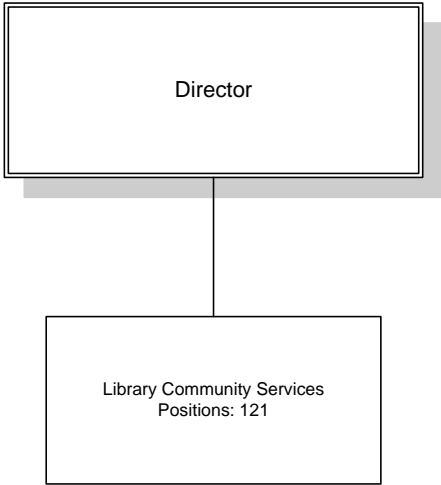


# SAN MATEO COUNTY LIBRARY JPA



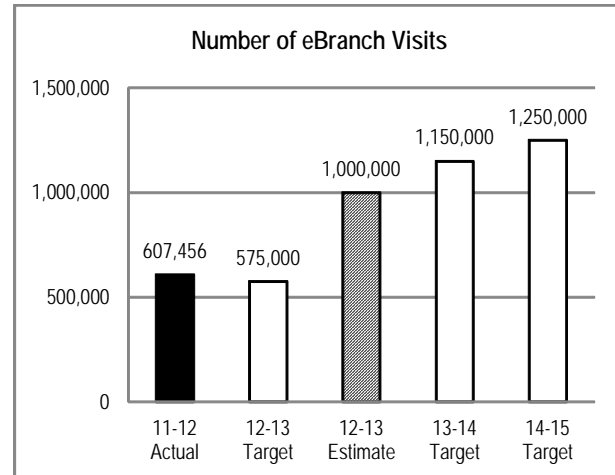
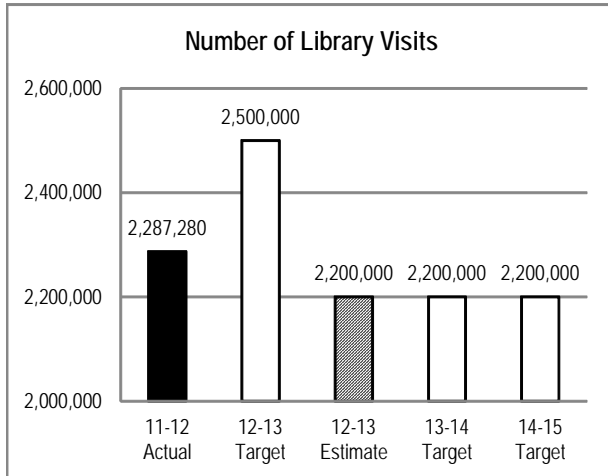
## Department Locator

County

Community Services

▷ **San Mateo County Library**

## Key Department Measures



## Department Mission Statement

The San Mateo County Library provides innovative, dynamic services that connect our diverse community with opportunities for individual growth and enrichment

## Overview

The San Mateo County Library (SMCL or Library) has a rich history of providing library service to the residents of San Mateo County and a commitment to exceptional public service which endures to this day. The 12 community libraries, bookmobile, and eBranch are a source of books, magazines, newspapers and information in multiple languages. As one of the largest providers of free Internet access in the county, San Mateo County Library offers public access computers connected to a high speed network and wireless access to users with laptops, tablets and mobile devices. The eBranch provides access to a collection exceeding 760,000 items including online research databases and a growing digital library of eBooks and eAudiobooks.

The San Mateo County Library also responds to the informational, educational and cultural needs of the community by offering a broad range of programs for children, teens and adults including storytimes, author readings, lectures, films, exhibits, dance and musical performances. Outreach services include book club readings provided to incarcerated youth, visits to senior centers, and programs offered in settings such as schools, and early literacy services at health clinics for women, infants and children. Educational programming includes homework help assistance, computer and workforce development training, and literacy services for children, families and adults.

Rated in the top 3% of public library services nationally, the San Mateo County Library is a Joint Powers Authority (JPA) 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. The SMCL JPA is governed by a Board consisting of representatives from each member entity. The SMCL JPA Governing Board is responsible for providing oversight of library operations, fiscal matters and budget approval. Approximately 274,000 people live within the boundaries of the SMCL legal taxing district which covers 351 square miles.

Significant accomplishments in FY 2012-13 include:

Launched the Library's mobile-app' for use on smartphones and mobile devices enabling customers to perform many of the same tasks available through smcl.org such as searching the catalog; placing holds; renewing materials; viewing a display of new books, events and programs; and connecting with library staff. Implementation of the app has resulted in a marked increase in the number of online hits increasing from 607,456 in FY 2011-12 to an estimated 1,000,000 in FY 2012-13.

Developed a new word-based classification system to address customer feedback. The new classification system, called FindIt! enhances the library subject headings already in use and includes language easily identifiable by the public. With the conversion of the print nonfiction collections to a word-based classification system, users can experience San Mateo County Library collections as friendly and intuitive, encouraging browsing and discovery.

Introduced a new online resource called JobScout. Accessible from the Library's eBranch, JobScout uses social games designed to engage users in self-paced, online activities that focus on Internet skills applied in a real life context. Through JobScout, job-seekers can search for employment in their area, learn how to write a resume, and obtain tips for impressing interviewers. JobScout also offers 25 lessons on basic Internet skills that can benefit job-seekers and others. Instruction topics include: Using Gmail; Communicating Effectively Online; How to Use a Web Browser; and Privacy and Security Basics.

Representing strong alignment with the goals and objectives of the SMCL Strategic Plan, the following priorities will be implemented in order to improve outcomes and remain relevant in today's library environment:

- Identify the demographic characteristics, behaviors and values of users and non-users in order to better understand and tailor library services to community needs.
- Provide programs and physical spaces that promote learning through play and hands-on exploration, fostering a culture of curiosity and innovation for all ages.
- Cultivate opportunities for increased involvement and advocacy in support of library services.
- Enhance digital collections, expand digital access points, and offer opportunities for creating digital content to provide patrons with the full breadth of the evolving digital revolution in library collections and services.

### Program Results

The San Mateo County Library expects to circulate over 3.6 million items in FY 2013-14. The number of library visits is projected at over 2.2 million. Users will be able to take advantage of current, popular materials in a wide range of formats, access more than 390 public computers, and participate in over 6,000 programs and events. Registers card holders as a percent of the population is expected to reach 70%.

## Performance Measures

	FY 2011-12 Actual	FY 2012-13 Target	FY 2012-13 Estimate	FY 2013-14 Target	FY 2014-15 Target
Number of library visits	2,287,280	2,500,000	2,200,000	2,200,000	2,200,000
Percent of customer survey respondents rating services 'good' or 'better'	90%	97%	92%	95%	95%
Number of circulated materials	3,756,016	4,000,000	3,750,000	3,600,000	3,750,000

County Library (3700B)  
County Library Fund

## FY 2013-14 and 2014-15 Budget Unit Summary

	Actual 2010-11	Actual 2011-12	Revised 2012-13	Recomm 2013-14	Change 2013-14	Recomm 2014-15	Change 2014-15
<b>SOURCES</b>							
Taxes	18,232,579	18,448,921	17,257,980	18,655,736	1,397,756	17,611,164	(1,044,572)
Use of Money and Property	119,568	98,313	84,800	89,800	5,000	89,800	
Intergovernmental Revenues	507,046	490,928	106,450	561,900	455,450	361,900	(200,000)
Charges for Services	588,062	531,647	568,000	543,000	(25,000)	543,000	
Interfund Revenue	157,388	157,388	157,386	157,385	(1)	157,385	
Miscellaneous Revenue	481,479	537,565	356,813	557,813	201,000	357,813	(200,000)
<b>Total Revenue</b>	<b>20,086,121</b>	<b>20,264,761</b>	<b>18,531,429</b>	<b>20,565,634</b>	<b>2,034,205</b>	<b>19,121,062</b>	<b>(1,444,572)</b>
Fund Balance	11,641,652	12,471,616	13,190,699	14,875,939	1,685,240	14,875,939	
<b>TOTAL SOURCES</b>	<b>31,727,773</b>	<b>32,736,377</b>	<b>31,722,128</b>	<b>35,441,573</b>	<b>3,719,445</b>	<b>33,997,001</b>	<b>(1,444,572)</b>
<b>REQUIREMENTS</b>							
Salaries and Benefits	12,603,684	12,556,615	12,528,750	12,675,374	146,624	12,769,038	93,664
Services and Supplies	12,581,674	12,794,904	13,485,062	15,208,742	1,723,680	12,282,960	(2,925,782)
Other Charges	1,383,581	1,340,802	1,385,227	1,464,697	79,470	1,464,697	
Fixed Assets	211,002	6,928		25,000	25,000	25,000	
<b>Gross Appropriations</b>	<b>26,779,940</b>	<b>26,699,249</b>	<b>27,399,039</b>	<b>29,373,813</b>	<b>1,974,774</b>	<b>26,541,695</b>	<b>(2,832,118)</b>
Intrafund Transfers	(7,523,783)	(7,153,571)	(8,199,448)	(8,491,557)	(292,109)	(7,732,625)	758,932
<b>Net Appropriations</b>	<b>19,256,157</b>	<b>19,545,678</b>	<b>19,199,591</b>	<b>20,882,256</b>	<b>1,682,665</b>	<b>18,809,070</b>	<b>(2,073,186)</b>
Contingencies/Dept Reserves	8,233,041	3,666,418	3,586,280	3,755,526	169,246	3,755,526	
Non-General Fund Reserves	4,238,575	9,524,281	8,936,257	10,803,791	1,867,534	11,432,405	628,614
<b>TOTAL REQUIREMENTS</b>	<b>31,727,773</b>	<b>32,736,377</b>	<b>31,722,128</b>	<b>35,441,573</b>	<b>3,719,445</b>	<b>33,997,001</b>	<b>(1,444,572)</b>
<b>AUTHORIZED POSITIONS</b>							
Salary Resolution	130.0	126.0	122.0	121.0	(1.0)	121.0	
Funded FTE	114.2	111.6	107.3	106.6	(0.7)	106.6	

## FY 2013-14 Budget Overview

### TOTAL SOURCES

Total Sources increased by \$3,719,445 or 10% from the FY 2012-13 Revised to the FY 2013-14 Recommended Budget due to the following changes:

#### Taxes

There is an increase of \$1,397,756 in this funding source due primarily to adjustments of \$747,000 made in the projected growth of property tax revenue, \$350,000 of RDA revenue representing residual balances held in the trust fund, and \$300,000 representing anticipated excess ERAF.

#### Use of Money and Property

There is an increase of \$5,000 in this funding source due to anticipated interest earnings on reserves.

#### Intergovernmental Revenues

There is an increase of \$455,450 in this funding source due primarily to \$200,000 of RDA revenue representing pass through tax increment amounts, the inclusion of \$55,000 of restored state library funding used to support adult literacy efforts, and \$200,000 of one-time revenue from HUD to support efforts by the City of Half Moon Bay to provide accessible restrooms and an exterior ramp to the library facility.

#### Charges for Services

There is decrease of \$25,000 in this funding source due to projected fees and fines incurred by patrons.

#### Interfund Revenue

There is a decrease of \$1 in this funding source representing the contribution by the County based on the terms established in the SMCL JPA Agreement and used to offset facility maintenance costs associated with the County-owned East Palo Alto Library facility. These corresponding costs are reflected in Other Charges.

#### Miscellaneous Revenue

There is an increase of \$201,000 in this funding source primarily reflecting support from the Friends of the San Carlos Library related to interior improvements planned for the San Carlos Library.

#### Fund Balance

There is an increase of \$1,685,240 in this funding source due primarily to accumulated excess ERAF and RDA disbursements.

### TOTAL REQUIREMENTS

Total Requirements increased by \$3,719,445 or 10% from the FY 2012-13 Revised to the FY 2013-14 Recommended Budget due to the following changes:

#### Salaries and Benefits

There is a net increase of \$146,624 in this expenditure category due to merit increases and benefit adjustments; offset by the elimination of one vacant part-time Library Technician. The responsibilities of this position have been absorbed by existing staff and anticipated to have minimal impact on end-user services.

#### Services and Supplies

There is an increase of \$1,723,680 in this expenditure category due primarily to \$1.2 million of one-time activities to purchase equipment, materials and digital resources that support system wide goals of providing library users with convenient, high quality service that maximizes the modern library experience, \$930,000 to complete an interior renovation of the San Carlos Library, expenditure transfers of \$290,000 representing support costs to the branch

libraries; and offset by elimination of one-time activities from the prior year totaling \$750,000; the balance of the changes are adjustments to meet budget targets and various reclassifications of expenses within this category.

#### Other Charges

There is an increase of \$79,470 in this expenditure category representing costs associated with services provided by the County for activities including vehicle, phone, human resources and payroll support.

#### Fixed Assets

There is an increase of \$25,000 in this expenditure category to capture fixed asset purchases.

#### Intrafund Transfers

There is an increase of \$292,109 in this expenditure category to reflect support costs that are distributed to each of the branch libraries.

#### Contingencies/Departmental Reserves

There is an increase of \$2,036,780 in this expenditure category due principally to the accumulation of additional excess ERAF and new RDA disbursements.

### FY 2014-15 Budget Overview

#### **TOTAL SOURCES**

Total Sources decreased by \$1,444,572 or 4% from the FY 2013-14 Revised to the FY 2014-15 Recommended Budget due to the following changes:

#### Taxes

There is a net decrease of \$1,044,572 in this funding source due to the elimination of \$1.4 million in excess ERAF budgeted in the prior year and offset by an increase of \$340,000 in projected property tax growth.

#### Intergovernmental Revenues

There is a decrease of \$200,000 in this funding source due to the elimination of one-time revenue from HUD to support efforts by the City of Half Moon Bay to provide accessible restrooms and an exterior ramp to the library facility.

#### Miscellaneous Revenue

There is a decrease of \$200,000 in this funding source due to the elimination of one-time revenue from the Friends of the San Carlos Library related to interior improvements completed at the San Carlos Library in the prior year.

#### **TOTAL REQUIREMENTS**

Total Requirements decreased by \$1,444,572 or 4% from the FY 2012-13 Revised to the FY 2014-15 Recommended Budget due to the following changes:

#### Salaries and Benefits

There is an increase of \$93,664 in this expenditure category to due to merit increases and benefit adjustments.

#### Services and Supplies

There is a decrease of \$2,925,782 in this expenditure category due to the elimination of one-time activities from the prior year.

#### Intrafund Transfers

There is a decrease of \$758,932 in this expenditure category to reflect support costs that are distributed to each of the branch libraries.

### Contingencies/Departmental Reserves

There is an increase of \$628,614 in this expenditure category due principally to cost savings associated with general library operations.

### County Library (3700B) Resource Allocation Summary

	Actual 2010-11	Actual 2011-12	Revised 2012-13	Recomm 2013-14	Change 2013-14	Recomm 2014-15	Change 2014-15
Salary Resolution	130.0	126.0	122.0	121.0	(1.0)	121.0	
Funded FTE	114.2	111.6	107.3	106.6	(0.7)	106.6	
<b>Total Requirements</b>	<b>31,727,773</b>	<b>32,736,377</b>	<b>31,722,128</b>	<b>35,441,573</b>	<b>3,719,445</b>	<b>33,997,001</b>	<b>(1,444,572)</b>
<b>Total Sources</b>	<b>31,727,773</b>	<b>32,736,377</b>	<b>31,722,128</b>	<b>35,441,573</b>	<b>3,719,445</b>	<b>33,997,001</b>	<b>(1,444,572)</b>

### FY 2013-14 Program Funding Adjustments

The following are significant changes from the FY 2012-13 Revised to the FY 2013-14 Recommended Budget:

#### 1. Adjustments to Provide Current Level Services:

Budget adjustments have been made to reflect current costs for existing levels of service and performance: inclusion of merit increases, and increases in retirement contributions and health benefit costs; elimination of one-time projects and equipment from the prior year; adjustments to capture anticipated increases in property tax revenue; and an increase in Reserves based on the accumulation of additional excess ERAF and new RDA disbursements generated in the prior year.

Total Requirements	Total Sources	Net County Cost	Positions
1,614,821	1,931,443	(316,622)	0

#### 2. Add One-time Purchases to Improve Service Delivery

Purchase equipment and materials that support system wide goals of providing library users with convenient, high quality service that maximizes the modern library experience and includes: creating visually appealing and informative signage and shelving to improve access to non-fiction collections, improving workspaces to increase functionality and productivity, increasing materials in the children, teen and adult collections as well as digital resources including digital magazines, digital world language materials and best-selling titles which are compatible with popular eReaders and mobile devices, adding active learning programs for all ages and physical spaces that promote learning through play and hands-on exploration, adding tablet computers and eReaders to enhance digital learning and literacy needs, completing computer upgrades in order to meet industry standards.

Total Requirements	Total Sources	Net County Cost	Positions
1,184,850	868,228	316,622	0

#### 3. Complete Interior Renovation of the San Carlos Library

The San Carlos Library is a popular and well-used destination. In addition to facility maintenance issues that need to be addressed and as library services continue to evolve, renovations are necessary in order to meet customer

expectations and to take advantage of labor saving technologies, merchandising opportunities, and community learning needs. The project will reconfigure the existing layout to create a more functional library and include several structural improvements.

Total Requirements	Total Sources	Net County Cost	Positions
932,000	932,000	0	0

#### 4. Complete Community Data Initiative

Collect community data in order to better understand and tailor library services to community needs and includes identifying the demographic characteristics, behaviors and values of users and non-users. By developing a comprehensive picture of service area characteristics and quantifiable user types, San Mateo County Library will be better prepared to effectively allocate resources and enable the system to strengthen its relevance to the community.

Total Requirements	Total Sources	Net County Cost	Positions
50,000	50,000	0	0

#### 5. Eliminate Vacant Positions

One vacant part time Library Technician will be eliminated in order to support the Library's strategy to close a structural deficit, to achieve ongoing savings, and focus on the long-term fiscal health of the Library. The responsibilities of this position has been absorbed by existing staff and anticipated to have minimal impact on end-user services

Total Requirements	Total Sources	Net County Cost	Positions
(62,226)	(62,226)	0	0

### TOTAL FY 2013-14 PROGRAM FUNDING ADJUSTMENTS

Total Requirements	Total Sources	Net County Cost	Positions
3,719,445	3,719,445	0	0

#### FY 2014-15 Program Funding Adjustments

The following are significant changes from the FY 2013-14 Recommended Budget to the FY 2014-15 Recommended Budget:

##### 1. Adjustments to Provide Current Level Services:

Budget adjustments have been made to reflect current costs for existing levels of service and performance: inclusion of merit increases, and increases in retirement contributions and health benefit costs; *and elimination of one-time projects including furniture, equipment and materials purchases.*

Total Requirements	Total Sources	Net County Cost	Positions
(1,44,572)	(1,444,572)	0	0