



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** BOARD OF SUPERVISORS  
**DISTRICT 2**  
**File #:** 18-041

Board Meeting Date: 1/23/2018

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Supervisor Carole Groom  
**Subject:** Use of District-Specific **Measure K** Funds - Supervisorial District Two

### **RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing a one-time grant of district-specific **Measure K** funds, not to exceed \$100,000, to the San Mateo Public Library for the Children's Library component of the Space Modification Project to enhance the San Mateo Main Library, and authorizing the County Manager, or his designee, to prepare and execute the grant agreement.

### **BACKGROUND:**

**Measure K** is the half-cent general sales tax initially approved by San Mateo County voters in November 2012 and extended in November 2016 for a total of thirty years. The Board of Supervisors ("Board") and County staff have conducted study sessions and community outreach efforts to inform priorities for **Measure K** spending for FY2017-19.

On May 16, 2017, the Board approved the FY 2017-19 Measure K allocation plan in which the County anticipates Measure K receipts of approximately \$81.6 million annually. The plan included \$7 million in one-time loans or grants during FY 2017-19, divided equally among the five supervisorial districts, for district-specific needs and projects. District Two has submitted a request to use its district-specific **Measure K** funds as shown below and described in the Project Summary section of this memorandum:

District/Project	Amount
District Two (Supervisor Carole Groom) - The Children's Library component of the Space Modification Project to enhance the San Mateo Main Library	\$100,000

This item is consistent with the criteria for district-specific **Measure K** funds, which were developed during the initial round of district-specific allocations and approved by the Board in April 2015.

### **PROJECT SUMMARY:**

This is a request to authorize a grant to the San Mateo Public Library and resulting grant agreement in an amount not to exceed \$100,000 to provide for space enhancements to the Children's Library component of the Space Modification Project at the San Mateo Main Library. The intent is to refresh the Library's facilities and to enhance or repurpose space to meet current and future needs of the community. The County Manager's Office will administer and manage the proposed agreement.

### **Enhancements of the Children's Library & Benefits to the Community**

The first priority project of the overall Space Modification Project is to enhance the Children's Library in the San Mateo Main Library Branch because the space is heavily used by young children and their families. The Children's Library area is the portion of the Main Library that these grant funds will support. Enhancements and benefits to the community will include the following:

- Position the Information Desk closer to the entrance of the Children's Library so that library staff will be more visible to children, parents and caregivers as they enter the children's space.
- Reduce the height of book shelves and re-position some shelves to enhance visibility throughout the Children's Library for children, parents and caregivers as well as library staff.
- Introduce more collaborative space where children can study in groups or participate in collaborative activities (e.g. crafts; maker activities).
- Improve the Book Bubble space by removing the risers, adding a glass wall at entrance, drop down screen and ceiling mounted projector, and storage space for stackable chairs and foldable tables; these changes will introduce a greater level of flexibility to enhance the story time programs and the ability to re-purpose the space for other children's programs.
- Add more soft seating furniture at windows (north side of Children's Library), which children, parents and caregivers can use as an alternative for casual occupancy.
- Relocate the Play to Learn furniture that is designed for young children so that it is closer to the Picture Books collection.
- Add more display shelving in the Children's Library to improve the promotion of the collection so that children are more aware of library materials and resources available to them.
- Refresh the ambiance of the Children's Library by replacing the furniture and carpeting.
- Enhancements will improve the customer experience of children, parents and caregivers.

### **Completion of Children's Library Project**

The Children's Library enhancements will be completed within the 2018-20 Business Plan. Each department at the City of San Mateo develops 2-year Business Plans and the Space Modification Project will be fully integrated in the Library's 2018-20 Business Plan. The completion of the Children's Library enhancements will be completed within this planning cycle.

### **Total Measure K Request: Not to Exceed \$100,000**

The release of funds will be contingent on the execution of an agreement providing for the County's confirmation of the expenditure of funds during FY 2017-18 for the purposes stated herein. The County will disburse the funds to the following organization for the purposes described above:

San Mateo Public Library  
Ben Ocón  
City Librarian  
55 West Third Avenue San Mateo CA 94402  
650.522.7808 (phone)

650.522.7801 (fax)

[bocon@cityofsanmateo.org](mailto:bocon@cityofsanmateo.org) <mailto:bocon@cityofsanmateo.org>

**PERFORMANCE MEASURES:**

Description	Target
Percent of the Children’s Library portion of the Space Modification Project that is completed within budget within the timeframe of the Library’s 2018-2020 Business Plan	100%

County Counsel has reviewed and approved the resolution as to form.

Funding for the Space Modification Project (specifically the Children’s Library at the San Mateo Public Library) contributes to the Shared Vision 2025 outcome of a prosperous community by building community and educational opportunities for all residents, including children and families.

**FISCAL IMPACT:**

There are sufficient **Measure K** funds for this specific FY 2017-2018 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2017-18 Adopted Budget.