

MARIN COUNTY FREE LIBRARY COMMISSION



Gabriella Calicchio

Interim Director of County Library
Services

MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda
Wednesday, September 8, 2021
4:00 PM

Meeting will be held remotely

Library Commission

3501 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
Fax: 415.473.3726
CRS Dial 711
www.marinlibrary.org

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

Join Zoom Meeting

<https://us06web.zoom.us/j/81569168859?pwd=a1pkNms4VzF1aU1iaVRDS1k4SUowZz09>

Meeting ID: 815 6916 8859

Passcode: 471497

One tap mobile

+12532158782,,81569168859#,,,,*471497# US (Tacoma)

+13462487799,,81569168859#,,,,*471497# 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)

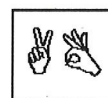
+1 646 558 8656 US (New York)

Meeting ID: 815 6916 8859

Passcode: 471497

Find your local number: <https://us06web.zoom.us/j/kcGmqrw40x>

"Autumn is a second spring when every leaf is a flower."
~Albert Camus



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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.

	<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of August Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business	Ream	Information
	a. Public and Private Sector Grant Opportunities for Libraries	Ream	Information
	8. New Business	Ream	Information
	a. Budget/Facilities/Measure A	Walker/Hill/ Galiani	Information
	b. Fairfax Branch/ Children's Services Committee	Miles/Little Taylor	Information
	9. President's Report for August	Ream	Information
	10. Director's Report for August	Adlawan	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

Numbered List of attachments:

4. Minutes for August 11, 2021
- 8a. Revenue Sources & Facilities Expenditures (Sources and Uses)
- b. Measure A Capital Projects Summary and Back-up
- c. Five Year Projection with Measure A
- d. Five Year Projection without Measure A
- e. New Measure A Budget Structure
11. Library Director's Report for August

Unnumbered Attachments:

MARINet Board minutes of July 29, 2021, held at MCFL Tech Services, 1600 Los Gatos Dr., Suite 180, San Rafael CA

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www.marinlibrary.org

Brown Act:

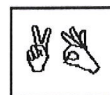
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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

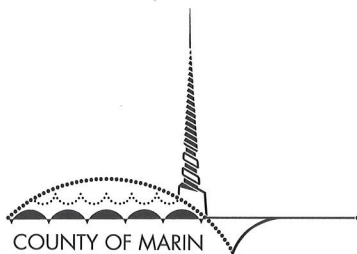
Meeting Locations

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 COMMISSION



MARIN COUNTY FREE LIBRARY

Virtual Meeting

--PROPOSED MINUTES--

Wednesday, August 11, 2021

Gabriella Calicchio

Interim Director of County Library
Services

Library Commission

3501 Civic Center Drive
Suite 414
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Phone: 415.473.3220
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- (1) **CALL TO ORDER**
Commissioner Kaplan called the meeting to order at 4:00 PM

- (2) **ROLL CALL**
Present
John MacLeod Ann Kaplan
Barbara Schoen Ali Iqbal
Loretta Farley Nick Javaras

Absent with Notification

Sue Ream Margaret Kathrein
Linda Ward Sally Hauser

Also Present

Gabriella Calicchio, Interim Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Raemona Little Taylor, Deputy Director of County Library Services
Eva Patterson, Civic Center Branch Manager
Diana Miranda, South Novato Branch Manager
Kathy Guruwaya, Administrative Assistant II
Ginny Schultz, Member Marin County Free Library Foundation

Let us remember: One book, one pen, one child, and one teacher can
change the world. ~ Malala Yousafzai

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

- (7) OLD BUSINESS – none
- (8) NEW BUSINESS
 - a. Equity Alliance with Chantel Walker and Eva Patterson

Cultivating Equity and Inclusion at MCFL



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M C MARIN COUNTY
F L FREE LIBRARY
MY CHOICE FOR LEISURE LEARNING LIVING

Equity Operating Structures Agenda

M C MARIN COUNTY
F L FREE LIBRARY
MY CHOICE FOR LEISURE LEARNING LIVING

1. Equity Alliance
2. Mission-Driven
Programming Framework
and Resources
3. READMarin

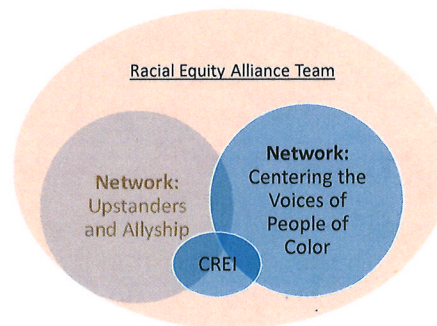


Expanding Equity, Diversity & Inclusion

- **Racial Equity Alliance Team**
 - **Networks**
 - Centering the Voices
 - Upstanders and Allyship
 - **Cultivating Racial Equity and Inclusion**

MCFL Racial Equity Alliance

Join Us ! (Brief Video)



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Slide 3

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Leading with an Equity Lens

CULTIVATING EQUITY IS CENTRAL TO THE MCFL MISSION AND THE DELIVERY LIBRARY SERVICES.

MCFL Mission

We provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore

MCFL Internal Equity Alliance Vision

MCFL is a successful library system where full inclusion and racial equity are inherent in all that we are and do.

PROGRAMS

Fine-free + Educational Equity + WebStarsXR + Statewide Convener for Cultivating Racial Equity Among Library Staffs+ Concisions Kids Book Kits: Talking About Race + POP Up Library at Northgate + Spanish Service Team + Census 2020 Outreach + Learning Bus Mobile Preschool+ Immigration Services Certification and Information + Free Park Passes + Reading On the Ranches + Adult Literacy + Racial Equity Film and Book Club Series + Library Services for incarcerated youth and adults + WIFI Hotspot Distribution + Book Bistro + Racial Equity Newsletter Element + Equity Reviews for Collection

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Slide 4

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Following Thru on Equity, Diversity & Inclusion



MISSION-DRIVEN PROGRAMMING @ MCFL

Ad Hoc Committee on Mission-Driven Program Design, Development and Assessment was created to :

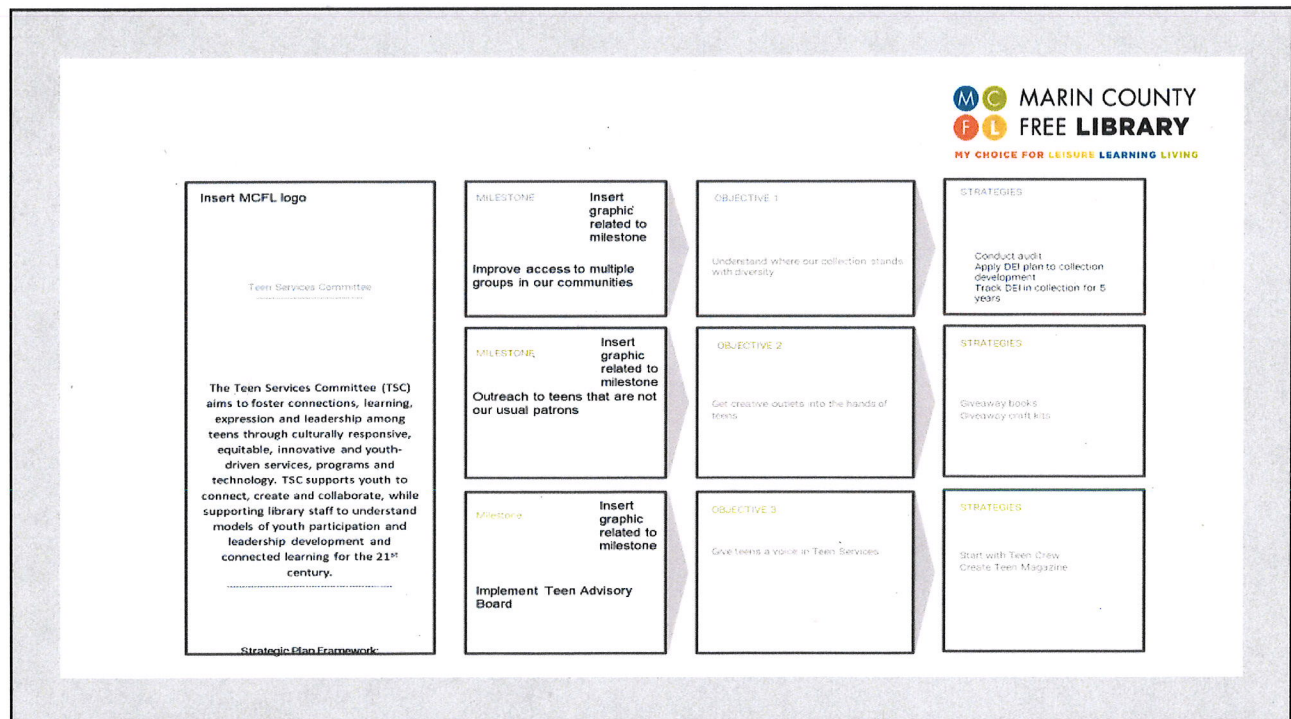
- **guide** the development of tools and processes to
- effectively **support cultivating equity** in library services by
- **assessing** how our public programs and learning opportunities support
- **fulfilling our Mission.**

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VIDEO CLIP

Slide 5

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Anne T. Kent California Room
Mission-Driven Programming Proposal

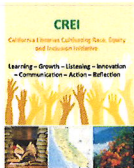


Series of six virtual programs which highlight Marin's diversity, and which also serve as a touchstone to engage and educate people of all backgrounds and cultures. As we learn more about Marin's rich history and cultural diversity, we appreciate the many hidden layers of history which surround us, and we become better citizens and gain a greater appreciation of the cultural differences at the heart of our shared national and local identity.

Proposed Topics:

1. History of Chinese Immigrants to Marin's China Camp (Speaker: John Martini or docent from China Camp)
2. History of Immigrant Ranchers at Pt. Reyes (Speaker: Dewey Livingston)
3. History of African-American pioneers in Marin City (Speaker: African American expert; + Marilyn Geary?)
4. Chief Marin (Speaker: Betty Goerke + Native American rep from Graton Rancheria – Lorelle Ross)
5. Azorean-Portuguese Dairy Ranchers of Southern Marin (Mike Moyle)
6. Experiences of Second Generation Latino Immigrants to Marin (Panel discussion)
7. Film Screening: *A Suitcase Full of Dreams: Stories of Three Families from Valle Maggia who emigrated to California from 1850-1920*. By Gabriele and Patrizia Maccarinelli. (Includes contributions from Dewey Livingston, Marilyn Geary & Laurie Thompson).

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Cultivating Racial Equity and Inclusion @ MCFL
Support Our System and Moving Our Profession Forward

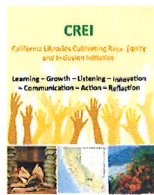


Cultivating Racial Equity and Inclusion Initiative
CREI

Catalyze a statewide network of libraries and library staff committed to racial equity and inclusion for all

- We learn together and share information;
- Deepen our organizational conversations; and,
- Take actions to grow racial equity in library service delivery and the communities that we serve.

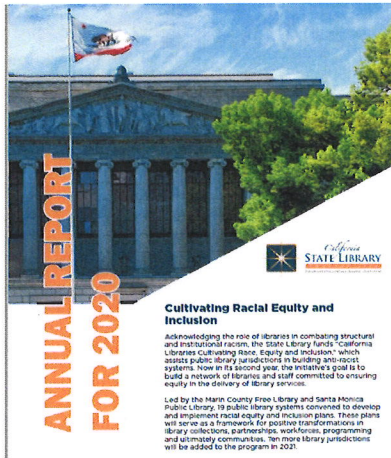
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Cultivating Racial Equity and Inclusion @ MCFL Support Our System and Moving Our Profession Forward



CREI Initiative STATEWIDE// @MCFL is within the Equity Alliance



FRAMEWORK

- ❖ Core Team (MCFL Team: Eva; Clara; Jose; Iris)
- ❖ Skills Building Sessions
- ❖ Support and Information Sharing
- ❖ Reimbursement to Support Participation
- ❖ Analysis Tools and Strategies
- ❖ Plan Development
- ❖ Plan Implementation

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Marin County Free Library – READMarin Racial Equity Plan




1. Workplan specific desired result (change in the community) #1: . Our collection will reflect the racial make-up of the greater Bay Area.

Community Indicator	Outcomes and Actions	Timeline	Accountability	Performance Measure	Progress report
<ul style="list-style-type: none"> Number of new patrons who visit the library MCFL has materials that accurately reflect my culture 	Diversify the collection: <ol style="list-style-type: none"> 1) Study demographics to determine racial make-up of Bay Area 2) Utilize Orangeboy MarketWatch data 3) Conduct mini-audits to determine diversity already in collection 4) Add diversity across collections 5) Apply Results Based Accountability Framework 	<ol style="list-style-type: none"> 1) Done in CREI 2) After training – on-going 3) Audit by 12/2020 4) On-going 5) After training 	Collection Development Team, Teen Committee, Equity Alliance, CREI Team	100% of Teen Fiction Audited, Diversity added across 100% of collections, Increased sense of belonging, POC patrons empowered, Broader acceptance of POC by white community	Teen FIC audit- completed 12/2020 Decision for selectors to add diversity categories to z record- 6/2021 Seeking funding for B&T DEI Tool- 8/2021

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Marin County Free Library – READMarin Racial Equity Plan



2. Workplan specific desired result #2: Our collection will reflect the languages spoken in Marin County					
Community Indicator	Outcomes and Actions	Timeline	Accountability	Performance Measure	Progress report
<ul style="list-style-type: none"> • Circulation data and requests for materials • MCFL has a collection that patrons can easily find items that reflect their language 	<p>Collect in languages other than English and Spanish:</p> <ol style="list-style-type: none"> 1) Study data to determine languages spoken in Marin 2) Utilize Orangeboy MarketWatch data 3) Make connections with SFPL and SJPL to find out how they do this 4) Community and other MARINet partnerships to determine need 5) Add languages to the collection 	<ol style="list-style-type: none"> 1) Done in CREI 2) After training – on-going 3) Beginning of 2021 4) Upon branches reopening 5) After Step #3 & #4 	<p>Collection Development Team, Public Service Staff, Equity Alliance, CREI Team</p>	<p>Addition of 100% of languages spoken in Marin, Ensure the percent of materials in other languages reflect the percent of those languages spoken in the County, Sense of belonging/ ownership, Non-English speakers empowered</p>	<p>Small collection of non-English language children's books</p>

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Thank You



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b. South Novato with Diana Miranda

South Novato Library

Ezra Herdocia LAII ~ Kat Dietrich LAI~
Sara Bolduc Makerspace~
Diana Miranda LI

Since we have been open.....

Roughly **2366** visits

750 paged items

144 bins of delivery processed

3,117 holds processed and to pick up at SNO

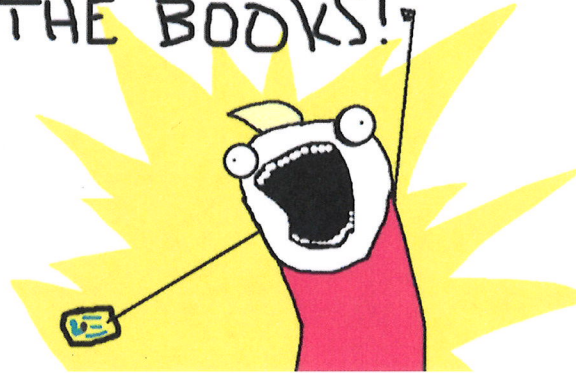
21 Book Bundle Orders which is about **630** children's books requested by patrons

June Circulation: **5,823** items & 4th highest circ for MCFL

July Circulation: **6,536** items & the 5th highest circ for MCFL

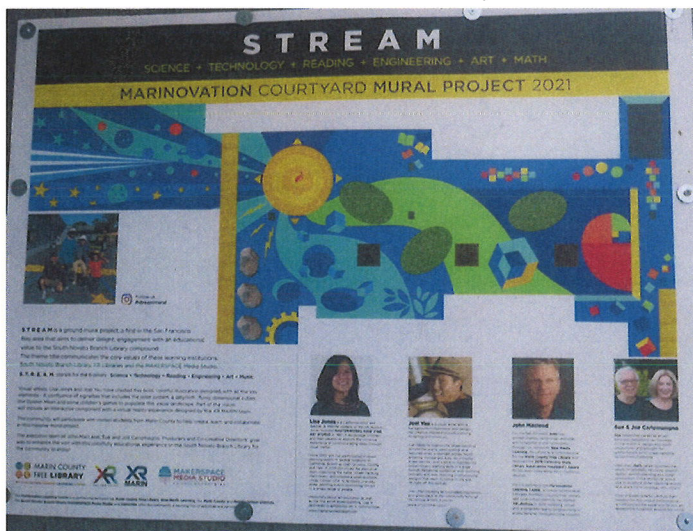
Lots of grateful and happy patrons!!

**CHECK OUT ALL
THE BOOKS!**



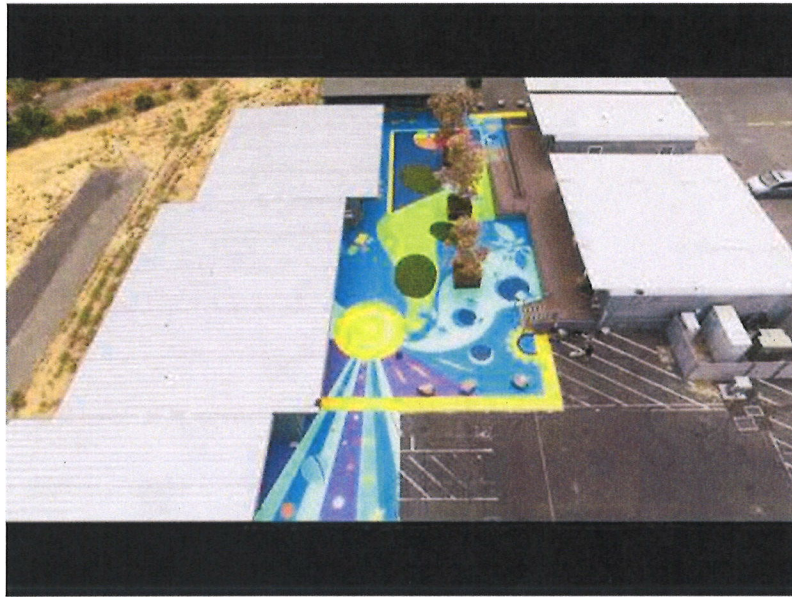
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Marinovation Courtyard Mural



**Thank you
John MacLeod!**

4



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Educational Equity

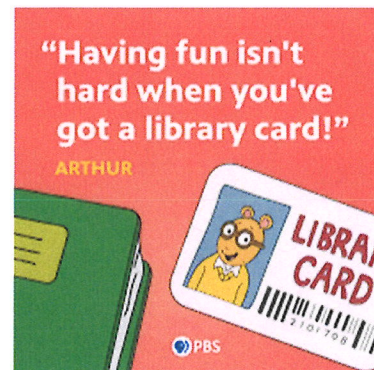
600 books given out in the last two months

Reading Buddies

NUSD Newcommer Students

Mini Library at Ignacio Pines Apartments

Camp University Summer School



6

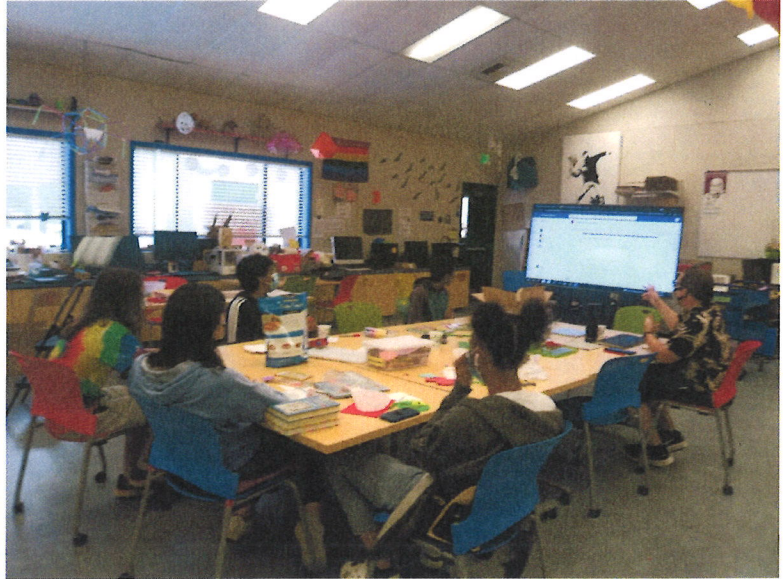
WebStars

5 new hires

Explora Story Grant

Tech Support at the branch

Teen Civic Engagement



7

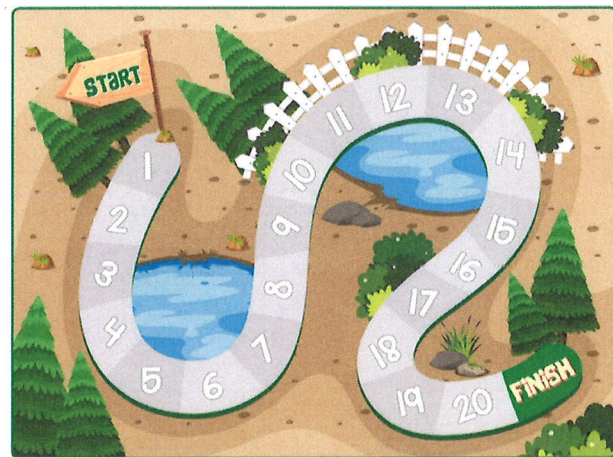
Summer Learning

96 STEAM kits for Loma Verde Elementary 2nd Graders



TALES to TRAILS
Summer Challenge

Name/Nombre: _____



8



2,460
Teen and Children's Summer
Reading Craft Kits



9



SNO
Summer Learning
Giveaway 7/15/21



10



First 5 Marin and MCFL gave out
200 Backpacks
 to the
 South Novato Community

- North Bay Children's Center
- Summer Learning Public Event
- Hamilton Elementary K classes
- Loma Verde Elementary TK/K classes

11

Extra Hire Superstars!

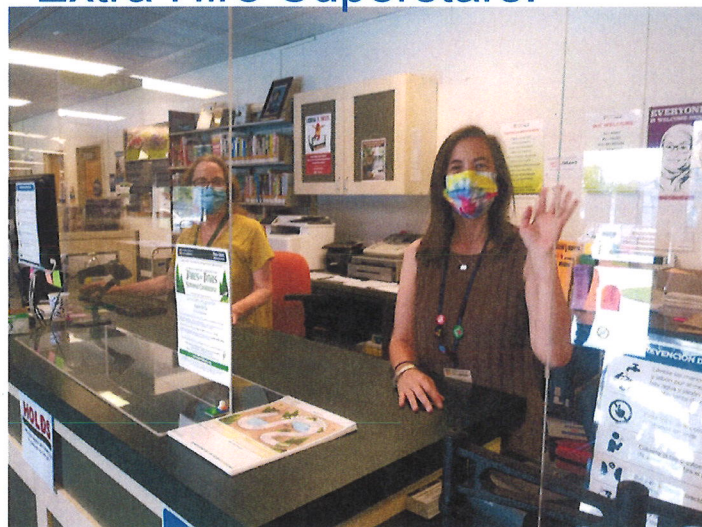
Mary
Eastman

Anne
McCamman

Elsa Tomayo

Judy Morris

Jermaine
Slaughter



12

After a brief question and answer period, Commissioner Kaplan thanked Chantel, Eva, and Diana for their reports.

- c. The updated 2021-2022 Commission Meeting Schedule was passed.
M/S Schoen/Javaras; Ayes: 5 Nays: 0.

(9) PRESIDENT'S REPORT FOR JUNE/JULY

- a. Honoring Diane Rosenberger's Legacy in Libraries and Marin – Ann reported on Diane Rosenberg's passing and the obituary sent to the Commissioners. Commissioner Schoen commented on what an amazing woman Diane was and some of the long-term projects she was involved with. She left a wonderful legacy. Today's meeting will be adjourned in her honor.
- b. Public and Private Sector Grant Opportunities for Libraries – Ann read the two following statements from Commissioners Kathrein and Hauser supporting the In n Out Burger grant program.

Commissioner Kathrein: I would like to share my thoughts concerning opportunities and incentives for the Marin County Library summer reading program. I believe this is item 9b on the agenda. Unfortunately, I will not be able to attend the meeting.

I believe incentives and small prizes are important for summer reading. In my experience, trinkets and prizes are part of the fun. My children enjoyed the challenges, keeping track of books they'd read, and earning prizes. Free A's baseball tickets were always a favorite. The Oakland library currently offers free books, as well as entrance to Fairyland, Chabot space center, the Zoo, and a drawing for a ukulele or Nintendo.

At one of our recent LC meetings, a program offered at In-And-Out Burger was presented, with a free hamburger as a prize for reading. It sounds like a grand idea to me, to pick up a burger on the way home from the library. Research on this subject seems to me to be inconclusive as to the benefits of incentives and rewards. I personally believe the rewards offer a positive motivation for children. I would like the In-And-Out program to offered in Marin, at least on a trial basis. Thank you for considering my thoughts.

Commissioner Hauser: Despite my absence at today's meeting, I would like to add my support for further investigation and discussion on the In & Out Burger incentive program. Like Marge Kathrein, who favors rewards for reading achievements, I feel strongly that kids make more effort when rewards are given. Based on reports from librarians in the MCFL group this method has been successfully used in several different forms because READING is the best way to "Be Anything"!

After a discussion about various reading incentive programs, it was decided that a committee would be formed to look at different options and report back to the Commission at next month's meeting. Eva mentioned that it may put a burden on some families if they have more than one child. Raemona commented that student level outcomes weren't great.

Chantel: Larkspur received funding from the State for \$1 million for a new building. Two programs we're looking at right now: library infrastructure at our scale is a 10:1 match. 2) San Rafael Library and MCFL are interested in these funds. Damon Hill is working on an RFP re: facilities. 3) State Libraries re: \$439 million infrastructure. 4) Emergency Connectivity funds for schools and libraries. Applying for grants with partnerships.

(10) DIRECTOR'S REPORT FOR JUNE/JULY

Interim Director Calicchio reported on the following:

- After 7 months we have a new Director! Lana Adlawan comes to us from Sonoma County.
- Gabriella will attend the September Commission meeting along with the new Director, who starts on September 7th.

(11) ANNOUNCEMENTS

The next meeting will be on September 8, 2021 at 4:00 PM.

To Gabriella from Nick: you will be missed! Ann: thank you for your flexibility and taking the reigns. Ann: Sara says hello to all.

(12) ADJOURNMENT – Javaras/Farley – Meeting adjourned at 5:55 PM.



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

August 2021 Activities

OUR MISSION:

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

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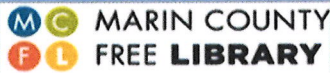
1. Library Activities and Equity Focus

- a. Children's
- b. Teen Services
- c. Adult Services
- d. Collection Development and Management (Digital and Physical)
- e. Educational Equity
- f. Ongoing - Specialized COVID Responses
 - i. Communications and Website Enhancements

2. Personnel

3. Library Director Activities

Library Activities and Our Equity Focus

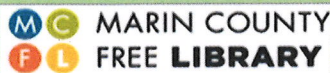


Children's Services



Storytimes are once again being offered regularly at MCFL branches, and families couldn't be happier! Operations have moved outdoors in locations that have an outdoor space, including Fairfax, Point Reyes, Bolinas, Marin City, and Novato. The Learning Bus partnered with branches in early June to present the first storytimes since the pandemic, bringing bilingual songs and stories, plus board books and craft kits to give away. Many of the young children had never been to a live storytime program before, having spent most of their lives sheltering in place. Several parents have commented that their children have watched MCFL Youtube storytime videos repeatedly which has elevated our children's librarians to rock star status. Multi-aged STEAM programming was also offered twice a week during the summer in Marin City.

Playaways, pre-loaded audiobooks, were a popular item for several years, but like many formats, seem to have reached the end of their high-circulation era. Boxes of children's playaways with earbuds have now found a new home with Homeward Bound which operates an emergency shelter for homeless families and whose "Families First" program currently serves 17 families as they regain stable housing. The office manager was "thrilled" and said the kids would be super excited to have access to audiobooks.



Teen Services

TSC debriefed our Summer Program. Teens were very scarce this year. We had fewer program events and less attendance at those events. Our Craft Kits were popular but many of us gave kits to younger kids.

As we turned toward the opening of schools, we decided that our book club kits were not up to date. Clara will order new book club kits that we request and decommission kits we no longer want. We continue to build our lists on Backstage.

We talked about the holdings of teen magazines. All branches have decided to drop teen magazines. A couple of branches will continue MAD Magazine though.

Adult Services



- The **Talk With a Librarian** line (415-473-2272) will no longer be staffed beginning at 6 pm on Friday, September 3, 2021. This service was created in early 2020 when the County went into lockdown due to the COVID-19 pandemic. Adult Services Committee members were concerned that, with our branches closed and all opportunities to connect with MCFL becoming virtual, people without internet at home, especially seniors, would lose access to library services. The line went live on April 28, 2020, and was initially covered by eight staff members: Shereen Ash, CMA/Amanda Tomlin, NOV/Katrina Sadler, MCI (at the time)/Natalie Weber, CCE/Linda Aldrich, CCE/Tom McGibney, NOV/Daniel Avalos, NOV/Silvia Molina, NOV. Over time Marilyn Wronsky and Judi Evans joined the group to answer Children's Services questions by email only. Later April Hailey/FAI, Adrienne Graham/NOV, Ana Stanesco/CMA, Rashida Skaar/FAI, and contingent hires Allen Testa, Lea Aschkenas and Matt Caselli joined the group to pitch in to answer calls. Questions from patrons ran the gamut from a quick "What is my card # and PIN" to lengthy help with eBooks and streaming services Hoopla and Kanopy. Additionally, staff helped patrons with COVID-related information: testing, vaccinations, and eviction protection. Now that our libraries are providing direct services, there aren't enough available staff to take the calls seven days a week. The best way for patrons to get their library questions answered is to contact their local branch during open hours. The phone number 415-473-2272 will remain in operation, but patrons will be prompted with a message to call their local branch library with questions. If patrons choose to leave a message, their voice message will go to the email box of MCFL eBranch Support staff, who will forward it to the appropriate person to answer the question.
- James Campbell, a Marin Master Gardener since 2010 and a beekeeper since 2008, presented **The Secret Life of Bees: An Online Event**, on August 25. The easy steps in this informative seminar taught participants how to think like a bee and turn their gardens into a pollinator paradise.
- Age-Friendly Fairfax presented **Help! Technology for Older Adults**. Large numbers of older adults were motivated to get online during the pandemic but many needed help and support and were not sure where to get it. This program focused on presenters from Technology4Life, Senior Planet, Older Adults Technology Services (OATS), and Community Tech Network talking about their innovative work for getting and keeping seniors connected.

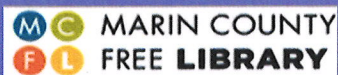
Collection Development and Management

The flow of materials for all things during the pandemic was impeded by supply chain issues. The Library was affected, too, with the delivery of boxes being somewhat irregular. We would normally average around 5 boxes a day. But on August 19, we received over 100 boxes - closer to 180! A record for us.



Tec staff quickly leaped into the fray and started sorting, unboxing, checking invoices and receiving items, and getting these books out to the branches!

Our selector team continues to build on our relationship with our vendors so we can overcome these supply hiccups and maintain a smooth flow of materials.



Educational Equity

Marin City had a busy summer:

- Backpack distribution: 226 backpacks were distributed to students in the SMCS D at Marin City Back to School event with the support of SMCS D and community partners (7/31) (Isaiah and our School Board President lead the planning and coordination of this. DL)
- BTG/Play Marin: Daily numeracy and literacy programming facilitated by BTG using MCI resources, space, and staff, M-TH (6/14-8/13)
<https://youtu.be/hDvsRb4SHwM>
- Play Marin Stem Programming: Multi-aged STEAM programming at MCI Tu and Th (6/21-8/13)
- Summer Bridge Storytime: weekly outdoor storytime at Rocky Graham Park with TK students and take away activities (7/6-7/30)
- TK-2nd grade tote bags, incentive giveaways, and free books for SMCS D kids supported by Friends of the Marin City Library and Friends of the Sausalito Library
- Revamped two school libraries and continue to work on them (collection, space, etc.)
- Kids' book giveaways that supported the themes at "uncomfortable conversations" event, AAPI Heritage celebration, garden art and fashion show
- Gave away books to support community healing after a shooting in Marin City (both kids' books and adult) with support from MCI Friends

Specialized COVID Responses

Communication and Website Enhancements

Highlights include creating graphics and promoting the new program series “Building Bridges Beyond Bias”, making videos of recent online programs like the “Understanding Alzheimer’s and Dementia” presentation available on our YouTube channel, and preparing a plan for sharing information about the change to our Talk to a Librarian phone line, which will not be staffed after Sept. 3, 2021, due to the direct services now available at our branches.

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.

During August, the **Technical Support Services I/II** yielded a very strong candidate pool. The new TSS II is being selected and will be onboarded in October 2021. We held two rounds of **Administrative Services Technician (AST)** Interviews. Final AST Interviews will be held in September.


Six contingent hire Community Library Specialists were onboarded to On-Call roles in West Marin, Marin City, the Makerspace@ SNO, and MCFL Systemwide. Six more Contingent Hire CLS are expected to come onboard in September. LA I Contingent Hire will be interviewed in September.

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

- Library Aide 3.0 FTE – Civic Ctr; Corte Madera; Novato; South Novato; Fairfax
- Library Assistant II 1.0 FTE - CMA
- Library Services Mnger 1.0 FTE - Facilities & Projects
- Librarian I 4.0 FTE – CMA; CCE; CRM; NOV
- Library Technical Assistant 1.0 FTE – Tech Services

Library Activities

Below is a brief overview of a few activities and items that may not have been highlighted in other areas of this monthly Commission Report.

 MARIN COUNTY FREE LIBRARY Message from MCFL Staff <i>(with Leadership from the Communications/ Marketing Team)</i>	<p>We are very pleased to welcome our new Library Director, Lana Adlawan, who will be joining us on September 7 from the Sonoma County Library System, where she was a Division Manager of 9 branches. Her commitment to community, innovation, and equity will help us continue to make positive steps to provide creative and responsive library services to enrich lives. Read more in the County press release.</p> <p>We would also like to express our gratitude to our Interim Library Director, Gabriella Calicchio, for her leadership, generosity, and support over the past several months. Her guidance during this time of transition was much appreciated.</p>
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Commission Members:

MCFL and the County of Marin

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

MARINet Governing Board – Meeting Minutes – July 29, 2021
Online Meeting

Present: Kristen Clark MVY, Serianna Leyland SAN, Abbot Chambers SAU, Henry Bankhead SRPL (chair), Franklin Escobedo LRK, Chantel Walker MCFL, Gary Gorka DUC, Dan McMahon Mnet, Julie Magnus MCFL, Joey Della Santina BET

Guests: Bill Hale

Meeting called to order at 9:03 a.m.

Roll call: All libraries represented except College of Marin (absent with notice)

Public comments: Mr. Hale says that Marin has 60 boards and meetings, and he and a group of people he knows try to cover all of them. He raises a concern about large text books, as he has a neighbor who sends the grandchildren to SFPL to get large text books. He may need them from the Bookmobile. Also, MCFL's library document stations are great, and he asked if other libraries have them?

Approval of minutes for June 17, 2021: Approved unanimously by roll call vote.

RFID update: MARINet has the first two pads, the shielded and unshielded models, and we are working on them. They need software to connect to a computer, and Bibliotheca is helping us get that working.

RFID Continued: How is each library planning on doing the tagging?

- Mill Valley: MVY has a quote from Backstage for full project management and tagging. They wouldn't mind sharing the project management cost. Estimate is 1 week of Project Management, 5 weeks of tagging, with 5 carts and 10 people.
- Marin County: MCFL is getting just the project management plan from Backstage, and will use their own contingent hire staff to do the tagging. Everyone is very curious on how much time it'll take to do the tagging, and about the sensitivity of the pads.
- Larkspur: LRK has started weeding, and is wondering when the pads will arrive.
- Sausalito: SAU wants to do the planning with Backstage, the full (classic) option. Backstage will provide 3 techs and a Project Manager for 3 weeks. The quote was per item was about double what the full MARINet cost would have been. Sausalito's Friends group will cover the costs. The library has a staffing crunch, only 2 fulltime staff right now. An estimated 5,000 items can be weeded. So there's no problem with this taking longer than expected, but they're OK if it's fast as well. They've looked at smart shelves and smart bins, but are looking to keep it simple at the start, and see how other small libraries do with equipment.
- San Anselmo: SAN staff is working on weeding, but they're also understaffed right now. Tagging will not be done by staff; they do plan to outsource or use volunteers.
- Bel Tib: BET is still discussing options, they're not sure about a tagging schedule due to changes in the construction schedule, but they really want to open the new building with RFID up, which be approximately Fall.
- Dominican: The University Library will start with vendors sending new books pre-tagged, the rest of the collection will only be coded as they circulate. This is supported by the finding that tags have a shelf life of about 10 years, and Dominican has books that are 100 years old. They only need a couple of the reader pads.
- San Rafael: SRPL is iterating on doing the tagging themselves, though they met with Backstage. They'd like to know if weeding can be done at the same time as tagging. Should shared funding

be used for any tagging? (Big crews are a lot faster.) It's suggested that they could change the items to BISAC, and change the shelving plan while tagging at San Rafael.

- MARINet: Jessica says Backstage would prefer to invoice just us, we can send invoices to libraries or pay them and bill, under whatever plan the board decides on. Next meeting, if libraries come in with funds and quotes, we can decide then. Would grouping any of the services in the individual quotes save everyone money?

Reopening reports:

- Bel Tib: We're still doing only curbside, but putting carts of books outside for extra circulation. We are hoping to open the expansion part of library mid-August to Sept. The library is closed all next week for major electrical work, and we expect more interruptions to happen.
- Dominican: We're planning to open full open hours for Fall, though it's hard to staff still so it may be shorter hours at first. At the same time we're returning to deliveries, Ethan will let us know. Everyone is fully back in person by the end of August.
- Larkspur: The new Librarian is starting hopefully in August. The City has reinstated the mask policy. There may be In-person programming in Winter, but there are too few staff still to do any programming right now.
- Marin County: Most branches are open for both curbside and in-branch hours, but they're not yet back to 100%, we are still trying to staff up. CMA is curbside only due to construction. NOV and CCE are only in-library, no curbside at those libraries. The mask situation is very fluid. Our programming all outside. Marketing Team and Julie are continuing to evolve the new "services" page on our website. FAI expands hours on Aug. 3.
- Mill Valley: We're open 11-5 Monday, Wednesday and Friday, and on Tuesday and Thursday, 11-5 curbside, and Saturday 12-5 curbside. We're looking to expand hours as soon as we can, but need to hire more people first. We're hoping to open building for one weekend day, Saturday, and then for one weeknight. We're struggling with masking, the City has not made masking mandatory. We are starting outdoor Storytime in mid-August.
- San Anselmo: We have started Storytime this month, every Monday at 10:30 outside. We're still open Wednesday to Friday, for masks we are just encouraging them with signs. We've ordered paper kids masks, also for adults if they need one. Curbside is on Mon., Tues. and Thurs., we're also offering it on open days but trying to get people into the building. Hiring a new LA soon will help, we add hours then.
- Sausalito: Similar to others, our in-person hours are Monday to Thursday, 10 to 5, Friday curbside, 10 to 2. We were considering stopping curbside but it looks like may persist due to Covid. When new people are hired, we'll be adding Saturday and evening hours. The budget will allow a return to full service levels by the end of the Fiscal Year. A children's librarian and LA2 still need to be hired. Looking at 2022 for any programming, we are wait and see on programs. Sausalito had a mask policy, it felt like too conservative at first, but they're staying the course. The mayor is intrigued by other large cities requiring employees to be vaccinated. We're not as busy as we expected to be, not close to pre-Covid level. If it's peoples' changed routines or they're still uncomfortable, we don't know.
- San Rafael stopped curbside at building reopening but is considering a version of it now. We're at 65% of hours, have hired 3 people, and will be hiring more too. Masks are now required, but if someone absolutely refuses, they are allowed to pass through the building. The City is interested in learning from virtual work, and is looking at how this worked for the library.

Circulation Borrowing Limits for Patrons: The block level for preventing patron checkouts and renewals is currently set at \$100 in fines, up from \$10 as a temporary measure last year. Mill Valley reiterates, it's important to allow patrons to use services remotely. SAU agrees. LRK agrees. MCFL agrees. By acclamation, we'll keep the blocks as they are, at \$100.

Digital Marin Proposal: Discussion of grant opportunities with the Emergency Connectivity Fund. Marin County responded to Digital Marin, to explain what libraries are doing. For MCFL, some of the privacy issues that are big in ECF discussions don't affect the devices we're using. MCFL is looking at joining the Shoreline School District for a program offering tech connect kits. They also see the need more remote staff connectivity. Sausalito may get on a grant request from the school district. Other libraries are not applying, finding it daunting to do another grant application now.

Board resolutions: We have 3 resolutions,

- a. Approve Marin County as fiscal agent for FY 2021-22
 - b. Authorize expenses for a new bookdrop, up to \$9,000, from prior year funds
 - c. RFID funds not used last year to be restored to same accounts for this year
- Handled as a consent calendar, item. Franklin motions to approve, Julie seconds, all vote yes. The actual resolutions will be circulated for signature online.

Marin Reads: Chantel says there is no need to pursue the idea right now, but keep the idea as framed. And we still need names of staff for equity information sharing.

Equity discussion: Franklin sent a YouTube link and 2 articles, about language and choosing appropriate words, especially when writing policies that affect the public. Be mindful, question the language we are using. There is especially a tendency to "blame the victim" in our policy language. There is much room for improvement. Speech patterns are generational, and each generation will have its own vocabulary, but writing official policies is a place where we need to be especially careful to avoid many such generationally-specific phrases. It is also important to correct people without being mean about it. Phrases being used are increasingly legalese or "cop talk," and this puts people off. The language we use in public docs and policy should show libraries are inclusive and a safe space. We need to look at all of our public facing information. It's also true that language will change, in 10 years there will be new ideas about what's acceptable and what's not. Diversity, Equity and Inclusion are three different things, and you can have one without the others.

Next month's equity presentation will be by Marin County Free Library.

System Admin report: Circulation figures declined in FY20 and FY21, 1.8 m and 1.3 m, but e-Books are starting to make up the gap, at 55,000 monthly circs steadily for the last year. Circulation overall is at about 80% of pre-pandemic times, with LinkPlus at 95%, and e-Books at 180%. Trainings have to start for create lists soon, as there are so many new staff people joining the libraries.

Topics for future agenda:

- a. Start talking about rewriting JPA.
- b. Chantel asked about the info on the web about MARINet itself, the info is very stale. Dan will update, and bring back to group, possibly not as topic though.
- c. Statewide e-book project, state has funds for a big project.
- d. RFID continuing

Send topics to Henry, Franklin, Chantel or Dan

Announcements:

- BET: Closed all next week.
- DUC: Lost a librarian, the position is open now. Gearing up to full on-campus students in Fall.
- LRK: Library got a grant from Mark Levine, towards a new building. Waiting for state library building funds, LRK is in the queue for a grant.
- MCFL: Interviewing for new director, we'll let you know.
- MVY: Staffing, hired Julianne Randolph, recruiting for Youth Services Supervising Librarian. Also hired parttime reference librarians, pages, and library assistants. Focused on hiring and training.
- SAU: Set up little free library at tent encampment at SAU.
- SRPL: Got rid of fines on July 7. Also got \$1m through Mark Levine. Matching required, unless library qualifies by dint of low LIPC, none of Marin County's libraries qualify. Hired 5 people, hiring 4 more. Took part in a focus group around state library funded e-book collection, Amazon DPLA Simply-E, to Lyrasis. State wants to outsource to Lyrasis to manage, combine cloud and overdrive collections in an app. And the library is devoting more collection money for e-books.

Meeting adjourned at 10:45 a.m.

Minutes taken by Dan McMahon, MARINet.