



**BOARD OF LIBRARY TRUSTEES
OCTOBER 8, 2024 AT 6:00PM
CITY HALL LARGE CONFERENCE ROOM
THIRD FLOOR
1400 5TH AVE, SAN RAFAEL, CALIFORNIA**

This meeting will be held in person. The meeting is being streamed live via Zoom:
<https://bit.ly/BLT-10-08-2024>

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 852-4765-2155#

How to participate in the meeting:

- Provide comments in-person at the meeting. You are welcome to come to the meeting and provide public comment in-person. Each speaker will have 3-minutes to provide public comment.
- Submit your comments by email by 4:00 p.m. the day of the meeting. Comments can be submitted to jinder.banwait@cityofsanrafael.org.

AGENDA

CALL TO ORDER – 6:00PM

MINUTES

1. Approve regular meeting minutes of August 13, 2024
Recommended Action – Approve as submitted

OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the Library Board at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than 3 minutes and should be respectful to the community.

SPECIAL PRESENTATIONS

2. Staff presentation: Path of a book

OTHER AGENDA ITEMS

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. Fiscal Year 2023-2024 Statistics

STAFF LIAISON REPORT

4. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff.

COMMISSIONER REPORTS

5. Other brief reports on any meetings, conferences, and/or seminars attended by the Board members.

ADJOURNMENT

Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours

before the meeting, shall be available for inspection online and in the city hall large conference room, third floor, 1400 5th Avenue, San Rafael, California placed with other agenda-related materials on the table in front of the location prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing city.clerk@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.



**City Hall Large Conference Room, Third Floor
1400 5th Ave, San Rafael, CA
August 13, 2024 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=W14toCfX-Yw>

CALL TO ORDER

Vice Chair Andow called the meeting to order at 6:03 P.M.

Roll Call

Present:

Trustee Andow
Trustee Cortes
Trustee Kyle
Trustee Lee

Absent:

Chair Vahdat

Also Present:

Alejandra Barrios, Interim Supervising Librarian
Daniel Avalos, Assistant Library & Recreation Director/City Librarian
Catherine Quffa, Library & Recreation Director
Jinder Banwait, Administrative Analyst

MINUTES

1. Approve Regular Meeting Minutes of June 25, 2024

Trustees provided comments.

The minutes of June 25, 2024 were approved as submitted.

Trustee Kyle moved, and Trustee Cortes seconded to approve the minutes of the June 25, 2024 meeting.

Ayes: Trustees: Andow, Cortes, Kyle, and Lee
Noes: Trustees: None
Absent: Trustees: Vahdat
Abstain: Trustees: None

Minutes approved as submitted.

Vice-Chair Andow invited public comment; however, there was none.

OPEN TIME FOR PUBLIC EXPRESSION

Public Comment from the audience regarding items not listed on the agenda.
None

SPECIAL PRESENTATIONS

- 2. Introduction of Daniel Avalos, Assistant Library & Recreation Director**
Staff responded to questions from the Trustees.
Trustees provided comments.
Vice-Chair Andow invited public comment; however, there was none.

OTHER AGENDA ITEMS

- 3. a. Pickleweed Branch Library Renovation Project Update and Schematic Design Presentation**
Staff report by Catherine Quffa, Library & Recreation Director and presentation by Abraham Jayson, Principal/Architect with Jayson Architecture
Staff responded to questions from the Trustees.
Trustees provided comments.
Vice-Chair Andow invited public comment; however, there was none.
- b. Consider Canceling September Library Board Meeting**
Staff report by Catherine Quffa, Library & Recreation Director
Staff responded to questions from the Trustees.
Trustees provided comments.
The meeting of September 10, 2024 cancellation was considered and accepted as recommended. A special meeting “field trip” of the temporary pop-up library at 1009 4th St. was scheduled instead.
Trustee Andow moved, and Trustee Cortes seconded to cancel the September 10, 2024 meeting, and meet at 1009 4th St. instead.

Minutes subject to approval at the meeting of October 8, 2024

Ayes: Trustees: Andow, Cortes, Kyle, and Lee
Noes: Trustees: None
Absent: Trustees: Vahdat
Abstain: Trustees: None

September 10, 2024 meeting cancelled. Special "field trip" meeting of 1009 4th St. scheduled.

Vice-Chair Andow invited public comment; however, there was none.

STAFF LIAISON REPORT

4. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff.

Presentation by Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

COMMISSIONER REPORTS

5. Other brief reports on any meetings, conferences, and/or seminars attended by the Board members.

Trustees provided comments.

Vice-Chair Andow invited public comment for agenda item four and agenda item five; however, there was none.

NEXT MEETING: October 8, 2024

ADJOURNMENT

The meeting was adjourned at 7:15 P.M.



**October 8, 2024
Item # 3**

TITLE: FISCAL YEAR 2023-2024 STATISTICS

RECOMMENDATION:

That the Board of Trustees review the report and provide comment.

BACKGROUND:

Each year the California State Library collects data from California public libraries about our facilities, services, programs, and collections, through the Public Libraries Survey. These statistics help inform research, policy discussions, and analysis of library trends at the state and national level. Data is shared with the Institute of Museum and Library Services, which oversees national data collection efforts. The data is made publicly available on the [State Library website](#).

San Rafael Public Library staff are in the process of gathering FY23-24 statistics to submit to the State Library; this report provides an overview of key data sets that highlight information about our service area, collections, circulation, and programming. In addition to showcasing the most recent data, this report will feature comparative data from the previous fiscal year to illustrate changes impacted by a reduction in service hours and staffing.

DISCUSSION:

San Rafael Residents and Library Cardholders

The population of the City of San Rafael saw a minor reduction from last year, dropping from 60,769 in FY22-23 to 59,681 in FY23-24. The number of cardholders also reduced this fiscal year to 28,323, dropping 31% from last year's total of 40,994. The reduction in cardholders for fiscal year 2024 is attributed to the resumption of quarterly card deletions. During the pandemic, MARINet stopped deleting patron records, and renewed more cards than ever before. MARINet has resumed quarterly deletion of expired and inactive cards, in an effort to clean up patron records, and to prepare loading new student data for our Library Card Project. MARINet member libraries, in general, experienced a reduction of 18% in the number of cardholders during FY23-24.

Open Hours

San Rafael Public Library reduced their open hours in March of 2024, due to staffing shortages. The Library provided 6,150 open hours in FY2022-23 across all three locations, and ended FY23-24 with a total of 5,919 open hours, across the three libraries.

Library Visits

Our library buildings are outfitted with a sensor on each entrance to monitor the number of people who walk through our doors. This data can be presented in heatmaps to get a sense of hourly and daily door count at our locations and is a vital metric when determining staffing levels and any changes to our open hours. Despite a modest reduction in open hours the last quarter of the year, FY23-24 registered 183,067 visits, a 2.5% increase over last fiscal year's total of 178,573.

Physical Collections and Circulation

In preparation for the temporary relocation of the Downtown Library, staff engaged in a data-driven approach to deselect material that was in poor condition, out-of-date, or not circulating. In FY22-23 our collections held 95,225 items with a circulation total of 300,856, and by the end of FY23-24, our collections held 93,136 items with a total circulation of 295,986. Circulation of physical items can be viewed in the context of increased demand for eBooks and eAudiobooks, which shows a 13% increase in circulation from last fiscal year, growing from 114,309 in FY22-23 to 129,522 in FY23-24.

Library Programs

Providing enriching programs for all ages is a core service of public libraries. Library programs include storytimes, book clubs, author talks, classes, fun and engaging performances, along with other literary, cultural and educational offerings. Programs are primarily offered in person, but the Library does offer online programs such as: All Things Apple, Zentangle, and ESL Conversation Club. During FY 23-24, the San Rafael Public Library offered a total of 361 programs, an increase of 31% from FY22-23. Despite an increase in programs offered, total attendance in FY23-24 dropped 2%, going from 11,733 to 11,458. The decrease is largely attributed to a large outreach event, featuring an author visit at a local high school, that took place in FY22-23, and included students from surrounding areas. The same outreach event did not take place in FY23-24.

Conclusion

The data presented in this report offers a view into our collection and service usage patterns over the past 12 months, providing insight into how our communities engage with our offerings. Staff turnover and a reduction of open hours during the second half of FY23-24, left a statistical impression in service delivery and programming. Despite those factors, our libraries saw an increase in visitors and our staff increased the number of programs offered, showing great resiliency.

Submitted by:

A handwritten signature in blue ink, consisting of a stylized capital letter 'D' followed by a horizontal line extending to the right.

Daniel Avalos
Assistant Library & Recreation Director

Attachment:

1. FY23-24 Statistics

ATTACHMENT 1

San Rafael Public Library
Statistics
Fiscal Year 2023-2024

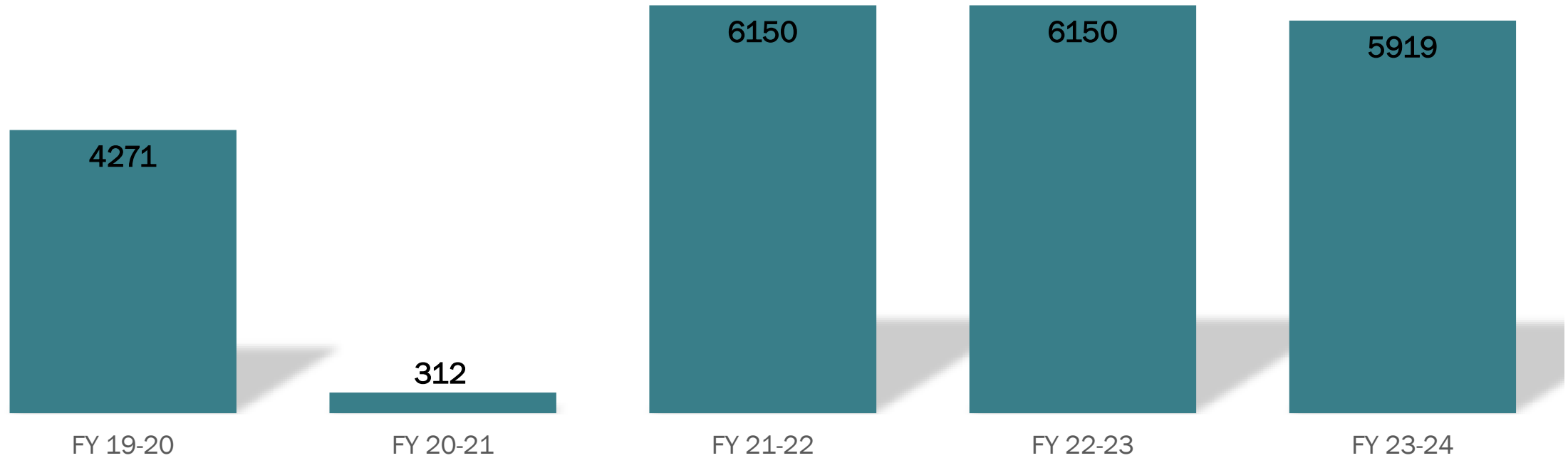
Library Board of Trustees Meeting
October 8, 2024 | 6:00 P.M.

Data Sets

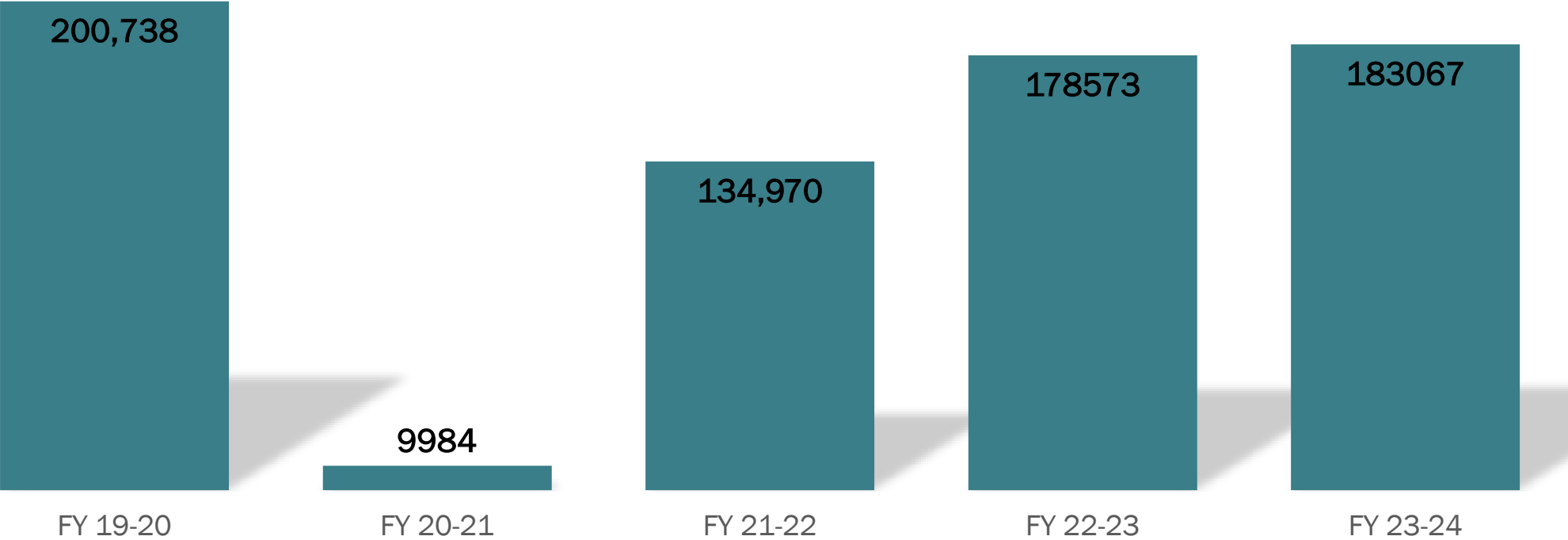
- Open Hours
- Library Visits
- Residents and Cardholders
- Physical Collection and Circulation
- eBooks and eAudiobooks
- Library Programming and Attendance



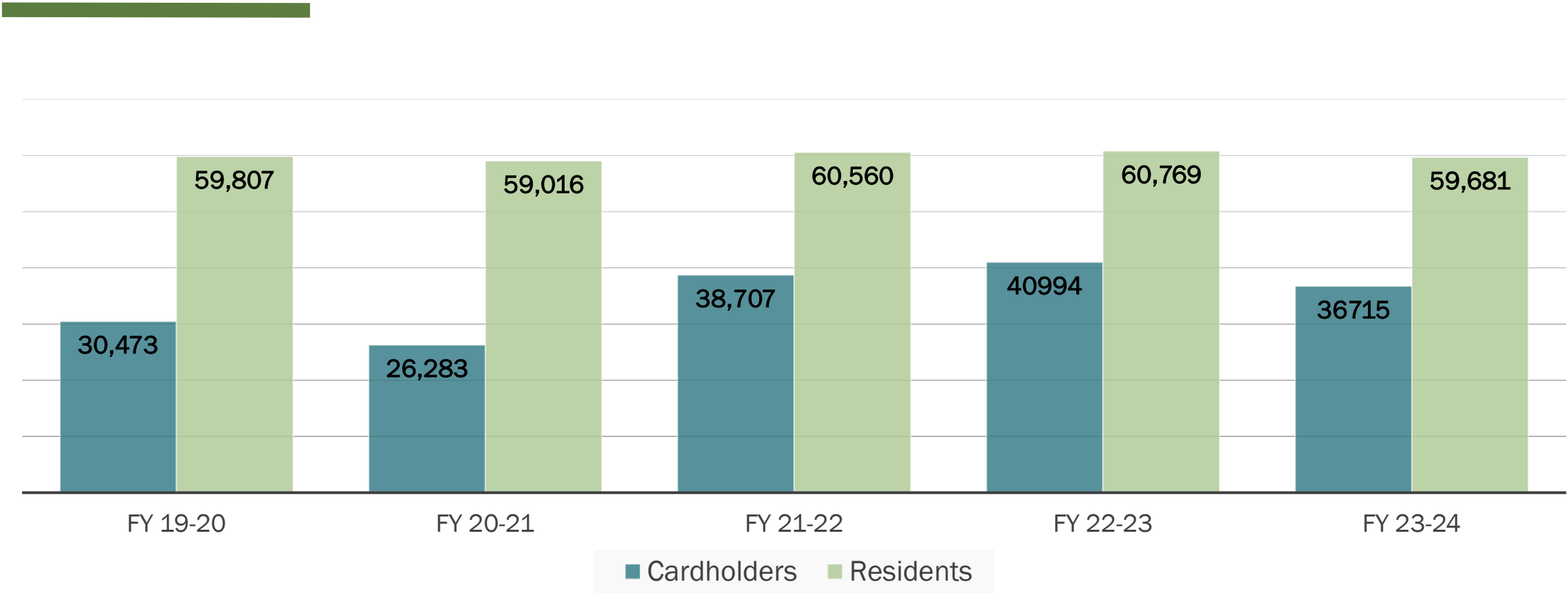
Open Hours



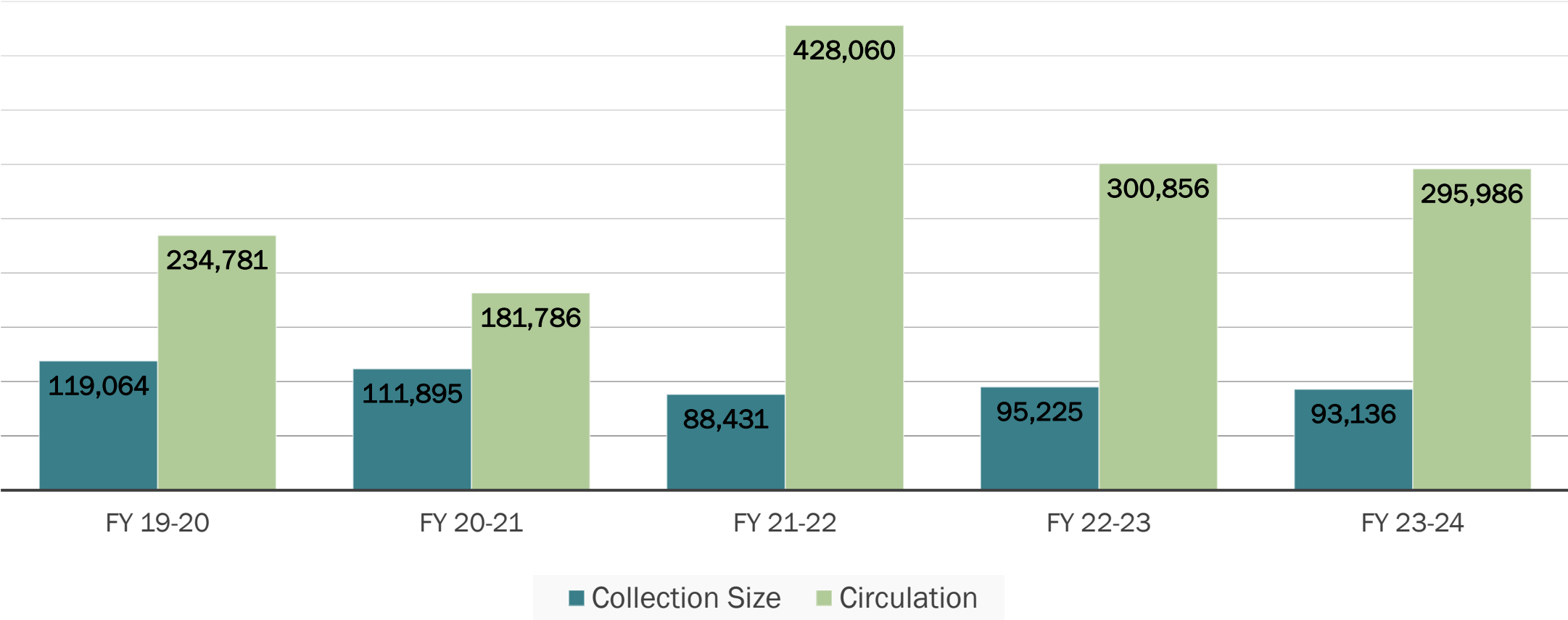
Library Visits



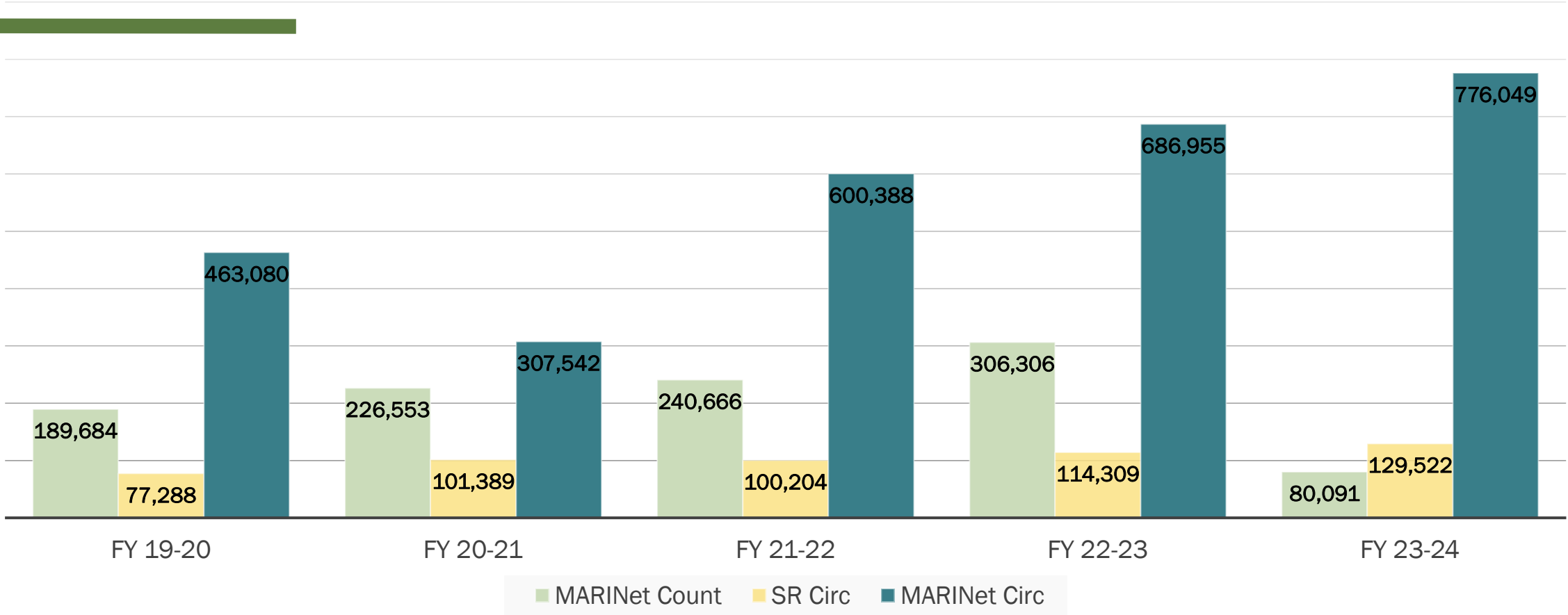
Residents & Cardholders



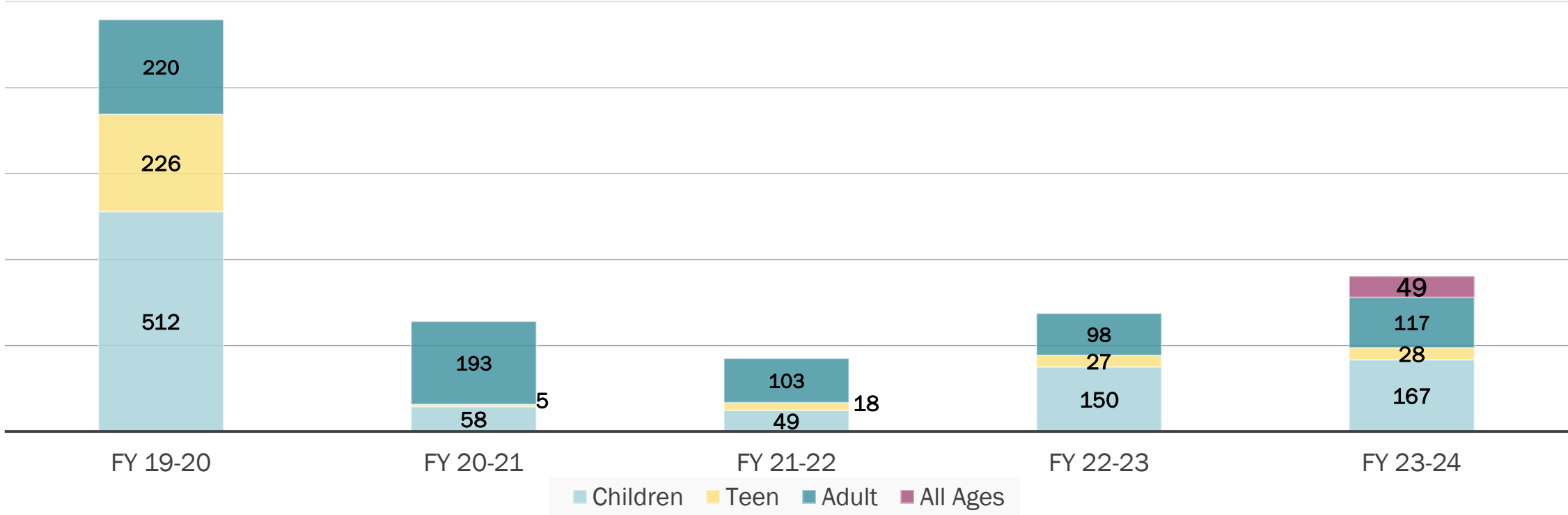
Physical Collection & Circulation



eBooks & eAudiobooks



Library Programming



Program Attendance

