



Joint Powers Authority Operations Committee

George Rodericks, Atherton (Vice Chair)

Afshin Oskoui, Belmont

Clay Holstine, Brisbane

Jaime Fontes, East Palo Alto

Kevin Miller, Foster City

Matthew Chidester, Half Moon Bay (Chair)

Mackenzie Brady, Millbrae

Kevin Woodhouse, Pacifica

Jeremy Dennis, Portola Valley

Crystal Mui, San Carlos

Justin Mates, San Mateo County

Kevin Bryant, Woodside

San Mateo County Library Joint Powers Authority Operations Committee Agenda November 9, 1:30 p.m. Teleconference Meeting

COVID-19 ADVISORY NOTICE

Meetings of the Joint Powers Authority Operations Committee will be held by teleconference only pursuant to Government Code Section 54953(e). No physical location will be available for these meetings. However, members of the public will be able to participate in the meetings remotely via the Zoom platform by using the link below.

PUBLIC PARTICIPATION

Members of the public may join this videoconference meeting through Zoom by clicking the following link:

<https://SMCL.zoom.us/j/97691972679?pwd=cjNUUlo4aGNXM1Z3a0p5SFZnYWFXZz09>

Or Telephone: +1 669 900 6833 Meeting ID: 976 9197 2679 Password:827285

In addition, members of the public may also email written public comments in advance of the meeting to bermudez@smcl.org. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item not on the agenda or on the consent agenda. The Committee will make reasonable efforts to read into the record all emails received before the meeting. All emailed written comments, regardless of when received, will be included in the administrative record.

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

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|----------------------------------------------------------------------------------------|-------------|
| I. Call to Order | Action |
| II. Authorize Continued Use of Virtual Meetings | Action |
| III. Public Comments | Information |
| IV. Approval of the September 14, 2021 Minutes | Action |
| V. Unapproved Minutes of the September 20, 2021 Governing Board Meeting | Information |
| VI. Approval of the Library JPA Regular Meeting Schedule for Calendar Year 2022 | Action |
| VII. Approval of Library Policies | Action |
| VIII. Operations Update and Recommended Service Hours | Action |
| IX. Director's Report | Information |
| X. Operations Committee Members Announcements | Information |
| XI. Adjournment | Action |



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: November 4, 2021
Meeting: November 9, 2021
Re: Authorize Continued Use of Virtual Meetings

A handwritten signature in black ink, appearing to read "Anne-Marie Despain".

Background

On September 16, 2021, Governor Newsom signed into law Assembly Bill 361 (AB 361) which sets forth remote meeting requirements and procedures for local legislative bodies during a proclaimed state of emergency. Specifically, AB 361 allows a local legislative body to continue holding remote meetings between October 1, 2021 and January 1, 2024 under the following circumstances:

- Automatically whenever the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
- When the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- When the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Once the Operations Committee complies with AB 361, traditional Brown Act rules for remote meetings are suspended—specifically, requirements that (a) the Commission make available a physical location to observe the meeting or to make public comment and (b) teleconference locations each have posted notices or agendas, be accessible to the public, and be identified by address on the agenda. In addition, the following procedures apply to the remote meetings:

- AB 361 forbids agencies from requiring public comment to be submitted in advance and requires an opportunity to address the public/Committee in real time. Thus, limiting comments to emails received prior to the meeting is no longer acceptable.
- AB 361 regulates, for the first time, the rules and procedures for opening and closing a public comment period for agenda items. Specifically, a reasonable time for indicating a desire to comment (i.e., to use the “raise hand” feature in Zoom) must be provided.

- AB 361 prohibits agencies from taking action on agenda items when there is a disruption to the teleconference proceedings or technical failure on the agency's end which prevents members of the public from making comments, until public access is restored, and creates a cause of action to challenge agency actions taken during a disruption to public access.
- Notwithstanding Brown Act prohibitions on requiring attendees to register their names as a condition of meeting attendance, AB 361 expressly authorizes agencies to use third-party teleconference platforms that require registration (i.e., Zoom requiring an attendee to include their email).

Discussion

Currently, the COVID-19-related proclaimed state of emergency remains in place, but the local health officer has not "imposed or recommended measures to promote social distancing" and the state's website indicates that social distancing "requirements" are no longer in effect, except for rules on "mega-events" over 1,000. Thus, under AB 361, the Operations Committee's ability to hold remote meetings is not automatically extended and, in order to continue holding remote meetings for the next 30 days, the Operations Committee must determine, by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. It would.

Both the California Department of Public Health and the United States Centers for Disease Control and Prevention caution that the Delta variant of COVID-19 is more transmissible than prior variants, may cause more severe illness, and even fully vaccinated individuals can spread the virus to others, resulting in rapid and alarming rates of COVID-19 cases and hospitalizations. Therefore, reducing the circumstances under which individuals come into close contact with each other indoors remains a vital component of the COVID-19 response strategy.

Indoor public meetings of the Operations Committee pose particularly high risks for transmission of COVID-19, as such meetings would bring together people from across the county and the open nature of public meetings makes it difficult to enforce compliance with vaccination, physical distancing, masking, and other safety measures essential to enabling that all residents—including those who are immunocompromised or unvaccinated—can safely participate.

For these very reasons, on September 28, 2021 and again on October 19, 2021, the San Mateo County Board of Supervisors found that meeting in person would present imminent risks to the health or safety of its attendees, and, as a result, invoked the provisions of AB 361 and strongly encouraged other county legislative bodies to make similar finding and continue meeting remotely through teleconferencing.

Therefore, it is recommended that the Operations Committee invoke the provisions of AB 361 for its meetings.

Fiscal Impact

There is no fiscal impact associated with the continued use of virtual JPA Operations Committee meetings.

Recommendation

Approve the continued use of virtual JPA Operations Committee meetings, as a result of the continuing COVID-19 pandemic state of emergency proclaimed by Governor Newsom and based on findings that meeting in person would present imminent risks to the health or safety of attendees.



San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of September 14, 2021

Board Members Present:

George Rodericks, Atherton (Vice Chair)
Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Jaime Fontes, East Palo Alto
Matthew Chidester, Half Moon Bay (Chair)
Kevin Woodhouse, Pacifica
Jeremy Dennis, Portola Valley
Crystal Mui, San Carlos
Justin Mates, San Mateo County
Kevin Bryant, Woodside

Staff Present:

Anne-Marie Despain
Danae Ramirez
Carine Risley
Lindsey Freeland
Priscilla Bermudez

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- I. Call to Order. The meeting was called to order at 1:34 p.m. by Chair Chidester.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the Approval of the June 8, 2021 Minutes, Unapproved Minutes of the June 14, 2021 Governing Board Meeting, Investment Report for FY 2020-21, Grant Fundraising Report for FY 2020-21, Proposed Uses of Excess Library Funds and the Director's Report.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Holstine/Dennis).
 - IV. Approval of the Final FY 2021-22 Adopted Budget. Financial Services Manager Freeland provided a brief overview of the proposed FY 2021-22 Adopted Budget and highlighted the most significant changes from the Recommended Budget to the Proposed Budget. The FY 2021-22 Recommended Budget was approved by the JPA Governing Board on June 14 and implemented on July 1 totaling \$64,956,218. Based on fiscal year-end closing activities and updated information, the FY 2021-22 Adopted Budget now totals \$72,053,116.

Motion: Approve the Final FY 2021-22 Adopted Budget. Passed (MSP: Holstine/Oskoui).
 - V. Summer Learning Report. Deputy Director Risley shared highlights from the Summer Learning Report and a short video featuring youth participants, families, and staff from this year's Inspiring Summers program.

Motion: Accept the Summer Learning Report. Passed (MSP: Oskoui/Woodhouse).

- VI. Operations Committee Member Announcements. Member Holstine shared an update about the Brisbane Library art installation. Member Fontes shared an update about East Palo Alto's efforts to secure the property adjacent to the EPACenter and commended Member Mates and the County for success in hitting an 81% vaccination rate in East Palo Alto.

- VII. Convene Closed Session: Public Employee Performance Evaluation Closed Session Pursuant to Government Code Section 54957 (Director of Library Services). The meeting adjourned at 2:17 p.m. with no further actions to discuss after closed session.



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of September 20, 2021

Board Members Present:

Rick DeGolia, Atherton
Charles Stone, Belmont
Karen Cunningham, Brisbane
Sam Hindi, Foster City
Deborah Penrose, Half Moon Bay
Reuben Holoher, Millbrae (Chair)
Tygarjas Bigstycck, Pacifica
Maryann Moise Derwin, Portola Valley
Sara McDowell, San Carlos (Vice Chair)
Carole Groom, San Mateo County
Dick Brown, Woodside

Staff Present:

Anne-Marie Despain
Carine Risley
Danae Ramirez
Lindsey Freeland
Priscilla Bermudez

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- I. Call to Order. The meeting was called to order at 8:17 a.m. by Chair Holoher.
 - II. Public Comments. None.
 - III. Consent Agenda. The Consent Agenda included the Approval of the June 14, 2021, Minutes, the Investment Report for FY 2020-21, the Grant Fundraising Report for FY 2020-21, and the FY 2021-22 Proposed Uses of Excess Library Funds.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Stone/Penrose)

- IV. Approval of the Final FY 2021-22 Adopted Budget. Financial Services Manager Freeland provided a brief overview of the proposed FY 2021-22 Adopted Budget and highlighted the most significant changes from the Recommended Budget to the Proposed Budget. The FY 2021-22 Recommended Budget was approved by the JPA Governing Board on June 14 and implemented on July 1 totaling \$64,956,218. Based on fiscal year-end closing activities and updated information, the FY 2021-22 Adopted Budget now totals \$72,053,116. Vice Chair McDowell, Member Brown and Member Cunningham shared their support for expanding digital materials and resources into languages other than English. Discussion continued around evaluating the needs of patrons who are English language learners and how to best support those communities. Deputy Director Risley gave a brief overview of the Community Learning program and existing programs and services that support literacy and language skills. Director Despain indicated that additional data and demographic information will be presented at an upcoming meeting once the consultants complete analysis of the current patron survey.

Motion: Approve the Final FY 2021-22 Adopted Budget. Passed (MSP: McDowell/Stone)

- V. Summer Learning Report. Deputy Director Risley shared highlights from the Summer Learning Report and a short video featuring youth participants, families, and staff from this year's Inspiring Summers program. Vice Chair McDowell, Member Degolia and Member Cunningham shared their appreciation of the video and the work that library staff have done with the Inspiring Summers program. Members also expressed interest in wanting to share the video. Director Despain confirmed that the video will be available to share at a later date.

Motion: Accept the Summer Learning Report. Passed (MSP: Penrose/Hindi)

- VI. Director's Report. Director Despain provided an overview of the Director's Report and highlighted updates on the Phased Reopening Plan and new focus on in-person programming, the exciting celebration planned for the new Brisbane Library, and the FY 2020-21 Annual Report. Member Stone suggested staff push a new communication around the next phase of reopening. Member Cunningham invited everyone to the Brisbane reopening celebration on October 23. Member Penrose asked about plans to modify outdoor spaces to accommodate outdoor programming during the upcoming rainy season. Director Despain confirmed that staff are always brainstorming creative ways to bring back in-person programming in the safest way possible.
- VII. Governing Board Member Announcements.
- VIII. Convene Closed Session: Public Employee Performance Evaluation Closed Session Pursuant to Government Code Section 54957 (Director of Library Services). The meeting adjourned at 9:06 a.m. with no further actions to discuss after closed session.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: November 4, 2021
Meeting: November 9, 2021
Re: 2021 Library JPA Meeting Schedule

A handwritten signature in blue ink, appearing to read "Anne-Marie Despain".

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 2022 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.

2022 Proposed Meeting Dates		
Operations Committee	Governing Board	Agendized Items
February 1	February 7	<ul style="list-style-type: none"> • Financial Audit Report • Mid-Year Report • Strategic Planning
May 10	May 16	<ul style="list-style-type: none"> • Introduction to the Recommended Budget
June 7	June 13	<ul style="list-style-type: none"> • Adoption of the Recommended Budget • Proposed Uses of Library Trust Funds • Election of Officers
September 13	September 19	<ul style="list-style-type: none"> • Grant Activities Report • Investment Report • Approval of the Final Adopted Budget • Library Director Evaluation
November 8	November 14	<ul style="list-style-type: none"> • Approval of JPA Meeting Schedule • Approval of Library Policies

Fiscal Impact

There is no fiscal impact associated with approving the proposed 2022 Library JPA Meeting Schedule.

Recommendation

Recommend JPA Operations Committee approve the proposed 2022 Library JPA Meeting Schedule.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Carine Risley, Deputy Director of Library Services
Lindsey Freeland, Financial Services Manager
Date: November 4, 2021
Meeting: November 9, 2021
Re: Approval of Library Policies

A handwritten signature in black ink, appearing to read "Anne-Marie Despain".

Background

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

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

Discussion

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

Conflict of Interest Policy

The Library's established Conflict of Interest Policy was last approved by the JPA Governing Board in November 2018. 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 reflects minor updates.

Exhibit and Display Policy

The Exhibits and Display Policy was established June 2001, it is unclear if the policy was ever adopted or approved by the Governing Board. The recommended Exhibit and Display Policy has been updated to reflect the Library's current mission, outline existing practices in library spaces, and reflect the Board's direction on November 9, 2019 to clarify and broaden the policy in particular the hold harmless language.

Procurement Policy

The Procurement Policy was last approved by the Governing Board on February 8, 2021. It is recommended that the Library JPA adopt revisions to the policy to include a Small Business First Policy addendum. This addition is modeled after the State of California and University of California Small Business First policies and will help streamline the process for awarding procurements to California small businesses. In addition, other small edits are made to the policy to clarify the applicability of the competitive thresholds and to clarify language.

Fiscal Impact

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

Recommendation

Recommend Library JPA Operations Committee approve the Conflict of Interest Policy, Exhibit and Display Policy, and Procurement Policy.

Attachments

1. Library Policies Approved by the Governing Board
2. Conflict of Interest Policy - (Recommended)
 - 2a. Conflict of Interest Policy - (Revisions)
3. Exhibit and Display Policy - (Recommended)
 - 3a. Exhibit and Display Policy - (Revisions)
4. Procurement Policy (Recommended)
 - 4a. Procurement Policy (Revisions)

Library Policies

- Behavior Policy – November 7, 2016
- Child Safety Policy – November 7, 2016
- Communications Policy – February 5, 2018
- Community Bulletin Board Policy – November 7, 2016
- Conflict of Interest Policy – November 5, 2018
- Fund Balance Policy – June 12, 2017
- Furnishings and Equipment Funding Policy – June 9, 2014
- Gift and Donation Policy – November 5, 2018
- Guidelines for Addressing the JPA – November 2005
- Implied Consent Policy – November 7, 2016
- Investment Policy – November 6, 2017
- Library Building Planning Policy – November 7, 2011
- Library Renovations Policy – September 8, 2008
- Material Access and Selection Policy – November 5, 2018
- Privacy Policy – November 4, 2019
- Procurement Policy – February 8, 2021
- Public Computers, Devices and Internet Access Policy – November 7, 2016
- Suspension of Library Privileges – November 19, 2002
- Sustainability Policy – November 9, 2020
- Website Policy – November 7, 2016

CONFLICT OF INTEREST POLICY - (Recommended)

Background and Purpose

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

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

Adoption of Conflict of Interest Code

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

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

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

Appendix

List of Designated Positions and Description of Financial Disclosure Categories

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

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

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

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

Disclosure Categories

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

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

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

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

CONFLICT OF INTEREST POLICY - (Revisions)

Background and Purpose

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

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

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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>
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**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.

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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.

EXHIBITS AND DISPLAYS POLICY - (Recommended)

San Mateo County Libraries welcome exhibits and displays that strengthen our community by creating an inclusive sense of place and an environment for learning.

Libraries with dedicated exhibit or display spaces may showcase content prepared by the Library, Friends of the Library, Foundation for San Mateo County Libraries, or other partner organizations. When exhibits are not being used by the Library or other partner organizations, the space may be temporarily offered to members of the public based on the terms outlined below:

- All displays in the Library will be open to the public for viewing, free of charge, and free of commercial advertising and direct solicitation.
- The Library will not exhibit information or art about political candidates or issues that are currently on the ballot or being heard in the Legislature, or are otherwise not within the mission of the Library. It is the intent of the Library that occasionally making its unused exhibit space open to members of the public will not create an open forum for public discussion and debate but should be limited to exhibitions which are consistent with the mission of the Library.
- All exhibits will clearly identify the individual or group responsible for the exhibit.
- The provision of exhibit spaces for public use does not constitute or imply Library endorsement of the beliefs or viewpoints of topics advocated by the exhibits or the individuals or groups responsible for an exhibit.
- The Library has final authority over the review, selection and arrangement of all exhibitions and will base selection of exhibitions using the following criteria:
 - Connection to Library mission, vision and goals
 - Relevance to local communities and priorities
 - Suitability of artwork to the available space
- The Library does not provide insurance coverage for displays and cannot assume responsibility for loss of or damage to exhibited materials. Exhibitors will assume all such responsibility.
- Artwork remains the property of the exhibitor.
- Each exhibitor is responsible for the timely installation and removal of the exhibit during regular Library hours as arranged with the Library. Exhibitions must remain within pre-designated display spaces.

- Exhibitors assume responsibility for any damage to Library property resulting from their use of Library facilities. The Library or the City which owns the building may assess charges for damage.
- Library staff cannot facilitate sales. Contact information for the exhibitor may be provided as part of the exhibit for interested parties to inquire about purchases.
- Items on display may be photographed and reproduced in library publications and/or for publicity purposes connected with the exhibit. The Library may promote exhibits as staff capacity allows, but exhibitors are not entitled to Library promotional efforts.
- The Library reserves the right to cancel an exhibit space reservation for any reason.
- The Library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Violation of these terms may result in denial of future access to the space.

For consideration, exhibitors must complete a Library Exhibit and Display Agreement and agree to waive any right or cause of action, of any kind whatsoever, arising as a result of damage or theft from which any liability may or could accrue to the Library or their agents individually.

EXHIBIT AND DISPLAY AGREEMENT

Please review the Exhibit and Display policy before completing an application.

Name of exhibitor or organization: _____

Person Responsible: _____

Mailing Address _____

City/State/Zip: _____

Phone: _____

Email: _____

Title of exhibit: _____

Brief description of exhibit: _____

Audience: _____

Number of items in exhibit: _____

Desired dates of exhibit: _____

Exhibit space requested: _____

Hold Harmless Agreement

I agree to waive and release any right, claim, liability or cause of action, of any kind whatsoever, arising as a result of damage to or theft of my property, which I might otherwise assert against the Library or their agents individually, including claims that Library and/or its staff were negligent. I hold the Library, City, County, and their employees harmless for all liabilities, claims and loss resulting from any damage or loss to the display. As Exhibitor I assume all legal responsibility for any loss or damage, destruction or theft of any part of my property on display.

Signature: _____ **Date:** _____

EXHIBITS AND DISPLAYS POLICY - (Revisions)

San Mateo County Libraries welcome exhibits and display that strengthen our community by creating an inclusive sense of place and an environment for learning.

~~The San Mateo County Library's Mission is to connect our diverse community with opportunities for individual growth and enrichment. In keeping with this mission, the Library features exhibit space in as many of their facilities as possible.~~

Libraryes with dedicated exhibit or display spaces may showcase be used for exhibits or displays content prepared by the Library, Friends of the Library, and Foundation for San Mateo County Libraries, Foundation groups, or other Library related partner organizations. When exhibit spaces are not being used by the Library or Library related other partner organizations, the space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use. may be temporarily offered to members of the public based on the terms outlined below:

~~The terms for public use of exhibit spaces are:~~

- ~~• Exhibit spaces are available to organizations and individuals engaged in educational, cultural, informational, intellectual, and charitable activities.~~
- All displays in the Library will be open to the public for viewing, free of charge, and free of commercial advertising and direct solicitation.
- The Library Users may will not exhibit information or art about political candidates or issues that are currently on the ballot or being heard in the Legislature, or are otherwise not within the mission of the Library. It is the intent of the Library that occasionally making its unused exhibit space open to members of the public will not create an open forum for public discussion and debate but should be limited to exhibitions which are consistent with the mission of the Library.
- ~~• The space is not intended for on-going exhibits. Scheduling will be limited as necessary to insure equitable access to the space for the entire community.~~
- All exhibits will clearly identify the individual or group responsible for the exhibit.
- The provision of exhibit spaces for public use does not constitute or imply Library endorsement of the beliefs or viewpoints of topics advocated by the exhibits or the individuals or groups responsible for an exhibit.
- The Library has final authority over the review, selection and arrangement of all exhibitions and will base selection of exhibitions using the following criteria:
 - Connection to Library mission, vision and goals
 - Relevance to local communities and priorities
 - Suitability of artwork to the available space

- The Library does not provide insurance coverage for displays ~~or exhibit items, nor and~~ cannot assume responsibility for loss of or damage to exhibited materials. Exhibitors will assume all such responsibility.
- ~~• The provision of exhibit spaces for public use does not constitute Library endorsement of the beliefs or viewpoints of topics advocated by exhibits or the individuals or groups responsible for an exhibit.~~
- ~~• The exhibit will include a clearly visible sign identifying the individual or group responsible for the exhibit.~~
- Artwork remains the property of the exhibitor.
- Each exhibitor is responsible for the timely installation of the exhibit during regular Library hours as arranged with the Library. Exhibitions must remain within pre-designated display spaces.
- ~~• Exhibitors assume responsibility for removing the exhibit at the time and in the manner specified when they schedule the exhibit. The Library cannot accept responsibility for any safekeeping during or after removal of materials from the display area~~
- Exhibitors assume responsibility for any damage to Library property resulting from their use of Library facilities. The Library or City which owns the building may assess charges for damage.
- ~~• Materials exhibited may be offered for sale, though the Library does not participate in a sale. A price list of all works, furnished by the exhibitor may be available at the Public Service desk, so that library staff can provide information to the public who inquire.~~
- Library staff cannot facilitate sales. Contact information for the exhibitor may be provided as part of the exhibit for interested parties to inquire about purchases.
- Items on display may be photographed and reproduced in library publications and/or for publicity purposes connected with the exhibit. The Library may promote exhibits as staff capacity allows, but exhibitors are not entitled to Library promotional efforts.
- The Library reserves the right to cancel a reservation for exhibit space if the space is required for any reason. ~~use by the Library or Library related organizations.~~
- The Library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Violation of these terms may result in denial of future access to the space.

For consideration, exhibitors must complete a Library Exhibit and Display Agreement and agree to waive any right or cause of action, of any kind whatsoever, arising as a result of damage or theft from which any liability may or could accrue to the Library or their agents individually.

EXHIBIT AND DISPLAY AGREEMENT

Please review the Exhibit and Display policy before completing an application.

Name of exhibitor or organization: _____

Person Responsible: _____

Mailing Address: _____

City/State/Zip: _____

Phone-#: Home: _____

Work: _____ Email: _____

Title of Exhibit: _____

Brief description of Exhibit: _____

Number of items to display: _____

Audience: _____

Desired dates of exhibit/display: _____

Exhibit/display space requested:

Hold Harmless Agreement

I agree to waive and release any right, claim, liability or cause of action, of any kind whatsoever, arising as a result of damage or theft of my property, ~~from which I might otherwise assert against any liability may or could accrue to the Library or their agents individually, including claims that Library and/or its staff were negligent.~~ I hold the Library, City, County, and their employees harmless for all liabilities, claims and loss resulting from any damage or loss to the display. As Exhibitor I assumes all legal responsibility for and any loss or damage, destruction or theft of any part of my property on its exhibited display, ~~and waives any and all rights that exhibitor may have against the Library for such damage, destruction or theft.~~

Signature: _____ **Date:** _____

PROCUREMENT POLICY - (Recommended)

Background and Purpose

In all matters related to procurement, the San Mateo County Libraries is committed to ensuring that goods and services are of high quality, available when needed, and competitively priced. We are dedicated to maintaining the highest standards of professional behavior and ethical conduct in public purchasing.

This policy is intended to detail the process by which the Library will obtain goods (tangible) and services (non-tangible) and also establishes guidelines and internal controls to provide reasonable assurance that the procurement process is fair, open and competitive.

General Provisions

1. Administration: The Director of Library Services is ultimately responsible for procurement administration to ensure full compliance with these activities and all established terms and conditions.
2. Local Preference: When the combination of price, quality and terms and conditions are substantially equal, the Library shall give preference in purchasing to San Mateo County-based goods and service providers.
3. Minority, Women Owned, and Small Business Solicitations: Where possible, efforts should be made to solicit proposals from small businesses, and women- and/or minority-owned businesses.
4. Term: The length of the contract term (beginning and ending date) may vary depending on the type of contract, but the term must not be more than five years. The maximum five-year term includes any amendments to the contract term. Language must also include a detailed scope of work, a description of the deliverables, due dates, payment amount, payment rates, payment process and schedule.
5. Splitting Contracts: Efforts to split a contract into two or more contracts for the purpose of circumventing dollar limits on approval processes or other requirements are prohibited.
6. Insurance Requirements: The following are the Library's standard insurance requirements for contracts which may be adjusted based on the nature of the goods and services being provided. The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any

and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by himself/herself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than \$1,000,000. All contractors performing work/services with the County Library must have a minimum of \$1 million general liability insurance, \$1 million auto insurance, and, to the extent legally required, statutory workers' compensation insurance, and the County Library must be named as an additional insured by insurer-issued written endorsement, a copy of which shall be provided to the Director of Library Services prior to initiation of work by contractor. Carrier's liability insurance at \$0.60 per pound, per item will also be provided.

7. Legal Review: Contracts for services and vendor agreements above \$200,000, or agreements that do not use the Library's standard templates, shall be reviewed by the Library's legal counsel to approve as to form and legality.

8. Authorized Signatures:

The following are authorized to approve invoices based on the amounts listed below:

Library Managers:	\$4,999 and Below
Director of Library Services	\$200,000 and Below
Chair, Library JPA Governing Board	\$200,001 and Above

The following are authorized to execute agreements, contracts, and amendments or change orders based on the amounts listed below:

Director of Library Services	\$200,000 and Below
Chair, Library JPA Governing Board	\$200,001 and Above

The value of an agreement shall be determined by the total amount of the agreement. For example, if a contract is for \$120,000 per year for a total of two years, its value is \$240,000.

9. Contract Amendments: If an existing current contract requires a change, the contract must be amended. The amendment then becomes part of the existing contract. Examples of changes include an extension of the term, a change in the amount of the contract, modifications to the scope of work, or new standard contract language that was not in place at the time of the original contract.

The requirements described in this memorandum also apply to contract amendments. If an amendment causes a contract's total payment amount to exceed \$200,000, all requirements for contracts exceeding \$200,000, including the requirement for approval by the JPA Governing Board Chair, must be met. Contract amendments must not be used to circumvent solicitation requirements when a contract's total payment amount would be reasonably expected to exceed \$200,000.

If a project under contract is underway and extenuating circumstances require an amendment that causes the contract total amount to exceed \$200,000, an exception to the competitive process, where legally justified, may be approved by the JPA Governing Board Chair.

10. Library as Independent Contractor: When the Library receives financial compensation from a third party for the Library's provision of services, the Director of Library Services is authorized to approve and execute agreements \$200,000 and below. All contracts in which the Library receives more than \$200,000 must be approved by the Chair of the Library JPA Governing Board.
11. The Library Joint Powers Authority allows the Library to award a procurement to a certified small business up to \$200,000 without being competitively bid, so long as the Library follows the guidelines established in the SMCL Small Business First policy.
12. The competitive thresholds outlined in this policy and the SMCL Small Business First policy refer to the total value of goods and/or services, of the same general classification, purchased from a single vendor in one fiscal year period or, if a contract is awarded, the total not to exceed amount for all years under the contract.

Selection Process for Procuring Services

Services refer to professional and non-professional services that provide support to and facilitate Library operations.

1. Services \$4,999 and Below: A formal Request for Proposal (RFP) process is not required. However, internal procedures should be employed to ensure that the selection process is fair, that the provider is qualified, and that the cost is competitive.
2. Services \$5,000 to \$200,000: A formal RFP process is not required. However, staff are expected to exercise their best efforts to obtain a minimum of three quotes from potential providers. The results of another public agency's competitive process may also be used. Staff must document how and why each provider was selected.
3. Services \$200,001 and Above: This category requires that a formal Request for Proposals (RFP) process be followed. RFPs shall be posted on the Library's website along with all answers to questions submitted by potential vendors. The purpose of this process is to ensure that the Library receives the best value in obtaining services. Another purpose of the RFP is to encourage competition and ensure that all qualified providers are given an opportunity to be considered. The determination of "best value" is not based solely on the lowest price or the highest quality. It involves a subjective weighting of efficiency, quality, and economy, and a recommendation as to how the services might best be provided. The outcome of the evaluation of proposals should be regarded as the recommendation of the provider with whom negotiations will be

initiated regarding the work and the terms of the contract. The results of another public agency's competitive process may also be used.

Contracts for professional services will generally be awarded pursuant to the above guidelines; however, it is recognized that the Library's need for consultant services will vary from situation to situation, and accordingly, flexibility will be provided in determining the appropriate evaluation and selection process to be used in each specific circumstance.

Selection Process for Procuring Goods

Goods refer to the goods, materials, software, equipment, furniture, supplies and related services procured by the Library.

- 1. Goods \$1 to \$4,999:** Specific purchasing requirements are not ordinarily expected for this level of purchase. However, the use of competitive quotations, when reasonably practical, ensures the acquisitions are of sound value and guards against bias.
- 2. Goods \$5,000 to \$200,000:** This category requires that informal or open market procedures be followed. An open market solicitation is used to purchase goods by soliciting from any available source, and whenever practical be based on a least three quotes and awarded to the lowest and most responsive and responsible provider. Staff must document how and why goods were selected. The results of another public agency's competitive process may also be used. An open-market blanket purchase order may be established for goods for which the Library has a recurring need on an "as-needed" basis.
- 3. Goods \$200,001 and Above:** This category requires that a formal Request for Quotations (RFQ) process be followed. RFQs shall be posted on the Library's website along with all answers to questions submitted by potential vendors. Bids are to be evaluated based on the requirements and criteria set forth in the RFQ. The evaluation shall be based on the face value of the bid and, when applicable, consider the following cost factors: the total bid price including discounts, the unit or extended price, hour rates for specified personnel, maintenance costs and warranty provisions, the cost and rate of freight shipping and handling, assembly and start up. The evaluation shall also include consideration of the following responsibility and responsiveness factors when applicable: general reputation and experience of the bidder, adherence to the requirements and condition of the RFQ, quality and quantity of merchandise offered, compatibility with existing systems, overall completeness of the commodity line offered and delivery or completion date. After the bids are evaluated, the award shall be made to the lowest responsible responsive bidder. The results of another public agency's competitive process may also be used. An open-market blanket purchase order may be established for goods for which the Library has a recurring need on an "as-needed" basis.

Exceptions

The competitive procurement requirements of this policy may not apply if, under particular circumstances, an exception is warranted and legally justified. If an exception applies, written approval of the exception must be obtained from the Director of Library Services.

The following are examples of circumstances that may be considered in authorizing case-by-case exceptions to this policy. These options should only be utilized when justified and necessary to meet the Library's needs and supported by objective analysis and documentation.

- Sole Source and Single Source procurements are used when obtaining products or services. A Sole Source procurement occurs if it has been determined that there is only one source for the required product or service. A Single Source procurement is a sourcing method used to procure a product or service from one source, without soliciting competition, even though there are other vendors that can provide the product or service.
- Competition is precluded because of the existence of patent rights, copyrights, or similar circumstances and there is no equivalent item or service.
- The procurement is for replacement parts or components for equipment, and no information or data is available to ensure that the parts or components obtained from another supplier will perform the same function in the equipment as the part or component to be replaced.
- The procurement is for upgrades, enhancements or additions to hardware or for enhancements or additions to software, and no information or data is available to ensure that equipment or software from different manufacturers or developers will be as compatible as equipment or software from the original manufacturer(s) or developer(s), or would void or invalidate a manufacturer's warranty or guarantee.

Small Business First Policy

San Mateo County Libraries is committed to supporting California small businesses. This policy, which is adapted from the State of California and the University of California Small Business First programs, will facilitate the Library in granting more procurement opportunities to California small businesses. The Small Business First policy is established under the following guidelines:

1. **General Requirements:** For the purchase of goods and/or services valued up to \$200,000, that cannot already be procured through existing agreements, the Library may seek to award these procurements to a certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) based in California.

To purchase goods and/or services valued up to \$100,000, the Library must only obtain one (1) quote from either a certified SB or DVBE based in California. To purchase goods and/or services valued between \$100,001-\$200,000, the Library must obtain at least two (2) quotes from certified SB or DVBE based in California.

Note: Any reference to certified Small Businesses includes Microbusinesses (MB). For vendors that submit a W9 selecting "Individual/sole proprietor or single-member LLC" as their business type, commonly referred to as "microbusinesses" of "self-employed," they will be assumed to be a small business and will not be required to provide a Small Business certification unless payment to the vendor exceeds \$15,000 in a single fiscal year or over the term of a contract. If the result of the procurement will exceed the \$15,000 threshold, proof of certification will be required to qualify under the Small Business First policy.

Businesses must be certified by the California Department of General Services Office of Small Business and DVBE Services (OSDS) or other accepted certifying agency. The list of acceptable certifications will be approved by the Director of Library Services and posted on the Library's website and will be updated as needed.

2. **Quotes Not Attained:** If the Library is unable to obtain the necessary quotes from a SB or DVBE, the purchase will be subject to the standard competitive thresholds and processes outlined in the Library procurement policy.
3. **Program Exemptions:** The following purchase and/or agreement types are exempt from the Small Business First policy: interagency, federal government, research sub-awards, local government, higher education institutions, revenue/reimbursement contracts, statutorily exempt, policy exempt, emergency, local assistance/subvention, proprietary contracts, and situations where the nature of the product or service sought, per the Director of Library Services' discretion, precludes use of a small business. The Small Business First program does not apply to circumstances where Federal, grant, court decision, or court order requirements dictate how funds can be expended.

PROCUREMENT POLICY - (Revisions)

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6. Insurance Requirements: The following are the Library's standard insurance requirements for contracts which may be adjusted based on the nature of the goods and services being provided. The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any

and all operations under this Agreement, whether such operations be by himself/herself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than \$1,000,000. All contractors performing work/services with the County Library must have a minimum of \$1 million general liability insurance, \$1 million auto insurance, and, to the extent legally required, statutory workers' compensation insurance, and the County Library must be named as an additional insured by insurer-issued written endorsement, a copy of which shall be provided to the Director of Library Services prior to initiation of work by contractor. Carrier's liability insurance at \$0.60 per pound, per item will also be provided.

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- Competition is precluded because of the existence of patent rights, copyrights, or similar circumstances and there is no equivalent item or service.
- The procurement is for replacement parts or components for equipment, and no information or data is available to ensure that the parts or components obtained from another supplier will perform the same function in the equipment as the part or component to be replaced.
- The procurement is for upgrades, enhancements or additions to hardware or for enhancements or additions to software, and no information or data is available to ensure that equipment or software from different manufacturers or developers will be as compatible as equipment or software from the original manufacturer(s) or developer(s), or would void or invalidate a manufacturer's warranty or guarantee.

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1. General Requirements: For the purchase of goods and/or services valued up to \$200,000, that cannot already be procured through existing agreements, the Library may seek to award these procurements to a certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) based in California.

To purchase goods and/or services valued up to \$100,000, the Library must only obtain one (1) quote from either a certified SB or DVBE based in California. To purchase

goods and/or services valued between \$100,001-\$200,000, the Library must obtain at least two (2) quotes from certified SB or SVBE based in California.

Note: Any reference to certified Small Businesses includes Microbusinesses (MB). For vendors that submit a W9 selecting "Individual/sole proprietor or single-member LLC" as their business type, commonly referred to as "microbusinesses" of "self-employed," they will be assumed to be a small business and will not be required to provide a Small Business certification unless payment to the vendor exceeds \$15,000 in a single fiscal year or over the term of a contract. If the result of the procurement will exceed the \$15,000 threshold, proof of certification will be required to qualify under the Small Business First policy.

Businesses must be certified by the California Department of General Services Office of Small Business and DVBE Services (OSDS) or other accepted certifying agency. The list of acceptable certifications will be approved by the Director of Library Services and posted on the Library's website and will be updated as needed.

2. Quotes Not Attained: If the Library is unable to obtain the necessary quotes from a SB or DVBE, the purchase will be subject to the standard competitive thresholds and processes outlined in the Library procurement policy.

3. Program Exemptions: The following purchase and/or agreement types are exempt from the SMCL Small Business First policy: interagency, federal government, research sub-awards, local government, higher education institutions, revenue/reimbursement contracts, statutorily exempt, policy exempt, emergency, local assistance/subvention, proprietary contracts, and situations where the nature of the product or service sought, per the Director of Library Services' discretion, precludes use of a small business. The Small Business First program does not apply to circumstances where Federal, grant, court decision, or court order requirements dictate how funds can be expended.

Approved by the Library JPA Governing Board on February 8, 2021.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Carine Risley, Deputy Director of Library Services
Date: November 4, 2021
Meeting: November 9, 2021
Re: Operations Update and Recommended Service Hours

Background

To help mitigate the spread of the coronavirus in our community, the Library JPA Operations and Governing Board made the difficult decision to close our libraries starting on March 16, 2020. On May 18, 2020, the Governing Board approved the Library's four-phase COVID-19 Reopening Plan.

We are currently in Phase 4 of our Reopening Plan, New Normal. All libraries (with the exception of Pacifica) are open six days a week with a consistent schedule of Mondays and Tuesdays 10am-8pm and Wednesdays through Saturdays 10am-5pm. Pacifica's two libraries have adjusted hours that include Sharp Park Library: Mondays 10-8pm, Tuesdays 12-8pm, Thursdays and Fridays 10-5pm, and Saturdays 1-5pm; and Sanchez Library: Tuesdays, Wednesdays, and Saturdays 1-5pm.

As a youth setting our libraries never discontinued mask requirements, but all library spaces are open and available for use. We have not reached pre-covid visitor counts or circulation numbers at any location, nor encountered any significant challenges.

This summer, as Library Explorer and Inspiring Summer camps ended, the percentage of individuals vaccinated steadily rose, the number of COVID-19 transmissions slowed, and the risks from COVID-19 were reduced, we were poised to expand services. While we adjusted plans in response to the Delta surge, we have been able to move forward by initially emphasizing outdoor programming and a measured, incremental approach to program restoration.

Discussion

Operations Update

With the start of the school year, we began offering in-person, relevant, and engaging activities for all ages.

- Adult literacy tutoring has resumed indoors to meet the critical learning needs of those unable to meet virtually or who learn best in person. Learners are working on real-life

goals like getting a better job, helping their children with homework, or reading a book on their own. Despite the challenges of remote tutoring, 60%-80% of learners have either met or made progress towards these goals in the last year. We're pleased to be bringing back this service to our library spaces and recently recruited over 30 new volunteers to serve as literacy tutors.

- Outdoor story times offer families a much-needed avenue to learn, develop, and practice literacy skills in a fun and safe social setting. An exciting mix of toddler, preschool, family, musical, Spanish, and Chinese story times are offered each week at our libraries and local community parks. Our communities have been grateful to experience in-person programs back at the library, a sentiment expressed by all families who have participated thus far. Attendance has grown rapidly with some events including over 80 participants.
- In-person outdoor STEAM-focused afterschool programming engages 2nd-5th graders by introducing and reinforcing science, technology, engineering, art, and math skills. The STEAM Team and Take and Make activities are modeled after our Inspiring Summers and STEAM kits curricula and offer hands-on fun and educational concepts for youth to enjoy.
- Staff are also rebuilding social connections by offering passive afterschool programming to tweens and teens at the library once again.

Whether it is receiving an email from a Labor Market Information workshop attendee saying they can't make the How to Get a State Job class because they've gotten an interview, to an Author Talks participant sharing they were honored to be in the audience and they just want more events to attend, it is clear the impact of these programs have been profound. Recent participant feedback has included:

- Thanks "for offering a broad range of events & topics!"
- Expressions of gratitude "for all the programs being offered currently."
- "This library has the best classes. Such a great resource especially being able to do them virtually."

Our in-person programs have all been conducted safely with no incidents to note. For the remainder of 2021 staff will be engaged in increasing the number and type of programs offered to our community members virtually and in-person, outside as well as indoors.

Program attendees and visitors to our spaces will be required to continue to wear face coverings, unless exempt, until a COVID-19 vaccine is widely available to children and sufficient time has elapsed to confer full protection of the vaccine. All current services and future programming and events will be carefully monitored, and we will continue to revisit and iterate as appropriate.

Recommended Increase in Service Hours

We are looking forward to returning to pre-pandemic hours in January, if risks continue to remain low and the percentage of residents vaccinated continues to increase with the rollout of the vaccine for children ages 5 through 11.

In accordance with the Library JPA Agreement, Section E. Minimum Service Levels, "For Parties of less than 6,500 in population, base library service shall be 40 hours per week and for Parties of over 6,500 in population, base library service shall be 60 hours per week. Each Party may supplement revenues to provide for enhanced services at individual library facilities, but no Party shall be required to make a revenue contribution for additional services beyond the minimum service levels provided for in this agreement."

To better serve our communities, we are recommending the continuation of consistent library schedules at all locations to invite our community members back to our libraries with an easy-to-remember, inclusive schedule. Staff recommends a new weekly schedule that restores additional evening and weekend hours.

All libraries with a population over 6,500 would be open Monday-Thursday 10-8 and Friday-Sunday 10-5, a total of 61 hours per week. The estimated cost for the one extra hour of service per week, for these libraries is \$63,000. Due to Pacifica's unique situation of having two library branches, staff will work directly with Pacifica City staff to recommend and determine how to split service hours between the Sharp Park Library and the Sanchez Library.

Libraries in communities with a population less than 6,500 include Brisbane, Portola Valley and Woodside. On September 20, 2021, the board approved the Town of Woodside's request to utilize restricted County Free Library property taxes to support 60 hours of service and the Town of Portola Valley's request to remain at 48 hours of service. The amount of excess library property tax currently restricted for these communities is adequate to cover the estimated increase in annual costs.

To provide consistent library services system-wide, staff is recommending a pilot to increase hours at Brisbane. The City of Brisbane has a population of 4,697 and has supported three additional library hours for many years. The successful opening and popularity of the new library has provided us with a new opportunity to assess community demand and use of the new facility. In addition, when the Brisbane Baylands project is completed, Brisbane will grow to over 7,500 residents. The increase of 18 hours a week, has an estimated annual cost of \$126,000.

There are sufficient existing funds in the FY 2021-22 Adopted Budget to accommodate the proposed temporary increase in service hours. Since the additional hours would begin no sooner than January 2022, the increase in costs would only be realized for half of the fiscal year or an estimated \$94,500. Staff will work to evaluate and assess new service hour schedules and whether any budgetary increases should be recommended for the FY 2022-23 Recommended Budget to maintain hours.

Fiscal Impact

The costs associated with expanding hours to a consistent and equitable level at all locations would total an estimated \$94,500. The Library has adequate revenue to support these costs in the current FY 2021-22 Recommended Budget.

Recommendation

Recommend JPA Governing Board accept the operations update, and approve the recommendation to restore pre-pandemic hours, and an expansion of hours pilot when safe to do so in the second half of the fiscal year.



To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: November 4, 2021
Meeting: November 9, 2021
Re: Director's Report

This report summarizes significant library operations and program activities that have occurred since the last meeting of the Operations Committee. Services and activities are aligned with our Strategic Plan Goals.

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

Welcoming Week

At the beginning of September, we partnered with the San Mateo County's Office of Community Affairs, Immigrant Services to hold Welcoming Week storytimes as part of the Welcoming America, Welcoming County efforts. Welcoming Week brings together people across lines of difference toward greater prosperity for all by fostering mutual respect and cooperation between new and long-time residents. Welcoming Week Storytimes were held at the Half Moon Bay Library and North Fair Oaks' Friendship Park where we shared stories about belonging and inclusion, and read books that highlighted the immigrant experience, what it feels like to be included, and that home is where you make it. Both events launched our first in-person storytimes with families and were a wonderful way to get the community excited about the library and the return of in-person storytimes. In September and October, 381 people attended our outdoor storytimes.



Flu Crew

The Stanford Flu Crew partnered with County Health and provided 185 flu vaccines at the Half Moon Bay Library on October 3. The line for vaccines included soccer players dropping by after their game, families on their way to the local food distribution, people walking by on their way to the beach and library patrons with bags full of books. 248 individuals were vaccinated at the Flu Crew event at the Belmont Library on October 9—200 more than last year! Thanks to our partners for providing our communities with this valuable service.



Voter Outreach

On September 28 we commemorated National Voter Registration Day with outdoor, in-person outreach with our partner, San Francisco Peninsula People Power (SFPPP). Volunteers tabled at five libraries: East Palo Alto, Foster City, Half Moon Bay, North Fair Oaks, and San Carlos and contacted 75 potential new voters.

Elections

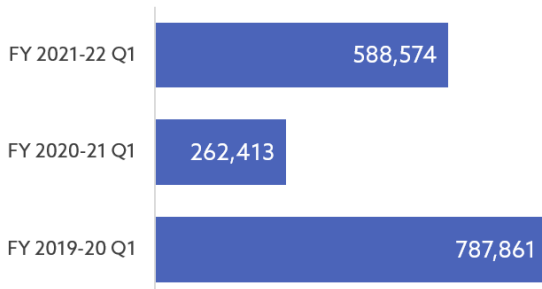
To increase voter access to the September 14 special election we worked closely with the County Elections Division and hosted ballot collection boxes at Brisbane, Half Moon Bay, North Fair Oaks, and Woodside libraries. The collection box at the Woodside Library remained to support their special election on November 2.

Growth in Circulation

Since reopening to the public in April, San Mateo County Libraries' overall checkouts have grown significantly. Physical circulation in the first quarter of this fiscal year is 124% higher than last fiscal year and is gaining ground toward pre-pandemic levels.

Branch checkouts increased by an average of 4.26% monthly from April 2021 to September 2021. The number of checkouts is likely to further rise when the libraries return to normal hours. In the first quarter of this year, our most popular children's item was Peppa Pig Phonics Kit, with 268 checkouts in the first quarter of this fiscal year.

Physical Circulation is 124% Higher than Q1 of Last Year



Digital Circulation Continues to Exceed Pre-Pandemic Levels



Patron Survey Update

Working with EMC Research, additional patron surveys were sent out in September/October. Based on initial responses, the survey period has been extended and additional formats and outreach is being utilized to increase responses from our unincorporated areas including North Fair Oaks. The new survey data will be available and presented to the Strategic Plan Subcommittee, Operations Committee and Governing Board in early 2022.

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

English Conversation

We are pleased to be in the beginning stages of bringing back in-person English conversation to most branches. On October 5, the first English conversation club moved from meeting virtually to meeting in-person and outdoors at the Millbrae Library. A staggered roll-out of further in-person conversation groups will happen throughout the fall and winter.

Equity Through Art

Looking back at the history of San Mateo County from the lens of communities of color facing the inequities today is not just important, but necessary to chart a path towards equity. Our Equity Through Art Series in partnership with the County Equity Officer held two events in October.

On October 7, community participants learned about the experiences of Japanese Americans who were interned in the camp via immersive interviews and archival footage from the documentary *Tanforan: From Race Track to Assembly Center*. Our post-movie discussion was moderated by Steve Hom in discussion with Steve Okamoto, former internee, and Foster City Council Member.

On October 12, San Mateo County Libraries welcomed Cathy Quon, a San Francisco born Chinese American mixed media artist to discuss her collage and assemblage artwork entitled "Silent No More: A history of anti-Asian discrimination," that was displayed at the Foster City Library during the month of October.

Career Online High School

Last month, four of our Career Online High School students who began the program shortly after the March 2020 shutdown graduated with their high school diplomas. All of these adult students applied for the program during that time of uncertainty with the aim of bettering their lives. We are so proud that they have persevered through the 18-month program despite the challenges brought on by the pandemic and that they can now begin a new chapter. Our recent graduates have plans to use their diplomas to apply for jobs or further their education in college. One graduate said, "this program helped me a lot to prove to myself that I can do anything that I want to accomplish."

Summer Movie Series Partnership

We joined CuriOdyssey, Coyote Point Recreation Area, and San Mateo County Parks for their monthly Summer Movie Series at Coyote where we delighted families with the Imagination Playground creative play and provided books for youth to enjoy prior to the start of each film. Over 100 families have regularly visited the Library area and have expressed much appreciation for our giveaway books and the library system returning to the community after COVID-19. The final film, "Cruella", was featured on Saturday, October 30.

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

Brisbane Library Grand Celebration

The new Brisbane Library Grand Celebration was a great success! We partnered with the City of Brisbane and the County to invite community members for a special all-day event on October 23 to officially mark the new library's opening, complete with a popular photobooth to document it all.



Distinguished ceremony speakers County Board of Supervisors President David Canepa, Brisbane Mayor Karen Cunningham and City Manager Clay Holstine helped kick off the day of activities, while a string quartet and a staff led ukulele performance continued the fun by filling the new space with joyful music.



Patrons checked out the Makerspace to try out 3D printing, Glowforge laser cutting, virtual reality, sewing and more. Little ones, teens and adults all enjoyed storytime, arts and crafts as well as a special architect led tour of the impressive new spaces. When library opening activities wrapped up in late afternoon, the festivities transitioned seamlessly into a celebration of the City of Brisbane's 60th anniversary, further showcasing the new library's offerings and its ability to host a variety of community events.



New Atherton Library Project

In addition to the challenge of combatting the Covid-19 pandemic, there have been world-wide shortages in goods large and small, labor disruptions, and obstructions in shipping. Unfortunately, construction has been impacted and slowed by these consequences—yet work continues on the interior walls, flooring, and mechanical/electrical systems for the new library. The contractor continues efforts on the beautiful decking/front porch that will connect the Library with the restored Historic Town Hall.



The Temporary Library will need to close on Saturday, December 4 and we anticipate coordinating the furniture and equipment installation and collection move into the new library in early 2022. Additionally, based on feedback from a survey that was recently sent to Atherton cardholders, we have started planning for the new makerspace, maker yard and digital lab. Very exciting! Project webcam: <https://www.ci.atherton.ca.us/519/Project-Webcams>

North Fair Oaks Library

It has now been six months since North Fair Oaks, our newest community joined San Mateo County Libraries. New staff has been hired and the team has been working hard to get to know the community better and communicate all the wonderful services we offer. New services such as Library Explorer's camp, after school meals, on demand tech help, Spanish literacy, ESL Conversation clubs, Take and Make kits and STEAM activities have all been launched. We are working with our County and City site partners, Human Services Agency, and the Fair Oaks Community Center to coordinate services at this busy location. In March, the Board of Supervisors approved \$500,000 in Measure K funds to support a library building refresh. In October planning kicked off with County staff and architects from Skidmore, Owings & Merrill (SOM) to start imagining future facility improvements. Finally, we have extended our survey work with EMC Research to ensure we get a robust response from North Fair Oaks residents to learn what programs, services and hours are important to them.

Library Personnel News

We are excited to share the following personnel announcements:

Carmen Letona-Adams has accepted a promotion to the position of Branch Manager at the North Fair Oaks Library and is starting her new role this week. Carmen joined SMCL as a Youth Services Librarian in 2016 for San Carlos Library, and in February 2020 was promoted as Senior Librarian for the Half Moon Bay Library. Most recently, Carmen served as the Senior Librarian for the North Fair Oaks Library. When SMCL transferred operational oversight in March 2021, Carmen was excited for the opportunity to bring impactful services and programming to a community she grew up in. Carmen brings with her a diverse skillset, including but not limited to inclusive program planning, community outreach experience,

and a passion for mentoring future library professionals. Carmen holds a MLIS from San Jose State University, a master's in English from Notre Dame de Namur University, and a bachelor's in English from UC Berkeley. Carmen is bilingual in Spanish.

Stephanie Saba has accepted a promotion to the position of Branch Manager at our Pacifica libraries and will transition to her new role over the next few months. Stephanie has been with SMCL for over 17 years, working at nine of our thirteen branches as a Library Aide, Library Assistant, Community Services Librarian, Senior Librarian, and most recently as a Community Program Supervisor. As a library assistant at the Pacifica Libraries, Stephanie started a 20-30 Something Book Club and her love of books has continued. In 2019, she co-authored *Book Club Reboot: 71 Creative Twists* with Sarah Ostman for ALA Editions and was excited to see the book in our catalog! For the last six years she's has played an integral role in the operations of Big Lift Inspiring Summers, including hiring 130-180 interns every year. Stephanie received her MLIS from San Jose State University and her bachelor's in English Literature from San Francisco State University.

Ramses Escobedo has accepted the position of Branch Manager at East Palo Alto and will join us mid-November. Ramses comes to us from San Francisco Public Library where he most recently served as Branch Manager for the Excelsior Branch. Ramses has held many different roles in the library including library page, clerk, librarian (including here at SMCL) and he has also acted as the South West District Manager providing oversight to the Ingleside, Ocean View, Parkside, and West Portal branch libraries. During the pandemic, Ramses assisted with San Francisco's contact tracing efforts in the Spanish speaking communities as a Case Investigation Team Lead. He brings with him skills in project management and budget. Ramses holds an MLIS from San Jose State University and a bachelor's degree in Psychology and Spanish from San Jose State University. Ramses is bilingual in Spanish.

Jess Koshi-Lum has accepted the position of Branch Manager at the San Carlos Library and will join us mid-December. Jess comes to us from Renton Technical College where she most recently served as Associate Dean of the Library as an administrator overseeing adult services in the library. Jess's experience includes serving as an Instruction Librarian where she provided instructional support for faculty, students, and staff in Allied Health, English Language Acquisitions, High School Equivalency and General Education. Jess has a passion for equity and inclusion and has served on the Diversity, Equity, Inclusion and Learning Councils. She has also participated in collection development by helping to ensure that diverse student populations are represented in the library's collection. Jess holds an MLIS from the University of Hawaii at Manoa and a bachelor's degree in English/Japanese Language and Literature from the University of Hawaii at Manoa. She is bilingual in Japanese.

Liz Garcia has accepted a Librarian position at the Half Moon Bay Library. As a former Graduate Assistant Archives Specialist at the University of Arizona Special Collections, Liz processed archival collections related to politics, diverse communities, and environmental history and created and maintained electronic access/finding aids and metadata. Most recently, Liz was the Archival Description Intern at Cline Library Special Collections and Archives where she assisted the library in editing and updating their archival finding aids to better adhere to the Protocols for Native American Archival Materials. Liz earned a bachelor's in Psychology and History, MLIS and a graduate certificate in Archival Studies from the University of Arizona. Liz is bilingual in Spanish.

Beatriz Sanchez has accepted a Librarian position at the North Fair Oaks Library. Beatriz has previously worked at various library branches throughout San Jose and has experience implementing programs that offer safe spaces for young children and families to learn and play together, as well as programs for adults such as a Citizenship study group for Spanish speakers, a bilingual computer class, an ESL class, and Resume and Job Search help. Beatriz has a bachelor's in Child and Adolescent Development and a MLIS from San Jose State University. Beatriz is bilingual in Spanish.

We are also pleased to announce Eileen Browning will be transferring from the Belmont Library to Woodside/Portola Valley Libraries and Nicole Cuadra will now be overseeing and supporting programming for all ages, including youth, as we work on evaluating and planning to address a new division manager vacancy. Dolly Goyal has accepted an opportunity with another organization and her last day was November 2.

Welcome, best wishes and congratulations to all of these Library Champions!

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. All library closures are posted for public notice well in advance of a scheduled closure. In 2005, the Governing Board determined a permanent continuation of this practice was prudent and should be communicated through the Director's Report. Based on current operational hours, 2022 holiday and closure dates include:

Saturday, January 1	New Year's Day Holiday
Sunday, January 2	Library Closure
Sunday, January 16	Library Closure
Monday, January 17	Martin Luther King, Jr., Holiday
Sunday, February 20	Library Closure
Monday, February 21	Presidents' Day Holiday
Sunday, May 30	Library Closure
Monday, May 31	Memorial Day Holiday
Sunday, July 3	Library Closure
Monday, July 4	Independence Day Holiday
Sunday, September 4	Library Closure
Monday, September 5	Labor Day Holiday
Sunday, October 9	Library Closure
Monday, October 10	Indigenous Peoples' Day Holiday
Friday, November 11	Veterans Day Holiday
Thursday, November 24	Thanksgiving Day Holiday
Friday, November 25	Day after Thanksgiving Holiday
Saturday, December 24	Library Closure
Sunday, December 25	Christmas Day Holiday
Monday, December 26	Christmas Day Holiday (observed)
Saturday, December 31	Library Closure