

MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda

THURSDAY, December 15, 2016

7:00 p.m.

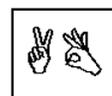
CIVIC CENTER MEETING ROOM #410B

3501 Civic Center Drive, San Rafael, CA 94903

Directions: Travel Highway 101, taking the San Pedro exit north of San Rafael, proceed east to the traffic light, turn left at the light. Turn left to main Civic Center Administration Building. Ample parking available close to the building, with no evening time limitations. Take elevator to the fourth floor, exit right, and continue to first hallway **Room 410B** at end of hallway. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (call: **415-473-3222**). if you are unable to attend the meeting (call: **415-473-3222**).

NOTE: Dinner will arrive around 6:45 for those who would like to join us prior to scheduled meeting.

	<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>
7:00	1. Call to Order	Kathrein	Action
	2. Roll Call	Kathrein	Action
	3. Approval of Agenda	Kathrein	Action
	4. Approval of Minutes – November	Kathrein	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Kathrein	Information
	7. Civic Center Report	Patterson	Information
	8. New Business		
	a. Facilities/Capital Needs	Hill/Schatz	Information
	9. Old Business		
	10. President’s Report for November	Kathrein	Information
	11. Director’s Report for November	Jones	Information
	12. Announcements	Kathrein	Information
8:50	13. Adjournment	Kathrein	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 November 9, 2016
12. Library Director's Report for November, 2016

Unnumbered Attachments:

Approved MARINet Board minutes of October 20, 2016 held at Los Gamos



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MARIN COUNTY FREE LIBRARY
Novato Library
--PROPOSED MINUTES--
Wednesday, November 9, 2016

(1) CALL TO ORDER

Meeting called to order at 6:30 p.m.

(2) ROLL CALL

Present

Craig Kennedy	Margaret Kathrein	Tyron Cannon
Linda Ward	John MacLeod	Ann Kaplan
Joel Fugazzotto	Nick Javaras	
Alison Howard	Sally Hauser	

Absent with Notification

Helen Fauss	Anya Schandler
Loretta Farley	Barbara Schoen

Also Present

Sara Jones, Director of County Library Services
Scott Bauer, Deputy Director of County Library Services
Mona Burglin, Office Assistant III

(3) ADOPTION OF AGENDA

M/S/C-Javaras/Howard agenda approved as submitted

(4) ADOPTION OF MINUTES

M/S/C-Kennedy/ Javaras agenda approved as submitted

(5) OPEN TIME FOR PUBLIC EXPRESSION

None when announced; however, immediately prior to starting the DVD for the Ethics training video, Bill Hale arrived and offered his public expression comments. Sara offered Mr. Hale the choice, either before or after the video. Mr. Hale chose *before* the video. Mr. Hale wanted to vent his concerns about ambiguous policies regarding his use of the copy/scanning machines at the Corte Madera library. Mr. Hale contended that while using a scanner in a library, a librarian approached him and told him that he was monopolizing the machine. Mr. Hale said that no one was waiting in line while he was scanning approximately 120 pages of documents from a book. Mr. Hale feels that the policy for use of these machines is ambiguous, and asked that it be clarified. Mr. Hale also feels that these machines are there for public use, and that using them justifies their expense.

(6) READING & CORRESPONDENCE FILE was routed for all to view/read.

(7) OLD BUSINESS

None

(9) NEW BUSINESS

a. December meeting plans in the works for a December social, at Civic Center in Rm 410B, at 6:00, with Library Admn. ordering food. Anyone that would like to bring cookies is invited to do so.

b. Marge Kathrein reminded everyone to bring book donations as a holiday gift/donation from The Library Commission for underprivileged children in Marin County, to be collected at the December meeting and social gathering.

(10) PRESIDENT'S REPORT FOR OCTOBER

Marge Kathrein reported that she had attended the Library Foundation's quarterly meeting at Los Gamos. Marge reported that the Foundation would like to commence a new campaign to support the FLAGship. The goal would be to collect funds in which we can replace the FLAGship. Marge shared that The Foundation would like to see giving started through all three partnerships of the library: the Foundation, Library Commission and FRIENDS. Members of these partnerships would be asked to donate however much they felt comfortable in giving. This would kick off the campaign, and hopefully, spur some momentum in giving. Sara also said that she would be bringing options for giving to the next meeting in December to share with everyone. Marge also reminded everyone to bring a children's book to the next meeting that would be given to an underprivileged child in Marin County for the holidays as a gift from the MCFL Library Commission.

(11) DIRECTOR'S REPORT

Director Jones said most of her report was included in her Library Report attached to the Commission packet. Director Jones said that this month's report had a lot of information in it, and hoped everyone had read it. Director Jones also mentioned how happy the library was with the front page newspaper article in The Marin IJ reporting about the Zimmer Family Trust having given the Library \$661,419.64. Director Jones then shared her experience at the CLA with Scott Bauer and John MacLeod at the California Library Association's (CLA) meeting last week. Director Jones said that John MacLeod's demonstration on Virtual Reality at the event had been successful. John shared how the library had purchased one booth, but the event gave them two more additional booths. Sara shared how high speed technology, virtual reality, is the type of technology that she is very interested in bringing to the libraries. Sara feels that bringing

Virtual Reality to libraries can help advance other new technologies into our libraries. John also said he was exploring ways of helping our libraries do this.

(12) ANNOUNCEMENTS

The Ethics Training, a 90 minute video presentation, immediately followed the Director's Report. It was announced that the video can be made available to any commissioner that was unable to attend tonight's meeting. Please call Edna to make arrangements. This training is required for any/all commission members in Marin County every **two years**.

Following the video, a short test and a brief discussion was held. Nick Javaras wondered why the commissioners were required to take this training when they are not paid, receive no "perks", and do not file claims for reimbursement. Sara explained that *potential conflicts* could be avoided by having watched this video. The dance between *influence* and *granting favors* can sometimes be a very fine line. Sara also stated that it is important for the Commission to hold by The Brown Act so as not get a violation, and that all meetings are posted on the Marin County website. Sara also stated that the Commission is more of an advisory group as opposed to policy making, and therefore, it is still bound with ethical constraints. **Next meeting is Thursday December 15th, at 6:00 for MEASURE A, followed by regular meeting @ 7:00, Rm 410B at the Civic Center. This will be hosted by Library Administration, but anyone that would like to bring a dessert is invited to do so.**

(13) ADJOURNMENT-M/S/C-Javaras/ Ward-Meeting adjourned @ 8:20.

**Sara Jones, Director of County Library Services
Marin County Free Library Report
For November 2016**

Personnel (Florence Pattison)

It has been decided to go ahead and fill the part time Library Assistant I vacancy at Fairfax with the current list being reviewed before opening a new recruitment. Discussions are still underway regarding other vacancies, which are:

- Novato: One part time Librarian I, one part time and one full time Library Assistant I;
- South Novato: One part time Community Library Specialist;
- Fairfax: One Librarian II (vacant December 31, 2016);
- Administration: One full time Accounting Assistant;
- Technical Services: One Library Services Manager. (This continues to be backfilled by Scott Bauer).

Managers and supervisors are working on performance evaluations for all staff at Step 5 of their classification's pay scale using TalentQuest for the first time. Every step of this process is completed online for a completely paper free process. Completed forms, approval requests, etc. move through the stages from employee to supervisor to manager, and there have been many questions, forms discarded and resubmitted, but overall it seems to be working well. To align with one of the focus areas of the County's 5 Year Business Plan, Growth and Development, staff at steps 1 – 4 will also be evaluated using this process throughout the year on their anniversary dates.

The All Staff Day Planning Committee met in November to discuss the feedback received about September's All Staff Day at the Osher Marin Jewish Community Center, and to start planning for next year's event. Lots of good information was gathered which will be passed on to the 2017 ASD committee. The survey that was sent to staff following ASD included a question about volunteering for the 2017 ASD committee and a few employees have come forward. Some members of the current committee also volunteered to serve for another year. Once the new committee is formed, the first meeting to be scheduled will be a joint meeting of the 2016 and 2017 committees.

Library Activities:

Below are reports submitted to keep you abreast of library activities are directly related to our three primary goals from the MCFL strategic plan and the mission **to create connections to explore, imagine and innovate:**

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

Outreach/ Bookmobile (Damon Hill)

November has been cleanup month for the bookmobile. The school holidays give the Bookmobile some time to get back to the collection details. Glading the picture books by categories that relate to the stages of child development is well under way. The glade areas match up nicely with the curriculum subjects that are taught by our many child development centers. Although the process of physically “glading” the books is time consuming it will be a huge timesaver in the long run. There is not an easy way to pull out picture books that relate to the subject areas “all about me” and “my world” so the color coded stickers make it more efficient for us and our customers to find the books they need. The response has been very positive and we are only about halfway through the process at this point. The staff looks forward to even more success when the project is completed! (*Goal 1- Preferred place for children/families to connect, learn and grow together*)

Here are just a couple of the Glade Descriptions and what they cover so you can see how useful they are:

All about Me Red

Stories that focus on emotions, behavior, or milestones of pre-K children before they start kindergarten, such as new siblings, potty training, loss and grief, manners, sharing and making friends. Comes from the “self-centered” perspective of the young child’s view and feelings. For parents and children who want a story that explains how a child may be feeling, or books that emphasize a particular behavior. Picture books with more serious themes may also be placed on the Parents’ Shelf. Books on starting school belong in My World.

My World Pink

Celebrations of all sorts, including cultural events, starting school, being a good citizen and interacting with the world. Books on community helpers and exemplary role models are included. For parents and teachers looking for books on diversity and a variety of celebrations. Includes non-fiction picture books featuring families celebrating cultural events. Does not include most holiday books.

The Children's Librarians Committee has now officially been renamed the Children's Services Team to better reflect the variety of people who provide services to children in our library system. Some of the topics for this month's meeting were ongoing glading, how to support children and families in uncertain political times, and our upcoming literature retreat. This retreat will be combined with the teen committee and will be open to all staff who would like some tips on reader's advisory for different ages and requests. Terry is doing the planning now for a presentation on middle grade reads of interest to fourth and fifth graders and also books featuring diversity. There are a few trends in diverse books:

1. We need diverse books----lots more of them! They only account for a very small percentage of all books published.
2. Books should be mirrors that reflect a child's own experience and windows into worlds of kids with other experiences.
3. Diverse books should feature kids from different worlds but still show kids being kids. For example, not all books featuring black kids need to be about the slave experience

To learn more about diversity in kids' books, check out this website:

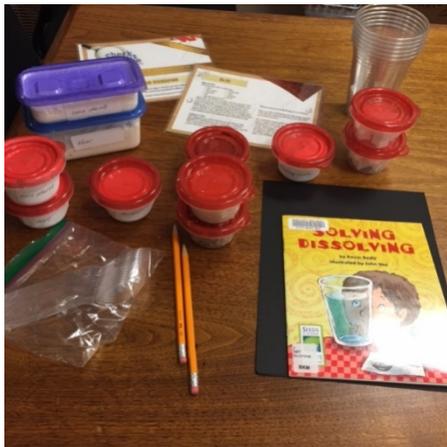
We Need Diverse Books™ is a grassroots organization of children's book lovers that advocates essential changes in the publishing industry to produce and promote literature that reflects and honors the lives of all young people.

<http://weneeddiversebooks.org>

(Goal 2- Support youth with opportunities for self-discovery and expression)

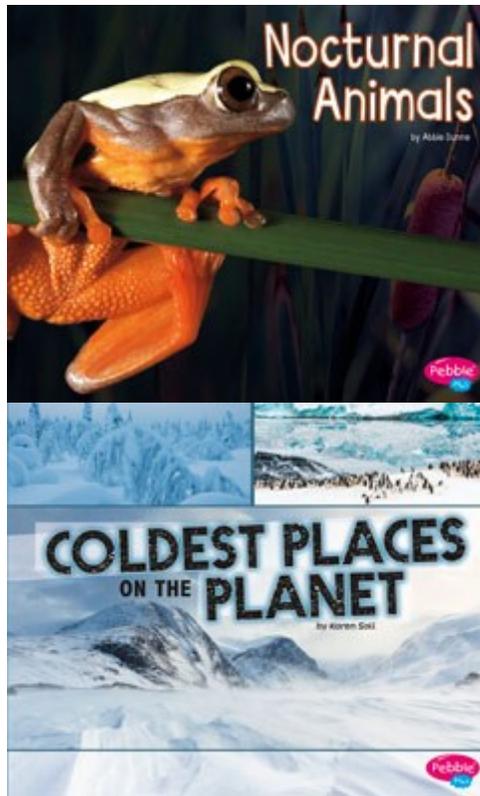
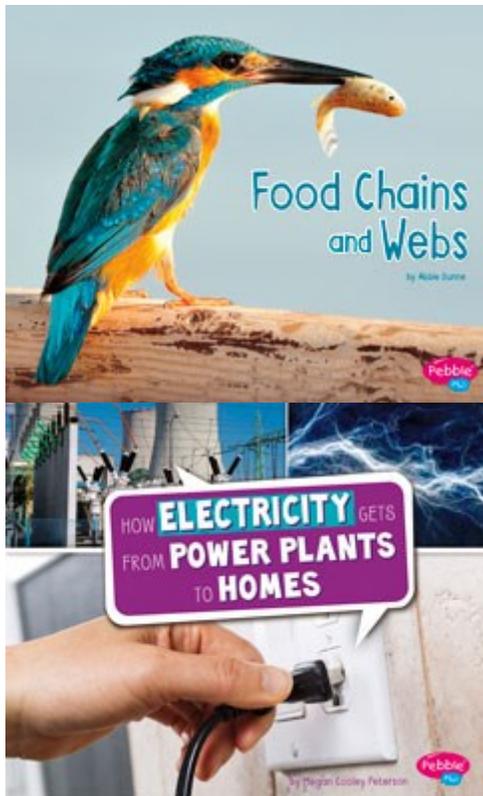
We are beginning the process of refurbishing our Summer Learning to Go kits and listing them on the Intranet for all branches to use for programming. This builds on our idea of providing "programs in a box" to make it easier for branches to create more activities for kids of all ages and streamline the prep work involved. The goal is to get a cross section of the kits available on line by the end of the year. *(Goal 2- Support youth with opportunities for self-discovery and expression)*

Here are pictures of a couple of the kits:





Staff would like to give a shout out to a part of our collection that is continually gaining momentum and serves some very specific needs. The publisher is Pebble Plus and their claim to fame is producing great books on many subjects with fabulous photos and simple but thorough text explaining difficult concepts----not an easy task! The books are written at a K-1 reading level and capture the interest of kid's Pre-K through 2 and older. The schools, preschools and child development centers have all utilized these books to great effect. Here are a couple of titles that demonstrate their depth:



The ability of a publisher to write about so many subjects in a concise and precise way at a reading level that fits our youngest readers is a feat to be celebrated!
(Goal 2- Support youth with opportunities for self-discovery and expression)

Facilities

The HVAC study at the Novato Library contract is signed and work will begin in December. There will be a thorough analysis of the system followed by a report with recommendation with costs. The contract to design electric upgrades was finalized and work is also planned to begin in December. Damon continued to work with F.L.A.G. ship staff in developing plans for new vehicle.

On the graphical side of work Gail Grant collaborated with Library Accounting to develop new postcard for the senior tax exemptions. Gail also did additional promotional work for Career Online High School and completed the Kid's Backpack project with Kathleen at the Civic Center.

Civic Center (Eva Patterson)

THE CIVIC CENTER LIBRARY SUPPORTS THE PUBLIC LIBRARY ASSOCIATION STATEMENT ABOUT POST-ELECTION CHALLENGES

"Inclusiveness is a core value of the Public Library Association. The public library has an unparalleled ability to bring people and knowledge together, especially in times of uncertainty and division. We are places of learning, free inquiry and free speech for people of all ages and backgrounds.

As such, our nation's public libraries stand as a bulwark to intolerance and a beacon of opportunity. We are committed to ensuring a safe place for all that reflects and serves the diversity of our nation in our collections, programs and services. With thousands of public libraries in towns and neighborhoods across the country, we invite community conversations and action that further understanding and address local needs."

The Civic Center Library invited people to put their post-election thoughts and feelings on our front window. People posted words of encouragement and love, and also praise for the library.

(Mission – Create connections for our community to explore, imagine and innovate)



The Lego Club's first meeting was November 2nd, with 8 enthusiastic yet focused kids attending. The second meeting on the 16th saw an increase to 12 members. Victor Avalos has done an excellent job soliciting the Legos from our patrons and getting the word out about the club to meet the first and third Wednesday of every month. *(Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together)*

Tricia Cummings has spearheaded the effort to bring adult coloring to the Civic Center Library. On November 17th the group met for the first time from noon to 1. The gathering was so successful, the 7 who attended requested that they meet weekly instead of twice a month.

One day as Hillsman Heath was collecting the book drop she noticed that someone had tossed their mail into the return – 4 unmailed bills! A return address was provided, so Hillsman was able to contact the person, a library patron. She offered to take the mail to a post box for the patron. The patron, somewhat confused as to what had happened, was very thankful to Hillsman for her kindness. We go the extra mile! (*Mission – Create connections for our community to explore, imagine and innovate.*)

When items in the 700s were reclassified as Biography, there was a concerted effort to weed the Biography section to allow shelf space for the incoming items. Nevertheless, the Biography section is now heavily impacted with most of the shelves jammed, and bookends pulled aside as useless since there is no space for them on the shelves. In an effort to relieve the severe congestion in Biography and to simultaneously restore proper shelf maintenance to the Nonfiction collection, Elmer has undertaken the task of shelf-shifting the entire Nonfiction collection. To date, progress has been from 001-327. (*Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together*)

Teen Librarian, Natalie Mallett, presented the LED Monster Plushies craft program for 6 teens, three of whom were boys. She hosted the Marin County Youth Commission meeting, led the Terra Linda High School Book Club, ordered new paperbacks to replace worn copies, finalized the dates for the SAT/ACT math and English preparation workshops, and enhanced the Teen area with a poster graciously on loan from Carla/NOV.

Natalie attended the CLA conference, gathering ideas for programs, learning about materials challenges, and brainstorming ways to support college and career readiness for teens. She attended a BAYA (Bay Area Young Adult Librarians) meeting, collecting some brand new books for Teen Summer Challenge prizes. She also produced a graphic novels reading list for the upcoming January teen literature retreat. (*Goal 2 – Support youth in our community with opportunities for self-discovery and expression*)

Yesterday a patron came to the Library to return and check out materials. She asked for Denise Mattos to thank her. Earlier in the month the patron had been in Florida and called the library for help getting to her downloaded book. Denise helped her to log onto Overdrive and access the book she was hoping to read while she was away. She was so grateful for the help, she wanted to thank Denise in person.

Online Civic Center patron comment: "biblio_compliment - I could not find a link to send a comment regarding anything other than the online experience so I am putting it here. I always get the printed list of things we check out. At first I ignored the section at the bottom of the receipt with the recommendations, until I started leaving comments online on the books my family checked out and enjoyed seeing what others thought about them too. This led to me READING what was on the printed check out receipts and found that instead of trying to find books at the library while my 3-year-old grand twins

were getting bored waiting for me, I could look for those books recommended by others and make our library experience much better. Thanks for a great system. Grammie” (Our 3M self-check machines provide recommendations from Novelist based on the patron’s checked out items.)

Elmer provided one-on-one patron step-by-step instructions in retrieving Word documents from a CD and from a flash drive; keeping multiple Word documents open simultaneously; using various Word functions such as View Ruler and Insert Footer. He produced the staff list, Sweet Soul Music in the Me Decade, for BiblioCore: https://marinet.bibliocommons.com/list/share/638915707_civiccenterstaff_elmer/719167470_sweet_soul_music_in_the_me_decade. Additional items will be added to the list pending arrival in December of new orders. (*Goal 3 – Be a positive environment for mobile and digital literacy*)

Kathleen began children’s services SPOS training for the branch as part of our monthly staff meeting. At the 11/15 meeting she talked about child development by age level and spent time with staff discussing methods for handling melt-downs, noise levels, parents and caregivers who need assistance and how to diplomatically handle non-attentive adults. Kathleen created a “Civic Center Children’s Services” Intranet page to make a variety of children’s services training materials and resources available to all staff and extra-hire that need them.

Kathleen devoted much of November to the details, planning, and execution for the upcoming Mind in the Making Facilitator Institute that will happen December 6,7,8 2016 at our Los Gatos facility. Full details will follow in the December 2016 monthly report.

Kathleen focused time and attention to updating age and grade level reading lists that will be available to patrons both in print and electronic form in a variety of places: in the Bibliocommons catalog, on the Children’s Services Team Intranet page, and on the Civic Center Children’s Services Intranet page. With MCFL’s picture book collections now fully glazed, booklists that featured picture books all needed revision to indicate where patrons can find the titles suggested in which glades.

In response to the extreme emotions felt by staff and patrons alike after the November 8th presidential election, Kathleen posted a series of graphics produced by notable children’s book illustrators on Twitter via #hugsfromkidlit and #kidlitsafetypins. Kathleen spoke with many children and many special needs adults expressing anxiety and fear surrounding what they were observing in their homes, schools, and on television.

Kathleen offered lots of hugs and reassurance that the library will always be a safe space and welcoming refuge for everyone. (*Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together*)



Anne T. Kent California Room (Laurie Thompson)

On November 3rd, California Room Librarian Laurie Thompson and William J. Schwarz, A. I. A., gave a

presentation at the Frank Lloyd Wright Building Conservancy’s annual conference on the early history of the Marin County Civic Center. Their presentation revolved around two of the historic films donated to MCFL by former San Rafael High School teacher David Swingle. They included a 1963 documentary by Welsh journalist Colin D. Edwards, and a brief film clip documenting a hitherto unknown 1961 meeting on the construction site of the Civic Center between the Taliesin Architects overseeing the project and Marin County Supervisor William Fusselman (who had been the Civic Center’s principal foe). Several hundred people were in attendance and the presentation was very well received. Following the presentation, a representative of the World Heritage Council –which is considering granting several Wright-designed structures World Heritage status- requested copies of the films. *(Goal 4- Support adults through life stages with opportunities for self-development and independent learning).*



The California Room was singled out in the County of Marin’s *Social Media Monthly Update* in a piece titled *California Room’s Shareable Content*. The *Update* commented: “We have a resource for interesting historical content right here at the County of Marin. The Anne T. Kent California Room has daily tweets and a weekly blog that could potentially be re-posted by your department. If you are looking to pepper your posts with historically relevant

content focusing on Marin County, I recommend signing up for the California Room’s tweets and blog.” We are very pleased that our local history tweets & posts are making an impact. *(Goal 3- Be a positive environment for mobile and digital literacy).*



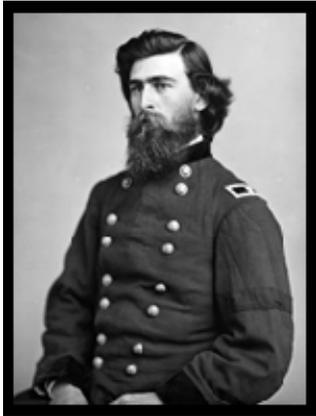
Two of the California Room’s collections are to form part of the California State Library’s “California Revealed” project. They include a collection of 36 oversize color photographs documenting the former Marin City Flea Market (per the illustration here) and our 1918 “John Muir Trail” photograph album. Some funding will be provided for digitization but it’s unclear exactly how much. Eventually, these collections will be incorporated into the “California Revealed” project

at the Internet Archive, known as the [California Light and Sound collection](#). *(Goal 3- Be a positive environment for mobile and digital literacy).*



On November 21st, Digital Archivist Carol Acquaviva worked with Ahmed’s Movers to migrate the rest of our Cultural Services’ collection to the California Room’s Annex at Marin Commons. Carol carefully planned the move and later worked with California Room volunteers Michelle Hirsch (Tech) & Adeline Ellison (Terra Linda High) to begin archiving and organizing the collections documenting the history of the Marin

County Fair (1925-present) and the history of Marin Center (1971-present). *(Goal 1- Preferred place for children/families to connect, learn and grow together).*



Ace genealogist and California Room volunteer Cathy Gowdy recently completed a two-volume compilation of Civil War Veterans who lived for part of their lives in Marin County and are buried here. It is the culmination of years of research which Cathy began at the California State Archives in Sacramento. Each veteran has a file in which are collected family history entries, obits and military service records. The veterans represent a wide range of ranks from Brigadier General Llewellyn Frost Haskell –pictured here-to John W. Barney who was a hospital steward. We are grateful to Cathy for this important new resource. *(Goal 4- Support adults through life stages with opportunities for self-development and independent learning).*

Corte Madera and Marin City (Julie Magnus)

Corte Madera



This month, kids at the Corte Madera Library got to create their own pop-up pictures in a program generously sponsored by the Friends of the Corte Madera Library and coordinated by Marilyn Wronsky, Librarian II, Children's Services. Kathy Piscioneri, local artist (and former art teacher at Neil Cummins School), taught the interested group how to illustrate their ideas and bring their stories alive in 3-D. *(Goal 1- Preferred place for children/families to connect, learn and grow together.)*

Donations are starting to roll in for the Corte Madera Lego Club, which we plan to launch in January. Kim Turoid, Library Assistant I, who is working on this project, was washing the donated legos when she came up with the brilliant idea of using a salad spinner to dry them! *(Goal 2- Support youth with opportunities for self-*



discovery and expression.)

Kristine Augestad, Library Aide, shared that she noticed a woman taking a picture of our Proper conduct sign in the CMA restroom. The woman started talking about it, saying "This is really nice--Has this always been here?" and told her that it was a really good idea, and that she thought that San Francisco Public Library could use it. She liked how the emphasis was on us all being in this together and supporting each other, instead of the typical "don't do this..." type of message. She was also going to send the picture to

some friends of hers in a library on the East Coast—so we might be going viral! (*Goal 1- Preferred place for children/families to connect, learn and grow together*).

A patron came in who was planning on driving out to Standing Rock and was looking for an audiobook for the drive that would give her an indigenous perspective on the history behind the situation - in her words, "so I know what I'm talking about when I get there." This really says a lot about our role in helping people contextualize and understand current events and educate themselves, as well as the value of a deep and varied collection (especially the audiobook format!). Librarian 1, Ana Stanescu was able to find an audiobook entitled: *An Indigenous Peoples' History of the United States* and the patron the patron was pleased. (*Goal 4: Support adults through life stages with opportunities for self-development and independent learning.*)

Sarah Butts, Librarian I, Youth Services, had a successful first lunchtime book club meeting at Kent Middle School, with a generous mix of sixth through 8th graders attending. In cooperation with the school librarian Sarah has made plans to continue to meet regularly for the rest of the school year. They are selecting a spectrum of titles from different genres while trying to represent characters with all types of backgrounds and experiences. (*Goal 2- Support youth with opportunities for self-discovery and expression.*) Build strategic partnerships to foster youth engagement. Outcome: *Youth/young adults engage in reading and self-development*

Sarah Butts, Librarian I, Youth Services, is continuing to do booktalks at elementary and middle schools, delivering talks to 4th, 5th and 7th graders, with more visits scheduled for December and January. Teachers have come to expect the winter visits - calling in advance to be sure they get on the schedule. One teacher sent a thank you in honor of the Thanksgiving holiday that said in part: "I was, once again, blown away by the excellent book talk you gave to my classes.... I also appreciated watching how you held a space for the students and for the books. It was quite magical being in the audience." So nice! (*Goal 2- Support youth with opportunities for self-discovery and expression.*) Build strategic partnerships to foster youth engagement. Outcome: *Youth/young adults engage in reading and self-development*

Teen advisory group, after experiencing a drop in numbers as kids aged out and got busier with increased school obligations, increased by 2 new members in November, with a 3rd reading to join the next meeting. They are enthusiastic about the group's work, and enjoy the social element as well. (*Goal 2- Support youth with opportunities for self-discovery and expression.*) Deliver a youth-focused approach to service. Outcome: *Youth/young adults engage in reading and self-development*



Jackie Foster, Library Assistant II, created 6 "programs in a box" for an All Staff Day demonstration and to continue sharing with all MCFL branches. Programs in a Box are premade/supplied programs designed to allow libraries to hold an event with little prep time for staff. It saves staff time, shares resources and

conserves library funds while increasing the variety of programs available to each library. Damon Hill, Library Services Manager, has indicated an interest in adding more shared programs, finding a central location to store programs and creating a reservation system. To jump start MCFL shared programs, Jackie posted our 6 programs to the intranet, created an availability calendar and facilitated the routing/restocking of these programs. Currently 5 of the 6 programs are being used by libraries all over the county. The picture is from Stinson Beach's teen event - a basket of felted soaps!

These programs make MCFL libraries a *(Goal 1- Preferred place for children/families to connect, learn and grow together).*

Tami Fehrenbacher, Librarian I, came to the aid of a teacher having trouble accessing a downloadable audiobook. The teacher was trying to download an eAudio book (in Spanish) from Overdrive for one of her students to listen to. She had to connect to our Wi-Fi network, set up an account in Overdrive, update the software on her computer, and then download a title that she had already checked out but had been unable to access. At the end of our interaction she was finally able to listen to the book, and was very pleased that she would be able to help her student. *(Goal 3- Be a positive environment for mobile and digital literacy.)*

Helping our communities connect with books and information is at the core of our services. Tami Fehrenbacher, Librarian I, created a Topic Guide in Bibliocommons on [Birds and Birding](#). The titles on this list might be of interest to patrons who check out one of the new [Birding Backpacks](#) from the Point Reyes Library. Tami also created a [Holiday Reads](#) list for patrons who are starting to get excited about the holidays. *(Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

This month we hosted two programs aimed at encouraging civic engagement. The first was "What's Next Marin?" on November 9. This event was part of the pre-conference options for the Marin Equity Summit. The goal was to engage people who live and work in Marin to have a different kind of conversation: a dialogue where they can learn from each other. Starting with some basic facts about the issues, everyone had a chance to share perspectives with people from diverse backgrounds, learn about major decisions coming up and how they could get involved.

The topics were: What will our transportation system be like? What kind of housing choices will I have? Will Marin be a place where I feel like I have a future? "What's Next Marin?" is a nonpartisan project partially sponsored by the Kettering Foundation. Local partners include Dominican University, the Community Development Agency of Marin County, MarinSpace, Common Knowledge and the Marin County Free Library.

A few days later, Lori Saltveit, a Corte Madera resident and volunteer for RESULTS.org, spoke about the organization's work to reduce worldwide poverty. She outlined their methods of citizen advocacy emphasizing that these methods could be used by audience members to advocate for any issues they care about. A small but interested group participated and indicated their desire to continue working on social issues. *(Goal 4- Support adults through life stages with opportunities for self-development and independent learning.)*

The holiday displays on our discovery wall, which includes materials on cooking, gift making and holiday traditions, incorporates a Marin/SF Food Bank donation barrel, enabling the community to celebrate and to share. *(Goal 1: Be the preferred place for children, families and caregivers to connect, learn and grow together and Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

Shereen Ash, Librarian II, worked with the Corte Madera Recreation Department to continue their successful program collaboration for seniors in 2017. Four monthly events, starting in January and continuing in the popular Monday morning slot, will focus on issues important to seniors. Presenters include medical experts from Sutter Health Community Hospital, a local physician and expert on sleep disorders, and Laurie Thompson who will give a talk on the San Rafael silent film studio. *(Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

The library received high praise for technology support from a patron who wanted to know how to print documents created in “Pages” at the library. Shereen Ash, Librarian II, explained all of his options, detailing how to get his content from his Mac software into a format that would be compatible with our PC environment, and assured the patron that he would be able to print his material at the library. Although the patron was not interested in doing anything right away he was relieved to know how to get the task accomplished. *(Goal 3: Be a positive environment for mobile and digital literacy.)*

Students and tutors are utilizing the Chromebooks in the Community Room of the Corte Madera Library. We have noticed several students asking for them on a regular basis to work together, as well as to tutor other students. Having the Chromebooks allows us to fill a need for flexible access across the building, and gives us another “tool in the tool belt” to offer for those who may not have their own laptop. *(Goal 3: Be a positive environment for mobile and digital literacy.)*

Marin City

MCI hosted a community discussion, *What's Next Marin*, a pre-summit activity prior to the November 10th Marin Equity Summit. Becky Tuttle, Library Assistant II, and Susan Clark, director of the organization Common Knowledge, coordinated the meeting. Seven community members discussed local issues, with Susan facilitating. This was a good turnout for MCI, and attendees were appreciative of the opportunity to talk with one another about local issues and concerns. *(Goal 1: Be the preferred place for children, families and caregivers to connect, learn and grow together. Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

One of the 3rd graders at Bayside/MLK School came in to the library to order a movie and a book (*Harry Potter and the Cursed Child* which he read last month) to share with his dad for his Dad's birthday next week. *(Goal 1: Be the preferred place for children, families and caregivers to connect, learn and grow together.)*

Diana Lopez, Librarian I, with Jill Harris (Supervising Children's Services Librarian at San Rafael) presented at the iREAD Summer Reading Pre-Conference Workshop at the California Library Association Meeting in Sacramento on SRP outreach to underserved communities. (*Goal 1: Be the preferred place for children, families and caregivers to connect, learn and grow together.*)

There was an article in the *Ross Valley Reporter* about the MCI 3D printer, Etienne Douglas, Community Library Specialist/WebStar Coordinator, and Faheem Bassa, one of our terrific WebStars, and how they helped a "thunderstruck" grandpa and granddaughter explore the wonders of this new technology.

http://www.marinscope.com/ross_valley_reporter/opinion/columnists/d-printer-leaves-writer-grandkid-thunderstruck/article_2b05d6fc-ad07-11e6-ac82-c394c4d5871c.html?utm_medium=social&utm_source=facebook&utm_campaign=user-share

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

Cellphone macrophotography for teens was a popular program with 17 attendees. Participants learned how to get the sharpest images possible and received tips and tricks around lighting. Students received a macro lens to keep! (*Goal 2- Support youth with opportunities for self-discovery and expression and Goal 3: Be a positive environment for mobile and digital literacy*)

International Games Day at Your Library was enjoyed by all participants, as they came together to play and learn together. (*Goal 1: Be the preferred place for children, families and caregivers to connect, learn and grow together.*)

The success of the Wi-Fi hotspot program in MCI has piqued interest in other parts of the County. MCI staff helped out Novato Library to acquire a Wi-Fi hotspot for loan. (*Goal 2- Support youth with opportunities for self-discovery and expression. Goal 3: Be a positive environment for mobile and digital literacy*)

Larkspur Library's "Food for Fines" program celebrates the spirit of Thanksgiving, and patrons who donate food items will have late fees cleared. The Marin County Free Library is collaborating and allowing Larkspur to clear our fines, too, when patrons bring in donations of food. Check out the quote from Diana Lopez, Librarian I, in the Marin IJ article:

<http://www.marinij.com/social-affairs/20161122/larkspur-library-launches-food-for-fines-program>.

Following through on the successful Read for the Record partnership with the Marin Housing Authority last month, Diana Lopez, Librarian I, collaborated with Cynthia Green from MHA to arrange for distribution of copies of the book "The Bear Ate Your Sandwich" to children in Golden Gate Village. (*Goal 1: Be the preferred place for children, families and caregivers to connect, learn and grow together.*)

Sarah Butts, Librarian I, Youth Services, Diana Lopez, Librarian I, and Julie Magnus, Branch Manager, attended the pre-conference on School Readiness at the California Library Association meeting in Sacramento. The Marin City Library is one of the sites for the Bay Area Discovery Museum-Childhood Creativity Center's grant on developing early learning toolkits, and will be working with the Museum to help test out the kits. (*Goal 1: Be the preferred place for children, families and caregivers to connect, learn and grow together.*)

Diana Lopez, Librarian I, and Cynthia Green, Self-Sufficiency Case Manager for the Marin Housing Authority, joined Lewis Jordan, Director, Marin Housing Authority, to present as one of 35 libraries across the nation participating in a webinar to highlight examples of successful partnerships between libraries and Public Housing Authorities and local Campaign for Grade-level Reading efforts to boost the social and education outcomes for children and families living in public housing. The webinar for the Book Rich Environment Initiative was hosted by DoEd and HUD executives and included leaders of the participating public libraries and public housing authorities, along with other key partners including the Urban Libraries Council, the Campaign for Grade-level Reading and the National Book Foundation. The aim of the webinar is to provide an overview of the initiative for everyone, describe the local events that will occur in 2017, and showcase library/public housing authority partnerships that are already benefitting public housing children and their families.

Marin highlighted these accomplishments during the webinar:

- All the students already have library cards- Brainfuse, out tutoring service supported a free backpack for all kids when we issued cards to all- some students do attend another school where we are in the process of getting cards there too. We have a variety of embedded activities in the school that segue back to the library for extended learning activities.
- Library loans Wi-Fi hotspots and chrome books to students for the school year who need them.
- We just completed the Jumpstart, Read for the Record along with 2.35 million children and adults who gathered to learn, laugh, and read this year's campaign book, *The Bear Ate Your Sandwich*. In collaboration with our Library Foundation and MHA we are providing a copy of the book: *The Bear Ate Your Sandwich* to all the children.
- Lewis and Sara are both on the Partnership Council for a county wide group called [Marin Promise](#) that is addressing student achievement from cradle to career-their mission statement is: *We are working together to make educational excellence a reality for all students in Marin, regardless of race or family income.*
- The Housing Authority has supported a parenting area with materials in the Marin City branch
- Our youth technology training/work program called WebStars is at this branch, we have 3D printing and recently deployed Virtual Reality (VR) access in this branch-it's the most technology rich branch in our system. It is also open 7 days a week. Also the only branch with 7-day access.

- We also just had a beginning conversation about a joint facility located between the elementary school and public housing for a school library/MakerSpace that our library might operate on behalf of the community-

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

Fairfax (Margaret Miles)

Anthony Puga, Circulation Supervisor, planned and presented a Día de los Muertos craft program on November 1. The program, decorating colorful calaveras (skulls) attracted children we haven't been seeing at our regular Lego club programs. Several parents commented "this is wonderful," and one mom said "this library has so many amazing programs! It's like a community center; it isn't just a place where you run in, grab books and run out."



Theresa McGovern (L2) has spent time over the past year contributing her talent to an eventual exhibit of the surveys of Marin County donated to the California Room by Mr.

Schroeder. Working with digital newspapers and Ancestry.com, Theresa has learned genealogical research skills as she does original biographical research of the 6 surveyors of Marin County from 1860. *(Goal 3: Be a positive environment for mobile and digital literacy)*

Martha Kassin (L1) assisted a gentleman who is the owner of Whyte's bookstore in San Anselmo. She showed him Novelist, and he was amazed and very excited that this was a resource he could use for free. *(Goal 3: Be a positive environment for mobile and digital literacy)*

A patron commented that he loves all the little changes we have been making in the library. He likes that circulation is hidden because it makes the library calmer. Also he likes the color-coding in the children's room because it makes things very easy to find. *(Goal 1- Preferred place for children/families to connect, learn and grow together)*

Our Library Volunteer Diana Johnson was featured in The Volunteer View (the monthly newsletter for Marin County Civic Center Volunteers). Diana was quoted as saying "I feel fortunate. The staff works very hard and has been very welcoming to me. My supervisors are encouraging and flexible and the branch manager is dedicated to the patron experience. The library is a community gathering place and I feel that I am, by extension, helping my neighbors." Diana has volunteered 20 hours a week for the past 3 years. *(Goal 1- Preferred place for children/families to connect, learn and grow together)*

We continue to receive comments via Bibliocommons. One that arrived this month: "I love my library. The Books-on-CD make me actually look forward to commuting in my car. On-line renewals, searches and holds are SOOOOOOOO convenient. With special appreciation for the value and importance of Freedom of Information at a time that Fear is taking a toll. . . Your Fairfax patron, Peter." *(Goal 3: Be a positive environment for mobile and digital literacy)*

The day after the election, we saw a lot of patrons looking shell-shocked. That afternoon we held our regular Crazy Science program, and I told a parent our library was growing scientists. She said "Yes. We really need our libraries right now." Crazy Science is attracting an average of 25 attendees per session. *(Goal 2- Support youth with opportunities for self-discovery and expression).*

Rory, who is six, is a regular attendee at Lego Club, Crazy Science, and Pajama-Rama. Her great-grandmother commented about Crazy Science, "I love how this woman (Cheri Leherer) talks to the kids -- like they're important. She gets them so engaged and excited about learning!" Attendance the day before Thanksgiving was smaller than usual, and the parents who attended, who usually hang back, came up to the tables and participated and learned about forensics along with the kids. *(Goal 1- Preferred place for children/families to connect, learn and grow together and Goal 2- Support youth with opportunities for self-discovery and expression).*

Margaret filled in and presented Mother Goose on the Loose for two weeks in November while Carolyn Potter, Children's Librarian, was on vacation. We had at least 60 attendees both weeks, including several new parents. One mother said "this is the

very first thing I've brought her (the baby) to outside the house!" *(Goal 1- Preferred place for children/families to connect, learn and grow together)*

Professor Science, a children's STEAM program scheduled by Carolyn, attracted a crowd that overfilled the meeting room on Saturday, 11/19. Rory and her grandmother also attended this program, and she commented that he was "wonderful." Other parents asked when we would have him here again. *(Goal 2- Support youth with opportunities for self-discovery and expression).*



Professor Smart giving Carolyn a "hair-raising" experience.

48 people attended the Joseph Bacon classical guitar and lute concert on Nov. 30, scheduled by Angela Wawrzynek (L1) and supported by Friends of the Library. Mr. Bacon is a concert-level musician, and performs for his community once a year, we always have a full house and a very appreciative audience. *(Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

Novato and South Novato (Janet Doerge)

A multi-generational, Spanish-speaking family came to visit Novato Library for the first time in November. They live in San Rafael, but they came all the way up here because they have heard how awesome and nice the Novato Library is – especially for Spanish speakers. They knew Spanish Services Library Assistant II Silvia Molina from her outreach and asked for her but were exceedingly grateful for the help Library Desk Supervisor Daniel could provide in Silvia's absence. On their way out, they stopped to share their story with Sara Hathaway at the Children's Desk and thank us again and say "you guys are as awesome as they said!" *(Goal 1: Be the preferred place for families and caregivers to connect, learn and grow together.)*



On Wed Nov 9 three 2nd grade classes from the Hamilton Elementary School come to visit the Maker Space and the South Novato Library. We brought out the Keva Planks for the kids to play with while they waited their turn for the maker programs. One group of kids began building a structure together and when Willow Taraja and Adrienne Graham asked what they were building they said "We are building the White House!" They ended up asking for pictures of the White House so they could make it more accurate. A comment

from the group while they were discussing the structure was: "Fine, we can build a door

but then we will need to build windows too" (*Goal 1: Be the preferred place for families and caregivers to connect, learn and grow together.*)

The week of Thanksgiving one of our regular South Novato Library patrons came to the desk and talked to staff about how thankful she is to have the library in her family's life. Her son is former CLS Nathan Kelly's biggest fan; he has said that when he grows up he wants to be a Librarian like Nathan. (*Goal 1: Be the preferred place for families and caregivers to connect, learn and grow together.*)

On November 3rd, Novato Library presented a screening of Screenagers, a documentary that probes into the vulnerable corners of family life, including the director's own, and depicts messy struggles over social media, video games, academics and internet addiction. Through surprising insights from authors and brain scientists' solutions emerge on how we can empower kids to best navigate the digital world. 25 people attended and the feedback was positive. A regular adult patron with no children who attended said he was fascinated and learned a lot. (*Goal 2: Support youth in our community with opportunities for self-discovery and expression.*)



Sara Bolduc, Innovation Manager of the CEC Makerspace & Media Studio reports that the Makerspace held a Teen Maker Camp Sponsored by Friends of MCFL: Nov 21 – 23. Three workshops allowed local youth to get hands on with circuits - making brush bots and scribble machines on day 1; their own customized operation game on day 2; and soldered their own Drawdio (audio + drawing) kits on day 3. (*Goal 2: Support youth in our community with opportunities for self-discovery and expression.*)

Children's Librarian II Sara Hathaway has tagged hundreds of children's books in the BiblioCommons catalog with tags such as "Novato kids recommend" and "Novato kids top picks", as well AR ranges, suggested grade levels, genres and themes. This will be enormously helpful - both for staff helping patrons to find suitable books and for patrons to discover titles themselves. (*Goal 1: Be the preferred place for families and caregivers to connect, learn and grow together.*)

Daniel Avalos fielded a phone call from a teacher who was in the middle of showing his classroom a movie he had downloaded from Hoopla. He couldn't figure out how to maximize the screen so he called Novato Library for help. Shows the power of the public library -- we're the first to be called in a crisis! (*Goal 3: Be a positive environment for mobile and digital literacy.*)

On November 10, Chef Suzanne Griffin from Cooking by the Bay showed a packed house of teens at Novato Library how to make Vegetarian Sushi. One teen reported it was "really fun." (*Goal 2: Support youth in our community with opportunities for self-discovery and expression.*)



In November 22, a group of middle and high schoolers learned some basic hand sewing techniques with workshop leader

Jade Abreu and left with a plushie pokeball. *(Goal 2: Support youth in our community with opportunities for self-discovery and expression.)*

Librarian Carla Avitabile overheard a woman who was being helped by an extra hire librarian at the self-check scanners say to him, "Novato is by far the best library in the county." *(Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

Librarian Laura Kennett focused Novato's Story Power (Preschool Storytime) on stories of inclusion and family the day after the election, for example Todd Parr's *Its Okay to Be Different* was a popular read that day. After the reading the families had many choices of what they could do. Outside in the courtyard there was sand, blocks, toys and chalk and inside there was a craft and several play stations. Emphasis was put on the importance of enjoying the library--a place that offers programming to all members of the community. A shout out was given to the Friends of the Library and how they allow us to serve all the families of Novato with high quality programming and giving to the Friends is a great way to give to your community. Two people joined right afterwards and many people said that they really needed the positive message of storytime and it made them feel better. *(Goal 1: Be the preferred place for families and caregivers to connect, learn and grow together.)*

E- Services & Technical Services (Scott Bauer)

Technology Support – Jim Stephens

Tech Support enabled a way for patrons to print by combining allocation accounts and deposit accounts. This allows patrons to apply the 75 cents per day in his/her allocation account towards print jobs costing more than 75 cents as long as the patron add money to her/his deposit account to pay for the difference. A document explaining this was created and Damon posted a version of that to the MCFL intranet. *(Goal 3-Be a positive environment for mobile and digital literacy)*

Much time was spent working with Comcast, AT&T, County IST, MARINet and MarinIT to ensure that network circuits were installed and tested. Some of these circuits were installed to free County IST from existing AT&T contracts so there will be no penalty when all MCFL libraries begin using the MARINet managed CENIC network. Other circuits will end up being part of the CENIC network. Tech Support has replaced almost all of the MCFL owned older networking equipment with new and faster equipment that will support CENIC speeds. The remaining MCFL owned older equipment will be replaced before the end of December. *(Goal 3-Be a positive environment for mobile and digital literacy)*

Tech Support continues working on updated Windows 10 Public computers. A sample system will be displayed at the next MCTUG meeting on 12/8/16 for staff to use and provide feedback. The goal is to start rolling out the Windows 10 Public systems in January, 2017. *(Goal 3-Be a positive environment for mobile and digital literacy)*

MCFL has entered into a support agreement with Industry Weapon to provide support for the existing Firesign digital signage systems in our branches.

Selection Activities – Suella Kennedy-Fulmer

Fall Showcase: Clara McFadden worked with Sara Hathaway and Laura Kennett to present the Fall Showcase to Novato Unified School District library clerks on November 15th. These library clerks often find it hard to work selection into their busy schedules and feel overwhelmed by the number of titles published each year. In an effort to help them with this process, and to thereby guarantee higher quality materials for the children at NUSD schools, Clara, Sara and Laura presented a selection of the best non-fiction titles of the year. Each attendee was given a title guide, categorized by age-level, and several of these were highlighted and book-talked at the event. Other library opportunities and events were also promoted. *(Goal 2: Support Youth in our Community with Opportunities for self-discovery and expression.)*

Teacher-palooza: Technical Services held its bi-annual book give-away event on November 29th and 30th, Teacher-palooza. At Teacher-palooza, teachers, school librarians and school staff (including preschool staff) are invited to come to the Technical Services offices at the Marin Commons in San Rafael and select from a high quantity of used books that they can take back to their schools for free. *(Goal 2: Support Youth in our Community with Opportunities for self-discovery and expression.)*



Teacher-palooza books

Suella coordinated with the Poet Laureate Committee and E-Services to transfer files from the former website, marinpoets.org, over to the MCFL website in order to update and revise the Poet Laureate nomination materials. *(Goal 3: Be a positive environment for mobile and digital literacy.)*

New titles are being added to the collection to support Adult Services programming on Alzheimer's and aging. *(Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

Suella attended a BAYA (Bay Area Young Adults) event featuring graphic novel authors finding new adult titles to add to the collection. *(Goal 4: Support adults through life stages with opportunities for self-development and independent learning.)*

Acquisitions and Processing – Vanessa Walden

COLLECTION MAINTENANCE

Lots of back-end changes went into effect this month to make circulation and statistical reporting in Sierra easier. Adjustments were made to the various tables in Sierra which govern such things, including circulation loan rules and floating collections. Most of the changes focused on new floating collections – J music CDs, toddler books, and J audiobook kits – and the Spanish materials in all formats. Throughout this process record cleanup was performed to ensure items circulate properly and are accessible to patrons with the correct call numbers. *(Goal 1- Be the preferred place for children, families and caregivers to connect, learn and grow together)*

LINKED DATA WEBINARS

A few Acquisitions and Copy Cataloging staff attended various sessions of an ALA-sponsored webinar on Linked Data. Linked Data is the term given to the library initiative to get our collections more visible on the World Wide Web, rather than forcing patrons to search for and locate materials through the library's catalog. The webinars provided a framework for how Linked Data is being moved forward by the Library of Congress and others, and also how some libraries have already implemented it. *(Goal 3-Be a positive environment for mobile and digital literacy)*

CLA IN SACRAMENTO

The Acquisitions Supervisor, Vanessa Walden, attended CLA this year (a first for her) which included a surprisingly entertaining keynote speech by Jonathan Perelman, the president of BuzzFeed. Many of the sessions she attended focused on networking but she also participated as a panelist during an early-morning session – “Honey, We Shrunk the Nonfiction”. All of the panelists, including Jennifer Lawson from San Diego County Library and Bridget Watson Payne from Chronicle Books, spoke about their experiences with and predictions for adult nonfiction collections. *(Goal 4- Support adults through life stages with opportunities for self-development and independent learning)*

COLLECTIONHQ

Staff training on CollectionHQ continued with the Adult Services Team. The re-boot of using this tool for collection maintenance and selection duties is scheduled to begin in earnest in January 2017. Already staff at the branches and in Technical Services are starting to use the reports to generate lists of grubby and dead items for redistribution to another branch that may get better use out of the materials or withdrawal from the collection for recycle or donation. *(Goal 4- Support adults through life stages with opportunities for self-development and independent learning)*

Electronic Services – Jennifer Robinson

Website Updates this month included: a Library Apps webpage, a 3-D Printing webpage, addition of "News" to Marin City location page, and updates to the eBooks page to put Biblioboard in front of 3M and Enki. *(Goal 3 - Be a positive environment for mobile and digital literacy)*

A Savannah email went out to promote the Frank Lloyd Wright fundraiser for the Friends of the Civic Center Library. *(Goal 4- Support adults through life stages with opportunities for self-development and independent learning)*

The Boopsie to BiblioMOBILE Transition is going well, although there is a delay in terms of the launch date. Instead of November 27th, the app will be released in the first or second week of December. A Book Sizzle newsletter, Savannah email blast, banners on the webpage, an Apps webpage, buttons to the App Stores in the footer of the website, and a feature article are all ready and waiting for the release date. *(Goal 3 - Be a positive environment for mobile and digital literacy)*

The Web Working Group met and discussed plans for creating and scheduling blog posts and Bibliocommons lists, as well as roles and assignments for members. A training is scheduled for December 12th at Los Gamos for all Group members to learn Wordpress. The idea to create a blog post around the theme of Inclusivity came up and Ana will be working with Sara Jones to craft a statement in regards to our new, friendlier Conduct signage and the library's commitment to serving all people with respect and kindness.

The group also started creating a yearlong eResources Promotion Schedule so that each month can have a focus (Hoopla, Overdrive, and Mango Languages) which should help staff focus on promoting one tool at a time and should bring some clarity to our offerings for patrons. The group made plans for Zinio changing names and branding to "RBDigital" and a transition timeline for spreading the word about the transition from 3M to Overdrive on the MARINet level. *(Goal 3 - Be a positive environment for mobile and digital literacy)*

The Digital Resources Working Group (DRWG) met and discussed subtractions and additions for Fiscal Year 2017-2018. Some members were critical of the usage of Online Homework Help thus far, but MCFL sees this is a vital resources and one we've offered for years. We have good usage numbers and feel other libraries need to further promote this resource and give patrons time to discover it (we've only had it consortium wide since July). The service offers free online one-on-one homework help with qualified teachers and professional tutors - available in English and Spanish in English, Science, Math (up to Senior High School level) and more. *(Goal 3 - Be a positive environment for mobile and digital literacy)*

The eBook Working Group (EBWG) discussed plans for dropping 3M Cloud eBook service, including timeline and ways in which to best notify users so they are given notice as well as information on why and how the decision was made. Initially the group wanted to inform patrons of the discontinuation in service in January but after some debate it was decided that March would suffice and that the focus should be on active users of the app. We also decided to move our monthly meetings so they would be the same day as the DRWG as 5 staff are members of both groups and it will cut down on mileage and time spent driving. *(Goal 3 - Be a positive environment for mobile and digital literacy)*

West Marin (Bonny White)

On November 1, FLAGship made an appearance at Iron Springs Pub in Fairfax for our annual "Give Back Tuesdays" fundraiser. On this occasion, Iron Springs generously donates 10% of their profits to the designated organization. Twenty-two children came onboard that evening, each receiving a gift book and a tour of the FLAGship.



Other November projects onboard the bus included "H is for Harvest," complete with corn-stamp print art and "I is for I like..." where they discussed what they like to do, eat, and play with. Toward the end of the month the focus changed to Thanksgiving, with children making paper turkeys and dancing the "Turkey Hokey Pokey!" (*Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together.*)

On November 2, Vanessa Waring and the Bolinas Library participated in the Bolinas community's Day of the Dead festivities by offering a crafts program for kids. Twenty-six lucky participants made paper sugar skull masks, marigold flowers, and skeleton dolls. Everyone also enjoyed healthy snacks of crackers, cheese and fruit. (*Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together.*)



Twenty-five Bolinas children enjoyed fall crafts and snacks with Vanessa on November 16, providing an opportunity for all the children to say what they are grateful for and how they are feeling during this time of year. Recently, the much beloved director of our Bolinas preschool, Ward Young, passed away very unexpectedly, so some of the children's projects reflected how much they are missing him. (*Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together.*)



Our Bolinas Library has definite space challenges with very little wall space for local art, but Jane, Vanessa, and Camilla always make the most of it as demonstrated by the current art display, a painting by local artist Suzy Mills. (*Goal 4 – Support adults through life stages with opportunities for self-development and independent learning.*)



Last year, Kerry Livingston joined the board of the Bolinas-Stinson Beach Youth Group. As you may remember, young people supported by this group visit the Stinson Beach Library every Monday afternoon to work on homework projects and crafts projects that Kerry arranges for them. During November, two groups of teens made felted soaps for gift giving. This idea originated as a “program in a box,” featured at All Staff Day. The “Program in a Box” concept is really proving to be a great help to the thinly-staffed West Marin branches of MCFL. *(Goal 2 –Support youth in our community with opportunities for self-discovery and expression.)*



Even though it was election night, Larisa carried through with a planned craft activity at the Stinson Beach Library on November 8. A half a dozen people joined her, learning how to make Iris Folding holiday cards (another ASD “program in a box”). People were grateful to the library for providing a safe and supportive environment as the election returns came in throughout the evening.



Larisa Proulx has now been offering personal computer help at the Stinson Beach Library for a full month. She takes reservations for 15 minute sessions on Monday mornings during the Stinson Beach Coffee Klatch, helping people with email, the library catalog, eBooks, and photo management. Larisa is very pleased with this approach. Patrons feel valued and empowered when they receive one-on-one help. One patron recently burst into tears at the end of her tutoring session saying, “I didn’t realize that you would be so helpful – thank you!” *(Goal 3-Be a positive environment for mobile and digital literacy.)*

The revitalized Stinson Beach Garden Club started meeting at the Stinson Beach Library in November. Kerry reports that they seem to be interested in all sorts of local gardening projects and may even be interested in helping us maintain the garden spaces at the Library.

As previously reported, Stinson Beach CLS, Kerry Livingston has a show on radio station KWMR on alternate Thursday mornings at 10:00 where she reads books aloud. For the next few months, she will be reading from the works of Terry Tempest Williams. This is possible because Ms. Williams gave Kerry personal permission to read whatever of her works Kerry chooses at a recent event they both attended in West Marin. *(Goal 4 – Support adults through life stages with opportunities for self-development and independent learning.)*

In Point Reyes, Jennifer Livingston went above and beyond to make sure that a teen patron would have access to our eBook collections on her new iPad when she temporarily moved to Argentina. The night before she left, Jennifer set up Overdrive Media Console on her new iPad. They quickly went through the website and the steps to load Overdrive on her iPad but she couldn't remember her barcode and pin number so the next morning, Jennifer came to work early, looked up her information and texted it to her before her plane took off. When she arrived in Argentina, she texted back that she had successfully downloaded her first eBook. Congratulations to Jennifer for providing excellent customer service! *(Goal 2 –Support youth in our community with opportunities for self-discovery and expression.) (Goal 3-Be a positive environment for mobile and digital literacy.)*

Jennifer's armchair travel series took a little different turn in November as well-known musician and songwriter, Betsy Rose volunteered to present a program. Moved by current events, Betsy changed the format of her presentation to bring everyone together in song. She shared stories about a recent pilgrimage through Africa and Asia, demonstrating how the women in Liberia came together to help stop the war. Point Reyes patrons were in fine voice, singing civil rights and inspirational songs. *(Goal 4 – Support adults through life stages with opportunities for self-development and independent learning.)*



During November, Point Reyes staff worked to become more familiar with our virtual reality equipment. Dan and Jennifer both took the initiative to figure out how to set up and demonstrate the equipment. We're now able to offer demonstrations on a regular basis, encouraging people to sign up for a 5-minute guided tour. Children and adults alike are fascinated with the technology. Thanks to our partnership with John McLeod and the Community Education Center, our content continues to improve from week to week. We will be sharing this great equipment with a contingent of educators from the Marin County Office of Education when they visit the Point Reyes Library on November 30. (*Goal 3-Be a positive environment for mobile and digital literacy.*)

In addition to the usual busyness at the Inverness Library, during November, Ann Bertucci and her crew of volunteers finished weeding and glading the picture books in the children's room. Since finishing this project, Ann reports an increase in browsing activities and positive comments from the public. Ann encourages people to pull out the bins to explore their favorite books and topics. (*Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together.*)

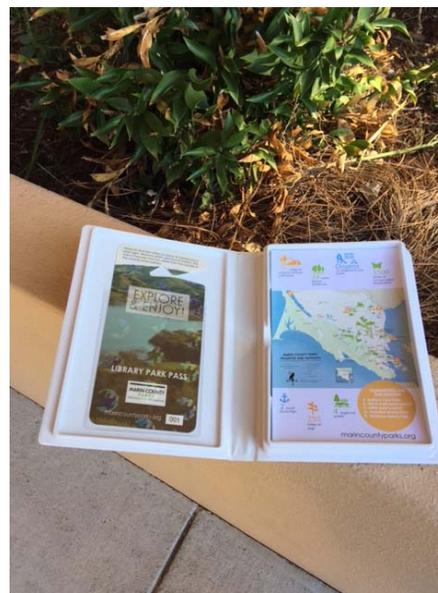
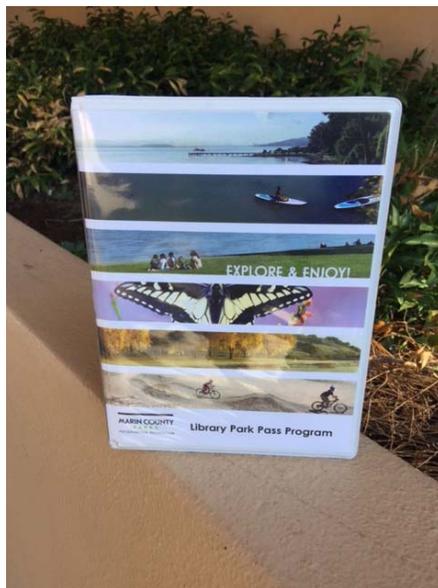


During November, Bonny traveled to Sacramento to speak at the California Library Association's annual conference. She also attended a preconference on immigration issues and helped demonstrate virtual reality at our MCFL booth on the exhibit floor.



On Saturday, Bonny (above) presented a program with representatives of the Bay Area Discovery Museum about “design thinking.” It seemed very well received and attended even though it was scheduled toward the end of the conference. *(Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together and Goal 3-Be a positive environment for mobile and digital literacy.)*

Throughout the fall, Bonny has been working with the Marin County Parks Department on a project to make park passes available for checkout at all of our MCFL branches. We are well on the way to meeting our deadline of launching the park passes by the end of November. At that time, each of our ten library branches and the Bookmobile will have 10 passes each for patrons to check out and use for free. In the spring, we hope to expand the program to include passes to California State Parks and Marin Municipal Water District parks. We believe that providing more equitable access to our parks will help Marin County’s children and families to lead healthier and happier lives. *(Goal 1 – Be the preferred place for children, families and caregivers to connect, learn and grow together.)*



During November, Sara, Bonny, and Diana Lopez were on a panel, discussing the Library’s equity initiatives at the first ever Marin County Equity Summit, presented by

Community Action Marin and the remarkable Cio Hernandez of Marin County Health and Human Services. We hope that this great community dialogue leads to further actions to promote social and racial equity in Marin County.



Library Director Activities

At the MCFL Leadership team meeting on November 17, the team discussed the patron complaint about limiting the amount of pages that can be scanned on a Library Document Station (LDS). It was determined that a uniform practice/policy would be in the best interest of the system as it controls the printing of documents from the public computing stations and unlimited use by a patron interferes with others use to not only copy, scan or fax, but to print their items from the stations they are working on. As these sessions are timed and restricted by time limits, this new policy will apply the resource fairly across the organization that has the Envisionware system. Below is a synopsis of this new policy:

Each location with a Library Document Station (LDS) will now limit patrons to 25 pages per day that can be scanned or copied at the LDS. This is a change from a varying number of pages allowed at different branches (ranging from 20 pages to no limit.)

There will now be a limit to the number of pages a patron can scan on a Library Document Station (LDS) of 25 scanned pages per day across all branches.

The LDS is also the station where patrons can add money to their Envisionware printing accounts. The Leadership Team noted that most LDS users scan less than 25 pages but when someone is scanning a long document or many chapters from a book, the LDS is not available for patrons to add money to their printing accounts on their own. To make the LDS more available for all patrons to use, the Leadership Team decided that a limit of 25 pages was reasonable.

This will affect any member of the public who wants to scan more than 25 pages in a single day. It may affect staff in that with a self-serve option for adding funds to their accounts, patrons may not need staff at the desk to add the funds for them as often.

Tech Support will implement the change on the Envisionware server. This policy was implemented on November 23 and signs were posted.

Additional Library Director Activities:

- Filmed “Sounding Board” for Soroptimist International on Early Literacy with a particular focus on the FLAGship and the need to replace the vehicle. The video can be found here:
<https://www.youtube.com/watch?v=R-lclr5y8bk&feature=youtu.be>
- MARINet Board Meeting, November 17, there will be no December meeting
- Marin County Friends of the Library, November 12
- Working on public relations piece for the Foundation with Damon Hill and Gail Grant and the Library Foundation
- Working on a library services and accountability report for MCFL with Damon Hill and Gail Grant
- Marin Promise Partnership Meeting, November 14
- Marin County Dominican Leadership Program: November 10, November 18 and December 2. The final session (graduation) is December 9
- Completing all direct report performance evaluations by the end of the year (December 31, 2016). This is continuing the goal of all library employees getting yearly performance evaluations. We met the goal of 100% evaluations last year and we are on track for that to occur this year too.

MARINet Board Meeting Minutes

October 20, 2016

Board Room – MARINet/MCFL Tech Services

1600 Los Gamos Dr., Suite 180, San Rafael

9:00 a.m. – 12:00 p.m.

Attendees: Teresa Capasso (Larkspur), Janice Akel (Larkspur), Anji Brenner (Chair, Mill Valley), Linda Kenton (Vice Chair, San Anselmo), Sarah Houghton (San Rafael), Abbot Chambers (Sausalito), Sara Jones (MCFL), Debbie Mazzolini (Bel-Tib), Gary Gorka (Dominican University), Dan McMahon (MARINet), Sarah Frye (College of Marin)

Anji Brenner called the meeting to order at 9:10 a.m.

I. Public Comment Period

There was no public comment.

II. Introduction of guests

Introduction of Janice Akel, new Director of Larkspur Library.

III. Approval of minutes from September 15, 2016

Houghton asked to Change “Agenda” to “Minutes”

Motion to approve by Jones. Houghton second. Unanimously approved.

IV. Old Business

a. CENIC – progress report

McMahon referred to various updates on the CENIC project that he distributed via email in advance of the meeting. The project is going quickly and quietly and should be completed on schedule. Cost will be \$8500 per building per year, not to include Dominican or COM.

Pt Reyes and Pickleweed need cable installation.

b. 25th Anniversary of MARINet – update

McMahon distributed passports and other materials. Brenner opened discussion about how to note that patrons have completed each section. McMahon noted that Trenary is working on a webpage to describe the contest to patrons; McMahon will send a link so libraries can provide feedback before the November 1 launch. Brenner and Jones agreed to write a Passport press release after today’s meeting. The press release will link to the website for further information. Passports will be distributed to patrons on November 1. As libraries run out, McMahon can send more.

V. New Business

a. Larkspur update – Introduce new director

Akel is excited to be here!

b. E-Book topics:

i. Spending by libraries

McMahon distributed spreadsheet with totals for Overdrive from FY09-10 to FY16-17. Brenner asked if we could begin earlier next year in creating a list of what’s needed to help libraries prepare reports in a timely manner.

ii. SMART Train report

Train construction is delayed. Jones would like to have a means to promote library e-resources (and use of the libraries generally) for passengers on the train. Jones convened a group to gather information and they will continue meeting. At the moment, it's unclear what infrastructure can be supported. Sonoma and Marin libraries have been asked to support extended bandwidth. Jones and Trenary have spoken with Overdrive regarding the project and to ask specifically about including kiosks in the train stations.

iii. Hoopla?

McMahon distributed pricing information compiled by Trenary and shared her findings that there is no financial advantage for MARINet to sign up for Hoopla. Report has been that it's easy to use, and individual libraries have not had an issue with going over their limit. San Anselmo, Mill Valley, Larkspur do not currently have Hoopla.

Discussed that if libraries sign up for Hoopla individually (for which the charge is very small), then links should be included in the catalog. However, it was noted that an issue with Hoopla and Overdrive is removing content from the catalog when it's no longer available. Safari and Enki handle this by delete everything and adding it back in to keep information up-to-date. This is not currently an option with Overdrive or Hoopla. Over the next two years, libraries are in favor of moving to Overdrive Cloud.

iv. Update on 3M Cloud "linked Cloud"

EBWG has recommended discontinuing 3M. It has been renewed through the end of the FY in June for a \$14k licensing fee. Jones reported that 3M was willing to work with MARINet to eliminate the platform fee. Although Sacramento has discontinued 3M, there are other libraries including San Diego and several northern California libraries that MARINet could partner with. Chambers made a motion to not to renew the Biblioteca/3M account beginning next FY. Kenton seconded. Voted unanimously to discontinue. Chambers mentioned the need to begin planning to inform patrons of this change.

c. Working Groups: DBWG and EBWG? UXWG?

McMahon thinks it's still too early to combine DBWG and EBWG; this was discussed and agreed upon. In the meantime, the meeting schedule will be changed. **Laura** is willing to chair UXWG

McMahon reported that the Bibliocommons app is in final testing. It looks really nice and should be available within a few weeks. McMahon will send instructions to libraries.

d. Topics and Schedule for Breakout Sessions

Brenner reviewed prospective topics from the last meeting and asked for additional ideas, which were identified as:

- Statistics and metrics and what we're collecting
- Policies
- Academics

Houghton suggested renaming the sinking fund the reserve fund; this was agreed upon. McMahon suggested holding only 2 breakout sessions at a time so there could be a MARINet representative available. Brenner will send a list of topics so we can sign up and prioritize our interests. Breakout sessions will be implemented at the next meeting.

e. Other non-action items

Jones was asked to provide a comment about MCFL's experience with LINK+ to be used in a presentation by Innovative. Jones thinks the comment should come from the group since we joined LINK+ as a consortium. Jones and Kenton will coordinate to provide this.

VI. Standing Items for the agenda

a. System Administrator's Report

Discussed Bibliocommons. McMahon thinks the September drop in circulation was not connected with Bibliocommons but with more general causes such as patrons being busy, back to school, etc. McMahon noted that Bibliocommons is more efficient as a web server than the classic catalog. He thinks the classic catalog still accounts for approximately 10% of searching although it is difficult to determine who is using Bibliocommons versus the Classic Catalog. McMahon thinks it's important to look into this to determine what's being used.

McMahon mentioned an Internet Librarian session on hacking and library websites. This is becoming a problem for libraries where patrons can make donations or pay fines online. The CENIC firewall will help prevent this for MARINet, however it will take 3-days to get the IP to block a hacker and another 3-days to see if blocking worked. McMahon noted that this is MARINet's largest security issue. Gorka mentioned looking into a third-party service.

b. Correspondence

No Correspondence.

c. Topics for future agenda

CENIC
SMART Train report
Plan for the retreat
5-year plan
No meeting in December

VII. Announcements

SRPL: Hired Technical Service Supervisor. Has a vacant librarian position. Discussed dismissing all fines for all patrons at October Board Meeting. Will vote at November board meeting and share the result with the San Rafael City Council.

College of Marin: The College website is in the process of being updated. The Library website will be updated sometime in December or January. The College continues to prepare its 2017 Institutional Self Evaluation Report (ISER) as part of the accreditation cycle.

Larkspur: Will hold a ceremony on October 21 for the placement of a plaque in memory of Francis [redacted]. Additionally, a bench will be placed in front of the Library and an annual scholarship has been established for students at Redwood High School.

Belvedere-Tiburon: [redacted] will retire. Mazzolini will consider revising the position description.

Dominican: The University is soon to begin its accreditation cycle. The Library will undergo a major remodel over the next 2-3 years. Half of library will become a new student center and advising center. IT will be moved into a different building.

MCFL: 10/20 CLA will include two demonstrations of the Virtual Reality; this is in coordination with SRPL, who has also provided VR. 10/20 Chamber of Commerce Mixer Event on maker-space. Future press release to indicate that the Zimmer Family donation will be dedicated to replacement of Corte Madera library.

San Anselmo: 10/20 "Tangled Vines" event will include a reception and wine. Kenton is training a librarian to do cataloging and processing of new materials; Houghton has sent someone to help train. Kenton is also working on a state report, strategic planning, and planning retreat with the Town Council.

Mill Valley: Brenner announced that three libraries, Corte Madera, Larkspur, and Mill Valley each received a bequest of over \$661,000 from the Zimmer Family Trust. The IJ wants to run an article.

Sausalito: Will be providing amnesty for fines 10/24-31.

**The Meeting was adjourned at 10:34 a.m.
Minutes submitted by Sarah Frye**