
Joint Powers Authority Operations Committee

George Rodericks, Atherton	Angela Louis, Millbrae
Greg Scoles, Belmont (Vice Chair)	Lorie Tinfow, Pacifica
Clay Holstine, Brisbane	Jeremy Dennis, Portola Valley
Carlos Martinez, East Palo Alto	Crystal Mui, San Carlos
Kevin Miller, Foster City	Peggy Jensen, San Mateo County (Chair)
Magda Gonzalez, Half Moon Bay	Kevin Bryant, Woodside

**San Mateo County Library Joint Powers Authority
Operations Committee Agenda
November 1, 2016, 1:30 p.m.
Belmont Library, 1110 Alameda de las Pulgas, Belmont**

I. Call To Order	Action
II. Public Comments	Information
III. Approval of the September 13, 2016 Minutes	Action
IV. 2017 Library JPA Meeting Schedule	Action
V. Agenda Items for the November 7, 2016 JPA Governing Board Meeting	
a. Unapproved Minutes of the Governing Board Meeting of Sept. 19, 2016	Information
b. Approval of Library Policies	Action
VI. Director's Report	Information
VII. Operations Committee Members Announcements	Information
VIII. Adjournment	Action

2016 Governing Board Meetings: November 7

If you need special assistance to participate in this meeting, please contact the Library JPA Secretary at (650) 312-8822 at least three working days in advance of the meeting. The Agenda Packet is available online at smcl.org.



San Mateo County Libraries
JPA Operations Committee Meeting
Minutes of September 13, 2016

Board Members Present:

Peggy Jensen, San Mateo County (Chair)
Greg Scoles, Belmont (Vice Chair)
Clay Holstine, Brisbane
Carlos Martinez, East Palo Alto
Magda Gonzalez, Half Moon Bay
Jeremy Dennis, Portola Valley
Crystal Mui, San Carlos
Kevin Bryant, Woodside

Staff Present:

Anne-Marie Despain
Tom Fortin
Nicole Pasini
Karina Labrenz

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- I. Call to Order. The meeting was called to order at 1:42 p.m.
 - II. Public Comments. None.
 - III. Approval of the May 17, 2016 Minutes. Meeting minutes approved without changes (MSP: Scoles/Bryant).
 - IV. Learning Landscape Project. Deputy Director Fortin gave an overview of the Learning Landscape Report and introduced Shawn Lani and Daniel Bering from the Exploratorium. Mr. Lani gave a PowerPoint presentation on the LL Field Station, or Lookmobile, and the LL Outpost, or Fog Tricycle. The Learning Landscapes will rotate to each community, starting in November. The Exploratorium will be training library staff in October and companion programs will be developed. Learning Landscapes will increase the use of library outdoor spaces and improve access to interactive learning opportunities.
 - V. Election of Library JPA Operations Committee Officers. Chair Jensen opened nominations for Operations Committee Chair and Vice Chair. Chair Jensen was nominated as Chair, Vice Chair Scoles as Vice Chair. No other nominations were received.

Motion: Elect Chair Jensen to Chair. Passed (MSP: Martinez/Bryant).
Motion: Elect Vice Chair Scoles to Vice Chair. Passed (MSP: Martinez/Bryant).
 - VI. Agenda Items for the September 19, 2016 JPA Governing Board Meeting
 - a) Unapproved Minutes of the Governing Board Meeting of June 13, 2016. Information item only.

- b) Grant Activities Report for FY 2015-16. Deputy Director Fortin provided an overview of the Grant Activities Report for FY 2015-16. The total grant revenue received in FY 2015-16 was \$160,889. In the current fiscal year, the Library is planning to hire a Development Officer to assist with pursuing additional grant opportunities.

Motion: Recommend JPA Governing Board approve the Grant Activities Report for FY 2015-16. Passed (MSP: Holstine/Dennis).

- c) Investment Report for FY 2015-16. Director Despain provided an overview of the Investment Report for FY 2015-16. Combined SMCIP and LAIF interest earnings for FY 2015-16 totaled \$154,548.

Motion: Recommend JPA Governing Board approve the Investment Report for FY 2015-16. Passed (MSP: Dennis/Gonzalez).

- d) Approval of the FY 2016-17 Adopted Budget. Director Despain provided an overview of the FY 2016-17 Adopted Budget. The Recommended Budget approved by the JPA Governing Board was implemented on July 1st and totaled \$41,870,550. Based on fiscal year-end closing activities and availability of updated information, the Adopted Budget now totals \$47,954,962. Significant changes included revenue increases from the Big Lift Inspiring Summers (Camp) program and excess ERAF. Additional recommended items that were approved include laptop vending machines, digital collections, and Summer Camp programs.

Motion: Recommend JPA Governing Board approve the FY 2016-17 Adopted Budget. Passed (MSP: Holstine/Martinez).

- VII. Director's Report. Director Despain provided a brief overview of the report, highlighting Summer Learning, the Big Lift and the Internship Program. Director Despain showed the four new types of youth library cards which will not accrue fees; and handed out the Library's Annual Report which will be presented to all Councils by Library Managers in the coming months.
- VIII. Operations Committee Members Announcements. None.
- IX. Adjournment. The meeting adjourned at 2:27 p.m.
- X. Convene Closed Session: Public Employee Performance Evaluation-Closed Session pursuant to Government Code Section 54957 (Director of Library Services). The meeting convened at 2:28 p.m.
- XI. Reconvene Regular Meeting. The meeting reconvened at 2:45 p.m. No reportable item.
- XII. Adjournment. The meeting adjourned at 2:46 p.m.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: October 26, 2016
Meeting: November 1, 2016
Re: 2017 Library JPA Meeting Schedule

Background

The San Mateo County Library JPA Agreement states that the Governing Board shall meet at least annually to consider and approve the budget of the Library JPA and to elect officers; and the Operations Committee shall meet at least quarterly and is responsible for administration and oversight of the day-to-day operations of the library system, working through the Library Director. The Governing Board is also required to submit an annual budget to the County Board of Supervisors for its approval. The Board of Supervisors, acting on the recommendation of the Governing Board, shall adopt by July 1st of each year an annual operating budget for the Library JPA.

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

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 currently 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, CA.

The table below outlines the 2017 proposed meeting schedule. Also included is a list of items agendized on an annual basis. The agenda is posted and distributed at least 3 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 Chairs.

2017 Proposed Meeting Dates San Mateo County Library JPA		
Operations Committee	Governing Board	Agendized Items
January 31	February 6	<ul style="list-style-type: none">- Financial Audit Report- Mid-Year Report

May 16	May 22	- Introduction to the Recommended Budget
June 6	June 12	- Adoption of the Recommended Budget - Proposed Uses of Library Donor Funds - Election of Officers
September 12	September 18	- Grant Activities Report - Investment Report - Approval of the Final Adopted Budget - Annual Report - Library Director Evaluation
October 31	November 6	- Approval of JPA Meeting Schedule - Approval of Library Policies

Fiscal Impact

There is no fiscal impact associated with approving the proposed 2017 Library JPA Operations Committee Meeting Schedule.

Recommendation

Recommend JPA Operations Committee approve the proposed 2017 Library JPA Operations Committee Meeting Schedule.



San Mateo County Library Joint Powers Authority
Governing Board Meeting
Minutes of September 19, 2016

Board Members Present:

Anne Kasten, Woodside (Chair)
Charles Stone, Belmont (Vice Chair)
Rick DeGolia, Atherton
Donna Rutherford, East Palo Alto
Gary Pollard, Foster City
Marina Fraser, Half Moon Bay
Reuben Holober, Millbrae
Mike O'Neill, Pacifica
Maryann Derwin, Portola Valley
Carole Groom, San Mateo County

Staff Present:

Anne-Marie Despain
Nicole Pasini
Karina Labrenz

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- I. Call to Order. The meeting was called to order at 8:16 a.m.
 - II. Public Comments. None.
 - III. Approval of the June 13, 2016 Minutes. Meeting minutes approved without changes (MSP: Fraser/Stone). Members O'Neill and Pollard abstained.
 - IV. Learning Landscape Project. Deputy Director Pasini gave an overview of the Learning Landscape Report and introduced Shawn Lani from the Exploratorium. Mr. Lani gave a PowerPoint presentation on the LL Field Station, or Lookmobile, and the LL Outpost, or Fog Tricycle. The Learning Landscapes will rotate to each community, starting in November. The Exploratorium will be training library staff in October and companion programs will be developed. Learning Landscapes will increase the use of library outdoor spaces and improve access to interactive learning opportunities.
 - V. Grant Activities Report for FY 2015-16. Deputy Director Pasini provided an overview of the Grant Activities Report for FY 2015-16. The total grant revenue received in FY 2015-16 was \$160,889. In the current fiscal year, the Library is planning to hire a Development Officer to assist with pursuing grant opportunities; several Board members were interested in seeing the job description once completed. Member DeGolia commented that establishing an overall fundraising goal for the system would be helpful moving forward. Director Despain stated that further input from the Board would be welcomed. The Development Officer would be responsible for pursuing grant opportunities; however, other projects such as establishing a

foundation are also being discussed. Members suggested continuing current discussions with the Friends of the Libraries as well as other local fundraising models in Daly City, San Mateo and Belmont. Vice Chair Stone said that the key to Belmont's success was: 1) they set definite measures what each partner could and would do; and 2) they were clear that working for the common good is better for everyone.

Motion: Recommend JPA Governing Board approve the Grant Activities Report for FY 2015-16. Passed (MSP: Rutherford/Stone).

- VI. Investment Report for FY 2015-16. Director Despain provided an overview of the Investment Report for FY 2015-16. Combined SMCIP and LAIF interest earnings for FY 2015-16 totaled \$154,548.

Motion: Recommend JPA Governing Board approve the Investment Report for FY 2015-16. Passed (MSP: Pollard/Holober).

- VII. Approval of the FY 2016-17 Adopted Budget. Director Despain provided an overview of the FY 2016-17 Adopted Budget. The Recommended Budget approved by the JPA Governing Board was implemented on July 1st and totaled \$41,870,550. Based on fiscal year-end closing activities and availability of updated information, the Adopted Budget now totals \$47,954,962.

Motion: Recommend JPA Governing Board approve the FY 2016-17 Adopted Budget. Passed (MSP: Stone/DeGolia).

- VIII. Director's Report. Director Despain provided a brief overview of the report, highlighting Summer Learning, the Big Lift and the Internship Program. Director Despain showed the four new types of youth library cards which will not accrue fees; and handed out the Library's Annual Report which will be presented to all Councils by Library Managers in the coming months.

- IX. Governing Board Members Announcements. The Library's presence was appreciated at Pacifica's Coastal Clean-Up Day, Half Moon Bay's National Night Out, and Foster City's community bike ride day. Groundbreaking for the new library took place in Half Moon Bay and a construction contract should be awarded by year's end. Pacifica and Bookmobile Library staff will be participating in upcoming Fog Fest, and the City Council approved placing a library bond on the November ballot. Atherton is in the design development phase; Belmont will host "Save the Music" on Oct. 2nd in Twin Pines Park; and Millbrae hosted Dot & Dash, two robots that teach children how to code.

- X. Adjournment. The meeting adjourned at 9:21 a.m.

- XI. Convene Closed Session: Public Employee Performance Evaluation-Closed Session pursuant to Government Code Section 54957 (Director of Library Services). The meeting convened at 9:23 a.m.
- XII. Reconvene Regular Meeting. The meeting reconvened at 9:45 a.m. No reportable item.
- XIII. Adjournment. The meeting adjourned at 9:46 a.m.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Nicole Pasini, Deputy Director of Library Services
Date: October 26, 2016
Meeting: November 1, 2016
Re: Approval of Library Policies

Background

As outlined in the San Mateo County 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 program of the system. San Mateo County Libraries Policies provide the structure for the implementation of the Library's vision, mission and goals.

Discussion

Managers have been working with staff to update the Library's policies, many of which are out-of-date or no longer relevant. The following are summaries of updates to existing policies and recommendations to approve new policies and delete old policies, which are no longer relevant. The Library JPA's legal counsel has reviewed and provided input on the proposed changes.

Behavior Policy - (UPDATED)

The Library's Behavior Policy sets guidelines to ensure appropriate use of community libraries. The current Behavior Standards Policy was amended and approved by the Governing Board in June 2009. The attached revised policy does not reflect any substantive changes, but rather clarifies and updates the information.

Cell Phone Use Policy - (DELETE)

The Library established a policy of acceptable cell phone use in libraries that was last approved by the Governing Board in November 2005. The attached unrevised policy is recommended for deletion as the use of cell phones in libraries is implicitly covered by the updated Behavior Policy.

Child Safety Policy - (UPDATED)

The Library established a policy on unattended children in the library that was last approved by the Governing Board in December 2002. The attached revised policy does not reflect any substantive changes, but rather clarifies and updates the information.

Communications Policy - (NEW)

The proposed new policy on public communications will cover media releases, media relations and social media. The policy will support the Library in following best practices in regards to public communications.

Community Bulletin Board - (UPDATED)

The Library established policy for posting and displaying information on the community bulletin board at libraries. The attached revised policy does not reflect any substantive changes, but rather clarifies and updates the information.

Conflict of Interest Code - (UPDATED)

The Library established Conflict of Interest Code was last approved by the Governing Board in February 2011. The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially to determine its accuracy or, alternatively, that the Code must be amended. The attached revised policy does not reflect any substantive changes, but rather updates the information.

Implied Consent - (UPDATED)

The Library established a policy of implied consent related to use of a physical library card at one of its locations. The attached revised policy does not reflect any substantive changes, but rather clarifies and updates the information.

Investment Policy - (RENEW)

As outlined in the Investment Policy, the policy shall be reviewed annually to insure adequacy related to the objectives of safety, liquidity and yield and its adherence to applicable laws. The investment policy was last approved by the JPA Governing Board in September 2014 and does not reflect any changes.

Material Selection - (UPDATED)

The Library has an established policy for the selection of materials of the San Mateo County Library. This policy was last approved by the Governing Board in July 1999. This policy has been updated with current terminology and minor copy edits have been made.

Public Computers, Devices and Internet Access - (UPDATED)

The Library established a policy for the use of public computers and wireless access that was last approved by the Governing Board in September 2007. The attached revised policy does not reflect any substantive changes, but rather clarifies and updates the information.

Website Policy - (UPDATED)

Staff is proposing to replace the Library Website Terms and Conditions, Online Privacy and Linking Policies with a new Website policy to cover all aspects of our website and related services. The attached updated policy does not reflect any substantive changes from the three separate policies, but rather simplifies, clarifies and updates the information.

Fiscal Impact

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

Recommendation

Recommend Library JPA Governing Board approval of the following policies:

- Behavior Policy - (UPDATED)
- Child Safety Policy - (UPDATED)
- Communications Policy - (NEW)
- Community Bulletin Board - (UPDATED)
- Conflict of Interest Code - (UPDATED)
- Implied Consent - (UPDATED)
- Investment Policy - (RENEW)
- Material Selection - (UPDATED)
- Public Computers, Devices and Internet Access - (UPDATED)
- Website Policy - (UPDATED)

Recommend Library JPA Governing Board approval of the deletion of the following policy:

- Cell Phone Use Policy - (DELETE)

Attachments

1. Behavior Policy - (UPDATED)
2. Cell Phone Use Policy - (DELETE)
3. Child Safety Policy - (UPDATED)
4. Communications Policy - (NEW)
5. Community Bulletin Board - (UPDATED)
6. Conflict of Interest Code - (UPDATED)
7. Implied Consent - (UPDATED)
8. Investment Policy - (RENEW)
9. Material Selection - (UPDATED)
10. Public Computers, Devices and Internet Access - (UPDATED)
11. Website Policy - (UPDATED)

BEHAVIOR POLICY - (UPDATED)

The mission of the San Mateo County Libraries is to strengthen our community by creating an inclusive sense of place and an environment for learning. All San Mateo County Libraries are open and available to everyone. The purpose of this policy is to establish standards for and responsibilities regarding behavior in San Mateo County Libraries. This policy is intended to preserve access to library services and to protect library and city property.

Equal Access

Everyone is welcome to use library services and facilities. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

Many people use the library to find a quiet place, while others use it to work collaboratively, to learn and play with children and to connect with others in the community. To respond to these needs, zones within the buildings are defined as quieter and louder spaces. Library staff may ask patrons to move in order to accommodate these different needs.

Food and Drink

Food and drink policies vary by location. Please check with library staff if you are unsure if your library allows eating and/or drinking.

Disruptive Behaviors

When visiting the library, please refrain from disruptive behaviors that impinge on other's ability to use the library, including but not limited to:

- Any activity in violation of local, federal or state law
- Harassment of any kind
- Disruptive, obscene, or abusive voices, language, gestures, or activities
- Accessing and/or displaying pornography on library computer terminals
- Misuse of furniture, equipment or materials
- Presenting strong pervasive odors, including odors caused by perfume or cologne
- Leaving personal items unattended
- Bringing pets or animals, other than service animals, into the library
- Disobeying the reasonable direction of library staff

Suspension of Library Privileges

Persons who are observed acting inappropriately will be told to stop. Depending on the frequency and severity of violations, individuals may be suspended from using the library. Severe violations may result in immediate suspension of library privileges for up to one year.

Any suspension from the Library for more than a day will require a meeting with the Library Manager and a commitment to adhere to these behavior guidelines before an individual's library privileges are restored. Appeals may be made in writing to Library Administration.

Library staff may call local law enforcement to provide assistance in enforcing the Behavior Policy.

CELL PHONE USE POLICY- (DELETE)

The use of cell phones is permitted inside the library provided the user speaks in a low voice.

As a courtesy to library patrons, users are asked to set cell phones to ring in vibrate/silent mode upon entering the library. Extended conversations are best conducted outside the building.

The use of cell phones is prohibited in quiet study areas and during library events.

The Library reserves the right to ask anyone using a cell phone to go outside the building when conversations are disruptive to other patrons.

CHILD SAFETY POLICY - (UPDATED)

Our goal is to be a leader in establishing a foundation for early literacy and supporting exploration and growth at every stage of life. This means that we will engage children and families in high quality learning experiences. We welcome children of all ages to the library to introduce them to the many opportunities for discovery and creativity available through library resources and programs. However, like most busy public places, the library may present hazards for unsupervised children. This policy is intended to help children and families to safely enjoy San Mateo County Libraries facilities and services.

Unattended Children

Young children are not to be left alone in the library at any time; school age children and young teens are not to be left unattended for extended periods of time. Parents should consider the following when deciding whether or not their child is ready to visit the library on their own:

- Staff are available to assist children at the library, but staff cannot act in place of a parent or guardian for children in the library.
- The library is a public building, open to all members of the community.
- The library contains collections for all ages, as well as unfiltered Internet access.

Staff Intervention

Library staff respect the privacy of all library patrons but will intervene when a child is deemed at risk.

- If children are not picked up by library closing time, police may be called at the discretion of the staff.
- If a child is not adhering to the Library Behavior Standards, staff will attempt to locate or contact the parent or guardian. If such person cannot be located, the child may be asked to leave the library, or the police may be called.

COMMUNICATIONS POLICY - (NEW)

Photos, video, media relations and social media are all tools that help tell the engaging, vibrant story of the San Mateo County Libraries. The Communications Policy supports organizational strategies to raise awareness of services and communicate an inspiring vision and the library's story of impact.

The purpose of this policy is to establish standards for and responsibilities regarding the means by which we communicate about the San Mateo County Libraries in a consistent and compelling voice. These standards ensure that San Mateo County Libraries is using media tools and methods that are compliant with existing policies and legal requirements.

Media Release

In order to protect patrons' privacy, San Mateo County Libraries requires the receipt of a patron-signed media release form before a patron's identifiable image is used in Library publications, social media and web sites.

Media Relations

With the intention of providing effective, responsive and consistent communications to our communities through news outlets, primary spokespersons for San Mateo County Libraries are the Communications Manager, Director of Library Services, and/or Chair of the Governing Board.

Social Media

San Mateo County Libraries strives to use social media in advancing our organizational mission and goals. All official San Mateo County Libraries presences on social media sites or services are considered an extension of the organization's information networks and are governed by the organization's policies including e-mail, Internet usage and computer policies; this policy applies to all types of online public communications.

- Official use by San Mateo County Libraries of social media services is ultimately the responsibility of Managers. Only authorized agents are permitted to conduct official San Mateo County Libraries business using social media sites and tools.
- Library staff are responsible for complying with all applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, fair use, records retention, Freedom of Information Act (FOIA), First Amendment, Health Insurance Portability and Accountability Act (HIPAA), privacy laws and information security policies established by San Mateo County Libraries and the County of San Mateo.
- San Mateo County Libraries reserves the right to withdraw certain posts and/or remove inappropriate comments that are not consistent with San Mateo County Libraries policy in adherence to First Amendment laws.

- San Mateo County Libraries will monitor all social media content and evaluate the effectiveness of the organization's social media presence to ensure adherence to the Communications Policy for appropriate use, messaging and branding consistent with realizing the mission and vision of the San Mateo County Libraries.
- Social Media and Internet postings should not disclose any information that is confidential or proprietary to San Mateo County Libraries or to any third party that has disclosed information to the organization.
- San Mateo County Libraries Social Media and Internet postings should include San Mateo County Libraries logos or images.
- Library staff communicating with the public and/or posting content in any San Mateo County Libraries sanctioned social media presence will be clearly identifiable as a San Mateo County Libraries employee and abide by the same employee code of conduct applied to normal business operations.
- Staff members using social media are responsible for regularly reviewing and consistently following San Mateo County Libraries Communications Policy.
- San Mateo County Libraries employees posting library and/or public sector industry related content on personal social media account(s) should neither claim nor imply that they are speaking on the organization's behalf. In such instances that an employee is identifiable as a library staff member on their personal social media accounts, the staff member's comments should include a disclaimer: *"The views expressed are mine alone and do not necessarily reflect the views of San Mateo County Libraries"*.

COMMUNITY BULLETIN BOARD POLICY – (UPDATED)

San Mateo County Libraries provides bulletin boards and/or other space for posting and display of information of community interest. Community interest is understood to include civic, cultural, and educational information. Priority is given to Library programs; Friends of the Library events and information; and local community events, information, and issues.

- While providing space, San Mateo County Libraries does not endorse, guarantee or insure the events or information on display or the truth or reliability thereof. Religious, personal and sales notices or ads are not posted.
- During local, state and federal elections, nonpartisan pro & con informational material may be posted. No political candidate material, partisan political messages, petitions, or similar items, are to be posted.
- All items must be dated. Outdated material will be removed by Library staff. The Library is not responsible for saving notices.
- The space is made available at the discretion of the San Mateo County Libraries. Please check with the Library staff when you want to display material.

CONFLICT OF INTEREST POLICY - (UPDATED)

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 who may be materially affected by their official actions and to 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.

IMPLIED CONSENT POLICY - (UPDATED)

When a patron presents a valid card for use in checking out and/or reserving library material, staff assumes the card belongs to the patron or, if the patron does not have the same name as that on the library card, that the patron is using the card with the consent of the owner.

Staff will cancel and replace a card immediately if a patron reports a lost or stolen card.

INVESTMENT POLICY – (RENEW)

The purpose of this investment policy is to provide guidance and protection to the San Mateo County Library Joint Powers Authority's (Library JPA's) cash and investments, and promote prudent financial stewardship.

The basic premise underlying the Library JPA's Investment Policy is to insure that money is always available when needed. It shall also be the policy of the Library JPA to diversify its investment portfolio to ensure the maximum safety of Library JPA assets. The Library JPA shall have funds not required for immediate expenditure invested in compliance with state law and this policy.

Investment Criteria

The criteria for selecting investments in order of priority are:

1. **Safety of Principal:** Safety of principal is the foremost objective of the investment program. Cash and all investments should be undertaken in a manner that seeks primarily to ensure the preservation of capital.
2. **Liquidity:** Sufficient cash balances and investments amounts shall remain liquid to meet the required timing of all operating requirements that may be reasonably anticipated including cash outflows for operating expenses and funding of capital projects.
3. **Yield:** The cash investment portfolio shall be designed with the objective of attaining a reasonable or market rate of return, taking into account the primary objectives of safety and liquidity.

Prudent Investor Standard

The Library JPA adheres to the guidance provided by the "prudent investor standard," which obligates a fiduciary to ensure that investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of individual business matters, not for speculation but for investment. Exercise of prudence considers the probable safety of capital as well as the probable income to be delivered.

This standard of prudence shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

Acceptable Investment Instruments

Investments will be made in several instruments to lessen risk by diversifying the Library JPA's portfolio. The Library JPA's investment portfolio may include the following instruments:

1. The San Mateo County Investment Pool (County Pool)
2. The State of California Local Agency Investment Fund (LAIF).

Reporting

The Director of Library Services shall submit an annual investment report to the JPA Governing Board on the status of the Library JPA's investment portfolio. The report will provide information as to the type of investment, the amount of money invested with various institutions, purchase and maturity dates and interest rate yield on investments in accordance with the Government Code. The report shall state if the Library JPA investments are in compliance with this policy and able to meet its cash flow obligation.

Delegation of Authority

Pursuant to Government Code 53600 et. Seq., with the annual adoption of this Investment Policy, the JPA Governing Board assigns the responsibility of determining the portion of surplus funds to invest in the State of California Local Agency Investment Fund (LAIF) to the Director of Library Services. Daily management responsibility of the investment program may be delegated to the Financial Services Manager, who shall establish procedures for the operation consistent with this investment policy. Business controls shall be established within the organization that utilizes adequate signature controls, separation of duties and adequate audit trail of cash disbursements and transfers of cash balances.

Adoption

This policy shall be reviewed annually with the JPA Governing Board to insure adequacy related to the objectives of safety, liquidity and yield and its adherence to applicable laws. The JPA Governing Board will review and approve all changes to this policy.

MATERIAL SELCTION POLICY – (UPDATED)

It is the role of the public library to meet the information and interest needs of the total community. The San Mateo County Libraries affirms each individual's right of free access to information and ideas, whereby individual thoughts and opinions may be formed. To this end the library acquires and maintains materials representing the history of human thought, expression, and achievement; as well as those reflective of contemporary issues, trends and ideas.

The San Mateo County Libraries considers the needs of all people, neither censors nor judges individual informational requirements or interest, and makes material accessible to all. Library materials are selected to represent all points of view, and are not excluded because they may contain language or illustrations offensive to some persons.

The responsibility for selecting, acquiring, and organizing materials rests with staff librarians. The basic test for selection is whether the material meets proven or potential information and interest needs. Other considerations include: availability, cost, amount of similar material already available in the collection, and whether the material may be available elsewhere in the community. Some items are available on limited access because of rarity, cost, or susceptibility to loss or damage. To provide the fullest possible access to information, the library selects and provides materials in a variety of formats and media.

Items are withdrawn from the collection with the same degree of attention as initial selection, taking into account physical condition and the needs of the community.

The library appreciates gifts of materials or money donated for the purchase of materials. Gifts of materials must meet the policies and criteria stated above. The library reserves the right to accept or refuse conditions placed upon gifts.

The Library subscribes to the Library Bill of Rights as adopted and amended January 23, 1980, by the American Library Association, as follows:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, race, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

PUBLIC COMPUTERS, DEVICES, AND INTERNET ACCESS POLICY- (UPDATED)

The San Mateo County Libraries provide access to computers, other devices and the internet as one means of fulfilling its mission to strengthen our community by creating an inclusive sense of place and an environment for learning. All resources accessible through San Mateo County Libraries are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using Library resources and facilities.

Use of San Mateo County Libraries computers, devices and networks implies acceptance of this Policy. Library users are expected to abide by this Policy. Failure to adhere to these policies and laws can result in loss of library privileges and/or legal action.

Public Computers and Devices

It is illegal to physically or electronically modify library computer equipment or other devices, or tamper with hardware or software, as established in the California Penal Code, Section 502 et. Seq.

In order to afford maximum access for all, San Mateo County Libraries regulates the amount of time each patron uses library computers and other devices. Staff will alter restrictions and exceptions based on patron demand for computers and other devices.

Internet Access

San Mateo County Libraries does not monitor or filter Internet access for any users. As with other Library resources and facilities, parents or legal guardians are responsible for their children's use of the library computers, devices and Internet access. Parents or legal guardians must assume responsibility for deciding what resources are appropriate for their own children. It is both the right and the responsibility of parents and legal guardians to guide their own children's computer and Internet usage. To ensure safe access on the Internet, for more information see our parent/guardian resources.

Library computers and other devices are in public areas and are shared by people of all ages and backgrounds; privacy screens are available upon request. Please respect others' rights to read and view. Unless a patron is viewing material that is harmful or obscene, staff will not interfere with a patron's right to privacy. All user activity on library computers, other devices, and networks should be in compliance with local, state and federal laws, including but not limited to the issues noted specifically below:

- San Mateo County Libraries adheres to the legal standards established in the California Penal Code, Chapter 7.5, Sections 311-312.7, prohibiting the public display of obscene and harmful material. The viewing of obscene and harmful material on a computer screen in a public area, such as a library, constitutes public display and is therefore prohibited.

- Our libraries are open to and used by children, and viewing obscene and harmful material in the presence of a minor is illegal ([California Penal Code 313.1](#)). Additionally, it is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct. Anyone who does so is subject to federal criminal prosecution under the Protection of Children Against Sexual Exploitation Act of 1977 ([18 USC 2252](#)).
- Copyright Law ([United States Code Title 17](#)) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Patrons are responsible for determining legal use of copyrighted materials. Library staff are not authorized to give advice regarding whether any use of internet material (or other intellectual property) is "fair use."

Wireless Use

San Mateo County Libraries offer wireless and computer-based internet access in each of its locations, in part through our consortium, the Peninsula Library System. Users must agree to the Peninsula Library System's Terms of Service for [Wireless Use](#) before connecting.

All rules and regulations listed here apply to wireless computer use, including the use of personal computers and other devices within the library accessing the wireless network. This policy also applies to the use of library computers, other devices and library wireless networks used outside of library locations.

Indemnity

San Mateo County Libraries uses its best efforts to ensure network security, but users assume all responsibility for the use of its networks, including interference with the user's data and Internet traffic, and damage to software or hardware. The Library is not liable for the loss or compromise of any confidential or sensitive, or any other information, or for any and all damages resulting from that loss or compromise.

WEBSITE POLICY – (UPDATED)

The San Mateo County Libraries have a goal to cultivate an active presence and create spaces that support discovery, enrich lives and uplift the community. This means we will deliver an easily accessible and rich online experience. The purpose of this policy is to set appropriate guidelines and terms of use for the San Mateo County Libraries website.

San Mateo County Libraries has created and maintains our eLibrary at www.smcl.org and other related websites and online services. Some San Mateo County Libraries sites and related online services are provided via third-party contractors. Third-party contractors have additional policies, terms of use, etc., governing use of sites and services in addition to San Mateo County Libraries policies.

Privacy

When you visit San Mateo County Libraries websites, we automatically collect and store information to measure the number of visitors to different areas of the site to assist us in making the site more useful to you. The information that is automatically collected varies depending on the third-party contractor hosting the site.

Some of our sites and services require that you share additional information online in order to access them. San Mateo County Libraries may provide you with additional information via emails, etc., based on your use of our sites and related online services.

San Mateo County Libraries and its third-party contractors will not sell, lease or otherwise distribute or disclose your name, email address, postal address, telephone number, borrower records or other personal information for non-library purposes to outside parties unless required by law.

In accordance with the Children's Online Privacy Protection Act (COPPA), San Mateo County Libraries do not collect or store any personal information online, even in aggregate, about children under the age of 13. We will never disclose a child's personal information without written approval from a parent or legal guardian or otherwise as compelled by law. In accordance with COPPA, we will only display a child's first name, last initial, location and/or age on our pages to announce contest winners and display user-submitted comments.

User-Generated Content

User-generated content on San Mateo County Libraries sites and related online services are the opinions of posters only, and publication of user-generated content does not imply an endorsement by San Mateo County Libraries. Submission of user-generated content implies the copyright owner's permission to publish. San Mateo County Libraries third-party contractors have additional policies related to user-generated content.

Use of Content

Materials downloaded from San Mateo County Libraries websites and related online services may only be used for personal, educational, or research purposes. They may not be used for commercial purposes.

San Mateo County Libraries websites and related online services contain a wide range of content, which includes materials that are in the public domain as well as materials that are protected by copyright. San Mateo County Libraries cannot take responsibility for use of copyrighted materials from its site.

Linking

Our website contains links to external websites not maintained by the San Mateo County Libraries. These links are provided only as a convenience, and the inclusion of any link does not imply endorsement by San Mateo County Libraries or any association with their operators.

Some of the criteria considered when selecting linked sites include:

- The primary intent of the website is to educate or inform and the site does not charge for access.
- The site's owner or sponsor is easily identifiable, and contact information is provided.
- The site does not promote a specific religious, political, or social agenda.
- The site provides timely/current information or information with historical value.
- The organization, information and services provided are consistently of high quality.

Accessibility

We are committed to ensuring accessibility of our website and related online services for people with disabilities. All reasonable effort has been made to ensure that the pages of our websites comply with Section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C. 794d). Section 508 requires that individuals with disabilities, who are members of the public seeking information or services from a government agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Indemnity

San Mateo County Libraries does not promise or guarantee that any of its websites or contractors' websites, online services, the servers that makes them available, or any links to other web sites are free of viruses or other harmful components. In addition, we disclaim any and all responsibility or liability for the accuracy, reliability, and legality of materials found. In no event shall the San Mateo County Libraries or the San Mateo County Libraries employees or affiliated entities be liable for any direct, indirect, special, incidental, consequential, exemplary or punitive damages, or loss of revenue or profits, arising from, or directly or indirectly related to, the use of, or the inability to use, the San Mateo County Libraries websites or the content, materials and functions related thereto.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: October 26, 2016
Meeting: November 1, 2016
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 Strategic Plan goals.

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

Outside the Lines

For the second year in a row, we participated in Outside the Lines, a bold national campaign designed to get people thinking – and talking – about the library in a whole new way. This weeklong celebration took place in September and demonstrated the creativity and innovation in libraries. We invited the public to visit a “pop-up” library in unexpected places including the beach in Pacifica, the Millbrae BART station, and a Facebook live stream of the History of Folk Music Concert that took place in Belmont. Staff also surprised community members with spontaneous programs and free book giveaways at local parks and coffee shops.

New Digital Streaming Service

In October, we launched a new digital streaming service for library card holders. The new streaming service from Hoopla offers free access to movies, television shows, music, ebooks, comics and audiobooks. The new content includes materials for all ages and it is simple to access and use on computers, tablets and phones. Patrons can download or stream up to 20 items per month, and borrowed items are automatically returned so there are no fines nor fees. Start exploring at: [hoopla](http://hoopla.com)

Learning Landscape Grand Opening

The Learning Landscape Grand Opening is scheduled to take place at the East Palo Alto Library on Saturday, December 10th, at 11 a.m. The Lookmobile and Fog Tricycle will be unveiled in a celebration with our partners from the Exploratorium's Studio for Public Spaces. The new Learning Landscape outdoor mobile exhibits will activate outdoor spaces and increase hands-on learning opportunities in our communities. Staff is currently developing a Grand Opening schedule whereby the Learning Landscape will travel to each community for a week during the first three months of the launch.

New Atherton Library Project

Over the last several months, staff has been meeting with Town staff, Civic Center Advisory Committee members, WRNS architects, and the library stakeholders (Friends of the Atherton Library board members, Atherton Heritage staff and Atherton Library staff) to refine the library's floor plans to address efficiency, code compliance and library programming and operational requirements. On October 19th, Town staff presented a project update to the Town Council that included updated design modifications to the Historic Town Hall (which is included in the library's program) related to the café, deck, restrooms and heritage spaces. The Council also discussed sustainability options, interior design of the library, and added alternatives as part of the 50% Design Development plans and cost estimate. The total project cost estimate has been updated from the Conceptual Design estimate of \$13.4 million to a Design Development estimate of \$14.9 million. It is anticipated that WRNS architects will present 100% Design Development plans and an updated cost estimate to Council for approval in January.

See Town staff report at: <http://www.ci.atherton.ca.us/DocumentCenter/View/3558>

New Brisbane Library Project

Library staff and the architects attended the Brisbane Day in the Park on September 24th to gather additional feedback on the current library building design. Staff is continuing to work with the City, architects, and Library Stakeholder group to make refinements to the design. Siegel & Strain Architects and Karin Payson Architecture + Design will present the schematic design to the City Council on November 3rd.

East Palo Alto Library Needs Assessment

Over 60 community members came together on October 11th to explore and share ideas for an improved or new library. Fog Studio architects sparked people's imagination with a visual presentation featuring contemporary library spaces of today and exciting design possibilities. Various themes emerged on how the library's space could improve and participants identified some new space options, from a crafting station, makerspace, and imagination playground to a teen lounge, outdoor area, and community garden. Additionally, staff has been incorporating fun activities into library programs to engage children and teens in designing and constructing their dream libraries. The community input and all the ideas generated are an integral part of the design process and will help San Mateo County Libraries and the City plan for future library services. The next community meeting will take place on Wednesday, November 2nd, at 6 p.m. and will again be offered in both English and Spanish.



New Half Moon Bay Library Project

The Half Moon Bay Library project is continuing to progress. On September 20th, the Half Moon Bay Council adopted a resolution to execute a Project Labor Agreement with the San Mateo County Building and Construction Trades Council and its affiliated local unions for construction work on the library, and on October 18th, the City released the requests for proposals to the pre-qualified general contractors. Bids will be due on November 22nd and the selected general contractor will be presented to City Council for approval in December. Construction is anticipated to begin in early 2017.

New Pacifica Library Project

Work continues on updating the library needs assessment and building program for a new Pacifica Library. The Pacifica Library Advisory Committee held its fourth meeting on October 12th to review the project workplan and schedule, hear updates regarding the building program and City streetscape plans, and discuss the site analysis. Members had the option of touring the Palo Alto Mitchell Park Library on October 15th with the architect team, Group 4. The second Site Design Charrette will take place in December.

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

San Mateo County Poet Laureate

On October 4th, Lisa Rosenberg of Menlo Park was appointed to the honorary post of San Mateo County Poet Laureate by the Board of Supervisors. Her term will begin on January 1, 2017, and run through December 31, 2018. Her role as Poet Laureate will be to continue the work of elevating poetry among San Mateo County residents and to celebrate the literary arts. Montara resident Caroline Goodwin was appointed and served as the first Poet Laureate for the County.

Lisa holds a Bachelor's of Science degree in Physics from the University of California at Davis, a Master's degree in Creative Writing from Boston University, and received a Wallace Stegner Fellowship in Poetry from Stanford University. In addition to physics and aerospace engineering, her professional experience includes technology marketing, freelance design and instruction in creative writing. "The opportunity to work in the community as a poet, to talk about writing and represent San Mateo County, is both an honor and a delight. Caroline inaugurated this post with such grace and generosity, I'm coming into a program that has already garnered audience and established great momentum," said Lisa Rosenberg.

The County, Library and Poet Laureate Advisory Committee will continue to work with and support the Poet Laureate as she introduces her poetry project and engages the community in the literary arts. Current library members of the committee include Kalamu

Chaché, Friends of the East Palo Alto Library President; Maryann Moise Derwin, Mayor of Portola Valley and Library JPA Board Member; Anne-Marie Despain, Library Director; and Library JPA Board Member and Supervisor Carole Groom who serves as Co-Chair.

See article at: <http://www.almanacnews.com/news/2016/10/17/menlo-park-aerospace-engineer-named-countys-poet-laureate>

Poetry Is Nature

On October 15th, Poet Laureate Caroline Goodwin held her last "Poetry Is" event at the Woodside Library. Close to 150 poems about nature were received from adults, teens and children; 20 poems were selected to be read at the event. The goal of the "Poetry Is" project and campaign, designed by Caroline, has been to increase awareness of San Mateo County's rich diversity of people, places and neighborhoods through the power of the spoken word and place-themed poetry. Various contests and events were hosted throughout her term to highlight this campaign including Poetry is Love, Poetry is Family, Poetry is Heritage and Poetry is Autumn. Caroline Goodwin was thanked and celebrated for her tremendous work as the County's first Poet Laureate.



Tricycle Music Festival

The Tricycle Music Fest has returned for one month of revelry in October to celebrate the importance of music and play in building brains and accelerating learning. The artists' line-up features Grammy-Award winners and acclaimed performers from a musical spectrum of jazz, indie, punk rock, and pop for children. Tricycle Music Fest brings families and the community together to dance and sing along. All of the concerts are being held outdoors and feature hands-on learning and fun, family activities.

Student Success Grant

San Mateo County Libraries successfully applied to participate in a grant-funded program to support partnerships between schools and libraries. The purpose of the Student Success initiative is to develop an efficient and effective way to provide library cards to all youth. In addition to reducing barriers to library access, this project also presents the opportunity for our libraries and schools to share data -- allowing us to increase our effectiveness, focus our efforts in areas where we are having lesser impact, and demonstrate outcomes that support broader goals and initiatives.

The timing for this comprehensive Student Success initiative couldn't be better. Earlier this summer, all public libraries unveiled a new fine-free youth card, which allows youth to use and enjoy their cards without the barrier of fines or fees. The removal of this constraint, which can so often lead to family reluctance in allowing their child to have a card, is in alignment with increasing youth access to the materials, resources, and experiences that can make the difference in a child's life.

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

Top Innovator Library Award

We recently received a Top Innovator Award from the Urban Libraries Council in the category of Learning: Birth through Teens. A panel of expert judges selected our Talk Read Sing program from nearly 300 submissions in 10 categories that demonstrated the value and impact of public library service.

Talk Read Sing, a partnership with the LENA Research Foundation, is a research-based program targeted at parents of children under three to help bridge the word gap, ensure a language rich environment at home, and support children's success in school and life in the long-term. Parents' talking habits are powerful influencers of brain development during the first three years of a child's life. During this crucial developmental period, research has shown that lower-income children hear roughly 30 million fewer words than more affluent children.

Talk Read Sing uses LENA's Smarter Happier Baby Curriculum in English and Spanish combined with "talk pedometer" technology to help families track and set goals on their progress for the number of words spoken, conversational turns taken, and electronic noise in the home. The program focuses on serving low-income families, as well as partnering with the San Mateo County Housing Authority and Institute for Human and Social Development to serve their clients. Since May 2015, Talk Read Sing has reached 95 families with 74% of families showing gains in adult words spoken to the child, and 60% of families showing gains in conversational turns.

Mid-Autumn Festival

This year's Mid-Autumn Festival, also known as the Moon Festival, was held at libraries in Millbrae and Foster City. Millbrae celebrated their festival on Saturday, September 10th with well over 800 people in attendance; and Foster City celebrated on Sunday, September 11th with over 550 people. This popular lunar harvest festival has been held throughout Asia for well over 1,000 years. It is considered the second most important holiday after the Lunar New Year in Asian countries and communities around the world. This year, families celebrated the traditional holiday in our libraries with professional storytellers; live music and dance performances; and lots of children's crafts and games. As a special treat, participants were given mooncakes, a traditional holiday pastry, to take home and complete their day of festivities.

National Voter Registration Day

National Voter Registration Day is designed to create an annual moment when the entire nation focuses on registering Americans to exercise their most basic right - the right to vote. We held National Voter Registration Day events on September 22nd, 2016, at all of our libraries. Library staff helped people register to vote, ensuring that they can participate in the upcoming election.

Personnel Updates

I am pleased to announce the following personnel changes:

Chet Mulawka, San Carlos Library Manager, has announced his intention to retire in April 2017, after 27 years with San Mateo County Libraries. His early announcement has afforded us the ability to do some smart succession planning to avoid a staffing gap at the San Carlos Library. Beginning in December, Chet will co-manage the library until he retires. In addition to training and mentoring the new manager, Chet will be providing system support of various projects including programming and collection development. We are very appreciative of Chet's forward thinking, thoughtful approach to his retirement and look forward to celebrating his many accomplishments and retirement this spring.

Adina Aguirre, has been appointed East Palo Alto Library Manager. Adina was the Supervising Librarian of the Newark Branch of the Alameda County Library for the past two years. Prior to that, Adina worked as a Children's Librarian in Alameda County Library as well as at the Cesar Chavez and Melrose branches of the Oakland Public Library, where she also worked as Acting Branch Manager. Adina is a 2014 Eureka Leadership Fellow and is fluent in Spanish.

Alexandria (Ally) Garcia has accepted the Branch Manager position at the San Carlos Library. Ally will start in late November and will co-manage the library until Chet retires. Ally is coming to us from the Clearview Library District in Colorado where she is the Public Service Manager over Children's Services, Teen Services, Adult Services, and Outreach Services. She is also currently serving as the president of the Colorado division of the

Public Library Association. Prior to moving to Colorado, Ally was the Programming Librarian at the Calabasas Library.

Jessica Hedstrom is the new Community Technology Specialist at the Atherton Library. She has a Bachelor's in Finance from Augsburg College in Minnesota. Jessica has experience working at several start-ups including as a Community Manager for Sculpteo, a 3D Printing company. Working for Sculpteo, Jessica had the opportunity to educate students, professionals, and teachers on the practical applications of 3D printing. Additionally, Jessica is founder of the podcast Printing Everyday, which features interviews from designers, engineers, and CEO's of 3D printing companies.

Carmen Letona has accepted the position of Youth Services Librarian at the San Carlos Library. Her recent experience is from the Edenvale Branch of the San Jose Public Library where she planned and conducted Spanish-English Bilingual Family storytimes, trained and recruited new volunteers, and was responsible for developing community programming with library partners. Carmen graduated from UC Berkeley with a BA in English Literature and has a Master's degree from San Jose State in Library Science.

Ginny Mies recently started as the new Collections Librarian in the Access Services Division. Ginny received her MLIS from San Jose State University and her Bachelor's degree in History of Art & Visual Culture and Journalism from the University of Santa Cruz. She previously worked at TechSoup as a Senior Content Curator where she researched and generated articles on best technology practices and digital inclusion strategies for public libraries and nonprofits. Additionally, Ginny works as an on-call librarian at South San Francisco.

Michelle Ng was appointed as Community Services Librarian at the Belmont Library. Michelle received a dual undergraduate degree from UCLA in International Studies and Mandarin Chinese. She received her MLIS from San Jose State University and has worked for the Newark Public Library, the Redwood City Public Library and the Hercules Public Library. Michelle's passion is youth services, and she has developed and implemented a Kids Coding Club, a Crazy 8s Math Club, led family storytimes and baby bounces, and participated in countless outreach events at local schools.

Kayla Figard has been appointed as Teen Services Library at the Belmont Library. Kayla has worked for the San Mateo County Libraries since 2008. Kayla has a wide range of library experience including three years assisting with Teen Services, and has worked out-of-class as a Community Programming Specialist and a Librarian. She received her MLIS from San Jose State University and was selected as an Emerging Leader by the American Library Association in 2016.

Kenny Gabe Ocana has been promoted to Community Technology Specialist at the East Palo Alto Library. Kenny has a Bachelor's in Sociology from San Francisco State University

and has worked in libraries for over 12 years. He started as a Library Page at the Redwood City Library before working as a Library Assistant for the past two years at East Palo Alto. He also previously worked as a Program Coordinator at Samaritan House.

Debbie Huey has been promoted to Community Technology Specialist at the Millbrae Library. Debbie started her library career as a Library Aide at Foster City Library in 2007, later becoming a Library Assistant at the Belmont Library and then the Millbrae Library. Debbie has taught and led various computer classes as well as provided one-on-one sessions for patrons. Debbie is also the author of an all-ages comic book series, Bumperboy. Debbie has a Bachelor's in Fine Arts from UC Santa Cruz.

Jessica Ormonde has been promoted to Community Services Librarian at Pacifica Libraries. Jessica has a BA in English from UC Davis and a MLIS from San Jose State University. She has worked for San Mateo County Libraries for three years, most recently as a Library Assistant at the Half Moon Bay Library. Jessica has also worked as a Library Technician at Half Moon Bay High School.

Liliana Reyes has been promoted to permanent Library Assistant at the Atherton Library. Liliana has a BS in Biology from UCLA. She has been working for the San Mateo County Libraries since November 2015 as an Extra-Help Library Assistant. Prior to that, Liliana worked as an Administrative Assistant at Office Team and in Customer Service at PetSmart.

Employee Recognition

Mara Cota, Senior Librarian in Access Services, was recently appointed to serve as the Chair of the 2018 ALEX Award Committee. This national award is supported by the Young Adult Library Services Association, a division of the American Library Association. The Alex Awards are given to ten books written for adults that have special appeal to young adults, ages 12 through 18.

Service Awards

Daniel Hackett, Senior IT Technician, was recently honored by the County for his completed years of service (20 years). Congratulations to Daniel for his many years of service and numerous contributions to the County and the Library!

2017 Library Holidays and Closures

Since 2003, the Library has incorporated several additional days into the regular holiday closure schedule based on the calendar year and usage patterns. These closures are typically adjacent to holidays and have usually occurred on Sundays. All library closures are posted for public notice well in advance of a scheduled closure. In 2005, this practice was reviewed, and the Governing Board determined a permanent continuation of this practice was prudent and should be communicated through the Director's Report.

Sunday, January 1	New Year's Day
Monday, January 2	New Year's Day Observed
Monday, January 16	Martin Luther King, Jr. Day
Monday, February 20	Presidents' Day
Sunday, April 16	Easter
Sunday, May 28	Library Closure
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Sunday, September 3	Library Closure
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Saturday, November 11	Veterans Day
Wednesday, November 22	Libraries close at 5:00 p.m.
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day after Thanksgiving
Sunday, December 24	Library Closure
Monday, December 25	Christmas Day
Sunday, December 31	Library Closure