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**Joint Powers Authority Operations Committee**

George Rodericks, Atherton (Vice Chair)

Afshin Oskoui, Belmont

Clay Holstine, Brisbane

Patrick Heisinger, East Palo Alto

Stefan Chatwin, Foster City

Matthew Chidester, Half Moon Bay (Chair)

Tom Williams, Millbrae

Kevin Woodhouse, Pacifica

Jeremy Dennis, Portola Valley

Crystal Mui, San Carlos

Justin Mates, San Mateo County

Kevin Bryant, Woodside

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**San Mateo County Library Joint Powers Authority  
Operations Committee Agenda  
November 8, 2022, 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/96477506780?pwd=cDFOVW9sMTQ5Z0lCRmRrR3prc3RiQT09>

**Or Telephone:** +1 669 900 6833 **Meeting ID:** 964 7750 6780 **Password:** 594971

In addition, members of the public may also email written public comments in advance of the meeting to [bermudez@smcl.org](mailto: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](mailto:bermudez@smcl.org).

<b>I. Call to Order</b>	Action
<b>II. Authorize Continued Use of Virtual Meetings</b>	Action
<b>III. Public Comments</b>	Information
<b>IV. Consent Agenda</b>	Action
<b>A. Approval of the September 13, 2022 Minutes</b>	
<b>B. Unapproved Minutes of the September 19, 2022 Governing Board Meeting</b>	
<b>C. Approval of Procurement Policy</b>	
<b>D. Approval of the Regular Meeting Schedule for 2023</b>	
<b>V. Library Workforce Report</b>	Information
<b>VI. Director's Report</b>	Information
<b>VII. Operations Committee Members Announcements</b>	Information
<b>VIII. Adjournment</b>	Action

**2022 Governing Board Meetings:** November 14



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: November 3, 2022  
Meeting: November 8, 2022  
Re: Authorize Continued Use of Virtual Meetings

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### 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.
- 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

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 proclaimed state emergency, meeting in person would present imminent risks to the health or safety of attendees. Therefore, it is recommended that the Operations Committee invoke the provisions of AB 361 for its November 2022 and February 2023 meetings.

Recently, Governor Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023. While AB 361 does not sunset until December 31, 2024, the Governor would need to declare another State of Emergency for Brown Act bodies to be able to return to an all-virtual meeting format. This is not expected to occur.

The newly passed legislation, AB 2449 changes the current rules under which members of Brown Act bodies can attend meetings remotely. However, a majority of the Operations Committee members would be required to attend meetings in person and the options for remote attendance are quite limited, and to plan and allow for such options would cause a significant administrative burden.

Thus, with reasonable certainty, starting on March 1, 2023, Brown Act bodies will be required to meet in person once again. Members of those bodies would only have the option to attend meetings remotely under the stricter provisions of AB 2449 or traditional Brown Act teleconference requirements.

## 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 State of Emergency and based on findings that meeting in person would present risks to the health or safety of attendees.



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San Mateo County Libraries Joint Powers Authority  
Operations Committee Meeting  
Minutes of September 13, 2022

Board Members Present:

George Rodericks, Atherton (Vice Chair)  
Afshin Oskoui, Belmont  
Clay Holstine, Brisbane  
Patrick Heisinger, East Palo Alto  
Stefan Chatwin, Foster City  
Mackenzie Brady, Millbrae  
Kevin Woodhouse, Pacifica  
Jeremy Dennis, Portola Valley  
Crystal Mui, San Carlos  
Justin Mates, San Mateo County  
Kevin Bryant, 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 1:30 p.m. by Vice Chair Rodericks.
  - II. Authorize Continued Use of Virtual Meetings. Committee members discussed the state of emergency and continued use of virtual meetings.  
  
Motion: Approve continued use of virtual JPA Operations Committee meetings.  
Passed (MSP: Oskoui/Mui).
  - III. Public Comments. Chair Chidester introduced and welcomed Operations Committee Member Patrick Heisinger, Interim City Manager for East Palo Alto.
  - IV. Consent Agenda. The Consent Agenda included the Approval of the June 7, 2022 Minutes, Unapproved Minutes of the June 13, 2022 Governing Board Meeting, Investment Report for FY 2021-22, Grant and Fundraising Report for FY 2021-22 and the Big Lift Inspiring Summers Report.  
  
Motion: Approve the Consent Agenda without changes. Passed (MSP: Dennis/Chatwin).
  - V. Proposed Uses of Restricted Library Funds. Director Despain provided an overview of the FY 2022-23 Proposed Uses of Restricted Library Funds report. Requests for uses of Library revenue in the current fiscal year total \$1,491,486.  
  
Motion: Approve the FY 2022-23 Proposed Uses of Restricted Funds. Passed (MSP: Woodhouse/Mui).

- VI. Approval of the Final FY 2022-23 Adopted Budget. Financial Services Manager Freeland provided a brief overview of the proposed FY 2022-23 Adopted Budget and highlighted the most significant changes. The FY 2022-23 Recommended Budget was approved by the JPA Governing Board on June 13 and implemented on July 1 totaling \$72,141,002. Based on fiscal year-end closing activities and updated information, the FY 2022-23 Adopted Budget now totals \$77,818,179. Member Oskoui asked about the pending reclassifications and requested an overview of the organizational staffing plan for next year.

Motion: Approve the Final FY 2022-23 Adopted Budget. Passed (MSP: Oskoui/Dennis).

- VII. Director's Report. Director Despain encouraged Operations Committee members to review the Big Lift Inspiring Summers Report and called attention to a few items from the Director's Report including the Summer Learning Challenge and summer camps. Director Despain expressed her gratitude to Vice Chair Rodericks and the Atherton Town staff for allowing staff to host Staff Development Day at the Atherton Library and shared some highlights from the day's events including the five winning Pitch-It programs. Director Despain also highlighted library personnel updates, FY 2021-22 Invoices and Contracts over \$50,000 and the 2021-22 Annual Report. Member Oskoui commended staff on a great report and expressed support for having the Annual Report presented at council meetings. Member Mui asked Director Despain to share more about the Library Outposts project. Director Despain and Deputy Director Ramirez provided some background and an update on the project.

- VIII. Operations Committee Member Announcements. None.

- IX. Convene Closed Session: Public Employee Performance Evaluation Closed Session Pursuant to Government Code Section 54957 (Director of Library Services). The meeting adjourned at 2:10 p.m. with no further actions to discuss after closed session.



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San Mateo County Libraries Joint Powers Authority  
Governing Board Meeting  
Minutes of September 19, 2022

Board Members Present:

Rick DeGolia, Atherton  
Charles Stone, Belmont  
Karen Cunningham, Brisbane (Vice Chair)  
Regina Wallace-Jones, East Palo Alto  
Sanjay Gehani, Foster City  
Deborah Penrose, Half Moon Bay  
Reuben Holoher, Millbrae (Chair)  
Tygarjas Bigstyk, Pacifica (Alternate)  
Maryann Moise Derwin, Portola Valley  
Sara McDowell, San Carlos (Chair)  
Carole Groom, San Mateo County

Staff Present:

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

Others Present:

Matthew Chidester, Operations  
Committee Chair  
Justin Mates, San Mateo County

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- I. Call to Order. The meeting was called to order at 8:16 a.m. by Chair McDowell.
  - II. Authorize Continued Use of Virtual Meetings. Governing Board members discussed the state of emergency and continued use of virtual meetings.  
  
Motion: Approve continued use of virtual JPA Governing Board meetings. Passed (MSP: Penrose/Stone).
  - III. Public Comments. None.
  - IV. Consent Agenda. The Consent Agenda included the Approval of the June 13, 2022 Minutes, Investment Report for FY 2021-22 and Grant and Fundraising Report for FY 2021-22.  
  
Motion: Approve the Consent Agenda without changes. Passed (MSP: Groom/DeGolia).
  - V. Big Lift Inspiring Summers Report. Deputy Director Risley presented the Big Lift Inspiring Summers Report. Member DeGolia expressed his admiration and support for the Big Lift Inspiring Summers program. Vice Chair Cunningham commended staff for the inspiring work that they do to help kids thrive and emphasized the importance of sharing out reports like the Big Lift Inspiring Summers report to support fundraising efforts. Chair McDowell asked if the 954 students served this summer was an increase

or decrease in prior years. Deputy Director Risley confirmed that it was a slight decrease from the goal this summer primarily due to limited spaces that the school district could provide and the limited number of certificated staff they were able to engage. Chair McDowell and Member DeGolia expressed gratitude for extra funding from the County to offer competitive rates for the interns to engage as many staff as possible.

Motion: Accept the Big Lift Inspiring Summers Report. Passed (MSP: DeGolia/Cunningham).

- VI. Proposed Uses of Restricted Library Funds. Director Despain provided an overview of the FY 2022-23 Proposed Uses of Restricted Library Funds report. Requests for uses of Library revenue in the current fiscal year total \$1,491,486.

Motion: Approve the FY 2022-23 Proposed Uses of Restricted Funds. Passed (MSP: Gehani/Wallace-Jones).

- VII. Adoption of the Recommended Budget FY 2022-23. Financial Services Manager Freeland provided a brief overview of the proposed FY 2022-23 Adopted Budget and highlighted the most significant changes. The FY 2022-23 Recommended Budget was approved by the JPA Governing Board on June 13 and implemented on July 1 totaling \$72,141,002. Based on fiscal year-end closing activities and updated information, the FY 2022-23 Adopted Budget now totals \$77,818,179. Member DeGolia asked if the Makermobile rollover was due to the Makermobile not being completed. Financial Services Manager Freeland confirmed the final installment of the Makermobile will be paid once it is delivered.

Motion: Approve the Final FY 2022-23 Adopted Budget. Passed (MSP: Cunningham/Penrose)

- VIII. Director's Report. Director Despain called out a few items from the Director's Report including the start of the Summer Learning Challenge and community summer camps and echoed the Board's comments thanking the County and Supervisor Groom for her leadership around all of the funds received to support summer programs. Director Despain thanked the Town of Atherton for allowing staff to host Staff Development Day at the new library and shared some highlights from the day's events including the five winning Pitch-It programs. Director Despain ended with State Library updates and a quick overview of the 2021-22 Annual Report. Vice Chair Cunningham thanked Director Despain and expressed her excitement for what's to come as things continue to open up. Member Penrose asked Director Despain to elaborate on the State Parks passes program. Member Holober asked how staff will promote the free tutoring program offered by the State. Director Despain confirmed that SMCL is one of the public library systems that already has a subscription to Brainfuse, and that staff will collaborate with the Peninsula Library System, the State and community schools to promote the increase in accessibility. Member DeGolia referred back to the section in the Proposed Uses of Restricted Library Funds report that states \$600,000 would be used to address emergency power at the San Carlos Library and suggested that staff



inquire about the public facility support program Peninsula Clean Energy offers to help municipalities install solar arrays on municipal buildings to minimize costs and secure emergency power for all facilities. Discussion continued. Chair McDowell asked if staff could work with community partners to prepare a report for cities around the feasibility of implementing the use of a solar battery backups. Chair McDowell closed this item by thanking the County and staff for partnering to roll out mental health trainings for staff.

- IX. Governing Board Member Announcements. Chair McDowell announced that the next Governing Board meeting will be held in-person at the Atherton Library. Member Stone thanked the Belmont Library staff for allowing the City to host National Night Out in the parking lot.
- X. Convene Closed Session: Public Employee Performance Evaluation Closed Session Pursuant to Government Code Section 54957 (Director of Library Services). The meeting adjourned at 9:34 a.m. with no further actions to discuss after closed session.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Lindsey Freeland, Financial Services Manager  
Date: November 3, 2022  
Meeting: November 8, 2022  
Re: Approval of Procurement Policy

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

## Discussion

Staff is recommending the approval of an updated Procurement Policy. This policy was last approved by the Governing Board on November 15, 2021. The Procurement Policy is intended to detail the process by which the Library will obtain goods and services and also establishes guidelines and internal controls to provide reasonable assurance that the procurement process is fair, open and competitive. Legal counsel has reviewed and provided input on the recommended updates and the [County's Open Data Portal](#) continues to provide an easy accessible view of library expenditures and activity data.

Revisions include the following: 1) Include a standard provision in all contracts to require compliance with the County of San Mateo Living Wage Ordinance; 2) Increase the lowest competitive threshold from \$4,999 to \$9,999; 3) Increase the W9 qualification under the Small Business First Policy from \$15,000 to \$20,000; and 4) Add guidelines for when cooperative agreements or piggybacks may be used.

In addition to these changes, the Library will also be working with the County of San Mateo in the coming year to comply with the state-mandated requirements for recycled organic-material procurement established in California Senate Bill 1383.

## Fiscal Impact

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

## **Recommendation**

Recommend Library JPA Operations Committee approve the Procurement Policy.

## **Attachments**

1. Procurement Policy (Recommended)
- 1a. Procurement Policy (Revisions)

## **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. Living Wage Ordinance: All Library contracts will include a standard provision requiring compliance with the County of San Mateo Living Wage Ordinance, which sets a minimum wage contractors are required to pay employees providing services under county contracts. The Library Director may approve waiving compliance on a case-by-case basis.
5. 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.
6. 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.
7. 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.

8. 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.

9. Authorized Signatures:

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

Library Managers	\$9,999 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.

10. 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.

11. 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.
12. 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.
13. 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 \$9,999 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 \$10,000 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 \$9,999: 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 \$10,000 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.

## **Cooperative Agreements / Piggybacking**

The result of another public agency's competitive process may be used in lieu of completing a new competitive process if the following conditions are met:

- The competitive process was completed by a public entity or consortium of public entities and it resulted in a contract which is still in effect.
- The goods or services in the contract are the same as the goods or services the Library requires. Note that the piggyback concept may not apply in public works contracts.
- The competitive process was of the same rigor as required by the Library's competitive process.
- Consent is received from both the public agency and vendor to piggyback on the contract.

Eligible procuring agencies will include, but are not limited to: County of San Mateo, Califa, California Multiple Awards Schedule (CMAS), and Omnia Partners.

## **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" or "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 \$20,000 in a single fiscal year or over the term of a contract. If the result of the procurement will exceed the \$20,000 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)**

### **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. Living Wage Ordinance: All Library contracts will include a standard provision requiring compliance with the County of San Mateo Living Wage Ordinance, which sets a minimum wage contractors are required to pay employees providing services under county contracts. The Library Director may approve waiving compliance on a case-by-case basis.
5. 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.
6. 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.

7. 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.
8. 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.

9. Authorized Signatures:

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

Library Managers	<del>\$4,999</del> <b>\$9,999</b> 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.

10. 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.

11. 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.
12. 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.
13. 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~~ \$9,999 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~~ \$10,000 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~~ **\$9,999**: 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~~ **\$10,000** 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.

### **Cooperative Agreements / Piggybacking**

The result of another public agency's competitive process may be used in lieu of completing a new competitive process if the following conditions are met:

- The competitive process was completed by a public entity or consortium of public entities and it resulted in a contract which is still in effect.
- The goods or services in the contract are the same as the goods or services the Library requires. Note that the piggyback concept may not apply in public works contracts.
- The competitive process was of the same rigor as required by the Library's competitive process.
- Consent is received from both the public agency and vendor to piggyback on the contract.

Eligible procuring agencies will include, but are not limited to: County of San Mateo, Califa, California Multiple Awards Schedule (CMAS), and Omnia Partners.

### **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" or "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~~ \$20,000 in a single fiscal year or over the term of a contract. If the result of the procurement will exceed the ~~\$15,000~~ \$20,000 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.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: November 3, 2022  
Meeting: November 8, 2022  
Re: Approval of the Regular Meeting Schedule for 2023

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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 2023 proposed meeting schedule. Also included is a list of items agendaized on an annual basis. Notice of the time and place and the conduct of all regular meetings are in accordance with the Ralph M. Brown Act. The agenda is posted and distributed at least three days in advance of scheduled meetings. Additional agenda items are added to the schedule as needed and special meetings may also be held as convened by the Operations Committee Chair or the Governing Board Chair.



<b>2023 Proposed Meeting Dates</b>		
Operations Committee	Governing Board	Agendized Items
January 31	February 6	<ul style="list-style-type: none"> <li>• Financial Audit Report</li> <li>• Mid-Year Report</li> </ul>
May 9	May 15	<ul style="list-style-type: none"> <li>• Introduction to the Recommended Budget</li> </ul>
June 6	June 12	<ul style="list-style-type: none"> <li>• Adoption of the Recommended Budget</li> <li>• Election of Officers</li> </ul>
September 12	September 18	<ul style="list-style-type: none"> <li>• Investment Report</li> <li>• Grant Activities Report</li> <li>• Proposed Uses of Library Trust Funds</li> <li>• Approval of the Final Adopted Budget</li> <li>• Library Director Evaluation</li> </ul>
November 7	November 13	<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 2023 Library JPA Regular Meeting Schedule.

### **Recommendation**

Recommend JPA Operations Committee approve the proposed 2023 Library JPA Regular Meeting Schedule.



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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Danae Ramirez, Deputy Director of Library Services  
Date: November 3, 2022  
Meeting: November 8, 2022  
Re: Library Workforce Report

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## Background

As the demand for library services continues to evolve, libraries must adapt to meet community needs now and into the future. San Mateo County Libraries must ensure that the system is robustly staffed to provide exceptional service to the community.

San Mateo County Libraries has seen significant growth over the past five years, three new libraries have opened, including Half Moon Bay, Brisbane, and most recently Atherton. In addition, operation of the North Fair Oaks Library was transferred to our system in 2021. These new libraries have resulted in an additional 29,000 square feet of public space.

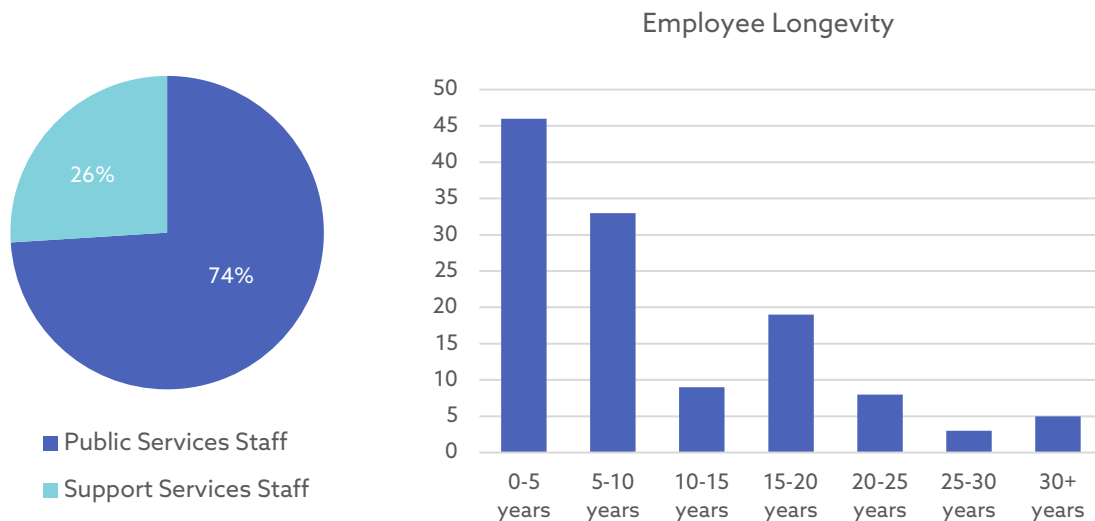
We also have expanded our hours, providing 140 additional hours of library service to the public each week, a 23% increase. In response to the pandemic, we expanded the way the public can use our resources and services. We now offer many new services in addition to our traditional in-library services, including virtual programs, Zoom conferencing for the public, expanded makerspace activities, and curbside pick-up. Additionally, the technology we provide has never been more innovative; over 1,200 hotspots are now available for check out and patrons can engage with advanced technology through our memory and digital lab equipment. All these expansions rely on the talents and expertise of our staff.

This report provides an overview of the Library's workforce in FY 2021-22, how we are working to support the well-being of our employees, and how we are planning to promote professional growth opportunities to retain and develop our staff.

## Discussion

At the close of FY 2021-22, the library had 135 permanent positions, of which 123 were filled, and 183 extra-help employees. In addition to our wonderful public services staff, we have talented employees that work behind the scenes on technology, communications, human resources and finance, as well as those that build our collection and promote our services.

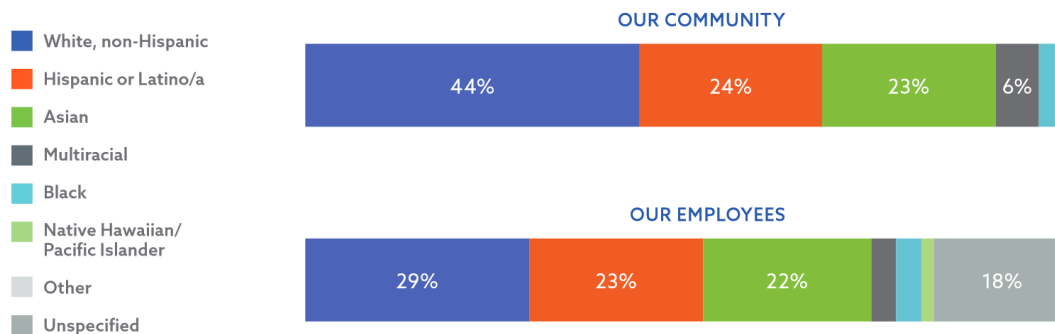
Sixty-two percent of our workforce have over five years of service with the library system. This indicates that the majority of our workforce have shown a significant commitment to San Mateo County Libraries. An equally impressive 13% of our permanent staff had more than 20 years with the organization. Our committed and experienced workforce makes us stronger, and we continue to focus on creating consistency and longevity through succession planning and opportunities for long-term employees to help lead the next generation of staff.



San Mateo County libraries ended the fiscal year with a 9% vacancy rate, which is not extremely high compared to previous years, but like the broader employment market, recruitment is becoming more challenging. During the year, six unique recruitments were opened for permanent positions and ongoing recruitments were completed for Library Assistant and Library Aide classifications. Across all classifications we hired 200 staff into the organization in FY 2021-22. The majority (144) of those hired were short-term to support The Big Lift Inspiring Summers program.

Fifteen of our permanent staff promoted to a higher level or classification. Two of those staff moved into leadership positions within the organization becoming managers at the Pacifica and North Fair Oaks Libraries. In addition to promotions, we consistently offer professional growth opportunities and encourage participation in professional associations and conferences.

San Mateo County Libraries is intentional about striving for a workforce that is diverse and reflects the communities we serve. Bilingual skills are valued so that we can serve all communities in our service area. At the end of the fiscal year, 37% percent of our permanent staff were receiving additional compensation (\$70 biweekly salary differential) for their ability to communicate and connect with our patrons in another language.



We will continue to work on equity in the workplace to ensure that all staff reach their full potential. The County of San Mateo also provides supports for staff, including participation in affinity groups, employing equity tools in our work, encouraging equity-focused approaches to community engagement, and supporting ongoing training opportunities.

We know that if our Library Champions have purpose in their jobs and develop their strengths, they are more likely to stay with San Mateo County Libraries and provide the best service to our patrons. One exciting development opportunity we have planned for this year, is a mentorship program to help grow the next generation of leaders for the organization. During the program, mentees will learn from each other, broaden their perspective, draw from tested approaches, and be challenged in their practice of leadership. The first Mentorship Program cohort will begin in January of 2023.

In the FY 2022-23 Budget, the Governing Board approved additional positions and reclassifications to support the growth we have seen throughout our system over the past few years. In the coming year, we will strive to attract qualified applicants utilizing the County's employee referral program, advertisement platforms that reach racially and ethnically diverse candidates, and social media-based recruitment methods.

As a forward-thinking organization, we must evolve and adapt to ensure that San Mateo County Libraries has the staff and skills in place to meet current and future performance and strategic goals. As we approach staffing over the next year, we will continue to evaluate our organizational structure, develop our current library staff, and employ creative recruitment methods to ensure that we attract the best candidates.

## Fiscal Impact

There is no fiscal impact associated with accepting the Library Workforce Report.

## Recommendation

Recommend Library JPA Operations Committee accept the Library Workforce Report.

## Attachment

Functional Organization Chart 2022-23

San Mateo County Libraries  
Functional Organization Chart 2022-23





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To: JPA Operations Committee  
From: Anne-Marie Despain, Director of Library Services  
Date: November 3, 2022  
Meeting: November 8, 2022  
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 understand community needs and promote meaningful library services as solutions.**

Flu Crew

We offered three Flu Crew events throughout October, expanding to establish North Fair Oaks as a key new location. Flu Crew has historically been a partnership with Stanford Medical School and the County of San Mateo and hosted at Belmont and Half Moon Bay Libraries. At Half Moon Bay Library, people were lined up before the program started and enjoyed a dance performance with Filipino dance troupe Parangal while they were waiting. Staff also gave out stickers and free books to 141 people who received vaccinations. Belmont hosted Saturday storytime for newly vaccinated families to enjoy and vaccinated 130 people this year.



We ended the series on October 29<sup>th</sup> at North Fair Oaks Library. In partnership with the Student Nurses of College of San Mateo, we vaccinated over 60 people. Families expressed gratitude as they were having trouble finding appointments elsewhere and shared concerns about the rise of flu and RSV in children. Our partner has hosted similar past events in North Fair Oaks and was thrilled to administer their highest number of vaccinations in recent years, almost doubling their impact from last year.

Voter Support

We are continuing our successful partnership with County Elections. To support convenient voter access and participation in the electoral process, we are hosting Vote by Mail Ballot Drop Boxes in five community library locations: Brisbane, Half Moon Bay, North Fair Oaks, and Woodside. Ballot drop boxes will be available to the public October 10 to November 8, 2022 (Election Day) for the November General Election.

### Drop-In Legal Immigration Clinic

On the weekend of September 17-18, in partnership with the Office of Community Affairs, North Fair Oaks and Half Moon Bay libraries hosted two days of Drop-In Legal Immigration Clinics. Lawyers were able to meet with up to 22 clients at the two locations, some of whom were waiting outside the library before the library opened to secure a spot with an attorney. While a few clients had simple questions, or needed advice on next steps for their cases, several clients were victims of fraud. Lawyers at the drop-in clinic were able to successfully refer people or take on the cases themselves.

### Free Copying

We are pleased to offer the public a new service – free copying. Single-unit printing, copying, and scanning stations are now available at every library location enhancing our existing free printing and scanning services to include copying. Equity is a top priority for San Mateo County Libraries, and we understand that not all patrons have access to printing and copying when they need it most. With the help of this free service, patrons will be able to print crucial documents like resumes, applications for jobs, and assignments without worrying about the cost. By limiting this service to 25 copies, we can maintain our focus on sustainability while providing support in situations where a paper copy is the only alternative.

### Featured Digital Resources

We now offer PressReader, which unlocks 3,000 newspapers and 4,000 magazines, including high-quality content from more than 120 countries in over 60 languages. Catch up on national news from major newspaper publications like the *Chicago Tribune*, *Dallas Morning News* and the *Philadelphia Inquirer*. Top magazines include *Newsweek*, *Vogue*, *Smithsonian*, *Top Gear* and *Popular Science*.



Calm, our online service that provides guided meditations, courses, stories, music, and other helpful tools to manage stress and mental health, is now easier to use than ever. Full unlimited accounts are now available without a need for renewal. Patrons and staff can also add up to four family members to their account. Once added, each family member can create their own profile.

We are extending free access to vital tools for workforce and academic success. Valuable job and career resources will continue to be offered with the support of the California State Library. Brainfuse HelpNow is also now funded through the California State Library with significant enhancements including 24/7 support for tutoring in math, reading, and writing as well as bilingual tutoring support in Spanish, Cantonese, Mandarin, Tagalog and Vietnamese. All school-aged youth now have more equitable and accessible academic support thanks to these exciting improvements.

### Author Talks

Following on the September success of *Mooncakes and Milk Bread* author Kristina Cho's live virtual mooncake demonstration, we hosted another cook-along on October 20. Vashanti Bahadkamar-Balan, Foster City resident and local author of *Authentic Indian Cooking with Your Instant Pot: Classic and Innovative Recipes for the Home Cook* led 66 attendees through a popular virtual cooking demonstration. Another October author was Abigail Hing Wen, for *Loveboat Taipei*, and our November authors are Mallory O'Meara for *Girly Drinks* and Priya Fielding-Singh for *How the Other Half Eats*, which will be hosted by JPA Governing Board member Maryann Derwin. Our final December talk of the year will be local author Nina LaCour discussing her latest book *Yerba Buena*.

### County Parks Passes

San Mateo County Libraries is thrilled to bring additional opportunities for exploration to our communities. Now, patrons can discover the natural beauty of the San Francisco Peninsula with free access to San Mateo County Parks. In partnership with San Mateo County Parks, all 13 of our libraries will soon offer County Park passes for checkout. Passes will be bundled with a map of the 22 County Parks, all ready to go in our new hiking fanny packs. Our new County Park passes waive vehicle entry fees, allowing borrowers and their friends and family into the park at no additional charge. With these passes for checkout, our goal is to encourage community members to visit and appreciate County Parks and the land we live on. Plans to launch this new offering will take place later this month.

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

### Power Up Afternoons

On October 17, we launched Power Up Afternoons, enriching and activating afternoons at all our locations. Power Up Afternoons is offered every day after school for kindergarten through high school students. Experiences center mental wellness, art and self-expression, and STEAM, lifting up the many different voices and perspectives in our communities. In Power Up Afternoons, youth are invited to relax with art activities like still life painting or DIY projects. These are opportunities to recharge during a study break and participate in mindfulness or engage in STEAM activities like exploring with microscopes and learning coding with robots. Our staff are fostering connections between youth, encouraging project-based learning in the library, and offering project-related books and online resources to continue exploration at home. Over the first two weeks of Power Up Afternoons, more than 1,800 participants were engaged across all our locations.

### Raising A Reader

Raising a Reader is a national program that promotes early literacy through the love of books. During the academic school year, families from 165 Big Lift and subsidized preschool classrooms across the county rotate bookbags filled with four different books every week to develop a shared love of books.



Unfortunately, during the pandemic, the number of books going into children's homes significantly declined or stopped entirely. Staff worked with sites to provide education and allay safety concerns – by April 2022, 97% of our 2,400 youth were again receiving new books every week.



129 preschool teachers attended the two staff development sessions we offered emphasizing the importance of age-appropriate early learning techniques and how to teach them to families. At the end of the school year, every child signed up for the Summer Learning Challenge and families were invited to visit their local library over the summer to continue sharing books together. Graduating preschoolers received their book and log inside a brand-new library bookbag with ample room to fill with a bounty of books from the collection.

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

#### National Night Out

Many of our libraries participated in National Night Out, an annual community-building campaign that promotes community partnerships and neighborhood comradery with the goal of creating safer and stronger neighborhoods. The Belmont Library functioned as the official City Site for National Night Out, covering the Carlmont neighborhood. Major departments displayed their vehicles, provided information on their services to the community, and offered many giveaways while the library hosted and offered live musical entertainment. In Atherton, Half Moon Bay, and North Fair Oaks, staff joined in the fun by distributing free books, engaging new summer learners, highlighting upcoming fall programming, and providing 3D prints.

#### Peninsula Clean Energy Green Backup Generators

At the September 19 JPA Governing Board meeting, staff were asked to gather information on whether there are options for emergency power generated from renewable sources through Peninsula Clean Energy (PCE). In January 2020, PCE published a [Resiliency Strategy](#) report that outlines their plan for building reliable, clean, and economic alternatives to diesel generators for energy resiliency. Staff have reached out to PCE to better understand what options for greener emergency power might be available for library facilities. PCE has responded that they are currently working to install their first round of systems, but that they will soon be looking for projects for their next round. PCE is going to reach back out to staff in the coming weeks to provide more information on the systems and the process to be included in the next round. We will continue to update the Governing Board and Operations Committee as we receive additional information.

### Atherton Library

We are honored to announce that the 2022 AIA (American Institute of Architects) California Design Awards Jury has selected the Atherton Library to receive a Climate Action Award. Designed by WRNS Studio, AIA said about the project "Set on the wooded site of Atherton's recently built Civic Center, the new, light-filled 9,601-sf library is designed as a welcoming hub for community engagement. The healthy, low-carbon, all-electric project nestles into its locale with a modern design that reflects current and future trends, including multi-use spaces which can easily be adapted for patrons' needs."

Atherton Library is one of the top building recipients to address the climate crisis through architecture. Its building design is in parallel to aesthetic design considerations and explicitly incorporates effective performance/sustainability strategies in multiple areas—energy, water, materials, health, ecology, resilience.

Read more at: [Atherton Library – Climate Action Award \(aiacalifornia.org\)](https://aiacalifornia.org/atherton-library-climate-action-award)



### Library Improvements Update

Library staff continues to work closely with city and county staff to focus on facility improvements and future makerspaces:

- The Library Administration building remodel is nearing completion. County Public Works renovated both restrooms with new tile work, fixtures, and partitions. Currently, the kitchen and staff break room is being updated with new cabinets and appliances.
- This fiscal year, staff is also working to replace and/or purchase additional indoor and outdoor furniture for all locations and will be partnering with city and county staff to improve several facilities with new flooring, painting, and signage.
- The State Library awarded the North Fair Oaks Library with \$106,174 in Building Forward Library Infrastructure Grant Program for new restroom construction. The Budget Act of 2021 (SB 129) allocated \$439 Million in one-time funds to address life-safety and critical maintenance needs of library buildings, prioritized for libraries serving high poverty areas.
- In the coming months, final design plans for both the new Millbrae Library and Foster City Library makerspaces will be submitted to the cities for review. City staff will finalize documents and seek authorization to go out to bid.
- We are also pleased to report that we will begin investigating the feasibility of a makerspace at the San Carlos Library and children's garden at the Atherton Library. Staff will soon begin the process of seeking proposals for conceptual designs and a community engagement process for each project.

We look forward to making progress on these improvement projects for our communities.

### 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 County holidays and operational hours, remaining 2022 and new 2023 holiday and closure dates include:

#### 2022

Friday, November 11	Veterans Day Holiday
Wednesday, November 23	Libraries close at 5 PM
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

#### 2023

Sunday, January 1	Library Closure
Monday, January 2	New Year's Day Holiday (observed)
Sunday, January 15	Library Closure
Monday, January 16	Martin Luther King, Jr., Holiday
Sunday, February 19	Library Closure
Monday, February 20	Presidents' Day Holiday
Sunday, April 9	Library Closure
Sunday, May 28	Library Closure
Monday, May 29	Memorial Day Holiday
Sunday, June 18	Library Closure
Monday, June 19	Juneteenth Holiday
Tuesday, July 4	Independence Day Holiday
Sunday, September 3	Library Closure
Monday, September 4	Labor Day Holiday
Sunday, October 8	Library Closure
Monday, October 9	Indigenous Peoples' Day Holiday
Saturday, November 11	Veterans Day Holiday
Sunday, November 12	Library Closure
Wednesday, November 22	Libraries close at 5 PM
Thursday, November 23	Thanksgiving Day Holiday
Friday, November 24	Day after Thanksgiving Holiday
Sunday, December 24	Library Closure
Monday, December 25	Christmas Day Holiday
Sunday, December 31	Library Closure

### Labor Negotiations

The County is in the process of negotiating a new Extra Help labor contract with SEIU, the union that represents San Mateo County Libraries' non-management employees. The current contract expired in January 2022. Negotiation meetings are currently taking place to work towards an agreement. It is anticipated an agreement may go to the County Board of Supervisors in the new year for approval.

### Employee Service Awards

Two employees are being honored by the County for their completed years of service: Christina Olsen, Pacifica Library Assistant (20 years) and Elise Staples, Millbrae Library Branch Manager (10 years). Congratulations to Christina and Elise on their many years of service and numerous contributions to San Mateo County Libraries!

### Library Personnel News

We are excited to share the following personnel announcements:

Paula Teixeira has announced her retirement effective December 16. Paula has worked for SMCL for more than 16 years, working as the Circulation Supervisor at Pacifica Libraries for 14 of those years. Paula has enthusiastically planned and presented many adult programs both for the Pacifica Libraries and for the entire system, including her popular Walk & Talk Book Club which has been meeting for over ten years! Paula is a regular fixture at outreach events in Pacifica and started a bi-monthly pop-up library at the Pacifica Community Center during their Senior Lunch program.

Minna Albagli, Library Assistant at the Millbrae Library and Access Services Division retired earlier this month. Minna worked for SMCL for than 12 years and her contributions to the community are many including growing our systemwide language collections and starting the popular Lunar New Year Festival. She also made significant contributions to our first Chinese language eBranch.

After an incredible 28 years, Cris Miranda, Senior Graphics Specialist in our Communications Division has announced he has accepted a promotion in the County's Planning and Building Department and Raquel Espana has also recently accepted a new position and her last day at SMCL will be November 5. Raquel started working at San Mateo County Libraries five years ago as our Development Manager.

Adrienne Gass has accepted a promotion to the position of Senior Librarian at our North Fair Oaks Library. Adrienne previously worked as a Librarian at the Foster City Library and in Access Services assisting with the Empower Card and Student Success Initiative. Adrienne holds an MLIS from Rutgers University and a Bachelor's in English and History.

Sam Trinkaus has accepted a permanent Library Assistant position in our Access Services Division. Sam previously worked as an Extra-Help Library Assistant across our system and has assisted with system-wide author programs.

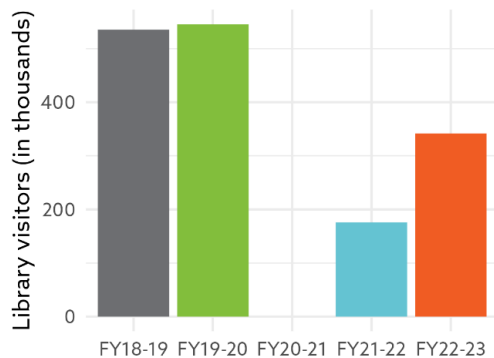
Please join us in congratulating the following staff who have accepted professional growth opportunities. Senior Librarian Amy Selmi has accepted a work-out-of-class (WOC) position to help lead the expansion and return of our volunteer program, Ismael Betancourt will be Interim Senior Librarian at the Atherton Library, Senior Librarian Cary Mossing will be Acting Manager at the Millbrae Library while Elise Staples is on parental leave. Librarian Darren Heiber will be Interim Senior Librarian at the San Carlos Library, and finally, Financial Services Manager Lindsey Freeland will be Interim Development Manager in addition to her continued work leading the Finance Division.

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

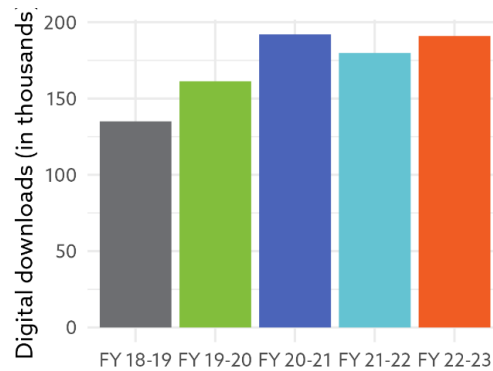
### Quarter 1 Data Update

The following charts summarize first quarter totals for key library services, including July through September, from FY2018-19 through the current fiscal year. Updates will be provided on a quarterly basis moving forward, with year-over-year and quarter-over-quarter comparisons available.

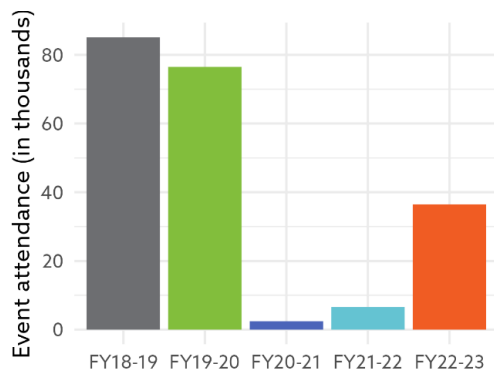
#### Q1 LIBRARY VISITORS



#### Q1 DIGITAL DOWNLOADS



#### Q1 EVENT ATTENDANCE



#### Q1 ITEMS CIRCULATED

