

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, March 9, 2022
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/82501213267?pwd=Qjg5RFFscXFTSy9yUzVEYWNYUERUQT09>

Meeting ID: 825 0121 3267

Passcode: 798398

One tap mobile

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Dial by your location

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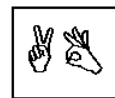
Meeting ID: 825 0121 3267

Passcode: 798398

Find your local number: <https://us06web.zoom.us/u/kd3KUg2EGn>

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

“Where flowers bloom so does hope.” — Lady Bird Johnson



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 02-09-22 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for February	Ream	Information
	8. Old Business		
	9. New Business	Ream	Information
	a. Bookmobile/Learning Bus Reports	Vickers/Lumb/Cruz	Information
	b. Facilities/Budget/Measure A Reports	Hill/Galiani/Walker	Information
	10. Director's Report for February	Adlawan	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

Numbered List of attachments:

- 4. Minutes for February 09, 2022
- 11. Library Director's Report for February 2022

Unnumbered Attachments:

MARINet Board minutes of November 19, 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:

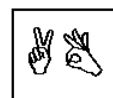
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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, February 9, 2022

- (1) CALL TO ORDER
Mtg called to order @ 4:00 pm.

- (2) ROLL CALL

Present

John Macleod

Nick Javaras

Sue Ream

Linda Ward

Ali Iqbal

Any Schandler

Margaret Kathrein

Ann Kaplan

Sally Hauser

Absent with Notification

Loretta Farley

Also Present

Lana Adlawan, Director of County Library Services

Diana Barrera, Administrative Assistant I

Sara Bolduc, Library Technology Program Coordinator, Maker Space

Etienne Douglas, Library Technology Program Coordinator, MCI Library

Edna Guadiana, Administrative Services Associate

Raemona Little Taylor, Deputy Director of County Library Services

Chantel Walker, Assistant Director of County Library Services

Penny Wells, Friend's Group

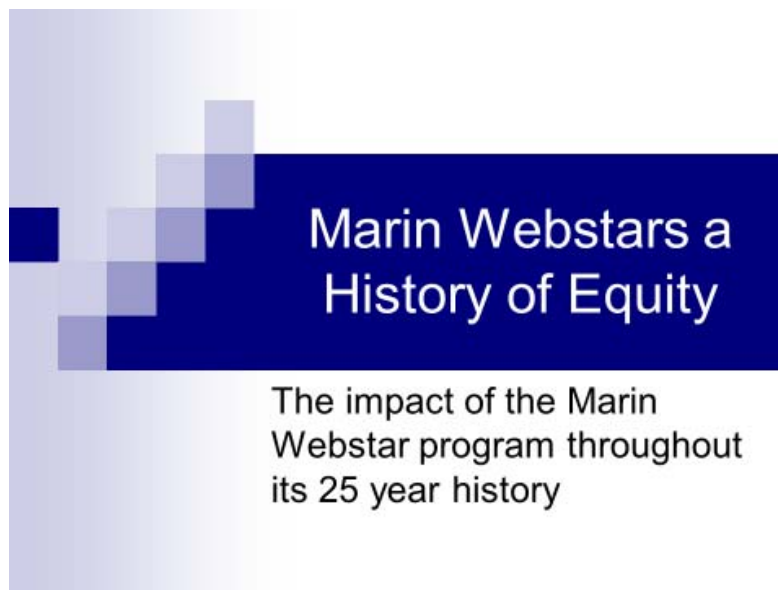
- (3) ADOPTION OF AGENDA M/S/C– Javaras/Schandler Agenda
approved as submitted
- (4) ADOPTION OF MINUTES M/S/C Kaplan/Hauser Minutes approved as
submitted.
- (5) OPEN TIME FOR PUBLIC EXPRESSION – None
- (5) READING & CORRESPONDENCE FILE – Materials were sent to the
Library Commission prior to meeting

(6) OLD BUSINESS – Update on Commissioners

President Ream introduced newly appointed to District 2 Daniel Sherman, and District 4 Claudia Wilson

(7) NEW BUSINESS –

WebStar Report - Etienne Douglas, Library Technology Program in the Marin City branch, and Sara Bolduc, Library Technology Program in the Marin Makerspace gave a report on the WebStars.



Inception of the Program

- Supervisor Annette Rose (Founder)
- Started when the Marin City Library opened. (1997)
- Funding started with in-kind donations and grants from the Gates Foundation
- Modeled after the Explainers Program @ the Exploratorium

Explainers Program

High School Explainers, the Exploratorium's youngest employees, are a diverse group of students who engage visitors at exhibits, lead demonstrations, and run many museum operations. Some are interested in science; all have a spark for learning new things. In keeping with the Exploratorium's philosophy, they build their own skills while learning to help others.



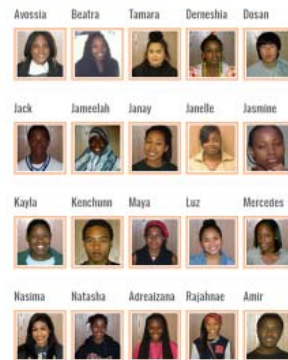
Marin City Library Grand Opening



Marin City Library Grand Opening



Marin City Library Grand Opening



Just some of the past Webstars

Benefits of the Program

- Webstars learn responsibility
- Increased self-esteem
- Job skills
- Maturity
- Valuable technology skills
- Status in the community

Expansion of Webstar Program

- South Novato (Hired 8 Webstars)
- Northgate Pop-Up (Hired 4 Webstars)
- More maker training for Webstars
- System collaboration with San Rafael Public Library
- Expansion of VR

Further Expansion to West Marin

- Explorastory Grant allowed expansion to West Marin
- All Webstars received early literacy training. Creating kits for K-3rd grade.
- Expanded local partnerships
- Serving another underserved community in Marin

Success Stories

- 75% go on to college
- Some jobs ex-Webstars are in now
 - Legal Assistant
 - Computer Animation
 - Cell Phone Call Center Manager
 - Community Organizer
 - Social Worker
 - Child Welfare Worker
 - Public Relations Executive
 - Nurse
 - Microsoft Certified Technology Specialist
 - Full time library employee
 - School Librarian
 - Architect
- Led programming in the library (in-person)
- Helped staff library during pandemic
- Led bi-lingual virtual programming during the pandemic
- Washington DC trip



What We Do Now

- Computer Classes
- Community Technical Support
 - Photography
 - Social Media
 - Website Maintenance
 - Video/Video Editing
- General Support to Patrons
- Digital Literacy
- 3D Printing
- Virtual Reality (VR) Introduction
- Path to a career in the library
- Maker experiences for families
- Connecting literacy and stem
- Virtual programming
- Project development
- General tech help



Recent/Upcoming Happenings

- Exploratorium Visit
- Distributing 400+ Explorastory kits
- Marin City Makerspace



Equity All Around!

- Webstars
- Community
- Library
- World

After a brief question and answer period, President Ream thanked Etienne and Sara for their presentations.

(7) PRESIDENT'S REPORT FOR FEBRUARY – President Ream reported first on the Paver Project of the Fairfax library, explaining the massive remodeling being done of the garden space area outside the library with new plantings and outdoor seating spaces, one of the things they're doing to raise money is having engraved pavers from 200 to 500 dollars.

The second thing reported was on Measure A, the community polling has gotten over 600 responses, it will close on the 16th and then the Measure A Committee will be meeting to hear the results of that poll.

(8) DIRECTOR'S REPORT FOR FEBRUARY

Director Adlawan reported on the following:

She sent out a video shortly before our meeting started, it features Hector Garcia, one of our staff members at South Novato with the Multicultural Center of Marin

<https://www.youtube.com/watch?v=PAr2oybgF84>

She will follow up with an email with the slides on trends in libraries during and after COVID-19.

She explained exactly where Marin County Free Library is now, regarding these trends:

- Print circulation is still down but it's gone up a little bit with the reopening of libraries, we're not back at pre- COVID-19 rates for print circulation.
- There's been an increase in digital usage and digital users. The two segments of the population where digital has grown the most are older seniors, 65 and up and 13- to 17-year-old.
- Active library card holders have also gone up, but need to watch out for those users who have gone away and haven't returned to use the library services.
- There has been an increase in those that attend programs and events.
- Those that started to do digital and then went to just reading print once the libraries reopened.

She mentioned there are still a lot a lessons to learn especially with digital use and how can we draw back those users that maybe activated their library card with us when COVID-19 hit and make our services easy and accessible to them so we can really be a part of their daily lives.

Commissioner Javaras mentioned he noticed over at Corte Madera machinery working on the fire suppression system and that Stephanie Hartwell-Mandella got some pretty good press recently in the Marin Independent Journal. Lana and Chantel confirmed what he had mentioned.

Commissioner Ward asked if there was any data in using computers in the branches. November's report shows it has been trending up, but it's still under from what we were seeing in November 2019 and there's also a lot of variation branch by branch of how many people use stationary public computers.

(9) ANNOUNCEMENTS

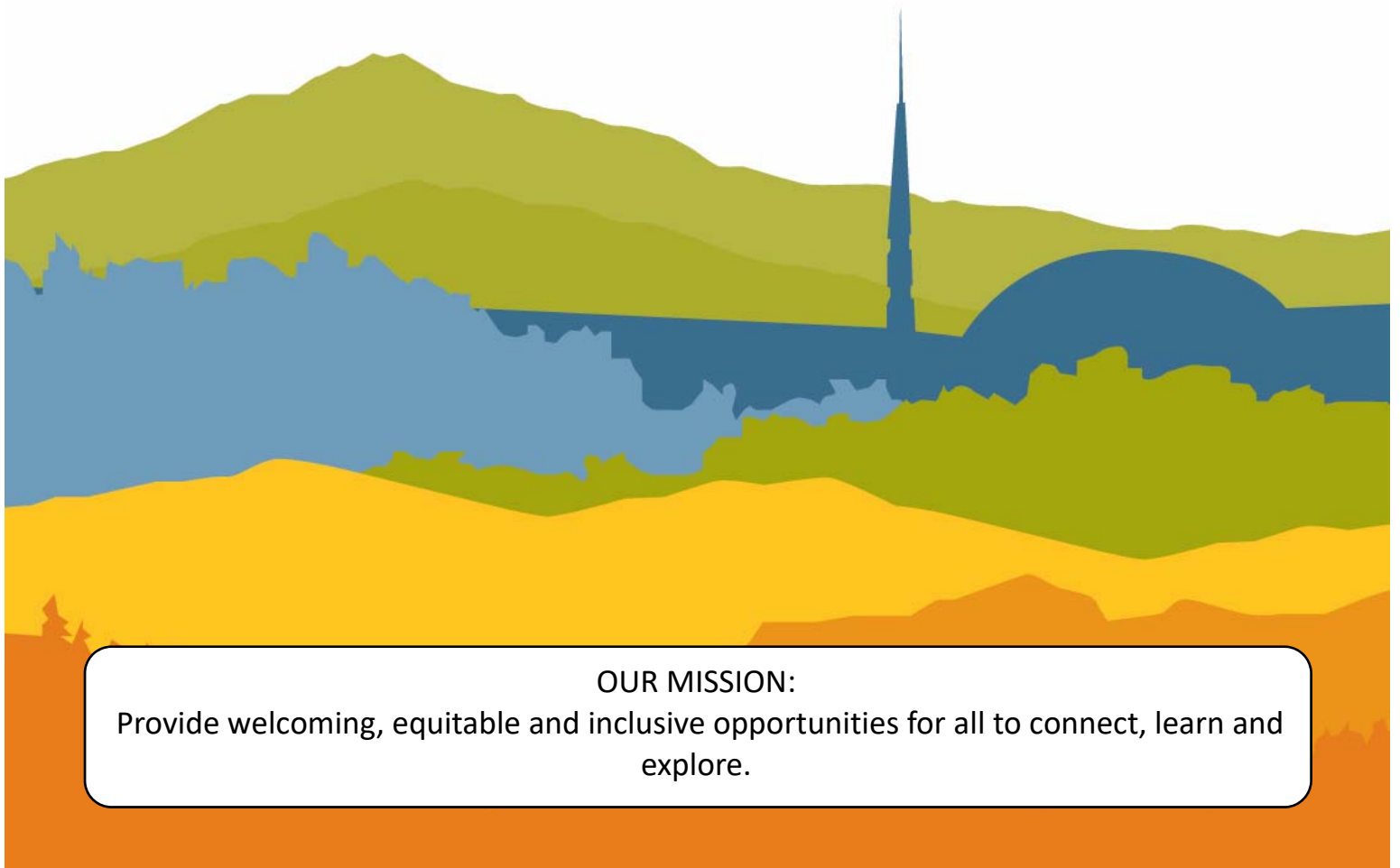
- ✓ Next meeting will be on March 9, at 4pm via zoom.

(10) ADJOURNMENT – M/S Ward/Javaras Meeting ended @ 4:58 p.m.



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

FEBRUARY 2022 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

The Children's Services Team has created a task force to update Conscious Kids Kits to include many more recent titles. These kits continue to be a valuable resource for parents who want to engage their young children in discussions about race and gender.



In partnership with Ross Valley School District, children's artwork was on display at the Fairfax Library during the month of February. Highlighting the creativity and talent of local school children, the show has drawn multiple young artists to visit the library with their families. One Spanish speaking family who came to look at their daughter's artwork all applied for library cards; the father had never been to the library before.



In response to a request from a patron with ties to a K-12 school in Ukraine, Children's Services staff are presenting Zoom storytimes for children in Kyiv. Teachers in Kyiv are trying to keep students occupied and maintain a sense of normalcy in the midst of war. 120 children aged 3-7 signed in for the first program on Friday, March 4 at 8am (6pm Ukrainian time). They were "super enthusiastic, and there was a lot of chatter." Yanina, the patron, provided translation, and said the children are learning English so they appreciated the simple rhymes and stories.

Teen Services

The MCFL Teen Leadership Crew developed “Share the Warmth,” accepting donations of new socks in exchange for handwarmer kits. The activity pairs creativity with community engagement. Conducted in partnership with the Ritter Center, it garnered an article in the San Anselmo Patch:

<https://patch.com/california/sananselmofairfax/marin-teens-help-share-warmth-those-need>



MCFL TEENS

& The Teen Leadership Crew Present:

Teens Share the Warmth drive!

GIVE... & GET

a new pair or package of warm socks to any MCFL Library during the month of February...

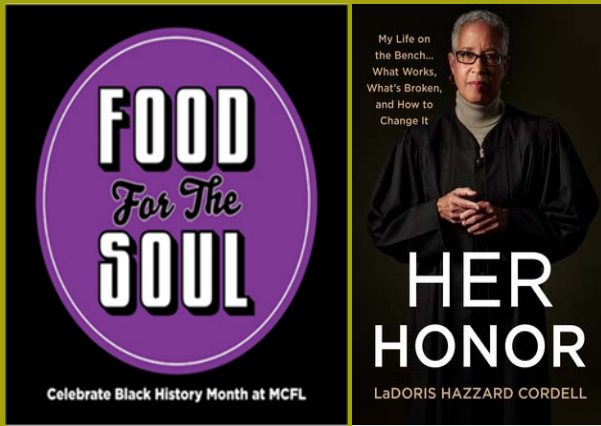
a DIY handwarmer kit you can make at home!

All donated socks will go to the Ritter Center in San Rafael to assist Marin residents experiencing homelessness!

ritter center
home, health & community

Images provided by MCFL Teen Leadership Crew. All rights reserved. © 2021 MCFL Teen Leadership Crew. All rights reserved.

Adult Services



February is Black History Month!

In addition to curated lists of books, movies, documentaries and TV series [Black History Month - Movies, Documentaries, TV Series | Marin County Free Library | BiblioCommons](#), MCFL, in partnership with COMAEA (County of Marin African American Employees Association), celebrated with **Food for the Soul** events that included:

Listening Fridays at Point Reyes Library: to appreciate the genius of black musicians in creating and advancing the soundscape of music, patrons could bring their favorite vinyl, other music media, or just some favorite song requests, to share with others while enjoying music by black artists throughout the decades.

Louis Armstrong House Virtual Museum Experience: Explored the lives of Louis and Lucille Armstrong through a virtual tour of their home in Corona, Queens. Stories were told of Louis's travels abroad, and the global influence his music and career had on the world. By utilizing their vast collection of archival material, the museum highlights Louis's reel-to-reel tapes, photos, scrapbooks, collages, letters, manuscripts, and more.

Blacks in the Military: A personal perspective.

Glenn Ross, Gulf War veteran and president of The Marin County United Veterans, discusses his service in the military, Army reserves, and the many years he dedicated to serving and promoting the needs of veterans in Petaluma and now, Marin. Mr. Ross comes from a family of veterans and is an advocate for the rights of Black service men and women.

Judge Cordell Book Release Discussion, in partnership with Sausalito Book by the Bay, LaDoris Hazzard Cordell, the first African American woman to sit on the Superior Court of Northern California, talked about her new book that covers her life on the bench, sharing stories of the cases that came through her courtroom and revealing the strengths, flaws, and changes needed within our courts.

Memories, Music, and Magazines: In partnership with the Marin City Arts and Culture Gallery, there was a program utilizing Marin City Library's extensive collection of bound Black magazines including *Ebony* and *Jet*. Library. There was a daytime program that included middle school students from Martin Luther King, Jr. Academy and an evening program for all. Attendees came to the center and discovered a lot about Black cultural history and icons and saw several familiar faces in the magazine pages. It was a great reminder of the rich local history we have in Marin City. MCFL's Black History Month events were featured in the [Marin Independent Journal](#).

<https://www.marinij.com/2022/02/06/marin-events-planned-to-mark-black-history-month/>

Collection Development & Management



The Technical Services team communicated updated guidelines and procedures for handling our new and leased books to library staff to make it clear how to keep materials flowing smoothly and provide a great browsing experience for our patrons.

Our selectors and acquisitions team worked with Marin City staff and our accounting department to purchase 832 books with funds from the Marin City Friends for our partnership with the Sausalito Marin City School District.

We are gaining a new Diversity Analysis Tool, CollectionHQ, for reviewing our progress in making our collection more diverse. CHQ also provides other ways we can assess our materials and track how we are serving our community.

Our selectors team is contributing to the revision of our MCFL Collection Development Policy and working on engaging library staff in this effort.

The RFID project for tagging MCFL materials is moving forward, and the main portion of the tagging will start in our branches in March.

We are working with the new County rules that any paper products purchased must include recycled content. This will affect our book vendors, as well as supplies. There are also new County guidelines about purchase orders which affect our operations at Technical Services, and our Acquisitions team is working with Library Accounting and DPW to make sure we are complying with the new procedures.

We gathered statistics for new California State Library survey on usage of laptops and hotspots by the public.

Educational Equity



Little Learners and the Learning Bus

The Learning Bus Team revamped the Point Reyes, Marin City, and South Novato libraries children's areas into play/learn spaces with funding from the California State Library "Little Learners" grant. The new light table, kitchen (dramatic play), dolls, and more have been very popular, and we're seeing many more families in the branch. Kids and caregivers love it all.

School Partnerships

This month's Marin City Live! Program featured author Susan Muaddi Darraj sharing her book *Farah Rocks Fifth Grade*. Fifty-two third-grade students received a copy of her book, and the event was live-streamed into two classrooms in the Sausalito Marin City School District (SMCSD).

The Friends of the Marin City Library is funding a \$10,000 purchase of books for SMCSD school libraries. The Friends of the Sausalito Library is funding an additional \$10,000 purchase for the school libraries. Clara McFadden is assisting Marin City staff with selections.

Mishi Ramos, the new Children's and Adult Services Librarian at Sausalito Library has started working with the Marin City team at the Nevada campus. Together they conduct weekly STEAM (Science Technology Engineering Art and Mathematics) activities for 25 TK and K students per session as part of the after-school program. They also continue to do storytimes with activities. This month we celebrated Lunar New Year with a storytime and a dragon parade. We also did programs with Strawbees and Keva Planks and to honor Black History Month, we read *Mae Among the Stars* by Roda Ahmed and made cardboard rocket ships. Marin City Library staff also continue to provide early literacy programs three times a week on the Nevada campus utilizing Smarty Ants.

Crystal Waye, the new SMCSD Garden Coordinator, asked if we could support a seed lending library for the Nevada campus and obtain gardening books for the school library. The Friends of the Marin City Library purchased a "little shed" from Little Free Library and pledged to buy materials to stock it as well as books for the library. Some of the goals for the seed exchange library are:

- Introduce K-5th graders to different plant varieties and give them the opportunity to grow seeds & bulbs at home or in our school gardens
- Teach the students about harvesting and sharing seeds
- Build a sense of community through kindness and well-being

ExploraStory, the Exploratorium Field Trip, and Webstars

Marin City, South Novato, and Point Reyes Webstars developed new ExploraStory kits. Sara Bolduc, Raemona Little Taylor, Etienne Douglas, Annemarie Russo, and Diana Lopez took several Webstars on a field trip to the Exploratorium to visit the Tinkering Studio and learn about the youth program that inspired the creation of our Webstar program. Etienne heard from one of our former Webstars that started at Sonoma State in fall of 2021. He got a job in the university library! He is our third former Webstar and young adult of color to enter the library field. It is a clear illustration of how impactful the Webstar program is as a pathway to youth of color into the library field—a field that needs diversity.



Reading Buddies

Point Reyes continued Reading Buddies through the winter break via Zoom. The official start of the new semester kicked off on February 1, meeting online every Wednesday from 3-5 pm. There are four regular students, one of whom has been attending for over a year! There are three Dominican tutors who have all participated in Reading Buddies before, so they are very experienced. They have reported positive experiences in seeing their buddies' "growing and learning".

Communications & Publicity

**Marin County Free Library
Named a 3-Star Library**

**Join us for our
Community Chats**



MARIN COUNTY
FREE LIBRARY **COMMUNITY CHAT**

Question:

Share your thoughts with a Post-It

Our team produced the February online newsletter, which featured the news of Marin County Free Library being named a 3-Star Library by Library Journal for 2021! We also shared the good news that our partners, New Library Media and XR Marin, received 2 inaugural Anthem Awards for their project showcasing the work of Marin City youth, "[A Way Out of No Way](#)".

The other communication was a message about the [Fairfax Library Garden Project fundraiser](#), to encourage support of this rejuvenation of outside space for community use.

Also featured in the February newsletter and on our website/calendar was the kick-off to our [Community Chat](#) events, as we seek more community engagement on library efforts and how we can best serve our patrons. Our team has created posters for use in our branches to ask questions and get feedback from patrons.

This month our team supported the work of the Learning Bus by creating signs for the Little Learners project to use in branches.

Our social media and online calendar featured many topics, included the 3-Star Library award, our many events and lists for Black History Month, Marin City Live!, as well as the Play Jugar events, and the Share the Warmth teen program, mentioned in the Teen Services.



PERSONNEL UPDATE

As of Feb 28, 2022

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:

- ❖ **Alex Porrata**, Community Library Specialist, who will join our Inverness Branch
- ❖ **Eugenio Brooks Geiken**, Library Assistant II, who is joining South Novato Branch
- ❖ **Greta Marti**, Librarian I, who will join our Corte Madera Branch
- ❖ **Jennifer Christensen**, Librarian I, who will join our California Room Archive
- ❖ **Kim Tuold**, Library Assistant II, who is moving from our Fairfax to promotion at our Corte Madera Branch
- ❖ **Mattie Ivy Leeds**, Community Library Specialist, is moving from Bolinas/Stinson to our Point Reyes Branch
- ❖ **Nicole Hight**, Librarian I, who will join our Novato Branch
- ❖ **Rashida Skaar**, Librarian I, who is moving from our Fairfax Branch to the South Novato Branch

Recruitments **Library Aide** and **Library Technical Assistant** have now moved on to the interview stage with hiring for all open positions in these classifications expected by mid-March. Another round of interviews will be conducted for **Community Library Specialist Positions** to fill the final opening in late March/early April

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

Library Services Mngr.	1.0 FTE - Facilities & Projects
Library Aide	0.8 FTE – FAI
Library Assistant II	1.0 FTE – FAI



MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

In February we celebrated Black History Month with an incredible series of events, “Food for the Soul,” and articles published on Medium (<https://medium.com/anne-t-kent-california-room-community-newsletter>) by Carol Acquaviva of the Anne T. Kent California Room. Our very own Stephanie Hartwell-Mandela, manager of the Corte Madera Branch was featured on local radio station KWMR on Epicenter February 15. Find the archived recording here: <https://kwmr.org/broadcasts/36774>

There are some exciting developments afoot in our region! Our partner libraries in Marin have been busy tagging all items in their collection with Radio Frequency Identification (RFID) tags. Marin County Free Library begins this work soon in all ten of our locations, hopefully to be completed in June 2022. This technology helps us improve the patron experience by allowing books to be more easily checked out as well as returned. We are also working on installing an Automated Materials Handler machine at our Los Gatos TEC office, to be able to process returned items more quickly. The staff also experience better ergonomics with this change in technology as well as accurate collection records.

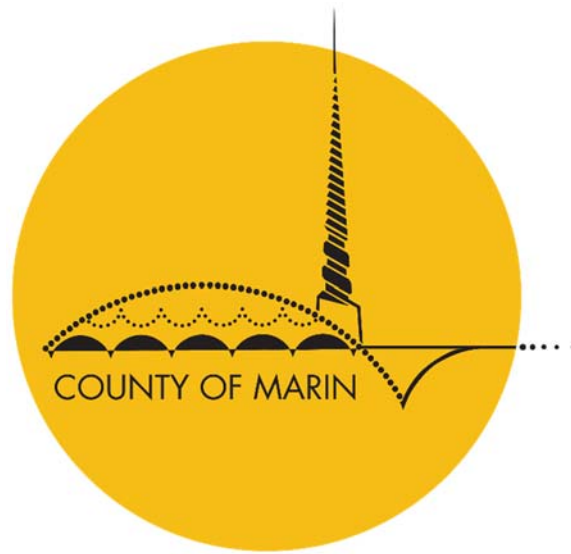
Larkspur Library recently installed an external book locker that MCFL is considering. See pictures of the new item on their website: <https://www.ci.larkspur.ca.us/296/Larkspur-Library>. The locker can be used by all MARINet cardholders and enables patrons to pick up items when it is convenient for them, rather than depending on library hours.

Lastly, there has been an uptick in book challenges the last few months across the United States. The American Library Association has a webpage devoted to fighting censorship (<https://www.ala.org/advocacy/fight-censorship>) and there are a variety of helpful tools listed. The Intellectual Freedom blog (<https://www.oif.ala.org/oif/>) has also collected a number of stories of recently banned or burned(!) books. I know all of you on the Library Commission love books and believe in the power of libraries. I encourage you to pay attention to these issues as we may see an increase in challenges in our very own system.

Thank you all for your support and dedication in all we do!

In community,

Lana Adlawan



COMMISSION MEMBERS:

MCFL and the County of Marin

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

MARINet Board Meeting Minutes

Nov. 19, 2021

Meeting held online

Present: Henry Bankhead (Chair) SRPL, Abbot Chambers SAU, Linda Kenton SAN, Anji Brenner MVY, Sarah Frye COM, Lana Adlawan MCFL, Franklin Escobedo LRK, Debbie Mazzolini BET, Gary Gorka DUC, Ivan Silva (guest) BET, Joey Della Santina BET, Jessica Trenary MNET, Dan McMahon (minutes) MNET.

Public Comments: No members of the public are present.

Introduction of guests: none

Introductions for Lana Adlawan, new MCFL Director, around the table everyone introduces themselves. Followed by recognition that this is Debbie Mazzolini's last meeting after 25 years.

Approval of minutes for Oct. 21, 2021: One correction from Dan, p. 2, all six new e-resources from the state are ready for patrons. Minutes then approved unanimously.

Old Business:

1. RFID Project Update: 50,000 media tags were lost in transit for weeks, but have finally arrived. The USB pads are supposed to arrive in January now, though this is the fourth date we've been given for these. With the shielded pads, we're trying to solve the disconnect problem, testing at Novato, San Rafael and Larkspur especially, and it seems like it might finally be working. The rest of those shielded pads should be here before the end of the year.

7 encoding carts are here, at College of Marin Kentfield and Bel Tib. BSLW has started tagging at COM. Thomas is here from BSLW managing the tagging crews, he's paying \$20/hr. to find people, and it's still difficult.

Do we want to do some kind of announcement when RFID is going live for the public?? Are any libraries going to do any messaging, and have there been any public comments at the tagging sites? COM reports that since they're tagging in a small space, people will have questions. Larkspur says that when the county makes a big announcement to patrons, they'll follow. The self-check is the place where they'll normally introduce RFID to the public. There are concerns about publicity due to the anti-tag crowd, so MCFL may just start with internal messaging. Jessica reminds us the free self-check offer is only good through January.

We do need talking points for staff, mostly around privacy issues, also addressing concerns about loss of jobs. We should also have a shared FAQ that's posted online for staff and public. There was a discussion of past PR projects, normally we don't do unified messaging on anything, but for the BiblioCommons launch, Sarah Houghton coordinated a response and a few directors were quoted in the IJ article, it all looked very organized. A task force is formed, Anji, Henry and Linda will work on messaging and talking points for staff, and coordinate with Dan to post FAQs.

2. New Time for Board Meeting: Fridays are not ideal, and using a Doodle poll to pick a general time slot doesn't really work, it's too tied to specific dates. Tuesday through Thursday are the best choices. Since Marin County is moving their Dept. Heads meeting soon, we should wait for

that before pinning down a time. Meanwhile, can we skip December's meeting? Motion to skip Dec. meeting is made and seconded, passes unanimously.

3. Retreat planning: It's Jan. 27, 900 a.m. to 200 p.m. at Falkirk Cultural Center. Henry is working on catering; he's also gathering info on dietary restrictions. Do we bring our own cutlery or do we want them to provide it? Possible topics for the retreat:
 - a. Overdrive as a topic, as well as universal borrowing
 - b. Should we have a facilitator? Yes, we will discuss the details in December by email, mindful of not violating the Brown Act.
 - c. Retreat is in person, but masked.
 - d. Is it too ambitious to talk about more than one topic?
 - e. Can we fold in an equity discussion?
 - f. Possible topic: How does this group function?
 - g. With a bigger agenda, all the topics are worthwhile, so if we don't get to something then we can put it on the agenda for a monthly meeting.
 - h. Do we need to authorize an additional budget? We can authorize the facilitator using other training or conference money, which is otherwise going unspent this year.

New Business:

1. Overdrive topics:
 - a. Overdrive is setting up Kanopy using a kind of backend Advantage account. Overdrive is also offering some reciprocal lending between customer collections, so we can partner with other libraries and share materials, very much like LinkPlus. It would increase our circulation and get our own patrons more access to e-books in the back titles. Yolo and Solano have joined in a group, should we explore partnering with PLS? Jessica can contact our Overdrive Rep and Carol Frost to gather information. We also need to know more about the terms of these partnerships, can we drop out at anytime?
 - b. We're having trouble this year keeping up with the holds ratios with the money we put into the budget this year, \$220k for FY 21-22. The reasons are higher circulation (it was 30k checkouts per month when we passed the budget, it's 55k a month now), and some different purchasing patterns by individual libraries. Holds ratios are heading into the 12:1 level and higher if we don't increase funding, which is much higher ratio than the holds ratio for books, and would most likely lead to patron frustration at the wait times.
 - c. There is an extensive discussion about Overdrive, and how it functions in our consortium. To summarize just the key points:
 - i. We're getting 600,000 circulations systemwide in Overdrive every year, and spending about \$600,000 collectively on content. Are we missing an opportunity to be strategic with this by not centralizing the whole operation under MARINet, with monitoring the heuristics and targeted spending?
 - ii. It's suggested that we have a committee do this function, and leave spending decisions up to libraries as part of their collection development strategies. But then it's pointed out that this is precisely what we're doing now and it could be working better.
 - iii. How long have we been at a 12:1 ratio for titles \$75+? About a month now.

- iv. We risk losing the momentum we've gained in the last year and a half with this collection, as it's now 1/3 of all checkouts. If people can't get their holds from our collection, they will turn increasingly to Amazon etc.
- v. A sharing plan would be like LinkPlus for Overdrive, and access to back titles from other, possibly larger partners would really help our patrons, as well as increasing the use of our own older titles by patrons of anyone we partner with.
- vi. SORA is getting good checkouts, but only a few schools are engaging with it – even though it's free. Some outreach by the Children's Librarians to other schools could really help this grow.
- vii. Statistics do show that each library's circulation in Overdrive is closely aligned with their share of the MARINet funding formula. Library spending on Overdrive outside the 1/3 that's in the MARINet budget is generally though not as closely aligned.
- viii. With a completely shared collection like Overdrive, we are being made to act as one unified system which we're not. It exposes the fault lines here.
- ix. Sausalito compared their physical audiobook circulations to the e-audiobook circulations and found that it's 2,000 online to 250 physical circs. Abbot plans to make decisions around this information in regards to buying audiobooks on CD versus money for more e-audiobooks.
- x. The JPA doesn't have much to say about this type of collection, though it does leave us the option to have services that not all members pay for by the funding formula. (This is "formula" spending versus "ala carte" or "tiered" spending.) It just has to be explicated in Board Resolutions and budget documents. We've been tiering or ala carting Overdrive, LinkPlus and CENIC, everything else is by funding formula so far. The language in the 1997 JPA suggests that all "core" services (then, just the ILS) be done by formula. We could end up considering Overdrive to be core at some point.
- xi. How much of our regular budgets do we shift from print to E? It boils down to everyone looking at their own budgets and making their decision of how much to shift.
- xii. Overdrive is different from physical collections in that it's a single collection, with a single interface, so that everything is available to all patrons. Online items also don't "return" to their home library ever. Yet the JPA also enshrines that libraries make their own local decisions about policies.
- xiii. If Overdrive Advantage is being activated for Kanopy, how do we prevent libraries from using that to create their own silos of content? The answer is that we don't have to make accounts using Advantage available to library selection staff.
- d. Actions to be taken now:
 - i. The DRWG will make a recommendation on the funding level for Overdrive for FY 22-23 as they normally do, and that will be what we put in the proposed budget for January's meeting.
 - ii. The DRWG will also look at the sharing plans between Overdrive libraries and make a recommendation on how to proceed.
 - iii. Dan offers that we could put an extra \$20k to \$40k into Overdrive right now, just from current funds. (Some bills are still lower than expected due to Covid and strong state funding, especially the CENIC networking costs.) A motion is made to allow up to but not to exceed \$50,000 for Overdrive content right now,

out of current funds. After acknowledgement of the autonomy of libraries to make local decisions on their collections, the motion passes unanimously. We're aiming for a 10:1 or 12:1 ratio for the rest of the year.

2. Fees and Fines: Overdue fines are gone, and fines collected for Replacements/Lost Books are back to a level about half of what they were, similar to the levels of circulation now. We have widely varying policies on replacement charges and on processing fees. This topic should go to the CWG next month, do they have a recommendation? Do they think it's a problem? We are reminded that for many members, any change in fees and fines has to go back to Council, so it's not easy or quickly scheduled. This topic should come back with data on what each library is charging as a processing fee. It may be something that libraries can't agree on. Staff have more leeway in waiving fines now, but it's also good to not create unwanted fines in the first place. It quickly becomes an equity issue. We need more data on the fines being paid for further discussion. And waiving policies might vary, but there's a concern that such waiving of fines not be subject to staff bias.

Equity discussion: (Henry)

Transgender and non-binary are also equity issues. They are being very conscious of pronouns at SRPL. This issue is evolving culturally in the workplace. Specific actions at San Rafael Public Library are to normalize the conversation, add personal pronouns to staff name tags, and work on single stall restrooms. County DPW has not addressed this in any buildings. If anyone sees good signage examples, please send them to Lana. One director puts her pronouns in her e-mail signature line and people ask, "What does that mean?" For young people this doesn't seem to be an issue, which gives us hope. It's suggested that on this topic, if people are confused, they can ask their kids about it.

Systems Report: We'll have a resolution in a future meeting for setting up a bank account, and authorizing exactly who can write checks on it. San Rafael's IT support company (Xantrion) is looking at taking over the CENIC Wi Fi with their own controller, which would work. We would leave the existing APs but then be out of the support and AP business for them. AT&T is working on pulling fiber to the Library in the Northgate Mall for a CENIC connection.

Future agenda

- Open source.
- Board meeting schedule.
- Retreat, so survey.
RFID
- Diversity in collections, as a topic, would be good to know what other people are doing. Audits.

Announcements:

- The Locker showed up at LRK and will be installed soon.
- At Sausalito, the tent encampment is still in the park below.
- For scheduling a meeting in January aside from the retreat, we should wait to see what the County's Department Heads schedule is for next year.

Meeting adjourned 11:21 a.m. The next meeting scheduled is the Retreat on Jan 27.

--MINUTES APPROVED Jan. 27, 2022 by MARINet Board