



Joint Powers Authority Governing Board

Rick DeGolia, Atherton (Vice Chair)
Julia Mates, Belmont (Chair)
Frank Kern, Brisbane
Mark Dinan, East Palo Alto
Art Kiesel, Foster City
Deborah Penrose, Half Moon Bay

Reuben Holober, Millbrae
Mary Bier, Pacifica
Rebecca Flynn, Portola Valley
Sara McDowell, San Carlos
Lisa Gauthier, San Mateo County
Dick Brown, Woodside

**San Mateo County Library Joint Powers Authority
Governing Board Agenda
November 3, 2025 8:15 a.m.**

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

<https://SMCL.zoom.us/j/93682191496?pwd=1or0YHlDiob0nbflxQdTdgXEZm8LSv.1>

Or Telephone: +1 669 900 6833 Meeting ID: 936 8219 1496 Passcode: 068549

Meeting Location:

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

Teleconference Location, 500 County Center, 5th floor, Redwood City, CA 94063

Members of the public may email written public comments in advance of the meeting to Chelsea Quintanilla at quintanillac@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. 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.

In compliance with Title II of the Americans with Disabilities Act, the County will provide reasonable accommodations for persons with disabilities. If possible, please give three (3) business days advance notice of any accommodation needs by contacting Chelsea Quintanilla at quintanillac@smcl.org or call the California Relay Service (711).

If you believe the County has not met your rights under Title II of the Americans with Disabilities Act, please contact Anne-Marie Despain at (650) 684-0711 and/or despain@smcl.org or call the California Relay Service (711).

I. Call to Order	Action
II. Public Comments	Information
III. Approval of the September 15, 2025 Minutes	Action
IV. Approval of Library Policies	Action
V. San Carlos Makerspace Project	Action
VI. Approval of Governing Board Meeting Schedule for 2026	Action
VII. Director's Report	Information
VIII. Governing Board Members Announcements	Information
IX. Closed Session: Public Employee Performance Evaluation Closed Session pursuant to Government Code Section 54957 (Director of Library Services)	Action
X. Adjournment	Action



San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of September 15, 2025

Board Members Present:

Rick DeGolia, Atherton (Vice Chair)
Julia Mates, Belmont (Chair)
Frank Kern, Brisbane
Mark Dinan, East Palo Alto
Art Kiesel, Foster City
Deborah Penrose, Half Moon Bay
Reuben Holober, Millbrae
Mary Bier, Pacifica
Rebecca Flynn, Portola Valley
Sara McDowell, San Carlos
Dick Brown, Woodside

Staff Present:

Anne-Marie Despain
Paniz Amirinasi
Chelsea Quintanilla

-
- I. Call to Order. The meeting was called to order at 8:17 a.m. by Chair Mates.
 - II. Public Comments. Written public comment received by letter dated September 4, 2025 from Emil Lawrence, distributed to board members and included in library files.
 - III. Director's Report and Staff Recognition. Director Despain shared several highlights from the Director's Report, notably the success of the Belmont Library Reopening Celebration, new makerspaces updates, and personnel announcements. Chair Mates thanked staff for the success of the refreshed Belmont Library and the wonderful community celebration. Member Flynn inquired about what emergency power equipment is offered at library locations. Deputy Director Danae Ramirez briefly shared about the portable jackeries used to charge multiple devices that are offered at all library locations. The board recognized several employees for their service awards including, Deputy Director Danae Ramirez for 10 years of service and Accountant Winnie Kuang-Todd on 20 years of service with San Mateo County. LEAD program graduates were also recognized with a certificate of completion. Nancy Analco, Nicole Fernandez, Nick Hernandez, Jenna Varden, and Julia Wright recently completed this six month mentoring and training program.
 - IV. Consent Agenda. The Consent Agenda included the Approval of the June 16, 2025 Minutes, the Investment Report for FY 2024-25, the Grant and Fundraising Report for FY 2024-25, the Summer Learning Report and the Atherton Library Children's Garden Project.

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

- V. Approval of the Final FY 2025-26 Adopted Budget. Interim Finance Director Amirinasi provided an overview of the proposed FY 2025-26 Adopted Budget and highlighted the most significant changes. The Recommended Budget was approved by the JPA Governing Board on June 10 and implemented on July 1, totaling \$92,163,562. Based on fiscal year-end closing activities, updated information and final adjustments, the Adopted Budget now totals \$99,071,733. Interim Finance Director Manager Amirinasi shared key projects to look forward to in FY 2025-26, including the procurement of a new bookmobile, the Atherton's Children Garden, new makerspaces at the Foster City and San Carlos Libraries, purchasing assets to enhance outreach efforts, installing privacy pods, exploring AI service applications, establishing digital literacy hubs, and providing reading tutoring and homework help. Member DeGolia inquired about the estimated projection for property taxes. Interim Finance Director Amirinasi noted the under projection is due to a more conservative approach to the revenue received and the estimates reflected San Mateo County's projection of property taxes.

Motion: Approve the Final FY 2025-26 Adopted Budget. Passed (MSP: Flynn/Penrose).

- VI. Proposed Uses of Restricted Library Funds. Director Despain summarized the Library JPA Agreement's provision regarding restricted Library funds. Proposed uses of restricted Library JPA Funds in FY 2025-26 total \$2,664,152 and the following qualifying member cities are interested in using restricted Library funds to support community library related facility upgrades, maintenance and one-time projects: Atherton, Foster City, Portola Valley, San Carlos, and Woodside. Member McDowell inquired about the process of the 50:50 split. Director Despain clarified that the difference is determined at year-end and after member cities request proposed use of that amount, the difference would then be split 50:50. Member Flynn asked if current trust funds are not subject to the 50:50 split, to which Director Despain confirmed that the split is applied to new excess funds. Member Flynn asked if it is recommended by the Library JPA to use locally held funds first, to which Director Despain shared that it yes, locally held funds need to be used first. Member Brown asked about the definition of library uses. Director Despain shared that the language in the provision includes specific examples such as facility maintenance, remodeling or expansion, increased hours or increased material and equipment purchases, but the library related activities is not limited and could be broadly applied to many library enhancements.

Motion: Approve the Proposed Uses of Restricted Library Funds in FY 2025-26. Passed (MSP: Flynn/Holober).

- VII. Governing Board Members Announcements. Member Penrose highlighted Half Moon Bay's Summer's End concert series at the newly renovated Carter Park through October 3rd and the annual Pumpkin Festival.

- VIII. Adjournment. The meeting adjourned at 8:59 a.m.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: October 28, 2025
Meeting: November 3, 2025
Re: Approval of Library Policies

Background

As outlined in the Library Joint Powers Authority (Library JPA) Agreement, the Governing Board is responsible for creating, adopting, and maintaining policies to provide for the conduct of library business as well as the services and programs of the system. A complete list of Board approved policies is attached. From time to time, it is necessary to evaluate and update policies to reflect current library practices, uses and issues.

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

Discussion

Staff is recommending the approval of two policies.

Conflict of Interest Policy

The Library's established Conflict of Interest Policy was last approved by the JPA Governing Board in November 2023. To ensure conflict of interest codes remain current and accurate, the Political Reform Act requires every local government agency to review its policy biennially. The attached policy has no revisions.

Procurement Policy

The Library's established Procurement Policy was last approved by the JPA Governing Board in November 2024. 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. Updates to the policy align with County Controller requirements to have a purchase order for every invoice. To ensure that best procurement practice is followed, the policy is being updated with minor changes to require a minimum of three quotes (best effort) for recurring services, even if they fall at \$9,999 or below. Other changes by the Controller necessitate contracts for recurring services at any dollar amount.

Fiscal Impact

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

Recommendation

Recommend Library JPA Governing Board approve the Conflict of Interest and Procurement Policies.

Attachments

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

LIBRARY POLICIES

- Behavior Policy – February 5, 2024
- Child Safety Policy – November 7, 2016
- Communications Policy – February 5, 2018
- Community Bulletin Board Policy – November 7, 2016
- Conflict of Interest Policy – November 13, 2023
- Exhibit and Display Policy – November 4, 2024
- Fund Balance Policy – June 16, 2025
- Furnishings and Equipment Funding Policy – February 5, 2024
- Gift and Donation Policy – November 5, 2018
- Guidelines for Addressing the Library JPA – February 5, 2024
- Implied Consent Policy – November 7, 2016
- Investment Policy – September 15, 2025
- Library Building Planning Policy – February 5, 2024
- Library Renovations Policy – September 8, 2008
- Material Access and Selection Policy – February 5, 2024
- Privacy Policy – November 4, 2019
- Procurement Policy – November 4, 2024
- Public Computers, Devices and Internet Access Policy – November 7, 2016
- Sustainability Policy – November 9, 2020
- Website Policy – November 7, 2016

CONFLICT OF INTEREST POLICY

Background and Purpose

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

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

Adoption of Conflict of Interest Code

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

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

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

Appendix

List of Designated Positions and Description of Financial Disclosure Categories

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

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

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

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

Disclosure Categories

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

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

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

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

PROCUREMENT POLICY – (Revisions)

Background and Purpose

In all matters related to procurement, 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

Bi-annually, a list of invoices paid with a value of \$50,000 or greater will be provided to the JPA Governing Board.

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 \$120,000 per year for two years, its total value is \$240,000.

Estimated costs for individual fixed assets of \$200,001 or above will be listed in the annual budget. If the actual cost once bid is 20 percent or more higher than originally estimated in the budget, JPA Governing Board pre-approval of the new cost will be required. The JPA Governing Board Chair will continue to execute any associated invoices or contracts of \$200,001 and above.

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

1. \$9,999 and Below: Documentation is not required for procurement of goods or non-recurring services. However, internal procedures should be employed to ensure that the selection process is fair, the provider is qualified, and the cost is competitive. For recurring services, staff are expected to exercise their best effort to obtain a minimum of three quotes from potential providers.
2. \$10,000 to \$200,000: A formal process is not required. However, staff are expected to exercise their best efforts to obtain a minimum of three quotes from potential providers. Staff must document the responses received and their recommendation for vendor selection for approval by the Director of Library Services. Price will be considered in addition to other relevant criteria, which may include, but is not limited to, the quality of the goods or services, delivery timelines, and vendor experience.
3. \$200,001 and Above: This category requires that either a formal Request for Proposals (RFP) or Invitation for Bid (IFB) process be followed.

An RFP is used when pricing is not the only factor that needs to be considered for vendor selection. 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 encourage competition, give all qualified providers the opportunity to be considered, and ensure that the Library receives the best value in obtaining services. RFPs are to be evaluated based on the evaluation criteria set forth in the RFP. 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.

An IFB is used when specifications are well defined, and price, responsibility, and responsiveness are the only determining factors in vendor selection. IFBs 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 set forth in the IFB. The evaluation shall be based on the face value of the bid and, when applicable, may 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. Responsiveness will be determined by whether the bid conforms to the instructions set forth in the IFB. Responsibility may take into consideration matters such as the bidder's integrity, compliance with public policy, and record of past performance with other entities. After the bids are evaluated, the award shall be made to the lowest responsive, responsible bidder.

Contracts will generally be awarded pursuant to the above guidelines; however, it is recognized that the Library's needs 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. An open-market blanket purchase order or contract may be established, after the appropriate competitive process is followed, 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: A sole source procurement occurs if it has been determined through research and documentation that there is only one source for the required product or service.
Example sole source qualification:
 - o Competition is precluded because of the existence of patent rights, copyrights, or similar circumstances and there is no equivalent item or service.
- Single Source: 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. Example single source exemption qualifications include:
 - o 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.
 - o 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.
- Emergencies: An emergency is defined as a sudden, unexpected occurrence posing a clear and imminent danger that will not permit delay that might result from a competitive procurement but requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Competitive procurement requirements may be waived in the case of emergencies as determined by the Director of Library Services.

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 – (Recommended)

Background and Purpose

In all matters related to procurement, 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

Bi-annually, a list of invoices paid with a value of \$50,000 or greater will be provided to the JPA Governing Board.

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 \$120,000 per year for two years, its total value is \$240,000.

Estimated costs for individual fixed assets of \$200,001 or above will be listed in the annual budget. If the actual cost once bid is 20 percent or more higher than originally estimated in the budget, JPA Governing Board pre-approval of the new cost will be required. The JPA Governing Board Chair will continue to execute any associated invoices or contracts of \$200,001 and above.

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

- 1.** \$9,999 and Below: Documentation is not required for procurement of goods or non-recurring services. However, internal procedures should be employed to ensure that the selection process is fair, the provider is qualified, and the cost is competitive. For recurring services, staff are expected to exercise their best effort to obtain a minimum of three quotes from potential providers.
- 2.** \$10,000 to \$200,000: A formal process is not required. However, staff are expected to exercise their best efforts to obtain a minimum of three quotes from potential providers. Staff must document the responses received and their recommendation for vendor selection for approval by the Director of Library Services. Price will be considered in addition to other relevant criteria, which may include, but is not limited to, the quality of the goods or services, delivery timelines, and vendor experience.
- 3.** \$200,001 and Above: This category requires that either a formal Request for Proposals (RFP) or Invitation for Bid (IFB) process be followed.

An RFP is used when pricing is not the only factor that needs to be considered for vendor selection. 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 encourage competition,

give all qualified providers the opportunity to be considered, and ensure that the Library receives the best value in obtaining services. RFPs are to be evaluated based on the evaluation criteria set forth in the RFP. 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.

An IFB is used when specifications are well defined, and price, responsibility, and responsiveness are the only determining factors in vendor selection. IFBs 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 set forth in the IFB. The evaluation shall be based on the face value of the bid and, when applicable, may 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. Responsiveness will be determined by whether the bid conforms to the instructions set forth in the IFB. Responsibility may take into consideration matters such as the bidder's integrity, compliance with public policy, and record of past performance with other entities. After the bids are evaluated, the award shall be made to the lowest responsive, responsible bidder.

Contracts will generally be awarded pursuant to the above guidelines; however, it is recognized that the Library's needs 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. An open-market blanket purchase order or contract may be established, after the appropriate competitive process is followed, 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: A sole source procurement occurs if it has been determined through research and documentation that there is only one source for the required product or service. Example sole source qualification:
 - o Competition is precluded because of the existence of patent rights, copyrights, or similar circumstances and there is no equivalent item or service.
- Single Source: 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. Example single source exemption qualifications include:
 - o 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.
 - o 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.
- Emergencies: An emergency is defined as a sudden, unexpected occurrence posing a clear and imminent danger that will not permit delay that might result from a competitive procurement but requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Competitive procurement requirements may be waived in the case of emergencies as determined by the Director of Library Services.

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.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Danae Ramirez, Deputy Director
Date: October 28, 2025
Meeting: November 3, 2025
Re: San Carlos Makerspace Project Report

Background

The Library JPA Governing Board approved a Makerspace Master Plan in September 2017 that has served as a roadmap for developing community spaces that foster curiosity, creativity, and learning. This plan was created after an extensive community engagement process that included input from the San Carlos community and the Friends of the San Carlos Library. Over the past seven years, the San Mateo County Libraries have opened dedicated makerspaces in five of its community libraries: Half Moon Bay (2018), Brisbane (2020), Atherton (2022), Millbrae (2024) and Belmont (2025).

In June of 2023, San Mateo County Libraries and San Carlos City staff began discussing a conceptual plan for adding a makerspace to the San Carlos Library. In November 2023, the Library hired WRNS Studio architectural firm and launched a local community engagement process to develop a makerspace conceptual design that would meet community needs and interests.

A task force, comprising Library staff, City staff, and members of the Friends of the San Carlos Library, helped develop a conceptual design that features community interests, including 3D printing, sewing machines, and a laser cutter. The makerspace design is now complete and has been reviewed and approved by the City. The project is ready to move from concept to construction.

Discussion

The San Carlos Makerspace project will involve renovating a 1,000-square-foot space on the second floor of the Library. This renovation will include installing new resilient flooring, cabinets with a sink, a new exhaust fan for the laser cutters, and solar tube lighting. The innovative space will feature modern furniture, a creative work counter, cutting-edge technology, cozy lounge areas, a writable wall, and a digital screen for brainstorming and instruction. The design also incorporates light elements inspired by the library's rotunda dome, blending functionality with aesthetic appeal.

Under the Library JPA Agreement, San Mateo County Libraries is responsible for library operations, including staffing, services, programs, collections, furniture, fixtures, and equipment. Member cities are responsible for maintenance and repair, which includes utility, janitorial, and facility improvement costs, including capital projects.

As the facility owner, the City of San Carlos will oversee construction of the Makerspace Project including providing bid oversight, project management and contractor's performance. On November 10, 2025, San Carlos City staff will seek authorization from Council to bid the project and enter into an agreement with the Library JPA to stipulate roles and responsibilities. If approved, the project is expected to go out for bid in January 2026.

The preliminary cost estimate completed in September 2025 is \$760,655. The project is funded through a combination of funds including Library JPA Excess Funds restricted for the San Carlos Library and an anticipated Friends of the San Carlos Library donation.

Together, the San Mateo County Libraries and the City of San Carlos will provide a place where the community can develop timeless STEAM (Science, Technology, Engineering, Arts, and Mathematics) skills through educational activities that promote problem-solving, critical thinking, creativity and curiosity.

Fiscal Impact

The project is primarily funded by Library JPA Excess Funds restricted for the San Carlos Library. As part of the Final FY 2025-26 Adopted Budget an amount of \$800,000 for the San Carlos Makerspace was approved by the Governing Board on September 15, 2025.

Recommendation

Recommend Governing Board acceptance of the San Carlos Makerspace Project Report.

Attachment

San Carlos Makerspace Design Images, WRNS Studio

San Carlos Maker's Space

WRNSSTUDIO

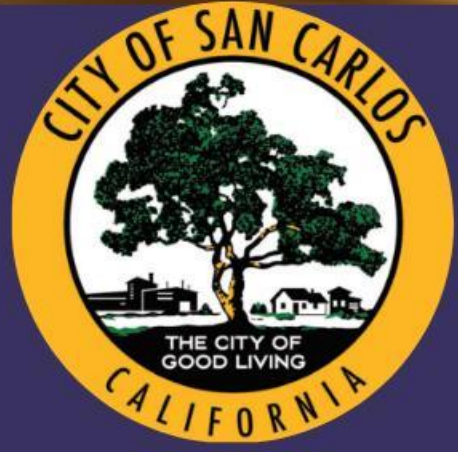


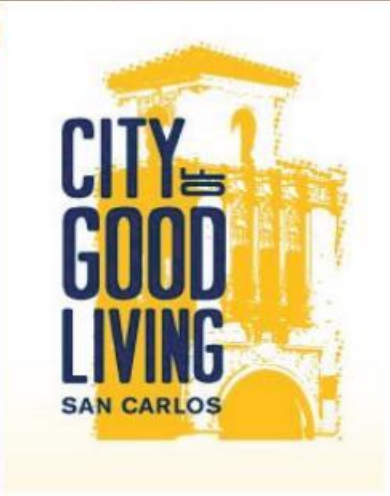
San Mateo
County
Libraries

Open for Exploration™

Scheme 1: Rotunda Reflections





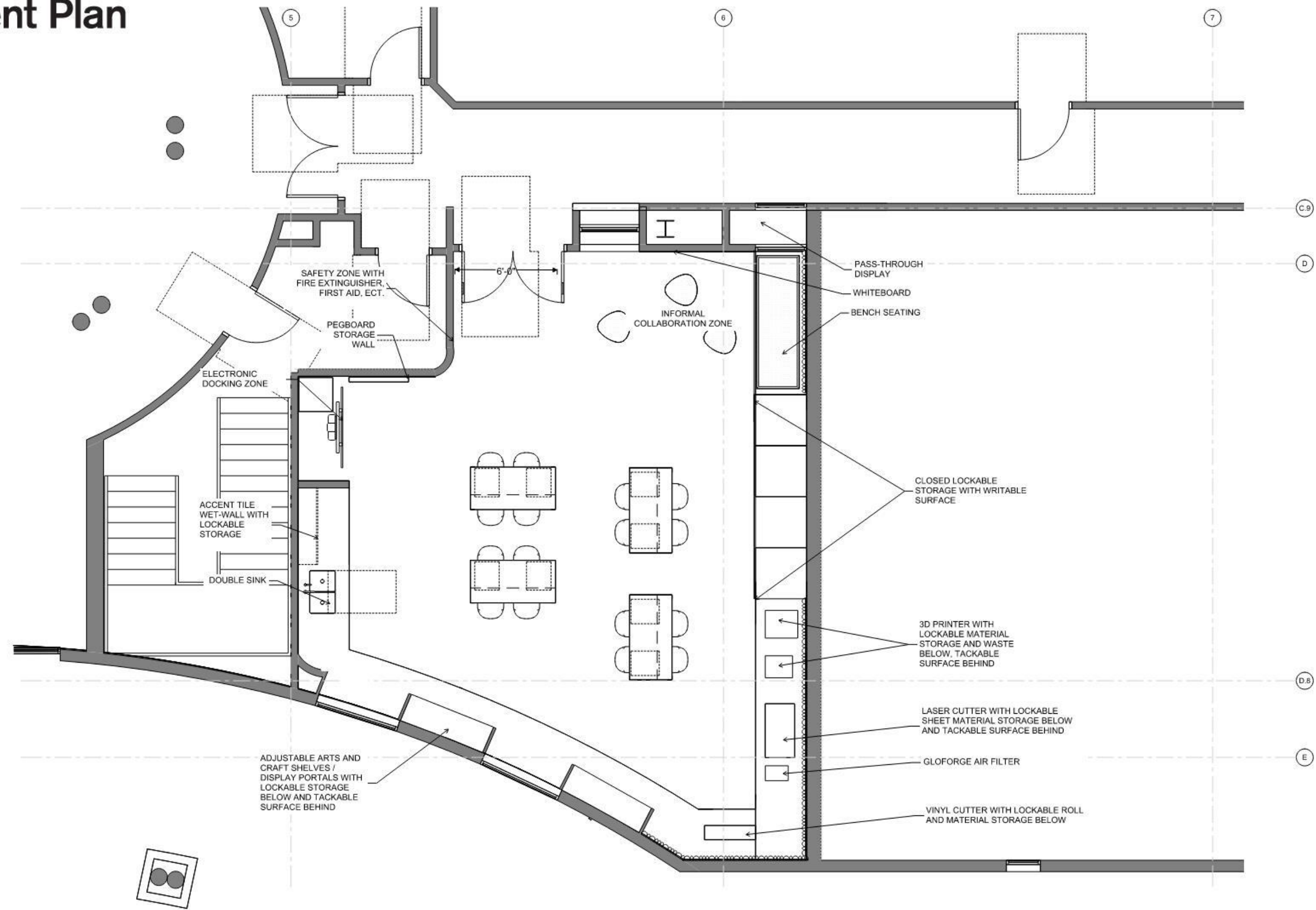




Rotunda Reflections: Axons



Current Plan



Rotunda Reflections: Curved Wall



Rotunda Reflections: Wet Wall - Docking Station



Rotunda Reflections: Informal Collaboration Zone



Rotunda Reflections: Storage Wall





To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services 
Date: October 28, 2025
Meeting: November 3, 2025
Re: Approval of Governing Board Meeting Schedule for 2026

Background

The Library JPA Agreement states that 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.

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.

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

Discussion

The 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 in-person at Library Administration, 125 Lessingia Court, San Mateo and by teleconference pursuant to Government Code Section 54953(b).

The table below outlines the 2026 proposed meeting schedule. Also included is a list of items agendaized on an annual basis. Notice of the time and place and the conduct of all regular meetings are in accordance with the Ralph M. Brown Act. The agenda is posted and distributed at least three days in advance of scheduled meetings. Additional agenda items are added to the schedule as needed and special meetings may also be held as convened by the Operations Committee Chair or the Governing Board Chair.

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

2026 Proposed Meeting Dates		
Operations Committee	Governing Board	Agendized Items
January 27	February 2	- Financial Audit Report - Mid-Year Report
May 5	May 11	Introduction to the Recommended Budget
June 2	June 8	- Adoption of the Recommended Budget - Election of Officers
September 8	September 14	- Investment Report - Grant Activities Report - Proposed Uses of Library Trust Funds - Approval of the Final Adopted Budget
October 27	November 9	- Approval of JPA Meeting Schedule - Approval of Library Policies

Fiscal Impact

There is no fiscal impact associated with approving the proposed 2026 Library JPA Governing Board Meeting Schedule.

Recommendation

Recommend JPA Governing Board approve the proposed Library JPA Governing Board Meeting Schedule for 2026.



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Date: October 28, 2025
Meeting: November 3, 2025
Re: Director's Report

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

We listen to our community and create responsive services and spaces where everyone belongs

Mid-Autumn Festival

We honored a 3,000-year-old tradition celebrated across East and Southeast Asia, a time for family reunions, gratitude for the harvest, and appreciation of the full moon, which symbolizes unity. Our community came together to share stories, enjoy music, and create art through hands-on activities.



Families embroidered with local artist Tiffany Tzeng, enjoyed instrumental Chinese music and explored the festival's legends and customs at bilingual Mandarin-English storytime. Adults created glowing paper lanterns and textured moon art while learning festival-related Chinese characters. Together, these activities honored a festival cherished by our community, highlighted local artists and tradition-keepers, deepened cross-cultural understanding and welcomed new neighbors into the library. More than 1,160 people have participated in these experiences so far, with one attendee noting, "I never knew about the Mid-Autumn Festival meaning or about what the mooncakes meant. Through the different workshops... I was able to learn about the Mid-Autumn Festival and the culture. It really helped me understand what it was about. I also got to try my first mooncake, I loved it."

[Lanterns Workshop Lights Up Mid-Autumn Festivities](#), M-A Chronicle, October 7, 2025

Diwali Celebrations

In October and November, we're honored to celebrate Diwali, also known as the Festival of Lights. Diwali is a major Hindu festival celebrated in India, across the world and within our communities at San Mateo County Libraries. It symbolizes the victory of light over darkness and good over evil. Our offerings this year include visits from local artist Swati, who will join us to apply beautiful Diwali henna designs, vibrant performances featuring storytelling from Indian mythology from Laya Arts Collective, and Pagrah Dance Studio's presentations of a classical Indian dance known as Bharatanatyam. With its upcoming adoption as a statewide holiday, we're more excited than ever to host these events in celebration of our community.

Expanding Adult Literacy Capacity

To meet literacy learning demand, we have begun recruiting new adult literacy tutors through two key strategies: volunteer information parties and a compelling new multimedia campaign. Volunteer information parties have been hosted in East Palo Alto, Foster City, Half Moon Bay, and San Carlos to provide an overview of our tutoring program, share success stories and create connections. The majority of the 83 summer attendees then took the next step of submitting volunteer applications, with some now tutoring learners. One participant shared: "I would like the opportunity to pursue service and dedicate myself to something. As a previous English language learner, I understand the importance of literacy in one's life."



To reach new audiences countywide, this autumn we initiated an exciting multimedia campaign. Audiences are invited to change a life by becoming adult literacy tutors, with messages such as "Community Grows Through Literacy" and "Building Community, One Word at a Time." Our

communications are being broadcast online, over the radio, and on streaming audio, including platforms like Spotify, Pandora and iHeartRadio. Early indicators are promising, with 64 radio spots aired in the first week and 126,620 impressions already from digital ads, reflecting bold outreach aligned with the Board's direction to grow these services. Recruiting new literacy volunteers is of critical importance as we work to support every learner and expand our ability to serve the significant literacy needs in our communities.

[Learning Side by Side: A Friendship Built Through Tutoring at the Half Moon Bay Library ~ You Could Tutor, Too?](#), Coastside Buzz, October 1, 2025

New Reading Tutoring Program

We have launched free after-school tutoring for 1st–8th graders in priority communities to strengthen literacy. With only 45% of San Mateo County third graders reading proficiently—disproportionately affecting historically under-resourced children—we are partnering with school districts to prioritize students with the greatest need.

This fall, students are meeting in small groups twice a week for 12 weeks with trained tutors to practice reading and writing. Demand for academic support is strong, with 180 families expressing interest in the first week. While tutoring sessions take place, families are spending time in the library, with many discovering our spaces and services for the first time. Several new families obtained library cards, including a first grader who celebrated getting theirs. A second round of tutoring will be offered in the winter to serve additional children.



[Let's Read San Mateo County](#) is an interactive, multilingual website from The Big Lift that helps families support children's literacy from birth through 5th grade. Available in four languages, it explains how reading develops and outlines age-based milestones using clear graphics and plain language.

Caregivers and community partners can explore foundational skills—letter knowledge, phonological awareness, vocabulary, and comprehension—and find engaging, age-sorted activities and games aligned with California grade-level standards. The site also links to community resources, including library services.

This resource aligns closely with San Mateo County Libraries' role in early childhood development. Our storytimes, preschool family literacy events, and take-home activities reinforce the same milestones and strategies featured on the site, giving families consistent, practical tools to build strong reading skills at home and in the library. Empowering families in this way directly supports children's school readiness and long-term academic success.

Tech Talks for Older Adults

For library users who grew up with minimal technology and are learning to transition into today's tech-dominated world later in life, this fall San Mateo County Libraries offered a series of specialized tech talks for our 55+ community members across 10 of our 13 locations. Over 64 participants used these sessions to gain confidence with technology, get more from their smartphones, and learn about cybersecurity and fraud prevention. Examples of the community-driven classes include Sharpen Your Smartphone Skills, Introduction to Google Workspace, Fraud Prevention 101 and more. Led by Amy Culpepper of PepTech, a woman-owned business dedicated to supporting older adults with tech, these sessions aim to make technology more accessible and empowering for all. These events helped to demystify technology and foster participant confidence in navigating the internet safely.

We connect people and build partnerships to achieve shared goals

Blood Pressure Monitor Kits

Our Blood Pressure Monitor Kit lending program has been met with an enthusiastic response from the community. In partnership with the San Mateo County Health Department, these kits empower patrons to monitor their blood pressure from home using a battery-operated device, a multilingual instruction guide, and a personal tracking log. High blood pressure is common, often symptomless, and a leading risk factor for heart disease and stroke. Regular checks at home help people spot elevated readings early. Home monitoring is especially valuable for those with limited access to healthcare. Available at all of our libraries, the kits can be checked out for three weeks.



Each kit includes educational materials about blood pressure and hypertension in English, Spanish, Chinese, Russian, and Tagalog, supporting accessibility for our diverse community. As part of the health partnership, patrons are asked to complete a short, anonymous survey prior to checkout. This initiative not only expands access to critical health resources but also highlights the library's evolving role in supporting communities in various ways. We're encouraged by the strong demand so far and look forward to continuing to contribute positively to an important public health effort.

Press Release: [Track Your Heart Health: Blood Pressure Monitor Kits Available at San Mateo County Libraries](#), September 16, 2025

[San Mateo County libraries add high blood pressure monitors to collection](#), The Almanac, September 24, 2025

[Blood pressure monitors for checkout at San Mateo County Libraries](#), The Daily Journal, September 25, 2025

Portable Power

The library remains committed to supporting community resilience during power outages. In collaboration with the Department of Emergency Management, each library is now equipped with a high-capacity portable battery station and solar panels. This infrastructure ensures emergency power supplies for library operations and the public during outages. The powerful battery units can charge multiple devices for up to 30 days, and the solar panels offer versatile charging options. With the inclement weather season approaching, these resources are crucial for preparing to navigate potential power disruptions effectively.

We engage our communities through meaningful outreach and expanded access to resources

Growing Social Connections

San Mateo County has led the nation in recognizing loneliness as a public health crisis, and at the library we are prioritizing belonging in our programs and partnerships. Earlier this year, we engaged Dr. Carla Perissinotto with UCSF, a national expert on social connection, to brief staff and spark ideas to foster authentic relationships. In September, we launched a monthly Parents & Babies Meetup at Coyote Point with the Parks Foundation—stroller walks, storytime, and yoga paired with time to connect. The first gathering drew 60 parents and infants who shared experiences and asked for more frequent meetups. Staff offered resources and invitations to additional library events that support social well-being. This program joins a monthly New Parent Meetup at Foster City Library in our growing lineup to help families build community. We will be expanding opportunities for diverse, welcoming experiences that reduce isolation for all ages throughout the year.

Print Collections Update

A recent shift in the book supply market may temporarily impact the timing of new print materials reaching San Mateo County Libraries. Baker & Taylor, a longtime primary vendor for our print materials, is in the process of winding down its operations, with the expectation that the company will cease its activities early in the new calendar year. While limited operations are still in place for the moment, we are proactively shifting our orders to other vendors to ensure continuity. As a result of this transition, there may be short-term delays in the delivery of new library materials. Staff are working closely with alternative vendors to minimize disruption and maintain service levels.

We champion a culture of continuous growth and discovery for all

Banned Books Week

October 5-11 was Banned Books Week, an annual reminder of how censorship divides us and how San Mateo County Libraries brings us together. This year's ALA theme was *Censorship Is So 1984*, inspired by George Orwell's dystopian novel 1984. Our [Material Selection Policy](#) aligns with the requirements of the California Freedom to Read Act (AB 1825) and explains our role in the freedom to read. This new law strengthens protections for all California libraries and their collections.

While efforts to censor books in schools and libraries have been around for a long time, they are on the rise across the nation. In 2024, 2,452 individual book titles were challenged in the United States, considerably more than the annual average of 273 between 2001-2020. We encourage everyone to read a banned book and help celebrate how lucky we are to have free and open access to information and ideas.



Personnel News

We are excited to share the following personnel announcements:

After an incredible 39 years with San Mateo County Libraries, Kelly Jones is retiring from her role as Library Assistant at the San Carlos Library. Over the years, she has been a steady and reliable presence, known for her commitment to excellent customer service and her willingness to support colleagues with her knowledge and experience. Her professionalism, attention to detail, and many contributions have been deeply appreciated by both staff and the community.

Kelly will wrap up her library career in December and plans to spend more time with family, reading, traveling and taking care of her health.

Please join us in celebrating Kelly's remarkable career and wishing her all the best as she begins this exciting new chapter.

Adrienne Gass has accepted a promotion to Community Library Manager at the San Carlos Library. Adrienne started her career at San Mateo County Libraries as a youth services librarian in Foster City where she led children's programming and outreach for five years. She was promoted to Senior Librarian at the North Fair Oaks Library in 2022 and held that role until last year, when she transferred to Portola Valley & Woodside Libraries. Adrienne also spent some time in Access Services where she helped with the Empower Card initiative and was a member of the inaugural LEAD cohort. Prior to joining us, Adrienne worked as a youth services librarian in Colorado, Dixon, California, and New Jersey.

Adrienne holds a Master of Library and Information Science and a bachelor's degree in English from Rutgers University. Adrienne started at San Carlos on October 27.

Hillary Ake has accepted the position of Community Library Manager at Pacifica Libraries. Hillary is currently the Branch Manager of the Visitacion Valley Branch at San Francisco Public Library, where she oversees a team to provide relevant and engaging services for the community. Hillary's 10 years as a librarian includes experience as a youth services librarian and the Early Literacy Coordinator for SFPL, where she honed her skills in developing broad community-based partnerships.

Hillary holds a Master of Library and Information Science from San José State University and a bachelor's degree in English Literature from the University of Hawai'i at Hilo. Hillary is excited to get started and will begin her new role on November 17.

Please join us in congratulating Adrienne, Hillary and Kelly!

Wellness Champions

Amy Selmi and Richard Moala, both members of our Employee Engagement Workgroup, were honored in October as Wellness Leaders by the County of San Mateo. They were nominated by their peers and were recognized for creating a culture that promotes employee health and safety among their teams.

In addition to her work on the Employee Engagement Workgroup, Amy models a healthy work culture every day at the Foster City Library. She trains all staff on emergency procedures, reminds staff to take their breaks, and regularly provides fun ways for staff to engage with each other. Since Richard joined the San Mateo County Libraries earlier this year, he has been an active member of the Employee Engagement Workgroup, co-led the most recent cohort of LEAD for staff and has implemented regular branch visits to better understand the needs of all library employees.

Both awardees were recognized at the Annual Wellness Leaders Luncheon and at the Board of Supervisors meeting on October 21, 2025. We're proud to acknowledge Amy and Richard for their wonderful and important work.

Quarter 1 Professional Development

In the first quarter of FY25-26, 79 staff members participated in training and development through our Learning Management System, resulting in 243 registrations across 144 different training and learning opportunities. Staff explored a wide range of topics, including leadership development, safety and emergency preparedness, equity and inclusion, technology skills, and management training.

We are especially proud that multiple staff participated in the County's Management Development Program (MDP 2025), designed to build leadership skills and strengthen organizational capacity. Staff also represented San Mateo County Libraries at national events such as the American Library Association (ALA) Annual Conference, one of the largest gatherings of library professionals in the world.

These efforts reflect our strong culture of continuous learning and our commitment to supporting staff growth while enhancing the services we provide to our communities.

Libraries in the News

- [Boston Public Library aims to increase access to a vast historic archive using AI](#), NPR Morning Edition, August 11, 2025
- [S.F.'s neighborhood libraries are recovering post-pandemic. Why can't the Main Library keep up?](#), San Francisco Chronicle, August 21, 2025
- [How Getting a Library Card Is a Salute to Democracy](#), Nonprofit Quarterly, September 8, 2025
- [Why Teens Love to Hang Out at the Library](#), KQED, September 23

2026 Library Holidays and Closures

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

Based on current County holidays and operational hours, 2026 holiday and closure dates include:

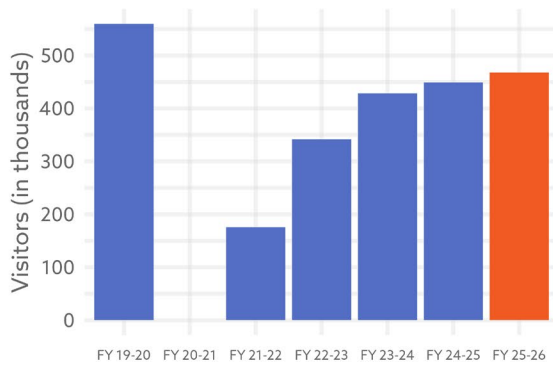
2026

Thursday, January 1	New Year's Day Holiday
Sunday, January 18	Library Closure
Monday, January 19	Martin Luther King, Jr., Holiday
Sunday, February 15	Library Closure
Monday, February 16	Presidents' Day Holiday
Tuesday, March 31	Cesar Chavez Day Holiday
Sunday, April 5	Library Closure
Sunday, May 10	Library Closure
Sunday, May 24	Library Closure
Monday, May 25	Memorial Day Holiday
Friday, June 19	Juneteenth Holiday
Sunday, June 21	Library Closure
Saturday, July 4	Independence Day Holiday
Sunday, July 5	Library Closure
Sunday, September 6	Library Closure
Monday, September 7	Labor Day Holiday
Sunday, October 11	Library Closure
Monday, October 12	Indigenous Peoples' Day Holiday
Wednesday, November 11	Veterans Day Holiday
Wednesday, November 25	Libraries close at 5 PM
Thursday, November 26	Thanksgiving Day Holiday
Friday, November 27	Day after Thanksgiving Holiday
Thursday, December 24	Libraries close at 5 PM
Friday, December 25	Christmas Day Holiday
Saturday, December 26	Library Closure – Winter Recess
Sunday, December 27	Library Closure – Winter Recess
Thursday, December 31	Libraries close at 5 PM

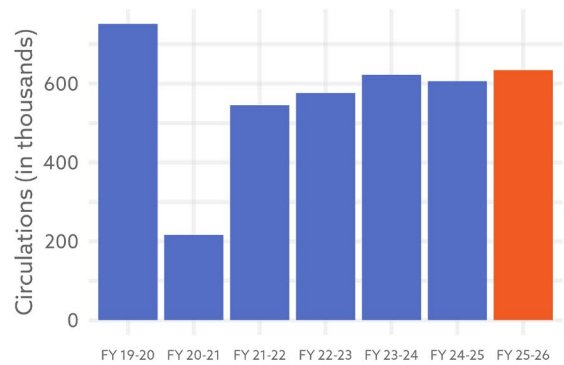
FY 2025-26, Quarter 1 Data Update

The following charts summarize systemwide totals through the first quarter for key library services from FY 2019-2020 through the current fiscal year.

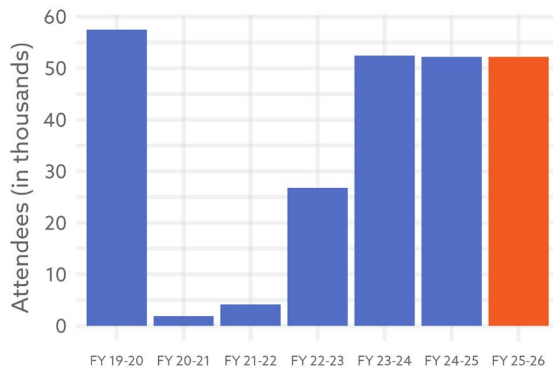
LIBRARY VISITORS



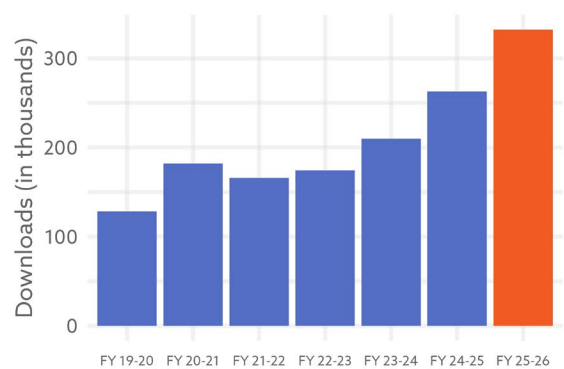
ITEMS CIRCULATED



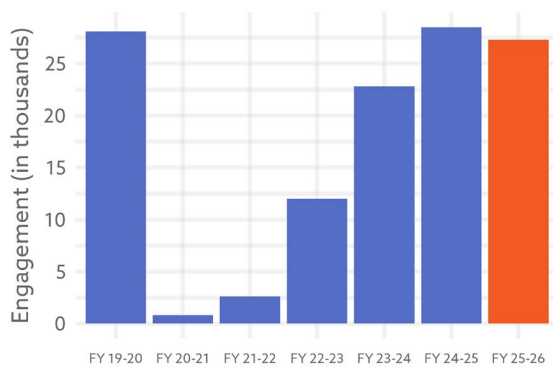
PROGRAM ATTENDANCE



DIGITAL DOWNLOADS



OUTREACH ENGAGEMENT





To: JPA Governing Board
From: Justin Mates, Deputy County Executive
Anne-Marie Despain, Director of Library Services 
Date: October 28, 2025
Meeting: November 3, 2025
Re: Closed Session: Public Employee Performance Evaluation,
(Director of Library Services)

Background

The Library JPA has a long standing and mutually beneficial relationship with the County of San Mateo. When the Library Joint Powers Authority was formed in 1999, it was determined that it was in the best interests of the public to retain the services of County employees to operate libraries under the purview of the Library JPA. The Library JPA entered into a Staffing Services Agreement with the County of San Mateo.

The Staffing Services Agreement between the Library JPA and County was last updated in November 2004 and states that the Library JPA has jurisdiction over the level of services to be provided to the various libraries including hours, materials, programs and policies relating to the use of the libraries by the public and the Library Director shall determine how such services and policies are carried out.

The Library Director is a County employee and control of personnel standards of performance, discipline and all other aspects of employment, including classification, compensation and employment shall be governed by the County.

Discussion

The Library JPA Agreement established a Personnel Committee consisting of the Governing Board Chair and Vice-Chair; the County Board of Supervisors' member of the Governing Board and County Executive Representative; and the Chair of the Operations Committee.

The Personnel Committee performs the following functions:

- a. Serve as a forum for dispute resolution resulting from the Staff Services Agreement or other matters involving services provided to the Library JPA by County staff.
- b. With input from the full Governing Board, conduct performance reviews of the Library Director and make recommendations to the County as the final authority.

- c. Initiate and conduct a recruitment and selection process for Library Director, in consultation with the Governing Board. The Personnel Committee will present a list of up to three qualified candidates with a recommendation to the County Representative for final selection and appointment.

The Personnel Committee is responsible for conducting the Library Director's annual performance review and making recommendations to the County as the final authority.

Historically, a review has been completed annually at the end of the fiscal year and has been led by the County's Operations Committee representative (currently Justin Mates). The annual review is completed by collecting feedback and input from both Governing Board and Operations Committee members in a closed session. Input is collected orally, then synthesized, anonymized, and summarized in a written evaluation. The draft review is presented to the Library JPA Personnel Committee for final approval before it is shared with the Director.

Members of the Library JPA Personnel Committee (Governing Board Chair Julia Mates, Governing Board Vice Chair Rick DeGolia, Operations Committee Chair Kevin Woodhouse, and County JPA representatives Lisa Gauthier and Justin Mates) met on October 6, 2025 to discuss and develop recommendations for this year's evaluation of the Library Director.

The Personnel Committee recommends that reviews continue to be held annually and that a portion of the closed session include the Library Director's participation to ensure the process remains an important opportunity for dialogue between the Operations Committee, Governing Board, and Director.

Fiscal Impact

There is no fiscal impact associated with this item.

Recommendation

Recommend Governing Board move into closed session pursuant to Government Code Section 54957 to discuss Public Employee Performance Evaluation (Director of Library Services).

Attachment

Staffing Services Agreement

1 AMENDED AGREEMENT BETWEEN THE COUNTY OF SAN MATEO
2 AND THE SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY
3 FOR STAFF AND SERVICES
4

5 This Agreement is made on *November 9,* 2004, by and between the County of San Mateo
6 ("COUNTY") located at 400 County Center, Redwood City, California, and the San Mateo
7 County Library Joint Powers Authority ("LIBRARY JPA") located at 25 Tower Road, San
8 Mateo, California.
9

10
11 WHEREAS, Library JPA is responsible for operations and policy determination regarding the
12 functioning of the San Mateo County Library System pursuant to a Joint Powers Agreement
13 approved on May 30, 2004; and
14

15 WHEREAS, The Joint Powers Agreement provides that County employees shall serve as staff to
16 the Library JPA under a staff services agreement between the County and the Library JPA; and
17

18 WHEREAS, It is in the interests of the public to retain the services of County employees to
19 operate libraries under the purview of the Library JPA because it will minimize costs, disruption
20 to existing staff and provide for a smooth transition to governance of the Library System by the
21 Library JPA.
22

23 NOW THEREFORE, in order to implement the above-described provisions of the Joint Powers
24 Agreement the parties enter into the following agreement:
25
26

27 **1. LIBRARY DIRECTOR**

28 The Library Director (Director) shall be appointed by the County and shall be a County
29 employee. The position classification for the Director shall state that the Director supervises all
30 Library JPA employees and reports to the County with respect to all matters relating to
31 supervision of personnel and other administrative matters handled by or through the County. The
32 position classification shall also state that the Director has a responsibility to implement the
33 provisions of the Joint Powers Agreement in an equitable manner and a reporting responsibility to
34 the Governing Board of the Library JPA with respect to the level of services to be provided by the
35 various branches including hours, materials, programs and policies relating to the use of libraries
36 by the public. The Director shall also have responsibility for reporting to the Governing Board on
37 all financial matters relating to library services and making appropriate recommendations.

38 Any employment recruitment materials or other employment related documentation describing
39 the job duties of the Director shall reference the above and state that while the Director is a
40 County employee, he/she has a reporting responsibility to the Governing Board with respect to
41 the scope and nature of library services and needed plans for the expansion and modification of
42 library services. Such materials shall also state that the Director shall have a reporting
43 responsibility to the County with respect to matters that relate to personnel and administration,
44 including but not limited to training and discipline. The Library Director shall be required to
45 attend such staff meetings and training seminars as the County deems necessary to fulfillment of
46 Director's responsibilities in the areas of personnel and administration.
47

1 **2. OTHER STAFF**

2 This Agreement shall also apply to and cover all existing County positions and employees
3 assigned to the San Mateo County Library, as well as new classifications and employees added
4 during the term of the Agreement.
5

6 **3. SERVICES**

7 County shall provide staff services to operate Library JPA libraries in accordance with the
8 adopted annual budget. Library JPA has jurisdiction over the level of services to be provided to
9 the various branches including hours, materials, programs and policies relating to the use of
10 libraries by the public. The Director shall determine how such services and policies are carried
11 out.

12 **4. DURATION**

13 Either the County or Library JPA may give the other written notice of intent to terminate this
14 Agreement. The termination shall take effect at the close of the fiscal year following the fiscal
15 year in which notice was given. Notice of termination may be withdrawn anytime up to
16 December 31 of the fiscal year in which termination is scheduled to occur. Notwithstanding the
17 above, this Agreement shall also terminate under either of the following circumstances:

- 18 1. On the date that the Joint Powers Agreement terminates; or
19 2. On a specified date no sooner than 6 months after the Governing Board votes to terminate this
20 Agreement, provided that such vote is taken within 90 days of the effective date of a new labor
21 agreement.

22 If this Agreement is terminated in any manner such that the stipulated notice is not provided to
23 the County by the Governing Board, the Library JPA shall remain responsible for all costs
24 associated with employment of Director and Library Staff until such time as the persons holding
25 such positions are terminated from County employment, or are assigned to a position within the
26 County other than the position of Library Director or Library Staff.

27 **5. STATUS OF COUNTY AS EMPLOYER**

28 Except as pertains to contractors engaged by the County, all persons rendering services to the
29 Library JPA shall be County employees. Control of personnel standards of performance,
30 discipline and all other aspects of employment shall be governed by the County. All
31 classification, compensation and employment benefits shall be governed by the County. All labor
32 negotiations, either with represented or unrepresented employees shall be conducted by and under
33 the exclusive direction of the County.

34 In the event County uses contract services to perform one or more of the services provided to
35 Library JPA, the appropriate supervision and inspection of the contractors work will be
36 performed by the County.

37 **6. AUDITS AND INSPECTION**

38 The records and documents with respect to all matters covered by this Agreement shall be subject
39 to inspection, review or audit by each of the parties during the term of the Agreement and for
40 three years after termination, or shorter period as identified by applicable County records
41 retention policy.

42 **7. SUPPORT SERVICES**

1 Library JPA may use County human resources, accounting, payroll, purchasing, facilities
2 maintenance and other support systems when the Library JPA and County agree in writing to
3 such provision. County services will be made available to the Library JPA on the same terms and
4 conditions, including the payment of associated costs, provided to County departments.

5 **8. INDEMNIFICATION**

6
7 Each party agrees to defend, indemnify and save harmless the other, their respective board
8 members, officers, agents and employees, from and against all loss or expense including, but not
9 limited to judgments, settlements, attorney's fees and costs by reason of any and all claims for
10 injuries, damages, penalties or other relief based upon the alleged negligence, or wrongful
11 conduct of the indemnifying party, or its board members, officers, agents and/or employees,
12 except for the injuries, penalties and damages caused by the sole negligence or wrongful conduct
13 of the party.

14 **9. INSURANCE**

15 Workers compensation and employment liability insurance coverage or self insurance shall be
16 provided by County for Library JPA operations, the costs of which shall be paid from Library
17 JPA revenues. Coverages and limits shall be equivalent to that provided to other County
18 employees. Notwithstanding the above, Library JPA shall indemnify and save harmless County
19 for any amounts County expends within the limits of its self insured retention in defending
20 Library JPA, its Governing Board, officers, agents, and/or employees.

21 **10. ASSIGNMENT / SUBLETTING**

22 Neither the Library JPA nor the County shall transfer or assign, in whole or in part, any or all of
23 their respective rights or obligations under this Agreement without the prior written consent of the
24 other. The County shall not subcontract for the provision of any library services currently
25 provided by Library staff under this Agreement without the prior written consent of the
26 Governing Board. The Library JPA shall not subcontract for the provision of any services
27 assigned to the County under this Agreement without prior written consent of the County.

28 **11. DISPUTE RESOLUTION PROCESS**

29 Disputes between the parties with respect to the relative authority and responsibilities of
30 each shall be referred to the Personnel Committee defined in the Joint Powers
31 Agreement. It shall be the responsibility of this Committee to serve as a forum for
32 dispute resolution resulting from the Staff Services Agreement, or other matters involving
33 services provided to the Library JPA by County staff.