



Joint Powers Authority Operations Committee

George Rodericks, Atherton (Chair)
Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Melvin Gaines, East Palo Alto
Stefan Chatwin, Foster City
Matthew Chidester, Half Moon Bay

Hannah Moran, Millbrae
Kevin Woodhouse, Pacifica (Vice Chair)
Sharif Etman, Portola Valley
Crystal Mui, San Carlos
Justin Mates, San Mateo County
Kevin Bryant, Woodside

**San Mateo County Library Joint Powers Authority
Operations Committee Agenda
November 7, 2023, 1:30 p.m.**

Meetings of the Joint Powers Authority Operations Committee will be held in-person and by teleconference pursuant to Government Code Section 54953(b). Members of the public are able to join this hybrid meeting remotely via the Zoom platform by using the link below or in person at a meeting location identified below.

<https://SMCL.zoom.us/j/98200810794?pwd=djcrMmo5ZDIWb1FtUXF0MHZRL1ZoQT09>

Or Telephone: +1 669 900 6833 Meeting ID: 982 0081 0794 Password: 698936

Meeting Locations:

Library Administration, 125 Lessingia Court, San Mateo, CA 94402

East Palo Alto City Manager's Office, 2415 University Avenue, East Palo Alto, CA 94303

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

ADA Accommodation Requests: Individuals who require special assistance or a disability-related accommodation to participate in this meeting may contact Priscilla Bermudez before 8:00 a.m. the day of the meeting by sending an email to bermudez@smcl.org.

I. Call to Order	Action
II. Public Comments	Information
III. Approval of the September 12, 2023 Minutes	Action
IV. Unapproved Minutes of the September 18, 2023 Governing Board Meeting	Information
V. Approval of Library Policies	Action
VI. Approval of the Library JPA Regular Meeting Schedule for 2024	Action
VII. Director's Report	Information
VIII. Operations Committee Members Announcements	Information
IX. Adjournment	Action

2023 Governing Board Meetings: November 13



San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of September 12, 2023

Board Members Present:

George Rodericks, Atherton (Chair)
Afshin Oskoui, Belmont
Caroline Cheung, Brisbane
Melvin Gaines, East Palo Alto
Matthew Chidester, Half Moon Bay
Hannah Moran, Millbrae
Sharif Etman, Portola Valley
Crystal Mui, San Carlos
Kevin Bryant, Woodside

Staff Present:

Anne-Marie Despain
Carine Risley
Danae Ramirez
Mary Abler
Katie Woods
Priscilla Bermudez

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- I. Call to Order. The meeting was called to order at 1:33 p.m. by Chair Rodericks and proceeded with Operations Committee member and library staff introductions.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the Approval of the June 6, 2023 Minutes, Unapproved Minutes of the June 12, 2023 Governing Board Meeting, Investment Report for FY 2022-23, Grant and Fundraising Report for FY 2022-23 and the Summer Learning Report.

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

- IV. Adult Literacy Report. Deputy Director Risley provided a summary of the Adult Literacy Report. Members discussed the importance of literacy services and their support for enhancements. Member Chidester spoke about the importance of adult literacy services and how well they are used in Half Moon Bay. Member Oskoui requested a breakdown of adult literacy program utilization by community. Chair Rodericks inquired about the duration of the recommended limited-term positions. Deputy Director Risley indicated that limited-term positions range from one to three years. Member Mui requested a copy of the immigrant services presentation that the Office of Community Affairs will provide to the Governing Board as part of this report on September 18.

Motion: Accept the Adult Literacy Report and approve the recommended expansion of adult literacy and outreach services. Passed (MSP: Chidester/Mui).

- V. Proposed Uses of Restricted Library Funds. Director Despain provided an overview of the FY 2023-24 Proposed Uses of Restricted Library Funds report. For FY 2022-23, amounts totaling \$4,136,838 were set aside in Library trust accounts: \$1,846,331 in the Atherton Library Trust Fund; \$40,306 in the Portola Valley Library Trust Fund; \$1,269,018 in the San Carlos Library Trust Fund; and \$981,182 in the Woodside Library Trust Fund. Member proposed uses of restricted Library JPA Funds in FY 2023-24 total \$3,039,320. If all proposals are approved by the Governing Board, remaining FY 2022-23 excess funds total \$130,585 and will be split 50%-50% between the Library JPA and the member city to which the excess funds are attributable. Director Despain invited members to discuss establishing a new trust account and policy for funds that are returned to the Library JPA. Members recommended the formation of a subcommittee and Member Oskoui, Member Bryant and Member Chidester volunteered to work with staff to review and develop recommendations for approval by the Operations Committee and Governing Board.

Motion: Approve the FY 2023-24 Proposed Uses of Restricted Funds and establish a subcommittee to discuss the establishment of a new trust account and policy for funds that are returned to the Library JPA per the JPA Agreement, Section VI. D. Passed (MSP: Bryant/Chidester).

- VI. Approval of the Final FY 2023-24 Adopted Budget. Deputy Director Ramirez provided a brief overview of the proposed FY 2023-24 Adopted Budget and highlighted the most significant changes. The Recommended Budget was approved by the JPA Governing Board on June 12 and implemented on July 1 totaling \$75,071,231. Based on fiscal year-end closing activities and updated information, the Adopted Budget now totals \$84,452,465. Member Oskoui inquired about the capital reserves policy and reiterated his interest in learning more about the libraries long-term financial plans. Director Despain confirmed that the Capital Reserves requirement is \$2.5 million.

Motion: Approve the Final FY 2023-24 Adopted Budget. Passed (MSP: Oskoui/Bryant).

- VII. Director's Report. Director Despain shared highlights from the Director's Report including the annual Staff Development Day, Annual Report, and upcoming council presentations.
- VIII. Operations Committee Members Announcements. None.
- IX. Convene Closed Session: Public Employee Performance Evaluation Closed Session Pursuant to Government Code Section 54957 (Director of Library Services).
- X. Adjournment. The meeting adjourned at 2:23 p.m.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of September 18, 2023

Board Members Present:

Rick DeGolia, Atherton
Julia Mates, Belmont
Karen Cunningham, Brisbane (Vice Chair)
Antonio López East Palo Alto
Deborah Penrose, Half Moon Bay
Maurice Goodman, Millbrae
Tygarjas Bigstyk, Pacifica
Sarah Wernikoff, Portola Valley
Sara McDowell, San Carlos (Chair)
Dick Brown, Woodside

Staff Present:

Anne-Marie Despain
Carine Risley
Danae Ramirez
Mary Abler
Katie Woods
Priscilla Bermudez

Others Present:

Megan Gosch

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- I. Call to Order. The meeting was called to order at 8:16 a.m. by Chair McDowell.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the Approval of the June 12, 2023 Minutes, Investment Report for FY 2022-23, Grant and Fundraising Report for FY 2022-23 and the Summer Learning Report.

Motion: Approve the Consent Agenda without changes. Passed (MSP: DeGolia/Cunningham).

- IV. Adult Literacy Report. Deputy Director Risley introduced the Adult Literacy Report and a presentation by Megan Gosch from the County Office of Community Affairs. Megan offered a summary of the general community background in San Mateo County, and members engaged in discussion and asked questions about how to effectively target the literacy needs of community members. Megan offered to share presentation materials and answers to Board member inquiries following the meeting. Deputy Director Risley continued with a summary of the report and recommendations. Director Despain recognized the efforts of the staff in conducting a thorough examination in response to the board's request of adult literacy programs. In addition to voicing support for creative ways to reach out to targeted communities that might not be aware of or may not use library services, members expressed support for expanding tutoring services for English language learners and for continuing to use data to inform these decisions.

Motion: Accept the Adult Literacy Report and approve the recommended expansion of adult literacy and outreach services. Passed (MSP: Mates/Bigstyk).

- V. Proposed Uses of Restricted Library Funds. Director Despain provided an overview of the FY 2023-24 Proposed Uses of Restricted Library Funds report. For FY 2022-23, amounts totaling \$4,136,838 were set aside in Library trust accounts: \$1,846,331 in the Atherton Library Trust Fund; \$40,306 in the Portola Valley Library Trust Fund; \$1,269,018 in the San Carlos Library Trust Fund; and \$981,182 in the Woodside Library Trust Fund. Member proposed uses of restricted Library JPA Funds in FY 2023-24 total \$3,039,320. If all proposals are approved by the Governing Board, remaining FY 2022-23 excess funds total \$130,585 and will be split 50%-50% between the Library JPA and the member city to which the excess funds are attributable. She further shared that the Operations Committee approved the establishment of a subcommittee to review and develop recommendations for approval by the Operations Committee and Governing Board. Board members engaged in discussion around the future use of excess funds and the 50%-50% split. Member Wernikoff asked for more information about the library outpost that is proposed by Woodside. Deputy Director Ramirez described the project. Member DeGolia commented on the resources that are available from Peninsula Clean Energy to help support city and library facility improvements.

Motion: Approve the FY 2023-24 Proposed Uses of Restricted Funds. Passed (MSP: Brown/Lopez).

- VI. Approval of the Final FY 2023-24 Adopted Budget. Deputy Director Ramirez provided a brief overview of the proposed FY 2023-24 Adopted Budget and highlighted the most significant changes. The Recommended Budget was approved by the JPA Governing Board on June 12 and implemented on July 1 totaling \$75,071,231. Based on fiscal year-end closing activities and updated information, the Adopted Budget now totals \$84,452,465. Member Brown commended staff on continuing to generate excess funds and expressed support for investing more money into programs that make sense and have significant impact. Member Lopez expressed his gratitude to the Board for supporting the East Palo Alto library project.

Motion: Approve the Final FY 2023-24 Adopted Budget. Passed (MSP: Mates/DeGolia).

- VII. Director's Report. Director Despain shared highlights from the Director's Report including the annual Staff Development Day, Annual Report, and upcoming council presentations.
- VIII. Governing Board Member Announcements. Member Bigstyk invited members to attend Fog Fest in Pacifica on September 23 - 24 and promoted his local access talk program that he hosts with other regional leaders. Member Brown extended an invitation to members to participate in WHOA, a Woodside event honoring the equestrian community, which takes place from October 13 - 15. Member Penrose extended an invitation to her monthly community meetings with Supervisor Mueller at Caffé Mezzaluna. In addition to thanking the library for designating September as Suicide Prevention Month, Chair McDowell gave members advance notice of upcoming dates for mental health training.

- IX. Convene Closed Session: Convene Closed Session: Public Employee Performance Evaluation Closed Session Pursuant to Government Code Section 54957 (Director of Library Services).
- X. Adjournment. The meeting adjourned at 9:55 a.m.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: November 2, 2023
Meeting: November 7, 2023
Re: Approval of Library Policies

Background

As outlined in the Library Joint Powers Authority Agreement, the Library JPA Governing Board is responsible for creating, adopting, and maintaining by-laws and related policies to provide for the conduct of library business as well as the services and programs of the system. San Mateo County Libraries policies provide the structure for the implementation of the library's vision, mission, and goals. A complete list of Board approved policies is attached. From time to time, it is necessary to evaluate and update policies to reflect current library practices, uses and issues.

Additionally, under a staff services agreement between the Library JPA and County of San Mateo, all library staff are County employees and are responsible for following County policies including: Ethical Conduct, Political Activities, and Equal Employment Opportunity; these and other County Policies can be found at <http://hr.smcgov.org/county-policies>.

Discussion

Staff is recommending the approval of two policies. The Library JPA's legal counsel has reviewed and provided input on the recommended policy changes.

Conflict of Interest Policy

The Library's established Conflict of Interest Policy was last approved by the JPA Governing Board in November 2021. To ensure conflict of interest codes remain current and accurate, the Political Reform Act requires every local government agency to review its policy biennially. The attached policy has no revisions.

Guidelines for Addressing the Library JPA

The Guidelines for Addressing the Library JPA was last approved by the Governing Board in November 2005. The policy was adopted to provide guidelines for public participation at Operations Committee and Governing Board meetings.

Fiscal Impact

There is no fiscal impact associated with approving the recommended Library Policies.

Recommendation

Recommend Library JPA Operations Committee approve the Conflict of Interest Policy and the Guidelines for Addressing the Library JPA.

Attachments

1. Library Policies Approved by the Governing Board
2. Conflict of Interest Policy - (Recommended)
3. Guidelines for Addressing the Library JPA - (Recommended)
- 3a. Guidelines for Addressing the Library JPA - (Revisions)

Library Policies

- Behavior Policy – November 7, 2016
- Child Safety Policy – November 7, 2016
- Communications Policy – February 5, 2018
- Community Bulletin Board Policy – November 7, 2016
- Conflict of Interest Policy – November 15, 2021
- Exhibit and Display Policy – November 15, 2021
- Fund Balance Policy – June 12, 2017
- Furnishings and Equipment Funding Policy – June 9, 2014
- Gift and Donation Policy – November 5, 2018
- Guidelines for Addressing the Library JPA – November 2005
- Implied Consent Policy – November 7, 2016
- Investment Policy – September 18, 2023
- Library Building Planning Policy – November 7, 2011
- Library Renovations Policy – September 8, 2008
- Material Access and Selection Policy – November 5, 2018
- Privacy Policy – November 4, 2019
- Procurement Policy – November 14, 2022
- Public Computers, Devices and Internet Access Policy – November 7, 2016
- Suspension of Library Privileges – November 19, 2002
- Sustainability Policy – November 9, 2020
- Website Policy – November 7, 2016

CONFLICT OF INTEREST POLICY

Background and Purpose

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. This regulation and any amendments thereto may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

The purpose of this Conflict of Interest Policy is to provide for the disclosure of investments, real property, income and business positions of the San Mateo County Library Joint Powers Authority (Library) Governing Board members, Operations Committee members, and designated Library officials and employees whose official decisions and actions may materially affect the award of contracts and other financial decisions of the JPA, and provide for the disqualification of designated officials and employees from participation in Governing Board decisions in which they may have a financial interest.

Adoption of Conflict of Interest Code

The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Mateo County Library Joint Powers Authority.

Pursuant to the Political Reform Act and its regulations, all designated positions shall file statements of economic interests with the Library, which shall retain a copy and forward the originals to the San Mateo County Assessor - County Clerk - Recorder, which shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body and shall be officially responsible for receiving and retaining statements of economic interests filed with San Mateo County.

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the Library Governing Board, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

Appendix

List of Designated Positions and Description of Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the person's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Positions</u>	<u>Disclosure Category</u>
Governing Board Members	1, 2, 3, 4
Operations Committee Members	1, 2, 3, 4
Director of Library Services*	1, 2, 3, 4
Deputy Director of Library Services*	1, 2, 3, 4
Financial Services Manager*	1, 2, 3, 4
Consultants**	1, 2, 3, 4

*The Director of Library Services, Deputy Director of Library Services, and Financial Services Manager are County employees and as such, file disclosure statements with San Mateo County.

**The Library Director and Attorney for the Library JPA shall review the duties and authority of all consultants retained by the Governing Board. Those consultants who, within the meaning of Title 2 Ca. Code of Regulations 18700 (a) (2) are required to file statements of economic interests, shall do so. During each calendar year, the Library shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

GUIDELINES FOR ADDRESSING THE LIBRARY JPA OPERATIONS COMMITTEE AND GOVERNING BOARD- (Recommended)

Members of the public are welcome to speak during meetings of the San Mateo County Library Joint Powers Authority Operations Committee and Governing Board.

Public comments may be provided in one of the following ways:

- In person at a board meeting; or
- As an email or voicemail to the Library Director sent by 8 a.m. on the date of the meeting

Individuals wishing to speak during the meeting may complete a Speaker card and give it to the Administrative Assistant or Library Director prior to the beginning of the meeting. Comments submitted in writing or by voicemail will be shared with the board in advance of the meeting and may be read or played aloud during the public comment section of the board agenda.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Library JPA Governing Board Chair may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

There are two opportunities to speak. The first, Public Comments, is an opportunity to present information on any issue not currently on the agenda, and on library-related events, issues, projects or programs of general interest to the community. Each speaker during Public Comments may use up to three (3) minutes.

The public may also address the Operations Committee or Governing Board during consideration of agenda items. The process follows:

1. Speakers addressing agenda items will be invited to speak following the staff presentation and questions from the Operations Committee or Governing Board.
2. When called upon, the speaker may stand to address the Operations Committee or Governing Board.
3. Each speaker is limited to three (3) minutes total time.
4. In offering comments to the Operations Committee or Governing Board, the public shall follow the rules set forth below:
 - a. All remarks shall be addressed to the Committee or Board as a whole, not to individual members thereof or to staff.
 - b. No member of the public shall interrupt the Chair or another Board Member or person who has been recognized by the Chair to speak.

- c. Questions, if any, shall be directed to the Chair who will determine whether, or in what manner, an answer will be provided. There shall be no debate with the speaker.

Minutes are a summary of the board's discussion and actions. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Library JPA Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines. A response, if appropriate, may be provided by the Library Director.

GUIDELINES FOR ADDRESSING THE LIBRARY JPA OPERATIONS COMMITTEE AND GOVERNING BOARD- (Revisions)

Members of the public are welcome to speak during meetings of the San Mateo County Library Joint Powers Authority Operations Committee and Governing Board.

Public comments may be provided in one of the following ways:

- In person at a board meeting; or
- As an email or voicemail to the Library Director sent by 8 a.m. on the date of the meeting

~~Individuals Members of the public~~ wishing to speak during the meeting may complete a Speaker card and give it to the Recording Secretary prior to the beginning of the meeting. Comments submitted in writing or by voicemail will be shared with the board in advance of the meeting and may be read or played aloud during the public comment section of the board agenda.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Library JPA Governing Board Chair may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

There are two opportunities to speak. The first, Public Comments, is an opportunity to present information on any issue not currently on the agenda, and on library-related events, issues, projects or programs of general interest to the community. Each speaker during Public Comments may use up to three (3) minutes.

The public may also address the Operations Committee or Governing Board during consideration of agenda items. The process follows:

1. Speakers addressing agenda items will be invited to speak following the staff presentation and questions from the Operations Committee or Governing Board.
2. When called upon, the speaker may stand to address the Operations Committee or Governing Board.
- ~~3. If a member of the public initiated an item before the Governing Board, this individual may speak for up to 10 minutes.~~
- ~~3.~~ 4. All other speakers are Each speaker is limited to three (3) minutes total time. In offering comments to the Operations Committee or Governing Board, the public shall follow the rules set forth below:
- ~~4.~~ 5. All remarks shall be addressed to the Committee or Board as a whole, not to individual members thereof or to staff.

- a. No member of the public shall interrupt the Chair or another Board Member or person who has been recognized by the Chair to speak.
- b. Questions, if any, shall be directed to the Chair who will determine whether, or in what manner, an answer will be provided. There shall be no debate with the speaker.

Minutes are a summary of the board's discussion and actions. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Library JPA Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines. A response, if appropriate, may be provided by the Library Director.

Approved on November 7, 2005



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: November 2, 2023
Meeting: November 7, 2023
Re: Approval of the Regular Meeting Schedule for 2024

Background

The Library JPA Agreement states that the Operations Committee will meet at least quarterly and shall be responsible for administration and oversight of the day-to-day operations of the library system, working through the Library Director; and the Governing Board shall meet at least annually to consider and approve the budget of the Library JPA. The Governing Board is required to submit an annual budget to the County Board of Supervisors for its approval and shall be responsible for establishing policies in accordance with the JPA Agreement.

Each year a proposed meeting schedule is submitted for approval to the Library JPA Operations Committee and Governing Board.

Discussion

The JPA Governing Board currently meets five times a year in the months of February, May, June, September and November. The recommended Operations Committee meeting dates and agenda items correspond with the Governing Board meetings and agenda items. Currently, the Operations Committee meetings begin at 1:30 p.m. and the Governing Board meetings begin at 8:15 a.m. All meetings, unless reassigned, are held at Library Administration, 125 Lessingia Court, San Mateo.

The table below outlines the 2024 proposed meeting schedule. Also included is a list of items agendaized on an annual basis. Notice of the time and place and the conduct of all regular meetings are in accordance with the Ralph M. Brown Act. The agenda is posted and distributed at least three days in advance of scheduled meetings. Additional agenda items are added to the schedule as needed and special meetings may also be held as convened by the Operations Committee Chair or the Governing Board Chair.

Actions of the Operations Committee and Governing Board shall be taken only if a quorum is in attendance, and shall be effective upon approval of a majority of the members present. A quorum is one more member than half of the total membership.

2024 Proposed Meeting Dates		
Operations Committee	Governing Board	Agendized Items
January 30	February 5	- Financial Audit Report - Mid-Year Report
May 14	May 20	Introduction to the Recommended Budget
June 11	June 17	- Adoption of the Recommended Budget - Election of Officers
September 10	September 16	- Investment Report - Grant Activities Report - Proposed Uses of Library Trust Funds - Approval of the Final Adopted Budget - Library Director Evaluation
October 29	November 4	- Approval of JPA Meeting Schedule - Approval of Library Policies

Fiscal Impact

There is no fiscal impact associated with approving the proposed 2024 Library JPA Regular Meeting Schedule.

Recommendation

Recommend JPA Operations Committee approve the proposed 2024 Library JPA Regular Meeting Schedule.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: November 2, 2023
Meeting: November 7, 2023
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.

Be Sensitive, Be Brave for Suicide Prevention

We collaborated with County Behavioral Health in September to offer workshops on suicide prevention. Be Sensitive, Be Brave infuses culture and diversity throughout a foundational workshop on suicide prevention.

The two-hour workshop—attended by over 85 people in our Atherton, Belmont, East Palo Alto, Half Moon Bay, Millbrae, Pacifica Sharp Park, Portola Valley, San Carlos, and Woodside libraries—highlighted how to identify signs of suicide, connect individuals with appropriate support, and approach suicide prevention in a culturally sensitive manner while decreasing the stigma associated with mental health. Three mother-daughter pairs attended the workshop in San Carlos, demonstrating the importance of suicide prevention and mental health education for adults and teenagers alike. Many attendees told staff how grateful they were that we offer such a crucial and informative program in recognition of Suicide Prevention Awareness Month.

Flu Crew

In collaboration with County Health and the Stanford Flu Crew, we offered free flu vaccines to community members ages two and up. We also provided a limited supply of COVID-19 vaccines to uninsured residents.

In a single day, the Half Moon Bay Library administered 89 doses of flu vaccine and 10 COVID-19 vaccines, and the North Fair Oaks Library administered 30 doses of flu vaccine. As a special treat, the San Mateo County Sheriff's Office coordinated a visit by Casa Circulo Cultural's Art Bus to entertain Half Moon Bay youth before and after receiving their vaccines.

Diaper Distribution

We are thrilled to pilot 12 diaper distribution events from October through January at the Belmont and Pacifica Sharp Park libraries. The rising costs of diapers is a challenge for families, with low-income families spending approximately 14% of their after-tax income on diapers.



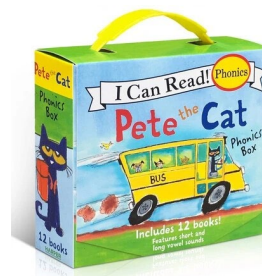
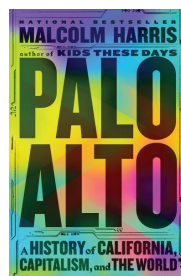
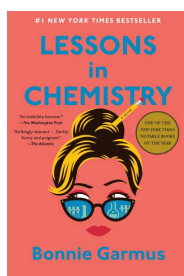
The \$50,000 in Measure K funds approved by the San Mateo County Board of Supervisors will provide over 1,800 kits for distribution. This project, proposed by Supervisor Mueller, is an important step in addressing a critical need in our community. At each event families will receive diaper and wipe kits to help bridge the financial gap created by the rising cost of these necessary supplies. The events will focus on engaging historically underserved communities and include robust early learning programming. Each two-hour event will include family activities such as art, sensory exploration, music and movement, engineering, and more.

Popular Collection Titles

Fiction is currently leading in popularity for adult print collections. The top 5 most popular titles include [*Lessons in Chemistry*](#) by Bonnie Garmus, [*Tomorrow, and Tomorrow, and Tomorrow*](#) by Gabrielle Zevin, [*Demon Copperhead*](#) by Barbara Kingsolver, [*Happy Place*](#) by Emily Henry and [*The Housemaid*](#) by Freida McFadden. The most popular nonfiction title is [*Palo Alto*](#) by Malcolm Harris followed by [*Outlive: The Science and Art of Longevity*](#) by Peter Attia, M.D.

Our top 5 circulating print youth titles are diverse in format and reading level. The most popular title for our youth literature collection is a phonics set featuring one of our famous friends, Pete the Cat. Mo Willems' beloved Pigeon picture books come in second and fifth place. An easy graphic novel, [*Grumpy Monkey. 2, Who Threw That?*](#), and the middle grade book, [*Guarding the Invisible Dragons*](#), take the third and fourth spots, respectively.

The highest circulating digital title this fiscal year among patrons is [*Lessons in Chemistry*](#) by Bonnie Garmus in eAudiobook format. The top circulating teen title is [*The Summer I Turned Pretty*](#) by Jenny Han in eBook format while the top circulating children's title is the eBook version of [*Dog Man: Twenty Thousand Fleas Under the Sea*](#) by Dav Pilkey.



Makermobile Coming to an Event Near You!

Our Makermobile hosted community and education programs at six locations over the last month. A visit to Millbrae's Art & Wine Festival introduced people to technologies like stop-motion animation and laser cutting, and fueled excitement about the future makerspace currently under construction at Millbrae Library. The Makermobile stopped by



Friendship Park in North Fair Oaks as part of Welcoming Week. This bilingual (English/Spanish) event informed attendees about makerspace equipment, and staff encouraged them to participate in STEAM and maker-related activities at their library. In addition to delivering robotics, coding, and other activities at back-to-school nights at Encinal and Oak Knoll schools, the Makermobile joined the Town of Atherton in

celebrating its centennial. The most recent stop on the Makermobile tour was Brisbane's annual Day in the Park and Derby. We are looking forward to the Makermobile's future visits to Woodside's Day of the Horse and Belmont's Trunk or Treat event.

eBook Stop Revamp

We are excited to announce our improved eBook Stops service. Access has been simplified and eAudiobooks are now included in the collection. eBooks in Spanish and thousands of well-known adult, teen, and children's books across numerous genres are now available as part of the growing collection of digital resources. There are also locations of the eBook Stops near parks and waiting rooms, such as the Human Services Agency, where having a book to read is handy. Patrons do not need a library card or mobile app and there are no holds or wait times, connecting is easier than ever—as easy as scanning a QR code. Anyone can begin reading at once or save the book in their browser to read from home.

Financial Times Online

Our patrons now get access to a collection of 1.4 million articles via the online version of The Financial Times, from 2005 to the present. The Financial Times is an international daily newspaper that focuses on business and economic current affairs. San Mateo County Libraries is one of the first public libraries in the United States to offer subscriber-level access for free to cardholders. The Financial Times Online joins our robust collection of online newspapers, including The New York Times, The San Francisco Chronicle, and The Wall Street Journal.

Opioid Overdose Prevention Project

Partnering with County Behavior Health and Recovery Services (BHRS) we are working to launch an opioid overdose prevention project in the new year. Phase one of our plan is to train staff and provide Narcan, the life-saving naloxone spray at all of our libraries, Phase two would include training and educating the public and distributing Narcan for use in an emergency.

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

Adult Learning Update

Since September, we have steadily and incrementally expanded our adult literacy services. Most significantly, we recently hired a new Community Program Specialist to help us augment and develop additional supportive offerings. We have been able to establish an additional English Conversation Club at the Atherton Library to support learners in that location, bringing our total number of conversation clubs to nine, with weekly attendance averaging 75 participants. At the Millbrae Library, we are beginning a six-week citizenship course and nine residents have registered for the opportunity. Tutor-learner pairs have risen 26%, to 58 pairs.

Indie Author Fest

We celebrated our first annual Indie Author Fest in September. Initially developed to serve the many local writers who reach out to us to promote their books, Indie Author Fest expanded into a welcoming, dynamic afternoon of presentations, networking opportunities, and readings, all alongside a bustling book fair.



The event began with a presentation about library resources for indie writers, highlighting Press Books, BiblioBoard and the Indie Author Project. Audience members then heard engaging readings from 11 representatives of the following writing associations: Golden State Romance Writers, Horror Writers Association SF Bay Area, Mystery Writers of American NorCal and Women Who Submit Bay Area. This gave writers a chance to share their work and learn about local organizations that might further support their creative endeavors.

Many of these writers have never had an opportunity to share their work with the public before, let alone a curious and enthusiast audience. As one writer put it, "It was a memorable and fulfilling experience for me to meet and interact with so many fellow writers." We have already heard from more writers who hope to participate in an even larger Indie Author Fest next year!

Power Up Afternoons

Power Up Afternoons has returned! For the second year in a row, our libraries are the place to be after school with engaging experiences for youth in kindergarten through high school. For two hours each weekday, students can focus on homework, take a brain break with a quick wellness activity, join a hands-on program, or enjoy learning from a subject matter expert who helps them explore new information and ideas. Those looking to recharge with a DIY experience can jump in on makerspace exploration, sugar skull painting, clay sculpting and more.

This year we are enhancing the program with academic support. Laptops and homework supplies are on hand while staff assist students in connecting to live online tutoring. To support students in East Palo Alto and North Fair Oaks, enhanced one-on-one tutoring is now available through a partnership with Ravenswood Reads. For the first two and a half weeks of September, we served 932 students and are currently supporting 23 early elementary youth to meet twice a week with Stanford tutors to strengthen their reading skills. Power Up Afternoons offers something for everyone while fostering connections designed to support youth where they are.



Empower Cards

Now that school is back in session, our Empower Card initiative to effortlessly connect all school-age youth with automatic library access is picking up. We have issued 20,692 student cards to date and students have checked out 100,929 items. We continue to add cards for new students and are working to serve additional schools and districts.



New students have been added from school districts including San Mateo Union High School District, Pacifica, Cabrillo in Half Moon Bay, Ravenswood in East Palo Alto, Belmont Redwood Shores, San Mateo-Foster City, and Brisbane. We also issued cards to East Palo Alto and North Fair Oaks students from The Primary School, Connect Charter, Eastside College Preparatory, and three KIPP (Knowledge is Power Program) schools. These are free open

enrollment college-preparatory schools in low-income communities.

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

Strategic Plan Update

As approved by the Governing Board, this fiscal year, we will embark on a full strategic planning endeavor to replace the current plan that was approved by the board in February 2021. The flexibility of the current Strategic Plan has been instrumental in navigating the highly variable environment of the COVID-19 pandemic. The Strategic Plan RFP was issued on October 25. We look forward to engaging with our community and stakeholders to create an innovative, data-driven, equity-centered strategic plan that will guide our library services for many years to come.

East Palo Alto Library Updates

Work is moving along on the HVAC project at the East Palo Alto County facility. Our Adult Literacy space on the second floor was completed in October, and renovations in the library space are scheduled to begin in early November. To prepare, the East Palo Alto Library will close from November 6th – 12th, and open for temporary services on the second floor on November 13. Temporary services on the second floor will include access to computers, printing, copying, faxing, Wi-Fi, laptops, books, magazines, and our Library of Things, all while keeping library hours the same. Regular visits from our outreach vehicle will ensure customers have access to a larger collection of popular titles in Spanish and English throughout the closure. Through partnerships with the City, County, and community organizations, we are pleased to continue offering free meals on weekdays, a robust schedule of outreach events, and regular programs like Power Up Afternoons, bilingual storytime, and Tai Chi. The project has a tentative completion date of February 2024.

We are delighted to share that the City of East Palo Alto issued an RFP on October 20, seeking an architect to create the final design, prepare bid documents, and support construction of the new library. The deadline for all submissions is November 23. Additionally, as part of its efforts to support a capital campaign for the new East Palo Alto Library, the library Foundation has hired Lotus Consulting to conduct a financial feasibility study that is currently underway.

California State Library Infrastructure Grants

Early this year, staff collaborated with member cities and architects to submit Building Forward Grant Round Two applications to secure grant funding for the construction of a new library in East Palo Alto, a new Pacifica Sharp Park Library, and improvements for the Pacifica Sanchez Library.

The State Library grant money in this round totaled \$175 million, and they received 148 proposals with requests totaling over \$482 million. Applications were prioritized in high poverty areas and facilities that had not previously received any Building Forward funds. Sadly, due to unfunded portions of our projects, the State Library did not award funds to the East Palo Alto and Pacifica library projects. However, over the next three years, the governor and Legislature have committed to set aside an extra \$100 million in Building Forward funds. With the same evaluation procedure, the State Library will use those monies to support other projects chosen from the entries received in Round Two, and we are hopeful that our proposals will be supported.

Press Release at: [2023-10-12-BuildingForward.pdf](#)

Cost of Living Adjustment

All non-management permanent staff, extra-help, and limited term employees are represented by the Service Employees International Union (SEIU). A 4% negotiated salary and benefit increase was included in the FY 2023-24 Recommended Budget. On October 1, 2023, the 4% increase went into effect for all staff.

Staff Development Day

On October 26th, the Foster City Library and neighboring recreation center hosted Staff Development Day. This professional day, attended by 178 Library Champions, celebrated staff dedication and our collective



successes as a system. Keynote speaker, Alyssa Mancao, noted



psychotherapist and owner of Alyssa Marie Wellness Inc., gave an engaging presentation that offered staff tools to navigate the post-pandemic environment and improve work-life balance. The rest of the day was filled with staff skill sharing presentations on themes ranging from *How to Harness AI at Your Library* to *Big Wins in Adult Learning*. The day was also made more enjoyable by providing staff with opportunities to exercise mindfulness and relaxation in a sound bath and by

planting succulents. Overall, everyone had a great time bonding with one another and learning new skills.

Employee Service Awards

Two employees are being honored by the County for their completed years of service: Emmanuel Landa, North Fair Oaks Library Community Program Specialist (10 years) and Sabrina Nava-Catalan, Half Moon Bay Library Community Program Specialist (10 years). Congratulations to Emmanuel and Sabrina on their many years of service and numerous contributions to San Mateo County Libraries!

Mentor Program Graduates

We are thrilled to announce the successful graduation of our inaugural Leadership, Education, and Development (LEAD) cohorts! Over the past 7 months, two cohorts of staff engaged in a series of monthly meetings, delving deep into the core tenets of leadership, embracing a systemwide perspective, refining their public speaking, and honing their writing skills.

We are bursting with pride as we congratulate the 14 graduates on their remarkable achievement!

Senior Librarian Cohort: Adrienne Gass/North Fair Oaks Library, Cary Mossing/Brisbane Library, Chris Lu/Belmont Library, Gina Feil/Foster City Library, Julie Smith/Half Moon Bay Library

Librarian Cohort: David Vargas/Belmont Library, Erica Palafox/Woodside Library, Ismael Betancourt/Atherton and Belmont Library, Kelly Reinaker/East Palo Alto Library, Min-I Chou/Foster City Library, Nancy Gallegos/Millbrae Library, Robert Zamudio/San Carlos Library, Silvia Escalante Corral/Youth Services and Wan Fwu/Outreach Services

To culminate their journey, their capstone project involved presenting their discoveries and lessons learned at our annual Staff Development Day, leaving a lasting impression on everyone present. Seeing their hard work pay off in such a tangible way brings us immense satisfaction. The potential and growth displayed by these 14 leaders is promising, and we look forward to witnessing their ongoing progress within our libraries.

Library Personnel News

We're excited to share the following personnel announcements:

Amairany Sanchez Bueno has accepted the position of Community Program Specialist in the Community Literacy Division. Amairany joins us from the County's WIC program where she worked as a Community Worker II. Amairany holds a bachelor's degree in sociology and a minor in Spanish from the University of California, Riverside.

Salina Kwok has accepted a promotion to Community Technology Specialist at the Belmont Library. Salina previously served as a Library Assistant at the Belmont and Foster City libraries. Salina holds a bachelor's degree in psychology/legal studies from the University of California, Santa Cruz. Salina is bilingual in Mandarin.

Corey Wolffs has accepted the position of Community Technology Specialist at the Atherton Library. Corey joins us from California College of the Arts as an adjunct professor of jewelry/metal arts. Corey holds a bachelor's degree in jewelry/metal arts from the California College of the Arts, and a master's degree in human-centered design from the University of California, Davis.

Welcome and congratulations to all our Library Champions!

FY 2022-23 Invoices and Contracts Over \$50,000

The [County's Open Data Portal](https://checkbook.smcgov.org) (checkbook.smcgov.org) continues to provide an easily accessible view of library expenditures and activity data to both the public and policymakers. A list of invoices and contracts with a total amount of \$50,000 or more that were paid or executed between January 1, 2023 and June 30, 2023 is provided below.

Vendor	Amount	Description
Invoices:		
Peninsula Library System	388,289	Passthrough of Measure K funds for Summer Learning program
City of Daly City	366,083	Annual payment for services provided to Broadmoor and Colma
M G West Company	316,629	New furniture for community libraries
Dell Computers	274,846	Computer and laptop replacements
Overdrive/ Peninsula Library System	266,688	Annual payment to PLS for digital content
Hoopla/Midwest Tape	264,000	Annual payment for digital content
Phoenix Motorcars	128,403	Final payments for Makermobile
Coupa	62,663	Procurement software

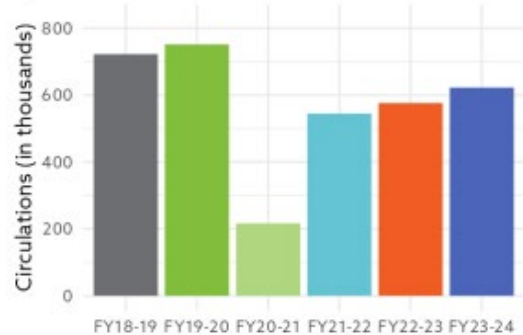
FY 2023-24, Quarter 1 Data Update

The following charts summarize systemwide totals through the first quarter for key library services from FY2018-2019 through the current fiscal year.

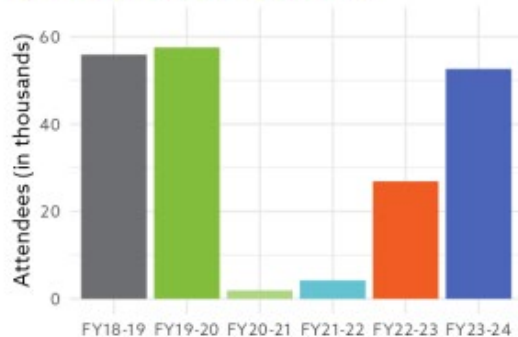
Q1 LIBRARY VISITORS



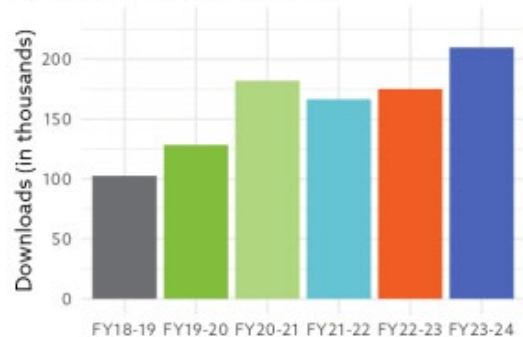
Q1 ITEMS CIRCULATED



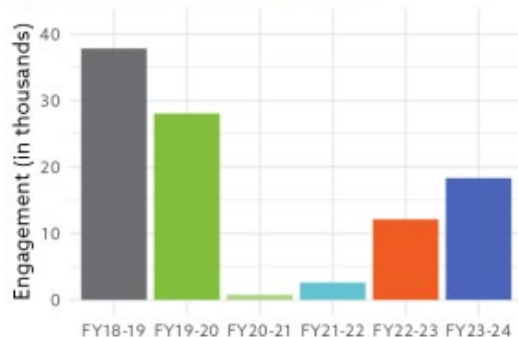
Q1 PROGRAM ATTENDANCE



Q1 DIGITAL DOWNLOADS



Q1 OUTREACH ENGAGEMENT



2024 Library Holidays and Closures

Since 2003, San Mateo County Libraries has incorporated several additional days into the regular holiday closure schedule based on the calendar year and usage patterns. All library closures are posted for public notice well in advance of a scheduled closure. In 2005, the Governing Board determined that a permanent continuation of this practice was prudent and should be communicated through the Director's Report.

Based on current County holidays and operational hours, 2024 holiday and closure dates include:

2024

Monday, January 1	New Year's Day Holiday
Sunday, January 14	Library Closure
Monday, January 15	Martin Luther King, Jr., Holiday
Sunday, February 18	Library Closure
Monday, February 19	Presidents' Day Holiday
Sunday, March 31	Library Closure
Sunday, May 26	Library Closure
Monday, May 27	Memorial Day Holiday
Wednesday, June 19	Juneteenth Holiday
Thursday, July 4	Independence Day Holiday
Sunday, September 1	Library Closure
Monday, September 2	Labor Day Holiday
Sunday, October 13	Library Closure
Monday, October 14	Indigenous Peoples' Day Holiday
Sunday, November 10	Library Closure
Monday, November 11	Veterans Day Holiday
Wednesday, November 27	Libraries close at 5 PM
Thursday, November 28	Thanksgiving Day Holiday
Friday, November 29	Day after Thanksgiving Holiday
Tuesday, December 24	Libraries close at 5 PM
Wednesday, December 25	Christmas Day Holiday
Tuesday, December 31	Libraries close at 5 PM