SAN RAFAEL PUBLIC LIBRARY
BOARD OF TRUSTEES
AGENDA

Tuesday, March 9, 2021
6:00 P.M.

Virtual via Zoom

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: https://tinyurl.com/4jhttpkd

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call:
(669) 900-9128 and enter 93919997079#

CALL TO ORDER

* Roll Call

AGENDA AMENDMENTS

MINUTES

1.   Approve regular meeting minutes of February 9, 2021

MEETING OPEN TO THE PUBLIC

2.   Introductions/Awards/Recognitions/Presentations
     * Bilingual Promotion and Outreach Presentation - Supervising Librarian Jill Tokutomi and Senior Library Assistant Mireya Renteria

3.   Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE BOARD OF TRUSTEES
If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Re-creating Library Public Computing: the Hybrid Solution

5. Dewey-free Classification: Book Industry Standards and Classification (BISAC), and Beyond

BOARD REPORTS AND COMMENTS

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

STAFF REPORTS AND COMMENTS

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

   A. Measure D Parcel Tax Committee
   B. Friends of the San Rafael Public Library
   C. San Rafael Public Library Foundation
   D. MARINet Board
   E. NorthNet Board
   F. New Library Building Update
   G. City Librarian Update

NEXT MEETING: April 13, 2021

FUTURE AGENDA TOPICS

- Ranganathan and the 5 laws of Library Science

ADJOURNMENT

BOARD OF LIBRARY TRUSTEES

MINUTES

San Rafael Library – 1100 E Street, San Rafael, CA
February 09, 2021 – 6:00 P.M.
Virtual Meeting Recording Link:
https://www.youtube.com/watch?v=5rlx2NLmRRE

CALL TO ORDER
Chair Cortes called the meeting to order at 6:01 P.M.

Roll Call

Present: Chair Cortes
                  Trustee Duque Hughes
                  Trustee Han
                  Trustee Lentini
                  Trustee Ross

Absent: None
                  Trustee Duque Hughes entered the meeting at 6:04 PM
                  Trustee Ross entered meeting at 6:05 PM

Also Present: Susan Andrade-Wax, Library & Recreation Director
                  Henry Bankhead, Assistant Library & Recreation Director/City Librarian
                  Jinder Banwait, Administrative Analyst
                  Jaimi Poirier, Supervising Librarian

AGENDA AMENDMENTS
None.

MINUTES

1.   **Approve Regular Meeting Minutes of January 12, 2021**
     The minutes of January 12, 2021 were approved as submitted.
     Trustee Han moved, and Trustee Lentini seconded to approve the minutes of the
     January 12, 2021 meeting.

Ayes: Trustees: Duque Hughes, Han, Lentini, & Cortes
Noes: Trustees: None
Absent: Trustees: Ross
Abstain: Trustees: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2.   Introductions/Awards/Recognitions/Presentations
Presentation by Supervising Librarian Jamie Poirier on Marin County Emergency Rental Assistance for COVID 19
        Jaimi Poirier, Supervising Librarian, presented the staff report.
        Staff responded to questions from the Trustees.
        Chair Cortes invited public comment; however, there was none.
        Trustees provided comments.

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

MATTERS BEFORE THE BOARD

4.   Review of FY 2020-2021 Second Quarter Library Budget Report
Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian
        Staff responded to questions from the Trustees.
        Chair Cortes invited public comment; however, there was none.
        Trustees provided comments.

5.   Review of Proposed Library Board of Trustees Workplan for 2021
Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian
        Staff responded to questions from the Trustees.
        Chair Cortes invited public comment; however, there was none.
        Trustees provided comments.

Trustee Ross moved, and Trustee Lentini seconded to approve the Workplan with an agreement that it stay flexible and with changes and the addition of the following items:
- Add, Incentivizing Returns
- Add, Retrospective, Lessons Learned, Operational Changes due to the Pandemic

- Add, Investment of Donated Funds
- Change, move up item "Spanish Speaking Families"

Ayes: Trustees: Duque Hughes, Han, Lentini, Ross, & Cortes
Noes: Trustees: None
Absent: Trustees: None
Abstain: Trustees: None

Workplan 2021 approved with recommended additions and the ability for flexibility.

Chair Cortes recommended that going forward, it would be helpful if links are added to the packet about agenda topics so that the Library Board can be more informed and prepared for the meetings.

BOARD REPORTS AND COMMENTS

6.   None

STAFF REPORTS AND COMMENTS

7.   Staff provided updates regarding the following meetings and events:

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian and Susan Andrade-Wax, Library & Recreation Director
  Staff responded to questions from the Trustees.
  Trustees provided comments.

A. Measure D Parcel Tax Committee
B. Friends of the San Rafael Public Library
C. San Rafael Public Library Foundation
D. MARINet Board
E. NorthNet Board
F. New Library Building Update
G. City Librarian Update

NEXT MEETING: March 9, 2021

FUTURE AGENDA TOPICS

Master Fee Schedule Update

ADJOURNMENT

The meeting was adjourned at 7:30 P.M.

![San Rafael Library and Recreation logo]

**LIBRARY BOARD OF TRUSTEES
AGENDA REPORT**

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**March 9, 2021
Item #4**

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**TITLE: RE-CREATING LIBRARY PUBLIC COMPUTING: THE HYBRID
SOLUTION**

SUMMARY

More than a year ago, with the advent of our Managed Service Provider, Xantrion, the Library had started planning for a new public computing infrastructure that is almost ready to be deployed. This entails replacing the former virtual desktop environment with Chromebooks, a few dedicated mini personal computer workstations and a Raspberry Pi computer for the library catalog computers, known as Online Public Access computers or OPACs.

RECOMMENDATION:

That the Board of Trustees receive the report and provide feedback.

BACKGROUND:

In the early part of the century, with the advent of the internet, public libraries were some of the first places the public could freely access the Internet. Over the years, a host of software solutions were developed to manage access to the computers and to allow the public to make reservations. These software solutions were referred to as time management solutions and often worked together with print management solutions that shared printer queues and allowed public libraries to provide self-service, pay-for-print solutions for the public. With the advent of mobile devices – phones, tablets and laptops, as well as the pervasiveness of free wi-fi, the use of wired public library computers has steadily declined.

DISCUSSION:

The San Rafael library had been using a virtual desktop infrastructure (VDI) for public computing. This means that each workstation ran remotely on the server. This provided some efficiencies and between sessions, the user's personal information was erased to maintain privacy. This system proved very challenging to update recently. In addition, the library was using an additional time management system on top of the VDI system, called Envisionware, that was both outdated and not well suited to the virtual environment. Thus, there were constantly problems that required staff to intercede, to find work-arounds and to constantly fix workstations which were malfunctioning. The competing layers of VDI and time management software often made it very challenging to diagnose computer issues.

Before the COVID, it was decided, working with Digital Service and Open Government Department and the City's Managed Service Provider, Xantrion that instead of maintaining the costly VDI system, we could deploy a hybrid solution to provide public access computers that were more customer friendly and easier to maintain. The recent closure due to the pandemic has provided a perfect opportunity to re-imagine public computing. In addition, we have had time to try the hybrid solution with the hopes that it will be ready by the time the library re-opens for public computing.

The hybrid solution has three main components as described below:

Chromebooks

The library will provide Chromebooks as wired work stations with attached keyboard, mouse and monitor and printing capability for users who need to browse the internet and print. Additional Chromebooks will also be provided for use in the library as in-house checkouts and for any programs or classes that require connectivity especially in the Pickleweed computer lab. Chromebooks are especially useful for students whose virtual classroom environment is built around the Google cloud. Time management for Chromebook will be accomplished by regulating the length of checkout of the device. Wireless printing is not currently available at any of our library locations. Users that want to print will need to use a wired computer. We are exploring the possibilities for providing wireless printing.

Mini-computers

Several minicomputers will be deployed at the downtown and Pickleweed locations to provide additional productivity software and a traditional desktop environment for those users who need more than a Chromebook. These PCs will utilize a cloud based open source time management system called Libki to authenticate users with the library database. We will also use Deepfreeze, a software solution that erases personal information between sessions. Due to the COVID pandemic and cessation of public computing, it is anticipated that the library can eventually re-open with a more limited number of public computers.

Raspberry-Pi

For those computers that are only used to look up books in the library, the OPACs, we are planning to deploy include several Raspberry Pi computers at each location. These computers are cost effective , have a tiny footprint and cost about $60 per unit . Working with Digital Services, library staff has led the project to configure and deploy these devices.

FISCAL IMPACT:

The components for the new hybrid solution are less expensive to maintain for the City than the previous system. Based on analysis from Digital Services, the projected cost for keeping VDI system would have been as follows:

Item	Cost	
VMWare Maintenance Renewal	$	4,000
Downtown Server Warranty Renewal	$	600
Pickleweed Server Replacement	$	8,000
Total	**$**	**12,600**

Digital Service, Library and Xantrion are currently working together to complete the deployment of the new system and to recoup the savings to be applied to the lower costs of the hybrid solution

Submitted by:

Henry Bankhead
Assistant Library & Recreation Director / City Librarian

LIBRARY BOARD OF TRUSTEES
AGENDA REPORT

March 9, 2021
Item #5

TITLE: **DEWEY-FREE CLASSIFICATION: BOOK INDUSTRY STANDARDS AND CLASSIFICATION (BISAC), AND BEYOND**

SUMMARY

Beginning in the late 1990s, there has been a growing trend among public libraries to adopt a more bookstore-style approach to public services. A major component of this transition is discontinuing use of Dewey in favor of more user-friendly systems. A significant number of library systems have improved public service and staff efficiency by adopting an alternate organizational scheme.

RECOMMENDATION:

That the Board of Trustees receive the report and provide feedback.

BACKGROUND:

Alternatives to Dewey include Book Industry Standards and Communications BISAC (subject headings commonly used in book stores), Metis, Natural Language, as well as "Dewey-lite," (Parrott, 2014) and other hybrid approaches. There are several notable examples of public libraries who have successfully made the switch. Maricopa County Library District reported a six-fold increase in non-fiction circulation after adopting a BISAC-based system in 2007.

In 2008, Rangeview Library District, also known as "Anythink", successfully converted to a system based on BISAC subject headings branded as "Wordthink" (Robles, 2016). Darien, CT and King County, WA library systems have implemented hybrid systems that incorporate glades and/or "marketplace" style classification methods. Local examples include the current glading system for picture books at the San Rafael Libraries and the Marin County Free Libraries. Glades are commonly requested picture book categories, such as vehicles, dinosaurs, or princesses. A portion of our picture book collection is organized into these glades rather than strictly by author. This aligns with how young children actually look for and ask for books (i.e. "I want a truck book").

DISCUSSION:

The decision to use either modified versions of Dewey or alternatives is based on several factors. Library patrons find Dewey to be highly intimidating; both difficult to use and understand. Alternatives or hybrid approaches are designed to be more user-friendly and

intuitive. There is a growing sentiment in librarianship that Dewey is outdated and better suited for academic environments.

There are many examples of books about the same subject being separated and placed in completely different Dewey ranges. For example, books about trains can be found in both the 300s and the 600s. This is especially difficult for children and in practice we have found it to be a deterrent to use of our non-fiction books among youth. School libraries (in California in particular) lack the staffing, resources, and support to teach students how to use Dewey as they were once able to. This leads to great difficulty locating books needed for homework assignments and personal learning. One of the Library's service goals is to empower patrons of all ages to feel at ease using the collections and to foster self-sufficiency.

Dewey is also heavily biased in several ways that are problematic. There is growing acknowledgement and criticism of the ways that Dewey centers Western cultures, while marginalizing all other continents and cultures. It is also exceedingly biased against all religions and philosophies that are not Christian, and contains instances of sexism, racism, homophobia, and marginalization of gender non-conforming people.

An example of this is the 200 range of Dewey which covers world religions and spiritual belief systems. Western views of the world are privileged in Dewey with all numbers 200 to 289 focusing on Christianity. Non-western religions are not even mentioned until 294 (White, 2018). The 400s, dedicated to world languages, is similarly problematic. Western languages (Germanic, Romance, Greek and Latin) have 7-8 classifications dedicated to each language, covering 400-489, leaving all other world languages (Indigenous, African, and many Asiatic languages, to name just a few) the range 490-499. "Western European languages have highly specific classifications, while the majority of non-white and non-western European languages are all lumped together, even if they span an entire continent (see 496: African languages)" (Behre, 2020). Alternatives to Dewey present an opportunity to adopt a system that is representative of contemporary values and our organization's commitment to equity, diversity, and inclusion.

There are already instances where staff have made modifications to Dewey for ease of use, as well as explored non-traditional organization schemes. Among other modifications, in the children's collection staff have limited the number of decimal places in call numbers, as the traditional long call numbers used in Dewey are intimidating to children.

Books have also been grouped on commonly accessed topics in the non-fiction collection in a way that is more intuitive, whereas with traditional Dewey they would have been separated and difficult to gather. For example, books on indigenous tribes and nations in the Americas are regularly sought for school reports. Staff modified traditional Dewey classification to group books about a particular tribe together in alphabetical order, whereas before they were scattered through the non-fiction collection based on traditional Dewey subject headings.

As mentioned, adopting an alternative classification system such as BISAC, is responsive to the ways people seek information now. By prioritizing browsing, the Library's collections will be more user-friendly. This will lead to greater self-sufficiency on the part of our patrons, which allows staff to focus on other service improvements and community enrichment programs.

Submitted by:

Jill Harris
Supervising Librarian

Reference List

Behre, J. (2020, June 29). The racist problem with library Subject Classifications. Retrieved March 05, 2021, from https://hacklibraryschool.com/2020/06/29/the-racist-problem-with-library-subject-classifications/

Parrott, K. (2014, September 18-20). *Dewey-Lite: A Solution to the Nonfiction Problem* [Conference presentation]. ALSC 2014 Institute, Oakland, CA, United States. http://www.ala.org/alsc/sites/ala.org.alsc/files/content/NI14Handouts/Dewey-Lite_Handout1.pdf

Robles, Y. (2016, May 05). Rangeview library district Wins national Award for boosting "Word Think". Retrieved March 05, 2021, from https://www.denverpost.com/2010/11/20/rangeview-library-district-wins-national-award-for-boosting-word-think/

White, H. (2018, July 23). Decolonizing the Way Libraries Organize. Retrieved March 05, 2021, from http://library.ifla.org/