

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, June 15, 2022**  
**5:00 p.m.**

**Four Points Sheraton Hotel – Napa Room**  
**1010 Northgate Drive, San Rafael, CA 94903**

Directions: Highway 101 to Manuel T Freitas Pkwy to Northgate Drive in San Rafael; Make a right on Northgate Drive and drive up the hill. The hotel is at the top of the hill. **NOTICE:** In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (call: 415-473-3220).

**Note: Meeting will start @ 5:00 pm**  
**Meeting will be held in person but members of the public may still access**  
**meeting through Zoom link provided below**

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

Join Zoom Meeting

<https://us06web.zoom.us/j/86935854564?pwd=d0lid0plcHdJeU5pQUNpSHAweURmdz09>

Meeting ID: 869 3585 4564

Passcode: 732708

One tap mobile

+12532158782,,86935854564#,,,,\*732708# US (Tacoma)

+13462487799,,86935854564#,,,,\*732708# 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)

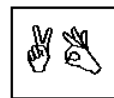
+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 869 3585 4564

Passcode: 732708

Find your local number: <https://us06web.zoom.us/j/86935854564?pwd=d0lid0plcHdJeU5pQUNpSHAweURmdz09>



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.

<b><u>ITEM</u></b>	<b><u>PRESENTER</u></b>	<b><u>STATUS</u></b>	
5:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
<p>Bad libraries build collections, good libraries build services, great libraries build communities. ~R. David Lankes</p>			
	3. Approval of Agenda	Ream	Action
	4. Approval of 05-11-22 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for May	Ream	Information
	8. New Business	Ream	Information
	a. Meeting Date for August, 2022	Ream	Action
	9. Director's Report for May	Adlawan	Information
	10. Announcements	Ream	Information
5:30	11. Adjournment	Ream	Action

*Numbered List of attachments:*

4. Minutes for May 11, 2022
11. Library Director's Report for May, 2022

Unnumbered Attachments:

MARINet Board minutes of April 7 and May 5, 2022 held via zoom

## Marin County Free Library

3501 Civic Center Drive, Suite #414, San Rafael CA 94903 [www.marinlibrary.org](http://www.marinlibrary.org)

### Brown Act:

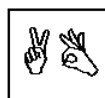
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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

--PROPOSED MINUTES--  
Wednesday, May 11, 2022

- (1) CALL TO ORDER  
Meeting called to order @ 2:04 pm.
- (2) ROLL CALL  
Present

John Macleod	Nick Javaras	Sue Ream
Margaret Kathrein	Ann Kaplan	Sally Hauser
Anya Schandler	Linda Ward	Loretta Farley
Claudia Wilson		

  
Absent with Notification

Ali Iqbal	Daniel Sherman
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Also Present

Lana Adlawan, Director of County Library Services  
Diana Barrera, Administrative Assistant I  
Alison Blume, Newly appointed Library Commissioner, District 5  
NOTE: (needs to take oath of office before she is officially on Library Commission)  
Annemarie Russo, Community Library Specialist  
Thomas St Jovite, IT Support  
Raemona Little Taylor, Deputy Director of County Library Services  
Ginny Schultz, Friends of the Marin County Free Library  
Chantel Walker, Assistant Director of County Library Services
- (3) ADOPTION OF AGENDA M/S/C – Javaras/Schandler Agenda approved as submitted
- (4) ADOPTION OF APRIL 13, 2022 MINUTES  
M/S/C Javaras/Schandler Minutes approved as submitted.
- (5) OPEN TIME FOR PUBLIC EXPRESSION – None
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting

- (7) **PRESIDENT'S REPORT APRIL**  
President Ream asked for an update on the paver fundraising for the Fairfax Library's Garden from Assistant Director Walker.

President Ream mentioned that she hopes Measure A will be named Measure A on the November ballot and hoping to get volunteers once the campaign starts sometime in August.

- (8) **APPROVE JUNE MEETING DATE CHANGE**  
President Ream requested consent from the Commissioners to move their June meeting from the 8<sup>th</sup> to the 15<sup>th</sup> M/S/C Javaras/Schandler Meeting approved

- (9) **OLD BUSINESS –**  
President Ream asked if anyone on the commission would like to be a member of the committee in charged with reviewing our bylaws, Commissioners Javaras and future Commissioner Blume volunteered to evaluate the bylaws.

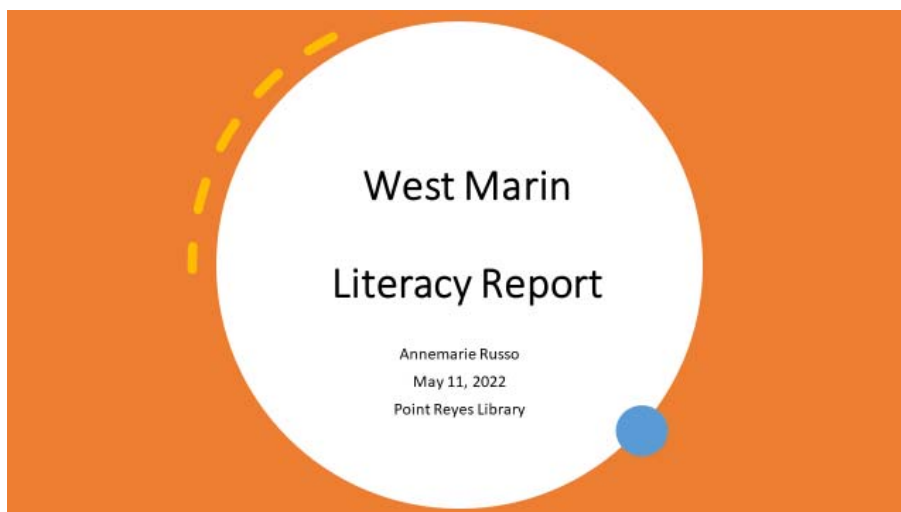
- (10) **NEW BUSINESS –**

10a. Collection Development Policy Update– Chantel Walker,

Assistant Director Walker presented to the Library Commission the Collection Development Policy update for their information, the topics were:

- Mission Statement
- Policy and Purpose
- Community Statement
- Consortium Memberships
- Deselection and Collection Maintenance
- World Languages
- Digital Collections
- Gifts
- Intellectual Freedom

- 10b. West Marin Literacy Report – Annemarie Russo gave the following presentation to the Library Commission:





## BILINGUAL STORYTIME- Mondays @ 10:30am

## WEBSTARS

- The WebStars is a paid youth internship program in Marin County. Founded in 1999 at the Marin City Library, the program now provides hands-on training and work experience at four locations: West Marin, South Novato, Marin City and Northgate Mall-San Rafael. Through WebStars, teen interns build skills they need to pursue careers in technology, libraries, and STEM education. WebStars learn facilitation/tutoring skills, job skills, Design Thinking, process-based learning, maker tools, program design, and emerging media including 3D printing, VR, and coding. While onsite, they serve as technology tutors at the library, facilitate and design maker and STEM education activities, and demonstrate virtual/augmented reality for visitors of all ages.

Gardeners "borrow" seeds from the library at planting time. At the end of the growing season, they save seeds from the plants and return a portion of the seeds to the library.

## HOW IT WORKS



**MEASURE** out seeds in Seed Library envelope from fridge according to poster instructions.

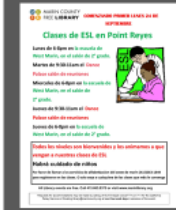
**PLANT** seeds in your garden. Read our micro-climate suggestions for your vegetables.

**HARVEST** seeds from your mature veggies. See our seed-saving guide. Return new seeds in Seed Library envelope.







[illegible]

- **Marin County Free Library Citizenship Services**

- Point Reyes Library and its trained staff offer bilingual (Spanish/English) assistance with the full naturalization process, completely for free. We have helped many members of our community learn about citizenship, complete the N-400 application, and become US citizens.
- Discuss the benefits of US citizenship
- Receive a packet of resources related to citizenship
- Learn what you will need to submit a N-400 application
- Begin the N-400 application
- Prepare for the citizenship exam





#### READING BUDDIES 2021-2022

Reading Buddies is a one-on-one after-school tutoring program with a focus on 1-3rd grade readers. The mission of Reading Buddies is to support the child to close their reading and close the 3rd grade reading gap.

This last year, we have partnered with Dominican University and have had the opportunity to train college students enrolled in a service-learning class. The partnership with Dominican University has been very rewarding. This partnership has provided us with very capable and consistent tutors. Part of our role is to train these young students on some of the core values of tutoring, such as being strengths in their roles and building on that strength, showing up consistently, and encouraging their students each step of the way. I think the Dominican students have learned a lot about growth mindset, and how it relates to themselves and the students they have worked with in Reading Buddies.

We exist to offer a hybrid suite of Reading Buddies. We exist to preserve our online presence with our Dominican tutors and the students that enjoy using Zoom and Epic. We want to bring back what worked previously with in-person Reading Buddies. Originally, we provided a basket with an assortment of books at different levels, from simple easy readers to chapter books (5-10) and simple picture books. We had the Pops a word series to easy chapter books. Volunteers were invited to walk children due to the children's need and choose the books they wanted to read. Overall, our feedback from parents was very positive. 100% of parents reported their child had an increased interest and curiosity in reading after being involved in Reading Buddies.

• "My experience with the reading buddies' program has been very rewarding. I have participated for two semesters and a winter global learning experience, and I have enjoyed every moment of it. I love being able to connect with my students and help foster their love for reading. Being able to see my students progress each week has felt very worthwhile as I can witness them learning! Building a relationship with my buddies has also been satisfying as I can sense them getting more comfortable with talking to me about their life outside reading buddies! Overall, this is an experience I will forever be grateful for as it is one in a lifetime. I am honored to have been able to serve as a tutor to these young students!" -88 Tutor Jeshlyn



## Reading on the Ranches

• For the second consecutive year we had the use of a Shoreline Unified School District van for transportation. This allowed us for social distancing in route and plenty of space to accommodate numerous crates of books. In addition to lending over 279 books we also gave 5 books away as gift books to the 97 children who participated. We also gave away an assortment of craft and science kits. We visited students at both camps in Point Reyes and Inverness and were able to provide read aloud each time we visited. In addition to visiting the camps where most of the ranch kids were attending, we also visited 14 additional sites in Marshall, Tomales, Valley Ford and Chileno Valley. We had the helpful assistance of our teen interns.

The Environmental Action Committee of Marin County  
Point Reyes Birding & Nature Festival  
**Sunday Family FUN Day!**  
Sunday, April 25, 2022 10:00am - 2:00pm  
800 West Street, Point Reyes Station, CA 94959  
\*Adults \$10 / Youth \$5 / Kids \$2 (under 12) / Free for children 12 and under

**Outdoor Activities**  
10:00am - 1:00pm: Birding walk, birdhouse tour, nature walk, and more!  
1:00pm - 2:00pm: Nature walk, birdhouse tour, and more!  
2:00pm - 3:00pm: Birding walk, nature walk, and more!

**Self-Guided Activities**  
10:00am - 2:00pm

**Science Activities**  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!

**Art & Crafts**  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!

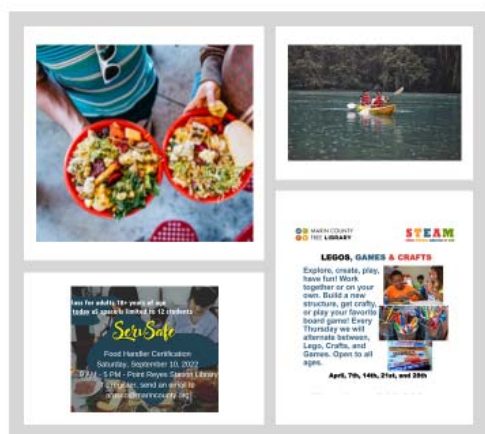
**Prizes & Giveaways**  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!  
• Birdhouse tour, birdhouse tour, birdhouse tour, and more!



## Outreach at the Point Reyes Bird Festival

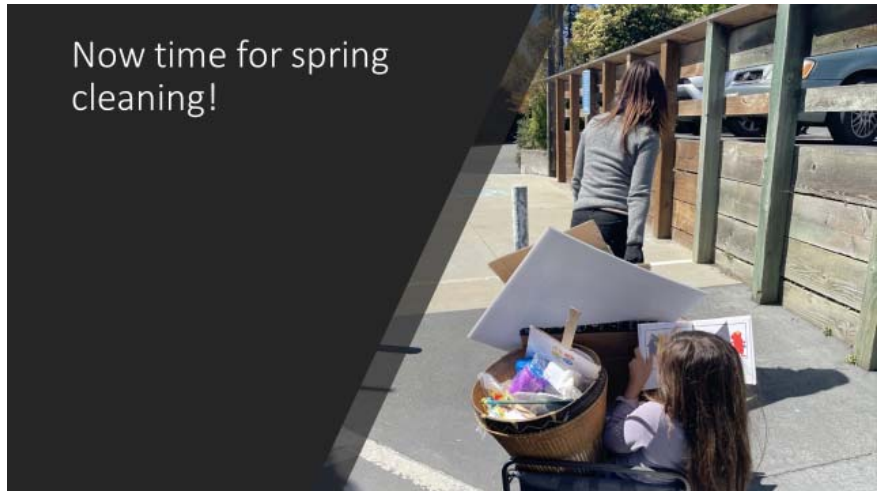


## DAY OF THE CHILD



## Upcoming events

- Sabado, 11 de Junio
- Saturday, June 11th
- 11:00- 2 pm
- Morgan Horse Ranch @ Bear Valley
- Barbacoa y regalo de libros
- Trae un plato para compartir
- BBQ & Book give-away
- Bring a plate to share if you wish
- RSVP aruso@marincounty.org



After a brief question and answer period, President Ream thanked Chantel and Annemarie for their presentation.

- (11) DIRECTOR'S REPORT FOR APRIL – Director Adlawan reported on the following:
- She welcomed Alison Blume, our newly appointed Commissioner from District 5, (needs to take oath of office before she is officially on Library Commission acting).
  - She would love the Commissioners to read the Collection Development Policy and have their feedback sent to her and Assistant Director Walker, before bringing it to the public and Board of Supervisors.
  - She thanked the Commissioners for approving the change of date for June's meeting.
  - The Commissioners will receive invites for the following events:
    - ✓ Tuesday, May 17<sup>th</sup> Resolution for former Library Commissioner Barbara Schoen
    - ✓ Tuesday, May 24<sup>th</sup> MCFL Department of the Quarter
    - ✓ Friday, June 10<sup>th</sup> Staff Development Day
- (12) ANNOUNCEMENTS -- Director Adlawan and Assistant Director Walker mentioned why the full scheduled is under review.
- Next meeting will be on June 15, at 4:30pm tentatively at the Club Restaurant at McInnis Park Golf Center.
- (13) ADJOURNMENT – M/S Javaras/Schandler Meeting ended @ 3:13 p.m.

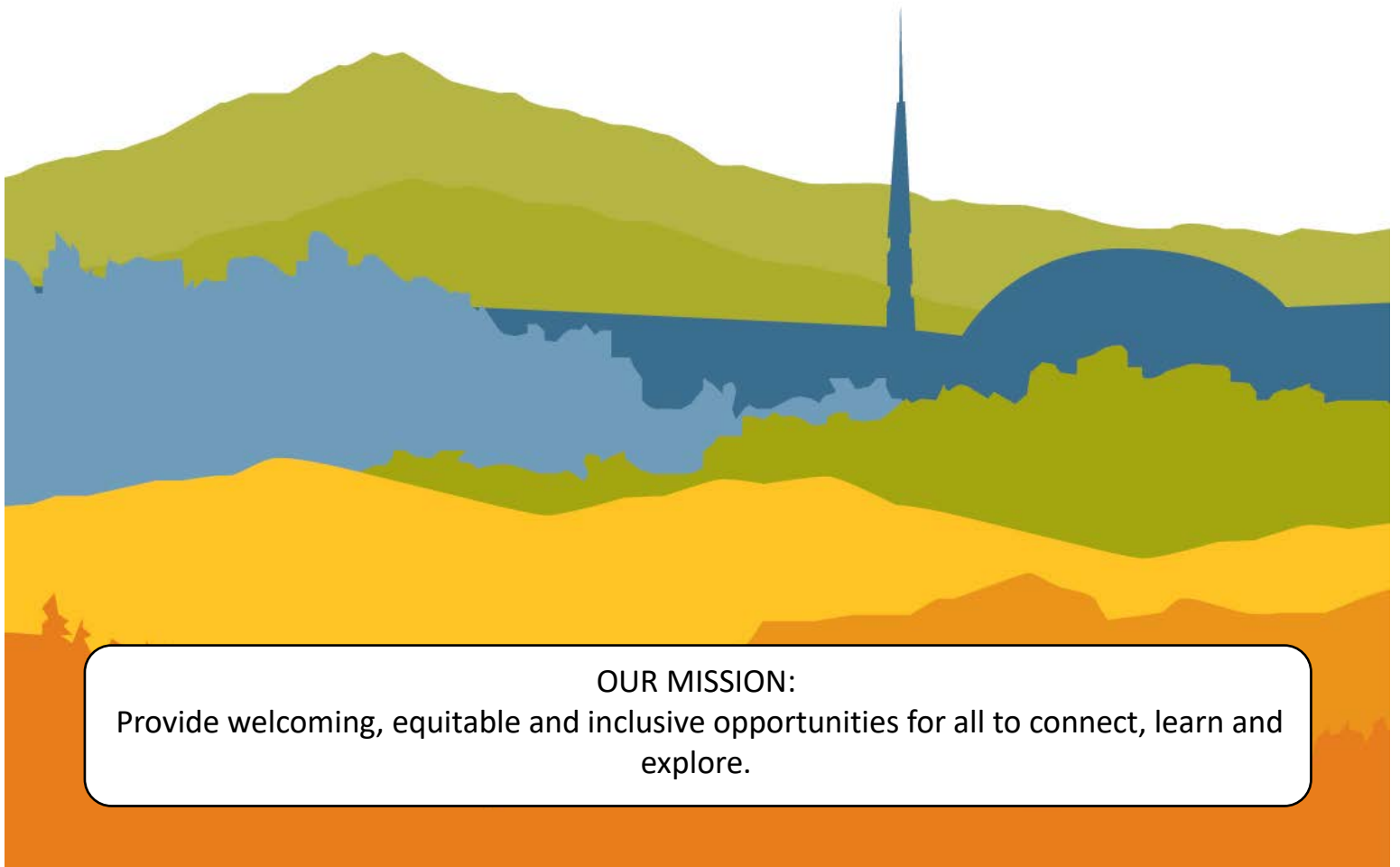


Marin County Free Library Commission Report  
Lana Adlawan, Director of County Library Services

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## MAY 2022 ACTIVITIES

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OUR MISSION:

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



# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services



Children's Services staff created a wonderful outpouring of booklists for May! The lists have been highlighted on the website, featured on social media, and promoted in the Library's online newsletter.

Some of this month's new lists include:

[Summer Reads for 2<sup>nd</sup> & 3<sup>rd</sup> grades](#)

[Summer Reads for 4<sup>th</sup> & 5<sup>th</sup> grades](#)

[AAPL Heritage Month for Early Readers](#)

[AAPL Heritage Month for Independent Readers](#)

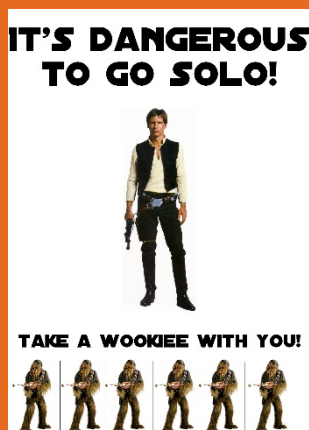
[Celebrating Neurodiversity](#)

[Autism Awareness](#)

[New Children's Books: May 2022](#)

[New Children's Picture Books: May 2022](#)

## Teen Services



Teen Services Committee (TSC) is gearing up for the Summer Program which begins on June 18 and runs through July 16. Teens will be able to choose from our giveaway books each time they come into the library (while supplies last). With the books we will make specialized bookmarks available with information about Teen Tough Topics, Teen Learning Resources, and Teen Mental Health Resources. Teens also can choose to take home 3 craft kits: embroidery, tiny canvas paint set, and origami. In-person programs are also part of the Summer Program after a two-year absence.

TSC members are visiting schools to talk to teens about participation in the Summer Program. Teens will be invited to contribute to The Spire, our teen produced magazine, and to join our Teen Leadership Crew to help plan future events.

The Novato teens celebrated Star Wars Day with 'May the 4<sup>th</sup> Be With You' passive activities. Cubee sheets were available to take home and create their own Star Wars characters. Some of the characters available were Grogu, Han Solo, Chewie, Rey, Luke Skywalker, and Leia. Teens could also pick up a themed bookmark that featured a character and fun quote. Finally, it's dangerous traveling the galaxy Solo, so we encouraged teens to take a Wookiee.

The Webstars in Marin City hosted two video game tournaments. One for Madden 2022 and NBA 2k22. There was a total of 17 kids that attended and played. The program was organized and promoted by the Webstars.



## Teen Services, Continued

# MARIN COUNTY YOUTH COMMISSION End of the Year Forum

Made up of 23 youth, ages 12-23, MCYC acts as the political voice for young people by engaging with the Marin County Board of Supervisors and other policymakers. Youth leaders identify issues they are passionate about, they create and implement social justice campaigns to create change. Join us to hear how the **Marin County Youth Commission is addressing Education Equity, Mental Health, youth substance use and LGBTQ issues in Marin!**



**Tuesday May 24th 6-8pm**

**Civic Center Cafeteria**

**3501 Civic Center Dr, San Rafael, CA 94903**

Please join us for light refreshments & presentations by the Marin County Youth Commission. No registration is necessary. This event is open to the public and any youth who are interested in becoming commissioners. Please call (628) 236-6589 for more information.

For disability accommodations please phone 415-473-3220 (Voice), CA Relay 711, or e-mail [library@marincounty.org](mailto:library@marincounty.org) at least five business days in advance of the event. The County will do its best to fulfill requests received with less than five business days' notice. Copies of documents are available in alternative formats, upon request.



MARIN COUNTY  
FREE LIBRARY



## Adult Services



An online **Poetry Workshop on Pattern and Repetition** was offered on May 4 with Amanda Moore, who was selected for the 2020 National Poetry Series by the notable Vietnamese American poet, essayist and novelist, Ocean Vuong. During the session, both classic and contemporary poems that incorporate repetition were considered. After study and discussion of the poetry, the group used what they discovered together to generate ideas and structures for their own work. Poetry Co-editor at Women's Voices for Change and a reader at *VIDA Review* and Bull City Press, Amanda is a high school English teacher and lives by the beach in the Outer Sunset neighborhood of San Francisco with her husband and daughter.

In partnership with Age Friendly Fairfax, Fairfax Library presented **Chair Yoga with Tamela** on May 5. Chair Yoga is an excellent way for older adults to loosen and stretch painful muscles, reduce stress, and improve circulation. This event took place under the oak tree behind the Fairfax Library.

In partnership with Marin County Parks, Shannon Burke, an Interpretive Naturalist, presented **Backyard Birds** online on May 9. During spring our neighborhoods come alive with birds. Some of these are newly arrived migrants, some have been here all year long but suddenly make their presence known through song and display. Participants learned about the identification and behaviors of some of our common feathered neighbors.

The **Demystifying Affordable Housing Through a Racial Justice Lens** film and conversation series continued on May 21 with a focus on **Facing the Unhoused Crisis**. This session took a deep look at homelessness here in Marin County to discuss some very important questions: How does housing insecurity affect every aspect of life within this region and how does systemic racism play a role in keeping our neighbors locked in cycles of poverty?

## Adult Services, continued

Novato Library's **English Conversation Club Celebrated Mother's Day/Women's Day** with some sweet treats on May 2.



Marisol is the baker and is from Lima, Peru. Her original occupation is a Banker. Other participants include Blanca from Mexico City, Mexico who lives to wear flowers in her hair and is musically talented; Captain Chuck is a retired Sea Captain; Tetiana is from Kiev, Ukraine with a career in science; Linda just moved from the East Coast to be nearer to grandchildren and was working as an ELD teacher; Abdullah is a retired heart surgeon from Iran, and Michael loves the Native American sweat lodges & culture. These participants/volunteers and more meet weekly at Novato Library.

## Collection Development & Management



Our Technical Services team was busy this month handling invoices for the summer learning challenge books, purchased with generous funding support from the Marin County Friends of the Library. The calculations and tasks for completing our fund accounting for fiscal close is a big focus right now, as we near the County deadline for transactions. Our selectors worked to order a large batch of books (over 1200) to provide to kids and teens at the Marin County Fair, again courtesy of our generous Marin County Friends and Foundation. It will be great to welcome everyone back after the last couple years' hiatus of the festivities.

Technical Services has been supporting the RFID project which is making headway in tagging throughout our locations and in our Distribution Center. We've welcomed some new contingency hire staff to help us manage processing of materials as we've had some staff out due to illness, and as we work to replace one of our library aides who has left. Other team members also have been pitching in to keep up with the volume.

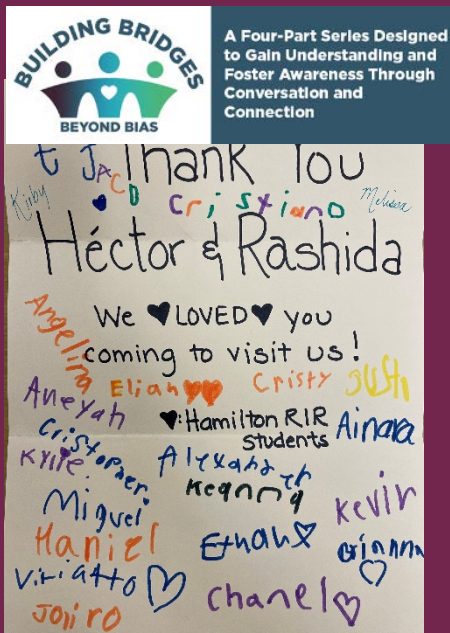
We are in the next phase of our shelf-ready processing, adult fiction, and our metadata librarian has been monitoring test orders from our vendor to ensure processing, spine labels, tagging, etc., is done correctly.

We've been able to support our public services staff with special projects, including providing suggestions for titles to support a conference to support young men of color in Marin City, and developing a list of hi-lo titles to support 6<sup>th</sup> graders still reading at 3-5<sup>th</sup> grade levels. Hi-lo (high-interest, low readability) books are designed to engage struggling readers by exploring complex, age-appropriate themes at a lower reading level.

We were also able to re-instate our LinkedIn for Library subscription and it is once again available for our patrons, with online learning courses that cover business, software, photography, design, marketing, technology, and creative skills in videos taught by experts.



## Educational Equity



South Novato Library staff visited Hamilton Meadow Park School. They were invited to celebrate the end of a special reading intervention program that is sponsored by Rise Scholars, Inc. Héctor Garcia (Spanish Services Community Library Specialist) and Rashida Skaar (Youth Services Librarian) connected with 4 different groups of 2<sup>nd</sup> graders, including English Language Learners. They created library accounts for all of the students, gave away books in English in Spanish, and encouraged the kids to come to the library over the summer to continue to cultivate their reading skills and love of books. Rashida also attended Hamilton's 8th grade Science Night with Sara Bolduc and South Novato's teen WebStar interns. They promoted the library and the makerspace – handing out books and science kits to students.

Point Reyes Library celebrated Día de los Niños/ Día de los Libros on May 1. There were free diverse children's books in English and Spanish, fun family activities and a lively, interactive music performance by Cascada de Flores. MCFL's teen WebStars helped out and community partners West Marin Health and Human Services also joined in.



*Día de los Niños event on the lawn of the Old Livery Stable in Point Reyes Station*

Reading Buddies wrap up: Point Reyes' virtual Reading Buddies program concluded another successful year. 23 Dominican University students held 189 reading sessions with children and read a total of 5,670 minutes during the 2021-2022 academic year. Plans are underway for a virtual/in-person hybrid program in the Fall of 2022.

# Communications & Publicity



In May we shared resources on our website, social media, and online newsletter to celebrate Asian American and Pacific Islander Heritage month, including curated lists from Kanopy and several booklists for adults, teens, and kids, created by many of our librarians. Also featured in our May online newsletter, in honor of the return of the Fair next month, was the wonderful Marin County Fair Archives and Cultural Affairs Collection, maintained by our librarians from the Anne T. Kent California Room (who also manage the Annex at Los Gatos.)

Our selectors and cataloging staff created additional curated lists to highlight new materials, as well as collections celebrating Older Americans month, Jewish American Heritage month, Crafting, Nonfiction Science Fiction Lovers, to name a few. These lists are available in the catalog, but we create “cards” to place on the website featuring some of the lists to enable a virtual browsing experience that makes it easier to find and request books. The cards can feature physical books, streaming movies, and ebooks, too. Often library staff members create lists to accompany programs or other topics, for example recent lists about affordable housing through a racial justice lens, books for kids and teens exploring homelessness, and teen mental health resources.

Our team also shared the fantastic news on social media and website that our very own Raemona Little Taylor won a Library Journal Mover and Shaker award for community builders!

In addition, we helped create a logo for the Marin City collaboration with the Sausalito Marin City School District and Abbot Chambers, City Librarian at Sausalito, on a series of programs they’re calling ARCH (Anti-Racism Community Healing Project). Contributions for summer learning included designing bookmarks to support Teen Services and updating our website for the Tales to Trails theme. We also helped craft the PowerPoint presentation for the Board of Supervisors Meeting where the library was recognized as Department of the Quarter!





## 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**

Michael Boyle, Civic Center Branch, Library Aide

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

Community Library Specialist	1.3 FTE - INV, BOL/STB
Library Services Mngr.	1.00 FTE - Facilities & Projects
Library Aide	1.65 FTE – FAI, TEC
Library Assistant II	1.0 FTE – FAI
Library Assistant I	1.8 FTE – FAI, NOV
Librarian I	1.5 FTE – MCI, FAI

## MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

I am so happy to share that on May 24, Marin County Free Library was recognized as the “Department of the Quarter” by the Board of Supervisors. Several library leaders worked together to gather up just a few of MCFL’s successes and innovative partnerships throughout the last two years. If you didn’t have a chance to view the presentation in real time on May 24, the presentation can be viewed here: [https://marin.granicus.com/player/clip/11386?view\\_id=33&redirect=true](https://marin.granicus.com/player/clip/11386?view_id=33&redirect=true) (Item #6, presentation starts 1:01:58)

I’d also like to thank the team that helped to create and present this presentation to the Board: Keith Waye, Media Technician; Julie Magnus, Senior Librarian, Technical Services; Raemona Little Taylor, Deputy Director of County Library Services; and Chantel Walker, Assistant Director of County Library Services.

As we head into June 2022, we are finalizing our budget! Our draft budget will be adopted by the Board of Supervisors on June 22. The Board of Supervisors has added “Recruitment and Retention” as a County priority for FY 22-24. The library is committed to this goal and anticipates an uptick in vacancies this fall. We have been working diligently on our onboarding and recruitment processes, identifying internal efficiencies that can streamline our current timeline to fill vacant positions.

I also want to highlight for the Library Commission that the library has two public-facing objectives we are actively working and reporting on, available on Marin Compass, the open data portal of Marin County (<https://data.marincounty.org/>). There are two goals for each objective:

### Educational Equity

Increase the number of minutes spent reading during out of school time (after school, school breaks, and summer vacation).

Increase the number of library branches providing one-on-one literacy supports.

### Robust, Well-Utilized Physical and Digital Materials

Continue to increase the cultural diversity of the full MCFL physical and digital materials collection from 13% in 2021 to 18% by June 2024.

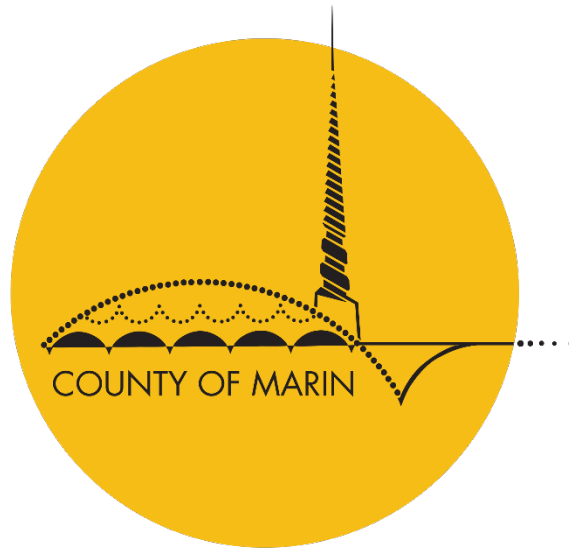
Maintain digital material use by older adults at 40% of total MCFL digital use through 2024.

Both the Educational Equity and Physical & Digital Materials goals are in response to existing priorities the library has been working towards in response to community need, as well as patron feedback from our 2021-22 Community Survey.

As always, thank you for your continued support and outstanding work as MCFL advocates!

Lana





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## COMMISSION MEMBERS:

MCFL and the County of Marin

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

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## **MARINet Board Meeting – Minutes**

**April 7, 2022 Online Meeting**

**Approved on 5/5/2022**

Present: Henry Bankhead (chair), Franklin Escobedo, Linda Kenton, Anji Brenner, Abbot Chambers, Gary Gorka, Lana Adlawan, Sarah Frye, Dan McMahon

Absent: Bel Tib

Guests: None

Meeting commences at 12:03 p.m.

Minutes of March 3, 2022 approved unanimously with update by College of Marin.

### **Park Passes:**

Larkspur doesn't have a container to put these in to circ. Sausalito will demo the pouch that they use for this. Are these in the catalog, and/or holdable? Historically these passes not holdable at many libraries, or they had 2 holdable and one not. The usual loan period is 1 week with renewal though some are 3 weeks. San Rafael wants to make their passes all holdable. It seems like there is no natural agreement on circ parameters, so maybe it's good to just differ on this. Larkspur will give College of Marin one of their passes, since COM didn't get any. Libraries agree to disagree on the loan rules. But since these all share one bibliographic record, and the holds vary from 1 week to 3 weeks, people might not know which one they're putting on hold.

**Reflect on Patty Wong's January presentation:** Deferred until the next meeting.

**RFID update:** Lori Ayre joins us for this topic. MCFL needs to have enough people to tag, but their collection is the only part of the tagging project left. So we can get an early start for a sorter at TEC, looking at Lori's timeline for a typical project like this. There's a fixed six month delay after ordering one of these, that's fixed. Lori's previous visit, we talked about not limiting the sorter to the long delivery hallway. Using the adjacent area in Tech Services that's now full of workstations would mean we can do a more compact two-sided sorter. How do we free up that space? That seems like step one to this project.

Dan will show Lana what the space is under consideration, and we'll have Lori visit and walk the site with Lana soon. There is about \$240k in the MCFL RFID money left, also \$580k in sinking fund after July 1 this year, so that's what MARINet has to work with. San Rafael is the only other site interested in a sorter, would be best if they're both the same brand. San Rafael has more stringent purchasing guidelines than MARINet, so it may not work to buy them together. MCFL and Larkspur are interested in the smart bookdrops, how good are they?

Questions about Smart Bookdrops: Items still need to be looked at by staff, example is when damaged items are checked in. What's the maintenance fee on a SMB? Who owns it? What nearby systems can we look at who have these? Any we look at should be relatively recent so we can see Lyngsoe, MK Solutions, Tech Logic and Bibliotheca products. How long do they last and when would we upgrade it? Lori estimates about a 10 year life for these, possibly 12 to 13 years. It's the software as much as the hardware that needs maintenance. We need to renew Lori's contact, and increase it for this project's span, she'll get us the new figures for next month.

**Cost sharing Working Group:** They're working on setting up the first meeting, and in putting together a survey and testing some ideas out. Everyone is not happy with it, even if they're OK with current bill. New set of factors should be used?

**Regionals WG:** Linda, nothing to report until next meeting. Could MARINet be their own regional?

**Palaces Project/Lyris:** James, Carissa, Valeria, Heather, Chris and Roy join us from the California State Library and Lyris. The project is for E-Books for all California, and providing an interface to unify siloed collections. The goal is to enable the state to start growing statewide resource for e-books, including for each system both statewide materials and local adds. Lyris is non-profit, with funding from the Knight Foundation. The Palace App, Manger, Marketplace, and Bookshelf are the components.

The App is available for both Android and iOS. They can merge content from Overdrive, Bibliotheca and Baker & Taylor into the app. All libraries in CA have access at no cost. The opening day collection is 40k titles, mostly K-12 content provided by the state. Demo of app, it uses logins from MARINet (barcode and PIN). Content now includes:

- 100k\_ non-English titles.
- 11k open access titles
- 15k audiobooks
- 16k simultaneous perpetual and unlimited use titles.

<https://market.thepalaceproject.org/recent?lang-all>

The platform also allows Biblioboard content, where we can accept work directly from the community, and it gets put into interface for statewide circulation. Works are vetted for quality. Authors can earn money on a monthly basis through this program. Creator is a curation tool, for multimedia projects.

As this group has many questions, can we collect them and submit them? Yes, send questions to Heather Teysko. This platform doesn't work on Kindle, but is working on other e-ink readers. It will work on Kindle Fire. (But not Paper White.)

**Baker & Taylor Diversity Audit Tool:** Mill Valley is looking at contracting out a diversity audit on their collection. They've looked at Ingram and B&T products for this, as it's otherwise extremely time consuming for staff. For B&T if we got consortial buy-in we'd get a better price. It would be good to look at diversity of the entire consortial collection, some products also offer a look at E-book collections. Should we get a demo? Several libraries express interest in getting a demo and a quote. We can purchase the diversity tool independently of Collection HQ. The estimate is \$3k per library if it's only city libraries. We'll have a demo at the next meeting, and use sinking fund money to purchase if need be. Would also want to discuss Collection HQ. Decision Center has reached \$50k per year through yearly 5% increases over a decade.

**Equity discussion:** led by Sarah Frye. Discussion of the reading from "Origins." How do librarians keep the conversation about race going? History in high school avoided the fundamental questions. 2022 is turning out to be the year of book banning. Dominican has had requests to ban books, they don't do it. Library directors should make a statement against banning books. Library commissions can also take a stand. Update your collection development policy, make sure your board is aware of it. What to do when such books come up for weeding? Feeling here that it's a matter of time before we are

challenged, so update that Collection Development Policy. Everyone should make sure staff are prepared for people who want to put in book challenges.

**Next meeting topics**

- Cost Sharing Formula Working Group
- Regional Working Group
- Baker & Taylor Diversity Tool demo and quote
- Patty Wong reflections
- Recap MCFL's community survey
- Future meetings as Zoom or hybrid?

The Executive Committee meets next week to finalize the agenda.

**Announcements:** Bel Tib's director Crystal have birth to Cielo Duran on March 30.

Meeting adjourned at 2:13 pm.



## **MARINet Board Meeting – Minutes**

May 5, 2022 Online meeting

*Approved on June 2, 2022*

Present: Henry Bankhead, Anji Brenner, Franklin Escobedo, Linda Kenton, Abbot Chambers, Sarah Frye, Lana Adlawan, Crystal Duran, Dan McMahon.

Absent: Gary Gorka.

Guests: None.

Meeting convened at 12:02 p.m.

Approval of minutes for April 7, 2022 meeting, approved unanimously after quorum.

No public comments, no public.

### **RFID update**

We've spent \$514k in MARINet on RFID so far, for pads, tags, and tagging costs with Backstage LW. The sources have been the \$500k in county funds from 2019, and authorization to use \$249k of bottom line funds for the BSLW tagging. We have about \$220k in the MCFL funds left, and about \$500k in reserves, with \$80k more in July. Going forward, we could run out of money if the sorter ends up being 1 million or more for the sorter. What's the vision for the whole project? Why have we tagged everything if we're not going to sort? We should take advantage of the new technology. Alternatively, many libraries do have up to 10 years between tagging and sorters. There's no urgency, though tags in books do age and lose effectiveness slowly. SRPL is putting in an AMH. Do we retag in 10 years? Hopefully we replace them like failing barcodes, gradually, unless failure is epidemic. Books also get weeded, how many last 10 years? Site and cost issues at Tech Services need to be sorted out, as this is the biggest project we'll have done since CENIC, or bigger. It's worthy of serious discussion. We have to look at Lori's proposal next meeting for consulting on the AMH part of the project during this next year.

Lana points out, putting in a sorter will require staff be moved at Los Gamos, to expand the delivery space. We do need a site plan, pursuant to Lori visit to the site. Would the board be willing to share costs for that? Is there other space available in another building? The best space is likely at LG, given how our search went in 2014 for a new site, so we can see if staff can be moved to make the delivery space. Would SRPL be able to cost share their thing? It's a higher level of cooperation than we've seen in previous projects. The next step is with Lori, then to the architect, and then what additional steps?

### **Palaces Project:**

It's really an aggregator for Overdrive and other e-book sites or collections, as much as a content source. They are hoping that Enki could be integrated. It is imilar to Simply-E, the same idea but different people. Will Enki go away? Don't think so. (Side issue: Enki records

should be updated in Sierra.) Palaces won't integrate Kindle. Many questions still. Kindle is currently 12k out of 53k checkouts on Overdrive. Libby is 12.4k. Great initiative, but wary of putting too many eggs in this basket. How do we nudge the user base onto another platform? But it would be nice to have everything on a platform we control.

**Cost sharing working group** met, report from Anji, and they have a survey ready to send out Monday. There will be 2 weeks to take the survey, then back to subcommittee. They will report back next meeting. It's a short survey, but it requires thinking about things.

**Regionals working group**, report from Linda. There is a report from 2013 when this was last looked at. The recommendation then was to join BAYLIS. Now, to join PLP, we'd need the approval of all the PLP libraries to approve as well as our own. Membership costs were then higher than what was being paid. Then the group decided not to pay more money so the idea expired. Now, direction on how we pursue this again? Likely that costs are higher now. PLP is a consortium of mega-consortiums. BAYLIS was east bay, part of PLP. We don't want to pay more, but do we get more back in benefits if we join? Would it serve our residents better? Linda has numbers from 2013. BALIS PLP and LinkPlus? What about being our own regional? We'd need to have staff. We are contiguous with SF and the East Bay. (It was their analysts that recommended BALIS.) General consensus to explore some more? Linda will continue investigating.

**Future of board meetings zoom or hybrid.** Should we meet only at Los Gatos or rotate libraries if meetings resume? Covid is still an issue. Remote meetings only are favored by many. Are we doing this right legally? What are the posting requirements? The state should be working on these issues we thought, though we've been doing this for 2 years. Should we get County Counsel to look into this? Would they be able to answer a question for a JPA? There are a lot of JPAs in Marin, should be able to get a reading from someone on this. Hybrid has its own questions.

**B&T Diversity audit product.** Presented by Peter DeVries, Jane Herb. Baker & Taylor is offering a new DEI tool, with 12 topics currently to evaluate. This is a shelf audit project, and it links through to the books for reference use. It applies to physical collections and digital, if it's Axis360, Cloud or Overdrive. It covers only "book" materials, as it's not set up for AV or library of things. Total % of items show in collection that meet at least one diversity measure/topic.

Subject headings feed into the evaluation. Collection "facets" are visible as percentages or as absolute numbers. It can export info into Excel, any top item or single area. Would the data show all the members or just be shared? It's included with Collection HQ? SRPL and MCFL have CHQ on their own, so they will have this. If the county would like DEI analysis, they could provide the DEI for whole consortium. There may be reasons why SRPL and MCFL would like to see the whole county's collection DEI info, they could see own info alone or everyone's info. Getting a lot of interest from academic market. Both academics would add \$4000 to quote. There is a perception that County and SRPL would be paying twice. The tool didn't increase the price of the CHQ subscription so it's not paying twice.

What's our timeline for decision? What are SRPL and MCFL using Collection HQ for? What is the visibility of each library to each other's collections in this tool? We could save the \$50k from Decision Center to provide Collection HQ for everyone? Then we'd all get the diversity tool? Dan will have an eval next month about DC vs CHQ. We need clarity on how this affects the existing CHQ customers. If everyone used CHQ it'd be a bigger picture to benefit the customer. If it was 60k it'd be in the ballpark. Henry and Lana will follow up with Baker & Taylor on their contracts and a consortia quote.

**Aspen report.** Each library could have their own version of the interface, a branded catalog. Some development time would be needed for that. Savings would be about \$40k per year including dropping Syndetics. E-book records can be imported via API daily like we do now. What should be the process going forward? The board should see a demo of this, in June, possibly as a stand-alone meeting.

**MCFL Community Survey.** MCFL received 5,000 responses, some involve other libraries so there's value to everyone in looking at it. Questions: High use of print materials is expressed, not really going away with lots of people. MCFL's goal is to keep digital resource use as high as it was during the pandemic, but people want the books, more popular materials, DVDs in physical formats as well.

### **Systems report**

Peninsula Library System (PLS) and NorthNet (NLS) are both considering sharing their Overdrive backstock with us, and will formally decide during their June meetings.

As the budget year ends, we may need to move money quickly to cover the Backstage LW fees (all bottom line expenses, from prior year funds) so we may need a budget resolution in a hurry. Hopefully not though.

No equity discussion today. Next time is still Gary.

**Topics for future,** email Henry or Dan

Aspen

RFID

Update the doc on who was chair vice chair historically, Franklin will assume chair in July meeting. We'll need a new vice chair then.

Meeting adjourned at 2:25 p.m.