



SAN RAFAEL
LIBRARY AND RECREATION

**SAN RAFAEL PUBLIC LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Tuesday, April 12, 2022
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://bit.ly/BLT-04-12-2022>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (346) 248-7799 and enter 849-7621-0268#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of March 8, 2022

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
Park Pass Program Update by Supervising Librarian Katie Port
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. MARINet Radio Frequency Identification (RFID) Update

BOARD REPORTS AND COMMENTS

5. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.
 - Parks & Recreation Master Plan Steering Committee

STAFF REPORTS AND COMMENTS

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

NEXT MEETING: May 10, 2022

FUTURE AGENDA TOPICS

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 8, 2022 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=2J5vVW9nrFQ>

CALL TO ORDER

Chair Duque Hughes called the meeting to order at 6:03 P.M.

Roll Call

Present: Trustee Cortes
Chair Duque Hughes
Trustee Han
Trustee Vahdat

Absent: Trustee Lentini

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

AGENDA AMENDMENTS

None.

MINUTES

1. Approve Regular Meeting Minutes of February 8, 2022

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

The minutes of February 8, 2022 were approved as submitted.

Trustee Cortes moved, and Trustee Vahdat seconded to approve the minutes of the February 8, 2022 meeting.

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

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Introduction – Catherine Quffa, Incoming Library & Recreation Director

Staff responded to questions from the Trustees.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

New Manga Collection by Supervising Librarian Jill Tokutomi

Staff responded to questions from the Trustees.

Chair Duque Hughes 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. Community Wellness Assistant Program Update

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian

Staff responded to questions from the Trustees.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

Trustee Vahdat asked when this presentation will be presented at the California Library Association Conference.

5. 1000 Books before Kindergarten Program Update

Presentation by Jill Tokutomi, Supervising Librarian

Staff responded to questions from the Trustees.

Chair Duque Hughes 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.**

None.

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.

Chair Duque Hughes invited public comment; however, there was none. Trustees provided comments.

NEXT MEETING: April 12, 2022

FUTURE AGENDA TOPICS

- RFID Tagging Update

ADJOURNMENT

The meeting was adjourned at 7:06 P.M.



**April 12, 2022
Item #4**

TITLE: MARINet Radio Frequency Identification (RFID) Update

SUMMARY

MARINet as a library system has been a late adopter of Radio Frequency Identification (RFID) tagging for library items. RFID is a system where the unique identifier, the barcode, is encoded in a radio tag that is read by a specially designed reader in the form of a pad or surface. This system allows more efficient processing of books both manually and by automated systems, called Automated Materials Handling (AMH) systems, which will bulk sort returned materials without staff having to physically manipulate each item.

RECOMMENDATION:

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

BACKGROUND:

MARINet, which is comprised of all the libraries in Marin County including seven public libraries and two colleges, recently made a collective decision to add RFID tags to all materials (books, DVDs, etc.) in the system. This decision came after several years of discussion and consideration during which several members did not feel that RFID was needed or was a benefit for their libraries or communities. This decision was made in part because Marin County Free Library has offered to pay the initial cost of the tags to jump start this project. The MARINet board approved the project at their December 2020 meeting. The Board also approved the hiring of a consultant to identify the best RFID tags to purchase and hiring another consultant to do the tagging. The first phase of the RFID project, tagging the collections of the MARINet libraries is almost complete.

DISCUSSION:

Privacy

When RFID was first introduced there were concerns about patron privacy and the use of RFID. Some of the concerns may have been due to misperceptions that personally identifiable information was encoded on the RFID tag that could be stolen, misused, or leaked. The RFID tag only contains the unique identifier for the item (i.e. the barcode) as well as additional metadata such as the format of the item (book or DVD), or the owning library. Largely, the use of RFID and AMH have become best practices within the library field and the initial concerns about patron privacy have been put to rest.

General practice and MARINet plans are that the library card remains non-RFID enabled, and the patron's barcode is entered manually or by optical scanner.

Implementation

The implementation of RFID involves initially affixing RFID tags to the items in the library collection. San Rafael library as well as most other Marin Libraries decided to use the vendor Backstage Productions to affix the library tags to our items. This vendor started work during the beginning of January 2022 and was finished tagging our items by the beginning of March. Backstage recruited and hired members of the local community to work the project. One of the side benefits of this is that several of these workers have been hired by the San Rafael Library now that the MARINet tagging project has concluded.

Once all the items in MARINet have been tagged, the San Rafael Library and the Marin County Free Library will work together with MARINet staff to issue an RFP and choose a vendor to supply Automated Materials Handling (AMH) equipment. The timing of the project to install a sorting system for the San Rafael Downtown library location will be dependent of timing of the current new library facility initiative.

Efficiencies Gained

RFID and AMH systems benefit the library, and communities served, by increasing the accuracy and speed of materials checked in and out. When scanning individual items with a traditional optical scanner, staff members may skip an item, scan the wrong barcode, or not notice other errors. These mistakes take time to identify and fix. This system allows staff to check-out/check-in materials in a more time efficient manner thus allowing more time for staff to provide more customer service, outreach, programs, and other patron services.

FISCAL IMPACT:

Although there is no financial impact associated with this item, future implementation of this project will include costs that are associated with the acquisition of Automated Materials Handling (AMH) equipment which will be shared with all other libraries within MARINet, as well as the additional cost of an AMH system just for the downtown library.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian