

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, November 10, 2021
4:00 p.m.

Meeting will be held remotely

Please join Library Commission meeting from your computer, smart phone or tablet.

Join Zoom Meeting

<https://us06web.zoom.us/j/81059758023?pwd=b01MTUISZzVSeEZPdUhKTmxmakJxZz09>

Meeting ID: 810 5975 8023

Passcode: 800810

One tap mobile

+12532158782,,81059758023#,,,,*800810# US (Tacoma)

+13462487799,,81059758023#,,,,*800810# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

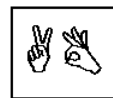
+1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/j/81059758023?pwd=b01MTUISZzVSeEZPdUhKTmxmakJxZz09>

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action

We must find time to stop and thank the people who make a difference in our lives.

-John F. Kennedy



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.

	3. Approval of Agenda	Ream	Action
	4. Approval of October, 2021 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business		
	a. Summer Program	Ream/Little Taylor	Information
	8. New Business	Ream	Information
	a. Adult Services Committee & Novato Branch Reports	Doerge	Information
	9. President's Report for October	Ream	Information
	10. Director's Report for October	Adlawan	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

Numbered List of attachments:

- 4. Minutes for October 13, 2021
- 11. Library Director's Report for October 2021

Unnumbered Attachments:

MARINet Board minutes of September 16, 2021 held at MCFL Tech Services, 1600 Los Gatos Dr., Suite 180, San Rafael CA

Marin County Free Library
3501 Civic Center Drive, Suite #414, San Rafael CA 94903
www.marinlibrary.org

Brown Act:

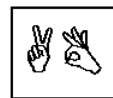
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Co).

Meeting Locations

Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937
Marin City Library	164 Donahue Street, Marin City, CA 94965
Novato Library	1720 Novato Blvd., Novato, CA 94947
Point Reyes Station Library	11431 State Route One, Point Reyes Station, CA 94956
South Novato Library	931 C Street, Novato, CA 94949
Stinson Beach Library	3521 Shoreline Highway, Stinson Beach, CA 94970



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MARIN COUNTY FREE LIBRARY
Virtual Meeting

--PROPOSED MINUTES--
Wednesday, October 13, 2021

- (1) CALL TO ORDER
Due to lack of quorum, informational meeting started at 4:00 p.m.
Meeting with quorum called to order at 4:48 p.m.
- (2) ROLL CALL
Present
John Macleod Sally Hauser Nick Javaras
Linda Ward Barbara Schoen Loretta Farley
Anya Schandler joined meeting @ 4:46 p.m.

Absent with Notification
Margaret Kathrein Ann Kaplan Sue Ream
Ali Iqbal

Also Present
Lana Adlawan, Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Raemona Little Taylor, Deputy Director of County Library Services
Edna Guadiana, Administrative Services Associate
Julie Magnus, Branch Manager, Technical Services
Pat Beaupre-Becker, Member of public
- (3) ADOPTION OF AGENDA M/S/C-Schandler/Javaras – Agenda approved as submitted
- (4) ADOPTION OF MINUTES for September 8, 2021 M/S/C-Schoen/Javaras – Minutes approved as submitted

ADOPTION OF REVISED MINUTES for March 10, 2021 M/S/C-Schandler/Javaras – Minutes approved with the following revision:
Page 6 – item 8a. – Paragraph 1 beginning in FY 2022-2023 should read 2021-2022. Revised Measure A structure. The budget restructure discussed in March 10, 2021 meeting will reflect that the budget structure change will begin in on July 1, 2021.
- (5) OPEN TIME FOR PUBLIC EXPRESSION -- None
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting

OLD BUSINESS

a. Summer Programs Grant Opportunities for Libraries

This item was pulled and will be brought to the November 10 Library Commission meeting for discussion.

(8) NEW BUSINESS – Assistant Director Walker introduced Technical Services, Senior Librarian, Julie Magnus who will report on the continuing evolution of the work around the collection, what we are learning and where we are going as well as some of the website work along with marketing and communication.

a. Collection/Marketing and Communication Report – Magnus/Walker



Library collections serve as the foundation for creating welcoming, equitable and inclusive opportunities to connect, learn and explore.



Library collections =
spinal cord, a
pathway for
communication

- Chronicles the past
- Communicates the present
- Helps shape the future



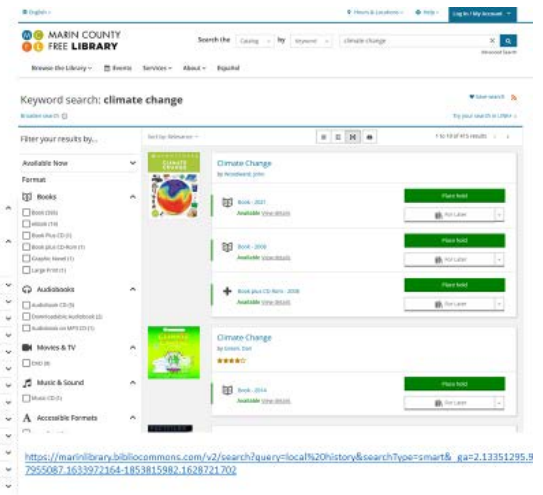
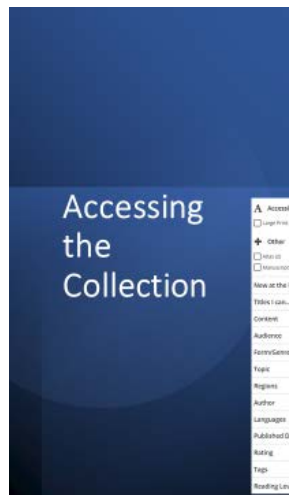
Physical & Digital Materials

BECOME THE LIBRARY COLLECTION WITH DIFFERENT
MODELS: EDUCATION/PRESERVATION VS.
ENTERTAINMENT/LIMITED

MIRRORS, WINDOWS & SLIDING GLASS DOORS (DR.
RUDINE SIMS BISHOP)

SELECTION CRITERIA & MANAGEMENT

COLLECTION DEVELOPMENT POLICY GUIDANCE



Data on Collection Use

Statistics & Use Patterns Physical & Digital Materials

MARINet Statistics & analysis courtesy of Dan McMahon, next 4 slides

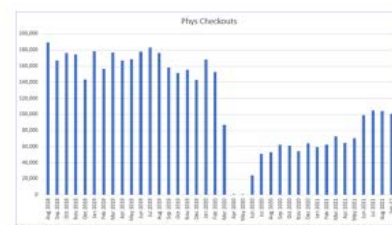


Fig. 1: Physical circulation (checkouts and renewals) by month, Aug. 2018 to Sept. 2021



Fig. 2: Overdrive circulation by month

E-book circulation (Overdrive only) is up over 100% since March of 2020, and has leveled off now at just over 50,000 items every month. This is equal to the monthly checkouts of the four busiest libraries.

Circulation Patterns and Recovery

The increase in e-circulation hasn't yet made up for the drops in physical circulation in the past years, but it is getting closer to doing so.

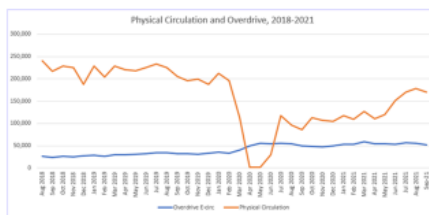


Fig. 3: Physical circulation compared to e-book (overdrive) circulation

Combined circulation of physical and e-books is still down overall, but we seem to be getting back to 80 to 90% of pre-pandemic levels. Physical item circulation in 2021 includes an increase in the number of renewals, due to autorenewal starting in June 2021.



Fig. 4: Physical and e-Book circulation combined

Circulation- trends

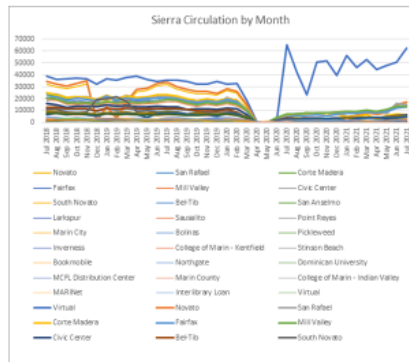


Fig. 5: Sierra Circulation by Month, including renewals

The blue line at the top of Fig. 5 is "virtual," which captures both BiblioCommons and Classic WebPAC renewals, as well as the automatic renewals done by Sierra each day.

What isn't captured as a workload factor here is that so many more checkouts in 2020 and 2021 were holds, and more of those holds were books that moved through the system and delivery to get to the checkout library. Holds went from 15% of checkouts before 2020 to 85% of checkouts under curbside services.

Ignoring all renewals and looking just at new checkouts, we can see the real extent of circulation recovery over the last year. Key events during this time were:

- Full closure of all libraries, March to May 2020
- Curbside service only, June 2020 to May 2021
- June 2021 libraries began to reopen to the public for limited hours

What's been happening in our libraries

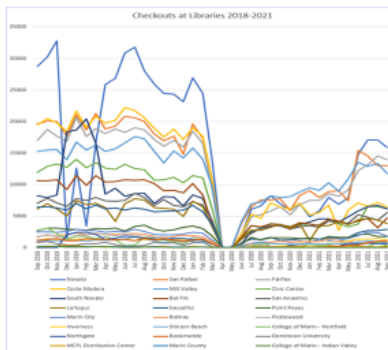
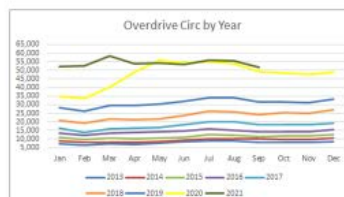


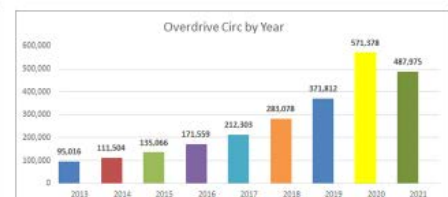
Fig. 6: Checkouts (no renewals) at library locations, 2018 to 2021

The best way to visualize what's happened these last three years at libraries is the monthly count of actual (novel) checkouts at each location. Excluding all e-content and renewals, this is a good measure of how much circ activity is actually taking place at the library buildings.

Ebook Statistics & Use Patterns



As of Oct.1, 2021



Snapshot of MCFL ebranch use, fy 20-21

Website Visits

482,584 Website Visits (Sessions) in fy 20-21 = 25.1% increase over fy 19-20, with 385,698

Total electronic items circulated

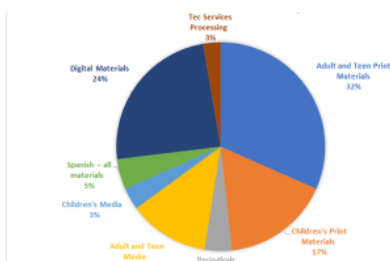
Including ebook, audio, music, video **450,690** in fy 20-21 vs. 333,265 in fy 19-20 = 35.2% increase

ERresource Usage

119,042 total electronic retrieval of information, vs 107,969 in fy 19/20 = 10.2% increase

Budget Structure

Collections Budget Allocations, fy 21-22



- Adult and Teen Print Materials = \$299,716.78
- Children's Print Materials = \$157,591
- Periodicals = \$40,168
- Adult and Teen Media = \$117,700
- Children's Media = \$32,409
- Spanish - all materials = \$45,000
- Digital Materials (including ebooks, Kanopy, Hoopla) = \$229,000
- Tec Services Processing = \$26,000

• Total Collections Budget = **\$950,000***

*eResources not included: LinkedIn Learning, RefUSA, HelpNow, Flipster

Collections Budget Allocations, fy 21-22

- 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 – but publisher schedules don't always mesh.

Spending Patterns - OverDrive

Responding to increased demand for ebooks, MCFL contributed significant amounts in 2021, as well as in 2020 (not shown here.)

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
Overdrive Spending												
BET	\$1,312.06	\$1,150.84	\$2,110.16	\$1,844.35	\$1,017.95	\$1,155.32	\$1,999.36	\$2,309.08	\$2,820.11			\$24,939.39
COM												\$0.00
CLC												\$0.00
LRK					\$62.48			\$911.17	\$33.84			\$52.48
MCR	\$7,674.63	\$79,157.66	\$28,548.21	\$11,777.07	\$24,234.04	\$24,642.08	\$7,461.03	\$20,977.39	\$6,220.08			\$201,702.27
MAY	\$1,301.37	\$42,253	\$706.16	\$238.70	\$2,611.03	\$234.39	\$235.46	\$738.66				\$6,451.38
SAN	\$1,753.65	\$68.99	\$27.99			\$4,642.32			\$2,346.30			\$6,513.15
SPPL						\$48,438.05						\$48,438.05
SAU	\$765.45	\$560.51	\$482.78			\$1,036.74	\$1,134.39	\$570.86	\$1,659.42			\$6,420.15
MARINET	\$22,767.68	\$24,287.23	\$27,165.66	\$20,295.04	\$20,795.43	\$15,792.87	\$22,040.82	\$30,740.88	\$28,938.96			\$212,817.61
Total	\$34,805.29	\$94,822.70	\$91,188.69	\$94,627.14	\$94,730.97	\$98,112.22	\$33,044.04	\$46,252.30	\$40,006.44			\$489,364.48

COVID Impacts

Digital enhancements: expanded online resources, Tech Connect Packs, WiFi

Use of digital resources remains high

Curbside service & holds – library use changes

Balancing browsing vs holds

Challenges of supply chain: backlogs, delays



MARINet & State Library partnerships

State Library online resources added from public school program

State Library new job support resources also being added

MARINet consortium management of resources

MCFL contributed to OverDrive resources



Perspective on Collection Projects and Plans



RFID shift



AMH project



Shelf-ready processing



Sustainable shelves



Leased books



Budget balance – digital and physical and patron perceptions



Digital access

Collection changes for improving diversity, equity, inclusion & belonging

J Holiday books

J picture books change 5%-13%

Adult fiction – adding more diverse authors

Expanding Lucky Day selections to provide more diversity

Pursuing adding languages

Questions?



Library Marketing & Communications Sharing the love of learning

- MCFL Library Commission 10/13/21
- Julie Magnus, Senior Librarian, Technical Services

Library Marketing

Promoting

Promoting the
collection & services

Sharing

Sharing goals &
values
Access to resources

Providing

Providing operating
information for the
public
Information
resources
Contact us pathway

Communication Channels

Website, Event Calendar
Social Media
Savannah newsletter emails and other promotional email/ patron communications
Print flyers, handouts, business cards, etc.

Library Marketing and Communication Highlights

New website- transition to BiblioWeb – revised to focus on most needed resources during lockdown	Created multiple Savannah email newsletters to communicate service changes and monthly updates to patrons	Regularly create new fresh content for website & coordinate staff blog entries
Support for County Sir Francis Drake Boulevard Renaming discussion – built web page for resources and sharing videos	Created web resources page for Restrictive Covenant Resources	Drafted Compass webpages for Library
Managed and supported online recorded programs- uploading, branding	Developed Tech Connect Pack branding and info	Created signage and handouts for evolving branch hours and services
Book Bundles website form	Personalized Picks website form	Currently working on: FAJ garden poster/web page; Exploratory info; Vaccine outreach



Integrate collection resources – communicate and promote

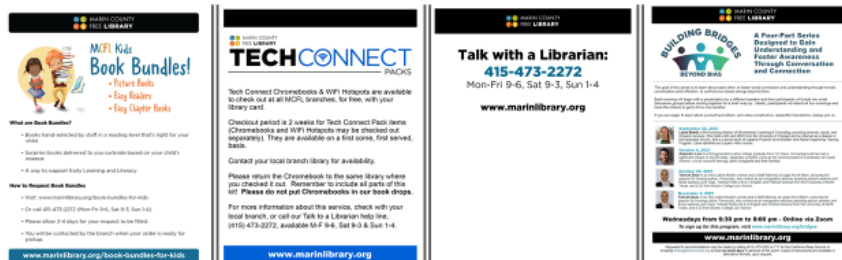
- Newsletter – highlight racial equity resources, provide support for community to make their own educational journeys
- Website – integrate resource lists – discovery and exploration possible through resources
- Highlight materials and provide curated, appealing entry points to find items
- Support special projects and materials needs
- Promote library events and tie in with supporting materials
- Utilize website "cards" to highlight resources, events, lists

The screenshot displays a library website with several sections: 'FEATURED SERVICES' with icons for digital resources, storytime, and more; a news article titled 'The Santa Madera Library will celebrate reopening on Monday, October 11'; another article 'Library, First 5 Marin Team Up on Kids' Backgrounds'; 'Drake Boulevard History Resources'; 'Education Equity Initiatives'; and a 'LEARNING BUS' section with a bus icon and text about learning opportunities.

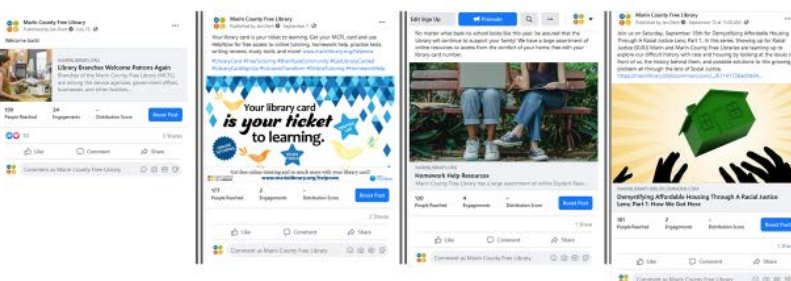
Website – Communication & Promotion



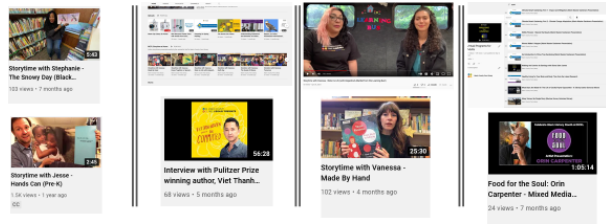
Newsletter – Communication & Promotion



Print – Communication & Promotion



Social Media – Communication & Promotion



YouTube – Communication & Promotion



After a brief question and answer period, Commissioner Hauser thanked staff for their presentations.

(9) PRESIDENT'S REPORT FOR OCTOBER – None

(10) DIRECTOR'S REPORT FOR OCTOBER

Director Adlawan reported on the following:

- During her first 6 weeks with Marin County Free Library, Director Adlawan has been busy visiting our library branches and support teams to get the full picture of service operations here at MCFL. Director Adlawan also sent staff a weekly update of her activities and held virtual/in-person office hours each week to connect one-on-one with staff. Office hours for Director Adlawan will continue each month going forward. There is so much talent and passion for library work from MCFL staff. Director Adlawan is impressed and appreciative of all that is brought to our organization and community from this team.

(11) ANNOUNCEMENTS

Commissioner Macleod announced that he had worked this past summer on a project sponsored by the Marin County Free Library and CREI with Marin City youth on recreating the shipyards in Sausalito during WWII and living in Marin City. They just finished the virtual reality portion of this. Next month on November 13, the Marin Gateway shopping center in Marin City is sponsoring a community event celebrating this project by paying students to paint 12 windows with scenes from this project. A local artist from Marin City, James Shields will create coloring books from this. There will be a community art project on this date too.

Next meeting will be on November 10, at 4pm.

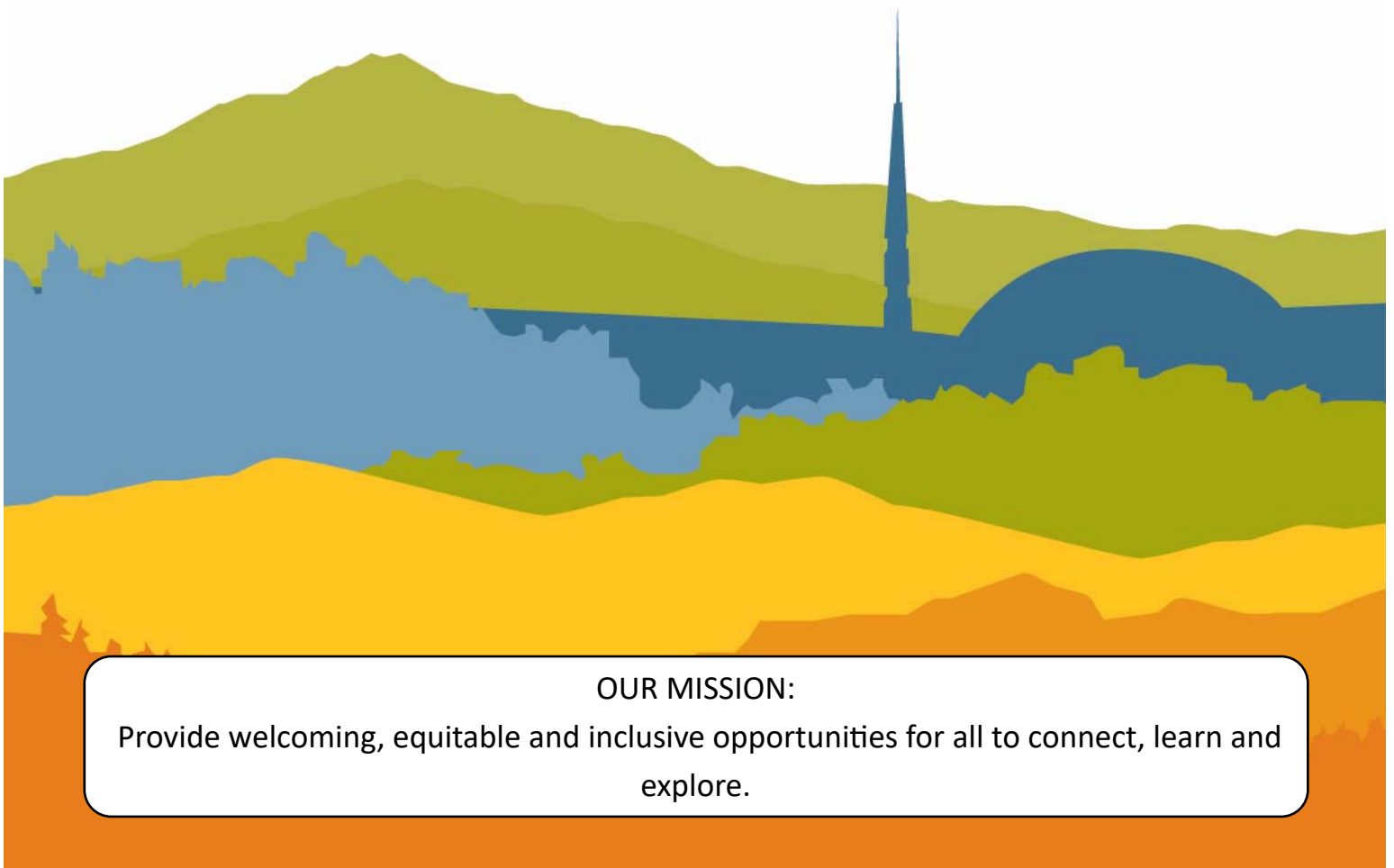
Director Adlawan thanked Commissioner Hauser for running this meeting in President Ream's absence.

(12) ADJOURNMENT – M/S Javaras/Schandler - Meeting adjourned @ 5:03 p.m.



Marin County Free Library Commission Report
Lana Adlawan, Director of County Library Services

OCTOBER 2021 ACTIVITIES



OUR MISSION:

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

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services



- MCFL is partnering with Marin County Public Health and First 5 Marin to provide outreach services to children and families during upcoming vaccination clinics for 5-12 year-olds. Library staff will provide free books, library resources, and outreach at Vaccination Sites. Public Health is prioritizing vulnerable communities with their outreach, which aligns with our equity goals.
- Giveaway books have been ordered by Library Selectors and sorted by grade level. A list of library resources is in development.
- The Children's Services Team, at its October meeting, discussed holidays, their importance to us, and how most holidays are celebrated in very different ways. Holidays can be a stressful and even abusive time for some children, and libraries can provide a safe place from the commercialization and over-stimulation that's present in many locations. We talked about being mindful of how we use holiday books in programs, and to ask, rather than tell, about how a holiday is celebrated. Branches are moving toward seasonal displays rather than featuring specific holidays. We agreed to give each other grace and acknowledgement surrounding the variety of experiences staff and patrons experience during the holiday season. Kudos to the Holiday Book Team for revamping this collection to include more diverse titles and seasonal books. (photos of educational Dia de los Muertos display at Fairfax Library)

Teen Services



- Discussed the need to reach out to teens as we lost touch with many during our closure. Branches will try to revive their Teen Advisory Groups (TAG). These groups are very helpful in reaching out to their peers. The Teen Leadership Crew (TLC), which has teens from across the county, will continue as a programming group for the system.
- Decided not to cancel Literature Review for a second year. We will have a reduced, online version with fewer presenters. The Review can be recorded and available to MCFL and MARINet staff, school library staff and even the public. Clara McFadden is coordinating for both TSC and CST.
- Just beginning discussion of Summer Program 2022. We will again offer multiple programs, both online and in-person. We liked the idea of no official registration. Teens are automatically enrolled when they come to branch or attend a program. We still have many details to work out.
- Two continuing Teen Services projects are the monthly Queer Teen Support Group and the Teen Leadership Crew. Teen online programs were the Fabric & Fiber Makers' Club, and the Day of the Dead Celebration: Learning how to build an Altar with Lin-Yu Diaz.



Adult Services

LEGAL
AID of
MARIN
Justice for all



- On October 27 attorneys from Legal Aid of Marin presented a program on the current status of labor laws and eviction protections in California: [How Has the Pandemic Impacted Employment & Housing in Marin?](#). They discussed how the pandemic has impacted their work and how they are responding to the changing needs of the community. Patrons heard from: Tahirah Dean, Housing Staff Attorney; Ellyn Moscowitz, Senior Employment Attorney; and Laura McMahon, Pro Bono Manager. Legal Aid of Marin is a non-profit that provides free legal services to low-income residents of Marin county.
- [Building Bridges Beyond Bias: A Four Part Series Designed to Gain Understanding and Foster Awareness Through Conversation and Connection](#) continued in October with two more presentations. Each evening begins with a presentation by a different speaker and then participants broke into small discussion groups before coming together for a brief wrap up. On October 6, Alejandro Lara, a first-generation Latino college graduate from UC Davis was the speaker. His background has had a significant impact on his life today. Alejandro currently works as the Communications Coordinator for Canal Alliance, a local nonprofit serving Latino immigrants and their families. On October 20, the speaker was Tahirah Dean, an Afro-Latina Muslim woman and a Staff Attorney at Legal Aid of Marin, pursuing her passion for housing justice. Previously, she worked as an immigration attorney assisting asylum seekers and those seeking work visas.
- [All Things Apple](#) continues to be a very popular and well attended virtual program! Beryn Hammil meets hundreds of participants on Zoom to teach them how to get the most out of their Apple devices. Each topic is relevant for the Apple iPhone, iPad, and Mac computer. Additionally, *All Things Apple - Distance Learning*, a weekly newsletter, arrives on Mondays and includes links to relevant articles, a class registration reminder, personal essay and a bit of humor.



Collection Development and Management



- Selectors contributed to the Vaccine clinic outreach for kids 5-11 by collaborating with MCFL staff leading this project and selecting and creating an order in First Book. We were able to act quickly to get the giveaway books sent to Tec in time for the series of clinics. The books will be sorted, given a bookplate, and accompanied by a flyer listing locations (with a coloring page on the back), along with a “prescription for a library card”. These books are funded by a grant from the California State Library.
- Our selectors have begun visiting our branches to talk to public services staff to get input about collection needs and how we are adapting to transitioning from the COVID period. Because of changed behavioral patterns and supply chain issues, we are working with branch staff to make the right balance of materials, including new and leased items, available for our communities. The selector team also continue to adjust our collection allocations to respond to changes in interests and demand, including physical and digital items.



Educational Equity



- **Year 3** of our after-school **Reading Buddies** program is going strong with **37** Kindergarten-3rd Grade students enrolled at South Novato and **13** students in Point Reyes. We are excited to share that our “Little Buddies” completed **11 weeks** of 1:1 reading sessions with Dominican University Service-Learning students.
- Marin City Live! hosted Tricia Elam Walker, author of *Nana Akua Goes to School* via Zoom. Forty copies of the book were distributed to SMCSK kindergartners, six copies were distributed to SMCSK students, and there were 75 viewers with the event being streamed into five SMCSK classrooms. Teachers for those classes also got classroom copies of the book.



Communications and Publicity



- Our marketing team pitched in to support the Vaccine clinic outreach by creating the “Prescription for Library Card” graphic design, as well as the bookplate sticker, and template for branches to share services, as well as a locations flyer complete with a coloring page on the back.
- The reopening of the Corte Madera Library after renovations was highlighted in a [County Press Release](#).
- Featured in our monthly e-newsletter were updates about increased limits on borrowing DVDs, audiobooks and music CDs, information on [Native American Heritage month](#), [study skills](#), and the [spooky season](#).
- Promoting some of our wonderful online events is always a priority – we share in our newsletter, on our website, and social media. Recent events include ["Little John Crow" Read by Ziggy and Orly Marley](#), [Day of the Dead Celebration: Learning how to build an Altar with Lin-Yu Díaz](#), and [Building Bridges Beyond Bias: Part 4](#).



Personnel Update

Thank you to the MCFL interview panel members; hiring managers; admin staff; and Finance Accounting Human Resources (FAHr) Team Members for helping us to recruit, promote and bring in new staff.

Please help us welcome:

Madeline Bryant, Senior Librarian West Marin /Education Initiatives Coordinator

A **Librarian I** Recruitment that closed on October 29th gathered 77 applications. This recruitment is expected to fill vacancies at the Corte Madera Branch; Novato Branch; South Novato Branch and, California Room. **Administrative Assistant I** interviews to fill one full-time position in the Library Administrative Office will be held in mid-November. Contingent hire interviews for several **Library Assistant I** Positions will be held in mid-November.

The Corte Madera Library has hired a **Library Assistant II** who will join MCFL by the end of this year.

The following full-time and part-time vacancies are under review:

Library Aide	4.0 FTE – CMA; NOV; SNO; FAI
Library Assistant II	1.5 FTE – TEC; SNO
Library Services Mgr.	1.0 FTE – Facilities & Projects
Library Tech Assistant	1.0 FTE – Tech Services

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

Hello everyone!

I have almost completed my onboarding tour of all MCFL locations, including our three outreach vehicles. So far, I am so impressed with the diversity of our locations/services and how each individual piece is an asset for the communities they serve. I look forward to an upcoming tour of our California Room and learning more about our archives and digital collections.

Besides the exiting new changes to our Corte Madera Library, the Novato Library will also experience some changes in their area over the next few weeks: <https://www.marinij.com/2021/10/19/novato-to-create-authorized-camp-for-homeless-at-park/>. As we head into inclement weather, more support services for our unsheltered are appreciated and welcomed.

I also had the chance, along with several of our staff members, to attend the online Othering & Belonging Conference. This continues the support and dedication MCFL has to our mission and to advancing racial equity within our organization and in communities served.

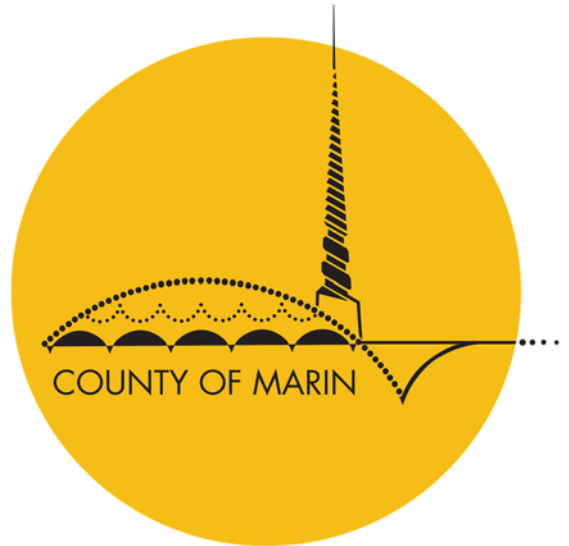
Lastly, but certainly not least, I attended the Friends of the Corte Madera Library meeting. They are a lively group busy planning the 50th anniversary of the branch. They will be curating a display of historic photographs in their community room over the next few months. There will be more to come on this exciting event!

Thank you all for all you do to make our services and staff essential to Marin County residents.

In community,

Lana Adlawan

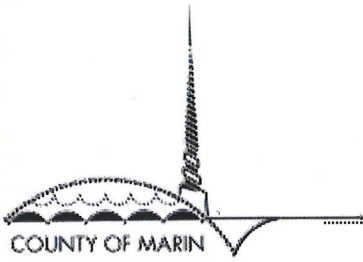




COMMISSION MEMBERS:

MCFL and the County of Marin

THANK YOU for your commitment to welcoming, equitable, and
inclusive library services.



NEWS RELEASE

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Contact:

Lana Adlawan
Director
Marin County Free Library
3501 Civic Center Drive
San Rafael, CA 94903
(415) 473-6051
[Email: Lana Adlawan](mailto:Lana.Adlawan@marincounty.org)
[Library website](http://www.marincounty.org/library)

Corte Madera Library Renovations Wrap Up ***Building constructed in 1971 welcomes new generation of patrons***

San Rafael, CA – The [Corte Madera branch](#) of the [Marin County Free Library](#) is ready for its closeup.

Regular library service has resumed now that about \$1.2 million worth of improvements have been completed. Upgrades include a new roof, windows, paint, drywall, insulation boards, and heating/ventilation/air conditioning units. In addition, repairs were made to emergency exits and bathrooms, and disability-access improvements were added to the children's room.

The building at 707 Meadowsweet Drive was constructed in 1971 and last underwent a makeover in 2014. At that time, renovations were made to the information desk, check-out stations, meeting room, teen area, lobby area, study counter, and with upgrades in technology and accessibility.

The latest round of construction started in October 2020 and wrapped up recently; only a few installations for safety systems will be ongoing for a bit longer.

"We would like to thank our patrons for their continued support, and we look forward to seeing them," said branch manager Stephanie Hartwell-Mandella.

The majority of the renovation funding came from Measure A, which was passed by a supermajority of voters in 2015 to improve library facilities and maintain hours throughout the Marin County Free Library system.

Branch hours are 10 a.m. to 5 p.m. Mondays, Tuesdays and Wednesdays, noon to 7 p.m. Thursdays, closed on Fridays and Saturdays, and noon to 5 p.m. Sundays. Curbside service remains available upon request.



The majority of the branch's renovation funding came from Measure A, a countywide tax approved by voters in 2015.

MARINet Governing Board – Meeting Minutes

Sept. 16, 2021 Meeting Minutes

Present: Franklin Escobedo (Vice Chair, LRK), Abbot Chambers (SAU), Jill Tokutumi (SRPL), Chantel Walker (MCFL), Linda Kenton (SAN), Gary Gorka (DUC), Debbie Mazzolini (BET), Anji Brenner (MVY), Dan McMahon (MNET), Sarah Frye (COM), Jessica Trenary (MNET), Raemona Little Taylor (MCFL)

Guests: none

Meeting called to order at 9:02 a.m. by Vice Chair.

Minutes from Aug. 19, 2021: Motion to approve, second, minutes are approved unanimously.

1. Chantel gave a virtual introduction for Lana, the new MCFL director, who can't attend this meeting due to a scheduling conflict. Lana ran the public services at Sonoma County Library in her last position, and has worked at many other libraries in the Bay Area and elsewhere.

Old Business:

2. RFID update: The first batch of pads and tags are here, Jessica got the first pad working yesterday. We've spent \$90k so far on tags and pads, with the rest of the order, another \$90k worth on the way. We anticipate another \$60k on pads eventually, for a total of \$270k.

Bibliotheca has elaborated on their offer of a free self check: Maintenance is \$930/year each year, including the first year. Shipping is about \$700 per unit. Fines collection is not working on the one library at MCFL where it was set up, Jim says he's giving up on that setup for fines. The holds placement which is part of the NoveList Select features also doesn't work in Sierra. Otherwise, we do have extra SIP2 licenses to cover 8 or 10 of these. If a library is interested in one of these self checks, we can connect the library with Bibliotheca. It is possible to upgrade the express lane self checks with a pad for RFID, the same pads we are buying for staff stations.

We'll start installing the 12 pads we have now. Once those are tested, we'll order the rest of them. The first installation should be Larkspur next week.

3. Backstage proposal: The Executive Committee has submitted a plan to pay for Backstage Library Works to tag or manage the tagging of most of our libraries' collections. The proposal is to use \$246k of prior year fund balances to pay for this. There are four tiers to the plan: \$86k for MCFL to manage tagging, \$30k for SRPL and MVY toward their tagging costs, and \$25k for SAN, SAU, COM and LRK for same. Larkspur and Dominican are planning to tag their own collections so are passing on this for now. The earliest backstage could start is November. Their \$246k quote is estimate, and since they bill on real numbers, with so much weeding going on, the final cost will probably be lower. BSLW will bill MARINet for the entire project, and any costs beyond the 86/30/25 plan will be billed to the library going over their allotment.

It's suggested that Larkspur and Dominican get something, now or later, as an equivalent to this distribution. One idea is to discount next year's membership bills for them, that can be worked

out later. The plan is motioned and seconded, and passes unanimously. A board resolution will circulate in DocuSign to authorize the use of PYFB for this purpose.

On the AMH part of the project, we are setting up visits with Lori to see other sorters, in particular San Mateo City and Sacramento Public could be useful to visit. Finally, Chantel offers commendations to Jessica and Dan for the work on this project, especially for getting this done within the fiscal year.

4. Delivery: The next meeting of the delivery task force is Next meeting in Oct or November. We're looking at the idea of pulling delivery in house, what would it take if this had to happen? Is it feasible or too expensive?

New Business:

1. On State Library funding opportunities for library construction, there's an update from yesterday's director's meeting. Available funds will go to poverty-stricken areas first, with anything left over for other areas. Nobody here is sure if there's a place for us in the plan. A library would have to have a 100% match of funds to qualify. Applications have to be from the city or governing body itself. Many libraries that would qualify best due to poverty levels may not have funds from their cities to match.
2. The State Library is offering a free year for six e-resources. Should we pursue these as individual libraries or as a consortium? Jessica and Dan spoke with Jody Thomas at the State Library, and we can share authentication for most of these. But there are matters of seats and licenses to be partitioned for some resources like Coursera. There's also the issue of stats, we might not be able to separate out individual library uses for all of these. Linked In is also puzzling, if the State Library doesn't support it next year (which is an unknown at this time) we would have to add it to the MARINet budget. (Linked In would be \$45k for everyone for example.)

Doing it together as MARINet is easier for us. The directors love what the state library is trying to offer us, but we should also think beyond the fiscal year. Combining access also reduces patron confusion. These resources won't be available to the schools.

There is interest in pursuing 5 of the six resources MARINet-wide. MCFL has a special contract with Link-In so they want to check that contract, if it can't be transferred then they're fine doing what they're doing now. (Everyone else could combine for a subscription. Any existing contracts will be torn up and refunds issued.)

3. January Board Retreat: We looked at a review of past retreats. The public is able to join retreats under the Brown Act. As for topics, we should review some things, such as Overdrive and its impact on MARINet, staff boundaries with helping public, and the committee/working group structure. The decision is to have a retreat separate from the January meeting, on Jan. 27th tentatively.

Non-action items:

1. Chantel wants to note that Library Volunteer Diane Rosenberger was honored by the County Board of Supervisors, after her recent passing, for her many years of work on behalf of Marin Libraries and the Library Friends.

Equity discussion:

The discussion was led by Mill Valley this month. The topic was bias versus noise, and how it applies to decision making, especially in the hiring process. How do fatigue and mood play into judgments made in hiring panels? A common refrain is that "...this person would fit in great." Maybe we should try to find someone not exactly like everyone else already working here. For large decisions, it may be better to parse out parts of the decision to smaller groups, that reduces noise. It's probably better to make multiple decisions rather than one big decision.

We make decisions for patrons, especially in the last couple of years, we've all empowered staff to use their judgement. But this allows staff bias to enter into it. Supposedly you do get a better decision with a larger group, but each person has to come to a decision first. In MARINet we rely on working groups to make recommendations. Not sure we have our own thoughts when there's a working group recommendation coming.

System Administrator's Report:

Not in the report: Overdrive spending is above our scheduled rate (\$220k per year or \$18k a month). With the acquisition of Kanopy by Overdrive, this will mean we need a plan for how these services are growing. For a couple new e-books, we've had to buy 20 copies, which comes to thousands of dollars for just one title. If the state library provided an account to support the big bestsellers it'd help.

Staff raised the issue of long-term support for RFID pads, and the hope that we can transfer over support of these to local tech support folks, as MARINet isn't staffed to drive around fixing hardware.

Topics for Future Meetings:

- RRID
- JPA
- Retreat
- Overdrive

Announcements:

Belvedere Tiburon: In a couple weeks we will be moving everything out of the original library into the newly built area. The library will be closed during that time, for an estimated 2 weeks. Dates to come. Staff won't be able to get to the collection during that time, some will be boxed, all wiring will be down. The library will probably be finished sometime in February.

Dominican: The campus has opened, and it's been crazy, a challenge. There are lots of Covid restrictions to deal with, and the library is still closed to the public. There are events open to the public, with lots of structure around that, such as verifying vaccinations. It's a totally vaccinated campus, masks required. Students are back and happy. The library is close to resuming deliveries with MARINet and LinkPlus. OCLC will add LinkPlus links to the WorldCat catalog soon.

Mill Valley: The library is continuing to staff up, with 4 or 5 parttime reference staff. The new hires have lots of new degrees, it's mostly people looking for experience. At the end of Sept. or the beginning of Oct., will convert all curbside hours to open hours, for 7 days a week, and 40-plus hours. Then they'll survey the public before creating a new schedule. Evening hours are in a holding pattern, waiting for more input.

San Anselmo: The library is now open Monday, Wednesday and Friday, 10 to 4. How deep into the evenings should the library be open? They're considering opening at 9 a.m. rather than 10 a.m., and will hopefully add Saturdays in October.

San Rafael: The library is starting to hire people, in July they onboarded 2 new Senior Library Assistants and 2 part-time Library Assistants. The city has opened recruitment for Supervising Librarian, and for half-time and fulltime librarian positions. The interviews are at the end of the month. They're working with Etienne Douglas of Marin City to bring the Webstars back to Northgate, Pickleweed and downtown. They're working on 3D printing appointments, drop-in tech support, and are soon to help with the Memory Lab downtown. (Scanning family history docs.) Downtown has a wellness intern working on getting, a social work degree, who is available to help patrons with difficulties.

Sausalito: The library is posting for a fulltime children's librarian, and might extend the application period. There are not a lot of childrens' librarian jobs open in the Bay Area. Sept 25 and 26 the library will open on the weekend for the first time in 2 years. It's a good time to do a reset and not just open hours as they were before. They have money to open the full schedule, can save money by cutting back some hours. Right now, it's Monday to Thursday, 10 to 5, curbside only Friday 10 to 2. They're keeping curbside, and can't do curbside and in person at the same time. There is the parttime versus extra hire question, and how to ensure that extra hires don't hit the Calpers qualification limits (20 hours wk, 990 hours a year) by working at multiple libraries. Maybe we need a small task force on this, Mill Valley is interested too. Email Abbot if you want to be involved in the conversation.

Larkspur: The new Librarian started at the end of August. The library is hoping to open Saturdays by the first weekend of October. Right now, it's Tuesday, Thursday and Saturday 11 to 6. They're being asked about evening hours by commuters so Saturdays are coming. Curbside is on Wednesdays and Fridays. There is a glimmer of hope on the Amazon locker being delivered, hopefully before Christmas, that will allow the library to end curbside service. Funding is not restored yet, there's still a frozen librarian position. The library still has no programming, it's all online.

The meeting is adjourned at 11:10 a.m.