San Mateo County Libraries

Agenda Item VI.

To:	JPA Governing Board
From:	Anne-Marie Despain, Director of Library Services
	Paniz Amirnasiri, Interim Director of Finance and Performance
Date:	September 10, 2025
Meeting:	September 15, 2025
Re:	Proposed Uses of Restricted Library Funds

Background

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

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

2. *In the fiscal year following the completion and opening of the new Atherton Library, excess funds, after deduction of any activities approved by the Governing Board for library related expenditures within a member city, shall be split 50%-50% between the Library JPA and the member city to which those excess funds are attributable.*

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

Discussion

For FY 2024-25, amounts totaling $3,355,778 were set aside in Library trust accounts: $1,613,623 in the Atherton Library Trust Fund; $878,175 in the San Carlos Library Trust Fund; and $863,980 in the Woodside Library Trust Fund.

The 50:50 split first applied to excess funds identified at the end of FY 2022-23. Following the September 2024 recommendations made by the Library JPA Operations subcommittee on restricted funds, and Library JPA trust fund was established to hold the Library JPA portion of the 50:50 split. The balance in this trust as of June 30, 2025 is $412,599.

Total restricted Library property taxes currently held in trust accounts by the Library JPA and members total $15,547,091

FY 2025-26 Proposed Uses of Restricted Library Funds

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

Proposed uses of restricted Library JPA Funds in FY 2025-26 total $2,664,152. Member proposals for discussion and approval include:

Atherton Library

Atherton Library Trust Funds as of June 30, 2025, total $2,541,065 ($260,160 held by the Town of Atherton and $2,280,905 held by the Library).

The Town of Atherton proposes to utilize restricted Library JPA funds in an amount estimated at $1,367,902 as detailed below:

Type/Category	Description	Proposed Use FY 2025-26
Building Maintenance	Building maintenance manager	18,852
Construction	Atherton Children's Play Garden construction	600,000
Contract Management	Contract management for building services	39,000
Custodial Services	Contract janitorial services	75,000
Facility Improvements	Aesthetic updates and pedestrian pathway, parking improvement, and solar carports/EV charging designs	375,000
Facility Maintenance	Maintenance, monitoring, repairs, vector control, locks, and landscaping	100,050
Utilities	Electricity and water	160,000
	Total Proposed Expenditures	$1,367,902

Foster City Library

Foster City Library Trust Funds as of June 30, 2025, total $163,404. In addition, $110,160 in excess funds are held by the Library JPA to support building a new makerspace.

The City of Foster City proposes to utilize restricted Library JPA funds in an amount estimated at $30,000 as detailed below:

Type/Category	Description	Proposed Use FY 2025-26
Facility Maintenance	Remove old water fountain and install new filtered water fountain with bottle refill station and refrigeration	5,000
Facility Maintenance	Replace all emergency exit signs with (discontinued) metal halide bulbs with reflectorized LED exit signs	5,000
Facility Maintenance	Retrofit all lighting fixtures from fluorescent to LED	20,000
	Total Proposed Expenditures	$30,000

Portola Valley Library

Portola Valley Library Trust Funds as of June 30, 2025, total $1,356,219 ($14,313 held by the Town of Portola Valley and $1,341,906 held by the Library JPA).

The Town of Portola Valley proposes to utilize restricted Library JPA funds in an amount estimated at $75,000 as detailed below:

Type/Category	Description	Proposed Use FY 2025-26
Custodial Services	Janitorial services contract	15,000
Facility Maintenance	Annual maintenance and repairs	20,000
Overhead Allocation	Annual Town staff support	10,000
Utilities	Electric, gas, water, sewer	30,000
	Total Proposed Expenditures	$75,000

San Carlos Library

San Carlos Library Trust Funds as of June 30, 2025, total $4,825,601 ($1,926,142 held by the City of San Carlos and $2,899,459 held by the Library JPA). The City of San Carlos proposes to utilize restricted Library JPA funds in an amount estimated at $962,000.

As part of the FY 2025-26 Recommended Budget an amount of $800,000 for the San Carlos Makerspace was approved by the Governing Board in June, bringing the total amount of

restricted funds to $1,762,000 as detailed below:

Type/Category	Description	Proposed Use FY 2025-26
Construction	San Carlos Makerspace	800,000
Facility Maintenance	Elevator Upgrades	300,000
Facility Maintenance	General Maintenance and Expenses	200,000
Facility Maintenance	Library Building Painting	300,000
Facility Maintenance	Library Front Entrance Sliding Door Replacement	36,000
Facility Maintenance	Library Parking Lot Striping	72,000
Facility Maintenance	Library Parking Lot Trellis Replacement	54,000
	Total Proposed Expenditures	$1,762,000

Woodside Library

Woodside Library Trust Funds as of June 30, 2025, total $6,660,800, (-$185,346 held by the Town of Woodside and $6,846,146 held by the Library JPA).

The Town of Woodside proposes to utilize restricted Library JPA funds in an amount estimated at $229,250 as detailed below:

Type/Category	Description	Proposed Use FY 2025-26
Contract Services	Janitorial services and landscaping	40,000
Facility Maintenance	Updates to the buildings and grounds	50,000
Overhead	Town staff support, insurance, and other	90,250
Utilities	Water, power, and sewer	49,000
	Total Proposed Expenditures	$229,250

Fiscal Impact

Proposed uses of restricted Library JPA Funds in FY 2025-26 total $2,664,152. There are sufficient restricted Library JPA funds available to cover these requests.

Recommendation

Recommend JPA Governing Board approve the proposed uses of restricted Library Funds in FY 2025-26. Operations Committee members present at the September 9, 2025 meeting concurred with this recommendation.