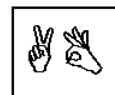


**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, April 10, 2019**  
**7:00 p.m.**

**NOVATO LIBRARY**  
**1720 Novato Boulevard, Novato, CA 94947**

Directions: Highway 101 to DeLong Avenue/Downtown exit. Cross over the freeway continue to Novato Blvd (4<sup>th</sup> stop light), turn right. Continue north on Novato Blvd going through next traffic light. Pass intersection, the Library is on the right-hand side with a red tile roof. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (call: 415-473-3222).

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
7:00	1. Call to Order	Kaplan	Action
	2. Roll Call	Kaplan	Action
<b>"A library should be like a pair of open arms." Roger Rosenblatt</b>			
	3. Approval of Agenda	Kaplan	Action
	4. Approval of March Minutes	Kaplan	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Kaplan	Information
	7. Staff Reports	Staff	Information
	8. New Business	Kaplan	Information
	a. April 22 – Budget Presentation	Kaplan	Information
	9. Old Business		
	a. Committee Work	Kaplan	Information
	b. Annual Mtg update & Speaker	Kaplan	Information
	10. President's Report for March	Kaplan	Information
	11. Director's Report for March	Jones	Information
	12. Announcements	Kaplan	Information
8:50	13. Adjournment	Kaplan	Action



Late agenda material can be inspected in Library Administration, between the hours of 8:00 a.m. and 5:00 p.m (Monday-Friday). Library Administration is located in Room 414 Marin County Civic Center, 3501 Civic Center Drive, San Rafael.

All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) **at least** 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.

*Numbered List of attachments:*

4. Minutes for March 15, 2018
12. Library Director's Report for March 2018

Unnumbered Attachments:

MARINet Board minutes of February 21, 2019 held at MCFL Tech  
Services 1600 Los Gatos Dr., Suite 180, San Rafael CA 94903

MARIN COUNTY FREE LIBRARY  
Technical Services  
--PROPOSED MINUTES--  
Friday, March 15, 2019

(1) CALL TO ORDER

Meeting called to order at 12:10 p.m. Director Jones requested that everyone introduce themselves and what food they brought to share with everyone.

(2) ROLL CALL

Present

Barbara Schoen	Nick Javaras	Ali Iqbal
Sue Ream	Ann Kaplan	Margaret Kathrein
Sally Hauser	Anya Schandler	Tyrone Cannon

Absent with Notification

Loretta Farley	Linda Ward	John MacLeod
Ed Meagher	Craig Kennedy	

Also Present

Sara Jones, Director of County Library Services  
Chantel Walker, Assistant Director of County Library Services  
Bonny White, Deputy Director of County Library Services  
Edna Guadiana, Administrative Assistant II  
Damon Hill, Library Services Manager  
Leslie Galiani, Administrative Services Manager  
Geraldine Briez, Administrative Services Associate  
Liz Paris, Library Foundation  
Ginny Schultz, Member of Measure A Committee

(3) ADOPTION OF AGENDA

M/S/C-Cannon/Schoen--Agenda approved with the following change:  
Director Jones request that we change item 15 with item 17.

(4) ADOPTION OF MINUTES

M/S/C-Hauser/Schoen--Minutes approved as submitted with the following correction: Commission Tyrone Cannon was present at the January meeting.

(5) OPEN TIME FOR PUBLIC EXPRESSION—  
NONE

(6) READING & CORRESPONDENCE FILE

Reading file circulated for all to read –

- (7) PRESIDENT'S REPORT FOR JANUARY AND FEBRUARY  
NONE
- (8) DIRECTOR'S REPORT FOR JANUARY AND FEBRUARY  
Director Jones gave an update on the IJ article regarding Narcan training. There was a question posed regarding the One Book One Marin program to which Sara answered that we are taking this year off from participating in it, and we will visit this again next year. Sara announced that Diana Lopez, Branch Manager of the Marin City Library was named a Library Journal mover and shaker!
- (9) REVIEW LIBRARIES STRATEGIC PLAN AND COMPASS INITIATIVES (Marin County budget and State of the County video) - Director Jones reviewed the Library's current Performance plan below:



## Marin County Free Library

PERFORMANCE PLAN • FY 2018 – 19 *Updated for FY19-20*

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### ONE-YEAR PERFORMANCE PLAN

- Goal I:** Be the preferred place for children, families and caregivers to connect, learn and grow together
- Goal II:** Support youth in our community with opportunities for self-discovery and expression
- Goal III:** Be a positive environment for mobile (e.g. smart phones and devices) and digital literacy
- Goal IV:** Support adults through life stages with opportunities for self-development and independent learning

#### Initiatives

- + Execute an action plan to recruit and retain a diverse workforce with a focus on providing educational support and creating career pathways
- + Launch the new FLAGship vehicle to improve early literacy services and bilingual services to children 0-5 and their families
- + Revise the Collection Development Policy to better articulate our approach to developing a more diverse and socially just collection that accurately reflects all our communities
- + Actively engage adult patrons to develop collections, programs and services to advance their life-long learning and independent living
- + Develop, expand and implement agreements with Marin County School Districts to improve grade-level reading performance across the County. This includes Novato Unified School District, Sausalito/ Marin City School District, Shoreline Unified School District and other districts and educational support organizations in the County service area
- + Create targeted education programs for 21st century learning outcomes, which incorporate Science, Technology, Engineering, Art, and Math, with emphasis on Virtual Reality
- + Develop and implement policies to eliminate all fines on MCFL materials returned after the due date.
- + Explore options to build upon the successes of the Northgate Popup Library Pilot
- + Expand staff equity and inclusion learning opportunities to include cultivating equity in libraries as well as Allyship.
- + Expand investments in facilities maintenance and development

March 15, 2019  
Library Commission Retreat

Chantel Walker gave a short overview of Savannah and continued with a report on where we are at in the Marin County Compass program, which is different from, and has replaced the Managing for Results Program.

# Completed Compass Steps-March 2019

## For April BOS Workshop Packets

**Name of department:**

Marin County Free Library

**Name of person  
completing form:**

Chantel Walker

### What is your department Mission:

The Marin County Free Library Mission to provide welcoming, equitable, and inclusive opportunities for all to connect, learn, and explore.

### What are your Department Strategies:

MCFL's Department Strategies are:

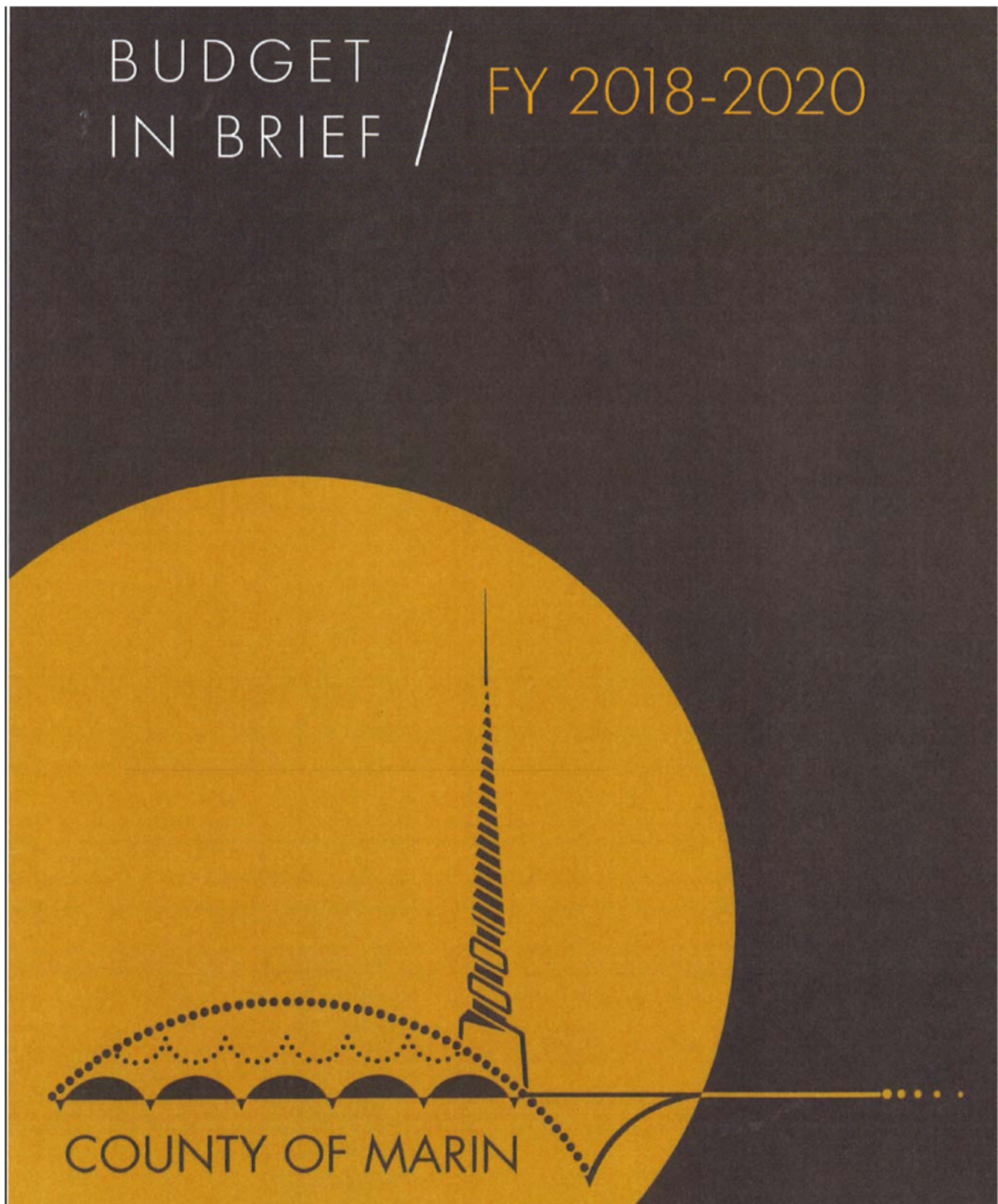
1. Be the preferred place for children, families, and caregivers to connect, learn, and grow.
2. Support youth in our community with opportunities for self-discovery and expression.
3. Be a positive environment for mobile and digital literacy.
4. Support adults through life stages with opportunities for self-development and independent learning.

### What are your Department Performance Management Objectives:

- Execute an action plan to recruit and retain a diverse workforce with a focus on providing educational support and creating career pathways
- Launch the new FLAGship vehicle to improve early literacy services and bilingual services to children 0-5 and their families
- Revise the Collection Development Policy to better articulate our approach to developing a more diverse and socially just collection that accurately reflects all our communities
- Actively engage adult patrons to develop collections, programs and services to advance their life-long learning and independent living
- Develop, expand and implement agreements with Marin County School Districts to improve grade-level reading performance across the County. This includes Novato Unified School District, Sausalito/ Marin City School District, Shoreline Unified School District and other districts and educational support organizations in the County service area
- Create targeted education programs for 21st century learning outcomes, which incorporate Science, Technology, Engineering, Art, and Math, with emphasis on Virtual Reality
- Expand staff equity and inclusion learning opportunities to include cultivating equity in libraries as well as FLAGship.
- Expand investments in facilities maintenance and development



- (10) REVIEW MCFL 2-YEAR BUDGET – 1<sup>ST</sup> YEAR AND 2<sup>ND</sup> YEARS  
Director Jones distributed a copy of Marin County's "Budget in Brief/FY 2018-2020" to all commissioners to keep, and went over the library's budget section.



### INTRODUCTION



*Rangers from Marin County Parks are committed to safeguarding our environment.*



*Library staff support education initiatives throughout the County.*



*The Marin County Fair is one of the annual cultural highlights for Marin residents.*



*The UCCE Farm Advisor supports local STEM and 4-H programs.*

### SERVICE AREA OVERVIEW

The Community Services Service Area includes five departments that provide a variety of direct services to the community, including parks and open space facilities, agricultural assistance and youth development. This service area also provides cultural and learning resources through the library branches and the Marin Center performing arts programs.

### DEPARTMENTS

#### **Agriculture, Weights and Measures**

The Agriculture, Weights and Measures Department oversees the pest control program, ensures the accuracy of commercial weight and measuring devices and regulates organic food production.

#### **Cultural Services**

Cultural Services offers engaging and diverse programming at the Marin Center, produces the annual Marin County Fair and conducts the docent tour program for the Frank Lloyd Wright-designed Civic Center.

#### **UCCE Farm Advisor**

The University of California Cooperative Extension (UCCE) Farm Advisor provides outreach and educational programs that promote sustainable agriculture and landscapes, effective watershed management and 4-H youth development.

#### **Marin County Free Library**

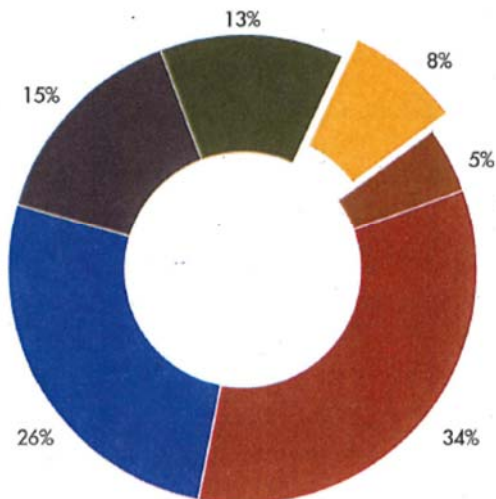
The Marin County Free Library operates 10 library branches throughout Marin, in addition to providing outreach and literacy service programs including the County's bookmobile which serves rural areas of the County.

#### **Marin County Parks**

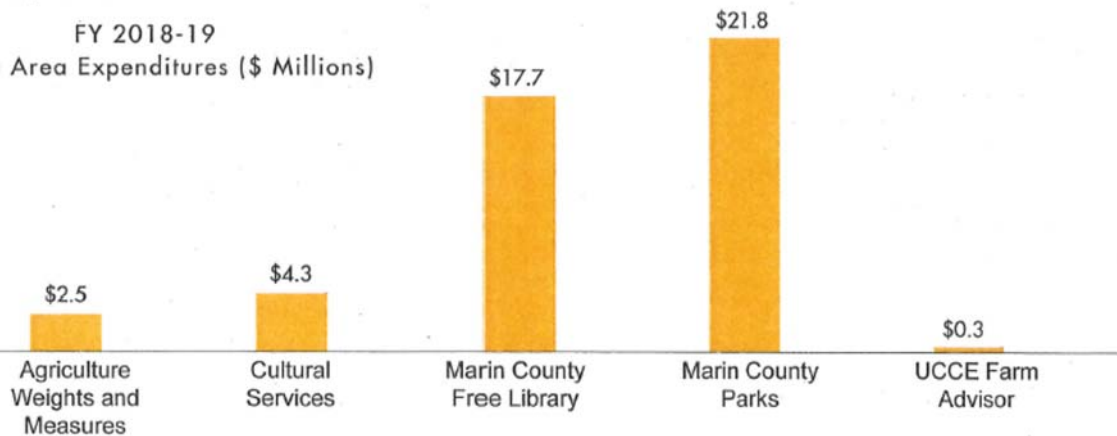
Marin County Parks is responsible for planning, acquiring and managing the County's regional and community park and open space facilities.



## SERVICE AREA BUDGET SUMMARY

FY 2018-19 Total All Funds  
Expenditure Budget \$590 Million

Community Services

FY 2018-19  
Service Area Expenditures (\$ Millions)

## Highlights

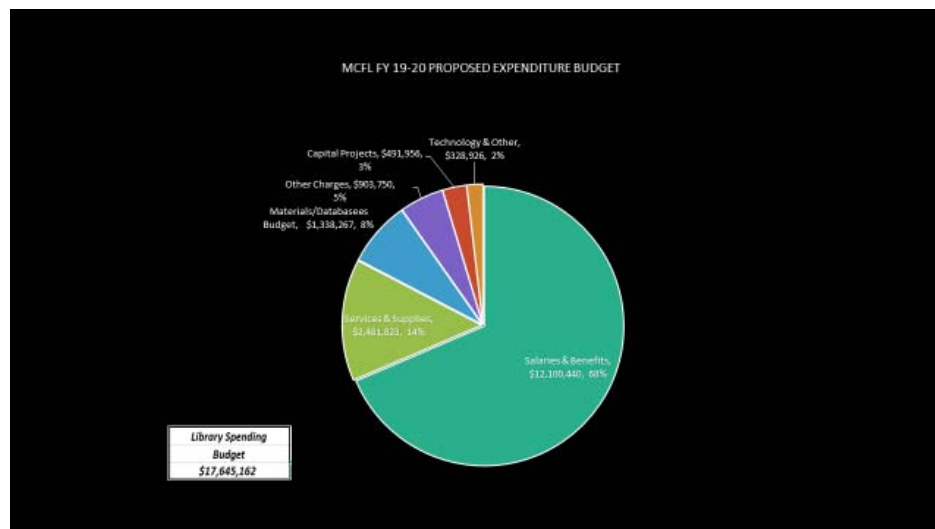
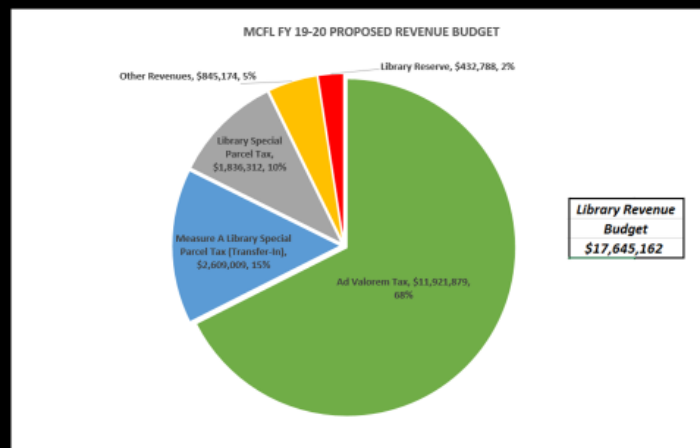
- Purchased a new library F.L.A.G.Ship which provides bilingual preschool activities for families across the County
- Increased equitable access to our Parks by distributing over 5,700 Free Library Park Passes to residents
- Established twelve "Measure A Days" to provide no-cost entry to County parks
- Awarded over \$6 million in grants for farmland preservation and agricultural easements
- Conducted the State of Marin Agricultural Survey
- Purchased the San Geronimo Golf Course and began community engagement efforts to prioritize future uses of the property

Expenditures	FY 2017-18 Approved	FY 2018-19 Proposed	FY 2018-19 Change	FY 2019-20 Plan	FY 2019-20 Change
Agriculture Weights Measures	2,556,232	2,550,296	(5,936)	2,610,711	60,415
Cultural Services	3,870,462	4,301,199	430,737	4,365,248	64,049
Marin County Free Library	17,499,304	17,789,911	290,607	18,164,476	374,565
Marin County Parks	20,138,325	21,827,261	1,688,936	22,242,606	415,345
UCCE Farm Advisor	309,202	308,475	(727)	316,315	7,840
<b>Service Area Total</b>	<b>44,373,525</b>	<b>46,777,142</b>	<b>2,403,617</b>	<b>47,699,356</b>	<b>922,214</b>

Director Jones also showed the Marin County "State of the County 2019" video for all to enjoy. Director Jones went over the current 2-year budget, and where we are currently in the budget.

## Budget status- projections and where we stand

	FY 17/18 Actuals	FY 18/19 Current Year	FY 19/20 Planned
Revenues	\$16,929,864	\$16,673,430	\$17,212,375
Expenses	\$15,268,818	\$17,665,561	\$ 17,645,162
Difference	\$ 1,661,046	\$ 992,131	\$432,788



(11)

## REVIEW MEASURE A FUNDS/EXPENSES/PRIORITIES

Director Jones briefly discussing the possibility of doubling the next Measure A from \$28 to \$50 when we go for renewal, which would bring in \$5 million annually instead of \$2.5 million, which is double the amount.

**Proposed Measure A Budget Structure**

Measure A Operating Budget			
Proposed New Fund: 20350			
Proposed New Fund Center#: 5400071000			
New Cost Center#: 5400071100			
Measure A Revenue Budget			
Revenue	New Fund Center	Revenue Account	Revenue Budget
Special Tax/Assessment - Prop. Tax	5400071000	4120610	\$2,500,000
Measure A Operational Expense Budget			
Operating Expense	New Fund Center	Expense Account	Expense Budget
Salaries & Benefits (10% Personnel Cost)	5400071000	5510551	\$1,000,000
*Other Services/Charges (RE Leases, Library & FLAGShip Programs, Library Materials)	5400071000	5510950	\$950,000
Technology	5400071000	5510900	\$50,000
			<b>Total Operating Budget</b>
			\$2,000,000
* RE Leases (\$400K), Library & FLAGShip Programs (\$250K), Materials (\$300K)			
Measure A CAP Budget			
Proposed New Fund Center#: 5400072000			
New Cost Center#: 5400072100			
Interfund Expense	New CAP Fund Center	Expense Account	Expense Budget
Capital Projects Charges	5400072000	5510951	\$500,000
			<b>Total CAP Budget</b>
			\$500,000
<b>Total Measure A Budget</b>			<b>\$2,500,000</b>

COUNTY OF MARIN <https://www.marinlibrary.org/>

Damon Hill gave an update on the improvement projects at the Novato library.

BUDGET WORKSHEET										ENC+AVAIL		
NOVATO LIBRARY HEATING, VENTILATION & AIR CONDITIONING IMPROVEMENT PROJECT												
Project No.	Site	Type	Org	Obj	Service	Contract No.	Provider	Budget		Expended	Balance	
54LBPO1	LBP1720	PROFSVCS	24846541	522510	Condition Assessment	31700973	Facility Engineering Associates	\$ 14,000.00		\$ 14,000.00	\$ -	
54LBPO1	LBP1720	PROFSVCS	24846541	522510	Design & Engineering	31801218	Salas O'Brien	\$ 87.50		\$ 87.50	\$ -	
54LBPO1 [R]	LBP1720	PROFSVCS	24846541	522510	Design & Engineering	31801889	Salas O'Brien	\$ 44,997.50		\$ 40,133.10	\$ 4,864.40	
54LBPO1 [R]	LBP1720	PROFSVCS	24846541	522510	Pending Change Order 2	31801889	Salas O'Brien	\$ 2,410.00		\$ -	\$ -	
54LBPO1 [U]	LBP1720	PROFSVCS	24846541	522510	Haz Mat Testing	31900319	Monte Diognon	\$ 2,195.00		\$ -	\$ 2,195.00	
54LBPO1 [U]	LBP1720	PROFSVCS	24846541	522510	Leak Remediation: Air Sampling	31901186	Monte Diognon	\$ 2,655.00		\$ -	\$ 2,655.00	
54LBPO1 [U]	LBP1720	PROFSVCS	24846541	522510	Pending Change Order 1	31901186	Monte Diognon	\$ 2,500.00		\$ -	\$ -	
								\$ 68,885.00		\$ 54,220.60	\$ 9,714.40	
54LBPO1 [U]	LBP1720	CONSTRUCT	24846541	540210	Construction	31900759	S & H Construction	\$ 594,000.00		\$ 416,575.57	\$ 177,424.43	
54LBPO1 [U]	LBP1720	CONSTRUCT	24846541	540210	Change Order 01	31900759	S & H Construction	\$ 27,853.82		\$ -	\$ 27,853.82	
54LBPO1 [U]	LBP1720	CONSTRUCT	24846541	540210	Pending Change Order 02	31900759	S & H Construction	\$ 22,241.18		\$ -	\$ -	
54LBPO1 [U]	LBP1720	CONSTRUCT	24846541	540210	Duct Cleaning & Sealing	32901194	MTB	\$ 4,200.00		\$ -	\$ 4,200.00	
54LBPO1 [U]	LBP1720	CONSTRUCT	24846541	540210	Leak Remediation: Abatement	31901291	Southwest Hazard	\$ 9,491.64		\$ -	\$ -	
54LBPO1 [U]	LBP1720	CONSTRUCT	24846541	540210	Leak Remediation: Restoration	31901293	CWS Construction	\$ 9,253.00		\$ -	\$ -	
54LBPO1 [U]	LBP1720	CONSTRUCT	24846541	540210	Leak Remediation: Alarm Panel Replacement	TBD	Refined Security	\$ 494.00		\$ -	\$ -	
								\$ 667,533.64		\$ 416,575.57	\$ 209,478.25	
54LBPO1 [U]	LBP1720	MISC SUPP	24846541	522310	Building Permit		County Community Development Agency	\$ 305.53		\$ 305.53	\$ -	
54LBPO1 [R]	LBP1720	MISC SUPP	24846541	522310	Reproduction		BPPRESS	\$ 106.59		\$ 106.59	\$ -	
54LBPO1 [U]	LBP1720	MISC SUPP	24846541	522310	Reproduction		BPPRESS	\$ 1,555.20		\$ 1,555.20	\$ -	
54LBPO1 [U]	LBP1720	MISC SUPP	24846541	522310	Reproduction		FEDEX	\$ 74.16		\$ 74.16	\$ -	
54LBPO1 [U]	LBP1720	MISC SUPP	24846541	522310	Relocation of Library Books		AHMED'S	\$ 1,818.13		\$ 1,818.13	\$ -	
54LBPO1 [U]	LBP1720	MISC SUPP	24846541	522310	Carpet Cleaner Rental		Bonnie White	\$ 91.39		\$ 91.39	\$ -	
54LBPO1 [U]	LBP1720	MISC SUPP	24846541	522310	Furniture Move for Restoration		AHMED'S	\$ 1,000.00		\$ -	\$ -	
54LBPO1 [U]	LBP1720	MISC SUPP	24846541	522310	Library Deep Cleaning	TBD	No More Dirt	\$ 1,954.00		\$ -	\$ -	
								\$ 6,905.00		\$ 3,645.47	\$ -	
54LBPO1	LBP1720	PWLABOR	24846541	561235	Project Management Services		FY17 DPW	\$ 21,623.54		\$ 21,623.54	\$ -	
54LBPO1 [U]	LBP1720	PWLABOR	24846541	561235	Project Management Services		FY18 DPW	\$ 9,187.47		\$ 9,187.47	\$ -	
54LBPO1 [U]	LBP1720	PWLABOR	24846541	561235	Project Management Services		FY19 DPW	\$ 20,000.00		\$ -	\$ -	
								\$ 50,811.01		\$ 30,811.01	\$ -	
								\$ 794,134.65		\$ 505,252.65	\$ 219,192.65	
SUMMARIZED BY LIBRARY SITE												
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget		Expended	Balance		
54LBPO1	LBP1720	PROFSVCS	24846541	522510	Novato Library	Professional Services	\$ 68,885.00		\$ 54,220.60	\$ 9,714.40		
54LBPO1	LBP1720	CONSTRUCT	24846541	540210		Construction	\$ 667,533.64		\$ 416,575.57	\$ 209,478.25		
54LBPO1	LBP1720	MISC SUPP	24846541	522310		Miscellaneous Costs	\$ 6,905.00		\$ 3,645.47	\$ -		
54LBPO1	LBP1720	PWLABOR	24846541	561235		Project Management	\$ 50,811.01		\$ 30,811.01	\$ -		
							Total Costs:	\$ 794,134.65	\$ 505,252.65	\$ 219,192.65		

- (12) 5 year projection


## Five Year Projection

**DRAFT 12/19/18**  
MCFL 5-Year Projection for Funds 2470 & 2480

	Actuals	Actuals	Proj	Proposed				
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Property Tax	12,638,651	13,083,655	13,272,185	13,758,191	14,267,417	14,801,003	15,360,144	15,946,096
Measure A	2,425,800	2,487,809	2,557,938	2,609,009	2,661,102	2,714,237	2,768,435	2,823,716
Other Revenue	1,000,541	1,338,400	843,307	845,175	846,329	848,650	840,663	833,136
<b>Total Revenue</b>	<b>16,064,992</b>	<b>16,929,864</b>	<b>16,673,430</b>	<b>17,212,375</b>	<b>17,774,848</b>	<b>18,365,890</b>	<b>18,969,242</b>	<b>19,602,948</b>
Salaries & Benefits	(11,067,637)	(10,984,027)	(11,799,570)	(12,100,440)	(12,450,438)	(12,864,579)	(13,292,373)	(13,734,156)
Services & Supplies	(3,544,562)	(3,244,794)	(4,078,077)	(4,349,056)	(4,187,946)	(4,236,636)	(4,292,531)	(4,347,612)
Capital Assets	(48,967)	(796,326)	(927,989)	(491,956)	(494,255)	(496,611)	(499,026)	(501,502)
Other Expenses	(628,644)	(643,671)	(859,325)	(903,750)	(919,141)	(934,876)	(950,965)	(967,416)
<b>Total Expenditures</b>	<b>(15,289,830)</b>	<b>(15,268,818)</b>	<b>(17,665,561)</b>	<b>(17,645,162)</b>	<b>(18,051,770)</b>	<b>(18,532,704)</b>	<b>(19,034,895)</b>	<b>(19,550,186)</b>
<b>Net Library Cost</b>	<b>795,162</b>	<b>1,661,046</b>	<b>(992,131)</b>	<b>(432,787)</b>	<b>(276,922)</b>	<b>(168,814)</b>	<b>(65,653)</b>	<b>52,762</b>
Begin Avail Fund Balance	5,545,525	5,545,525	4,706,571	3,734,440	3,261,653	3,004,731	2,835,917	2,770,264
Savings/(Use) of Fund Balance		1,661,046	(992,131)	(432,787)	(276,922)	(168,814)	(65,653)	52,762
Set-Aside Fund Balance		(2,500,000)						
<b>Ending Available Fund Balance</b>	<b>5,545,525</b>	<b>4,706,571</b>	<b>3,714,440</b>	<b>3,281,653</b>	<b>3,004,731</b>	<b>2,835,917</b>	<b>2,770,264</b>	<b>2,823,016</b>
<b>ASSUMPTIONS</b>			<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>
Property Tax (Secured)			5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Measure A			2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Library Fees			-2.0%	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%
Salaries			2.5%	3.0%	3.5%	3.0%	3.0%	3.0%
Pension			22.0%	21.0%	21.5%	22.0%	22.5%	23.0%
Depreciation			9.0%	9.0%	9.0%	9.0%	9.0%	9.0%

- (13) DISCUSS A PLAN FOR FACILITIES NEEDS INCLUDING TIMELINE AND RESOURCES NEEDED. AN ASSESSMENT LIKE 2007 GROUP 4 BOND COUNSEL ADVICE ON REVENUE OPTIONS –
- (14) FORMULATE RECOMMENDATION TO PRESENT TO BOS IN APRIL (22<sup>nd</sup>)  
Bonny White discussed “no more late fines” at the library with the commission, in hopes of bringing to BOS for approval sometime in April.

To fine or not  
to fine...that  
is the  
question?



\* Revenue from “fines” is approximately \$60,000 or 1% of total budget. Leadership team has proposed reductions in expenditures to offset the revenue.

**More libraries are going fine-free. That's good for everyone.**



By Editorial Board  
June 17, 2018



IN AN era when e-books and new forms of entertainment have threatened to drive down library use, public libraries are increasingly looking to modernize and innovate. Some have turned to ebooks or digital literacy programs to reach more patrons. Others have opted for a different approach: They have gotten rid of the pesky late fees that drive borrowers away. Last week, the Enoch Pratt Free Library in Baltimore announced it was eliminating fines on overdue books and materials. Though borrowers are still responsible for replacement costs for lost items, the Pratt erased \$186,000 in outstanding penalties for 26,000 borrowers and reinstated 13,000 users whose cards were previously blocked due to unpaid fines. In doing so, it joined a growing number of libraries across the country that have decided to go fine free.

Eliminating these fines serves a laudable purpose: The policy can expand access to library services among groups that might otherwise struggle to return materials on time or keep up with payments, including low-income families, people with disabilities and the elderly. In some cases, as patrons return, fine-free policies can actually work to improve library circulation — and even the library's bottom line. The Pratt, for example, relies on library fines for less than a quarter of a percent of its annual budget, a figure it believes it could largely save in reduced staff time collecting and processing fines.

Proponents of library fines argue that they incentivize borrowers to return books on time and teach personal responsibility. But there is little evidence that fines have any effect on the timely return of library materials. In fact, much of the existing research suggests that they do not affect overdue rates and instead deter readers from borrowing materials in the first place. Libraries have also found that fines heavily affect low-income families and children, excluding the very patrons who rely on libraries the most.

Not every library can afford to follow in the Pratt's footsteps and jettison fines altogether. Many library systems depend heavily on income from fines to cover their regular expenses. Others might find it more viable to eliminate a subset of fines, such as fines on children's books. Regardless, the experiences of libraries that have successfully implemented fine-free programs offer food for thought for other networks. Perhaps the days of relentless overdue notices and droves of blocked users are coming to an end. Commissioner Javaras motioned for the commission to approve no fines in the library; Commissioner Schoen seconded and everyone voted unanimously in favor of this.

(15) DISCUSSION:

- Make-up meeting and Best Practices;
- Meeting time and frequency;
- Best ways to align with MCFL Strategic Plan;
- BOS relationship

Sara started the discussion by handing out a packet containing:

1. Resolution No. 83-144 – Resolution of the Board of Supervisors of the County of Marin Establishing the Marin County Free Library Commission
2. Most recent version of the Library Commission adopted 11-26-02
3. Marin County Free Library Standing Rules – adopted by Library Commission by MCFLC on 1/4/84 and 3/14/84 and ratified by MCBOS on 1/31/84 and 4/3/84
4. County Administrator's Office 2016-18 Budget – Boards and Commissions Biennial Report

Sara requested that everyone take home with them, and read them thoroughly. She would like to create a subcommittee to work with her on the following proposals and then report back to the full commission at a future date. Commissioners who volunteered to be on this subcommittee chaired by President Kaplan were Commissioners Schoen, Cannon, and Iqbal. She would like the Commission to consider these things:

- ✓ Changing over time the make-up of Commission from 15 to possibly 10 or even 5 representatives (2 or 1 from each district);

- ✓ Changing number of meeting dates annually to every other month or quarterly;
- ✓ Rethink the make-up of Measure A from 5 to ?;
- ✓ Maybe change meeting start time from 7pm to possibly 5pm or earlier;

Director Jones also suggested creating another subcommittee to help with the renewal of a new Measure A; aging facilities, etc. Number of Measure A annual meetings. Commissioners Ream, Javaras and Iqbal volunteered to be on this subcommittee.

(16) KEY DECISIONS –

(17) COMMISSION MAKE-UP FOR FEBRUARY EQUITY/COLLECTIONS

After a 20 minute break. Chantel reported on Cultivating Equity and Inclusion at the Marin County Free Library and showed a short film on Equity which was done by the members of the MCFL Equity Team:

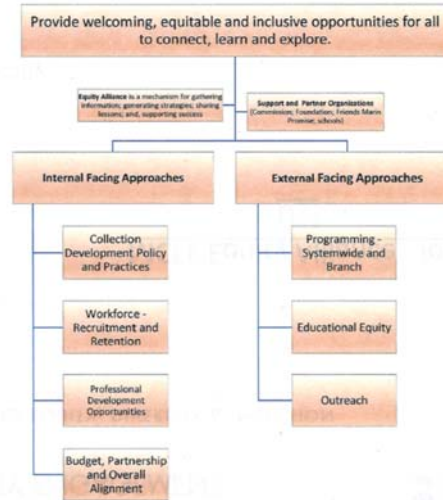


Equity and Inclusion: In Purpose and Access



## MCFL's Equity and Inclusion Efforts are Mission-driven

### Structuring Equity Into Our Policies and Practices



## OVERVIEW OF EQUITY ENGAGEMENT

### EXPANDING EQUITY, DIVERSITY & INCLUSION

- Equity Alliance Team
- Employee Voice Survey
- Leadership Team
- Learning Opportunities – locally and statewide

[MCFL Equity Alliance Join Us!](#)

## OVERVIEW OF EQUITY ENGAGEMENT

### EXPANDING EQUITY, DIVERSITY & INCLUSION IN THE LIBRARY WORKFORCE

- Clear action plan to increase efforts to retain successful recruitments as we increase diversity in the workforce.
- Clear action plan to provide career paths for entry into workforce and support for a career ladder for entry-level positions.
- Provide full-time employment whenever possible.



## OVERVIEW OF EQUITY ENGAGEMENT

### EXPANDING EQUITY, DIVERSITY & INCLUSION IN THE LIBRARY SERVICES

- Educational Equity Supports and Leadership (FLAGship; Teacher Training; Library Cards; Summer Support)
- Access – hours, resources, and locations (School Site Libraries; Pop-Up @ Northgate; VR/AR systemwide; fine-free policy; Collection)
- Partnerships and Support Organizations (Statewide Public Library Systems and Community Connections)



## STRATEGIC PLAN REFRESH

- Goal I: Be the preferred place for children, families and caregivers to connect, learn and grow together.
- Goal II: Support youth in our community with opportunities for self-discovery and expression.
- Goal III: Be a positive environment for mobile (smart phones & devices) and digital literacy.
- Goal IV: Support adults through life stages with opportunities for self-development and independent learning.





## FEDERAL LEGISLATION

INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS) PROPOSED FOR  
ELIMINATION AGAIN IN FEDERAL BUDGET



Marin County Free Library  
marinlibrary.org

Slide 8



Marin County Free Library  
3501 Civic Center Drive, Ste 414  
San Rafael, CA 94903-4177  
415 473 3220 T / 415 473 3726 F  
marinlibrary.org

## Collection Development: Behind the Scenes



### Hit Parade - Movies

Quiz #1:

Name one of the top 10 most **in demand** DVDs in the last three months.

### Hit Parade - Movies

- Crazy Rich Asians
- The Wife
- Bohemian Rhapsody
- Blackkkklansman
- Mission Impossible: Fallout
- First Man
- The Old Man & the Gun
- Boy Erased
- A Simple Favor
- Tea With the Dames



### It Starts With a Budget \$1,338,267

- Print Materials: \$440,646
  - Adult = \$266,096
  - Teen = \$21,600
  - Children = \$152,950
- Media (DVDs, books on CD, music CDs): \$184,417
  - Adult = \$145,000
  - Teen = \$5,917
  - Children = \$33,500
- Spanish Materials = \$42,000
- eBooks from OverDrive = \$79,333
- Remainder for Electronic Services ,Magazines, branch discretionary, grants and other small funds

## It starts with a Budget (cont.)

- Then it gets subdivided into smaller pots
- Subdivisions are based on many factors, including:
  - Audience
  - Language
  - Format
  - Popularity/Circulation
  - Local Need/Project
- Spending is spaced as evenly throughout the year as possible

## How does selection work?

- What informs our choices?
  - MCFL Collection Development Policy
  - Availability of materials through our vendors
  - Selection Criteria include:
    - Professional reviews
    - Branch and community needs
    - Award winners
    - Media coverage, best-of lists
    - Book fairs and expos
    - Patron requests



- ☐ yes
- ☐ no
- ☐ maybe

## How does selection work? (cont.)

- Alternatives to buying in print:
  - Digital Content:
    - OverDrive, Hoopla, Kanopy, and RBDigital provide content without needing shelf space
  - MARINet consortium, Link+, and ILL:
    - Borrowing privileges to Marin local consortium and libraries nationwide give our patrons broad access to their choices



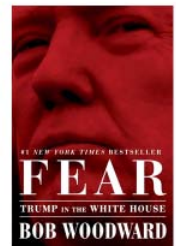
## Hit Parade –Books

### Quiz 2:

Name one of the top 10 most **in demand** adult books in the last three months.

## Hit Parade – Adult Books

- Fear: Trump in the White House
- Becoming
- Educated
- Unsheltered
- Nine Perfect Strangers
- There There
- Kingdom of the Blind
- The Reckoning
- Where the Crawdads Sing
- The Library Book



## Patron-driven purchases

- Accounting for the community
  - Local demand and circulation statistics
  - Strategic plan goals and special projects
  - Patrons suggest titles through Bibliocommons or by speaking to local staff
  - Support for school curricula (teachers suggestions!)
  - Engagement via book lists, blog posts, special collections promotion, advisory groups such as Teens and Russian



## Patron-driven purchases (cont.)

- In January 2019:
  - Adult received 118 requests - 67% were purchased
  - Children/Teen received 77 requests - 50% were purchased
- We try to buy all suggestions, but we can't when...
  - Out of print
  - Unavailable for purchase
  - Unsuitable for our collection (e.g. academic publication)
  - Prohibitive cost
  - Budget is tight
  - Available from other libraries



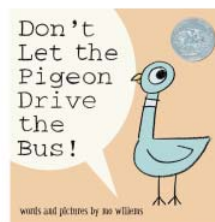
## Hit Parade – Children's Picture Books

### Quiz 1:

Name one of the top 10 **circulating** Children's Picture Books in the last three months.

## Hit Parade – Children's Picture Books

- Don't Let the Pigeon Drive the Bus!
- Tallulah's Ice Skates
- If You Give a Mouse a Cookie
- Pete the Cat: I Love my New White Shoes
- Knuffle Bunny: A Cautionary Tale
- Bartholomew and the Oobleck
- The Pigeon Wants a Puppy
- The Pigeon Needs a Bath
- Fancy Nancy and the Wedding of the Century
- Going Places



## Exciting New Collections & Initiatives



- Bilingual Grant
- Early Literacy Grant
- Northgate Pop Up Library
- Teen Honor
- Domina el Inglés
- Bayside MLK
- Nicasio School
- Equity & Diversity
- Read to Lead

## Collections in other languages

- Spanish - Largest of foreign language collections
  - Books (73%)
  - Movies & TV (16%)
  - Music (6%)
  - Audiobooks (3%)
  - Periodicals (2%)



## Collections in other languages (cont.)

- Civic Center - Russian adult books
- Corte Madera - French children's books
- Corte Madera - Portuguese children's books (coming soon!)
- All Branches - Bilingual children's books in several languages and Braille



## De-Selection

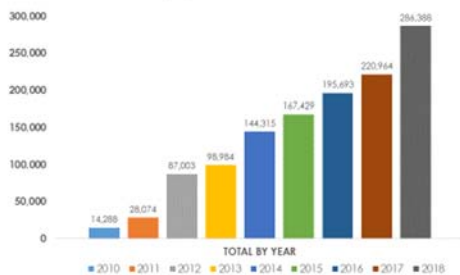
- Keeps the collection relevant and fresh
- Makes room for newer/more popular items
- Reuse



- Northgate Mall Pop Up Library
- Teacher Palooza
- Book Place
- Thrift Books
- Juvenile Detention
- County Jail
- NorthNet Libraries
- Other County Departments
- Recycle – Zero waste goal nearly achieved!

## eBook Circulation

Yearly by Number of Checkouts



## Trends and Future Steps

- Adult print use is on slight down trend of 3% and still remains the most used part of collection
- Children and Teen steady use
- Audio and Visual Physical Material are in slow decline and primarily used by existing patrons with minimal use by new cardholders
- Electronic use on upswing
- MCFL Collection Conversations

### (18) ANNOUNCEMENTS –

Commissioner Ream announced that the League of Women Voter's Annual fundraiser is coming up on Thursday, April 18. Guest Speaker will be Amy Ruiz, who was the 44<sup>th</sup> Treasurer under Obama. Anyone wishing to attend this event please contact Sue.

Director Jones confirmed that next month's Library Commission would be on April 10 at the Novato Library.

### (19) ADJOURNMENT – M/S/C Schandler/Schoen Meeting adjourned @ 3:55 p.m.



**Marin County Free Library Commission Report**  
**Sara Jones, Director of County Library Services**

**March 2019 Activities**

**OUR MISSION:**

*Provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore.*

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- d. Fairfax (Margaret Miles)
- e. Marin City (Diana Lopez)
- f. Novato (Janet Doerge)
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**3. Personnel**

## Library Activities

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

### Civic Center



Happily, two new tables and eight new chairs generously funded The Civic Center Friends of the Library finally arrived. The new furniture is lighter, brighter, and more easily moved. With our packed storytime attendance and the general outgrowth of our small children's room space, the smaller and more agile tables should help accommodating more patrons and flexible programing.


Kathleen donated the old tables and chairs to The Nicasio School for their big school library renovation overseen by West Marin Branch Manager Ramona Little Taylor and Nicasio school principle Barbara Smekkevik. Kathleen and Barbara were greatly aided with the handover of the donated furniture by Linda Aldrich, Elmer Jan, and Victor Avalos who all lent some much-needed muscle getting all that furniture down four stories in a passenger elevator on a busy day. As luck would have it, the Smekkevik family are San Rafael residents and longtime Civic Center Library users. It's sweet that the furniture is going to a good new home and to a loyal library family.

Support **youth** in our community with opportunities for self-discovery and expression.

### Civic Center

Natalie co-hosted Marin County Juvenile Hall Book Club meetings with West Marin Branch Manager Raemona Little Taylor. They've been discussing *The Hate U Give* and *March: Book One*, civil rights history, current racial equity issues, and the youths' personal experiences of race and oppression. They also took the opportunity to introduce the youth to the library's digital resources. The youth watched clips from "Ain't Scared of Your Jails," episode three of PBS' *Eyes on the Prize-America's Civic Rights Movement 1954-1985*, available on Kanopy.



<p>Be a positive environment for <b>mobile and digital literacy</b>.</p> <p><b>Civic Center</b></p>	<p>Elmer assisted a public computer patron to:</p> <ul style="list-style-type: none"> <li>• print only a portion of a scrolling webpage: took two screenshots, pasted into Publisher, cropped, grouped, and resized for optimal printing</li> <li>• navigate Gmail functions, invoking Adobe Reader to print a PDF email attachment</li> <li>• print an image she received in her Facebook account</li> </ul>
<p>Support <b>adults</b> through life stages with opportunities for self-development and independent learning</p> <p><b>Civic Center</b></p> 	<p>Linda presented Water Color Tiles, an intergenerational crafts program: There were adults and parents with children. A few dads showed up as well. So much fun was had by all and participants were so involved in their creations that many stayed for two hours, well beyond the planned one-hour program.</p>

<p style="text-align: center;"><b>Civic Center Library</b> <b>Brief Additional Update</b></p> <ul style="list-style-type: none"> <li>➤ Upon learning that Tec would be giving up processing ILLs, Linda volunteered to take the lead in the process. She spent training time with Michelle Hirsch. She has requested one title already and is currently working on a microfilm request for Fairfax.</li> <li>➤ A gentleman who had been on the computers walked by the Info Desk to make a comment about the kids on the computers. He said, “gee, those kids are going to be whizzes on the computer when they grow up! Do you see what they're doing with those games? It's great. And they're well behaved.” The gentleman said, it’s so cool to see all these kids here. He went on to say he's reading <i>"The Library Book"</i> by Susan Orlean and how great the library is in that it serves so many people. Like a community center.</li> </ul>
--

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

**Anne T Kent  
California Room**



On March 11<sup>th</sup> the California Room's public lecture series featured an illustrated talk by Tim Wood, a great-great grandson of Marin pioneer John Cushing, who told the story of the Mill Valley's fabled Blithedale Hotel, a rural resort where guests could relax and restore health in a stunning outdoor setting. For four decades, the Blithedale Hotel attracted fashionable summer guests from around the Bay Area and became one of the most popular resort in Northern California. The audience was captivated by Tim's narrative and stayed late to ask in-depth questions.

On the evening of March 24, 2019, oral historian Marilyn Geary presented the film *Marin Mindscapes: Stories of Art, Nature, and Wellness* to a group of Rotarians and their partners at the Janssen and Morrissey home in Novato. The presentation was part of a silent auction item to benefit the Rotary Club of Novato and also included a wine tasting. The thirty-minute film, created in 2010 by Marilyn Geary and California Room Librarian Laurie Thompson with a grant from Cal-Hum(California Council for the Humanities), is primarily based on oral histories of Marin County landscape artists and includes some artists who have suffered from a severe mental illness. It extolls Marin County's unique beauty and the healing effects of nature and art. It was very well received.

Thanks to this year's grant from philanthropist Jeff Craemer, the California Room was able to purchase 4 new display cases to showcase local history to our many visitors to our Map & Special Collections Annex. Librarian Laurie Thompson has curated displays in 3 of the cases including an extensive exhibit on Robert Dollar whose home is today's Falkirk Community Center in San Rafael and whose Dollar Steamship Lines subsidized his many philanthropic activities.

Support **youth** in our community with opportunities for self-discovery and expression.

**Anne T Kent  
California Room**



Librarians Laurie Thompson & Carol Acquaviva regularly help third graders who come to the California Room seeking information for their local history reports. Recently young Claire and her mother came to look into the history of Neil Cummins –the namesake of Claire's school. Laurie particularly enjoyed this transaction as she once attended the Neil Cummins Elementary School in Corte Madera and had looked into its history several years ago while preparing for Corte Madera's centennial celebration.

Be a positive environment  
for mobile and digital  
literacy.  
**Anne T Kent**  
**California Room**

Our digital oral history archive has been greatly enhanced by recent additions made by Digital Archivist Carol Acquaviva. They include: Brothers [Peter Arnold](#) and [Tony Arnold](#), members of the extended Kent family, who recall growing up in Kentfield in the 1920s and 1930s. Peter describes Greenbrae in its dairy days, and Tony describes family milestones. While Peter and Tony both attended Yale, Tony's path took him to serve overseas in the CIA, while Peter's job in international forestry took him to South America.

[Bill Gness](#), who served on the Board of Supervisors from 1958 until 1971, represented northern Marin. Gness advocated that the County purchase the land for an airport, today named Gness Field, in Novato. Gness also had a role in acquiring the land for the Civic Center, and securing Frank Lloyd Wright as the building's architect.

[Bruce Bajema](#) oversaw Marin County Free Library's computerized automation of the card catalog during his tenure as County Librarian from 1969 until 1979. During this time, Bruce also oversaw the building of the new Novato, Corte Madera, and Fairfax Library buildings.

[Freda Allen](#) was born in San Francisco in 1890. Her mother had crossed the plains in a covered wagon in the mid-1800s. Freda met her husband while they were involved with the Alpine Club, a social hiking group. The Allens settled in Kentfield in 1924 and Freda soon joined the Tamalpais Women's Club. Her interview provides impressions of Marin nearly 100 years ago.

Marin Art & Garden Center volunteer coordinator [Betty Dunn](#) describes her work with the Marin Art & Garden Center's restaurant and catering operation, Pathfinders. She also speaks of the history of the MAGC and its tradition of community fundraising.

West Marin rancher [David Burgess Burbank](#) is the nephew of famed horticulturalist Luther Burbank. David describes his family's early ranch days in Marin, dating back to the 1860s.

The photo to the left depicts County Librarian Bruce Bajema, with then Marin County Supervisor Barbara Boxer at the dedication of the Fairfax Branch of the Marin County Free Library, February 1978.



Support **adults** through life stages with opportunities for self-development and independent learning.

### **Anne T Kent California Room**

Map archivist Dewey Livingston provided research assistance for Library Foundation member Mary Moore, who was seeking information on creeks, drainage and wetlands in her Novato neighborhood. Using parcel numbers for a start, Dewey located older maps that precisely indicated the edge of the historic wetlands, as well as a 65-year-old aerial photos to determine the condition of the land prior to its subdivision in the 1960s. The research showed that the neighborhood had been a dairy ranch with a seasonal stock pond, set at the edge of historic wetlands. Dewey provided a list of recommendations for further research, as well as copies of aerial photos from the California Room collection. After the visit, Mary wrote to Dewey, "You are, indeed, a superior reference/map librarian! Thanks so much for going the extra mile."

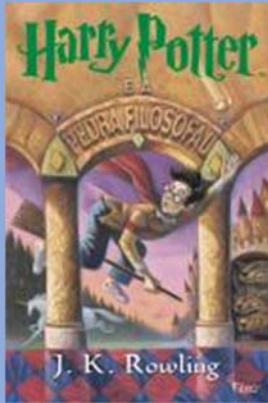
### **Anne T. Kent California Room**

#### **Brief Additional Updates**

- We received a donation of Novato yearbooks from Valerie Hill with the Friends of the Library. The collection includes 30 Sinaloa Middle School yearbooks (covering the era 1969-2018), and 21 Novato High School yearbooks (covering the era 1960-1996).
- Novato Branch Manager Janet Doerge shared several boxes of newspaper clippings, pamphlets, newsletters, books, and ephemera that had accumulated over several decades at the Novato Branch. Carol went through the material and selected two bankers boxes-worth of items to incorporate into the California Room's collection. Among the treasures were a photograph of the groundbreaking of the Novato Library building in 1970, and an invitation to its dedication in April 1971.

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

### Corte Madera



Sarah Butts, Youth Services Librarian, has been working with the local school's District English Learner Advisory Committee (DELAC), and discovered that there is a large cohort of kids who speak Brazilian Portuguese. To help support reading goals, Sarah developed a project to add popular middle school books in Portuguese to Corte Madera's School Shelf collection, and to supplement this with audiobooks. She worked with our Children's Selector, Clara McFadden, to turn this into reality for the kids and our community. If you look closely at the image, you'll see the title is "Harry Potter e a pedra filosofal".

Marilyn Wronsky, Children's Librarian, shared this encounter that I like to think of as "6 Degrees in the Library": When a Mom with sons aged 5 and 9 requested a humorous audio for a road trip, I suggested *How to Train Your Dragon* saying that a family with boys of similar ages had listened to the whole 12 CD series. Then I realized that *that* family was sitting nearby, so I introduced the Moms. The older boys, as it turns out, are classmates. And the Moms started sharing favorite audios.

Support **youth** in our community with opportunities for self-discovery and expression.

### Corte Madera



The Corte Madera Library hosted our first intergenerational art exhibit in March, "Birds Together." It features photographs by Redwood High School student, Caleb Jordan-McDaniels, and paintings by his great-grandmother, Helen Drake Muirhead. This artistic duo love to hike together, discovering birds and capturing their images via lens and brush stroke. An artists' reception brought in many from the community, from high school students to seniors. The exhibit will be available for viewing through Thursday, April 4, 2019.

Marilyn Wronsky, Children's Librarian, relates: A very grateful parent said that our Youth Services Librarian, Sarah Butts' three years of outreach activities to Kent Middle School have helped make the School Library the popular "go to" place for students. She mentioned the lunchtime book clubs and fun activities like VR and Boba demonstrations. Everyone benefits from Sarah's visits. The School Library attracts more kids and they also become connected to the Corte Madera Library.



Be a positive environment for **mobile and digital literacy**.

### Corte Madera



Jackie Foster, LALL, shares: I trained an 80+ year old e-book patron a couple of years ago how to download books to Overdrive. She's an avid reader who's been avoiding cataract surgery... electronic books are the only media she can see well. Despite her age and lack of technology know-how... she's taken to it!

Recently Overdrive started misbehaving on her device... only offering her the choice of Kindle format which she doesn't like using. After several attempts to fix the issue, I decided to uninstall Overdrive and install Libby. Unfortunately we couldn't make progress until she returned with her Apple ID password...

Once she returned, we downloaded Libby. She got a quick tutorial, down loaded several books and seems to like the new format. Back to reading and delaying the dreaded cataract surgery...

Support **adults** through life stages with opportunities for self-development and independent learning

### Corte Madera



Library staff provide critical help to our patrons so they can be successful. Sometimes, our referral to local resources can make a big impact, and help people get what they need. Here are a couple examples:

Ana Stanesco, Librarian I, tells how she helped an adult student working on a paper for College of Marin. "I initially met her while she was brainstorming, trying to figure out what word processing software to use, what file format.. she was very ill at ease with the whole process, especially with uploading files to her course management website. She didn't have Word on her home computer, so I explained cloud storage to her and got her set up with Google Docs so she could have access to her work regardless of whether she was working on library computers or her own.

Later, after she had refined her topic and found some useful articles on Google Scholar, I helped her get to the full text through our databases or through Google Scholar, and save them to a flash drive to read later. Once she was more comfortable with that we also worked on capturing the citation from EBSCO. So she was in a bunch of different times talking to different librarians and getting more comfortable and confident as she went, though still frustrated with the particularities of the process.

-Shereen Ash, L2, shared: A patron asked where he could go to have a custody letter translated into Spanish. I looked for local organizations that would provide this service and told him about one that looked promising. He said he had spoken to someone there already and was informed that they wouldn't be able to provide this service for him. I was surprised, because it seemed to fit within their stated mission. I decided to call Marin County Aging and Adult Services Information and Assistance phone line: 457-INFO for other suggestions. They directed me to the same agency. I asked the patron if I could call the agency for him, to ask if they could translate his letter. He agreed and I spoke

	<p>with someone who said that they would be able to translate his letter and that they could see him later that day. I passed the phone to the patron so he could set up his appointment. He was very thankful and relieved as he had to submit this document soon.</p>
--	---

<p><b>Branch/Unit Name</b></p> <p><b>Brief Additional Updates</b></p> <ul style="list-style-type: none"> <li>➤ CMA received a letter from a grateful patron who wanted to thank the family of Armand Cello for the bequest he left to the Corte Madera Library that has made possible the Cello Collection.</li> <li>➤ CMA staff were involved with two interventions to connect our patrons with health services in the last few weeks, including the County Mobile Crisis Response Team.</li> <li>➤ Insert</li> </ul>
---

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

### Fairfax



Iris Meinolf, Children's Librarian, provided outreach to San Geronimo preschool this month and presented storytimes to the toddler and the preschool groups. Incorporating puppets paid for by Fairfax Friends of the Library, Iris was a big hit. "All the toddlers wanted to hug each puppet," she reported. Iris was also a reader this month for Manor School's annual "America Reads" day, when members of the community are invited to read aloud to students for 30 minutes. At both locations Iris distributed flyers for our library programs, and this week we had 32 attendees at after-school storytime!

Support **youth** in our community with opportunities for self-discovery and expression.

### Fairfax



Margaret Miles, Branch Manager, and Kathleen Fitzhugh-Remitz, Children's Librarian at Civic Center library, collaborated to bring "The Shadow Side of Play: Supporting Children Wherever Their Play Takes Them," a workshop presented by Suzanne Flint, to the San Rafael Community Center on Wednesday March 27.

Suzanne discussed the necessity of unstructured play in children's lives in order to build the neural pathways required for the development of executive functions. Attendees discussed their reactions to, and learned the benefits of, four types of play: risky, aggressive, gender/roleplay, and body image/sexual exploration. Though these types of play may make adults uncomfortable, children are learning to manage their fears, acquiring empathy, defining who they are, and developing boundaries. Rather than controlling play, adults can facilitate children's development by creating a space for child-directed free play; rather than guiding children's play, adults should ask questions, set aside judgement, and respect children's play in all forms.

All attendees who completed evaluation forms said they learned a new method for supporting children's play and learned something they can do to bring greater awareness to their own reactions to children's play. Several commented that they would be integrating more open-ended non-directed play into their preschool programs, and reiterating its importance to parents and caregivers. One wrote "I have always felt that many adults are bad at respecting and trusting children. This is all a good reminder that we need to do so."

Be a positive environment for **mobile and digital literacy**.

The AARP are again providing tax assistance to seniors and low-mid income residents at the Fairfax Library Mondays and Wednesdays from 10-2. We have had very full parking lots and lines of people waiting to enter the building every tax assistance day this

## Fairfax



month. This Monday alone (3/25) 31 people checked in, many who utilized the library and its resources while waiting their turn. Thanks to Jim Stephens in Tec Support, AARP volunteers are able to connect to the library's wifi through a secure connection. This year they are also using a wireless printer. The volunteers are able to file taxes electronically and provide each filer with a printout. Ralph Sherer, the lead volunteer, said this is the busiest location. "Everybody loves the Fairfax Library," he told us.

Support **adults** through life stages with opportunities for self-development and independent learning

## Fairfax



In partnership with Standing Up for Racial Justice-Marin, Fairfax Library presented a Film and Conversation program on March 16: Sea Level Rise & Environmental justice. The seventeen attendees, who showed up on the first clear Saturday this spring, watched several short films and then engaged in a lively discussion about how sea level rise is affecting Marin and how it is more severely impacting communities of color. The panel included two members of ShoreUp Marin, a multi-racial environmental coalition advocating for equitable inclusion of low-income communities in planning and community preparedness.

### Branch/Unit Name

#### Brief Additional Updates

- The Children's Services Team, chaired by Margaret, developed Guidelines for Deselection and Agreements for Respectful Discussion at their March meeting.
- Last week someone cut the cable of a bike lock we loaned to patron and stole their bicycle. As a result we have purchased new Kryptonite "U" locks. Anthony Puga, Circulation Supervisor, pointed out that this is the first incident we've encountered since we started checking out bike locks to our patrons in 1999; they have circulated over 700 times.
- Though the rain came down in torrents this year, the Fairfax Library weathered the storms with only a few drips and a few instances of overflowing gutters. Many patrons have commented how much they appreciate having a warm dry place, and so many activities for kids.

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

### Marin City



Marin City Library is honored to be housing Willow Creek Academy's 1st Grade Class Civil Rights Book Projects where students made their own books on MLK, Rosa Parks, Ruby Bridges, and other prominent figures of the movement. This project comes from Mrs. April Gregory's class where she reached out to Keith, who's daughter Emma also contributed to the project. Danny followed up with the teacher and made a plan for her to come to the library with the kids' books. Danny set up an eye-catching and informative display in our Children's Area flanked with contemporary works on the Civil Rights Movement. Students and their parents are coming into our branch to check out their works and to show their proud parents what they've contributed to. Danny and Ms. Gregory talked about how it was children who brought significant attention to the Civil Rights Movement because as Danny writes, "it was children who marched when police dogs and fire hoses were used against them. This being one of the first social movements to be televised, it was the very violence aimed at black children to show the world the immorality of racism and to find global support." To say "thank you" to Mrs. Gregory and her students for reaching out to us, and to make the collaboration even more special, Diana asked Faheem to design some "Junior Author" buttons to give to the students. Staff wrote a "thank you" card, and Danny delivered the items to Ms. Gregory's class at Willow Creek. Diana also asked Danny to post pictures to the Marin City Library Facebook page where they look amazing!

Support **youth** in our community with opportunities for self-discovery and expression.

### Marin City



Amber Allen-Pearson, Program Manager at the Marin City Health and Wellness Center and Coordinator of the Marin City Teen Center, came to the library to see if we had any books that we could give her for the Teen Center. We gave her two boxes of teen books. She came in telling us that she appreciated the library for being a community hub for her that almost always has relevant resources for either herself or the communities she serves. On another day, Danny dropped off more books to the Teen Center because Clara McFadden had generously offered two more additional boxes of Advanced Reader Copies (ARCs) for us to give out.

On Tuesday, March 12 and Tuesday, March 19, the expansion of the Webstars started at the South Novato Library. As Amy mentioned in her South Novato report,



Be a positive environment for **mobile and digital literacy**.

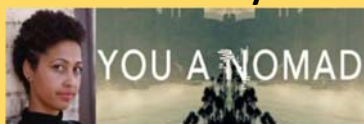
### Marin City



there were 8 new "XRStars" to work in the library, VR lab, and Makerspace. Etienne helped with the interviews, and he and Faheem also participated in the XRStars first two trainings. Everyone is very pleased with the group of teens that were selected and proud to have such a diverse group. Etienne and Faheem will continue to support the project as needed.

Support **adults** through life stages with opportunities for self-development and independent learning

### Marin City



On Tuesday, March 26, we hosted a social justice movie night in collaboration with SURJ Marin which consisted of a screening of "You a Nomad" by local filmmaker Shirah Dedman followed by a roundtable panel with the filmmaker and others.

Twenty-two people came to watch the 20 minute documentary. There was a discussion after the film that lasted about an hour. There were several new faces that had not regularly attended the movie night. The discussion after the film was informative.

Description of the film: In a single generation, Oakland, California's black population has dwindled from 44% to an estimated 26%. Using a unique cross-section voices, short film YOU A NOMAD reveals the systematic roots of gentrification and depopulation of African-American from cities nationwide.

See Shirah on HLN here: <https://vimeo.com/263790114>

### Marin City Library

#### Brief Additional Updates

- On March 5, *Library Journal* announced the 2019 Class of Movers and Shakers - Advocates, of which Diana was one: <https://www.libraryjournal.com/?detailStory=diana-lopez-movers-shakers-2019-advocates> It is a tremendous honor. Diana is grateful to Sara for the nomination and support and to her Marin City team for their hard work and contributions to make such positive impacts in our community.
- Thursday, March 14 a Marin IJ reporter and photographer came to the branch to do a story about the Movers and Shakers honor. The story was on the front page with the staff photo that Diana had hoped for since the Movers and Shakers honor belongs to the team! [www.marinij.com/2019/03/18/marin-city-librarian-receives-national-honor-for-community-programs/](http://www.marinij.com/2019/03/18/marin-city-librarian-receives-national-honor-for-community-programs/)
- On Wednesday, March 20 Felecia Gaston of Performing Stars of Marin had a distinguished African American pilot from Marin City speak at Bayside MLK. Danny, Kayla, and Faheem created related book displays in the school library with materials from both MCFL and the school.
- We continue to have our monthly robotics program, and Diana and Etienne are excited to be hiring Kavi, the Reaching Out with Robotics Coordinator from Tam High as a Webstar in the near future!
- Becky continues to coordinate our monthly knitting group and book club.

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### Novato

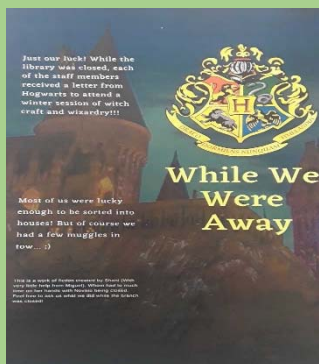


Novato Library finally reopened for business on Saturday March 16, after being closed off and on since the end of November. Staff and patrons were so grateful to be back! Patrons showered us with heartfelt sentiments and gifts including a pink box of donuts from one young patron named Matthew who wrote on the box he presented to Children's Supervisor, Laura Kennett, "YAY! The Library is open!!!"

A contest to name our new "Li-beary Helper" had a bit of a false start when we briefly reopened in January but was reinstated on March 16. Sixty entries were received from kids offering up names from A to Z. Staff voted and then voted again; finally the tallies settled on BRUISER. At left is a photo of our name winner Malia and Bruiser himself! He had a busy first day, kids loved taking him around the different parts of the Kids' room. Early in the day a young girl helped him on the kids computers!

Support **youth** in our community with opportunities for self-discovery and expression.

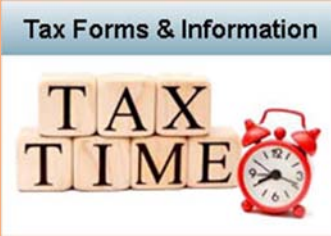

### Novato



Shani Boyd is a contingent extra hire Library Assistant who has helped Novato Library out in our absence of a Teen Librarian by assisting with craft programs and hanging out with our Teen Advisory Group. During our closure, Shani had time on her hands and asked all Novato and South Novato staff to take the Harry Potter sorting hat quiz, thinking it would be fun to see who is what house and create a display for the library based on our results. Well the results are in and the display lives in our check-in window for all to see! The photo at right is the introductory poster announcing, "Just our luck! While the library was closed, each of the staff members received a letter from Hogwarts to attend a winter session of witch craft and wizardry!!!" It turns out we have a lot of Ravenclaws (Anne, Shani, Daniel, Anna, Rachel, Alfredo, Miguel, Ann) and Hufflepuffs (Laura, Tom, Adrienne, Willow, Sandy), as well a few Gryffindors (Janet, Jessica, Miriam, Tamara, Jess), a couple of Muggles (Amanda, Allen, Mike) and one lone Slytherin (Silvia).

To find out which house You are in, go ahead and take the quiz here:

<https://www.theguardian.com/childrens-books-site/quiz/2015/feb/05/harry-potter-night-quiz-sorting-hat-which-house>

<p>Be a positive environment for <b>mobile and digital literacy</b>.</p> <p><b>Novato</b></p> 	<p>Tax season is here and library staff have been assisting a lot of patrons with downloading and printing the forms and instructions they need.</p>
<p>Support <b>adults</b> through life stages with opportunities for self-development and independent learning</p> <p><b>Novato</b></p> 	<p>Adults were welcomed back to Novato with signs everywhere that said: "Welcome Back!"</p> <p>We expected to close for the scheduled replacement of our HVAC system. We did expect to end up swimming in the 'atmospheric river' storm systems that followed! Leaks have been fixed, carpets cleaned or replaced, ceilings and walls repaired and repainted, and we are once again open for business! You, our loyal patrons, have stood forlornly at the door, shouted your greetings through the book drops, and waited more or less patiently for this moment...while we worked in the cold and the damp and the solitude awaiting your return. We are delighted to see you!</p> <p>The Novato Library Staff"</p> <p>One patron offered his highest compliments with gratitude, vocalizing that we handled our transition very well.</p>

<div><div>Branch/Unit Name</div><div>Brief Additional Updates</div><div><div>➤ The Adult Services Committee, chaired by Janet, developed Guidelines for Deselection under the direction of Katie Port, Collection Development Librarian.</div><div>➤ Laura Kennett spent her Wednesdays in March in the County’s Management Academy.</div></div></div>	

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### South Novato



Friday Fun Days are going strong at South Novato. Library assistant Ruth Itzun had the great idea to add coloring pages to our rotation of Legos, STEAM activities, puppet theater and other family fun. On St. Patty's Day we had some extra fun with a Pete the Cat-theme including posters, stickers and notes. With Ruth's help we're reaching new families and brainstorming ideas to keep this popular program fresh and fun throughout the spring and summer.

Nikki is also helping us keep storytimes fresh and fun, with an audience on Thursday and Saturday that sometimes reaches 30-45 kids and caretakers!

Support **youth** in our community with opportunities for self-discovery and expression.

### South Novato



We did it! This month we welcomed 8 new student interns: Ruth, Lucas, Dillon, Cais, Bryanna, Satvik, Xander and Teagan.

XRStars (SNO's version of WebStars) will work 2-3 hours per day afterschool tutoring younger students in the Makerspace and XRMarin, and supporting e-help and programs in the Library. The program kicked off on March 12 with a welcome from Sara Jones and Bonny White, an inspiring orientation from our team alongside Marin City WebStars' coordinator Etienne Douglas and alum Faheem Bassa.

Each week XRStars gather for hands-on training. Topics include customer service, Maker pedagogy, becoming a digital literacy tutor, virtual reality, digital security and online safety, advanced tools like 3D printing, and project design. Last week they jumped right in with a challenge: figuring out how to fix a broken Oculus Go headset. No better learning than hands on learning! (see photo left)



Be a positive environment for **mobile and digital literacy**.

### South Novato



Fridays are fun for other reasons, too. We host “open lab” on Fridays from 3-6 in both the Makerspace and the XR Marin studio. Youth build projects of their choosing, learn digital tools using self-paced tutorials, play with code and virtual reality, and get expert support from Sara Bolduc and Solomon Smith. Our newly hired XR Stars will also be working Fridays to mentor younger students.

This month we also celebrated Women’s History Month & International Women’s Day (March 8th) with a Chemical Reactions-themed spa day for LunaTech. Each participant created their own colored and scented bath bomb, sugar and salt scrub, and lip balm. We also celebrated Pi Day (March 14th) -- with pies of course!

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

### Technical Services, eServices and Marketing



Partnered with the County of Marin Department of Health and Human Services to distribute withdrawn items to new reception area of 120 N Redwood.

Support **youth** in our community with opportunities for self-discovery and expression.

### Technical Services, eServices and Marketing

Jen Robinson presented a 3 hour Professional Development training to teachers, staff, and local agency members at the Nicasio School District. Jennifer focused on digital tools offered by the library as well as other online resources and drew alignments Common Core foci and shared ideas for student and classroom use. This training was requested by the school as part of the larger collaboration between Nicasio School District and the West Marin libraries.

	<p>Clara is now assisting with selection for the Nicasio School library. This small community public school is TK-8 and their library collection is in need of refreshing with new and updated materials. In coordination with the school's principal and Raemona Little-Taylor (branch manager for West Marin), Clara ordered a collection of brand new books including picture books, graphic novels, easy chapter books, children's non-fiction, and children's fiction, to be displayed at the school's Open House on April 4. This partnership will be ongoing.</p>
<p>Be a positive environment for <b>mobile and digital literacy</b>.</p>  <p><b>Technical Services, eServices and Marketing</b></p>	<p>Huge spike in Hoopla from January newsletter "If you like...."</p>
<p>Support <b>adults</b> through life stages with opportunities for self-development and independent learning</p> <p><b>Technical Services, eServices and Marketing</b></p> 	<p>Lynda.com promotional materials produced and order for April campaign.</p> <p>The Adult Services Committee adopted a new set of deselection guidelines to aid them in keeping the MCFL adult collection up-to-date and relevant. These guidelines cover all types of materials including print fiction and non-fiction, entertainment and documentary DVDs, music CDs, and audiobooks on CD. The adult services librarians will review and update these guidelines annually in February or as needed.</p>

**Technical Services, eServices and Marketing**  
**Brief Additional Updates**

- Various communications and logistic tasks related to NOV closure/reopening: Savannah emails, updates to webpages and online calendar
- March Library News email was sent out 3/21 highlighting Friends Anniversary Book Sale, "Shadow Play" events, and promoting the New York Times Online resource
- Work on moving website to new hosting provider
- Card sorting for navigation and terminology @ Web Squad meeting
- Artwork for Summer Challenge folders is 90% done.
- Teen Scratcher tickets have been ordered.
- Produced 15,000 flyers for North Bay Science Discovery Day in partnership with Sonoma County Library.
- Library Selectors met with representatives of Baker and Taylor to discuss improvements to the acquisition and selection process
- Presented at 3/15 Library Commission related to facilities and collections
- Majority of Novato HVAC project was completed and library reopened. There will be some follow up work that continues through May focused on replacing existing ducts, roof sealing and completion of fence to surround the ground level unit on North side of building.

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

**West Marin  
Point Reyes,  
Inverness, Stinson  
and Bolinas**



Annemarie Russo, Community Library Specialist, and Vanessa Waring, Community Library Specialist, coordinated a delightful Dia de los ninos/Day of the Child performance at the Bolinas Children's Center on March 26th. The dynamic duo, Cascada de Flores, provided a lively and engaging bilingual storytime performance for young children from the Children's Center and the Bolinas-Stinson Preschool program.

West Marin Literacy is preparing to pilot a new after-school tutoring program, Reading Buddies, for K-3<sup>rd</sup> graders. Point Reyes hosted a "train the trainer" led by Judy Kramer of 10,000 Degrees Academic Support and West Marin-Inverness School Reading Intervention Specialist, Ashley Dumbra. We are excited to pilot this program in April 2019.

The Nicasio School project's 1<sup>st</sup> collection order was completed by Clara McFadden, Children's Selector. The principal was thrilled to see the new books arrive after 5 years without book orders! Simon Woodard, LAII, is working with Marin City staff to create READ posters of Nicasio students and add books to Nicasio's ILS, Libraryworld.

Support **youth** in our community with opportunities for self-discovery and expression.

**West Marin  
Point Reyes,  
Inverness, Stinson  
and Bolinas**



Stinson Beach Library hosts the local teen group weekly on Mondays. Kerry Livingston, Community Library Specialist, reported the teens had good heavy conversations and the youth have also expressed interest in the new Teen Honor Collection. Point Reyes and Stinson Beach libraries report that Teen Honor books are being "checked out" via the honor system.

Raemona Little Taylor, West Marin branch manager, continued the Juvenile Hall Racial Justice Book Club in collaboration with Civic Center Teen Librarian, Natalie Mallett. This month's selection was "March Book One" a graphic novel by Congressman John Lewis and his role in the Civil Rights Movement. During the second book discussion, the youth had a robust discussion about non-violent protests, social justice movements, and current events that impact people of color.

Be a positive environment for **mobile and digital literacy**.

Point Reyes Library is now offering "Drop In Tech Help" every Friday morning. This month, patrons had the opportunity to expand their tech skills and learn about our amazing online resources (Overdrive, Kanopy, and Hoopla) while connecting with skilled library staff.

**West Marin**  
**Point Reyes,**  
**Inverness, Stinson**  
**and Bolinas**



Support **adults** through life stages with opportunities for self-development and independent learning

**West Marin**  
**Point Reyes,**  
**Inverness, Stinson**  
**and Bolinas**



The Point Reyes Book Clubs led by Jennifer Livingston, Community Library Specialist, and Simon Woodard, LAll, hosted their annual joint meeting and potluck to discuss Ijeoma Oluo's bestseller, *So You Want To Talk About Race*. Patrons discussed their own experiences with race and reflected on the author's experience as well.

The ever popular UC Marin Master Gardeners returned to Point Reyes to share tips for growing succulents.

**West Marin**

**Brief Additional Updates**


- Raemona Little Taylor, West Marin Branch Manager, was part of a team of teachers and community partners that presented to Shoreline Unified District School Board about the PK-3 grant.
- Raemona also presented a West Marin Libraries report for the Library Foundation on March 27<sup>th</sup>.




<p>Be the <b>preferred place</b> for children, families, and caregivers to connect, learn, and grow together.</p> <p><b>Bookmobile</b></p>	<p>A great meeting was held in March with National Parks, Marin County Parks and Open Space and MCFL folks and San Rafael Library folks all participating. The planning has begun for our summer Tales to Trails program to connect our summer reading program with outdoor activities. The Bookmobile has participated in this program for 2 years and it has been a huge hit for all. This year's program promises to be even more fun and will reach even more people. Stay tuned!</p>
<p>Support <b>youth</b> in our community with opportunities for self-discovery and expression.</p> <p><b>Bookmobile</b></p>	<p>There are times to celebrate success and this is one of them! One of our ranch family's son will be finding out this week if he is accepted in the engineering program at UC Berkeley which will be icing on his cake. He has already been accepted to UC Davis and Sonoma State University is trying to lure him there as well. He went to school at one of our one room schools and we met him as a 6 year old. His love of reading has always shined and he has made the most of every opportunity that came his way. He will be the first in his family to go to college and we know he will make the most of it. I'd like to think that our bookmobile visits had a little part in making his life richer and his opportunities broader. Way to go Jorge!</p>
<p>Be a positive environment for <b>mobile and digital literacy</b>.</p> <p><b>Bookmobile</b></p>	<p>Kanopy and Hoopla are gaining more of our customers every week. Patrons are thrilled with the availability and content of both services and can't believe it's free with a library card!</p>
<p>Support <b>adults</b> through life stages with opportunities for self-development and independent learning</p> <p><b>Bookmobile</b></p>	<p>We do a lot of work to place holds and bring materials to our many assisted living centers. Movies, books, audiobooks are all really well used and are common requests but we now have 2 of our customers who are requesting books in Russian. Thanks to the Civic Center Library we can make their requests happen!</p>

## Library Director Activities

Below is brief overview of a few activities and items that may not have been highlighted in other areas of this monthly Commission Report.

	<p>March was filled with travel and professional presentations for me.</p> <ul style="list-style-type: none"> <li>• Attended Census 2020 complete Count working group, March 8</li> <li>• Attended County Friends of the Library meeting, March 9</li> <li>• Presented at the Annual CENIC conference on my participation in the Aspen Institute report: <i>Beyond Connectivity: How California libraries can leverage bandwidth to advance community goals</i>. March 19</li> <li>• Submitted IMLS (Institute of Museum and Library Services (IMLS) grant for a National Extended (XR) reality conference, March 20.</li> <li>• Presented at the Library Technology Conference in St. Paul Minnesota March 21.</li> <li>• Attended Strive Together Leadership training (STLP) in Miami, Florida. Part of partnership with Marin Promise, March 26-28</li> </ul> <p><b>Helped with selection of new Marin County Poet Laureate:</b>  March 17 will be reading and reception to honor Terry Lucas, the newly appointed Poet Laureate for Marin County. Lucas is the author of two full-length poetry collections, <i>Dharma Rain</i> and <i>In This Room</i>, and two prize-winning chapbooks, <i>Altar Call</i> and <i>If They Have Ears to Hear</i>. His writings have appeared in numerous national journals, including Columbia Poetry Review, Crab Orchard Review, Alaska Quarterly Review, and Open: Journal of Arts &amp; Letters. Terry Lucas will serve as Poet Laureate from 2019-2021 and the theme of his tenure will be "Poetry as Connection." He hopes to foster greater connections between poets and to encourage a wider audience for poetry in Marin County.</p> <p>The <b>Marin Poet Laureate Program</b> is dedicated to building community through poetry by appointing and supporting a Poet Laureate for the county. As an ambassador for poetry, the Laureate promotes citizens' awareness of poetry as well as heightens their appreciation of the art form. The Laureate strives to forge a meaningful connection between poetry and the populace, undertakes projects that will make poetry more available and more accessible to people in their everyday lives, and demonstrates a dedication to the art of writing poetry.</p>
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## Personnel

	<p>During March 2019, MCFL application period for both the <b>Media Technician</b> Position and the <b>Library Technical Assistant II (MARINet)</b> Position closed with a solid pool of applicants. The <b>Librarian II (2 full time and 2 part time positions)</b>, <b>Media Technician and Library Technical Assistant II (MARINet)</b> positions are in the interview phase with solid pools of candidates expecting to interview during April 2019.</p>
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	<p>The following full-time and part-time vacancies are under review, or are in the early recruitment preparation phase as of March 2019:</p> <ul style="list-style-type: none"> <li>• Administrative Services Technician (Admin)</li> <li>• Community Library Specialist (Bookmobile)</li> <li>• Library Aides, (Civic; Novato; Tech Services; Fairfax; Marin City)</li> <li>• Library Assistant I, (Fairfax; Stinson; Bolinas)</li> <li>• Mobile Library Assistant (Flagship)</li> <li>• Vacancies in Technical Services (Supervising Library Technical Assistant and LTAI/II)</li> </ul>
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## **Commission Members:**

**MCFL and the County of Marin**

**THANK YOU for the time and talents that you share with us daily, monthly and annually.**

# MARINet Board Meeting Minutes

February 21, 2019

Attendance: Dan McMahon (MARINet), Jessica Trenary (MARINet), Deborah Mazzolini (Bel-Tib), Anji Brenner (MV), Gary Gorka (DUC), Linda Kenton (SAN), Henry Bankhead (SRP), Augie Webb (SAU), Bonny White (MCFL), Laura Callahan (LRK), and Sarah Frye (COM).

Meeting came to order at 9:08 a.m.

## **I. Public Comment Period**

SRPL received an email asking that the Board consider unlimited renewals except for items with holds.

## **II. Introduction of guests**

DBWG members: Serianna Leyland (SAN), Augie Webb (SAU)

## **III. Approval of minutes Jan. 17, 2019**

Minutes were approved.

## **IV. New Business:**

### **A. DRWG presentation on FY20 recommendations**

Serianna Leyland (SAN) and Augie Webb (SAU) represented the DBWG recommendations with a letter of support from the CSWG. Recommendations for FY 20 include cancelling Brainfuse and Consumer Reports due to low usage by patrons. The DBWG proposes not replacing Brainfuse due to low demand for online tutoring. Consumer Reports is heavily used by library staff, however the print version is more heavily used by patrons. Savings for these resources will total \$26,635. Public libraries are eligible for another free year of the New York Times online free through the state, which will result in additional cost savings. DBWG recommends moving these savings into Overdrive, since usage has increased 30% and a flat budget is not sustaining the use. DBWG recommends keeping holds ratio at 9:10 and allocating \$14k to be used by children's/teen librarians for children's/teens materials in Overdrive. Remaining funds will be used for holds management with an emphasis on children's'/teen materials. Motion to approve these recommendations by Bankhead. Second by Brenner. Motion approved.

DRWG members Serianna Leyland (SAN) and Augie Webb (SAU) also provided a review of DRWG accomplishments for the 2018-19 fiscal year; specifically, the DRWG streamlined various aspects of the purchasing process for Overdrive, which has been helpful across the entire MARINet consortium.

## **V. Old Business**

### **A. CENIC update**

McMahon reported that there are ongoing support issues with CENIC. The CENIC bandwidth contract through the State will end in 2-3 years; McMahon suggested

considering different vendors if the consortium would like to keep the network in-house, since dealing with support issues requires substantial staff time/network experience. Equipment may last 10 years, which is another cost/vendor-consideration.

## **VI. New Business resumes**

### **B. Linkplus NorthNet option**

Sonoma, Del Norte, and one additional library recently joined NorthNet. MARINet would be responsible for a 5% cost increase to Innovative (\$26k over the next 5 years) by opting to not join NorthNet. Cost increase for NorthNet would be 3% per year and MARINet would be committed for 5 years.

LinkPlus costs \$95-100k per year. There are issues with support for running the server. MARINet is the only InnReach consortium run by Innovative.

The Board is in favor of joining NorthNet with the caveat that NorthNet provides an MOU for full consortium (vs for one individual library) before signing on.

### **C. Print Notices: check in on feedback re: dropping them**

There have been no further written complaints regarding the elimination of print notices, however there were two emails praising the change.

### **D. Cloud Records**

Trenary explained the difference between SkyRiver (\$4,500) and BiblioCommons API (\$5,000) for OverDrive cataloging. Currently, with SkyRiver, there is a lag between when an item is ordered and when the record appears in the catalog (and a lag before records are deleted after item is weeded). BiblioCommons' records will not be available in the Classic Catalog, however there would be a savings in staff time. The Board discussed both options and decided to switch from SkyRiver to BiblioCommons API.

### **E. Ancestry multi-year contract?**

Ancestry has offered MARINet a 5-year contract without increasing cost. Patrons need to go into the library to use Ancestry, but it gets good use. The Board decided in favor of the multi-year contract.

### **F. Proposed budget for FY 2019-20**

The Board had a discussion of the Proposed Budget and will vote to approve in March.

## **VII. Standing Items for the agenda**

### **A. System Administrator's report**

McMahon discussed items from his report. McMahon will be starting audit prep for 2017-18 and attending the LinkPlus operations meeting next week at Castro Valley. MARINet will upgrade to Sierra 4.2 next Tuesday or Wednesday. Auto-renew is included, which will allow libraries to test. Classic Catalog is going to https.

### **B. Correspondence**

There was no correspondence.

### **C. Topics for future agenda**



- Budget
- Cenic
- LinkPlus/NorthNet MOU

#### **VIII. Non-Action Items**

Kenton reported that BiblioCommons has been very slow and wonky.

#### **IX. Announcements**

**DUC:** None

**MCFL:** Will no longer require proof of address to help improve equity for patrons. MCFL is also moving towards going fine-free at the beginning of next fiscal year to further improve equity. Novato Library is in the second 2-week closure due to roof leaks. The situation is being monitored daily.

**Sausalito:** Has also eliminated proof of residence and fines on many items. Chambers is dealing with communications issues related to the Sausalito storms/mudslide last week.

**Larkspur:** Programming is doing well, with increasing attendance for programs such as Yoga Story Time and other Saturday Programs. Larkspur has started a small adult Spanish-language collection. Larkspur's Friends Group is doing a February fundraiser that is going well. The new Community Center Foundation is helping pay for first year costs for planning for new library.

**San Anselmo:** Has also eliminated need for proof of address. San Anselmo has reduced overdue fines, however fines are not yet fully eliminated. Kenton will be starting work on budgets.

**SRPL:** SRPL and MCFL are operating the pop-up mall location. White and Bankhead appear in a YouTube video titled "NorthGate Mall Pop-Up Library," to promote this location and help the partnership continue. Currently, SRPL provides staffing and MCFL provides everything else—collection, janitorial services, etc. Circulation and gate count have been high. San Rafael is looking at 5% reduction in non-personnel costs. SRPL continues to work with Community Services and will fully integrate after March 8th, which will allow for additional programming.

**COM:** Has begun planning for the move into temporary housing next spring while the LRC Building is demolished and the new building is under construction. The College is looking at budget cuts over the next three years and the Library will be putting together its budget presentation this spring.

**Bel-Tib:** Will break ground on the expansion in April/May and Mazzolini has been working on fundraising efforts for that. The expansion will nearly double the size of the Library and add a larger children's/teen room, as well as a larger meeting room. Areas of the parking lot may be periodically closed during construction. Anticipated finish date is 16-17 months. Bel-Tib will also have a new roof as a result of dealing with termites.

The meeting was adjourned at 11:15 a.m.

Minutes taken by Sarah Frye, College of Marin Library.