



**BOARD OF LIBRARY TRUSTEES**  
**APRIL 11, 2023 AT 6:00PM**  
**CITY HALL LARGE CONFERENCE ROOM**  
**THIRD FLOOR**  
**1400 5<sup>TH</sup> AVE, SAN RAFAEL, CALIFORNIA**

**PARTICIPATE VIA ZOOM: <https://bit.ly/BLT-04-11-2023>**

Want to listen to the meeting and comment in real-time over the phone?

Call: (669) 444-9171 and enter 834-4761-9302#

**AGENDA**

**CALL TO ORDER – 6:00PM**

**MINUTES**

1. Approve regular meeting minutes of January 10, 2023 and February 14, 2023  
*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. Special Presentations: Cohesive Display Plan by Basia Jędruszczak

**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. Review of Increased Demand for OverDrive Digital Content by Jill Tokutomi
  - a. Recommended Action: Review the report and provide comment
4. Rescheduling the May 9, 2023 Board Meeting
  - a. Recommended Action: Reschedule or cancel the May Board meeting

**STAFF LIAISON REPORT**

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

**COMMISSIONER REPORTS**

6. 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](mailto: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/>.*



**SAN RAFAEL**

LIBRARY AND RECREATION

**BOARD OF LIBRARY TRUSTEES**

**MINUTES**

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**San Rafael Library – 1100 E Street, San Rafael, CA  
January 10, 2023 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=mP07Z4uv3zc>

**CALL TO ORDER**

Chair Lentini called the meeting to order at 6:02 P.M.

**Roll Call**

**Present:**

Trustee Andow

Trustee Cortes  
Trustee Duque Hughes  
Chair Lentini  
Trustee Vahdat

**Absent:**

None

**Also Present:**

Jinder Banwait, Administrative Analyst

Jill Tokutomi, Interim Assistant Library & Recreation Director/City Librarian

Catherine Quffa, Library & Recreation Director

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve Regular Meeting Minutes of December 13, 2022**

Trustees provided comments.

The minutes of December 13, 2022 were approved as submitted.

Trustee Vahdat moved, and Trustee Andow seconded to approve the minutes of the December 13, 2022 meeting.

Ayes: Trustees: Andow, Cortes, Duque Hughes, Vahdat, and Lentini

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

*Minutes approved as submitted.*

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

### **MEETING OPEN TO THE PUBLIC**

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

**3. Introductions/Awards/Recognitions/Presentations**

Presentation by Jill Tokutomi, Interim Assistant Library & Recreation Director/City Librarian and Catherine Quffa, Library & Recreation Director – Assistant Director Transition

Staff responded to questions from the Trustees.

Trustees provided comments.

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

### **MATTERS BEFORE THE BOARD**

**4. Review of Board of Trustees Meeting Schedule 2023/Hybrid Meetings**

Presentation by Jill Tokutomi, Interim Assistant Library & Recreation Director/City Librarian and Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

The Board of Trustees agreed to continue having the meetings on the second Tuesday of each month at 6 P.M. They accepted the schedule as proposed with the cancellation of the August and December meetings.

Trustee Vahdat indicated that he will miss the September 12, 2023 meeting.

Trustee Duque Hughes indicated that she will miss the April 11, 2023 meeting.

Trustee Vahdat moved, and Trustee Duque Hughes seconded to accept the schedule as proposed with the cancellation of the August and December meetings.

Ayes: Trustees: Andow, Duque Hughes, Vahdat, and Lentini

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: Cortes

*The proposed schedule accepted as presented.*

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

**5. Review of Board of Trustees Workplan 2023**

Presentation by Jill Tokutomi, Interim Assistant Library & Recreation Director/City Librarian and Catherine Quffa, Library & Recreation Director  
Staff responded to questions from the Trustees.

Trustees provided comments.

Trustee Vahdat suggested a topic, an update on which grants the library is currently seeking/available.

Trustee Duque Hughes suggested a topic, an update on library statistics and how the Library Board of Trustees can get involved in library outreach.

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

**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**

Presentation by Jill Tokutomi, Interim Assistant Library & Recreation Director/City Librarian and Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

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

**NEXT MEETING: February 14, 2023**

**FUTURE AGENDA TOPICS**

- None (Workplan 2023)

**ADJOURNMENT**

The meeting was adjourned at 6:58 P.M.

DRAFT



**SAN RAFAEL**  
LIBRARY AND RECREATION

**BOARD OF LIBRARY TRUSTEES**

**MINUTES**

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**San Rafael Library – 1100 E Street, San Rafael, CA  
February 14, 2023 – 6:00 P.M.  
Virtual Meeting Recording Link:  
<https://www.youtube.com/watch?v=STMllaJaefl>**

**CALL TO ORDER**

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

**Roll Call**

**Present:** Trustee Andow  
Trustee Cortes  
Trustee Duque Hughes  
Chair Lentini

**Absent:** Trustee Vahdat

**Also Present:**

Jinder Banwait, Administrative Analyst  
Basia Jędruszczak, Interim Supervising Librarian  
Jill Tokutomi, Interim Assistant Library & Recreation Director/City Librarian  
Catherine Quffa, Library & Recreation Director

**AGENDA AMENDMENTS**

None

**MINUTES**

- 1. Approve Regular Meeting Minutes of January 10, 2023**  
Trustees provided comments.  
The minutes of January 10, 2023 were approved as submitted.  
Trustee Andow moved, and Trustee Duque Hughes seconded to approve the minutes of the January 10, 2023 meeting.

Ayes: Trustees: Andow, Cortes, Duque Hughes, and Lentini  
Noes: Trustees: None  
Absent: Trustees: Trustee Vahdat  
Abstain: Trustees: None

*Minutes approved as submitted.*

***(January 10, 2023 minutes will be approved during the March 14, 2023 meeting as this meeting was cancelled due to technical difficulties)***

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

### **MEETING OPEN TO THE PUBLIC**

2. **Public Comment from the audience regarding items not listed on the agenda**  
None
3. **Introductions/Awards/Recognitions/Presentations**  
Presentation by Basia Jędruszczak – Cohesive Display Plan  
***(presentation not completed as this meeting was cancelled due to technical difficulties)***

**NEXT MEETING: March 14, 2023**

### **ADJOURNMENT**

The meeting was adjourned at 6:22 P.M.

***(February 14, 2023 meeting officially cancelled as soon as staff were made aware that the City's website was down and that at least one person wanting to attend was unable to do so, and that there may be others)***



**April 11, 2023  
Item #3**

**TITLE: REVIEW OF INCREASED DEMAND FOR OVERDRIVE DIGITAL CONTENT**

**RECOMMENDATION:**

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

**BACKGROUND:**

OverDrive is a vendor that sells eBooks, eAudiobooks and eMagazines to libraries for digital check-out. MARINet shares one catalog of OverDrive materials which patrons access via the Libby application on their devices or through our online catalog; patrons can read or listen to content in Libby, in a web browser, or send eBooks to a Kindle eReader. OverDrive offers several lending models for items, but the most common is the one copy/ one user model that functions similarly to our physical collections. Each item circulates to one patron at a time and patrons can place holds on items that are not currently available.

**DISCUSSION:**

The MARINet consortium has been tracking OverDrive check-outs since FY13 and there has been an 622% increase in circulation between FY13 and CY22 (the data presented was for Fiscal Years 2013-2021, and Calendar Year 2022). The largest increase in circulation from one year to the next was FY19 to FY20, which saw an increase of 53.7%. The significant increase from FY19 to FY20 is in context of the COVID-19 pandemic and associated impacts to in-person library services. However, annual circulation continues to increase despite our return to full in-person services with expanded hours. The overall increase in circulation from FY19 to CY22 was 84.5%.

In CY22, MARINet OverDrive items circulated 685,998 times; based on San Rafael's percentage share in the consortium (16.69%) we can attribute approximately 114,493 to San Rafael residents. Attachment 1 provides further detail on both CY22 and historic OverDrive circulation.

In FY22 physical items owned by San Rafael circulated 261,092 times. Counter to the trends we are seeing in OverDrive, circulation of physical materials has decreased by 13% since FY19. The below table shows the comparison of OverDrive and physical circulation for San Rafael from FY19 to FY22/CY22.



**Table 1: Circulation of OverDrive and Physical Items by Fiscal Year**

<b>Year</b>	<b>OverDrive</b>	<b>Physical Items</b>
FY19	62,005	302,268
FY20	95,363	234,781
FY21	107,490	181,786
FY22	114,493 (actually CY)	261,092
<b>Overall Change FY19- FY22</b>	<b>52,488 item increase</b>	<b>41,176 item decrease</b>

Funding for our shared OverDrive collection comes in 2 streams; the MARINet Board of Directors approves a percentage out of our annual MARINet budget, and member libraries can supplement the collection with funding from their individual budgets. In CY22, MARINet devoted 14% of the consortium budget to OverDrive content, and together member libraries doubled that amount with individual contributions. Member libraries are not obligated to contribute additional funds to this collection as per shared agreements, but it is understood as a necessary means to meet the demand for OverDrive content.

In FY22, San Rafael spent approximately \$26,500 on OverDrive materials in addition to the funding allocated through our annual payment to MARINet. That compares to the approximately \$208,000 that was spent on materials for physical circulation (books, periodicals, and A/V items). In addition to our shared OverDrive collection, San Rafael also provides access to Hoopla which offers eBooks, eAudiobooks and streaming media, and Kanopy which offers streaming media, along with other digital databases and eResources.

Given the growing demand for eBooks, eAudiobooks and eMagazines, we are considering increasing our supplemental contribution to the shared OverDrive collection in FY24 and decreasing spending in other categories such as physical collections. We are also weighing the pros and cons of devoting funds to alternative eBook platforms, such as the Palace Project which is a collaboration between the California State Library and the non-profit Lyrisis.

**FISCAL IMPACT:**

There is no financial impact associated with the review of this item.

Submitted by:

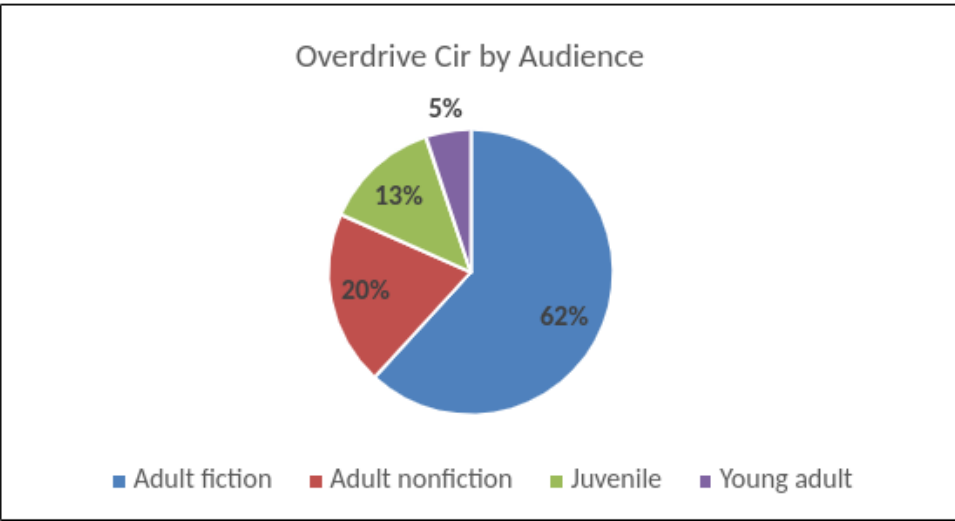
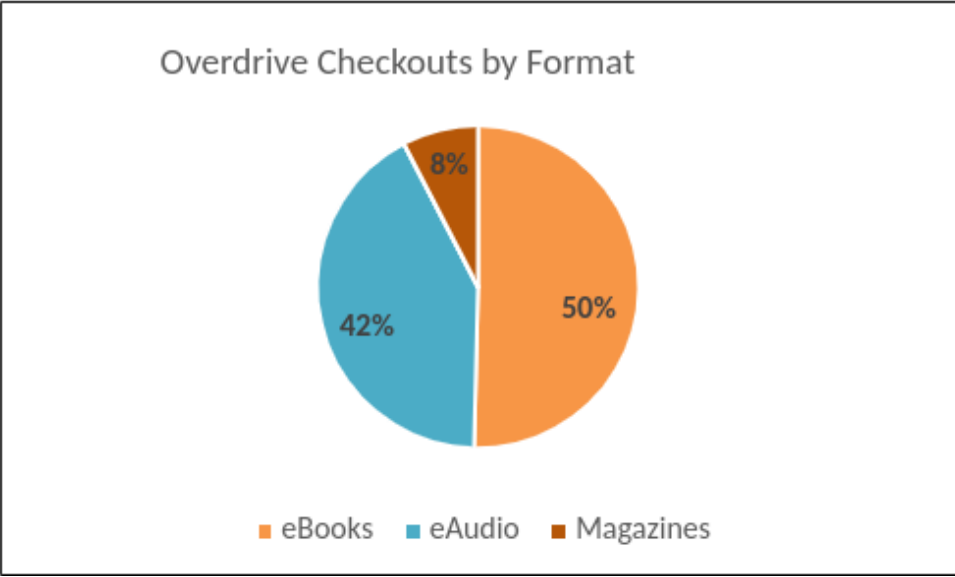
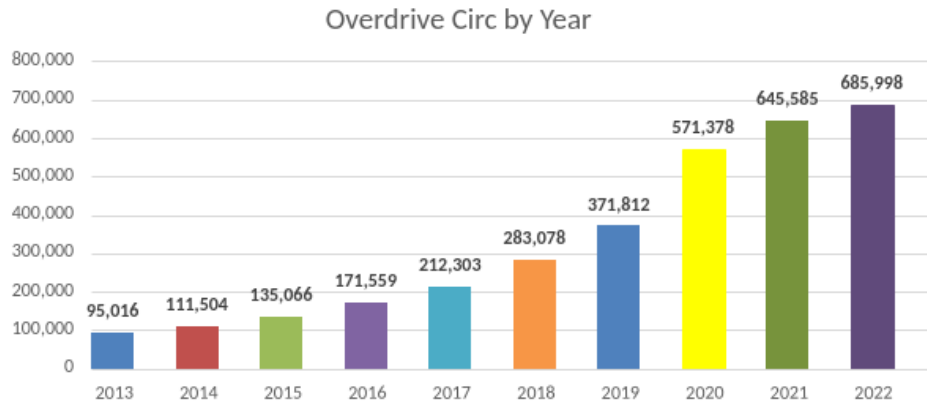


Jill Tokutomi  
Assistant Library & Recreation Director / City Librarian

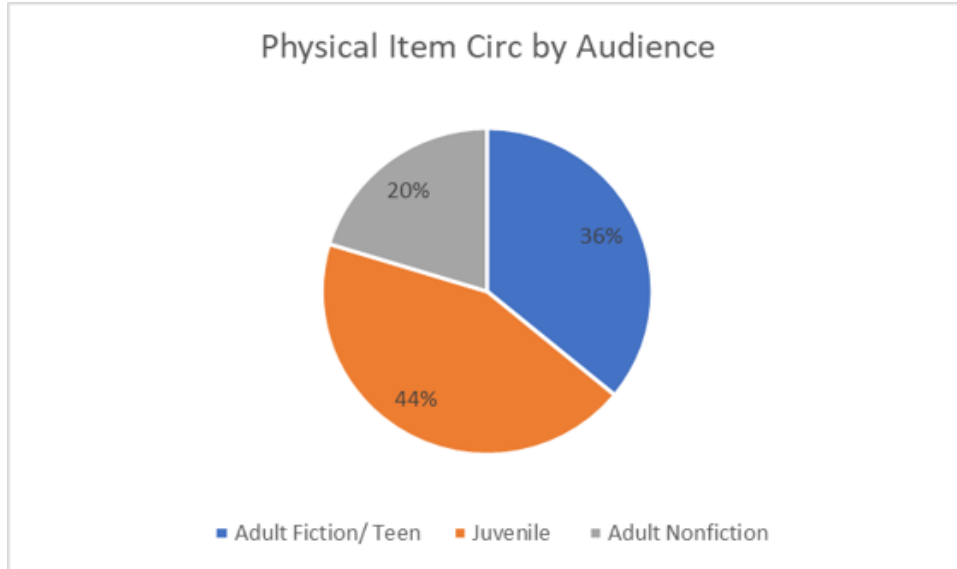
Attachment:

1. OverDrive Circ Data FY22

OVERDRIVE CIRC DATA CY22



## PHYSICAL ITEM CIRC DATA CY23





**April 11, 2023  
Item #4**

**TITLE: RESCHEDULING THE MAY 9, 2023 BOARD MEETING**

**RECOMMENDATION:**

That the Board of Trustees reschedule or cancel the May 2023 meeting.

**BACKGROUND:**

The Board of Library Trustees will have 3 vacancies by the end of April, 2023. The City will hold a special City Council meeting on May 9, 2023 to interview prospective Board members. As per the Board of Library Trustees Meeting schedule, approved at the January 10, 2023 meeting, the Board was scheduled to meet on May 9, 2023 at 6:00pm. As Council will not have selected new Board members by this date, the Board will not have the minimum number of members to meet quorum.

**DISCUSSION:**

The Board can vote to either cancel the May 9 meeting without rescheduling or reschedule for another date in May.

As the Board meets on Tuesdays at 6:00pm, the potential dates are the following:

Tuesday, May 16  
Tuesday, May 23  
Tuesday, May 30

If the Board votes to cancel the May meeting, the following meeting will occur on June 13 as planned in the approved meeting schedule.

**FISCAL IMPACT:**

There is no financial impact associated with the review of this item.

Submitted by:

A handwritten signature in black ink, appearing to read "Jill Tokutomi".

Jill Tokutomi  
Assistant Library & Recreation Director / City Librarian

Attachment:

1. Board of Library Trustees 2023 Meeting Schedule

**Library Board of Trustees  
Workplan – 2023**

**ATTACHMENT 1**

**BOARD OF LIBRARY TRUSTEES 2023 MEETING SCHEDULE**

- Tuesday, January 10, 2023
- Tuesday, February 14, 2023
- Tuesday, March 14, 2023
- Tuesday, April 11, 2023
- **Tuesday, May 9, 2023\***
- Tuesday, June 13, 2023
- Tuesday, July 11, 2023
- August—No meeting
- Tuesday, September 12, 2023
- Tuesday, October 10, 2023
- Tuesday, November 14, 2023
- December—No meeting

\*Requires action to vote to reschedule or cancel as Board will not have enough members to meet quorum.