San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of January 28, 2025

Board Members Present:
George Rodericks, Atherton (Chair)
Jeremy Dennis, Brisbane
Matthew Chidester, Half Moon Bay
Hannah Moran, Millbrae
Kevin Woodhouse, Pacifica (Vice Chair)
Crystal Mui, San Carlos
Justin Mates, San Mateo County
Kevin Bryant, Woodside

Staff Present:
Anne-Marie Despain
Carine Risley
Lindsey Freeland
Priscilla Bermudez

I. Call to Order. The meeting was called to order at 1:34 p.m. by Chair Rodericks.

II. Public Comments. None.

III. Consent Agenda. The Consent Agenda included the Approval of the October 29, 2024 Minutes, the Unapproved Minutes of the November 4, 2024 Governing Board Meeting, the Financial Audit Report for FY 2023-24 and the Director's Report.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Bryant/ Mui).

IV. Strategic Plan 2025-2030 Report. Director Despain presented the Strategic Plan Report for approval. Vice Chair Woodhouse requested a high-level summary of changes from the October draft. Member Chidester appreciated its simplicity, incorporation of board feedback, and expressed enthusiasm for moving it forward. Member Mui praised the design, noting the appealing colors, graphics, and photos that make it engaging.

Motion: Approve the Strategic Plan 2025-2030 Report. Passed (MSP: Woodhouse/Chidester).

V. Bookmobile Purchase Approval. Deputy Director Risley presented the Bookmobile Purchase for approval. Vice Chair Woodhouse inquired about features and challenges specific to large electric vehicles. Members Mates and Member Bryant commended staff for their research and updates, voicing support for a diesel-hybrid option. Member Chidester asked about potential alternative uses, such as serving as a warming station or providing power in emergencies. The discussion also covered production timelines and the possibility of using portable solar panels for additional power.

Motion: Approve the purchase of a new hybrid diesel bookmobile. Passed (MSP: Mates/Woodhouse).

VI. FY 2024-25 Mid-Year Report. Financial Service Manager Freeland provided an overview of the FY 2024-25 Mid-Year Report. By year end, the Library is estimated to realize 108% of projected revenue and spend approximately 90% of budgeted expenditures. The Revenue variance of $3.4M is primarily attributed to secured property taxes and Excess ERAF, which are expected to exceed budgeted amounts. Expenditure savings are estimated at $5.2M, 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 FY 2025-26. Looking ahead to the FY 2025-26 budget, property tax revenue is expected to grow by 4%, while unsecured property taxes and excess ERAF are anticipated to remain stable. Staff recommends adopting a strategy of allocating 50% of anticipated excess ERAF for ongoing expenses, aligning with San Mateo County's approach since 2011. The library expects approximately $7 million in excess ERAF next year and has sufficient reserves to manage any unforeseen funding changes. Member Chidester expressed support about the adjustment on excess ERAF, noting its potential to create new opportunities and inquired about plans for ongoing funding allocation. Director Despain stated that fund usage would be guided by feedback from the Library JPA and aligned with the strategic plan. Members discussed how the State's attempt to link excess ERAF to VLF in lieu funding could impact how funds are allocated across cities, counties, and special districts like libraries. Member Mates shared information from the County regarding ERAF and VLF funds.

Motion: Accept the report and direct staff to move forward with development of the FY 2025-26 Recommended Budget. Passed (MSP: Chidester/Bryant).

VII. Operations Committee Members Announcements.

VIII. Adjournment. The meeting adjourned at 1:58 p.m.