. Angela served on the committee that spearheaded the innovative collections shift from the Dewey Decimal System to a word-based classification system. She even came up with the name FindIt!

In 2014, she transferred to our Pacifica Libraries to serve her community where, among other things, she began new after school maker and hangout programs and led adult crafting classes. Angela has served on numerous committees and workgroups including Youth Services, Equity, Volunteers, Wellness and Employee Engagement. Currently, she oversees the Pacifica Raising a Reader program, does preschool outreach and storytimes, Paw for Tales, and is the school district liaison.

Angela's warmth, humor, collaborative nature, and dedication will be greatly missed by the community and her colleagues. Congratulations and best wishes Angela!

Retirement News: Anna Koch

Anna Koch, Belmont Library Manager, will be retiring at the end of August after 15 years of service. Anna's nearly 40-year career in libraries includes roles at Boston Public Library, MIT and Harvard, and Contra Costa County Library.

Anna started her career at San Mateo County Libraries in 2009 as a Library Services Manager, overseeing adult programming, volunteers and community engagement and marketing. She was instrumental in launching programs such as our Poet Laureate program, Food for Fines, Discover and Go— our online museum pass program, and our first 3D printing programs.

In 2014, she returned to direct public service transferring to the Foster City Library. Her creative and inspiring library programs, especially her beloved Jazz Concerts, were wildly popular with the community. During the pandemic she led new customer care initiatives before returning to in-person library services as Community Library Manager of the Belmont Library. In this latest role, she has overseen the development of a temporary makerspace that bustles with activity and navigated the large after-school population with determination and enthusiasm. Her partnership with the City of Belmont has resulted in several well-attended cultural events including Diwali and Lunar New Year celebrations.

In addition to her management work, Anna has been instrumental in leading our recent systemwide Customer Care efforts. In partnership with others, she created schedules, standards, and guides to ensure our patrons experience consistently excellent customer service, no matter how they get in touch with us.

Congratulations, best wishes and thank you for all your contributions to San Mateo County Libraries Anna! You will be missed!

State News:

The State Legislature has announced an agreement on a joint legislative budget plan for FY 2024-25, which includes significant cuts and the use of reserves to address the sizeable State budget deficit. Unfortunately, two State Library programs – Lunch at the Library and the California Library Services Act (CLSA) – were included in these cuts.

The Lunch at the Library budget was reduced from \$5.5 million to \$3 million. Lunch at the Library provides summer meals for children and teens. Over the last two years, we have been awarded an average of \$91,000 annually through this program. We do not yet have details on how much the cuts will impact the funding we receive moving forward.

CLSA was reduced from \$3.6 million to \$1.8 million. CLSA supports sharing library resources across geographic regions, including funding large digital subscription services. The dollar impact on our system is still to be determined, but it will likely be small and we don't anticipate any issues providing replacements for cut resources. Smaller library systems will feel the State divestment more strongly as they benefit greatly from the cooperative resource sharing model given their smaller budgets.

[State and Assembly Adopt 2024-25 Budget Package: Cuts Made to Lunch at the Library and CLSA](#)

Libraries in the News:

- [Next Gen AI: Libraries Work with ChatGPT and Other Emerging AI Tools](#) (libraryjournal.com)
- [You can borrow some hiking gear from participating Bay Area libraries for free: Here's how](#) (abc7news.com)
- [Free Hiking Gear at Bay Area Libraries: How To Borrow It](#) (sfstandard.com)
- [ULC Releases Library Insights Survey Data](#) (libraryjournal.com)
- [7 surprising ways the library can help you save money](#) (NPR.org)
- [Your library card may soon no longer get you a free pass to California state parks](#) (msn.com)



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: June 12, 2024
Meeting: June 17, 2024
Re: Election of Library JPA Governing Board Officers

Background

The Bylaws for the San Mateo County Library Joint Powers Authority provide specific guidance regarding the election and terms of officers of the Governing Board.

Article IV. Officers:

- A. The Governing Board will elect a Chair and Vice Chair annually not later than June. Voting shall be public. The Chair and Vice Chair shall be voting members of the Governing Board. New officers shall assume office the first day (July 1) of the next Fiscal Year.
- B. It shall be the duty of the Governing Board Chair to preside at the meetings of the Governing Board, to call special meetings when necessary and to perform other duties as ordinarily pertain to the office of Chair. The Chair shall set the agenda in conjunction with the Library Director and the Operations Committee Chair.
- C. The Vice Chair shall have all the powers and duties of the Chair in his or her absence.
- D. The term of office for the Chair and Vice Chair shall commence as stated in paragraph A above, and run for a period of one year. No person shall hold the same office for more than two consecutive terms.
- E. Nominations for officers shall be made from the floor. Nominations shall be made by voting members of the Governing Board only. Nominations and election of the Chair shall precede nominations and election of the Vice Chair.

Discussion

Sara McDowell, Chair, and Karen Cunningham, Vice Chair, have each served two consecutive terms in their positions. As specified in the Bylaws, an election of new officers is required.

Fiscal Impact

There is no fiscal impact associated with the approval of this item.

Recommendation

Invite nominations from the floor for the positions of Governing Board Chair and Vice Chair and conduct an election at the June 17, 2024 meeting.