

## MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda  
Friday, December 13, 2024  
4:00 p.m.

### Fairfax Library

2097 Sir Francis Drake Boulevard, Fairfax CA 94930

Directions: Take the Sir Francis Drake Blvd to Fairfax; continue past the town center, the Library is on left side of the road, past Azalea Street. St. Rita's church is across the road from Library. If you reach Olema Rd, you have gone too far.

**NOTICE:** In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

"Winter is the time for comfort, for good food and warmth, for the touch of a friendly hand and for a talk beside the fire: it is time for home."

-Ed

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00pm 1.	Call to Order	Ream	Action
2.	Welcome and Introductions	Ream	Information
3.	Approval of Agenda	Ream	Action
4.	Approval of November 13, 2024 meeting minutes	Ream	Action
5.	Open Time for Public Expression		
6.	Reading & Correspondence File	Ream	Information
7.	President's Report for November	Adlawan	Information
8.	Director's Report for November	Ream	Information
9.	New Business	Adlawan	Information
	a. Strategic Plan Update/ Racial Equity Alliance	Little Taylor, Schiller & Bertucci	
10.	Announcements/ Book Recommendation	Ream	Information
5:00pm 11.	Adjournment	Ream	Action



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

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

*Numbered List of attachments:*

4. Minutes for November 13, 2024
8. Library Director's Report for September

Unnumbered Attachments:

MARINet November 7, 2024 Minutes

**Marin County Free Library**

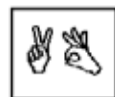
**3501 Civic Center Drive, Suite #414, San Rafael CA 94903**

[www.marinlibrary.org](http://www.marinlibrary.org)

**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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**Novato Library**  
**1720 Novato Boulevard, Novato, CA 94947**

Directions: Highway 101 to Delong Avenue/Downtown exit.  
Cross over the freeway continue to Novato Blvd. (4<sup>th</sup> stop light), turn right.  
Continue north on Novato Blvd. going through the next traffic light. Pass  
intersection, the Library is on the right-hand side with the red tile roof.

--PROPOSED MINUTES—  
Wednesday, November 13, 2024

- (1) CALL TO ORDER  
Meeting was called to order at 4:01 pm. Sue welcomed everyone to the meeting and Sue asked for introductions of all assembled.

- (2) ROLL CALL

In Attendance

Sue Ream	Glynda Christian	Crystal Lewis
Sally Hauser	Linda Ward	Amelia Lahn
Claudia Wilson	Nick Javaras	Ann Kaplan
Anya Schandler	Doug Sides	

Absent with Notification

Ted Ridgeway

Absent Without Notification

Alison Blume

Also Present

Lana Adlawan, Director of County Library Services  
Juliet Schiller, Assistant Director of Support Services  
Raemona Little Taylor, Assistant Director of Public Services  
Gina Turrini, Administrative Assistant I  
Katrina Sadler, Library Services Manager – Public Services  
Mildred Arencibia, Senior Librarian – Technical Services  
Janet Doerge – Novato Library Manager  
April Harper – Collection Development Librarian II – Adult Selector  
Ginny Schultz – Friends of the Library

- (3) OPEN TIME FOR PUBLIC EXPRESSION – None
- (4) ADOPTION OF AGENDA M/S/C – Anya Schandler / Nick Javaras  
Agenda approved as submitted.

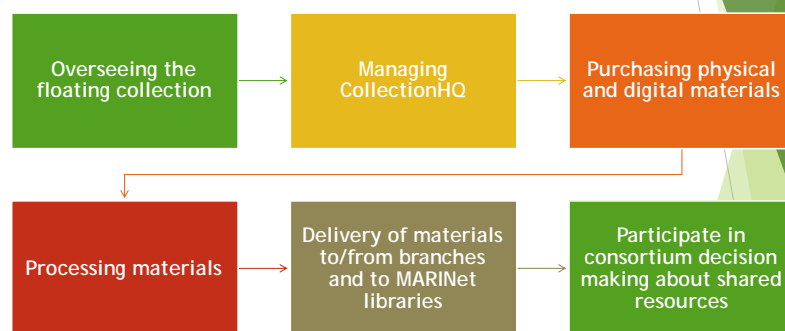
- (5) ADOPTION OF October 9th, 2024 MINUTES M/S/C – Glynda Christian / Linda Ward Minutes approved as submitted
- (7) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (8) PRESIDENT'S REPORT OCTOBER – Sue went on to read a statement regarding the uncertainty many are feeling currently. She spoke about the great work the libraries are doing, that what our local libraries are doing. Touching on the librarians, webstars and beyond. She also gave a reminder regarding the December 13<sup>th</sup> meeting at the Fairfax Library and once more it will be a potluck.
- (10) DIRECTOR'S REPORT FOR OCTOBER – Lana would agree with the sentiment of uncertainty of the future. She spoke about the Strategic Plan and how this would help the library to make a impact with this uncertainty. She thanked the membership who came by for Edna's retirement party. Lana spoke about the Friends of the Library, that in her report there is a section about them as the previous month had been Friends of the Library Week and thanking Ginny and the friends for their work. Also spoke about a lot of facilities information, updates regarding Corte Madera and the projects that will be coming up next year, assessments and beyond. During this time a question about the benches at Corte Madera. Juliet answered this stating they have saved the benches, also spoke about the garden that some benches had to be moved due to ADA path of travel, the flower baskets were coming back and answered question on the fountain. Lana also answered the commission's request on information regarding the encampment on the property, just what the city as well as the county and their response to it. What the library has been doing to make sure of the safety of staff and patrons. The status of the camp is currently in limbo until a decision is made on it in early December.
- (11) NEW BUSINESS -
  - a. Katrina Sadler and Mildred Arencibia gave a presentation about the collections. Giving how we get our collections, the different types of collections and those that are interconnected with systems beyond our own. How money is spent on the different collections. Showed what media and types of books are most requested by patrons.

# MCFL Collections Overview

## Collection Development Team

- u Katrina Sadler - Library Services Manager - Technical Services
- u Clara McFadden - Children & Teen Collection Development Librarian
- u April Harper - Adult Collection Development Librarian
- u Mildred Arencibia - Senior Librarian (eServices, Cataloging, Spanish Language Collection Development Librarian)

## What is Collection Management?



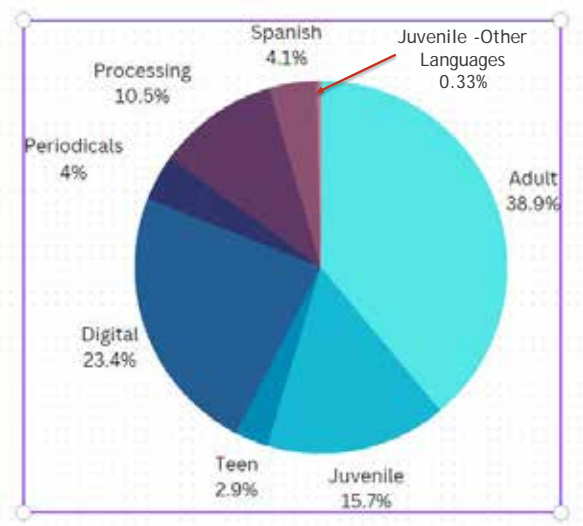
# Budget

- u MCFL's total materials budget is \$1,439,000
- u Includes extra \$350K added for FY 2024-25 (Measure B to satisfy demand - OverDrive and Baker & Taylor leased materials)
- u Budget covers physical materials, Hoopla, Kanopy, OverDrive, periodicals, and lease materials
- u Also includes processing all physical materials (\$120,000 - 57% jump from previous fiscal year)
- u Consortium spending is just under \$1 million (ILS, shared digital collections and resource platforms, online newspapers, OverDrive)

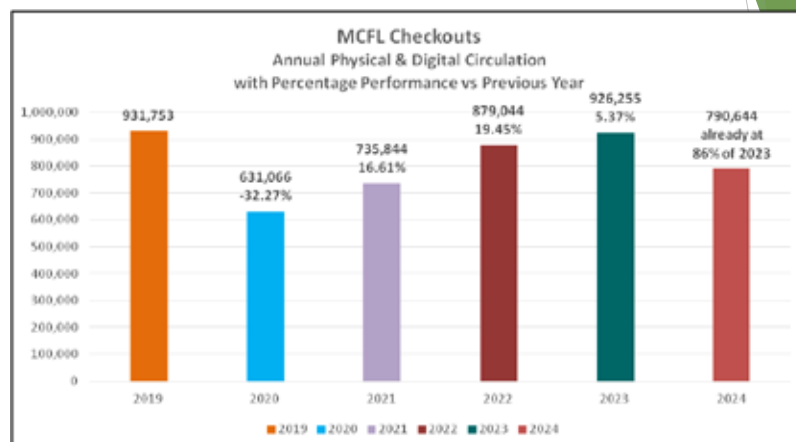
## Budget Breakdown

Average cost of adult materials in 2023:

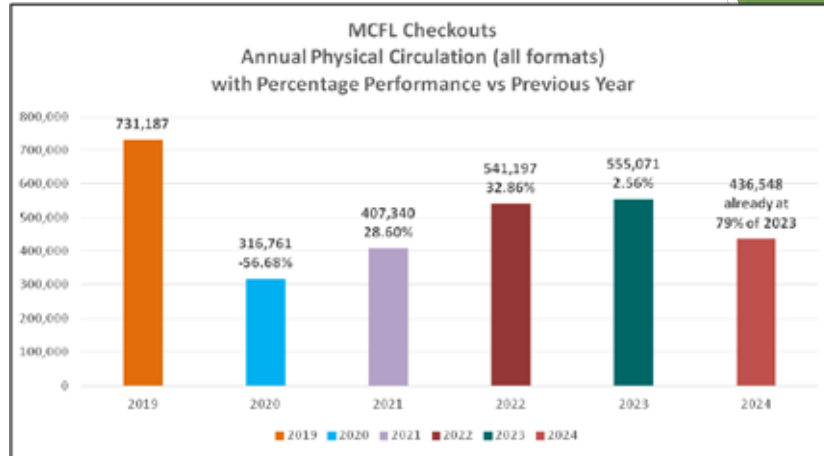
- u Book: \$27-\$30
  - u Large type book: \$37-\$40
  - u eBook: \$27-\$65
  - u eAudiobook: \$49-\$79
  - u DVD/Blu-ray: \$27-\$37
- + processing costs (average = \$5/item)



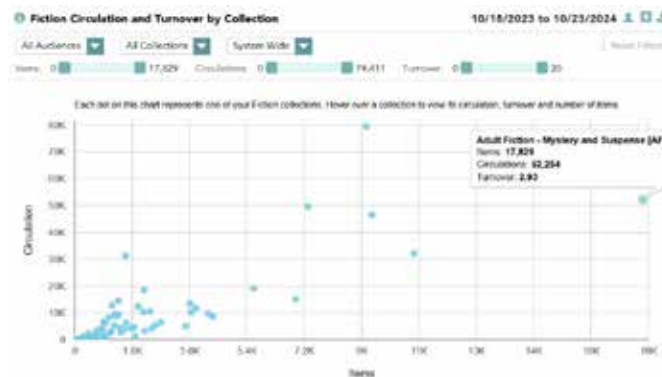
## Circulation of All Materials (MCFL - Physical + Digital)



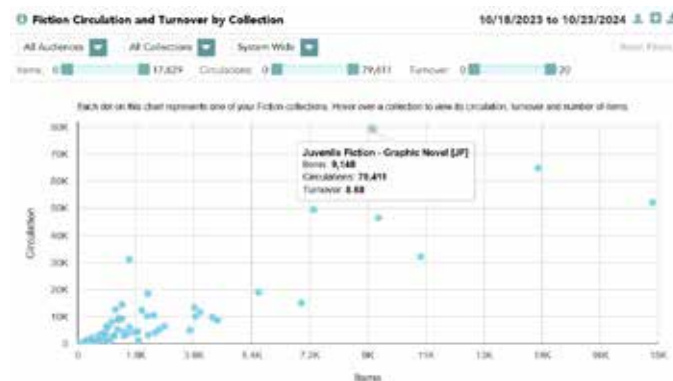
## Circulation of Physical Materials - MCFL



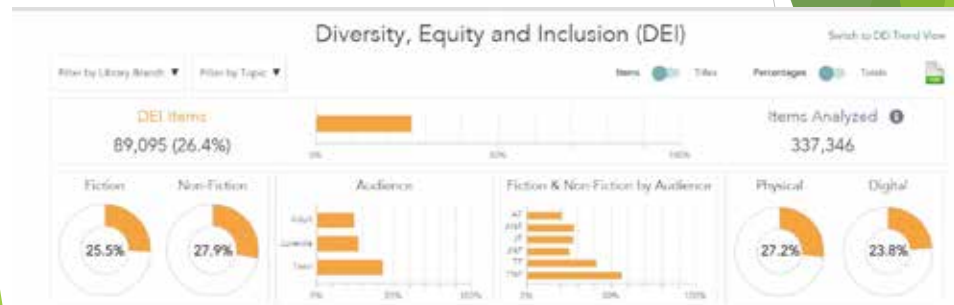
## Adult Top Circulating Collection



## Juvenile Top Circulating Collections



## Collections & DEI



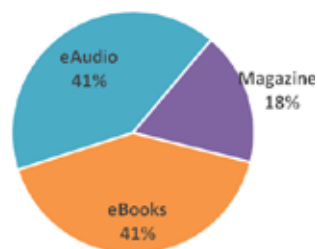
- u All MCFL Collection Development Librarians are and have been working hard on increasing inclusive and expansive materials for the diverse communities we serve

## Collections & DEI

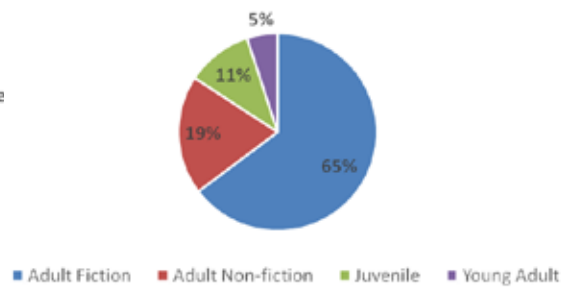


## OverDriveCirculation - Consortium by Format

Overdrive Circulation by Format



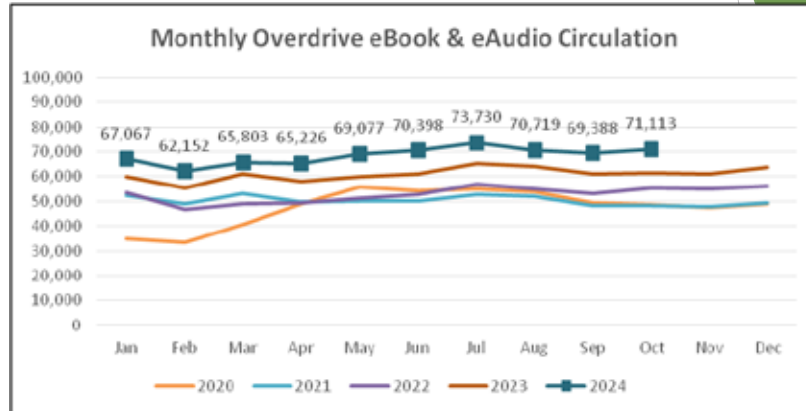
Overdrive Circulation by Audience





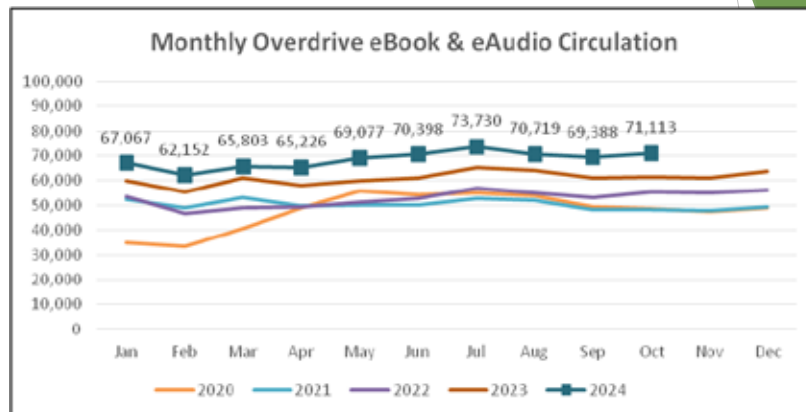
## OverDrive Circulation - Consortium by Month

\*includes circulation from reciprocal lending



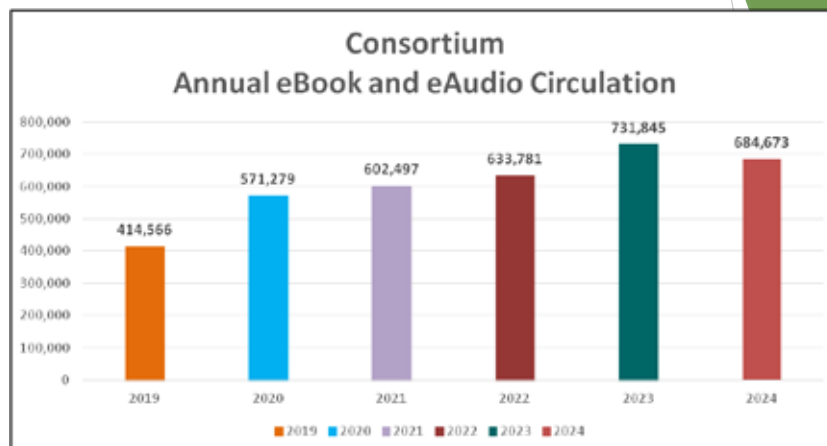
## OverDrive Circulation - Consortium by Month

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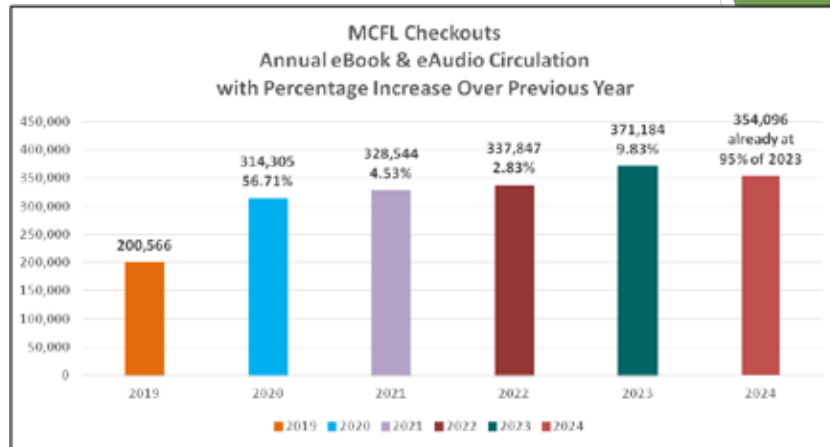


## OverDrive Circulation - Consortium by Year

\*includes circulation from reciprocal lending



## OverDrive Circulation - MCFL By Year



## Top Circulating Authors - Adult

### FICTION

- u James Patterson
- u Frida McFadden
- u Kristen Hannah
- u John Grisham
- u Danielle Steel

### NON FICTION

- u Rick Steves
- u Erik Larson
- u David Brooks

## Top Circulating Titles - Adult

### FICTION

- u *Heaven and Earth Grocery Store* by James McBride
- u *Long Island* by Colm Toibin
- u *James* by Percival Everett
- u *The Women* by Kristin Hannah
- u *Sandwich* by Catherine Newman

### NON FICTION

- u *The Demon of Unrest* by Erik Larson
- u *How to Know a Person* by David Brooks
- u *The Light Eaters* by Zoe Schlanger

## Top Circulating Authors - Children & Teen

### CHILDREN

- u Dave Pilkey (Captain Underpants)
- u Mo Williams (Elephant & Piggie)
- u Lincoln Pearce (Big Nate)
- u Jeff Kinney (Diary of a Wimpy Kid)
- u Mary Pope Osborne (Magic Tree House)

### TEEN

- u Sarah Maas (Court of Thorns & Roses)
- u Suzanne Collins (Hunger Games)
- u Laura Verdugo (Shadow & Bone)
- u Alice Oseman (Heart Stopper)
- u Neal Schusterman (Arc of the Scythe)

## Top Circulating Titles - DVD

- u *Arthur the King*
- u *Sleeping Dogs*
- u *Ted Lasso Season 2 TV*
- u *Unsung Hero* Joel Smallbone
- u *In The Land of Saints and Sinners*

## Top Circulating Titles - Spanish

### Spanish - Adult

- u *Diarios de Motocicleta (film)*
- u *Cronos (film)*
- u *Guantanamo (film)*
- u *En Agosto Nos Vemos (book)*
- u *Totem (film)*
- u *Cocote (film)*

### Spanish - Children

- u *El Pulpo se Escapa (picture book)*
- u *Big Little/Grande chico (board book)*
- u *Uju, miau, groar (board book)*
- u *Aventuras de Otoño (non fiction)*
- u *Animales Salvajes/Wild Animals (board book)*

## New Digital Resources

- u My China Roots - Chinese ancestry research database
- u The History Makers - Oral history archive of thousands of African American lives

- (12) ANNOUNCEMENTS/BOOK RECOMMENDATIONS – None
- (14) ADJOURNMENT – Meeting adjourned at @ 5:26 pm

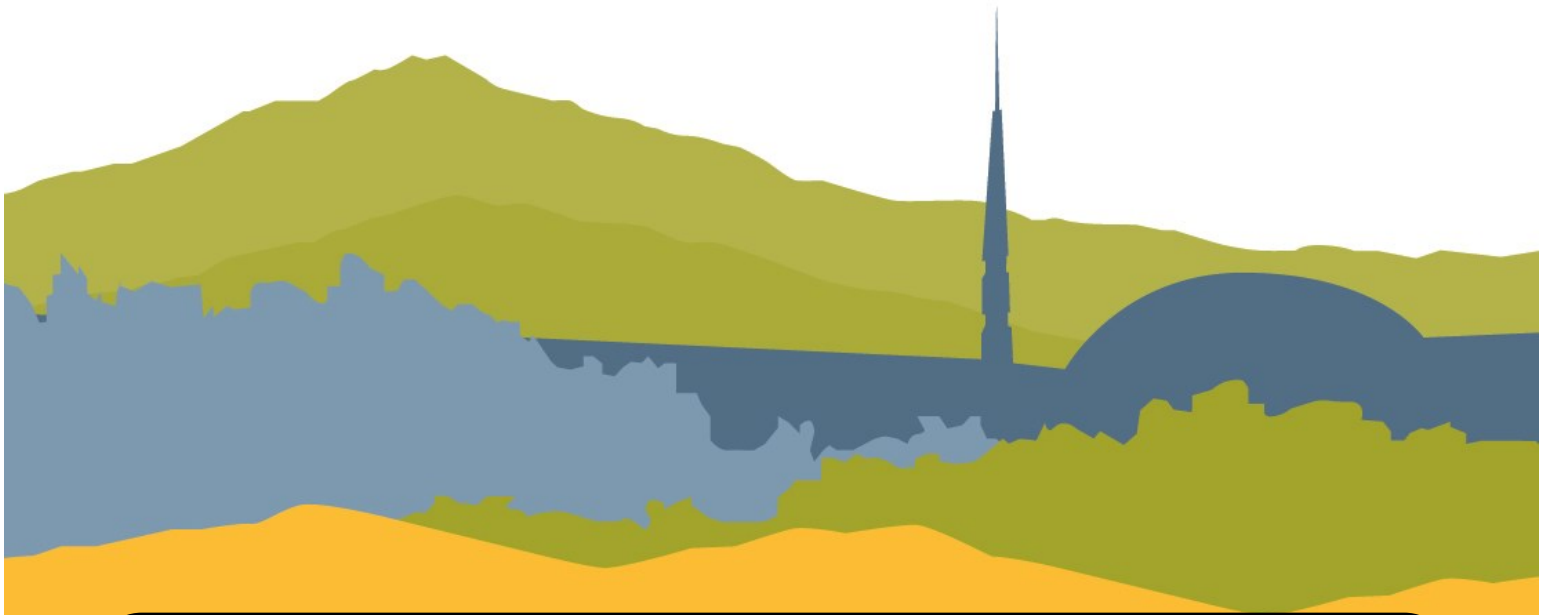


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

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## **NOVEMBER 2024 ACTIVITIES**

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**OUR MISSION:**

We provide welcoming, equitable, and inclusive opportunities for everyone.

**OUR VISION**

We believe in empowered and thriving communities built on diverse voices and perspectives. We believe in a just Marin that advances equity for communities of color.

# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services



Libraries welcome fall and celebrate Native American and Indigenous Heritage this month. Displays throughout the library branches highlight beautiful children's books written by Native American authors and illustrators, and booklists online showcase an even wider array of Indigenous authors.

Many libraries created altars for Día de los Muertos and hosted craft and community programs. Fairfax Library held their annual Día de los Muertos craft event with several easy crafts for kids to choose from. Families are always excited to share in the community altar and craft programs.

Civic Center celebrated the fall season with a costumes and crafts event. Kids and their caregivers were able to enjoy making bat hats together and decorate tote bags in their special costumes! In Fairfax, storytime happened to fall on October 31, (Halloween) so kids were encouraged to dress up and after the program the librarian led the kids and their grownups through the library in an adorable little parade!

The youngest students from West Marin Elementary School walked to the Inverness Library for their weekly storytime and sang Thanksgiving songs of gratitude for the library workers. They return books and check out new books each visit, which keeps students connected to the library and the library connected to the community.

Civic Center hosted a Read to a Dog program, a wonderful opportunity for kids to practice their reading skills with furry friends from the Humane Society. For many young patrons learning to read can be stressful, so getting to connect with a friendly dog is a low stakes way to practice new skills.

DrawBridge organization continues to partner with library branches, bringing free and fun craft programs. This month they taught kids how to weave on small looms that kids and caregivers made themselves. Craft programs are always a popular way for families and kids to unwind and enjoy the library.



## Teen Services



Librarians from the Civic Center Library visited Terra Linda High School twice for outreach programs. They did a candle making program and an origami program, both of which the students loved!

Fairfax Library held a craft program for tweens to build paper cube versions of their favorite characters. We saw Hello Kitty, Garfield, Minions and more.

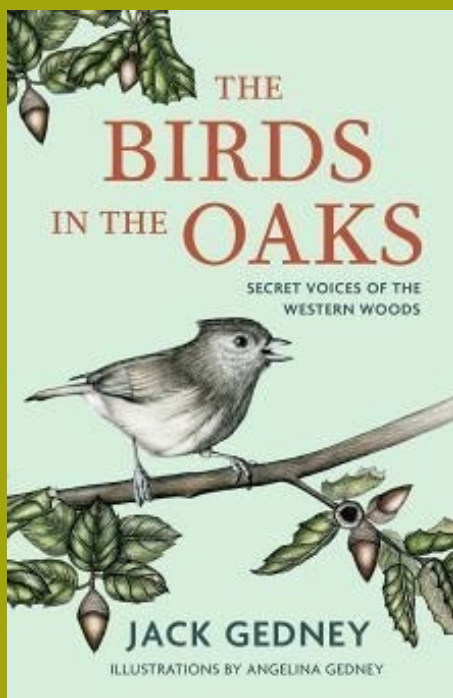
Corte Madera Library created a passive program for teens asking What are you thankful for?. It has been so good to see the heartwarming post-it responses from the community:

- My mum
- My friends and family because they are loving and supportive of me
- Education and my family
- Annie
- My Mom, My Dad, My dogs, My cats, My Family
- Pirates of the Caribbean
- Yummy food



Teen Services Committee members also made some excellent book lists and displays this month, highlighting Native American and Indigenous heritage.

## Adult Services



Civic Center Library hosted workshops for National Novel Writing Month (NaNoWriMo)! Their NaNoWriMo program welcomed writers of all backgrounds and experience levels to a supportive and inclusive environment that enabled participants to let creativity flow, develop their writing skills, and connect with fellow writers.

Over 50 people joined local author Jack Gedney for his illustrated introduction to some of Marin's best-loved woodland birds. This 45-minute presentation from the Marin IJ bird columnist, co-owner of Wild Birds Unlimited in Novato, and author of the new book *The Birds in the Oaks: Secret Voices of the Western Woods*, combined local insights and lyrical appreciation as Jack taught participants how to recognize and enjoy titmice, thrushes, swallows and other woodland and forest birds. Following the presentation, Jack answered lots of bird questions and signed books during an engaging Q & A session.

Fairfax hosted Margot Koch in a six-week series of sitting practice for both beginners and experienced students of meditation from November 18 through December 23. The series provides instruction, periods of quiet sitting, and opportunities to discuss experiences in the company of others. Participants can come every week or drop in whenever they can. Margot Koch is lay ordained in the Zen Buddhist tradition and has practiced meditation for many years. She has taught meditation in the Mendocino and San Bruno County jails as well as at the women's prison in Chowchilla, and is featured in a video distributed by the Unconditional Freedom project to men and women's facilities throughout the U.S.



# Collection Development & Management



## My China Roots

Discover your family history with the world's leading Chinese genealogy website.

## Collection Development and Management

At the meeting on December 13, the team presented to the Library Commission on Collection Development. We had a very good and engaging session with the commissioners and were able to present physical and online circulation data, material budget breakdown, new pilot for children's language collections, and 2024's top circulating titles per audience, format, and language. One exciting point of discussion revolved around how MCFL's collection is at least 10% above the national average for having titles that support DEI efforts.

## Information Technology and Tech Support

The team has completed the Library Document Station replacements at Corte Madera, Novato, South Novato, Fairfax, Civic Center and Point Reyes, and Marin City libraries. That includes an additional duplex document scanner for patrons to use that can scan both sides of a document at the same time at a rate of 80 pages per minute. Scanning from the Library Document Stations is free to all to save on a flash drive, smartphone, email, or online account like Google Drive. If someone wishes to print a copy of their scanned documents, then the applicable printing will apply. For the Stinson, Bolinas and Inverness libraries that do not have a Library Document Station, it is possible to use a printer/copier to scan documents and email the copy or fax a copy.

They are also continuing to support the Corte Madera Library systems in the temporary locations. While reviewing systems and equipment, the team found that a significant number of network data cables (in the wall or run out of sight) tested poorly. These cables will no longer work or will only work at lower speeds with some errors. The team will address this after the HVAC project is completed.

## Digital Library

In November 2024 we launched My China Roots, an online database that focuses on people of Chinese heritage. Users can research their Chinese ancestry by searching thousands of records including: burials, census, zupus (family tree books), immigration, vital, directories, periodicals, government, military, financial, and many more! It is truly a treasure trove of information that is now available to MCFL patrons free with a library card. With the addition of this database, we continue to ensure that our library is welcoming, inclusive, and reflective of all communities in Marin.

(Continued on next page)

## Collection Development & Management

The Student MyCard program provides students in participating school districts with access to Marin County Free Library resources using their student ID numbers. Through this program, we aim to enhance literacy and educational success by making library resources easily accessible to students throughout Marin County. The team did a complete update to the MyCard page to include new details and frequently asked questions for San Rafael school district students. Not only that, but the new page is now a template whereas future school district information can be easily plugged in giving us the ability to update it and publish it in a matter of minutes. We also translated and created a complementary page in Spanish language.



### What is the Student MyCard program?

The Student MyCard program provides students in participating school districts with access to Marin County Free Library resources using their student ID numbers. Through this program, we aim to enhance literacy and educational success by making library resources easily accessible to students throughout Marin County.

Simply add your school district code in front of your student ID number, without any spaces, like this:

**DistrictCode1234567890**

[Participating District Codes](#)

# Educational Equity



## Marin City

### In the Branch:

- Fostered a new appreciation for food! Hosted Kids Cooking for Life, celebrating local author Felecia Gaston and her book of Marin City grandmothers' recipes. Kids made chili, cornbread pancakes, and a sweet fruit relish, all guided by Michelle Bryant.
- Continued to host voter outreach and education through voter registration displays, activities to encourage kids to think about the importance of voting, and an online program in partnership with Showing up for Racial Justice (SURJ) Marin discussing Voter disenfranchisement in communities of color. (You can check out the recording of the event here: [youtu.be/cgTXkQij1sl](https://youtu.be/cgTXkQij1sl))
- Started a Gratitude Tree to highlight what we're thankful for!

**At the School Library:** Dr. Martin Luther King Jr. Academy Library has been celebrating Native American Indigenous Peoples History Month this November, our students learned about Indigenous culture through playing a bean toss game (versions of which are played in Cherokee communities), did read out louds learning about important Indigenous historical figures & they celebrated the fall season by making a sampling of the fall themed gratitude place mats. (See pictures of games and

### At The Lab Makerspace:

- Worked on consolidating ongoing updates of the Marin City Calendar website. [www.marincitycalendar.org](http://www.marincitycalendar.org)
- The Lab is in full swing with many community members coming into the space to use the technology. We are working with the school and St. Andrews Presbyterian and to move to a larger room at the church to host more people.
- Working with Branson and Play Marin to restart the Coding Class in January 2025.
- Etienne was on hand to help film the Flood Resilience Press Conference for the community. Marin City Climate Health Justice received a sizable grant from the U.S. Army Corps of engineers to mitigate flooding in the Marin City area. This was big news for this community and we were happy that Etienne was on hand to record this historic event.
- We are still training our 4 newest Webstars and are planning ways to incorporate more of their creativity and technological know-how into the life of the Marin City Library.
- We have spent time helping to recruit Webstars to work in Senior Housing complexes. They will be assisting seniors in using computers and their personal devices.



# Educational Equity (Continued)



## South Novato

### Community-Led curation of the Spanish collection at South

**Novato Library:** This initiative's main goal is to create an environment where the community, being an active part of the curation of the Spanish collection, feel that they have a voice and representation in a public space that is safe and ready to make changes to provide what they need. Also, this is essential to achieve our main equity and anti-racist goals promoted in our Strategic plan.

### These are the main goals of this initiative:

- Share knowledge between our library system and our Spanish speaking patrons.
- Share power with the community and making them part of the decision-making process about what materials and services they envision at the library
- Recognize the multiple levels of knowledge in our community and target each with the correct materials and information.
- Promote learning, reading, researching and curiosity in the Latinx community.
- Promote the circulation of Spanish materials in this branch catalyzing the growth of the Spanish collections through out the system.
- The organizations that are working in this initiative are: College of Marin, Hamilton School, Loma Verde School, Multicultural Center of Marin, Point Blue Conservations, Marin County Free Library selectors, and regular users (parents, students, others)

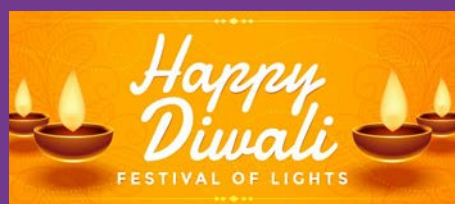
## West Marin

The Point Reyes Reading Buddies group went on an outdoor exploration to the Giacomini Wetlands led by Point Reyes National Seashore Association environmental educators, Francesca and Celeste. Francesca read Follow the Flyway: The Marvel of Bird Migration to set the tone for wetlands bird watching ahead. (photo)


Alex and Madeline attended two important meetings in Tomales: a bilingual Community Conversation about in-school and after-school opportunities and activities for youth in Tomales and a Shoreline Unified Community Schools District Table meeting during which educators, parents and representatives from a variety of community organizations participated in guided conversations about student and family wellness and access to essential resources.

West Marin Staff attended health fairs throughout the region. Caroline and Simon set up a library information table at the Dance Palace in Point Reyes.

## Communications & Publicity



**"Mutual Respect" Film Screening and Talk**  
The Story of Daniel Brown—Coachman to the Kent Family





*Adeline Kent and friends on a drive with Daniel Brown at the home. Courtesy of Anne T. Kent Calhoun, Ruth Bell*

For thirty years, Daniel Brown served as the Kent family's coachman and forger. A Black man from Canada, born shortly after the era of slavery, Mr. Brown played an essential part in helping the Kents settle in Marin. Proud of his work, he drove the family carriage with two well-matched black horses and was always accompanied by the family Dalmatian. Mr. Brown and his wife, Grace, lived on the Kent Estate, where they raised their children and contributed to the community.

**Guest Speaker: Keith Bell**  
Great Grandson of Daniel Brown—Producer of "Mutual Respect"

**Thursday, November 14, 2024**  
6 - 8 pm

**Anne T. Kent California Brown**  
Map & Special Collections Annex  
1600 Los Gatos Drive  
Lobby B, Suite 162  
San Rafael, California

For disability accommodations please phone 415-475-8225 (Voice), CA Relay 711, or email [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.

In November, the Marketing team remained committed to advancing equity and celebrating diversity, aligning our efforts with the Library's Antiracist & Equity Plan. Our newsletter featured #NativeAmericanHeritageMonth with a compelling blog and a curated selection of films on Kanopy, highlighting cultural traditions and historical insights. On social media, we spotlighted impactful themes and stories, encouraged patrons to take charge of their health, and shared meaningful booklists that enriched our community's access to valuable resources and information.

We published several blogs, paying tribute to women during wartime, exploring the intricate traditions of Día de los Muertos, celebrating the rich histories and diverse cultures of Native and Indigenous people, and sharing the beauty of the festivals of light through a thoughtful blog and curated booklist. Additionally, we created marketing materials and invited patrons to a special film screening and talk about the story of Daniel Brown and the Kent family, bringing local history to life.

As we get closer to December, we reflect on our accomplishments, the many collaborations with our communities, and our final stretch to close out the year. Looking ahead to 2025, we are inspired by ambitious goals that support the vision of antiracism and equity. With renewed determination, we aim to deepen connections and amplify the voices of underserved and underrepresented communities. Stay connected with us online for programs, events, and updates that celebrate and uplift these vital stories.

# PERSONNEL UPDATE

We are pleased to announce that many of our staff members have been promoted! The most recent, Diana Barrera, has been promoted to Administrative Services Associate, where she will focus on building upon the current human resources framework and continue to provide outstanding support to the Finance, Accounting, and HR (FAHR) Team in Library Administration. Congratulations, Diana!

We have final interview panels to fill six open positions and expect these to be filled the first week of December. Once this happens, we will be at an all time low for our department vacancy rate! Please thank the FAHR Team for supporting this work, as it takes several people, from recruitment to the interview panel and process to make this happen!

We are planning the next New Employee Orientation in the New Year to onboard our newest regular hires. These orientations are not only informative, but fun, as participants travel from branch to branch to learn about their uniqueness, what they offer, and more about the region they serve.

## **Current Vacancies:**

Librarian I (final interviews for CA Room)

Media Technician (Marketing/Comm)

Librarian II (final interviews for CA Room)

Librarian I (Novato)

Librarian I (Marin City)

Librarian Assistant II (temp promo Fairfax)

Tech Systems Specialist III (MarinNet)

Tech Systems Specialist III (internal promo)

Administrative Assistant II (Library Administration)

Library Aide (Civic Center 0.5 FTE)

Library Aide (Marin City 0.5 FTE)

Library Assistant I (Fairfax 0.533 FTE )

Library Assistant II (Novato)



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

November 2024 was a month of anticipation, on many levels. The outcome of the national election has bred deep anxiety and fear of changes to come for many of our communities and staff in Marin, in response to information that has been shared from the incoming federal administration. We are witnessing action taken in our communities immediately in anticipation of sweeping changes, by residents, the County, and community organizations in support of some of our most vulnerable residents, which include the undocumented, immigrants, refugees and LGBTQIA + community members. For the Library in the midst of these national changes, we remain steadfast in our commitment to excellent service and responsiveness to the needs of our community members and staff. We center the goals put forward in our 5-year [Anti-Racism & Equity Strategic Plan](https://marinlibrary.org/strategic-plan) ([marinlibrary.org/strategic-plan](https://marinlibrary.org/strategic-plan)) and our revised mission and vision of welcoming all, remaining inclusive and embracing changes rooted in our goal of advancing equity in our services and programs. We will continue to be nimble and remain a trusted organization for our communities in Marin.

With the election results, we also have a change locally in representation on our Board of Supervisors for District 2, with the election of Brian Colbert, a current San Anselmo Council Member. We look forward to working with Supervisor Colbert when he begins his new role in January 2025.

I also want to raise awareness of two local initiatives that passed in support of libraries in Marin and Sonoma County:

**Measure P** (San Rafael) – Passed by 52% of the vote and enables the City of San Rafael to levy an annual special parcel tax to fund the construction of a new Albert Park main library and community center, estimated to generate \$6,370,000 annually for 30 years or until construction bonds are satisfied. This measure was brought forward by voters and will have an oversight committee comprised of San Rafael residents.

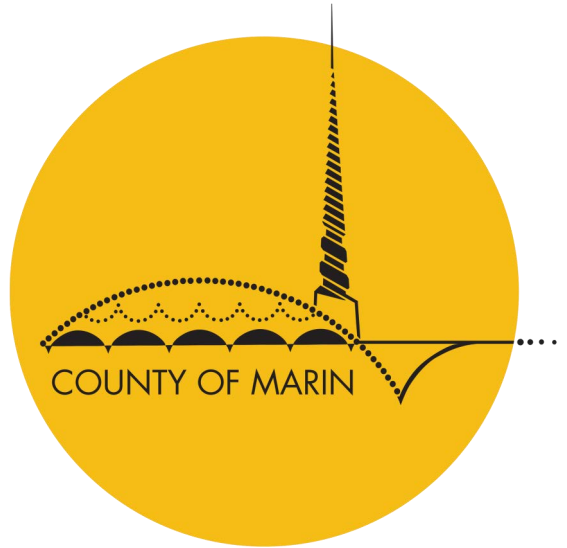
**Measure W** (Sonoma County) – Passed by 68.08% of the vote and was a renewal in perpetuity (or until ended by voters) of the existing sales tax. The measure brings in approximately \$18,000,000 annually and supports operations.

As a reminder, our own Measure B passed in November 2022 with 76.59% of the vote. We look forward to working closely with our partners in San Rafael and Sonoma County in the provision of excellent, collaborative, and innovative library services to our communities.

In community,

Lana Adlawan  
Director, County Library Services





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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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# **Strategic Plan Update – Racial Equity Alliance**

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# Strategic Plan Framework

## VISION

We believe in empowered and thriving communities built on diverse voices and perspectives. We believe in a just Marin that advances equity for communities of color.

## MISSION

We provide welcoming, equitable, and inclusive opportunities for everyone.

## ORGANIZATIONAL VALUES

*We work together to center anti-racism and equity.*

### Diversity

We actively celebrate diverse perspectives while promoting affirming environments that honor each individual’s unique history and lived experience.

### Respect

We recognize and center the inherent value in every individual and embrace our differences to foster belonging and connection.

### Adaptability

We respond to and evolve with changing community needs.

### Communication

We acknowledge, include, and uplift all community voices with transparency and accountability.

### Creativity

We challenge the routine, value the imagination of others, and infuse joy into our work.

## Our Commitment to Anti-Racism & Equity

### COMMUNITY POWER

We prioritize the voices of Marin’s diverse communities to guide civic engagement.

### JOYFUL LEARNING

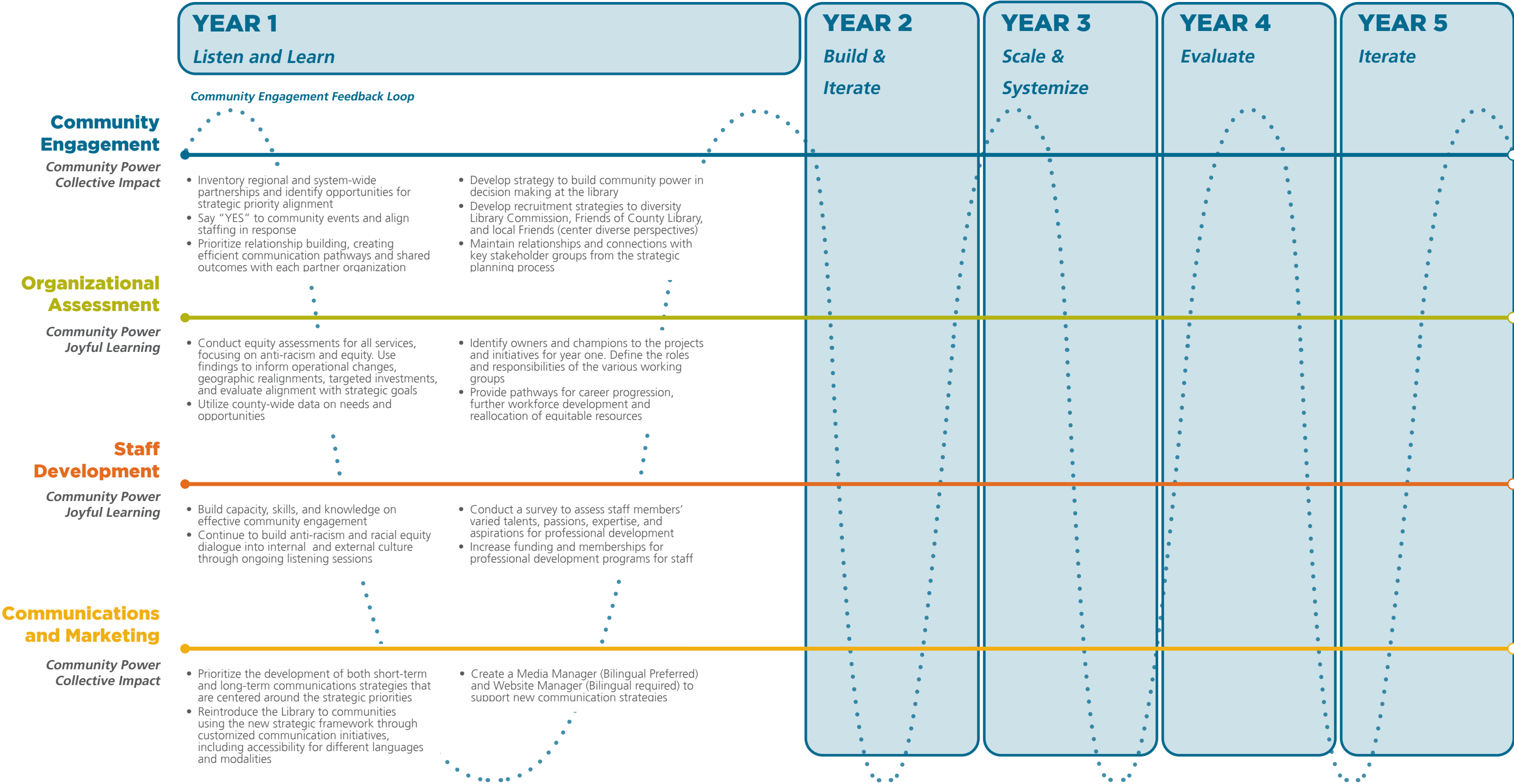
We provide joyful and inclusive learning experiences for everyone.

### COLLECTIVE IMPACT

We cultivate trust and center relationship building with partners to create positive changes in our communities.

# Planning for Systems Change

## Implementation Approach



# Be Present Role/Deliverables

Project Phase	Timeframe
Storytelling Campaign	May 2024 – September 2024
State of Anti-racism & Equity Assessment	July 2024 – January 2025
Strategic Implementation Support & Collective Engagement	May 2024 – May 2025
Culture & Organizational Change Management Support	September 2024 – September 2025

# MCFL ANTI-RACISM & EQUITY STRATEGIC PLAN

## Implementation Structure



## MARINet Board Meeting Agenda

Thursday, November 7, 2024

1600 Los Gamos, Suite #180 San Rafael CA 94903

9:30 – 11:00 a.m.

<b>I. Determination of a Quorum</b>	9:30 am
<b>II. Public Comment Period</b>	9:30
An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.	
<b>III. Business Topics</b>	
A. Approval of Minutes from Previous Meeting ( <i>Action</i> )	9:30
B. Board Resolution: Dominican Services Alignment ( <i>Action</i> )	9:30
C. FY25-26 Budget Plan ( <i>Discussion</i> )	9:40
D. MARINet One Year Plan – Update ( <i>Discussion</i> )	9:50
E. Board Task Forces Updates ( <i>Discussion</i> )	10:05
◦ Board Support (Duran, Kenton, Brenner)	
◦ Staffing Task Force (Adlawan)	
◦ Organizational Restructuring (Adlawan, Quffa, Hill)	
◦ Collection Development (Brenner, Frye, Adlawan)	
<b>IV. Standing Agenda Items</b>	
A. Commitment to Equity ( <i>Discussion</i> )	10:25
B. Systems Administrator Report ( <i>Discussion</i> )	10:35
C. Library Announcements ( <i>Discussion</i> )	10:45

*Minutes will be taken by MARINet*

MARINet 1600 Los Gamos Dr., Suite #190, San Rafael CA 94903 // <https://marinet.lib.ca.us>

Commonly Used Acronyms in minutes and agendas:

AMH	Automated Materials Handling machine
API	Application Programming Interface
BET	Belvedere Tiburon Library
BSWG	Bibliographic Standards Working Group
COM	College of Marin (Library)
CSWG	Children's Services Working Group
CWG	Circulation Working Group
DB or DBs	Databases, often used for all electronic resources online
DOF	Department of Finance (County of Marin)
DRWG	Digital Resources Working Group
DUC	Dominican University (Library)
FY	Fiscal Year (July 1 to June 30)
III	Innovative Interfaces Inc.,
ILS	Integrated Library System

IST or County IST	Marin County's Information Services and Technology Department
LRK	Larkspur Library
MCFL	Marin County Free Library
Munis	Marin County's financial system
MNet	MARINet
MVY	Mill Valley Library
RFID	Radio Frequency Identification
RFP	Request for Proposal
SAN	San Anselmo Library
SAU	Sausalito Library
SIP2	System Interchange Protocol
SRPL	San Rafael Public Library
Sys Admin	Systems Administrator
YSWG	Youth Services Working Group

Month	Annual Items
July	<ul style="list-style-type: none"> <li>◦ New Board Chair and Vice Chair (Chair rotation distributed)</li> <li>◦ New Executive Committee (Chair, VC + MCFL or Past Chair)</li> <li>◦ Review Board Alternates</li> <li>◦ New Annual Plan or Review of Current Three-Year Plan</li> </ul>
September	<ul style="list-style-type: none"> <li>◦ Board Resolution - Move Earmarked Budget Funds to Reserve Fund</li> </ul>
December	<ul style="list-style-type: none"> <li>◦ Board Annual Retreat</li> <li>◦ Sys Admin Annual Review (Closed Session)</li> </ul>
February	<ul style="list-style-type: none"> <li>◦ Board Resolution - Approve Cost Sharing Formula</li> <li>◦ Mid-Year Budget Review</li> <li>◦ DRWG Chair Proposed Digital Resource Budget Presentation</li> <li>◦ Next FY Draft Budget</li> </ul>
March	<ul style="list-style-type: none"> <li>◦ Board Resolution - Approve Budget</li> </ul>
May	<ul style="list-style-type: none"> <li>◦ Individually Share Budget Priorities/ Annual Plans</li> </ul>
June	<ul style="list-style-type: none"> <li>◦ Board Resolution - Designation of a Fiscal Agent</li> <li>◦ Chair Reflection</li> </ul>

Month	Upcoming Items
TBD	Collaborative Acquisitions
TBD	Hoopla Subscription/Records

# DRAFT MARINet Board Meeting Minutes

Thursday, September 5, 2024



**Meeting Held at:** 1600 Los Gamos, Suite #180 San Rafael, CA 94903

## **Present:**

Board Chair: Crystal Duran (Belvedere Tiburon)

Board: Sarah Frye (College of Marin), Amy Gilbert (Dominican), Damon Hill (Larkspur), Lana Adlawan (MCFL), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Riva Pollard (Sausalito)

MARINet Staff: Jessica Trenary

Guests: Sara Thorpe, League of Women Voters

Duran called the meeting to order at 9:33 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
  - A. Approval of Minutes from Previous Meeting (*Action*) – Duran notes a spelling error (Business Topic B. “remainder”) **With that change noted, Kenton moved to approve the August 1, 2024, meeting minutes, Amy seconded. Unanimously approved by a voice vote.**
  - B. Marin County League of Women Voters (*Discussion*) – Sara Thorpe, Volunteer with the League of Women Voters shared that the group has many non-partisan resources available and is working hard to partner with the libraries to get information out to voters. They have English and Spanish registration information, information about “restoring” voting after incarceration, and more. They are holding events at libraries in September and October both in person and on Zoom. Pat Beaupre Becker & Sara Thorpe, The Voter Education and Outreach Team, can be reached at [Outreach@Marinlwv.org](mailto:Outreach@Marinlwv.org).
  - C. CWG – Savings on Receipt (*Discussion*) – Libraries should contact MARINet to opt-in to showing “savings” on email and print receipts.
  - D. Hotspot Lending (*Discussion*) – If libraries will be applying for reimbursement/grants, they can contact Trenary to be put in touch with other libraries applying, so the staff can work together on the process.
  - E. Privacy Policy Draft (*Discussion*) – Trenary will work with Kenton, Brenner, and Adlawan on a draft for Board approval.
  - F. FY23-24 Financial Review Report (*Discussion*) – Trenary shared the current state of MARINet finances, noting that MARINet had earned exceptionally high interest rates last fiscal year, thanks to County Department of Finance.
  - G. FY25-26 Budget Plan (*Discussion*) – Trenary explained the proposal, which would split the MARINet budget into “core” and “elected” services, allowing the affiliate members,



College of Marin and Dominican University, to opt-out of elected services, CENIC, LINK+, Overdrive and online resources. The Board would like Trenary to bring back the proposal with specific definitions for “core” and “elected services.” They would also like more information about “special projects” and more thought around if those categories should be included in the annual budget, either as core or elected services, or if they should come from the reserve fund.

- H. Dominican Services Alignment (*Action*) – Trenary shared that the Executive Committee met with Dr. Lee, Dean of the Business School at Dominican University to discuss the services offered by MARINet and look at the current membership fees, as well as future membership fees in MARINet. The Executive Committee shared with Dr. Lee the benefits of the consortium, including a shared ILS, MARINet staff support, automated patron loads, resource sharing, visibility in the community, and advocacy/support. **No action taken at this time.**
- I. Audit Report (*Discussion*) – Trenary noted the annual audit is complete and available in the packet.
- J. Board Task Forces Updates (*Discussion*)
- Board Support (Duran, Kenton, Brenner) – The Annual Retreat is tentatively scheduled for Thursday, December 5<sup>th</sup> during the regularly scheduled meeting time. Eric Meade, Whole Mind Consulting, is tentatively scheduled to attend.
  - Staffing Task Force (Adlawan) – The open position at MARINet will be restructured from a Senior Librarian to a Technology Systems Specialist III (TSIII). MCFL will have an open TSSIII position and recruitment for both positions could happen simultaneously in September.
  - Organization Restructuring (Adlawan, Quffa, Hill, Gilbert) – Group worked on the FY25-26 Budget Plan proposal and the Commitment to Equity Plan.
  - Collection Development (Brenner, Frye, Adlawan) – Trenary collected names of selectors at each library to get more information about collection subject specialties and foreign languages purchases. As well as process for adding eBook records to the catalog. Trenary will work with DRWG on collecting information around digital spend.
- IV. Standing Agenda Items
- A. Equity - Commitment to Equity Plan (*Discussion*) – The Board provided feedback that the Org Restructuring Task Force plan might be too ambitious, and they would need more time to collect feedback from their staff. Duran is interested in Eric Meade possibly working with staff on moving this forward, either on a MARINet-wide level or hired directly by Belvedere Tiburon. Task Force will meet and discuss, with Board feedback in mind, in October.

- B. Systems Administrator Report (*Discussion*) – Trenary noted that the largest piece of the CENIC refresh project is completed and thanked Marin IT for their support. She highlighted the work around adding a locker and self-check at College of Marin, the continued closure of Corte Madera, the move of Downtown San Rafael, and the implementation of BiblioCommons Languages. She also noted Giao’s work in July coding many new online library card sign-ups.
- C. Library Announcements (*Discussion*)
- Kenton – Thanked Duran for hosting San Anselmo staff at the Belvedere Tiburon Library. San Anselmo has League of Women Voters program coming up on 10/11, [2024 Ballot Propositions: Pros and Cons](#). The library purchased voter guides in English and Spanish. They are seeing an uptick in patrons during the San Rafael Downtown Library closure.
  - Hill – Larkspur will be closed 09/06 for Staff Day. The new library site is moving forward with a shovel ceremony coming up at the end of October. They are seeing increased traffic from the Corte Madera Library closure.
  - Brenner – Amy Tan’s recent program was very successful. The library installed their privacy booth, but they are waiting for a few final details for public use. They have a policy around usage in place. They are actively working on purchasing a locker, which will be at the Mill Valley Community Center. They have a few exciting programs coming up - [Rewiring Politics, News, and Human Behavior: with Jack Brewster](#) on 09/13 and [Polling on the 2024 Presidential Election with Mark DiCamillo](#) on 11/01.
  - Gilbert – Dominican will be reconnecting to MARINet in mid-September, allowing public library patrons to place holds on Dominican materials. The library will also be opening to the public Monday – Friday again soon.
  - Pollard – The library is working with the city to restructure library staffing. Much work is being done to improve accessibility for children’s materials, making the library easier to navigate.
  - Frye – College of Marin enrollment is up. The library is down one staff member. The locker installation is nearly complete, and the self-check is working well. They are installing people counters soon. The school recently had a very well attended program, [Engaging Native American Perspectives Panel](#), which included members of the Coast Miwok and Southern Pomo Nations. [COMmon Read](#), a shared reading program, features the poetry of Ada Limón. Events will be held over the next 6 months culminating on [Thursday, March 13, 2025 from 5 – 8 PM with an author talk](#). They also have other exciting upcoming events:

## **DRAFT MARINet Board Meeting Minutes**

Thursday, September 5, 2024



- 09/25 [Does My Voice Count? Research Local Ballot Measures with the LWV](#) (League of Women Voters).
- 10/16 – 10/17 [Equity in Mental Health Symposium](#), which “continues the connections with ancestral wisdom, the power of nature, culturally responsive pedagogy, healing, and mental health to create a culture of community rooted in equity.”
- Adlawan – All MCFL locations will be closed tomorrow, 09/05 for All Staff Day. Corte Madera continues to be under construction and updates about the project are available on the [MCFL website](#).
- Duran – The library will be extending hours beginning in October, staying open until 8 pm on Monday – Thursday. Friday – Sunday hours will remain the same. They have added the [Library Speakers Consortium](#), for virtual events. The virtual events will be accessible to all patrons and might be of particular interest to home-bound patrons who cannot attend events in the library.

Duran adjourned the meeting at 11:26 a.m.

*Minutes respectfully submitted by Trenary*

## Board Resolution No. 002-2024

November 7, 2024

**WHEREAS**, Dominican University of California's Archbishop Alemany Library's MARINet membership dues for FY24-25 total \$76,536.46; and

**WHEREAS**, the MARINet Board proposes to reduce Dominican's FY24-25 membership dues by absorbing costs for unused services in FY23-24 of LINK+ in the amount of \$5,134.42 and the intra-MARINet delivery services in the amount of \$6,998.90; and

**WHEREAS**, the proposed reduction of \$12,133.32 represents a 16% decrease in the total invoice amount;

**THEREFORE, BE IT RESOLVED**, that the MARINet Board hereby approves the reduction of Dominican's invoice from \$76,536.46 to \$64,403.14; and

**BE IT FURTHER RESOLVED**, that reduction of Dominican's invoice shall be funded through salary savings realized from MARINet's understaffing without impacting the overall budget allocation; and

**BE IT FURTHER RESOLVED**, that MARINet will reissue Dominican's FY24-25 membership dues invoice to reflect the revised total of \$64,403.14 upon approval of this resolution by the Board.

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Belvedere Tiburon Library

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College of Marin Library

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Dominican University Library

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Larkspur Library

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Marin County Free Library

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Mill Valley Public Library

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San Anselmo Public Library

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San Rafael Public Library

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Sausalito Public Library

## Overview

Working with the Organizational Restructuring Task Force, Trenary recommends dividing future MARINet budgets, beginning in FY25-26, into two parts: “core services” and “elected services.”

All member libraries would share costs of “core services.” Affiliate members, Dominican and College of Marin, could choose to participate in each category of elected services. All MARINet services are considered “core services” unless they are specifically outlined as “elected services” below.

## Goals

Better alignment between services offered and costs for affiliate members. Public libraries would be free to add elected services or additional budget in those categories without affiliate members sharing the expense.

## Details

Affiliate members would have the option to subscribe to each of the elected services available – LINK+, Overdrive, and Online Resources. MARINet would assume affiliate members do **not** elect those services, unless otherwise notified.

<b>Core Services</b>	<b>Elected Services</b>
ILS & Discovery Catalog	1. CENIC (only available to public libraries)
MARINet Delivery	2. LINK+
MARINet Staff	3. Overdrive
Conferences & Training	4. Online Resources
Office & Library Supplies	
Special Projects (ex. AMH, text messaging)	

If elected, affiliate members would need to subscribe to the entire category. For instance, they wouldn't have the option to select individual online resources; they would either subscribe to all "online resources" or none.

## Elected Services Definitions

1. CENIC (only available to public libraries)  
Includes: Bandwidth bills, Outsourced networking support, network monitoring software, and SmartNet replacement equipment contracts.
2. LINK+  
Includes: Innovative contract, LINK+ specific delivery, LINK+ sorting, and LINK+ supplies.
3. Overdrive  
Includes: Access to Overdrive
4. Online Resources  
Includes: Access to Digital Resources

### Estimated Budget Impact

To give an *estimate* of the budget impact, the current year MNet FY24-25 budget is shown below using the proposed method of dividing services into “core” and “elected.”

#### MNet FY24-25 Membership

Library	FY24-25 NEW	FY24-25 Current	\$ Change	% Change
Belvedere-Tiburon	\$105,020	\$104,925	\$95	0.09%
College of Marin	\$43,812	\$60,535	(\$16,723)	-27.63%
Dominican	\$52,077	\$76,536	(\$24,460)	-31.96%
Larkspur	\$99,288	\$99,716	(\$427)	-0.43%
Marin County	\$1,022,633	\$1,005,510	\$17,123	1.70%
Mill Valley	\$170,560	\$166,883	\$3,676	2.20%
San Anselmo	\$111,032	\$111,251	(\$219)	-0.20%
San Rafael	\$346,138	\$342,511	\$3,627	1.06%
Sausalito	\$69,842	\$69,079	\$763	1.10%
Total	\$2,020,402	\$2,036,948	(\$16,546)	

There are a few **assumptions** to note in this version:

- Dominican and College of Marin do not choose any elected services. For continued access to The New York Times (Academic), the subscriptions would be transferred to College of Marin (\$7K) and Dominican (\$4,500)
- For LINK+, rather than a “tiered” system, costs are divided by libraries participating by cost sharing formula.
- This version assumes Dominican cancels LINK+ (\$5K)

NOTE: This is an example and would not change the current year FY24-25 budget. This is a proposal starting FY25-26.

# MARINet Staffing & Structure

Updated Oct 2024

Task	Responsible	Final Accountability	Budget	Progress	Start	End
<b>Board Support (Duran, Kenton, Brenner)</b>						
Write Draft Board Role Description ( include Chair, VC roles)	Kenton	Support TF	No impact	100%	Dec-23	May-24
Board Approval of Role Description	Board	Board	No impact	100%	Jan-23	May-24
Board Resolution to Approve Role Description	Board	Board	No impact	100%	Mar-23	May-24
Create Board "Buddy" Program	Brenner	Board	No impact	100%	Jan-23	Apr-24
Create Board Onboarding	Duran	Sys Admin	No impact	100%	Jan-24	May-24
Annual Retreat - Dec 2024	Support TF	Chair	Consultant \$	75%	Aug-24	Nov-24
Project Prioritization at Annual Retreat	Support TF	Board	Consultant \$	50%	Oct-24	Nov-24
Project Prioritization Quarterly ongoing	Sys Admin	Sys Admin	No impact	0%	Nov-24	Jan-24
<b>MARINet Staffing (Adlawan)</b>						
Board Evaluate Sys Admin annually	Complete	Adlawan	No impact	100%	Nov-23	Dec-23
Communication to MUC re:staffing	Complete	Chair (Adlawan)	No impact	100%	Dec-23	Jan-24
Review Sys Admin/Director Salary	Adlawan	County HR	Included in	100%	Dec-23	Mar-24
<del>Change Title from Sys Admin to MNet Director</del>	<del>Adlawan</del>	<del>County HR</del>	<del>FY24-25 budget</del>	<del>0%</del>	<del>Dec-23</del>	<del>Mar-24</del>
Hire Sys Admin	Staffing TF	Board, County HR	No impact	100%	Feb-24	Aug-24
Determine County Job/Class for "Technical & Training Specialist" (Board direction: TSSIII)	Staffing TF	County HR	Included in FY24-25 budget	100%	Feb-24	Aug-24
Possible Union Change from MCMEA to MAPE	Staffing TF	County HR	No impact	100%	Dec-23	Sep-24
Create Plan and Phase Out of Outsourced Support	Staffing TF	Sys Admin	No impact	80%	Feb-24	Sep-24
Hire TSSIII	Sys Admin	County HR	No impact	25%	Aug-24	Nov-24
TrainTSSIII Staff	Sys Admin, County HR	Sys Admin, County HR	No impact	0%	Oct-24	Jan-25
TSSIII Staff implement ticket system	T&T Staff	Sys Admin	Possible budget impact	0%	Jan-25	
TSSIII implement FAQ/Training	T&T Staff	Sys Admin	Possible budget impact	0%	Jan-25	
Portal with help from working groups				0%	Jan-25	
Develop Contingency Plan for Vacant Positions	Staffing TF	Board	No impact	0%	Jan-25	
Create Annual Report ("Business Case")	Staffing TF	Sys Admin	No impact	0%	Sep-24	Nov-24
<b>Organization Restructure (Adlawan, Quffa, Hill)</b>						
Rewrite "Unanimous Vote" for Budget Changes	Complete	Sys Admin	No impact	100%	Oct-23	Nov-23
Board and Working Group Meeting Streamlined	Sys Admin	Sys Admin	No impact	100%	Dec-23	Feb-24
Develop Process for Adding Board Agenda Items						
Report back to Board and incorporate: Strategy for adding agenda Item; process in place to add in line with purpose; Suggestions to	Org TF	Board	No impact			
Exec Comm with info + PP				100%	Jan-24	Mar-24
"Equity" Defined	Org TF	Board	No impact	100%	Mar-24	Aug-24
Vote to approve new budget "core" & "elected" services	Board	Board	budget impact	80%	Aug-24	Nov-24
Equity Discussion Revised	Org TF	Board	No impact	50%	Aug-24	Nov-24
Track Additional Support by County in Ticket System	T&T Staff	Sys Admin	Possible budget impact	0%	Jul-24	Sep-24
Sign new contracts with Academic members (needed?)	Org TF	Board	Possible budget impact	TBD		
Develop new CSF (cost sharing formula)	Org TF	Board	Possible budget impact	TBD		
<b>Collections Management (Brenner, Frye, Adlawan)</b>						
Establish and Implement Shared Conventions	Collections TF	Board	Possible local budget impact	0%	May-24	Oct-24
Develop Purchasing Guidelines	Collection TF	Board	Possible local budget impact	0%	Aug-24	Nov-24
Examine Overdrive Collection - Recommendations	Collection TF	Board	Possible local budget impact	0%	Aug-24	Nov-24
Explore public libraries jointly "rent" popular titles	Collection TF	Board	Budget impact	0%		
Position Opens at MARINet	TBD - NO date now	Board	Budget impact	TBD	TBD - NO date now	
Hire Digital Collections Manager		Sys Admin, County HR		TBD		

## MARINet Services by Staff Member Responsible

Service Area
Systems
Delivery
Resource Sharing
Additional Services
Committees/Governance
Internal Services

STAFF RESPONSIBLE	
Systems Administrator	S
Technology System Specialist III (TSSIII)	T
Library Technical Assistant II	L

Systems Services	Description	Responsible
<b>Shared Catalog</b>		
Sierra ILS	Access to 1M items - books, music, DVDs and other physical material in the shared library services platform	S, T
Desktop Sierra & WebSierra	Staff access to ILS	S, T
Sierra	Load Profiles, SQL scripts, Loan Rules, Template creation/updating	T
Sierra	Account Creation, location codes, item types, patron records, clean up. Running notices	L
Sierra	Acquisitions support, including the link between Sierra and MUNIS	T
BiblioCommons Discovery	Enhanced user experience for a positive, convenient way for patrons to discover materials in English and Spanish	S
BiblioCommons App	Software Licenses, high level configuration Apple and Google Play Apps	S
BiblioCommons App	Update Library Hours	L
Catalog Enrichment	Access to Novelist Select, a database of enriched bibliographic information	S
Catalog Enrichment	Syndetic Solutions, a database of enriched bibliographic information, including jacket art images	S
<b>CENIC Network</b>		
CENIC Network	Maintain a central data center	T
CENIC Network	Maintain a network to each public library location	T
CENIC Network	At each location: apply for and maintain CENIC, eRate discounts	T
CENIC Network	At each location: purchase, configure, maintain wireless access to public network	T
CENIC Network	At each location: purchase, configure, maintain routers ,switches, other hardware, software, warranties, security, as well as all monitoring and troubleshooting.	T
<b>Other Centralized Services</b>		
Website HTML, SSL Certification, Domain Registration	marinet.info,marinet.lib.ca.us	S
Intranet	Thurston - For committees, tech support, and general information	S,L
Training	Training provided by staff, or coordinated by staff (e.g. training from vendor for service, Decision Center/Innovative)	T
Planning	System wide new project planning and research	S
Planning	System wide project implementation and management	S,T
Vendors	Vendor relationships	S
Library Card Applications	Quipu Form management	S
Library Card Applications	Patron situs	L
INN-REACH	LINK+ Service connection, complex troubleshooting	T
INN-REACH	LINK+ create codes, basic troubleshooting	L
<b>Peripherals, Hardware, Software at Libraries</b>		
Onsite Peripherals/Hardware/Software	Self-checks - authentication and coordination of licenses	S
Onsite Peripherals/Hardware/Software	RFID pad configuration, installation (working with Library IT)	S

Delivery Service	Description	
Delivery Services	Baseline delivery service for City and Academic Libraries; Saturday delivery service for Larkspur, Mill Valley	S
Delivery Services	Contract negotiations, new RFP as needed	S
Delivery Services	Centralized materials sorting (outsourced to MCFL)	S
INN-REACH	LINK+ delivery management	L



## MARINet Services by Staff Member Responsible

Service Area
Systems
Delivery
Resource Sharing
Additional Services
Committees/Governance
Internal Services

STAFF RESPONSIBLE
Systems Administrator S
Technology System Specialist III (TSSIII) T
Library Technical Assistant II L

Resource Sharing Services	Description	Responsible
Databases and Shared eResources	Authentication for library resources, non-MARINet	S
Databases and Shared eResources	Bi-monthly Overdrive purchasing	S, L
Databases and Shared eResources	Collection of almost 100K Overdrive eBooks and eAudio, magazines and comics	S
Databases and Shared eResources	Monthly Statistics gathering	L
Databases and Shared eResources	Other eBooks platforms (O'Reilly, Palace)	S
Databases and Shared eResources	Shared databases (about 25), each with troubleshooting, contracts, and authentication	S

Additional Services	Description	Responsible
Patron Feedback	Forms for patron help; patrons contacted or directed to home library	S
Member specific modifications	Modifications to a technical process, reflecting the need for specific branch or jurisdictions. (waiving fees, RFID, loan rules, etc.)	T
Collection HQ data load	Weekly uploads of data	L
Student Cards	Train libraries, duplicate check, load student cards	T
Academic Patron Loads	Automatically load COM and DUC patrons records	T
Data Clean-up	Constant, fastidious monitoring of new patron and Bib/items records	L
Projects	BiblioCommons Self-Check, Change Discovery, Add Text Messaging, Board RFP for Org Structure, etc.	S
Lists Server	Network security, hacking, etc.	T
Lists Server	Server hardware and software for Lists (Currently LINUX!)	T
Lists Server	Scripts - popular titles with holds, patron expiration emails, duplicate patron script, etc.	T

Committees / Governance	Description	Responsible
Governance	Accounting, Invoice Payment, Vendor Addresses	S
Governance	Board Support, Agenda, Meetings, Notes	S
Governance	Budget creation, monitoring, Cost Sharing Formula	S
Governance	Bibliographic Standards Working Group	T
Governance	Circulation Working Group	S
Governance	Digital Resources Working Group	S
Governance	Youth Services Working Group	S
Professional Development	Attending conferences, training	S,T,L

Internal Services	Description	Responsible
Accounting	Collect, print, Pay invoices	L
Accounting	Daily BoA transfers of fine collection, fines tracking, member invoice creation	L
Accounting	Review, sign off on invoices	S
Audit	Work with audits to pull docs, write explanations	S, L
HR, Payroll	Work with County HR, approve leave/timesheets	S
Internal IT	File server, monitor and back ups, replacement	T
Internal IT	Purchase computers, PC set-up, troubleshooting	T
Staff Development	Goal setting, yearly reviews, etc.	S

## Systems Admin Report – Oct & Nov 2024

### Current Projects

1. **CENIC –**
  - **Refresh Project** - Prioritized MCFL equipment upgrades because of a phone issue. Installed new equipment at South Novato, Marin City, Inverness, Point Reyes, Stinson Beach and Bolinas. Remaining MCFL branches are scheduled for 11/01. Will finish upgrading MCFL branches and then start city libraries. All equipment installation needs to be completed by 12/31/24.
  - **Project Report** – Requested an extension on final project report to 12/31 to finish equipment installation. Pending approval by CA State Library.
  - **Planning** – Met with Computer Courage to discuss long-term CENIC plans for Larkspur
  - **Additional Grant** – MARINet is eligible to receive a new upgraded router (Juniper ACX7024) through a CENIC grant from the California State Library. The equipment is approx. \$30K. The first five years' maintenance cost is covered by the grant. Starting July 1, 2029, the annual maintenance cost will be approximately \$2,000 per year for the following 3-5 years, which includes equipment replacement, software updates, and technical support. Trenary is coordinating with CENIC on the installation.
2. **Technology Systems Specialist III (TSIII) open position** – Worked with County HR to write job description and minimum qualification questions. Created a list of websites for County HR to promote the job. Promoted job on Sierra Listserv, Linked-In, Code4Lib, Levels, Berkeley iSchool Career Center and Handshake (COM, DUC, SF State, more). Worked with County HR to write “round 1” interview questions.
3. **Digital Resources & SSL Certificate** – Set up Brainfuse (VetNow, JobsNow and CollegeNow) and Lingopie for a DRWG trial. Renewed MARINet's SSL certificate early to accommodate adding MCFL's new subscription to My China Roots. Additional annual cost of \$1,300.
4. **Lockers at College of Marin** – Created codes for COM's Indian Valley locker. Installation pending.
5. **Temporary SRPL Library** – Connie and Giao rerouted high holds while SRPL was closed. Worked with Marin IT, Xantrion, and San Rafael IT to ensure Sierra and RFID pads were correctly configured at the new branch. Updated messaging, holds notices, branch addresses, hours, etc. Met with SRPL staff to streamline item check in at new location. Updated 50K+ items records to be suppressed. Updated 20K+ Bib records (sr only copy) to be suppressed. Continue to suppress Bibs with only SRPL holdings.
6. **Corte Madera Closure/Opening** – Connie and Giao rerouted high holds titles while CMA was closed. Coordinated with BiblioCommons to begin displaying CMA records and pick-up location again. Added them back to the TPP to fill holds again. Updated hours, days closed, etc.
7. **Dominican Opening** – Coordinated with delivery, BiblioCommons, and Dominican postponing opening and then opening Dominican's collection to the public. Updated loan rules, to make DUC items holdable again, updated the TPP and other system tables.
8. **MNet Trainings** – McMahon held four more trainings on patron records, advanced circulation, and Create Lists in September and two trainings, Create Lists and Decision Center, in October.
9. **Audit** – Continued work pulling documents for the auditor from O'Connor & Company. Met with auditor on 10/29 to answer questions and pull documentation.

## Systems Admin Report – Oct & Nov 2024

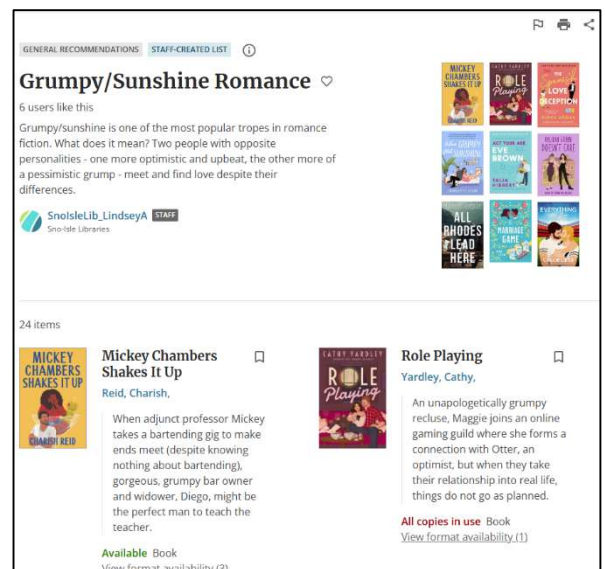
10. **Patron Records Update** – Updated 30 patron records fields, changing 100K patron records. Simplifying coding patron records to reduce staff errors and improve ease of use for Circ Staff. Updated accompanying documentation. Updated 94 PType 2 'Staff' records for individuals who no longer work at the library. Updated PType 0 to “Adult & Teen” and updating age to 13 & older. Aligned libraries policy to issue cards without parent/guardian to Ptype 0.
11. **County Email Addresses** – Proactively updated email addresses in 400+ patron records for County of Marin employees with @marincounty.org. Renewed cards for any existing Marin County employees. Added message asking for updated email to records for employees not listed on the County intranet.
12. **Circulation Working Group (10/10/24)** – The group met in person for the first time in many years. With lunch and networking before the meeting. Great turnout – 16 staff members! Really enjoyable meeting with lots of connections. Finalized the PType changes for November 1st.
13. **Bib Standards Working Group (10/24/24)** – Breakfast in person. Discussions focused on Library of Things records, magazine Bib records and moving away from volume records.
14. **Digital Resources Working Group (10/29/24)** – Only Larkspur and San Anselmo filled out the 5-question trial evaluation for Brainfuse and Lingopie, thus the discussion of adding these resources was tabled until January meeting. MARINet is going to explore Cost Per Circulation (CPC) model, now that Overdrive can bill different accounts (MCFL/Spanish versus MARINet for high holds) for CPC. Per DRWG, MARINet will not weed titles with many holds that are no longer for purchase.
15. **Youth Services Working Group (11/06/24)** – Info in next Sys Admin report.

16. **Conference: BiblioCon (10/09 – 10/11)** – Attended parts of the three-day virtual conference. Biggest take aways:

- New Lists page look coming soon ----->
- Home page refresh in progress
- New diverse awards featured on Awards List
- BiblioCommons Analytics updates

17. **California AI Group - ILS/Database Vendors Group** – Working with Michael Meth, University Library Dean, San José State University & Kerri Arroyo, City of Inglewood Library Director, to contact vendors about their use of AI.

18. **Attended CA State Library program, “Legal and Social Implications of Generative AI”** with UC Davis Law Professor



- Copyright Lawsuits Fair Use? New York Times is suing Open AI/Microsoft for using their work as training data

## Systems Admin Report – Oct & Nov 2024

- Privacy Concerns – All online data, including personal information. Examples, CVs uploaded to job sites. Google rewrote its terms of service, can now use your data to train. Regulated by states, CA has taken the lead in protecting Consumer Protection.
- Job Threats – AI threats are projected to unequally affect women and Black workers (see slide)

**FYI -- School Card Projects CA SB321** – Students should be “issued a student success card by 3rd grade, and ensure, on or before January 1, 2026.” MARINet has developed and provided a workflow for libraries. Individual projects should be considered in the project prioritization at the MNet Board Annual Retreat.

### Generative AI Can Threaten Jobs

- Job displacement may amplify existing inequalities
  - In high-income nations, generative AI is predicted to automate 7.8% of women's occupations and 2.9% of men's occupations (International Labor Organization, 2023)
  - 24% of Black workers are employed in jobs with a greater than 75% chance of automation, compared with 20% of White workers (McKinsey, 2023)



## System Updates

### Innovative/Sierra

- New customer ticket portal required updating all MARINet "After Hours" documentation. Because the ticketing system is now so arduous, staff should call Innovative for System Down help.
- INN-Reach/LINK+ - Innovative continues to make progress updating all INN-Reach systems to Vega.

### CENIC

- Outages
  - 10/15/24 – All Comcast libraries - Comcast accidentally cut a fiber line in the Los Gatos area. The outage affected many business customers. CENIC was down from approx. 6 - 9:30 am.
  - 10/21/24 – Fairfax only – Internal power issue from 8:30 – 9:45 am. MCFL IT resolved.
  - 10/23/24 – Point Reyes only – MARINet equipment needed to be physically restarted. Channing (MCFL) was able to diagnosis and restart the equipment. Outage from 10/23 (library closed) to 10/24 at 10 am.

### BiblioCommons

- App - Google Play Developer Account Verification (in progress) - If MARINet doesn't “verify” our organization by Dec 12, 2024, the MARINet app will be removed from Google Play. We can request an extension. Verification is arduous, especially for an organization like MARINet without an EIN, lease, government license, etc.
- Outages
  - 10/22/24 – Catalog and app down from 11 am – 12:45 pm
  - 10/22/24 – Log-in issues with BiblioCommons username for a small number of users (fixed)

- Trenary, Sys Admin 11/01/24