



Joint Powers Authority Operations Committee

George Rodericks, Atherton

Afshin Oskoui, Belmont

Clay Holstine, Brisbane

Jaime Fontes, East Palo Alto

Dante Hall, Foster City

Matthew Chidester, Half Moon Bay (Vice Chair)

Angela Louis, Millbrae

Kevin Woodhouse, Pacifica

Jeremy Dennis, Portola Valley (Chair)

Crystal Mui, San Carlos

Justin Mates, San Mateo County

Kevin Bryant, Woodside

San Mateo County Library Joint Powers Authority Operations Committee Agenda June 9, 2020, 1:30 p.m. Teleconference Meeting

COVID-19 ADVISORY NOTICE

The San Mateo County Health Officer, in conjunction with colleagues from six other Bay Area Counties to help stop the spread of the novel Coronavirus (COVID-19), has issued a shelter-in-place order directing all County residents to shelter in their places of residence, with certain exceptions for essential services and activities. The Governor has also issued a statewide shelter-in-place order.

Pursuant to those shelter-in-place orders, the Governor's Executive Order N-29-20 which relaxes certain teleconferencing requirements of the Brown Act, and the CDC's social distancing guidelines which discourage large public gatherings, this meeting of the Operations Committee will be conducted **by videoconference only**.

PUBLIC PARTICIPATION

Members of the public may join this videoconference meeting through Zoom by clicking the following link:

<https://SMCL.zoom.us/j/98108894050?pwd=ekJpemFLa2wzZUc5RTJLOUFZb1hLZz09>

Or Telephone: +1 669 900 6833 Meeting ID: 981 0889 4050 Password: 025941

In addition, members of the public may also email written public comments in advance of the meeting to despain@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.

I. Call to Order	Action
II. Public Comments	Information
III. Approval of the May 12, 2020 Minutes	Action
IV. Unapproved Minutes of the May 18, 2020 Governing Board Meeting	Information
V. Adoption of the FY 2020-21 Recommended Budget	Action
VI. FY 2020-21 Proposed Uses of Restricted Library Funds	Action
VII. Election of Library JPA Operations Committee Officers	Action
VIII. Director's Report	Information
IX. Operations Committee Members Announcements	Information
X. Adjournment	Action

2020 Operations Committee Meetings: September 15, November 3
2020 Governing Board Meetings: June 15, September 21, November 9

ADA-ACCOMODATION REQUESTS

Individuals who require special assistance or a disability-related accommodation to participate in this meeting may contact Anne-Marie Despain before 8:00 a.m. the day of the meeting by sending an email to despain@smcl.org or by calling 650-312-5245.



San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of May 12, 2020

Board Members Present:

Jeremy Dennis, Portola Valley (Chair)
Matthew Chidester, Half Moon Bay (Vice Chair)
Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Jaime Fontes, East Palo Alto
Dante Hall, Foster City
Angela Louis, Millbrae
Kevin Woodhouse, Pacifica
Crystal Mui, San Carlos
Kevin Bryant, Woodside
Justin Mates, San Mateo County

Staff Present:

Anne-Marie Despain
Danae Ramirez
Carine Risley
Raquel Espana
Lindsey Freeland
Ally Garcia
Rachel McDonnell
Katie Woods

-
- I. Call to Order. The meeting was called to order at 1:33 p.m.
- II. Public Comments. None
- III. Consent Agenda. The Consent Agenda included the Operations Committee and Governing Board February and March minutes, and Director's Report. Meeting minutes approved without changes. Director Despain introduced Lindsey Freeland, Interim Financial Services Manager and Ally Garcia, Library Services Manager overseeing Community Libraries.
- Motion: Approve the Consent Agenda without changes. Passed (MSP: Oskoui/Chidester).
- IV. East Palo Alto Library Conceptual Design. Director Despain introduced Gregory Fisher of wHY Architects to present the conceptual designs for the East Palo Alto Library. Mr. Fisher shared the presentation and discussed the library site, floor plans and cost information. Director Despain shared that the East Palo Alto City Council enthusiastically received the presentation on March 3, with a preference for the EPACenter location. A discussion followed. Member Oskoui asked about funding and operations based on current design. Director Despain shared that although the preference is a one-story building, our experience with a two-story in Half Moon Bay Library has been positive. Member Fontes shared that there are many developments happening right now in East Palo Alto and the city is confident they can develop a funding plan.
- Motion: Accept the East Palo Alto Library Conceptual Design. Passed (MSP: Woodhouse/Oskoui)

V. COVID-19 Phased Reopening Plan.

Deputy Director Risley provided an overview of the Library's Phased Reopening Plan. A discussion followed. Member Mui asked about phase three, particularly about limiting numbers of customers in facilities. Deputy Director Risley shared that our priority will be adherence to health orders but staff are looking ahead at some possible ideas such as scheduled appointments and spacing people within the library. Member Holstine asked about timing and approaching different cities circumstances. The Library will work closely with each community while moving into the next phases. Member Oskoui suggested that the libraries collaborate and work with schools regarding reopening. Chair Dennis said that cities and libraries should discuss the possible updates or changes in this environment. Member Woodhouse asked about costs of janitorial support. Member Fontes made a comment that East Palo Alto is open to supporting janitorial. Member Mates commented that janitorial costs have not increased in county buildings and wouldn't expect any significant needs with the beginning phases of the reopening without members of the public entering the building. Chair Dennis also commented that ultimately the cities want to make sure the library staff are situated with the right tools and thanked the libraries for supporting the efforts with Covid-19.

Motion: Recommend JPA Operations Committee accept the Covid-19 Phased Reopening Plan and recommend JPA Governing Board approval. Passed (MSP: Oskoui/Fontes).

VI. Introduction to the Recommended Budget FY 2020-21. Director Despain introduced the FY 2020-21 Recommended Budget and provided an overview of the system, Strategic Goals and performance data. Deputy Director Risley highlighted major accomplishments of FY 2019-20. Interim Deputy Director Ramirez gave an overview of the proposed FY 2020-21 Recommended Budget. The Recommended Budget totals \$57,662,212. Total Revenue increased by \$443,184 to \$ 33,960,717. The total Operating Budget is \$36,719,580. Director Despain thanked the Operations Committee for their continued support and guidance and although not ordinary, September revisions are anticipated. Director Despain also reminded members that this is an information item only; approval of the Recommended Budget will be on the June agenda.

VII. Operations Committee Members Announcements. Member Woodhouse shared Pacifica will not proceed with a bond measure in November due impacts of COVID-19.

VIII. Adjournment. The meeting adjourned at 2:58 p.m.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of May 18, 2020

Board Members Present:

Charles Stone, Belmont (Chair)
Rick DeGolia, Atherton
Regina Wallace-Jones, East Palo Alto
Sam Hindi, Foster City
Reuben Holober, Millbrae
Mike O'Neill, Pacifica
Maryann Derwin, Portola Valley
Sara McDowell, San Carlos
Dick Brown, Woodside
Carole Groom, San Mateo County

Staff Present:

Anne-Marie Despain
Danae Ramirez
Carine Risley
Raquel Espana
Lindsey Freeland
Rachel McDonnell
Katie Woods

-
- I. Call to Order. The meeting was called to order at 8:21 a.m.
 - II. Public Comments. None
 - III. Approval of the February 10, 2020 Minutes. Meeting minutes approved without changes (MSP: O'Neill/Wallace-Jones).
 - IV. Approval of the March 13, 2020 Minutes. Meeting minutes approved with changes to Board Members Present (MSP: DeGolia/Holober).
 - V. Director's Report. Director Despain introduced Lindsey Freeland, Interim Financial Services Manager. Chair Stone shared his appreciation for the wonderful work that Director Despain and the library team has been doing with the County's Great Plates Delivered program.
 - VI. East Palo Alto Library Conceptual Design. Director Despain introduced Gregory Fisher of WHY Architects to present the conceptual designs for the East Palo Alto Library. Mr. Fisher shared the presentation and discussed the library site, floor plans and cost information. Director Despain shared that the East Palo Alto City Council enthusiastically received the presentation on March 3, with a preference for the EPACenter location. A discussion followed. Member Wallace-Jones mentioned that the city is working hard to lock in the site and develop a funding plan. Member Hindi commented that he was impressed by the design. Chair Stone asked about the site and site plans; member Wallace-Jones shared the Goldman Foundation owned the land and the City is working on securing that site but the designs would work at

another site. Member O'Neill asked about a Library Foundation or Friends group and solar panels in the design. Director Despain shared that East Palo Alto does not currently have a Friends group however the Foundation is enthusiastic about supporting this project. Mr. Fisher shared the design is based on sustainability principles and the roof can be utilized for solar panels.

Motion: Accept the East Palo Alto Library Conceptual Design. Passed (MSP: Groom/McDowell).

- VII. COVID-19 Phased Reopening Plan. Deputy Director Risley provided an overview of the Library's Phased Reopening Plan. A discussion followed. Member Brown asked about the timeline specifically for curbside; Deputy Director Risley shared that the goal was the first week of June. Director Despain let members know that staff was engaged in specific conversation with each city to gain their support for allowing staff back in the facilities.

Motion: Accept the COVID-19 Phased Reopening Plan. Passed (MSP: Holober/O'Neill).

- VIII. Introduction to the Recommended Budget FY 2020-21. Director Despain introduced the FY 2020-21 Recommended Budget and provided an overview of the system, Strategic Goals and performance data. Deputy Director Risley highlighted major accomplishments of FY 2019-20. Interim Deputy Director Ramirez gave an overview of the proposed FY 2020-21 Recommended Budget. The Recommended Budget totals \$57,662,212. Total Revenue increased by \$443,184 to \$ 33,960,717. The total Operating Budget is \$36,719,580. Director Despain thanked the Governing Board for their continued support and guidance and although not ordinary, September revisions are anticipated. Director Despain also reminded members that this is an information item; approval of the Recommended Budget will be on the June agenda. A discussion followed. Member Brown asked about technology spending and anticipated changes; Interim Deputy Director Ramirez shared that some proposed budget items include book vending machines, kiosks and WiFi hotspots. Member Holober asked about staff reductions or furloughs in the past few months; Interim Deputy Director Ramirez shared that there have not been furloughs and permanent positions have been stable. Extra Help on call staff shifts have been reduced. Member McDowell asked about the revenue projections in regard to unsecured property taxes. Interim Deputy Director Ramirez agreed that they will need to be adjusted down during for the September Revision. Member McDowell thanked the staff for pivoting quickly, the Teacher/Student resource page is excellent. She requested data in the future on the use of the Library's educational resources. Chair Stone shared that he is hopeful that the libraries will come through these uncertain times better than most due to the prudent stewardship of reserves by the board and staff.

- IX. Governing Board Members Announcements. None

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



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Interim Deputy Director of Library Services
Lindsey Freeland, Interim Financial Services Manager
Date: June 4, 2020
Meeting: June 9, 2020
Re: Adoption of the FY 2020-21 Recommended Budget

Background

The San Mateo County Libraries budget process involves the distribution of resources and services that meet performance objectives as identified by library staff, the JPA Operations Committee, the JPA Governing Board, and the community. Funds are appropriated on an annual basis as adopted by the JPA Governing Board. The budget serves as the annual financial plan, an operations guide, and a communications tool which strives to provide the best and most relevant information in an easily understandable format.

The table below outlines activities associated with the budget process:

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

The FY 2020-21 Recommended Budget was presented to the Governing Board on May 18. The presentation detailed significant current year achievements, performance data illustrating productivity and progress, and a breakdown of budgeted revenues and expenditures designed to achieve the goals included in the Strategic Plan. The Library JPA meetings in June seek adoption of the FY 2020-21 Recommended Budget.

Discussion

FY 2020-21 Budget Priorities

The Recommended Budget prioritizes and distributes resources to support Strategic Goals that are in line with the 2015-2020 Strategic Plan. We continue to support programs and services tied to best practices and measurable results to ensure that the public

receives excellent services. The following priorities will be continued and introduced this year to improve outcomes and strengthen our community:

- Develop a new Strategic Plan to define our vision, direction and goals for the future
- Ensure sound fiscal management and develop inspired organizational approaches to address a COVID-19 economic environment
- Continue efforts to build and update libraries that include vibrant community spaces and collections
- Forge powerful connections and combat social isolation suited to this dynamic environment
- Find new ways to bridge the digital divide and provide access to technology
- Reimagine summer learning and out of school time by increasing opportunities for hands-on learning, inspiration, and fun
- Empower our communities and increase racial and social equity through impactful services
- Harness the talents and passion of our library champions to strengthen our communities

FY 2020-21 Budget Highlights

The proposed FY 2020-21 Recommended Budget is balanced and demonstrates that our libraries are well positioned to operate within available resources now and into the foreseeable future.

Total Sources and Total Requirements in the FY 2020-21 Recommended Budget are \$57,662,212. Total Revenue is 33,960,717 and Net Appropriations total \$36,719,580. Salaries and benefits comprise our largest expense and represent \$19,501,939, or 53%, of the total operating budget. Operating Reserves increase slightly to \$4,264,763 to meet the Fund Balance policy and Capital Reserves decrease by \$2,932,428 to \$16,677,869.

The FY 2020-21 budget sets ambitious goals to foster continued leadership in our communities. San Mateo County Libraries take pride in developing a budget that aligns with system strategies and ensures a strong foundation for future budgets.

Fiscal Impact

The proposed budget for FY 2020-21 is \$57,662,212. General Operations total \$36,719,580. Operating and Capital Reserves total \$20,942,632 and are in compliance with the Fund Balance Policy.

Recommendation

Recommend Operations Committee approval of the FY 2020-21 Recommended Budget.

Attachment

FY 2020-21 Recommended Budget Summary

FY 2020-21 Recommended Budget Summary

		FY 2018-19 Actuals	FY 2019-20 Adopted	Change	FY 2020-21 Recommended
<u>Sources</u>					
1000	Taxes	32,399,484	32,294,544	363,482	32,658,026
	Use of Money and				
1500	Property	542,914	155,042	0	155,042
	Intergovernmental				
1600	Revenues	471,481	160,372	100,000	260,372
2000	Charges for Services	147,903	24,000	0	24,000
2500	Interfund Revenue	1,276,333	316,988	0	316,988
2600	Miscellaneous Revenue	763,196	566,587	(20,298)	546,289
	Total Revenue	35,601,311	33,517,533	443,184	33,960,717
333	Fund Balance	23,619,388	28,029,165	(4,327,670)	23,701,495
	TOTAL SOURCES	59,220,699	61,546,698	(3,884,486)	57,662,212
<u>Requirements</u>					
4000	Salaries and Benefits	17,376,673	19,448,488	53,451	19,501,939
5000	Services and Supplies	26,155,687	35,908,878	(21,430,063)	14,478,815
6000	Other Charges	1,948,436	2,270,733	19,331	2,290,064
7000	Fixed Assets	0	500,000	(66,000)	434,000
7500	Other Financing Uses	10,815	14,069	693	14,762
	Gross Appropriations	45,491,612	58,142,168	(21,422,588)	36,719,580
8000	Intrafund Transfers	(14,300,077)	(20,296,965)	20,296,965	0
	Net Appropriations	31,191,535	37,845,203	(1,125,623)	36,719,580
8500	Operating Reserves	9,233,424	4,091,198	173,565	4,264,763
8700	Capital Reserves	18,795,740	19,610,297	(2,932,428)	16,677,869
	TOTAL REQUIREMENTS	59,220,699	61,546,698	(3,884,486)	57,662,212



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Interim Deputy Director of Library Services
Date: June 4, 2020
Meeting: June 9, 2020
Re: FY 2020-21 Proposed Uses of Restricted Library Funds

Background

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

In accordance with this provision and as approved by the Library JPA Governing Board, at the end of each fiscal year, Library district property tax funds in excess of the amount required to operate a community library, after deduction of JPA approved activities, are distributed and held by San Mateo County Libraries in separate trust funds. For FY 2018-19, amounts totaling \$1,609,416 were set aside in the Atherton Library Trust Fund, \$660,900 in the Woodside Library Trust Fund, and \$144,826 in the Portola Valley Library Trust Fund.

As of June 30, 2019, restricted Library property taxes currently held in trust accounts by the Library and Towns total \$16,046,599.

Discussion

Member cities that qualify and are interested in using restricted County Free Library property taxes to support public library related activities in the upcoming fiscal year, must provide the proposed use of library funds to the Library JPA and obtain approval.

Proposed uses in FY 2020-21 are detailed on the following pages:

Atherton Library

Total Atherton Library Trust Funds as of June 30, 2019, total \$13,143,037 (\$3,313,967 held by the Town of Atherton and \$9,829,070 held by the Library). On March 12, 2020, San Mateo County Libraries transferred \$8,045,604 to Atherton, leaving a balance of \$1,904,621 in the Library held trust.

The Town of Atherton proposes to utilize restricted Library funds in an amount estimated at \$5,593,041 as detailed below:

Type/Category	Description	Proposed FY 2020-21 Appropriation
Facility Repair & Maintenance	Maintenance for HVAC, electrical, roof, landscape services and scheduled maintenance and repairs, building security, etc.	21,050
Contract Custodial Services	Janitorial services	11,000
Utilities	Electricity, gas and water	13,400
Rents & Leases	Lease of Library Trailers	47,591
Other Contract Services	Civic Center-New Library Construction (based on estimated Library Restricted funds that will be available in FY 2020-21)	5,500,000
Total Expenditures		\$5,593,041

Portola Valley Library

Total Portola Valley Library Trust Funds as of June 30, 2019, total \$901,603 (\$218,217 held by the Town of Portola Valley and \$683,386 held by the Library).

The Town of Portola Valley proposes to utilize Library donor fund revenue in an amount estimated at \$104,391 as detailed below:

Type/Category	Description	Proposed FY 2020-21 Appropriation
Facility Repair & Maintenance	Scheduled facility repair and maintenance, carpet and lighting repairs.	28,840
Contract Custodial Services	Custodial/Janitorial services and supplies	43,000
Utilities	Electricity, gas, water and sewer	21,221
Overhead Allocation	Town administrative, project management, and staff support allowance	11,330
Total Expenditures		\$104,391

Woodside Library

Total Woodside Library Trust Funds as of June 30, 2019, total \$2,001,959 (\$15,877 held by the Town of Woodside and \$1,986,082 held by the Library).

The Town of Woodside proposes to utilize Library donor fund revenue in an amount estimated at \$118,560 as detailed below:

Type/Category	Description	Proposed FY 2020-21 Appropriation
Contract Services	Landscape & janitorial	20,000
Utilities and Maintenance	Water, Power, Sewer	17,500
Salaries and Benefits	For Town Staff assigned to Library	53,060
Overhead Allocation	Indirect costs such as insurance	28,000
Total Expenditures		\$118,560

Fiscal Impact

Requests for uses of Restricted Library Funds in FY 2020-21 total \$5,815,992. Funds are in place to offset the Portola Valley and Woodside requested amounts, and we anticipate that funds will be available to offset the Atherton proposed amounts after the FY 2019-20 year-end close.

Recommendation

Recommend approval of the FY 2020-21 proposed uses of Restricted Library Funds.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: June 4, 2020
Meeting: June 9, 2020
Re: Election of Library JPA Operations Committee Officers

Background

The Bylaws for the San Mateo County Library Joint Powers Authority provide specific guidance regarding the election of officers of the Operations Committee:

Article V., A. Operations Committee.

1. The Operations Committee will be comprised of the Chief Executive Officer of each city which is a Party, or his/her designee, and the representative designated by County.
2. The Operations Committee shall be responsible for advising the Library Director and Library Governing Board on budget and operational issues of the library system.
3. The Operations Committee shall elect a Chair and Vice Chair from among its members annually.
4. It shall be the duty of the Operations Committee Chair to preside at the meetings of the Operations Committee, call special meetings and set the agenda in conjunction with the Library Director.
5. The Operations Committee Vice Chair shall have all the powers and duties of the Chair in his or her absence.
6. The term of office for the Operations Committee Chair and Vice Chair shall commence on July 1 and be for a period of one year. No person shall hold the same office for more than two consecutive terms.
7. Nomination for officers shall be from the floor. Nominations shall be made by members of the Operations Committee only. Nominations and election of the Chair shall precede nominations and election of the Vice Chair.

Discussion

Jeremy Dennis, Chair, and Matthew Chidester, Vice Chair, have each served one term in their positions. As specified in the Bylaws, an election of new officers is required.

Fiscal Impact

There is no fiscal impact associated with this item.

Recommendation

Invite nominations from the floor for the positions of Operations Committee Chair and Vice Chair, and conduct an election at the June 9, 2020 meeting.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: June 4, 2020
Meeting: June 9, 2020
Re: Director's Report

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

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

Curbside Pickup

San Mateo County Libraries is launching Curbside Pickup on Saturday, June 6! This safe, contactless service will be available by appointment at all twelve of our community libraries three days per week: Tuesdays from 3-7 p.m., and Thursdays and Saturdays from 10 a.m.-2 p.m.

Patrons are invited to resume placing their holds online at smcl.org. They will receive a notification email when their item is available with a link to schedule their pickup using our online calendar. Once a pickup time is booked, a confirmation email will be sent with location-specific pickup information. Items will be checked out and placed in a bag on a table outside of the library.



We've already received some excited comments for this much anticipated service, "Yippee! Welcome back old friend! I have missed you! Thanks for starting curbside pick up!"

Also, starting on June 6 people will be able to access library book drops to return items. All returned items will be held in quarantine for 72 hours.

Media Spotlight: [San Mateo County Libraries to Offer Curbside- KCBS Radio, June 3, 2020](#)

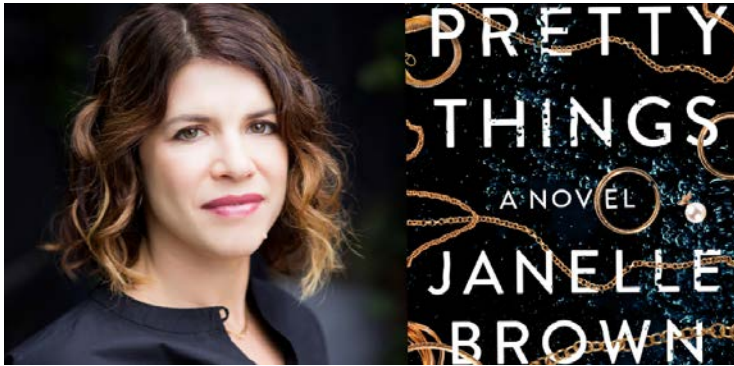
We are leaders in establishing a foundation for early literacy and supporting exploration and growth at every stage of life.

Live Experiences

We are having a blast as we continue to offer virtual program experiences for our community. Led by library staff and offered free to the public, these programs create opportunities for our community to explore, create, and learn. Over 4,600 individuals and families attended our programs online last month, reading books, singing songs, and learning with us. Yoga for kids, book clubs, and language learning conversation clubs are just a few of the new programs that we added to our robust virtual programming lineup. We're excited to continue to expand our opportunities for exploration as we head into summer.

In Conversation with Janelle Brown

Best-selling suspense author Janelle Brown will be making a live appearance on SMCL virtual programming. Brown, author of the widely acclaimed novel *Pretty Things*, will be in conversation with Lisa Meltzer Penn, president of the California Writer's Club, on Thursday, June 18 at 7 p.m. Brown's latest novel — described as part psychological thriller, part morality tale — is currently being developed into a TV series starring Nicole Kidman. Join us to hear Brown talk about the book, writing during shelter in place, the influence of social media in our times, and respond to selected audience questions.



Virtual Book Clubs

Many of our existing book clubs have made the transition to an online world. In May we launched a new, virtual book club which garnered a lot of attention from our patrons. Our first meeting of the Hoopla Book Club had 45 registrations and 25 participants. We look forward to more patrons joining in on this incredible and popular program in the near future.

English Conversation

We started virtual English Conversation Clubs to help non-native speakers improve their English language skills with native speakers and other learners in a small group. This online event has been so popular we have added a second weekly session. Beginner to advanced speakers from all over the world have strengthened their language skills, shared stories from their lives, and formed new community connections.

Summer Learning Challenge

Summer is here! We are officially kicking off this year's Summer Learning Challenge, which will run from June 1 – August 31. This year, all youth with library cards will automatically be included in our Summer Learning Challenge celebrations and will have a chance to win one of twelve \$1,000 college scholarships. We are also working very hard to create a plan for distributing our Summer Learning books this summer and tracking our reach in the community.



Summer STEAM Camps

This summer we are also bringing our virtual STEAM camp to every family in the county! We have designed a fun and educational line-up of activities tailored for kindergarten through elementary aged youth. Tune in all summer to discover this new and exciting world of STEAM. New content will air five days a week: Monday-Thursday and Saturdays at 11:00 a.m. for Early Learners and 1:00 p.m. for Elementary ages. In addition to our virtual STEAM camp each week, we are offering Summer Learning Showcase Fridays every Friday this summer at 4:00pm! We will host virtual performances by popular provider featuring music, magic, movement, and more!

Big Lift Inspiring Summers

The Big Lift Inspiring Summers program will launch on June 11 with half-day onsite programs happening in Daly City, Pescadero, San Bruno, and South San Francisco. Library Coaches and Interns will support the morning academic program and families will enjoy the afternoon Library STEM programming at home!

Hands On Supplies for Every Home

San Mateo County Libraries is excited to offer all initially enrolled Big Lift Inspiring Summers students (whether or not those students will be attending camp this summer) opportunities to create and explore all summer long with our engaging take-home STEM kits! Families will receive STEM kits appropriate for their rising Kindergarten through 3rd grade student, complete with materials and instruction in both English and Spanish. These STEM kits include everything needed to have fun implementing our activities – from scissors and writing tools, to blocks, crayons, and other materials, and they complement the curriculum used during our usual afternoon camp programming.

Personal Touch to Build Connections

Library staff will create videos for each activity so families can follow along together. We will also make calls to every family to encourage STEM activity learning and to share additional educational resources to fuel student learning.

Libraries for Every Home

All Big Lift Inspiring Summers students will receive a set of books to build their home libraries. They will also receive a library card for instant access to countless resources and will be eligible for the Summer Learning Challenge \$1,000 college scholarships. This year, San Mateo County Libraries will also provide families with a bilingual English/Spanish reading comprehension box for parents and caregivers to engage their child in fun and enriching conversations about the books they've read.

Online Resources

Efforts behind our online resources are gaining momentum. Our eBook and eAudiobook OverDrive platform showed a 35% increase in circulation during shelter in place, and our Axis 360 platform saw a staggering 79% increase in circulation. Our eMagazine platform RB Digital saw a 41% increase in checkouts during the pandemic and our streaming service Hoopla platform has seen a 34% increase. In addition to increases in use, the number of online resources continues to grow as well, providing patrons with a wealth of options from the comfort of their home. This month, we added the new educational platform Udemy, which offers thousands of on-demand professional training courses in business, technology, design, and more.

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

Mental Health Awareness Month

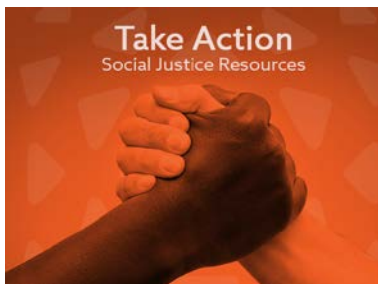
Last month our staff celebrated Mental Health Awareness Month by spreading some cheerful photos. The theme of MHAM this year was *Express Yourself*, and we wanted to express how much we miss our communities!



Throughout the month our team shared photos on social media with personal messages, updates, reading recommendations and homemade signs.

Social Justice Resources

We were deeply saddened by the recent tragedies that have impacted us and our communities. These events have reaffirmed our mission 'to strengthen our community by creating an inclusive sense of place' and our commitment to education, lifelong learning and community dialogue. As a trusted public institution, libraries have the responsibility to educate and uplift our communities by standing up for equity, inclusion and social justice. The unique diversity and rich cultural background of library staff and those we serve, inspire and drive our services. As part of that commitment, staff compiled a list of recommended books for [adults](#), [teens](#), [kids](#) and to help adults [talking to children about race and social justice](#). Additionally, our Equity leaders planned a voluntary 'Moment of Reflection' for all staff to have the opportunity to reflect on the black lives that have been lost to racial injustice and to process the protests and civil unrest that continues across the Bay Area, country and global community.



New Library Construction

On April 29, the Shelter-in-Place Order was lifted for construction activity. Work continues to progress with both of our buildings: Atherton's foundation and slab on grade and Brisbane's HVAC and mechanical piping. As a result of COVID-19, any changes to timelines and budgets have not yet been fully identified. The new Brisbane (pictured) will open sometime this year and the new Atherton Library will open in 2021.



Peninsula Library System Update

The Peninsula Library System (PLS) starting delivery of library materials the week of June 1. A reduced delivery schedule of two days (versus six) per week will be continued until further notice. This exciting news will enable us to borrow and receive materials from all libraries to support curbside services.

On May 29, the PLS Administrative Council received a preliminary notice from the City of Menlo Park, of intent to withdraw from the system July 1, and a request for waiver of the six-month notice period. PLS is a Joint Powers Authority agency, established in 1970. Currently, all 34 public and community college libraries in the county are members. The consortium leverages its membership to provide services to its members and the communities they serve, for resource sharing which results in cost savings and discounted contracts. The JPA Agreement includes language requiring any agency that wishes to withdrawal must provide at least six months' notice. If Menlo Park proceeds with withdrawing from PLS, costs for other members may be increased.

Educational Revenue Augmentation Funds (ERAF)

As you may be aware, the Legislative Analyst's Office issued a report in March on Excess ERAF. Their report focuses on the state law enacted in the 1990s that shifts some of the property tax revenue in certain counties from schools and community colleges to other local agencies. This is the first time that the LAO has issued such a report and it asserts that the five Bay Area Excess ERAF counties are overstating Excess ERAF. The County's Controller strongly disagrees with the LAO's assertions and is working with the other four Bay Area Excess ERAF auditor-controller offices to address concerns.

San Mateo County Libraries has benefited from ERAF since FY 2003-04. Although these funds have always been considered an unpredictable and potentially unstable source of funding and therefore not relied on for ongoing operational costs, excess ERAF has been a significant factor in the growth of Library Reserves and a key driver in the increase of one-time purchases such as collections, equipment and other library service offerings. For FY 2020-21 we estimated a total of \$3.6 million in ERAF.

Media Coverage

San Mateo County Libraries continues to make headlines by being leaders and innovators in the library world. Check out these great news stories that showcase how we are still here for our communities. With the launch of curbside, we are gearing up for additional media opportunities.

- [San Mateo County Libraries to Offer Curbside- KCBS Radio, June 3, 2020](#)
- [What Bay Area Libraries Will Look Like When they Reopen- SF Chronicle, May 23, 2020](#)
- [Community Comes to Rescue for Disabled Deaf Veteran- KCBS Radio, May 20, 2020](#)