



**Tuesday, April 13, 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/BLT-2021-4-13>

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 93440524339#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of March 9, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - MARINet Collection Development Working Group Presentation - Jamie Poirier, Supervising Librarian
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. National Library Week
5. Ranganathan and the Five Laws of Library Science

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: May 11, 2021

FUTURE AGENDA TOPICS

- Review of Library Budget FY 2020/21, 3rd Quarter

ADJOURNMENT

Notice

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 in the Library, 1100 E Street. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@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. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



SAN RAFAEL
LIBRARY AND RECREATION

BOARD OF LIBRARY TRUSTEES

MINUTES

**San Rafael Library – 1100 E Street, San Rafael, CA
March 9, 2021 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=idUHlasTSp4>

CALL TO ORDER

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

Roll Call

Present: Chair Cortes
Trustee Duque Hughes
Trustee Lentini
Trustee Ross

Absent: Trustee Han

Also Present: Susan Andrade-Wax, Library & Recreation Director
Henry Bankhead, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst
Jill Harris, Supervising Librarian
Mireya Renteria, Senior Library Assistant
Jill Tokutomi, Supervising Librarian

AGENDA AMENDMENTS

None.

MINUTES

1. Approve Regular Meeting Minutes of February 9, 2021

The minutes of February 9, 2021 were approved as submitted.

Trustee Ross moved, and Trustee Duque Hughes seconded to approve the minutes of the February 9, 2021 meeting.

Ayes: Trustees: Duque Hughes, Lentini, Ross, & Cortes

Noes: Trustees: None
Absent: Trustees: Han
Abstain: Trustees: None

Minutes approved as submitted.

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

Jill Tokutomi, Supervising Librarian and Mireya Renteria, Senior Library Assistant, 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. Re-creating Library Public Computing: the Hybrid Solution

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Re-creating Library Public Computing: the Hybrid Solution

Staff responded to questions from the Trustees.

Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

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

Presentation by Jill Harris, Supervising Librarian, Dewey-free Classification: Book Industry Standards and Classification (BISAC), and Beyond

Staff responded to questions from the Trustees.

Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

BOARD REPORTS AND COMMENTS

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

Trustee Lentini provided a summary of the Library and Community Center Conceptual Design Project Working Group Meeting, which took place on Thursday, March 4, 2021.

STAFF REPORTS AND COMMENTS

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

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

Trustee Ross left meeting at 7:31 P.M.

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

The meeting was adjourned at 7:43 P.M.



**April 13, 2021
Item #4**

TITLE: NATIONAL LIBRARY WEEK

SUMMARY

The American Library Association (ALA) first introduced National Library Week to the public in 1958. Libraries across the country continue to observe National Library Week each April. We take this time to celebrate the contributions of public, school, academic, and special libraries, library workers, and to promote library use, support, and advocacy.

RECOMMENDATION:

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

BACKGROUND:

National Library Week (NLW) was originally developed in response to research. In the 1950s, researchers discovered that people in the United States were reading less and spending more time listening to the radio and watching television. Concerned about these findings, the ALA and American book publishers formed a nonprofit organization called the National Book Committee in 1954. The Committee's very broad and ambitious goals ranged from "encouraging people to read in their increasing leisure time" to "improving incomes and health" and "developing strong and happy family life" according to the ALA website. They believed that once people were motivated to read they would in turn support and use libraries. With assistance from the Advertising Council, the first NLW was observed in 1958. The first theme used was "Wake Up and Read!"

In 1957, the committee developed a plan for National Library Week based on the idea that once people were motivated to read, they would support and use libraries. With the cooperation of ALA and with help from the Advertising Council, the first National Library Week was observed in 1958 with the theme "Wake Up and Read!" It became an annual tradition, with ALA eventually assuming full sponsorship of the observance.

DISCUSSION:

National Library Week has evolved since 1958 in response to the changing advocacy needs of all types of libraries. From postmarks and stamps, to print and broadcast media, to twitter hashtags and celebrity spokespeople, ALA has made use of the most current and relevant mass media channels to promote the value of libraries. Through

the decades, the basic purpose of NLW has remained the same - to celebrate the importance of libraries in everyday life.

National Library Week 2021 will be observed April 4-10, 2021. The theme "Welcome to Your Library" builds awareness of how libraries responded quickly to the pandemic and have gone above and beyond to adapt to our rapidly changing world. It brings attention to the idea that library resources and services have always extended beyond our physical buildings, and never more so than during the pandemic.

Natalie Portman will be National Library Week Honorary Chair for 2021. Other recent past Chairs include Melinda Gates, Olympic medalists Alex and Maia Shibutani, and Misty Copeland. Within National Library Week. There are a few events and observances that are contained within NLW as indicated below.

- **Monday, April 5th** - The State of America's Libraries Report will be released, which will include the Top Ten Frequently Challenged Books of 2020.
- **Tuesday, April 6th** - National Library Workers Day, a day to recognize the valuable contributions made by all library workers.
- **Wednesday, April 7th** - Celebrates bookmobile and outreach services.
- **Thursday, April 8th** - Take Action for Libraries Day, a day to rally advocates to support libraries.

Submitted by:

A handwritten signature in black ink that reads "Jill M. Harris". The signature is written in a cursive, flowing style.

Jill Harris
Supervising Librarian



**April 9, 2021
Item #5**

TITLE: RANGANATHAN AND THE FIVE LAWS OF LIBRARY SCIENCE

SUMMARY

Shiyali Ramamrita Ranganathan (S.R.R.) is a figure in library science that is often referred to by librarians, but the public knows little about him. His Five Laws of Library Science offer a common sense approach that often contrasts with the received wisdom and stereotypes of librarianship. Public Libraries are still working to challenge the assumptions in our field in order to realize his vision as a collective profession. Ranganathan's colon classification system, for example, offers a more nuanced and complex approach to organizing information than we are commonly used to in public libraries in the United States.

RECOMMENDATION:

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

BACKGROUND:

Shiyali Ramamrita Ranganathan (S.R.R.) (August 1892 – 27 September 1972) was a librarian and mathematician from India. His most notable contributions to the field were his five laws of library science and the development of the first major faceted classification system, the colon classification. A faceted classification system is one that analyses an item from a number of perspectives, or "facets". Ranganathan is considered to be the father of library science, documentation, and information science in India and is widely known throughout the rest of the world for his fundamental thinking in the field. His birthday is observed every year as the National Librarian's Day in India.

DISCUSSION:

Ranganathan's Five Laws are what he is best known for. A consideration of each law reveals underlying truths and challenges in the library profession.

Books Are for Use

The first law relates to what we commonly take for granted in library services. In Dr. Ranganathan's time books were often chained to prevent their removal and often patrons did not have free access to the stacks. Instead, there was great emphasis placed on preservation and archiving of books. Access was a secondary matter. Ranganathan argued that without users being able to gain access to library materials,

there was little value in them. This notion was revolutionary at the time, and remains an imperative for library staff today. Ranganathan refocused attention on basic access issues such as the library's location, loan policies, hours and days of operation. "Books are for use," originally meant that books in libraries must be made freely available to users. In American public libraries this means the ability to check out books; to take them out of the building. This freedom is not a given in libraries worldwide. In libraries in some country's patrons can only use items in the library building. An additional connotation of "Books are for Use" recognizes the natural wear and tear on books through their use and does not penalize or stigmatize a user over the cumulative degradation of the book through its natural life cycle. Instead, public library staff recognize that books wear out and weed them from the collection when they are overly worn without penalizing the last user of the book.

Every Reader Their Book

The second law of library science, "Every reader his or her book," is an admonition for library staff to recognize that everyone is unique. This is an effort to discourage library staff from judging what specific patrons choose to read. Surprisingly, this judgement is extremely common in libraries today. Librarians often champion literary fiction at the expense of popular reading and subtly try to promote what they regard as quality reading in the face of popularity. Public libraries today are still struggling to move past this prescriptive style of readers advisory; the notion that we know what's good for you, and that certain books are good while others are bad. Even though Librarians are aware that they should respect that everyone is different and that everyone has different tastes regarding the books they choose, some public libraries are less aware of personal bias in this area. Romance novels and graphic novels are often areas of the collection that are exceedingly popular but that are under-resourced by judgmental librarians who are more concerned with their own notions of quality. This law implores library staff to broaden their own horizons and honor the great diversity in genres and reading experiences our customers crave.

Every Book Its Reader

The third law of library science, "Every book its reader," means all books have importance and have a potential readership, even if only a small number of people might want to read them. This notion has recently been popularized as "the long tail", that part of the graph of items to popularity where popularity ranking diminishes, but the number of items keeps on for an exceeding long time. For example, we have the power to connect authors and books which have been shut out of traditional publishing with readers who may love them by carrying self-published titles. We have the platform to uplift books and authors that have traditionally been marginalized. Though there are a limited number of less popular books that libraries provide, this law points out that it is important to stock a wide variety of material appealing to a wide taste, to the extent that the library's budget can support. With the inclusion of proprietary and open access ebook platforms the public library has an even greater ability to provide an even wider variety of books. When the public library provides access to an even greater swath of self-published ebooks, which don't require shelf space, the ability to unite any specific book with a specific reader who may benefit from it becomes exponentially greater.

Save the Time of the Reader

The fourth law of library science, "Save the time of the reader (or user)," means that all patrons should be able to easily locate the materials they desire quickly and efficiently. This law contains in it an implicit criticism of arcane classification systems, such as Dewey, that often require the assistance of a library staff member to interpret. This adage also embraces new technology, such as library automation, Instant Messaging/text services, the online catalog and keyword searching that gives much greater ease-of-use to the reader/user in locating and acquiring library materials.

A Library is a Growing Organism

The fifth law of library science, "A library is a growing organism," means that a public library should be constantly evolving. The only constant in public libraries is change. Ultimately, every collection we build, every initiative we create, will eventually be superseded by new practices that better serve a rapidly changing society. Books, methods, approaches and the physical library should be updated constantly. The simplest interpretation of this law is the constant weeding of the library collection to get rid of items that are seldom used to make room for new items that are much more popular. Many patrons are aghast at the notion that the public library does not hold any one item indefinitely. In addition, public libraries, with their embrace of the internet and digital technology, including ebooks, are good examples of growing organisms as they have adapted to information technology changes over the past 30 years. Recently this growth includes integration of 3D printing, virtual reality and issues of social and racial equity and inclusion for library patrons and library workers.

Colon Classification

Ranganathan is also well known for his faceted classification system called Colon Classification (CC), for its use of colons. CC uses five primary categories, or facets, to specify the sorting of a publication. Collectively, they are called PMEST:

- Personality, the most specific or focal subject.
- Matter or property, the substance, properties or materials of the subject.
- Energy, including the processes, operations and activities.
- Space, which relates to the geographic location of the subject.
- Time, which refers to the dates or seasons of the subject.

Encyclopedia Britannica <https://www.britannica.com/science/Colon-Classification> tells us that CC "is general rather than specific in nature, and it can create complex or new categories through the use of facets, or colons. The category of dental surgery, for example, symbolized as L 214:4:7, is created by combining the letter L for medicine, the number 214 for teeth, the number 4 for diseases, and the number 7 for surgery.

Instead of schedules of numbers for each topic, Colon Classification uses series of short tables from which component numbers are chosen and linked by colons to form a whole. The book number is an integral part of the call number, a departure from Dewey"

CC is an example of a book classification system that is more thoughtful. It is not generally in widespread use in libraries in the United States. It is especially used in libraries in India.

Submitted by:

A handwritten signature in black ink, appearing to read 'Henry Bankhead', written over a light-colored rectangular background.

Henry Bankhead
Assistant Library & Recreation Director / City Librarian