



**Joint Powers Authority Operations Committee**

George Rodericks, Atherton	Angela Louis, Millbrae
Greg Scoles, Belmont (Chair)	Kevin Woodhouse, Pacifica
Clay Holstine, Brisbane	Jeremy Dennis, Portola Valley (Vice Chair)
Sean Charpentier, East Palo Alto	Crystal Mui, San Carlos
Jeff Moneda, Foster City	Peggy Jensen, San Mateo County
Matthew Chidester, Half Moon Bay	Kevin Bryant, Woodside

**San Mateo County Library Joint Powers Authority  
Operations Committee Agenda  
October 30, 2018, 1:30 p.m.  
Library Administration, 125 Lessingia Court, San Mateo**

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| <b>I. Call to Order</b>  | Action      |
| <b>II. Public Comments</b>   | Information |
| <b>III. Consent Agenda</b>   | Action      |
| <ul style="list-style-type: none"> <li><b>A. Approval of the September 11, 2018, Minutes</b></li> <li><b>B. Unapproved Minutes of the Governing Board Meeting of September 17, 2018</b></li> <li><b>C. Summer Learning 2018 Report</b></li> <li><b>D. 2019 Library JPA Meeting Schedule</b></li> <li><b>E. Director 's Report</b></li> </ul> |             |
| <b>IV. Approval of Library Policies</b>  | Action      |
| <b>V. Pacifica Library Operational Model for Two-Branch Strategy</b>   | Action      |
| <b>VI. Operations Committee Members Announcements</b>  | Information |
| <b>VII. Adjournment</b>  | Action      |

**2018 Governing Board Meeting: November 5**

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](http://smcl.org).



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San Mateo County Libraries Joint Powers Authority  
Operations Committee Meeting  
Minutes of September 11, 2018

Board Members Present:

Greg Scoles, Belmont (Chair)  
Jeremy Dennis, Portola Valley (Vice Chair)  
Maria Saguisag-Sid, Brisbane  
Dante Hall, Foster City  
Matthew Chidester, Half Moon Bay  
Kevin Woodhouse, Pacifica  
Crystal Mui, San Carlos  
Kevin Bryant, Woodside  
Peggy Jensen, San Mateo County

Staff Present:

Anne-Marie Despain  
Nicole Pasini  
Danae Ramirez  
Karina Labrenz

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- I. Call to Order. The meeting was called to order at 1:39 p.m.
  - II. Public Comments. None.
  - III. Consent Agenda.
    - A. Approval of the June 5, 2018 Minutes.
    - B. Unapproved Minutes of the Governing Board Meeting of June 11, 2018
    - C. Investment Report for FY 2017-18
    - D. Grant Activities Report for FY 2017-18
    - E. Director's Report

Motion: Consent Agenda approved without changes (MSP: Bryant/Woodhouse). Member Jensen praised the library for receiving a Top Innovator Award for the Performance Management program and thanked Deputy Director Risley for her work with County HR to develop the program, which is now widely used throughout the County.
  - IV. Advance of Funds for the Proposed New Atherton Library. Director Despain provided an overview of the Advance of Funds for the Proposed New Atherton Library report. The total amount held in the Atherton Library Trust funds as of June 30, 2018, is \$13,136,230. The Town of Atherton is requesting an additional advancement of up to three years of Library Trust Funds to be utilized for the construction of the new Atherton Library. Member Woodhouse asked about the ongoing use of these funds and the new 50/50 split that is included in the Amended JPA Agreement. Director Despain explained that maintenance costs will continue to be approved annually by the JPA, and the 50/50 provision will go into effect after the completion of the new Atherton Library. Member Woodhouse also inquired about the high bid amounts that were received and rejected by the Town.

Motion: Recommend JPA Governing Board direct staff to negotiate a funding agreement with the Town of Atherton to advance funds to ensure the timely completion of the new Atherton Library project. Passed (MSP: Bryant/Chidester).

- V. Recommendation for Fine-Free Policy. Deputy Director Pasini provided an overview of the Fine-Free Policy report. Due to the successful implementation of fine-free library cards for children and seniors, and key findings that overdue fines act as a significant barrier to library access, the Library is proposing to eliminate overdue fines for late return of library materials. Member Mui inquired about the channels of advertisement used. The fine-free policy for children and seniors was advertised via various channels, like press releases, direct email to patrons, etc.; similar venues of advertisement will be used this time. Member Dennis praised the recommendation and others agreed that removing barriers for our community members is a priority.

Motion: Recommend JPA Governing Board direct staff to create a policy for approval that eliminates overdue fines for late return of library materials. Passed (MSP: Saguisag-Sid/Dennis).

- VI. Approval of the Final Adopted Budget. Financial Services Manager Ramirez provided an overview of the Final Adopted Budget report. The FY 2018-19 Recommended Budget approved by the JPA Governing Board was implemented on July 1 and totaled \$48,712,680. Based on fiscal year-end closing activities and availability of updated information, the FY 2018-19 Adopted Budget now totals \$53,569,320.

Motion: Recommend JPA Governing Board approve the FY 2018-19 Adopted Budget. Passed (MSP: Dennis/Woodhouse).

- VII. Operations Committee Members Announcements. Member Woodhouse stated that the City of Pacifica is working on a two-library model which will come before the City Council on September 24; the revised Library JPA Agreement will also be on the agenda.

- VIII. Adjournment. The meeting adjourned at 2:04 p.m.

- IX. Convene Closed Session: Public Employee Performance Evaluation-Closed Session pursuant to Government Code Section 54957 (Director of Library Services). The meeting convened at 2:06 p.m.

- X. Reconvene Regular Meeting. The meeting reconvened at 2:21 p.m. No reportable items.

- XI. Adjournment. The meeting adjourned at 2:22 p.m.



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San Mateo County Libraries Joint Powers Authority  
Governing Board Meeting  
Minutes of September 17, 2018

Board Members Present:

Charles Stone, Belmont (Chair)  
Rick DeGolia, Atherton (Vice Chair)  
Karen Cunningham, Brisbane  
Donna Rutherford, East Palo Alto  
Deborah Penrose, Half Moon Bay  
Reuben Holoher, Millbrae  
Mike O'Neill, Pacifica  
Maryann Derwin, Portola Valley  
Carole Groom, San Mateo County  
Anne Kasten, Woodside

Staff Present:

Anne-Marie Despain  
Nicole Pasini  
Danae Ramirez  
Karina Labrenz

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- I. Call to Order. The meeting was called to order at 8:18 a.m.
  - II. Public Comments. Chair Stone welcomed new Board Member Penrose and former Board Member Fraser.
  - III. Consent Agenda.
    - A. Approval of the June 11, 2018, Minutes
    - B. Investment Report for FY 2017-18
    - C. Grant Activities Report for FY 2017-18
    - D. Director's Report

Motion: Consent Agenda approved without changes (MSP: O'Neill/Holoher).
  - IV. Advance of Funds for the Proposed New Atherton Library. Director Despain provided an overview of the Advance of Funds for the Proposed New Atherton Library report. The total amount held in the Atherton Library Trust funds as of June 30, 2018, is \$13,136,230. The Town of Atherton is requesting an additional advancement of up to three years of Library Trust Funds to be utilized for the construction of the new Atherton Library. Vice Chair DeGolia clarified that Atherton is asking for financial advancements of 3 additional years past the opening of the new library. Member Groom voiced her support for the proposal; Member Kasten was impressed with the approach of creating a broad community gathering place.  
  
Motion: Recommend JPA Governing Board direct staff to negotiate a funding agreement with the Town of Atherton to advance funds to ensure the timely completion of the new Atherton Library project. Passed (MSP: O'Neill/Kasten).

- V. Recommendation for Fine-Free Policy. Deputy Director Pasini provided an overview of the Fine-Free Policy report. Due to the successful implementation of fine-free library cards for children and seniors, and key findings that overdue fines act as a significant barrier to library access and do not promote the timely return of materials, the Library is proposing to eliminate overdue fines for late return of library materials. This fine elimination does not include fines for lost and damaged materials. Member Kasten asked if books in demand are impacted; from other library's experiences that does not seem to be the case and items can be recalled if necessary. Member Holoher inquired if this program will impact Food for Fines; the Library is planning to continue the Food for Fines program this year.

Motion: Recommend JPA Governing Board direct staff to create a policy for approval that eliminates overdue fines for late return of library materials. Passed (MSP: Kasten/Penrose).

- VI. Approval of the Final Adopted Budget. Financial Services Manager Ramirez provided an overview of the Final Adopted Budget report. The FY 2018-19 Recommended Budget approved by the JPA Governing Board was implemented on July 1 and totaled \$48,712,680. Based on fiscal year-end closing activities and availability of updated information, the FY 2018-19 Adopted Budget now totals \$53,569,320.

Motion: Recommend JPA Governing Board approve the FY 2018-19 Adopted Budget. Passed (MSP: DeGolia/Kasten).

- VII. Governing Board Members Announcements. Member Kasten announced that the revised JPA Agreement will come before the Woodside Council at the next Council meeting. Member Cunningham stated that ground was broken for the new Brisbane Library. Director Despain handed out the library's Annual Report. Chair Stone invited everyone to Belmont's Waterdog Run on October 13 and "Save the Music Festival" on October 14 in Twin Pines Park, Belmont. Member Penrose invited everyone to Half Moon Bay's annual Pumpkin Festival on October 13.

- VIII. Adjournment. The meeting adjourned at 8:45 a.m.

- IX. Convene Closed Session: Public Employee Performance Evaluation-Closed Session pursuant to Government Code Section 54957 (Director of Library Services). The meeting convened at 8:47 a.m.

- X. Reconvene Regular Meeting. The meeting reconvened at 9:06 a.m. No reportable items.

- XI. Adjournment. The meeting adjourned at 9:07 a.m. in memory of Dr. Faye McNair-Knox, Director of One East Palo Alto; and John Christgau, an award-winning Belmont author and teacher.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Nicole Pasini, Deputy Director of Library Services  
Date: October 24, 2018  
Meeting: October 30, 2018  
Re: Summer Learning 2018 Report

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## Background

San Mateo County Libraries have been working to increase participation in and impact of its summer learning program since 2014. Through the investment of Measure K funds, we have been able to radically increase our impact on youth during the summer by reaching more children with more effective and engaging programs, including the Summer Learning Challenge, Big Lift Inspiring Summers, Summer Meals, and the Summer Youth Employment program.

## Discussion

### Summer Learning Challenge

By changing our approach to the traditional library summer reading program and increasing targeted outreach, we reached 49,925 children this year, more than four times as many as in 2013. San Mateo County Libraries led the countywide effort, working with our city library partners in the Peninsula Library System. Throughout the Peninsula Library System, libraries distributed a total of 152,550 books with Measure K funding, including bilingual books in Spanish and Chinese. The program has increased participation by children who are not regular library users, strengthened library relationships with schools, and helped children avoid summer learning loss. 72% of participants reported reading and learning more as a result of the summer learning challenge. One mother told us, "Gracias por esta oportunidad de que mi hijo le encante la lectura y siga aprendiendo mas. Y la lectura sea siempre su prioridad." (Thank you for this opportunity as my son loves reading and continues learning more. And that reading will always be his priority.)

### Big Lift Inspiring Summers

The Big Lift is a county-wide collective impact effort led by the County of San Mateo, San Mateo County Office of Education, and Silicon Valley Community Foundation to reach the goal of 80% of San Mateo County kids reading proficiently in 3<sup>rd</sup> grade. Big Lift Inspiring Summers is a partnership between San Mateo County Libraries and the seven school districts in the County with the lowest third grade reading proficiency scores and the highest concentrations of poverty.

In summer 2018, 1,206 children attended at least one day of the program, and 1,163 children attended 16 days or more, which is a 96% rate of completion and retention. Parents reported high levels of satisfaction with the program, with 99% of parents stating that they would recommend this program to other families. Additionally, the majority of parents reported observing increased self-control (94%), independence (96%), and interest in STEAM topics (87%) in their children. On average, children in the program gained 1.5 months of reading skills based on pre/post testing. Typically, low-income children experience an average two-month loss of reading skills during the summer.

Additionally, Big Lift Inspiring Summers received a "Bright Spot" award from the Campaign for Grade Level Reading this year. This award highlights communities nationwide which are providing inspiring and innovative programs for early learning success.

### Summer Meals

Food insecurity increases during the summer break when children lose daily access to the nutrition provided by the National School Lunch Program; California Food Policy Advocates estimate that 74% of youth who received free and reduced price meals during the school year did not receive them during the summer. San Mateo County Libraries continued to address this gap by providing meals to children and parents at the East Palo Alto Library and three Inspiring Summers school sites, ultimately serving 16,941 meals.

### Summer Youth Employment Program

Our summer programs benefited from the continued success of the Summer Youth Employment Program. We hired 55 college and high school interns to support outreach and programming to increase participation in the Summer Learning Challenge. The interns received a variety of training and work experience, and we were able to provide additional summer learning experiences to children throughout the County utilizing resources such as the Imagination Playground, 3D printers, and more.

We also hired 131 college interns to work at our Big Lift Inspiring Summers sites; 52% were returning for their second or third summer. 85% of the interns said that they would likely return next summer, while 98% said they would recommend the internship to a friend. 44% of the interns became more interested in working in education or with children as a career as a result of their experience.

### **Fiscal Impact**

There is no fiscal impact associated with accepting the report.

### **Recommendation**

Recommend Library JPA Governing Board accept the Summer Learning 2018 Report.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: October 24, 2018  
Meeting: October 30, 2018  
Re: 2019 Library JPA Meeting Schedule

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## 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 2019 proposed meeting schedule. Also included is a list of items agendized 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 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 Operations Committee Chair or the Governing Board Chair.



<b>2019 Proposed Meeting Dates</b>		
Operations Committee	Governing Board	Agendized Items
January 29	February 4	<ul style="list-style-type: none"> <li>• Financial Audit Report</li> <li>• Mid-Year Report</li> </ul>
May 14	May 20	<ul style="list-style-type: none"> <li>• Introduction to the Recommended Budget</li> </ul>
June 4	June 10	<ul style="list-style-type: none"> <li>• Adoption of the Recommended Budget</li> <li>• Proposed Uses of Library Trust Funds</li> <li>• Election of Officers</li> </ul>
September 10	September 16	<ul style="list-style-type: none"> <li>• Grant Activities Report</li> <li>• Investment Report</li> <li>• Approval of the Final Adopted Budget</li> <li>• Library Director Evaluation</li> </ul>
October 29	November 4	<ul style="list-style-type: none"> <li>• Approval of JPA Meeting Schedule</li> <li>• Approval of Library Policies</li> </ul>

**Fiscal Impact**

There is no fiscal impact associated with approving the proposed 2019 Library JPA Operations Committee Meeting Schedule.

**Recommendation**

Recommend JPA Operations Committee approve the proposed 2019 Library JPA Operations Committee Meeting Schedule.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: October 24, 2018  
Meeting: October 30, 2018  
Re: Director's Report

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

#### Atherton Library Project

On Saturday, October 13<sup>th</sup>, staff closed the Atherton Library for a little over a week to move into the temporary library next door. The new temporary library opened on Monday, October 22, 2018, at 10 a.m. The temporary library offers public access computers, bestselling fiction and DVDs, a small children's collection, and patron reserves. Library programming and events will take place at schools, Holbrook Palmer Park and other venues in Town. The Town will request library construction bids this winter and plans to award the project in spring 2019.

- October 11, The Almanac, [Atherton Library moving to temporary location this weekend](#)

#### East Palo Alto Library Project

Progress continues toward completing a conceptual plan for a new library in East Palo Alto. The 2017 Needs Assessment report recommended that to effectively meet identified service needs, the facility would require an increase from the current 7,680 square feet to approximately 21-27,000 square feet. Various themes that emerged from the needs assessment process included new space options such as a crafting station, makerspace, teen lounge, outdoor area, and a community garden. A community workshop is being scheduled in the next month so that wHY Architects can present their exciting design options and gather input from the community.

#### New Half Moon Bay Library

Since the grand opening of Half Moon Bay Library on August 18<sup>th</sup>, our newest facility is thriving with robust use and joyful customers. People are proudly bringing their out of town guests with them to share the experience of Half Moon Bay Library – it is a true destination, and the number of daily visitors flooding the building regularly exceeds 1,000. Monthly circulation has increased by 34%, and the number of library cards issued is four times as high as last year.

The exceptionally designed flexibility of our new facility allows visitors to make use of the varied space options, choosing the environment that best matches their needs, and accommodates the staff's need to seamlessly transition from program to program. On a single day, a painting class might be followed by teen gaming and tutoring, followed by a Council member debate. Public comments have been glowing and heartfelt – from the parents who tells us their children cry every time they leave the library because they love it so much, to the delight of our customers who are overwhelmed with our expanded language collections that represent their native tongue.

- August 17, The Daily Journal, [Half Moon Bay library's grand opening](#)
- August 18, Half Moon Bay Review, [New library opens to fanfare](#)
- August 22, Half Moon Bay Review, [New HMB library opening is one for the books](#)
- August 22, Peninsula Television, [Pen Voice's Dani Gasparini discusses the new Half Moon Bay Library in an interview with Katie Woods, Communications Manager](#)
- August 22, Half Moon Bay Review, [New library is more than a building, it represents hope](#)

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

#### Latinx Heritage Month

To celebrate Latinx Heritage Month, all libraries offered a variety of programs for youth and adults, including a rich mix of culturally authentic musical, dance, and oral storytelling performances by music trio "Cascada de Flores". Other programs included crafts by Rachel Palacios, music performances featuring romantic Mexican ballads to Brazilian and Afro-Cuban jazz, Latinx-themed storytimes, salsa tasting festivals, and film screenings. A total of 62 programs and outreach events were offered for over 1,700 attendees.

#### Mid-Autumn Festival

This year we offered programming for all ages to highlight the Mid-Autumn Festival, also known as the Moon Festival. Programs varied from Chinese Brush Painting with local artist Pauline Tsui, a Chinese Button Knot Parachord bracelets craft, music by the Bay Area Chinese Opera Association, and a special presentation from the Tranquil Resonance Studio who offered Introduction to Chinese Music. Patrons from all backgrounds expressed enjoyment from the programs and moon cakes, and some mentioned they were first-time library visitors and were delighted with our services and vast world language collection. A total of 40 programs and outreach events were offered for over 1,100 attendees.

#### Books Rich Environments Housing Authority Expo

Partnering with the County Housing Department, we participated in the 6<sup>th</sup> Annual Family Fun & Resource Expo this month. Hundreds of guests visited the library's booth to learn about our services and select a free book to take home. 2,500 books were given out during the Expo. Community members expressed their gratitude for the books; one visitor shared that she is a mother of three children, two of whom have developmental disabilities, and that books are their favorite way to work on developing language skills and social interactions. She explained that having access to free books is a huge help to her family because of economic constraints.

### New Poet Laureate

Aileen Cassinetto was appointed as the new San Mateo County Poet Laureate on October 23. Her role will be to elevate poetry among County residents and to celebrate the literary arts by making poetry more accessible to people in their everyday lives. The San Mateo County Board of Supervisors created the honorary post of Poet Laureate in April 2013. Upon recommendation of the San Mateo County Poet Laureate Advisory Committee, co-chaired by San Mateo County Supervisors Warren Slocum and Carole Groom, the Board of Supervisors appointed Caroline Goodwin as its first Poet Laureate and Lisa Rosenberg as her successor. Cassinetto will serve as the third (and first Asian-American) Poet Laureate of San Mateo County. Her two-year term will commence January 2019.

"To be a Poet Laureate is to perceive and bridge the gaps that exist in a community. It is about creating empathy and recognizing our shared humanity. Our county is singularly diverse, in terms of its geography and its demographics. And in this landscape, we have the space to bring to the fore the issues that unsettle and divide us, as well as everything which unites us," said Aileen Cassinetto. "As an immigrant, I came to America with a luggage overpacked with poems and the overwhelming thought that I can be a poet here. I learned the most important lessons from being part of a community, which is to say, to be a poet is to help build, gather, restore. It's about hope, that great unifier, which transforms lives, which fortifies communities, which changes the world." Cassinetto is the author of *The Pink House of Purple Yam Preserves and Other Poems*, *Traje de Boda*, *The Art of Salamat*, *B & O Blues*, and *Tweet*. Her work is on permanent display at the San Francisco Public Library as part of the Hay(na)ku Poetry Exhibit. She is the publisher of Paloma Press, an independent literary press established in 2016, which has released 12 books to date.

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

#### National Voter Registration Day

National Voter Registration Day is a national holiday held on the fourth Tuesday of September. This year's observance fell on September 25. All community libraries and the bookmobile participated, helping community members register to vote and raise awareness of registration deadlines and changes to elections under the California Voter's Choice Act. This year the library's focus was youth voter registration. While youth registration is much lower than it is for other age groups, when young people do register, they tend to vote in high numbers. That's why the State of California offers pre-registration for all eligible Californians ages 16 and 17, providing sufficient time and opportunity for these teens to get ready to vote.

#### National Library Card Sign-up Month

What's the most important school supply? A Library Card! September is Library Card Sign-up Month, a time when we remind parents, caregivers and students that signing up for a library card is a critical step towards academic achievement and lifelong learning. This year our communities had fun promoting our libraries with our giant library cards. Community members were encouraged to take photos with the cards and share them on social media, encouraging friends and family to sign up for their own library cards and a world of learning, exploration and fun!

### Replacement of Automated Material Handling Systems

Library locations with large circulation numbers – Belmont, Foster City, Millbrae, and San Carlos – utilize Automated Materials Handling Systems (AMHS) to automate the check-in and sorting of items, allowing library staff to focus on less repetitive and higher impact work. The machines at these locations, purchased in 2009, have reached the end of their useful lives and will be replaced this year. The Peninsula Library System manages the contracts for AMHS, working with Lyngsoe Systems. The total cost to replace these four machines will be approximately \$950,000. Library staff will be coordinating the installation of the new machines with City staff over the next several months.

### Pitch It

Pitch It is a program that was developed several years ago to reward our staff's creativity. Presenters pitch their ideas in a fun and casual atmosphere, and staff votes for their favorite idea to be funded and implemented. We had a great turn out at the new Half Moon Bay Library for Pitch It on September 21.

The winning programs were *Library Bicycles for Check Out* and *Sew It: Maker Tech to Go*. David Vargas from the Belmont Library pitched his bicycle project as a great service to patrons, especially those without their own transportation; and Elise Washington from Portola Valley and Woodside Libraries described her project as "providing our communities with the tools to transform fabric and thread, and giving us a chance to ignite a sense of achievement and empowerment that is the root of our Makerspace Master Plan." Both David and Elise will receive \$5,000 each to pilot their programs.

### Library Personnel News

Two employees were honored by the County for their completed years of service: Jenna Varden, Librarian at the Foster City Library; and Sandy Wee, Library Services Manager, Access Services (10 years each). Congratulations to Jenna and Sandy for their many years of service and numerous contributions to the San Mateo County Libraries!

Congratulations to Stephanie Saba who was promoted to the position of Youth and Family Services Community Program Supervisor! Stephanie has worked for the library for over fourteen years, in a variety of roles, starting as a Library Aide in Pacifica, and most recently working as a Senior Librarian in Brisbane. She has a BA in English Literature from San Francisco State University and a Master's in Library and Information Science from San Jose State University. She has served on many professional library committees and is currently co-writing a book about creative book clubs.

### 2017-2018 Annual Report

We are pleased to present the 2017-2018 Annual Report which is full of exceptional staff achievements that represent our work to transform lives and communities. Many thanks to our strong supporters who have helped us reach our goals, including the Library JPA Operations Committee and Governing Board, Friends of the Library groups, and our dedicated volunteers and generous donors. Library Managers will be presenting the report at council meetings in each jurisdiction, and it is available at <https://smcl.org/annual-reports/>.

### Library Press Coverage

Over the past few months, libraries across the nation have made headlines and attracted a wealth of positive media coverage. Here is a short list:

- The Atlantic, September 20, Worry Less About Crumbling Roads, More About Crumbling Libraries. "In the years I've spent observing how shared spaces shape our interactions, the one place that has consistently promoted a modern ideal of mutual respect and enlightenment is the local library."
- New York Times, October 15, 12 Authors Write About the Libraries They Love. "For most readers and writers – and book lovers in general – the library holds a special place of honor and respect. We asked several authors to tell us about their local public library or to share a memory of a library from their past."
- Susan Orlean has a new book entitled, "The Library Book" that was reviewed in the New York Times Book Review on October 15, The Library Fire That Ignited an Author's Imagination. It is a heartfelt love letter to libraries.

### 2019 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.

Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King, Jr., Day
Monday, February 18	Presidents' Day
Sunday, April 21	Easter
Sunday, May 26	Library Closure
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Sunday, September 1	Library Closure
Monday, September 2	Labor Day
Monday, October 14	Indigenous Peoples' Day
Monday, November 11	Veterans Day
Wednesday, November 27	Libraries close at 5:00 p.m.
Thursday, November 28	Thanksgiving Day
Friday, November 29	Day after Thanksgiving
Tuesday, December 24	Libraries close at 5:00 p.m.
Wednesday, December 25	Christmas Day
Tuesday, December 31	Libraries close at 5:00 p.m.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: October 24, 2018  
Meeting: October 30, 2018  
Re: Approval of Library Policies

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## 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. From time to time it is necessary to evaluate and update policies to reflect current library practices, uses and issues. San Mateo County Libraries policies provide the structure for the implementation of the Library's vision, mission and goals.

## Discussion

Staff is recommending the approval of three policies.

### Conflict of Interest Policy

The Library's established Conflict of Interest Policy was last approved by the JPA Governing Board in November 2016. 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 does not reflect any changes.

### Gift and Donation Policy

It is recommended that the Library JPA establish a Gift and Donation Policy that directs the solicitation and acceptance of gifts to ensure that they are consistent with the Library's mission. The Library JPA's legal counsel has reviewed and provided input on this new policy.

### Materials Access and Selection Policy

The Governing Board directed staff to create a policy for approval that eliminates overdue fines for the late return of library materials. The Material Selection Policy was last approved by the JPA Governing Board in November 2016. This policy has been updated to better reflect the Library's mission and outlines existing practice as well as eliminating late fines.

## **Fiscal Impact**

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

## **Recommendation**

Recommend Library JPA Governing Board approve the Conflict of Interest Policy, the Gift and Donation Policy, and the Materials Access and Selection Policy.

## **Attachments**

1. Conflict of Interest Policy - (Recommended-No Change)
2. Gift and Donation Policy - (Recommended-New)
3. Materials Access and Selection Policy - (Recommended)
- 3a. Materials Access and Selection Policy - (Revisions)



## **CONFLICT OF INTEREST POLICY - (Recommended - No Change)**

### **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.

### **GIFT AND DONATION POLICY - (Recommended - New)**

San Mateo County Libraries (Library) encourage the private and corporate support of library services and accept gifts and donations that are consistent with our mission and support core programs, as well as special projects. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services for the community.

The Library JPA encourages donors to give all donations directly to the Foundation for San Mateo County Libraries, a nonprofit organization, and primary fundraising arm for the Library. The primary function of the Foundation is to solicit, receive, hold and administer gifts and to undertake activities exclusively to support and benefit the Library. In certain cases, the Library will accept a donation directly or direct donations to a Friends of the Library group.

When considering whether to accept or solicit gifts, the Library will consider the following:

- Values: Whether the acceptance of the gift compromises any of the core values of the Library.
- Compatibility: Whether there is compatibility between the intent of the donor and the Library's use of the gift.
- Public Relationships: Whether acceptance of the gift damages the reputation of Library.
- Primary Benefit: Whether the primary benefit is to the Library, versus the donor.
- Consistency: Whether the acceptance of the gift is consistent with prior practice.
- Form of Gift: Whether the gift is offered in a form that the Library can use without incurring substantial expense or difficulty.
- Effect on Future Giving: Whether the gift will encourage or discourage future gifts.

### **Authorization**

The Library JPA Governing Board has the authority to solicit, accept, decline, and/or transfer gifts on behalf of the Library JPA and allow for the delegation of this responsibility to the Library Director. Gifts shall only be effective when accepted in writing by designated Library staff.

### **Acceptance of Gifts Guidelines**

1. All grants are approved by the Library JPA or Library Director based on their ability to assist the Library in pursuit of its mission.
2. The Library JPA may transfer monetary gifts or non-cash financial investments to the Foundation pursuant to Library JPA approved agreements with the Foundation.
3. Unrestricted gifts of cash are gratefully accepted and processed through the Foundation. Unrestricted funds allow the Library to address its most pressing needs.

4. Restricted gifts of cash are accepted based on the guidelines above and if the restrictions are reasonable and lawful, and are processed through the Foundation. Restricted funds will be designated to a specific library or approved project area. The Gifts are considered to be unrestricted unless donor indicates the restrictions in writing.
5. The Library accepts donations of new and used books/media on behalf of the Friends of the Libraries in certain locations. Only outright gifts in usable condition are accepted.
6. In-kind Gifts (i.e., furnishings, equipment, art, and other decorative objects) and all gifts of consequence (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the Library Director. The Library's acceptance of a non-monetary gift does not guarantee its retention as library property in perpetuity. The Library reserves the right to sell or otherwise dispose of non-monetary gifts, if it determines that such sale or disposition is advisable or necessary. Any such sale or disposition will be at the sole discretion of the Library and will not be subject to any direction or requirement of the donor.
7. The Library JPA reserves the right to refuse any gift. Because the Library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
8. Once a gift is accepted, it becomes the property of the Library JPA, and may be disposed of accordingly. The gift will not be returned to the donor.
9. Those wishing to honor or memorialize a person or occasion through a gift may do so through the Foundation.
10. Potential donors requiring confidentiality of gifts shall be directed to the Foundation.

### **Reporting and Recognition**

Letters of thanks, including IRS-relevant information for tax exemption purposes, are sent to donors, and more specific written acknowledgment of any donation may be requested. The Library JPA takes no responsibility for valuing gifts for tax purposes or for the tax consequences to the donor of the making of any gift.

The Library will acknowledge significant financial and material donations with appropriate public recognition as determined by the Library JPA Governing Board.

## **MATERIAL ACCESS AND SELECTION POLICY - (Recommended)**

It is the role of the public library to meet the information and interest needs of the total community. The San Mateo County Libraries affirm 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.

### **Access**

San Mateo County Libraries recognize that libraries' historical practice of charging late fines impacts library use negatively and inequitably, and that fines do not effectively incentivize the on-time return of library materials. Late fines are in opposition to our mission of ensuring equitable access, creating welcoming experiences and growing a culture of learning and participation. As a result, San Mateo County Libraries do not charge fines for the late return of materials.

In order to ensure that library materials are returned, San Mateo County Libraries will charge patrons replacement fees equal to the cost of a misplaced item. Once an item is returned to the library, the replacement fee will be removed from the patron's account. The Library may block accounts with excessive charges until items are returned or the charges are paid down.

San Mateo County Libraries work with other public and academic libraries in order to make a more extensive range of collections available to its patrons. San Mateo County Libraries patrons who check out materials from other libraries using their San Mateo County Libraries card by visiting another Peninsula Library System library, placing a hold, or using the Link+ inter-library loan service, may be assessed fines based on the policies of the owning libraries.

### **Selection**

The San Mateo County Libraries consider the needs of all people, neither censoring nor judging individual informational requirements or interest, and make 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 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.

## **MATERIAL ACCESS AND SELECTION POLICY - (Revisions)**

It is the role of the public library to meet the information and interest needs of the total community. The San Mateo County Libraries affirm 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.

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San Mateo County Libraries recognize that libraries' historical practice of charging late fines impacts library use negatively and inequitably, and that fines do not effectively incentivize the on-time return of library materials. Late fines are in opposition to our mission of ensuring equitable access, creating welcoming experiences and growing a culture of learning and participation. As a result, San Mateo County Libraries do not charge fines for the late return of materials.

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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**

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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Carine Risley, Deputy Director of Library Services  
Date: October 24, 2018  
Meeting: October 30, 2018  
Re: Pacifica Libraries Operational Model for Two-Branch Strategy

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## Background

San Mateo County Libraries and the City of Pacifica have been working toward constructing modern library facilities to meet the community's needs for two decades. Currently, library services are provided in two existing library facilities. Per the Library JPA Agreement, Pacifica is entitled to 60 hours per week (the hours are equally split at each location). A library needs assessment completed in 2011 indicated that both facilities presented significant barriers to the effective delivery of library services.

The Pacifica Library Advisory Committee (LAC) was established by the Pacifica City Council and charged with studying options for a dual facility service model, developing and conducting a comprehensive public outreach effort, reconfirming the library needs assessment findings, and re-engaging the community in site location options. Library staff has been fully engaged in this work, providing data, participating in discussions, and advising LAC on library operations and services.

In November 2015, the Pacifica City Council directed City staff to take several actions toward constructing a New Pacifica Library culminating with the placement of a construction funding bond measure on the November 2016 ballot. The 2016 measure received majority support (54%) for a new library facility but failed to get the two-thirds super majority needed to pass. Post-election analysis indicated that feedback from the community indicated a strong desire to keep a dual facility service model in operation.

In January, the Council accepted LAC's Pacifica Libraries Opportunities Report and recommendation for a two-branch strategy (one large branch and one small branch). Additionally, Council members selected the existing Sharp Park Library site for the large branch and concurred with LAC's recommendation that Sanchez Library continue to be the location for the small branch. Council directed City staff to work with Library staff to further evaluate operational and financial feasibility of this two-library strategy.

## Discussion

Since January 2018, LAC, City staff, Library staff, and consultants have worked to investigate a number of scenarios to find solutions to the community's desire to maintain a two-branch library model in Pacifica, and to also construct and operate a new large library facility.

There is strong precedent throughout the nation to enhance traditional library services with flexible service models. A review of contemporary peer strategies yielded a number of best practices, depending on service priorities and available funding. Libraries have a strong record of resourcefulness in identifying solutions to expand convenient access to materials, experiences, and services. Those solutions can range from joint-operation facilities, self-serve models, vending solutions, and pop-up staffing.

An Open Access Library Operational Model and partnership with the City's Parks, Beaches and Recreation Department was proposed as the solution at the September 24, 2018, Pacifica Council Meeting.

### Open Access Library Operational Model

Open Access libraries are not entirely uncommon as communities struggle with providing services with limited resources. An Open Access library can allow one to scan library cards or use a PIN to enter the library; collect reserved books and hold items; browse limited collections; connect to free WiFi; use a computer; print and photocopy items; access online resources; and return, renew, and pay charges using self-serve kiosks. This model would leverage technologies and self-service strategies to reduce staff operational costs. The City of Pacifica recommends this model for the Sanchez Library.

With the Open Access Model, the Sanchez Library could provide significantly more community access. Currently open 30 hours a week, an Open Access Sanchez Library could potentially expand in open weekly hours, which would be in addition to new Sharp Park Library hours. The proposed Open Access option would expand existing library self-service and be predominantly unstaffed, with limited staff time popping up to deliver select popular programs, such as musical storytime, book clubs, gardening, etc.

### Partnership with the Parks, Beaches, and Recreation Department

The proposed Sanchez operational model would include converting a portion of the building to community center space. The community center space would be operated and managed by the City's Parks, Beaches, and Recreation Department. This space would provide for additional recreation programming and be available for community rental use for parties, seminars, meetings, etc., including providing access to outdoor space in the courtyard. The City has also suggested using space adjacent to the building to provide a playground and picnic facilities which would be very complimentary to the library and community space.

The Pacifica City Council adopted this preliminary operating model, expressing support for this solution as an exciting opportunity to provide more community access and use of the Sanchez Library facility. The City is currently conducting community outreach regarding the Sanchez Open Access Library and Community Programming Operational Model and will report back to Council with a summary of community input in winter/early-spring 2019.

San Mateo County Libraries have a strong commitment to innovation and are supportive of piloting new service approaches. Any changes to the current operational model would need to be mutually agreed upon by the Library JPA Governing Board and the Pacifica City Council.

### **Fiscal Impact**

There is no fiscal impact in accepting this report.

### **Recommendation**

Recommend Library JPA Governing Board accept the Pacifica Libraries Operational Model for Two-Branch Strategy report, and provide input and direction to staff.