

MARINet FY2021-22 Proposed Budget			FY21-22	FY20-21	Difference	
80248671			MARINet Consortium			
<i>updated 1/17/2021</i>						
<b>Communication</b>			<b>521310</b>	<b>0.00</b>	<b>1,920.00</b>	<b>-1,920.00</b>
	Los Gamos Phone Bill to IST		<b>0.00</b>	<b>1,920.00</b>	<b>-1,920.00</b>	No recent bills
<b>Insurance</b>			<b>521610</b>	<b>1,726.00</b>	<b>1,495.00</b>	<b>231.00</b>
	Alliant (Robert Dwyer)		<b>1,411.00</b>	<b>1,170.00</b>	<b>241.00</b>	Property insurance, 3% on fy20 actual 1370
	DSI Tech Escrow		<b>315.00</b>	<b>325.00</b>	<b>-10.00</b>	FY20 actual
<b>Maintenance -- Equipment</b>			<b>521810</b>	<b>135,000.00</b>	<b>125,350.00</b>	<b>9,650.00</b>
	III Maintenance		<b>135,000.00</b>	<b>125,100.00</b>	<b>9,900.00</b>	5% on FY20 actual, and new selfcheck lic maint
	General Repairs		<b>0.00</b>	<b>250.00</b>	<b>-250.00</b>	Service for printers
<b>Office Expenses</b>			<b>522410</b>	<b>4,750.00</b>	<b>6,950.00</b>	<b>-2,200.00</b>
	Office Supplies		<b>1,500.00</b>	<b>2,200.00</b>	<b>-700.00</b>	
	Del Bins and Bags		<b>750.00</b>	<b>750.00</b>	<b>0.00</b>	LinkPlus bags
	Barcodes		<b>2,250.00</b>	<b>3,500.00</b>	<b>-1,250.00</b>	fewer items
	LINK+ Supplies		<b>250.00</b>	<b>500.00</b>	<b>-250.00</b>	smaller labels, fewer zip ties
<b>Office Expense -- Erg Equip Furn</b>			<b>522415</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Office Furniture		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Office Exp -- Electronic Supp</b>			<b>522425</b>	<b>2,050.00</b>	<b>3,100.00</b>	<b>-1,050.00</b>
	Office Software, Server Software		<b>500.00</b>	<b>1,500.00</b>	<b>-1,000.00</b>	MS Office, Virus Scanning, etc.
	Server OS Renewal		<b>1,550.00</b>	<b>1,600.00</b>	<b>-50.00</b>	2 copies RHEL - Sierra app and DB servers
<b>Office Exp -- Postage</b>			<b>522440</b>	<b>40.00</b>	<b>40.00</b>	<b>0.00</b>
	Postage		<b>40.00</b>	<b>40.00</b>		No more notices, just stamps and shipping
<b>Prof and SP SVCs</b>			<b>522510</b>	<b>791,908.12</b>	<b>717,043.10</b>	<b>74,865.03</b>
<i>Prof and SP SVCs -- Main</i>			<b>318,772.00</b>	<b>299,147.10</b>	<b>19,624.91</b>	
	Marin IT email hosting		<b>1,080.00</b>	<b>1,080.00</b>	<b>0.00</b>	est. \$90/mo.
	Data Center Hosting (MIDAS)		<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	\$500/mo cabinet C-10 in data center
	IUG Dues		<b>115.00</b>	<b>115.00</b>	<b>0.00</b>	
	Califa Dues		<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	New membership for MARINet

Syndetics Solutions				<b>11,675.00</b>	<i>11,334.12</i>	340.88	3% increase on FY20 actual (11335)
PayPal (Verisign)				<b>1,500.00</b>	<i>1,500.00</i>	0.00	Two accounts (classic and BC)
BiblioCommons				<b>51,177.00</b>	<i>45,850.83</i>	5,326.18	3% on FY20 actual (49685)
Decision Center				<b>47,423.00</b>	<i>45,163.65</i>	2,259.35	5% increase on actual (45164)
LINK+ Membership				<b>36,083.00</b>	<i>33,680.00</i>	2,403.00	Northnet 66,070 III 10,013 <b>\$40k from pyfb</b>
LINK+ Delivery				<b>15,000.00</b>	<i>22,000.00</i>	-7,000.00	3% on FY20 actual
City Delivery (Sprint)				<b>125,000.00</b>	<i>100,000.00</i>	25,000.00	RFP, unknown cost increase (best guess)
Novelist Select				<b>11,889.00</b>	<i>10,783.50</i>	1,105.50	5% on FY20 actual
Library Market (\$1/card)				<b>2,500.00</b>	<i>1,000.00</i>	1,500.00	Going through more than expected
Innovative Cloud Backup				<b>4,765.00</b>	<i>4,500.00</i>	265.00	5% increase on FY20 actual 4538
Renew SSL Certificate				<b>825.00</b>	<i>550.00</i>	275.00	SAN certificate from DigiCert for marinet.lib.ca.us
Go To Meeting				<b>360.00</b>	<i>360.00</i>	0.00	Phone meetings
Thurston Squarespace				<b>230.00</b>	<i>230.00</i>	0.00	Hosting for Thurston.marinet.info
BiblioWeb website				<b>0.00</b>	<i>15,000.00</i>	-15,000.00	Project on indef. hold
RFID Consulting to Galecia Group				<b>3,000.00</b>	<i>0.00</i>	3,000.00	1400/qtr, 1 year
<b>Prof and SP SVCs -- eBook contracts</b>				<b>54,164.50</b>	<i>58,300.00</i>	<b>-4,135.50</b>	
Enki				<b>3,000.00</b>	<i>3,000.00</i>	0.00	\$3000 yearly per PMcKinnon 12/16/19
eResource Cataloging				<b>0.00</b>	<i>5,000.00</i>	-5,000.00	BiblioCommons Cloud, \$5k incl. now in BC bill
Overdrive Frontline Support				<b>6,000.00</b>	<i>6,000.00</i>	0.00	March to Feb
Overdrive Platform				<b>36,000.00</b>	<i>36,000.00</i>	0.00	July to June
O'Reilly Books				<b>9,164.50</b>	<i>8,300.00</i>	864.50	Replaces Safari Books Online
<b>Prof and SP SVCs -- eBook Content</b>				<b>210,000.00</b>	<i>150,000.00</i>	<b>60,000.00</b>	
Overdrive Content				<b>200,000.00</b>	<i>140,000.00</i>	60,000.00	Almost doubled the use in 2020
Overdrive Childrens'/YA Content				<b>10,000.00</b>	<i>10,000.00</i>	0.00	
<b>Prof and SP SVCs -- Databases and eResources</b>				<b>106,471.62</b>	<i>123,196.00</i>	<b>-16,724.38</b>	
Ancestry (In-Library Use)				<b>13,658.83</b>	<i>13,261.00</i>	397.83	3% increase
Discover & Go				<b>1,750.00</b>	<i>1,750.00</i>	0.00	\$700 base cost plus museum subscriptions
EBSCO (Main)				<b>0.00</b>	<i>44,092.00</i>	-44,092.00	Cancelled 2020
Mango Languages				<b>15,204.86</b>	<i>14,762.00</i>	442.86	3% increase
New York Times (Public)				<b>4,874.99</b>	<i>4,733.00</i>	141.99	3% increase
New York Times (Academic)				<b>9,399.78</b>	<i>9,126.00</i>	273.78	3% increase

	ProQuest Newstand			15,833.16	15,372.00	461.16	3% increase
	RBDigital Platform			0.00	9,600.00	-9,600.00	
	RBDigital Titles			0.00	10,500.00	-10,500.00	
	Overdrive Magazines			20,100.00	0.00	20,100.00	replaces RBDigital
	Wall Street Journal			10,200.00	0.00	10,200.00	
	Newsbank			15,450.00	0.00	15,450.00	Marin IJ, SF Chron, other newspapers
<b>Prof and SP SVCs -- CENIC Network</b>				<b>102,500.00</b>	<b>86,400.00</b>	<b>16,100.00</b>	
	Marin IT Help Desk Support			80,000.00	60,000.00	20,000.00	Expected increase 20k
	Cisco SmartNet Monitoring (core equip)			18,000.00	22,000.00	-4,000.00	Less stuff covered each year
	CMX Wi Fi renewal			4,500.00	4,400.00	100.00	WiFi interface for login/stats
<b>Prof and SP SVCs -- System Maint</b>				<b>522575</b>	<b>95,000.00</b>	<b>95,000.00</b>	<b>0.00</b>
	CENIC bills (Califa for AT&T,Comcast)			95,000.00	95,000.00	0.00	17 sites and core, 10Gb, 17x1Gb
<b>Prof and SP SVCs- Aud and Acct</b>				<b>522585</b>	<b>10,850.00</b>	<b>11,150.00</b>	<b>-300.00</b>
	Est. Annual Audit Fee			10,250.00	10,250.00	0.00	
	Indirect City Overhead			600.00	900.00	-300.00	To County for admin of finances
<b>Prof and SP SVCs -- CNTY SAL REIMB</b>				<b>522735</b>	<b>635,264.65</b>	<b>630,682.82</b>	<b>4,581.83</b>
<b>Regular Hire</b>							<b>3% increase FY18-19 (new contract)</b>
	Systems Administrator			211,934.87	209,836.50	2,098.36	1% cola est.
	Systems Librarian			185,680.25	183,841.83	1,838.42	1% cola est.
	Library Technical Asst. 2			112,095.38	110,985.52	1,109.86	1% cola est.
	Library Technical Asst. 2			112,095.38	110,985.52	1,109.86	1% cola est.
<b>Extra Hire</b>							
	LINK+ Sorting Delivery			4,219.60	4,177.82	41.78	LTA1, step 1, 3% bens., 1 hr day/5x52, 1%cola
	MCFL to City sorting			8,439.19	8,355.63	83.56	LTA1, step 1, 3% bens., 2 hr day/5x52, 1% cola
	Graphics projects MCFL			800.00	2,500.00	-1,700.00	Was cataloging, graphics
<b>Rents and Leases -- Equip</b>				<b>522910</b>	<b>31,500.00</b>	<b>29,940.00</b>	<b>1,560.00</b>
	Los Gamos Office Rent			31,500.00	29,940.00	1,560.00	0
							9 mo at 2630, 3 mo at 2710
<b>SP Dept EXP -- EDU Training</b>				<b>523210</b>	<b>6,300.00</b>	<b>10,600.00</b>	<b>-4,300.00</b>

	III Trainings			0.00	2,500.00	-2,500.00	
	IUG Conference			4,600.00	4,600.00	0.00	2 staff IUG location unknown
	Workshops/Mtgs			100.00	250.00	-150.00	supplies, etc.
	Retreat Costs			750.00	750.00	0.00	Annual lunch for Board
	Prof. Conferences			850.00	2,500.00	-1,650.00	Internet Librarian, CENIC, NorCal IUG
<b>Trans and Travel</b>		<b>523445</b>		<b>300.00</b>	<b>550.00</b>	<b>-250.00</b>	
	Mileage			300.00	550.00		Reducing again, lower use
<b>Equipment</b>		<b>540510</b>		<b>1,000.00</b>	<b>3,500.00</b>	<b>-2,500.00</b>	
	Replacement Equip.			1,000.00	3,500.00	-2,500.00	PC/server/network equipment
<b>Interfund Transfers (Print Shop)</b>		<b>561215</b>		<b>0.00</b>	<b>150.00</b>	<b>-150.00</b>	
	Printing from County Print Shop			0.00	150.00	-150.00	
<b>Operating Budget Subtotal</b>				<b>1,715,688.77</b>	<b>1,637,470.92</b>	<b>78,217.85</b>	
<b>Sinking Fund Contribution 5%</b>		<b>580110</b>		<b>83,006.81</b>	<b>78,855.65</b>	<b>4,151.15</b>	5% of op budget subtotal to 80258671
<b>Budget Total</b>				<b>1,798,695.58</b>	<b>1,716,326.57</b>	<b>82,369.01</b>	
<b>MARINet Pass-through budgets</b>							
<b>80248681</b>		<b>MARINet Member Services</b>					
<b>Prof and SP Svcs</b>		<b>522510</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Office Expenses</b>		<b>522410</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	was "Office Supplies"
	Supplies			20,000.00	20,000.00	0.00	Used for barcodes charged to cities

Link + Pricing for FY 22							
Core cost (III,Califa)	\$36,083.00	\$0.00	\$40k Carryover from FY21 applied to core costs				
	<b>\$36,083.00</b>	<b>\$15,000.00</b>	<b>\$4,367.64</b>	<b>\$250.00</b>			
	<b>Link+ Costs</b>	<b>Tricor Del'y</b>	<b>Sorting</b>	<b>Supplies</b>	<b>FY 20-21 Total</b>		
MCFL	\$18,081.19	\$3,450.00	\$1,004.56	\$57.50	\$22,593.25		
BET	\$1,750.03	\$1,725.00	\$502.28	\$28.75	\$4,006.05		
SAN	\$1,822.19	\$1,725.00	\$502.28	\$28.75	\$4,078.22		
SRF	\$6,116.07	\$1,950.00	\$567.79	\$32.50	\$8,666.36		
SAU	\$1,252.08	\$900.00	\$262.06	\$15.00	\$2,429.14		
MVY	\$2,745.92	\$1,725.00	\$502.28	\$28.75	\$5,001.94		
LRK	\$1,670.64	\$1,725.00	\$502.28	\$28.75	\$3,926.67		
COM	\$1,244.86	\$900.00	\$262.06	\$15.00	\$2,421.92		
DUC	\$1,400.02	\$900.00	\$262.06	\$15.00	\$2,577.08		
Totals	<b>\$36,083.00</b>	<b>\$15,000.00</b>	<b>\$4,367.64</b>	<b>\$250.00</b>	<b>\$55,700.64</b>		
<b>Tiered Costs</b>	Used for Delivery, Sorting and Supplies			Costs per Tier			
	Tier Pctg. Total	Indiv. Share	# members	Delivery	Sorting	Supplies	
Tier 1	23%	23.0%	1	\$3,450	\$1,005	\$58	<i>mcfl</i>
Tier 2	13%	13.0%	1	\$1,950	\$568	\$33	<i>srpl</i>
Tier 3	46%	11.5%	4	\$1,725	\$502	\$29	<i>mvvy, san, lrk, bet</i>
Tier 4	18%	6.0%	3	\$900	\$262	\$15	<i>sau, com, duc</i>
Totals	100%			\$15,000	\$4,368	\$250	<b>TOTAL</b>
<b>Cost Sharing Formula used for LinkPlus FY22</b>			<b>TOTAL Link+ costs</b>				
MCFL	50.11%			Link+ charges	\$36,083.00	to Innovative	
BET	4.85%			Delivery	\$15,000.00	Unity	
SAN	5.05%			Sorting	\$4,367.64	to MCFL	
SRPL	16.95%			Supplies	\$250.00	MARINet	
SAU	3.47%						
MVY	7.61%			<b>Total</b>	\$55,700.64		
LRK	4.63%						
COM	3.45%						
DUC	3.88%						

<b>MARINet Distribution of CENIC costs FY2021-22</b>							
	CENIC network bills (AT&T and Comcast connections)				\$95,000.00		
	Marin IT Help Desk charge 1 year				\$80,000.00		
	Cisco SmartNet monitoring				\$18,000.00		
	Cisco CMX subscription						
	<b>TOTAL CENIC COSTS</b>				<b>\$193,000.00</b>		
	<b>Marin County Free Library</b>	<b>\$113,529.41</b>	10		\$113,529.41		
	<b>San Rafael Public Library</b>	<b>\$22,705.88</b>	2		\$22,705.88		
	<b>Bel Tib Library</b>	<b>\$11,352.94</b>	1		\$11,352.94		
	<b>Larkspur Public Library</b>	<b>\$11,352.94</b>	1		\$11,352.94		
	<b>Mill Valley Public Library</b>	<b>\$11,352.94</b>	1		\$11,352.94		
	<b>San Anselmo Public Library</b>	<b>\$11,352.94</b>	1		\$11,352.94		
	<b>Sausalito Public Library</b>	<b>\$11,352.94</b>	1		\$11,352.94		
		\$193,000.00	17		\$193,000.00		
	Building	System			Share		
	1 BET	BET			\$11,352.94		
	2 BOL	MCFL			\$11,352.94		
	3 CMA	MCFL			\$11,352.94		
	4 CCE	MCFL			\$11,352.94		
	5 FAI	MCFL			\$11,352.94		
	6 INV	MCFL			\$11,352.94		
	7 LRK	LRK			\$11,352.94		
	8 MCI	MCFL			\$11,352.94		
	9 MVY	MVY			\$11,352.94		
	10 NOV	MCFL			\$11,352.94		
	11 PRE	MCFL			\$11,352.94		
	12 PWD	SRPL			\$11,352.94		
	13 SAN	SAN			\$11,352.94		
	14 SAU	SAU			\$11,352.94		
	15 SNO	MCFL			\$11,352.94		
	16 SRF	SRPL			\$11,352.94		
	17 STB	MCFL			\$11,352.94		
		TOTAL			\$193,000.00		

FY21-22 Proposed Budget: Breakout for the Membership Bills							
		55,552.60	193,000.00	125,000.00	1,425,142.98		
						Total Membership Cost	
Library	Funding Formula	Link+	CENIC	City Delivery	Operating funds		
Marin County	49.87%	\$22,559.20	\$113,529.41	\$62,337.50	\$710,718.80	\$909,144.91	
Belvedere Tiburon	4.85%	\$3,989.03	\$11,352.94	\$6,062.50	\$69,119.43	\$90,523.90	
San Anselmo	5.05%	\$4,061.20	\$11,352.94	\$6,312.50	\$71,969.72	\$93,696.36	
San Rafael	16.95%	\$8,647.12	\$22,705.88	\$21,187.50	\$241,561.73	\$294,102.23	
Sausalito	3.47%	\$2,420.26	\$11,352.94	\$4,337.50	\$49,452.46	\$67,563.16	
Mill Valley	7.61%	\$4,984.92	\$11,352.94	\$9,512.50	\$108,453.38	\$134,303.74	
Larkspur	4.63%	\$3,909.65	\$11,352.94	\$5,787.50	\$65,984.12	\$87,034.21	
Dominican	3.88%	\$2,568.20	\$0.00	\$4,850.00	\$55,295.55	\$62,713.74	
College of Marin	3.45%	\$2,413.04	\$0.00	\$4,312.50	\$49,167.43	\$55,892.97	
TOTAL	99.76%	\$55,552.60	\$193,000.00	\$124,700.00	\$1,421,722.64	\$1,794,975.23	

# MARINet Cost Sharing Formula FY 2021-22

rev. 1/15/21

## Holdings

	Holdings	FY21-22	FY20-21
BET	54,532	5.31%	5.73%
COM	68,017	6.62%	7.44%
DUC	111,392	10.84%	10.71%
LRK	43,663	4.25%	3.95%
MCFL	418,321	40.72%	40.84%
MVY	125,961	12.26%	11.27%
SAN	48,481	4.72%	4.36%
SAU	51,986	5.06%	4.71%
SRPL	104,869	10.21%	10.99%
	1,027,222	100.00%	

## Circ w/ Renewals (Jan - Dec)

	Circulation	FY21-22	FY20-21
BET	53,877	4.76%	4.59%
COM	5,124	0.45%	0.56%
DUC	1,756	0.16%	0.26%
LRK	63,018	5.56%	5.31%
MCFL	628,817	55.51%	56.45%
MVY	81,749	7.22%	6.15%
SAN	69,765	6.16%	6.03%
SAU	31,489	2.78%	2.96%
SRPL	197,284	17.41%	17.70%
	1,132,879	100.00%	

## Population Certified (July 2019, Fall Enrollment)

	Population	FY21-22	FY20-21
BET	11,510	4.27%	4.25%
COM	4,522	1.68%	2.34%
DUC	1,858	0.69%	0.69%
LRK	12,578	4.67%	4.64%
MCFL	143,752	53.39%	53.03%
MVY	14,687	5.45%	5.41%
SAN	12,902	4.79%	4.76%
SAU	7,416	2.75%	2.74%
SRPL	60,046	22.30%	22.15%
	269,271	100.00%	





## MARINet Cost Sharing Formula FY 2021-22

[illegible]

## MARINet Cost Sharing Formula FY 2020-21

### Holdings

	Holdings	FY21-22	FY20-21
BET	54,532	5.31%	5.73%
COM	68,017	6.62%	7.44%
DUC	111,392	10.84%	10.71%
LRK	43,663	4.25%	3.95%
MCFL	418,321	40.72%	40.84%
MVY	125,961	12.26%	11.27%
SAN	48,481	4.72%	4.36%
SAU	51,986	5.06%	4.71%
SRPL	104,869	10.21%	10.99%
	1,027,222	100.00%	

### Circ w/ Renewals (Jan - Dec)

	Circulation	FY21-22	FY20-21
BET	53,877	4.76%	4.59%
COM	5,124	0.45%	0.56%
DUC	1,756	0.16%	0.26%
LRK	63,018	5.56%	5.31%
MCFL	628,817	55.51%	56.45%
MVY	81,749	7.22%	6.15%
SAN	69,765	6.16%	6.03%
SAU	31,489	2.78%	2.96%
SRPL	197,284	17.41%	17.70%
	1,132,879	100.00%	

### Population Certified (July 2019, Fall Enrollment)

	Population	FY21-22	FY20-21
BET	11,510	4.27%	4.25%
COM	4,522	1.68%	2.34%
DUC	1,837	0.68%	0.69%
LRK	12,578	4.67%	4.64%
MCFL	143,752	53.39%	53.03%
MVY	14,687	5.45%	5.41%
SAN	12,902	4.79%	4.76%
SAU	7,416	2.75%	2.74%
SRPL	60,046	22.30%	22.15%
	269,250	100.00%	


## MARINet Board Meeting Minutes

December 17, 2020 Online Meeting

Meeting convened at 9:05 a.m.

Present: Linda Kenton (SAN), Abbot Chambers (SAU), Franklin Escobedo (LRK), Henry Bankhead (SRPL), Chantel Walker, Damon Hill and Julie Magnus (MCFL), Anji Brenner (MVY), Debbie Mazzolini (BET), Gary Gorka (DUC), Sarah Frye (COM), Dan McMahon and Jessica Trenary (MARINet).

- I. No Public Comments (no member of public present)
- II. No guests
- III. Minutes of Nov. 19, 2020 approved
- IV. Old Business
  - A. Collection Development Task Force: Reminder to send names to Dan for staff to server on CDTF. Schedule 1<sup>st</sup> meeting for before January retreat if possible. Dan will set up email list.
  - B. Bookdrops: The bookdrop ordered by MCFL is having lengthy delays being delivered. This one is for use at Novato during a closure, but then can be used for the Lucas Valley site. What is being considered are two locations:
    - a. Lucas Valley Rd. at the pullout just West of Las Gallinas. The City of San Rafael has offered to install this one.
    - b. Tam Junction, we have to find an exact location. Anji will check with her contacts, the ideal spot may be County property.
  - C. Retreat Planning: We'll have a quick regular meeting before the retreat. The retreat topics will be Universal Borrowing, Equity, Collection Development Task Force, and the Agenda process for these meetings. Greg Lucas is a go as our speaker, at 10 a.m. There will be online lunch as well, where people will talk about the personal significance of a food they're eating.
  - D. RFID: Lori Ayre has sent her terms for consulting on this project with us, and the board voted to accept her at these terms. We will have unlimited questions, and a certain number of hours of research or presentations for \$1,400 per quarter.
  - E. Delivery: The challenges and increasing costs of delivery make it worth looking at the whole process. Cheryl Gould did a study on library delivery options that might be helpful, we need to track down a copy. There was a detailed discussion of the issues, largely financial and personnel ones, and how holds patterns and system settings are tied into delivery volume.
  - F. Reopening Plans: Given the increases in Covid-19 everywhere, everyone is in wait-and-see mode. Mid-January is about when everyone will be reevaluating this. Meanwhile curbside services are continuing, with varying breaks for the holidays at each library.
- V. New Business
  - None.
- VI. Standing Items for the agenda

- A. Equity Discussion (Chantel Walker): Chantel described how the current Equity discussion began for her and for libraries including MCFL with GARE in 2016. Bonny White and Sara Jones have been involved for years, and Sara is heading the Anti-Racist and Ally Network. MCFL is advertising staff openings in new and novel channels, and has increased staff diversity greatly in recent years, at all levels. This also leads to discussion of collection development policy, and the analysis of fiction collections (beginning with Teen) to see if they are representative, and to seek funding to grow an equity collection. If MARINet Libraries want to join CREI they can let Sara and Chantel know.
- B. System Administrator's report (Dan and Jessica): We are waiting on the Sierra upgrade until after the holidays, as it didn't happen at the once chance we had in early December. Newsbank and the Wall St. Journal are new products just set up for MARINet, and are using a homemade authentication system based on Sierra's API.
- C. Topics for future agenda: CDTF, Reopening, RFID, Bookdrops. For the retreat part, topics are as stated before, Universal Borrowing, Equity, Collection Development Task Force, and the Agenda process. Disaster preparedness is also a possible topic.

VII. Non-Action Items  
None.

VIII. Meeting adjourned at 10:25 a.m.

Minutes taken by Dan McMahon, MARINet Systems Administrator

**PROPOSED MARINet BOARD  
AGENDA REPORT**

---

**January 21, 2021**  
**Item #****TITLE:           PROPOSED PROCESS FOR PROVIDING REPORTS FOR AGENDA ITEMS  
FOR MARINet BOARD****SUMMARY**

The MARINet Board currently lacks a well-defined process for the format in which agenda items shall be presented to the board. Currently items are proposed in the form of just a title or concept and then later explained and discussed. This is a proposal to modify the procedure to provide more in information on each agenda item in the form of a report, created by the proposer of the agenda item, this document being an example thereof.

**RECOMMENDATION**

That the Board vote to modify the board procedure to require agenda reports.

**BACKGROUND**

Many City/Town Councils and other boards in our local communities require a report, sometimes called a “staff report”, to be included with each agenda item as part of the meeting packet that is distributed before a planned public meeting. One advantage is that this provides more information to the public about each item such that they can be more informed about the work of the board, especially if they plan participate in public comment. In addition, the provision of agenda reports allows the members of the board to be more informed in advance of the meeting.

**DISCUSSION**

The format of an agenda report is a seen in this document: Title, Summary, Recommendation, Background, Discussion, Fiscal Impact, Alternative Action. Recommendation is key in explaining whether this is an item to be voted on or just an informational item. Fiscal impact lets the board know if the item will have fiscal impact. Alternative Action allows the submitter to give the Board options.

**FISCAL IMPACT**

N/A

**ALTERNATIVE ACTION**

Any other action as determined by the Board.

Submitted by:



Henry Bankhead  
Assistant Library and Recreation Director / City Librarian

**MARINet Systems Report for January 2021**

- Daniel McMahon and Jessica Trenary

**Sierra and  
Trainings/  
Conferences****Sierra Upgrade to 5.2**

The upgrade was delayed from its first date, as Ill had to do some work to complete our prep level, so we have postponed this. It should take place somewhat soon, the first window is Jan 27.

**Notices**

We are still sending out only courtesy notices and hold pickup/cancel notices. We are talking to the CWG list (circ working group) about resuming Overdue notices and Bills. We may have to run these jobs to update item statuses, even if we don't send the Overdue notices to patrons. Of the items checked out in March when libraries closed (122,000) only 12,541 are still out on Jan. 15. Another 8,000 items checked out since then are overdue.

**Load Profiles**

Jessica and Mildred (MCFL) attended the intense four-day remote training sessions. Making changes to the load profiles is extremely complex and essentially requires learning a new Sierra-specific language. The load profiles will be extremely important in the next few years as more libraries transition to shelf ready and more publishers are able to send records to be loaded using the load profiles.

**Outages**

We had no outage or major network trouble for the first month in a long time. Network bills also continue to be very small this year, though I'm keeping \$95k in the budget for next year as I think that'll be pretty accurate. There is no Cenic conference scheduled for 2021 yet, it's normally in March in Monterey. I do think it would be beneficial to attend one more of these conferences, either one day or all three, in the next couple years.

**LinkPlus**

Almost everyone has resumed LinkPlus service now, notably excepting San Francisco Public Library. We are storing 10 boxes of their items which we cannot return yet, and assume they have about as many of our items, along with a few bags and bins.





## Security

### Hacking

There were no hacking incidents or news this month. We have geo-blocking on the MARINet servers firewall now, stopping about 95% of traffic from Russia and China. The 5% is still notable, all SSH login attempts and fishing the websites we have for known scripts which are compromised.

**DRWG (December 14, 2020):** The group discussed the Overdrive spending. Even additional money this year, MARINet is barely keeping up with the holds. Jessica let the group know that the switch from RBDigital to Overdrive Mags was coming soon. Wall Street Journal, Newsbank, and O'Reilly authentication was being set-up. The group discussed their initial recommendations for the FY21-22 budget.

### Retreat time: questions for the Board

From MARINet staff, here are the questions that we ponder for our long-term planning:

1. Overdrive. What we are doing is clearly working, buying bestsellers and hold copies, but it's going to keep driving our budget higher. Now that eBooks are about 40-50% of circulation is this model sustainable? Are libraries planning to shift their collection funds to online offerings in coming years to reflect the changes in use? Generally our increase in Overdrive content funds is going to run \$50k to \$80k each year at current usage levels.
2. Based on that shared Overdrive model, the CDTF may be recommending eventually that MARINet centralizes some physical item purchasing. Anything that can be centralized efficiently of course should be, but is there consideration to the long-term staffing of MARINet? Our descriptions and job skills are mostly good in this regard, it's really about making sure there are enough hours to get the work done.
3. Our commitment to Cenic ends in 2022. We anticipate that they'll continue to offer the Erate/CTF discounted bandwidth through Califa after that, but there's nothing definite yet.
  - a. Should MARINet continue to run the public libraries' network after 2022? If so, what equipment do we need to replace and when?
  - b. Are any jurisdictions thinking of pulling out of Cenic?

4. Fines. We're currently collecting about \$1000 a month in fines from online sources, and spending from \$500 to \$700 per month in bank fees and e-commerce connectors. If we did reach a point where replacement books are the only fines being charged, we could probably drop the BiblioCommons fines module and connector and save almost half our costs, by using only the classic catalog fines system.
5. Fines again, and bank account time: Dan is going to look into a bank account to repatriate the PayPal fines, now at \$26,000. (He is favoring either US Bank in Novato or Mechanics in San Rafael. Who can work with an agency like ours with no normal tax documents?) We could point all our fine connectors at such a bank account and save \$100 in BofA fees and a lot of staff time each month. Such an account would be used only for fines, as anything that is in the actual budget should still go through Munis for many good reasons.

#### **Budget proposal for FY 2021-22**

The Cost Sharing Formula did not change radically this year, despite big changes in circulation and some holdings. College of Marin does have a big drop next year due to fierce weeding and slightly lower enrollment, but otherwise it's fairly consistent with FY 20-21.

The proposed FY 21-22 budget is as close as we can get to a flat budget, at \$78,218 higher than FY21's budget. We've reduced or zeroed out many line items, but here are the increases this year:

- Up \$60,000 to Overdrive, for a total of \$210,000 for content.
- Up \$20,000 for Marin IT support of Cenic, as that is expected to increase due to more support calls.
- Up \$4,500 to salaries in case new contracts for July 2021 include a 1% COLA.
- Up \$25,000 for city delivery, in anticipation of the RFP and new bids. Our total for this is now \$125,000.
- We are again planning to dip into Prior Year funds for LinkPlus, to account for the discount we received for LinkPlus from NorthNet this year. Up to \$40,000 is suggested.

#### **Financial report: FY 2020-21, Jan. 15, 2021**

Reserve fund balance 1/15/21	\$336,213.33
Reserve fund deposit FY21	\$78,731.00
TOTAL RESERVES	\$414,944.33

Prior Year fund balance	\$215,945.41
PayPal fines balance 1/15/21	\$26,038.36
LinkPlus subscription FY21	-\$20,000.00
FY 18/19 fines distribution	-\$48,000.00
AVAILABLE PYFB	\$173,983.77
 TOTAL AVAILABLE FUNDS	 \$588,715.10
 Operating Budget FY 2020-21	 \$1,735,682.00
Spent to date (12/11/20)	\$987,098.82
Left for FY 2020-21	\$748,583.18

---dtm/jet 1/15/21