San Mateo County Libraries

Joint Powers Authority Operations Committee

George Rodericks, Atherton
Afshin Oskoui, Belmont (Chair)
Christina Fernandez, Brisbane
Melvin Gaines, East Palo Alto
Stefan Chatwin, Foster City
Matthew Chidester, Half Moon Bay
Hannah Moran, Millbrae (Vice Chair)
Sean Charpentier, Pacifica
Darcy Smith, Portola Valley
Kathy Kleinbaum, San Carlos
Rocio Kiryczun, San Mateo County
Pamela Antil, Woodside

San Mateo County Library Joint Powers Authority
Operations Committee Agenda
October 27, 2026 1:30 p.m.
Library Administration, 125 Lessingia Court, San Mateo, CA

Meetings of the Joint Powers Authority Operations Committee will be held **in-person at Library Administration, 125 Lessingia Court**. Members of the public are able to participate in the meeting in person or remotely via the Zoom platform by using the link below.

https://SMCL.zoom.us/j/99487691169?pwd=acLE2YHmJhMRDFebp5JHEdSJsFiiNd.1
Or Telephone: +1 669 900 6833 Meeting ID: 994 8769 1169 Passcode: 619293

Teleconference Location, 765 Portola Rd, Portola Valley, CA 94028

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 8, 2026 Minutes**	Action
IV.	**Unapproved Minutes of September 14, 2026 Governing Board Meeting**	Information
V.	**New Bookmobile Report**	Information
VI.	**Approval of the Operations Committee Meeting Schedule for 2027**	Action
VII.	**Director's Report**	Information
VIII.	**Operations Committee 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

2026 Governing Board Meeting: November 9

San Mateo County Libraries

San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of September 8, 2026

Board Members Present:
George Rodericks, Atherton
Afshin Oskoui, Belmont (Chair)
Melvin Gaines, East Palo Alto
Karen Decker, Half Moon Bay
Sean Charpentier, Pacifica
Darcy Smith, Portola Valley
Kathy Kleinbaum, San Carlos
Rocio Kiryczun, San Mateo County
Melissa Cardinale, Woodside

Staff Present:
Anne-Marie Despain
Carine Risley
Lindsey Freeland
Chelsea Quintanilla

I. Call to Order. The meeting was called to order at 1:32 p.m. by Chair Oskoui.

II. Public Comments. None.

III. Consent Agenda. The Consent Agenda included the Approval of the June 2, 2026 Minutes, the Unapproved Minutes of the June 8, 2026 Governing Board Meeting, the Investment Report for FY 2025-26, and the Grant and Fundraising Report for FY 2025-26.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Gaines/ Charpentier).

IV. Proposed Uses of Restricted Library Funds. Finance Director Freeland provided an overview of Restricted Library Excess Funds, including how they are identified, held, and used, and how the 50-50 split provisions are applied. Freeland also presented a staff recommendation on how to utilize Library JPA Trust Funds resulting from the 50-50 split, introducing a Facilities Master Plan to provide safe, healthy, resilient, and consistent facilities across all libraries. Staff included a $200,00 allocation in the final adopted budget to hire a consultant to complete a Facilities Master Plan for all library locations. Member Charpentier asked whether the $200,000 would be sufficient to cover the consultant's expenses and inquired about the breadth and scope of requests that could be approved for funding. Member Gaines asked whether the use of trust funds would follow the proposed approach for members receiving Excess Funds, including allowing for ongoing maintenance costs. Director Despain explained that the initial goal is to assess and understand current library facility needs, and that the resulting study could inform further discussion regarding the use of JPA trust

funds. Member Kleinbaum expressed support for beginning with the recommendation to use the funds for one-time or special projects.

Motion: Approve the Proposed Uses of Restricted Library Funds. Passed (MSP: Kleinbaum/Gaines)

V. Approval of the Final FY 2026-27 Adopted Budget. Finance Director Freeland 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 8 and implemented on July 1, totaling $99,643,822. Based on fiscal year-end closing activities, updated information and final adjustments, the Adopted Budget now totals $107,584,770.

Motion: Approve the Final FY 2026-27 Adopted Budget. Passed (MSP: Kiryczun/Decker).

VI. Director's Report. Director Despain highlighted key updates from the Director's Report, including the successful opening celebration of the Atherton Children's Garden, East Palo Alto's City Council vote to place a general obligation bond on the November ballot, updates on the San Carlos Makerspace construction, improvements to the North Fair Oaks Library, upcoming Staff Development Day closure, and the coming release of the 2025-26 Annual Report.

VII. Operations Committee Members Announcements. Chair Oskoui announced that Belmont's Centennial Celebration will be held on October 24, 2026.

VIII. Adjournment. The meeting adjourned at 2:10 p.m.

San Mateo County Libraries

San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of September 14, 2026

Board Members Present:
Rick DeGolia, Atherton (Chair)
Julia Mates, Belmont
Frank Kern, Brisbane
Ruben Abrica, East Palo Alto
Art Kiesel, Foster City
Deborah Penrose, Half Moon Bay
Stephen Rainaldi, Millbrae
Rebecca Flynn, Portola Valley
Sara McDowell, San Carlos (Vice Chair)
Dick Brown, Woodside

Staff Present:
Anne-Marie Despain
Carine Risley
Lindsey Freeland
Chelsea Quintanilla

I. Call to Order. The meeting was called to order at 8:18 a.m. by Chair DeGolia.

II. Public Comments. None.

III. Consent Agenda. The Consent Agenda included the Approval of the June 8, 2026 Minutes, the Investment Report for FY 2025-26, and the Grant and Fundraising Report for FY 2025-26.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Kiesel/Rainaldi).

IV. Proposed Uses of Restricted Library Funds. Finance Director Freeland provided an overview of Restricted Library Excess Funds, including how they are identified, held, and used, and how the 50-50 split provisions are applied. Freeland also presented a staff recommendation on how to utilize Library JPA Excess Funds resulting from the 50-50 split, introducing a Facilities Master Plan to provide safe, healthy, resilient, and consistent facilities across all libraries. Staff included a $200,00 allocation in the final adopted budget to hire a consultant to complete a Master Facilities Plan for all library locations. Member Flynn asked who would be responsible for the facility maintenance identified by the consultant. Member Kern asked who would approve the consultant's proposed framework. Director Despain said that the initial goal is to assess and understand current library facility needs, and that the resulting study could inform further discussion regarding the use of JPA trust funds. Facilities maintenance would remain the responsibility of member cities, and that staff will issue the RFP, select the consultant and work closely with member cities staff through the Operations

Committee. Member Keisel asked about VLF impacts. Finance Director Freeland explained that VLF's impact on the library is small and that the recommendation, in part, is to maintain resilient facilities even in the face of revenue challenges.

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

V. Approval of the Final FY 2026-27 Adopted Budget. Finance Director Freeland 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 8 and implemented on July 1, totaling $99,643,822. Based on fiscal year-end closing activities, updated information and final adjustments, the Adopted Budget now totals $107,584,770.

Motion: Approve the Final FY 2026-27 Adopted Budget. Passed (MSP: McDowell/Flynn).

VI. Director's Report. Director Despain highlighted key updates from the Director's Report, including the successful opening celebration of the Atherton Children's Garden, East Palo Alto's City Council vote to place a general obligation bond on the November ballot, updates on the San Carlos Makerspace construction, improvements to the North Fair Oaks Library, upcoming Staff Development Day closure, and the release of the 2025-26 Annual Report.

VII. Governing Board Members Announcements.

VIII. Adjournment. The meeting adjourned at 9:04 a.m.

San Mateo County Libraries

Agenda Item V.

To:	JPA Operations Committee
From:	Anne-Marie Despain, Director of Library Services
	Carine Risley, Deputy Director of Library Services
Date:	October 22, 2026
Meeting:	October 27, 2026
Re:	New Bookmobile Report

Background

San Mateo County Libraries has provided bookmobile services to our communities since 1953. With a large and geographically diverse service area that includes coastal, mountain, rural, and suburban regions, the Bookmobile plays a crucial role in delivering essential library programs and services to residents who may not have convenient access to a physical library. Mobile services regularly visit schools and neighborhood gathering places and make special stops at local fairs and festivals. Staff prioritize regular stops in communities that do not have easy local access to a physical library, and many patrons rely on the Bookmobile as their primary public library service.

As the former Bookmobile exceeded its expected 10-year service life and experienced persistent mechanical issues that significantly impacted operations, San Mateo County Libraries moved forward to plan for the next generation of mobile library service. Following a competitive process supported by staff review, consultant expertise, and Department of Public Works input, the Library JPA Governing Board approved the purchase of a new hybrid diesel bookmobile on February 3, 2025. The new vehicle reflects the Board's direction to invest in a reliable, sustainable, and community-centered asset that will support outreach library service for years to come.

Discussion

We are thrilled to welcome the next generation of mobile library service to San Mateo County. The new 32-foot Bookmobile is a modern library on wheels, designed to bring books, technology, and welcoming experiences directly into our communities. Built for accessibility, sustainability and flexible service, it features comfortable seating for interactive reading and programs, a climate-controlled interior, welcoming lighting, and windows that create an inviting space. The vehicle will offer books for children and adults, Spanish-language materials, movies, Wi-Fi hotspots, technology and hands-on learning opportunities.

The hybrid diesel system offers important service and sustainability benefits, including quieter operation at stops, reduced overall fuel usage, and the option to operate the generator without using fuel. These features will help support dependable service across the county's coastal, mountain, rural, and suburban communities while creating a comfortable experience for staff and visitors.

This important project was made possible in part by a $65,000 donation from the Foundation for San Mateo County Libraries and $63,000 in collective contributions from the Friends of the Libraries in Belmont, Brisbane, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos and Woodside. Together, these generous partners provided $128,000 in support of the new Bookmobile's total $748,901 cost and the expanded access, learning opportunities, and community connections it will make possible.

The new Bookmobile will allow San Mateo County Libraries to deliver our warm and welcoming services and experiences to places our communities already gather; serve residents without convenient access to physical libraries; raise awareness and visibility of library services; strengthen partnerships; and surprise and delight community members who are not yet library users.

To celebrate this milestone, the new Bookmobile will be formally welcomed with a ribbon-cutting ceremony at Pescadero Elementary School on October 23, 2026. This intimate celebration recognizes one of the core communities served by the Bookmobile and reflects the important role mobile library service plays in bringing books, learning opportunities, and welcoming library experiences directly to students, families, and residents. Following the ribbon cutting, the *Bookmobile Road Show: Rolling into Your Community* will provide a broader community launch all November long, bringing the new Bookmobile to each of our community libraries so staff, patrons, partners, and community members can explore this exciting new resource and reconnect with library services in the places they already gather.

Following the tour, the Bookmobile will remain embedded in our communities, returning to established stops while exploring new destinations for service across the county. These visits will assist staff to strengthen existing relationships, forge new community connections, and identify locations where Bookmobile services can make the greatest impact. This outreach, combined with community analysis, will guide the development of a regular schedule of stops and service locations beginning in 2027.

Fiscal Impact

There is no fiscal impact associated with accepting this report.

Recommendation

Recommend JPA Operations Committee accept the New Bookmobile Report.

San Mateo County Libraries

Agenda Item VI.

To:	JPA Operations Committee
From:	Anne-Marie Despain, Director of Library Services
Date:	October 22, 2026
Meeting:	October 27, 2026
Re:	Approval of Operations Committee Meeting Schedule for 2027

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 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 2027 proposed meeting schedule. Also included is a list of items agendized on an annual basis. Notice of the time and place and the conduct of all regular meetings are in accordance with the Ralph M. Brown Act. The agenda is posted and distributed at least 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.

2027 Proposed Meeting Dates		
Operations Committee	Governing Board	Agendized Items
February 2	February 8	• Financial Audit Report • Mid-Year Report
May 4	May 10	• Introduction to the Recommended Budget
June 1	June 7	• Adoption of the Recommended Budget • Election of Officers
September 7	September 13	• Investment Report • Grant Activities Report • Proposed Uses of Library Trust Funds • Approval of the Final Adopted Budget
November 9	November 15	• Approval of JPA Meeting Schedule • Closed Session – Director Evaluation

Fiscal Impact

There is no fiscal impact associated with approving the proposed 2027 Library JPA Regular Operations Committee Meeting Schedule.

Recommendation

Recommend JPA Operations Committee approve the proposed Library JPA Regular Operations Committee Meeting Schedule for 2027.

San Mateo County Libraries

Agenda Item VII.

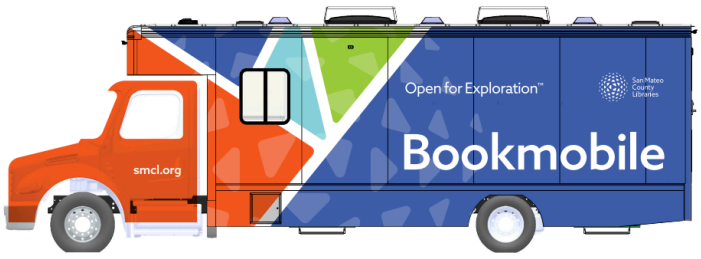
To: JPA Operations Committee
From: Anne-Marie Despain, Director of Library Services
Date: October 22, 2026
Meeting: October 27, 2026
Re: Director's Report

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

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

New Bookmobile Ribbon Cutting in Pescadero

We're thrilled to welcome the next generation of mobile library service to San Mateo County. Our new 32-foot Bookmobile is a modern library on wheels, ready with everything needed to bring books, technology, and welcoming experiences into our communities. Designed for accessibility and flexible service, it features comfortable seating for interactive reading and programs, a climate-controlled interior, welcoming LED lighting, and windows that create a bright, inviting space. The vehicle also reduces overall fuel use by approximately 50%, with no fuel required for generator operation.



We will celebrate with a ribbon cutting in Pescadero in October before venturing out to all 13 libraries, special events and new destinations to reach residents where they are. Be on the lookout—you may soon spot the Bookmobile traveling our roads and visiting communities throughout San Mateo County!

Mid-Autumn Festival

Throughout September and October, we are honored to celebrate this 3,000-year-old tradition beloved across East and Southeast Asia. Also known as the Autumn Moon Festival, it brings families together to admire the moon, give thanks for the harvest, and preserve cherished traditions. While celebrations vary across countries and cultures, our community came together through storytelling and creativity.

This year's offerings included special visits from local Bay Area artists. Families joined author Jasmine Fang for a reading of Beneath the Same Round Moon: A Mooncake Festival Story. Children carved and sanded their own chopsticks with CHOPSTICKSTORY, a nonprofit Korean cultural organization, while adults learned hand embroidery with Tiffany Tzeng. These experiences honored a vibrant festival meaningful to many and welcomed new friends to learn about its traditions. More than 1,000 patrons have participated so far.

Latinx Heritage Celebrations

Beginning September 15, we celebrated the breadth and depth of Latinx cultures through art experiences across all library locations. Bay Area artist Zefania Preza led Symbols of Hope, inspired by *milagros*, and Creatures of Color, inspired by Otomi fabrics. Artist Elizabeth Jiménez Montelongo honored Mexican and Mexican American Indigenous heritage through Mexica hieroglyph block prints and paintings of Aztec dancers and colibris. Her programs drew more than 150 participants systemwide.



Children, families, and adults experienced Latinx traditions through music and storytelling, including performances by several musicians and Grammy Award-winning author Lucky Diaz. Hands-on art activities featured Mayan worry dolls, papel picado, Mexican tin art, Oaxacan alebrijes, Peruvian weaving, and mola making.

We connect people and build partnerships to achieve shared goals

Expanding Access to Voting and Civic Participation

Libraries are trusted, welcoming community spaces that connect residents with reliable information and essential public services. To reduce barriers to voting in the November 3 statewide general election, Belmont and Half Moon Bay Libraries will host 4-Day Vote Centers from October 31 through November 3 during regular library hours. Half Moon Bay, North Fair Oaks, and Woodside Libraries will offer temporary indoor ballot drop boxes through November 3, while Belmont, East Palo Alto, and Portola Valley Libraries provide permanent drop boxes.

During the June 2 statewide direct primary election, San Mateo County Libraries helped collect 7,462 ballots. Additional locations are available on the County Elections website. Ballots are scheduled to be mailed to registered voters on Friday, October 2, 2026.

We will also offer a learner-led voting workshop for Adult Literacy learners, tutors, and staff on October 7 and 8. The sessions will build understanding of voting, civic participation, and election resources, helping participants engage confidently in their communities.

Digital Literacy Hubs

Digital access requires more than a device—it also takes skills, confidence, and support. Through our Digital Literacy Hubs, we partner with trusted community organizations to provide hands-on technology assistance tailored to local needs. Our digital literacy hubs now span seven locations across the county: East Palo Alto, Half Moon Bay, Millbrae, North Fair Oaks, and Pacifica Libraries; a Brisbane senior center; and the Pescadero community. Demand for services provided in English, Spanish, and Chinese is high, with nearly 200 participants served in a single month.

By bringing individualized, multilingual assistance into trusted community spaces, the hubs help residents build digital skills, navigate online resources, and use technology with confidence. This locally responsive partnership model reduces barriers to essential services and helps more residents participate fully in an increasingly digital world.

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

Celebrating Dolly Parton Day

California declared September 25 the first Dolly Parton Day following the icon's passing in late August, and every San Mateo County Libraries location joined the celebration. The day honored Dolly's legacy of literacy, music, and joy with themed storytimes, books, activities, and crafts for children and adults.

For the past two years, we have participated in Dolly Parton's Imagination Library, helping children build home libraries and strengthen early literacy. Through support from the



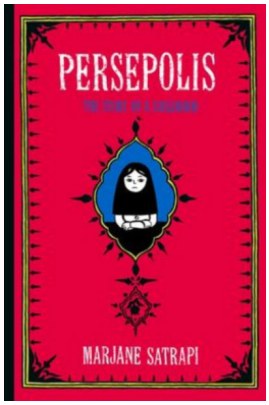
Foundation for San Mateo County Libraries and our Friends of the Library groups, more than 14,000 children have received a free book by mail each month. In the month following Dolly's passing, more than 825 additional children ages 0–5 enrolled. Through Let's Read Together, we also partner with Big Lift and subsidized preschools to connect priority communities and families with the program.

On Give Like Dolly Day, the Dollywood Foundation encouraged gifts supporting Dolly's mission to put books in children's hands worldwide; since September our program received an additional 77 donations, totaling $11,052. We also advanced adult literacy by inviting community members to volunteer as tutors, reflecting the personal inspiration behind Imagination Library: Dolly's father's struggle with literacy. Dolly's love of butterflies inspired the day's activities, including a wall of kindness where community members shared positive messages. More than 290 attendees joined the celebrations.

Supporting Justice Impacted Youth

For the past year, we have partnered with the Hillcrest Youth Services Facility to bring critical library services to incarcerated youth. During monthly visits, staff provide access to reading materials and share library resources. We have also introduced makerspace programs to encourage creativity and foster community building in a safe environment.

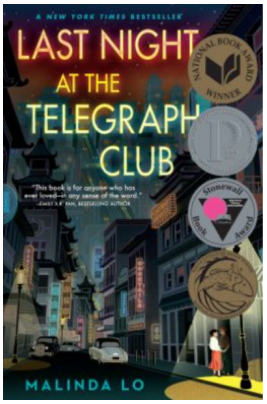
Recently, Hillcrest staff identified a core group of youth that needed deeper literacy support. In response, we initiated a weekly book club inviting youth to explore a variety of literary genres and join lively discussions, building vocabulary and reading skills. At the start of the book club in July, one participant exclaimed that he hadn't read a book since 2024. Now, he's enthusiastically read 3 in just two months. These programs not only encourage a love of reading but also lead youth to become lifelong library users.



Banned Books Week

Each year, San Mateo County Libraries celebrates Banned Books Week and the freedom to read. Our collections reflect the diverse interests, ideas, and experiences of the communities we serve, helping every patron discover and choose what they want to read.

This year's theme, Let Books Be. Protect the Freedom to Read, invites readers to explore different perspectives and form their own opinions. According to ALA, 4,235 unique titles faced book ban challenges in 2025. The California Freedom to Read Act, strong public library policies, and the commitment of library workers and community members all help keep books accessible.



Our staff list features *Persepolis* by Marjane Satrapi, a graphic novel that chronicles the author's childhood in Iran during the Islamic Revolution. It also includes *Last Night at the Telegraph Club* by Melinda Lo, a coming-of-age story that explores themes of identity, belonging, and acceptance.

Read a banned book and help celebrate how lucky we are to have free and open access to information and ideas.

We champion a culture of continuous growth and discovery for all

Online Learning Support for Every Age

At the start of September, San Mateo County Libraries expanded access to learning support for school-age and adult learners through Tutor.com, a statewide resource available to all California residents. Learners can connect online with one-on-one tutoring, homework assistance, writing support, test preparation, career resources, and study tools from home, school, the library, or anywhere with an internet connection.

This offering complements our existing educational resources and tutoring programs, strengthening the library's role as a champion for lifelong learning, academic success, workforce development, and digital inclusion. Together, these services provide community members with additional opportunities to build skills, achieve personal and educational goals, and access reliable learning support when they need it.

High School Diplomas for Adult Learners

Career Online High School empowers adult learners to earn an accredited high school diploma and career certification through a flexible, self-paced online curriculum, building skills and confidence for further education and employment.



Currently, 33 students are enrolled and making steady progress, with many expected to graduate in the coming months. Since the summer 2024 ceremony, an additional 12 students have become eligible to graduation. Four of them celebrated this milestone with family and loved ones at a September graduation ceremony at the Half Moon Bay Library.

These credentials open doors to higher education, better employment, career advancement, and greater economic stability. Each graduate's achievement reflects determination and hard work—and the library's power to expand access to education and opportunity, strengthening our community.

AI Guidelines and Staff Training

The library is taking a thoughtful and measured approach to exploring how generative AI may enhance our work, support staff, and improve services for our community. With the County's AI policy in place to guide ethical use and protect data, and library-specific guidelines established to support implementation, we are building a strong foundation for responsible AI adoption. Our Technology and Innovations Workgroup recommended beginning with Microsoft Copilot through an enterprise account within the Microsoft ecosystem, providing a controlled starting point for staff to become familiar with AI capabilities and limitations. As we embark on this journey, all staff will review the applicable policies and guidelines and complete mandatory AI training to build confidence, explore new possibilities, and use AI tools safely, responsibly, and effectively. This foundational work will help ensure we are prepared to thoughtfully and responsibly integrate AI into public-facing library services when the time comes.

Staff Development Day

We are excited to share that over 200 library staff gathered on October 1 for our annual Staff Development Day at CuriOdyssey. We kicked off the day with a wonderful, interactive talk from Kat Vellos, speaker, facilitator, certified connection coach, and author and illustrator of *We Should Get Together: The Secret to Cultivating Better Friendships*. Our day focused on our themes of growth and connection, as staff met with various division teams and networked with colleagues from different locations and branches. The day left us feeling energized and ready to continue making a positive impact in our community.



Employee Service Awards

This year, the County has honored several employees for reaching significant milestones in their years of service: David Vargas, Belmont Senior Librarian (10 years), Julian Marquez, Half Moon Bay Library Assistant (10 years), Marie Fong, Woodside Senior Library Assistant (20 years), Gary Ransford, Information Technology Senior Community Technology Specialist (30 years), Silvia Escalante Corral, Youth and Family Services Community Program Specialist (10 years), and Min-I Chou, Brisbane Senior Librarian (10 years).

Congratulations to these Library Champions for their many years of service and invaluable contributions to the San Mateo County Libraries!

Personnel News

We are excited to share the following personnel announcements:

Susan Hoff retired last month after a wonderful 11 years with San Mateo County Libraries. Susan started out as a Library Aide at the Half Moon Bay Library in 2015. She later transferred to the San Carlos Library, where she continued to build her skills and support our communities. In 2023, her hard work culminated in a well-deserved promotion to Library Assistant at the Millbrae Library, where she served as an invaluable part of the team until her retirement. Susan's dedication, kindness, and steady presence have left a wonderful mark on both the staff she worked alongside and the patrons she served every day.

Christa Bigue has accepted the position of Director of Communications and Marketing. Christa has been providing support in the Communications division through a work out of class assignment since March of 2026. Joining us from the County of San Mateo Communications team, she has led the County's social media efforts and worked closely with the Board of Supervisors and various departments to support special projects, media relations, outreach, and engagement. Prior to joining the County in 2014, Christa spent more than 15 years as a professional journalist in the Bay Area, working in both traditional newsrooms and start-up environments. Christa holds a master's degree in cultural resources management from Sonoma State University and a bachelor's degree in journalism from Emerson College in Boston.

Vikki Chu has accepted the position of Library Assistant at the Millbrae Library. Vikki previously worked as an Extra-Help Library Aide at the Millbrae Library. Vikki is bilingual in Cantonese Chinese.

Megan Gosch has accepted the position of Library Services Manager, Partnerships and Outreach. Megan has been providing management support of this division through a work out of class assignment since March of 2026. Megan comes to us from the County's Office of Community Affairs, where she most recently served as a Management Analyst. With more than 15 years of experience in strategic communications and public engagement, Megan has led impactful outreach and inclusion efforts across San Mateo County, including managing countywide campaigns and supporting diverse communities. Megan holds a master's degree in Geographic Information Science and Technology from the University of Southern California and a bachelor's degree in Geography from California State University, Chico.

Matthew Fitzgerald has accepted the position of Library Assistant at the Brisbane Library. Matty previously worked as an Extra-Help Library Assistant at the Woodside Library. Matty holds a bachelor's degree in English/Creative Writing from San Jose State University.

Amritha Jayasankar has accepted the position of Librarian at the Half Moon Bay Library. Amritha joins us from the Santa Clara County Library, where she most recently worked as a library clerk. Amritha holds a bachelor's degree in microbiology from Oregon State University, and a MLIS from San Jose State University.

Cristina Macz has accepted a promotion to Management Analyst with the Communications Division. Cristina has worked in a number of roles with San Mateo County Libraries, most recently serving as a WOC Communications Specialist over the past year, where she focused on creative systemwide communications and supported major initiatives. Cristina holds a Bachelor of Arts in Media Studies from the University of San Francisco and is currently pursuing a Master of Public Administration from the University of California, Irvine.

Kazuko Rance has accepted the position of Library Assistant at the Belmont Library. Kazuko joins us from the Contra Costa County Library system where she most recently worked as a Library Aide and Paws to Read Facilitator. Kazuko holds a Bachelor of Arts in Cinema and Digital Media from UC Davis, and a MLIS from San Jose State University.

Libraries in the News

- Americans still opt for print books over digital or audio versions; few are in book clubs, Pew Research Center, April 9, 2026
- Dolly Parton's dad couldn't read - it inspired her to send books to millions of children, BBC, August 29, 2026
- Majority of Americans view libraries as an essential public service, Knight Foundation, September 8, 2026
- East Palo Alto will vote on tax to build new city hall and term limits, Palo Alto Daily Post, October 2, 2026
- Black bear breaks into California library to raid snacks and eat jar of honey, The Guardian, October 19, 2026

2027 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.

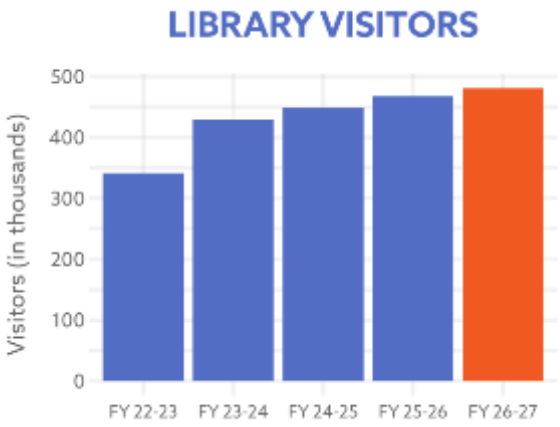
Based on current County holidays and operational hours, 2027 holiday and closure dates include:

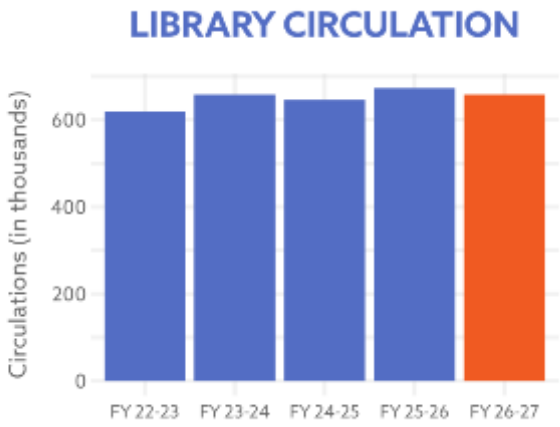
2027

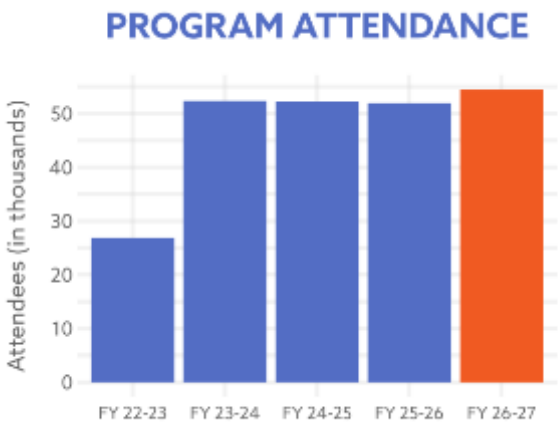
Friday, January 1	New Year's Day
Saturday, January 2	Library Closure
Sunday, January 3	Library Closure
Sunday, January 17	Library Closure
Monday, January 18	Martin Luther King, Jr. Day
Sunday, February 14	Library Closure
Monday, February 15	Presidents' Day
Sunday, March 28	Library Closure
Wednesday, March 31	Farmworkers Day
Sunday, May 9	Library Closure
Sunday, May 30	Library Closure
Monday, May 31	Memorial Day
Friday, June 18	Library Closure
Saturday, June 19	Juneteenth
Sunday, June 20	Library Closure
Sunday, July 4	Independence Day
Monday, July 5	Library Closure
Sunday, September 5	Library Closure
Monday, September 6	Labor Day
Sunday, October 10	Library Closure
Monday, October 11	Indigenous Peoples' Day
Thursday, November 11	Veterans Day
Wednesday, November 24	Libraries close at 5 PM
Thursday, November 25	Thanksgiving Day
Friday, November 26	Day after Thanksgiving
Friday, December 24	Library Closure
Saturday, December 25	Christmas Day
Sunday, December 26	Library Closure
Friday, December 31	Library Closure

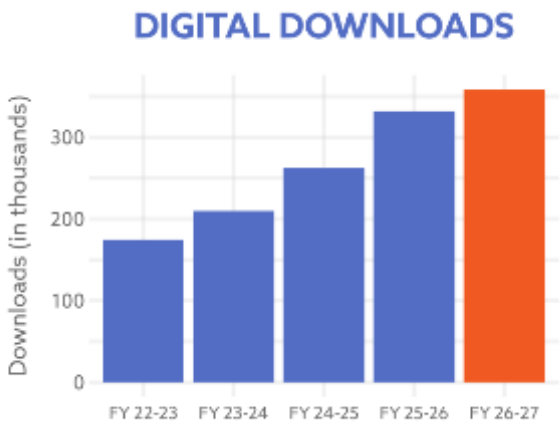
Systemwide Q1 Data

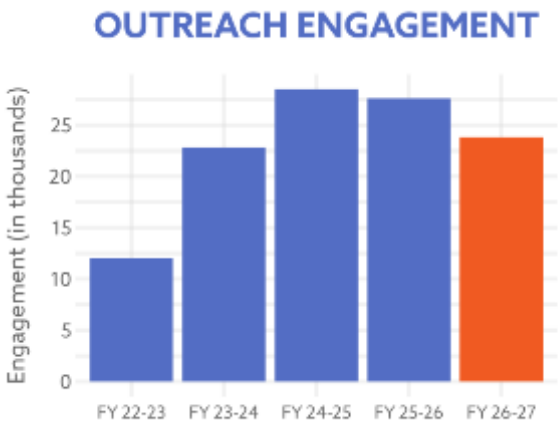
The following charts summarize systemwide totals through the first quarter for key library services starting from FY 2022-2023 through the current fiscal year.











San Mateo County Libraries

Agenda Item IX.

To: JPA Operations Committee

From: Rocio Kiryczun, Deputy County Executive
Anne-Marie Despain, Director of Library Services

Date: October 22, 2026

Meeting: October 27, 2026

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 Rocio Kiryczun). 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.

In November 2025, the Personnel Committee recommended 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 Operations Committee move into closed session pursuant to Government Code Section 54957 to discuss Public Employee Performance Evaluation (Director of Library Services).

Attachment

Staffing Services Agreement

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

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

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

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

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

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

1. LIBRARY DIRECTOR

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

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

2. OTHER STAFF

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

3. SERVICES

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

4. DURATION

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

1. On the date that the Joint Powers Agreement terminates; or

2. On a specified date no sooner than 6 months after the Governing Board votes to terminate this Agreement, provided that such vote is taken within 90 days of the effective date of a new labor agreement.

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

5. STATUS OF COUNTY AS EMPLOYER

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

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

6. AUDITS AND INSPECTION

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

7. SUPPORT SERVICES

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

8. INDEMNIFICATION

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

9. INSURANCE

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

10. ASSIGNMENT / SUBLETTING

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

11. DISPUTE RESOLUTION PROCESS

Disputes between the parties with respect to the relative authority and responsibilities of each shall be referred to the Personnel Committee defined in the Joint Powers Agreement. It shall be the responsibility of this Committee to 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.