

## MARINet Board Meeting Agenda

Thursday, February 2, 2023

12 - 2:30 p.m.

Online Meeting

Zoom Meeting:

<https://us06web.zoom.us/j/83893894291?pwd=WkFRM3YyK3Q2aUk4dHJxbDVISIVBZz09>

+1 669 444 9171 // Find your local number: <https://us06web.zoom.us/j/83893894291?pwd=WkFRM3YyK3Q2aUk4dHJxbDVISIVBZz09>

Meeting ID: 838 9389 4291

Passcode: 471629

“Good afternoon, viewers are welcome to provide public comment online through Zoom or by telephone at the number listed above. The meeting ID is also listed above. If you are watching the meeting on Zoom and wish to provide public comment, please select the raise hand feature either on the bottom of your screen or through the participants icon. If you are participating by telephone and wish to provide public comment, please press \*9, when the Chair opens the public comment period. When it is your turn to speak, you will be notified that the host is inviting you to participate, you will need to press \*6 to unmute yourself. Once you are unmuted you will have 3-minutes to provide your comments.”

|  |       |
|--|-------|
| <b>I. Roll Call/Determination of a Quorum</b>  | 12 pm |
| <b>II. Introduction of Guests</b>  | 12:05 |
| <b>III. Public Comment Period</b>  | 12:05 |
| An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes. |       |
| <b>IV. Approval of Minutes from Previous Meetings (Action)</b>   | 12:10 |
| <b>V. Business Topics</b>  |       |
| A. Approval of MARINet funding formula (Action)  | 12:10 |
| B. DRWG budget proposal (Discussion)   | 12:15 |
| C. BiblioCommons BiblioApp Checkout (Action)   | 12:25 |
| D. FY23-24 Budget (Discussion)   | 12:35 |
| E. Future Board Meeting Place/Time (Discussion)  | 1 pm  |
| F. Break   | 1:10  |
| G. MARINet Staffing, Succession Planning (Action)  | 1:20  |
| <b>VI. Standing Agenda Items</b>   |       |
| A. Collaboration/Partnership (Discussion)  | 1:35  |
| B. Equity (Discussion) - Belvedere Tiburon   | 1:55  |
| C. System Administrator’s Report (Discussion)  | 2:10  |
| D. Topics for Future Agenda (Discussion)   | 2:15  |
| E. Approval for Next Virtual Meeting (Action)  | 2:20  |
| F. Library Announcements (Discussion)  | 2:20  |

Minutes will be taken by MARINet

**Meeting Locations:**

|                              |   |
|------------------------------|---|
| Belvedere Tiburon Library    | 1501 Tiburon Boulevard, Tiburon, CA 94920           |
| College of Marin             | 835 College Ave., Kentfield, CA 94904               |
| Dominican University Library | 50 Acacia Ave., San Rafael, CA 94901                |
| Larkspur Public Library      | 400 Magnolia Avenue, Larkspur, CA 94939             |
| Marin County Free Library    | 3501 Civic Center Drive, #414, San Rafael, CA 94903 |
| Mill Valley Public Library   | 375 Throckmorton Avenue, Mill Valley, CA 94941      |
| San Anselmo Public Library   | 110 Tunstead Avenue, San Anselmo, CA 94960          |
| San Rafael Public Library    | 1100 E Street, San Rafael, CA 94901                 |
| Sausalito Public Library     | 420 Litho Street, Sausalito, CA 94965               |

This meeting will be held via teleconference only in order to reduce the risk of spreading COVID-19 and pursuant to Governor Newsom’s Executive Orders N-25-20 and N-29-20. How to View or Listen to the Meeting: MARINet will not offer a physical location from which members of the public may observe the meeting and offer public comment. Copies of documents used in this meeting are available in accessible formats upon written request to help@marinet.info.

**Brown Act:**

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Co).

**Commonly Used Acronyms in minutes and agendas:**

|                   |   |
|-------------------|---|
| AMH               | Automated Materials Handling (Book sorters)   |
| API               | Application Programming Interface (verifies database access for patrons by barcode and PIN) |
| BET               | Belvedere Tiburon Library   |
| BSWG              | Bibliographic Standards Working Group   |
| COM               | College of Marin (Library)  |
| CSWG              | Children’s Services Working Group   |
| CWG               | Circulation Working Group   |
| DB or DBs         | Databases, often used for all electronic resources online                                   |
| DOF               | Department of Finance (County of Marin)   |
| DRWG              | Digital Resources Working Group   |
| DUC               | Dominican University (Library)  |
| FY                | Fiscal Year (July 1 to June 30)   |
| III or “Triple I” | Innovative Interfaces Inc., maker of Sierra   |
| ILS               | Integrated Library System (Sierra)  |
| IST or County IST | Marin County’s Information Services and Technology Department                               |
| LRK               | Larkspur Library  |
| MCFL              | Marin County Free Library   |
| Munis             | Marin County’s financial system that we use to pay bills                                    |

|      |   |
|------|---|
| MVY  | Mill Valley Library   |
| RFID | Radio Frequency Identification                                  |
| SAN  | San Anselmo Library   |
| SAU  | Sausalito Library   |
| SIP2 | System Interchange Protocol v.2, connects self-checks to Sierra |
| SRPL | San Rafael Public Library                                       |
| TSWG | Teen Services Working Group                                     |

## **DRAFT MARINet Board Meeting Minutes**

Thursday, January 5, 2023 - Online Meeting

### **Present:**

Board Chair: Lana Adlawan (MCFL)

Board: Abbot Chambers (Sausalito), Kristen Clark (Mill Valley), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Crystal Duran (Belvedere Tiburon), Catherine Quffa, Henry Bankhead and Jill Tokutomi (San Rafael), Nick Stone and Teresa Capasso (Larkspur).

MARINet Staff: Dan McMahon and Jessica Trenary

The meeting came to order at 12:11 pm.

- I. Public Comment Period – None.
- II. Approval of Minutes from Previous Meetings – Kenton moves to approve the December 2022 meeting minutes, Bankhead seconds. Roll call unanimously approved.
- III. Business Topics:
  - A. Chair and Vice Chair (*Action*) – Adlawan volunteers to Chair and Duran volunteers to Vice Chair the MARINet Board for the remainder of this fiscal year, FY22-23, and to continue Chair/Vice Chair for the next fiscal year, FY23-24. **Kenton motions to nominate Adlawan as Chair and Duran as Vice Chair for January through June 2023. Chambers seconds. Roll call unanimously approved.**
  - B. Marin IT Support Contract (*Action*) – Trenary explains the needs for IT support without Dan/System Admin position. Trenary expresses appreciation for Marin IT and their flexibility in contract terms. **Duran motions to accept the Marin IT contract, Bankhead seconds. Roll call unanimously approved.**
  - C. Overdrive Collection Development (*Discussion*) – Trenary, Chambers discuss DRWG’s suggestions for purchasing. Clark wants MARINet to purchase holds and leave discretionary buying to libraries. Tokutomi has concerns about MARINet workload, asks if DRWG can help. Chambers asks Board to think strategically and long-term about Overdrive purchasing. Kenton asks Board if they should consider the physical versus Overdrive holds ratios.
  - D. Budget (*Discussion*) – McMahon and Trenary gave a quick overview of the budget. Trenary said that DRWG will present their proposal at the February meeting which may change the budget. Trenary highlighted Decision Center, Marin IT support on-going, Bibliotheca RFID support, and Newsbank Access World News.
  - E. Cloud/Hosted ILS (*Discussion*) – Trenary stressed that notifying patrons is crucial for the downtime on Wednesday, January 11<sup>th</sup>. The downtime begins at 6 am and will continue for at least 4 hours, possibly the entire day. Duran asked when MARINet would notify Board if the downtime will continue for longer than one business day.

Trenary said Innovative will revert to back-up and reschedule the migration if it is not completed by Wednesday afternoon and the downtime should not continue for more than one day. Trenary and McMahon said some technology problems are expected and they will triage all day Thursday and Friday and longer as necessary.

- F. Interim Position for Trenary (*Action*) – **Duran motions to approve an interim temporary promotion to Systems Admin for Trenary, Kenton seconds. Roll call unanimously approved.**
- G. MARINet Staffing, Succession Planning (*Discussion*) – Adlawan says that in December she sent a survey to ask Board about MARINet priorities and staffing. Adlawan gave an overview of those survey results. Board discusses possibilities of managing competing budget needs and MARINet staffing. Discussion about hiring a consultant to review staffing. Board will form a task force (Adlawan, Kenton, Brenner, Quffa (if needed)) to define scope and budget to hire a consultant to review MARINet staffing.

IV. Standing Items:

- A. Collaboration/Partnership Discussion – Board discusses weather related issues of the severe storm. Adlawan says County is focused on educational support year round, for students outside of school hours. Tokutomi highlights successful partnership with County in programming.
- B. Equity Discussion (Sausalito) – Chambers led a discussion on article from *The Atlantic*, “The Homeownership Society Was a Mistake”.
- C. System Administrator’s Report –Trenary thanks McMahon for all his mentorship and thoughtfulness guiding MARINet and working for the County for 20+ years.
- D. Topics for Future Agenda –
  - Approve MARINet funding formula (*Action*)
  - DRWG budget proposal (*Discussion*)
  - BiblioCommons BiblioApp Checkout (*Discussion*)
  - FY23-24 Budget (*Discussion*)
  - Future board meetings virtual/in person (*Discussion*)
  - MARINet Staffing, Succession Planning (*Action*)
- E. Approval for Virtual Meeting Next Month (*Action*) - Duran moves to hold next meeting virtually, Chambers seconds. Roll call unanimously approved.

V. Announcements –

- SRF: Bankhead will be Deputy Director of Berkeley Public Library.
- LRK: Librarian I offer extended. Future Recruitment for a new Community Services and Library Director TBD.

- DUC: Library closed until Jan. 17<sup>th</sup>, more construction in summer. Holy Names University is closing and Dominican will absorb many of their students.

Adlawan adjourned meeting at 2:30 p.m.

*Minutes respectfully submitted by MARINet Staff*

# MARINet

1600 Los Gamos Dr., Suite 190, San Rafael, CA 94903

## Board Resolution

February 2, 2023

### Whereas:

The Joint Powers Agreement designates that MARINet costs shall be borne by each participating agency according to a cost-sharing formula and that said formula shall be adjusted annually by the Board to reflect current data;

### Now therefore be it resolved:

The MARINet Governing Board approves the MARINet cost-sharing formula for FY23-24 in the total as set forth in the *FY2023-2024 MARINet Cost Formula* as attached.

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Sausalito Public Library

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Belvedere Tiburon Library

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Mill Valley Public Library

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Marin County Free Library

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San Rafael Public Library

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San Anselmo Public Library

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Larkspur Public Library

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Dominican University Library

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College of Marin Library



**DRWG Proposed Budget FY 23-24**

1/30/2023

| Database                    | Budget FY23-24   | Budget FY22-23   | Difference       | Notes  |
|-----------------------------|------------------|------------------|------------------|--|
| Ancestry (In-Library Use)   | \$14,069         | \$13,659         | \$410            | 3% increase                                      |
| Discover & Go               | \$1,750          | \$1,750          | \$0              |  |
| Enki                        | \$3,000          | \$3,000          | \$0              | Remove items from catalog, cancel next year?     |
| Mango Languages             | \$13,905         | \$15,205         | (\$1,300)        | Emailed Califa/Mango, they pulled down the price |
| New York Times (Public)     | \$0              | \$4,875          | (\$4,875)        | CSL covering                                     |
| New York Times (Academic)   | \$10,452         | \$9,400          | \$1,053          |  |
| O'Reilly                    | \$12,569         | \$11,936         | \$633            | CALIFA negotiated price stability                |
| ProQuest Newsstand          | \$16,154         | \$15,833         | \$321            | 3% increase                                      |
| Wall Street Journal         | \$9,000          | \$10,200         | (\$1,200)        | Lowered for libraries                            |
| Newsbank Marin IJ, SF Chron | \$17,427         | \$15,450         | \$1,977          | 3% increase                                      |
| Newsbank Access World News  | \$9,034          | \$9,542          | (\$508)          |  |
| <b>Total</b>                | <b>\$107,360</b> | <b>\$110,849</b> | <b>(\$3,490)</b> |  |

| Overdrive                     | Budget FY23-24   | Budget FY22-23   | Difference        | Notes                        |
|-------------------------------|------------------|------------------|-------------------|------------------------------|
| Overdrive Content             | \$231,000        | \$282,000        | (\$51,000)        | See below for breakdown      |
| Overdrive Platform            | \$36,000         | \$36,000         | \$0               | \$18K back in content credit |
| Overdrive Magazines           | \$25,000         | \$25,000         | \$0               |                              |
| Overdrive Children/YA Content | \$10,000         | \$10,000         | \$0               | CSWG + TSWG                  |
| Overdrive Comics/Manga        | \$9,500          | \$0              | \$9,500           |                              |
| Overdrive Frontline Support   | \$6,000          | \$6,000          | \$0               |                              |
| <b>Total</b>                  | <b>\$317,500</b> | <b>\$359,000</b> | <b>(\$41,500)</b> |                              |

**Total Database + Overdrive**                      **\$424,860**                      **\$469,849**                      **(\$44,990)**

| Overdrive Content FY 22-23 | Budget           | Budget FY22-23   | Difference        | Notes  |
|----------------------------|------------------|------------------|-------------------|--|
| Bestsellers                | \$33,600         | \$43,200         | (\$9,600)         | Buy less   |
| Holds \$75+                | \$37,800         | \$28,800         | \$9,000           | More \$\$ audiobooks                                 |
| Holds \$50-74.99           | \$72,000         | \$76,800         | (\$4,800)         |  |
| Holds under \$50           | \$96,000         | \$96,000         | \$0               |  |
| Expired                    | \$9,600          | \$31,200         | (\$21,600)        | Buy much less, leave libraries discretion, see below |
| Skip The Line              | \$0              | \$6,000          | (\$6,000)         | Jessica will train libraries how to Curate STL       |
| <b>Total</b>               | <b>\$249,000</b> | <b>\$282,000</b> | <b>(\$33,000)</b> |  |

- Expired currently buying: Any expired title with a hold
- Expired will buy: Titles with holds + price under \$20 or 26 checkouts
- Expired will not buy:
  - Titles without holds
  - Titles metered access by time
  - Titles metered access by time or checkout
  - Titles over \$20 with holds, not 26 checkouts



MCFL is recommending adding a new feature in the BiblioCommons App called **Checkout**.

## What is **Checkout** for BiblioApps?

This feature allows patrons to use their mobile phones to check out items in real time. They scan the barcode of the item and check it out.

### Reasons To Add Checkout:

- Fully self-service, which is confidential and inclusive
- Future savings on staff time, self-checkout machines
- Convenience and time-saving – no need to wait in line, helpful for parents managing kids
- Encourages Patron App loyalty, app usage

### Drawbacks:

- Patrons could make mistakes checking out and not actually check out their materials
- Newer, basic feature. Two Sierra libraries are using Pima County & Arapahoe Libraries
- Can't check out Link+ materials

### Financial Impacts:

\$625 one time implementation fee + \$2,954.89 annual fee = \$3,579.89

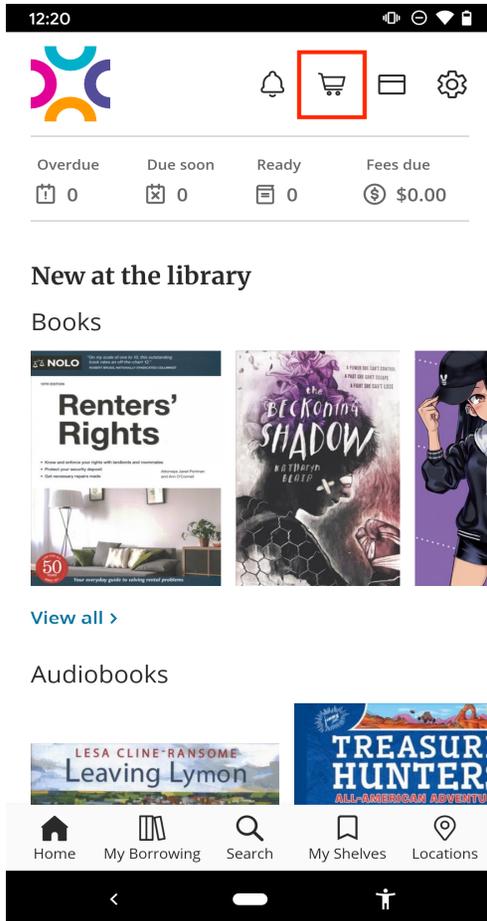
### Timeline:

BiblioCommons implementation team could put MARINet on the schedule in a couple months. Implementation should be pretty quick. Libraries would need to do staff training and alert patrons to the new feature.

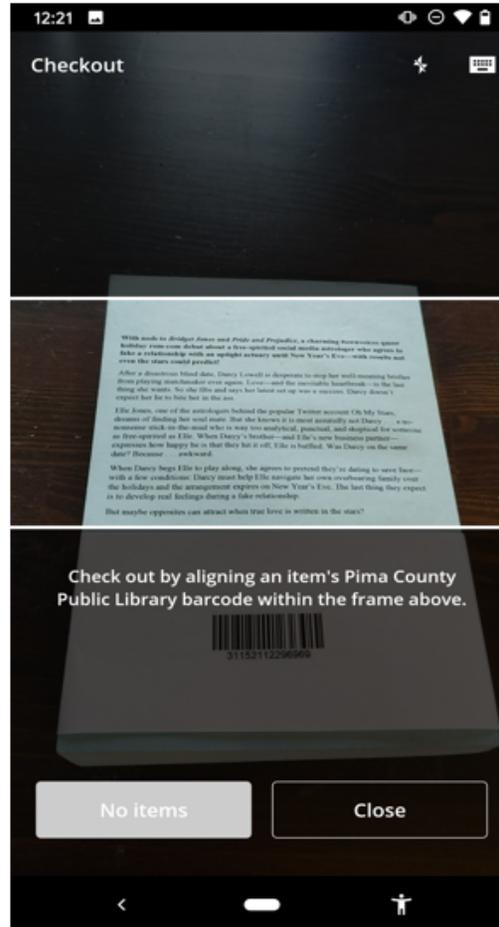
## How Does Checkout Work?

There are 6 easy steps!

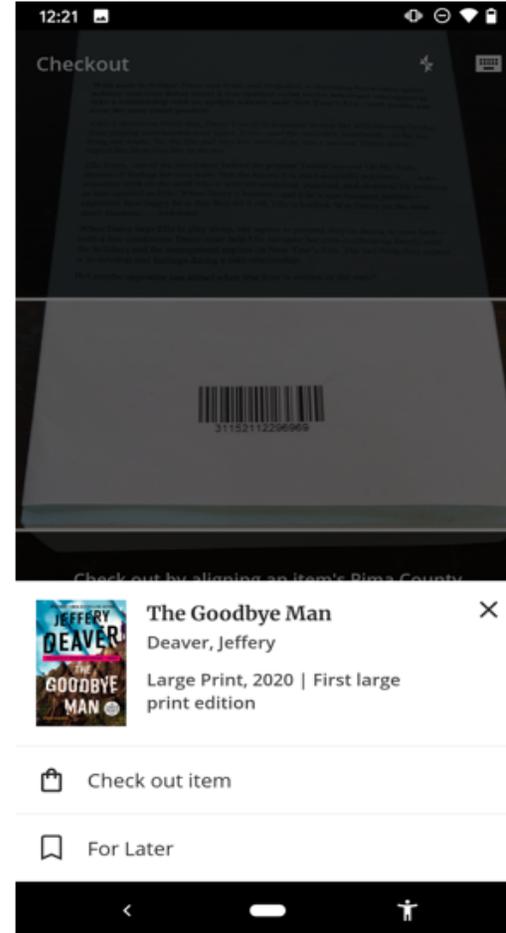
### Step 1: Click cart



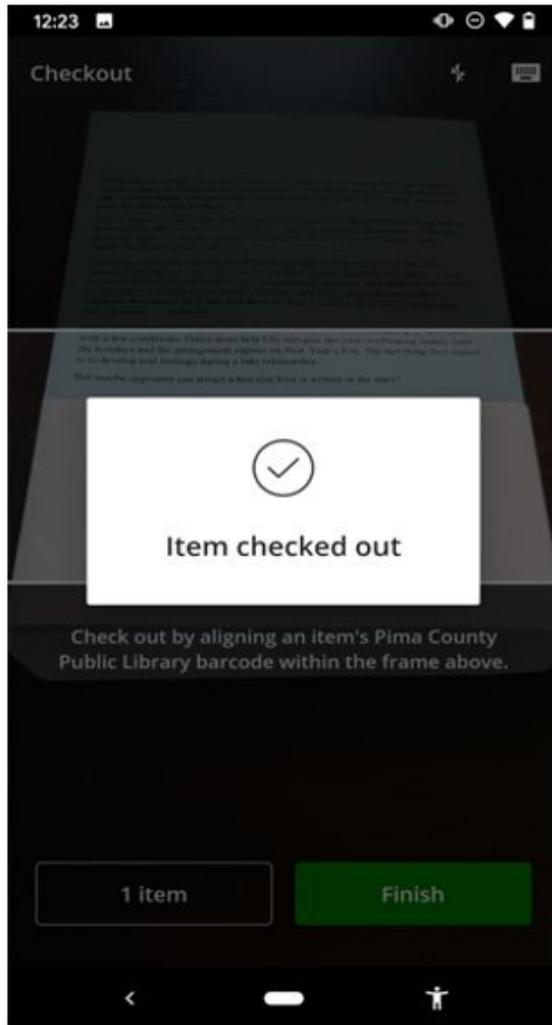
### Step 2: Camera opens (patron will be prompted to enable, if needed)



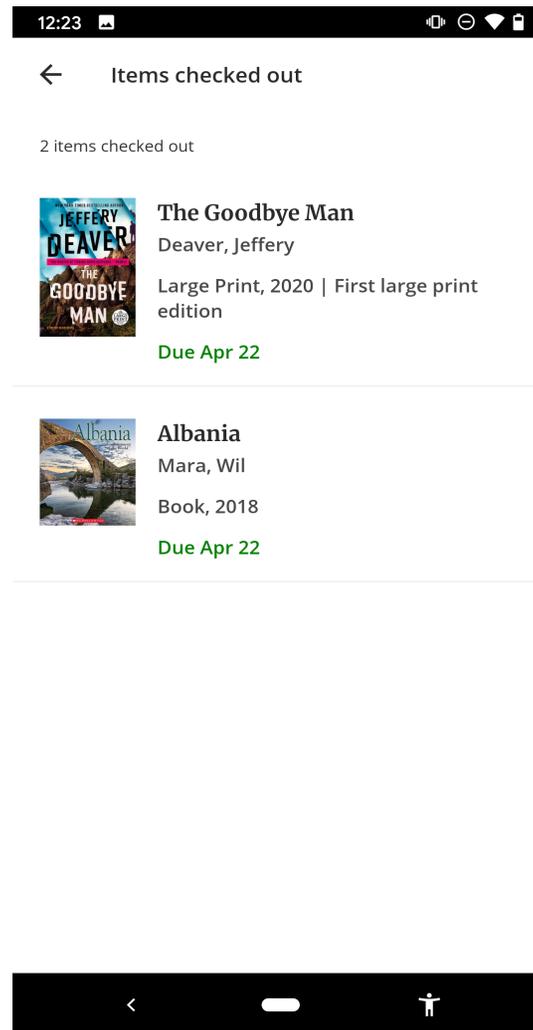
### Step 3: Scan barcode (or type in barcode)



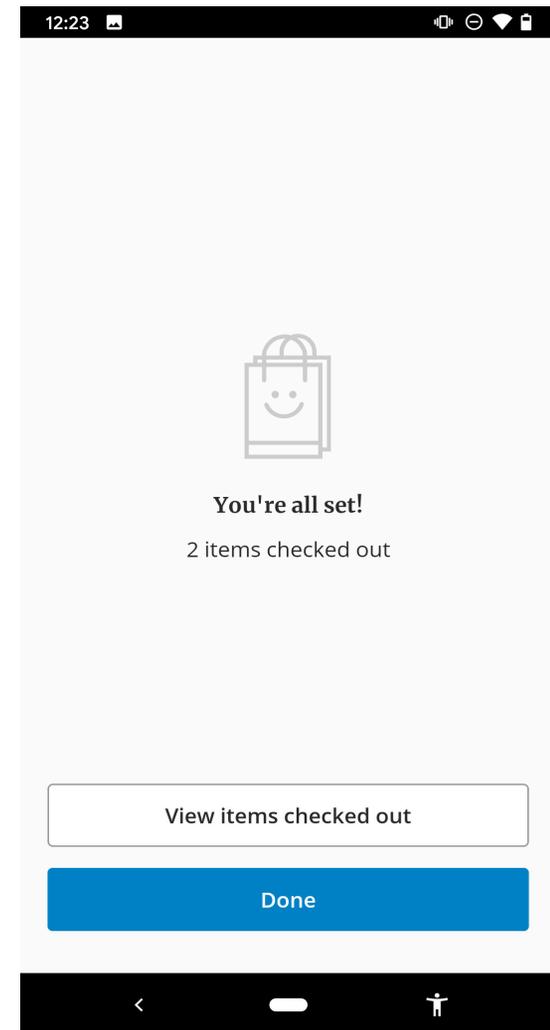
## Step 4: Check out confirmed



## Step 5: List of items

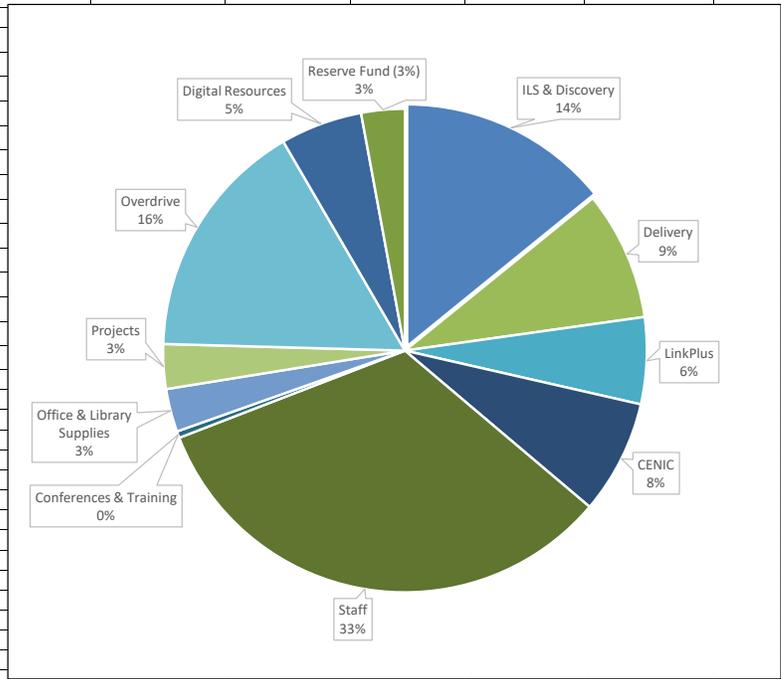


## Step 6: Done!



**MARINet Budget Summary FY 23-24**

| <b>Overview</b>           |  |                    |
|---------------------------|--|--------------------|
| ILS & Discovery           |  | \$277,438          |
| Delivery                  |  | \$169,688          |
| LinkPlus                  |  | \$113,596          |
| CENIC                     |  | \$149,500          |
| Staff                     |  | \$646,779          |
| Conferences & Training    |  | \$8,560            |
| Office & Library Supplies |  | \$56,590           |
| Projects                  |  | \$58,799           |
| Overdrive                 |  | \$317,500          |
| Digital Resources         |  | \$107,360          |
| Reserve Fund (3%)         |  | \$57,174           |
|                           |  | <b>\$1,962,984</b> |



| Library           | Cost Sharing Formula | \$1,642,713 |           |           | \$57,174     |                    | Total |
|-------------------|----------------------|-------------|-----------|-----------|--------------|--------------------|-------|
|                   |                      | Operating   | LinkPlus  | CENIC     | Reserve Func |                    |       |
| Belvedere-Tiburon | 4.82%                | \$79,162    | \$7,028   | \$8,306   | \$2,755      | \$97,252           |       |
| College of Marin  | 3.13%                | \$51,410    | \$4,223   | \$0       | \$1,789      | \$57,423           |       |
| Dominican         | 3.99%                | \$65,585    | \$5,002   | \$0       | \$2,283      | \$72,870           |       |
| Larkspur          | 4.69%                | \$76,978    | \$6,908   | \$8,306   | \$2,679      | \$94,872           |       |
| Marin County      | 49.63%               | \$815,289   | \$50,183  | \$83,056  | \$28,376     | \$976,903          |       |
| Mill Valley       | 8.45%                | \$138,844   | \$10,310  | \$8,306   | \$4,832      | \$162,292          |       |
| San Anselmo       | 5.38%                | \$88,373    | \$7,535   | \$8,306   | \$3,076      | \$107,290          |       |
| San Rafael        | 16.69%               | \$274,227   | \$18,104  | \$24,917  | \$9,544      | \$326,792          |       |
| Sausalito         | 3.22%                | \$52,844    | \$4,302   | \$8,306   | \$1,839      | \$67,290           |       |
|                   | 100.00%              | \$1,642,713 | \$113,596 | \$149,500 | \$57,174     | <b>\$1,962,984</b> |       |

|                   | FY23-24            | FY22-23            | Difference      |
|-------------------|--------------------|--------------------|-----------------|
| Belvedere-Tiburon | \$97,252           | \$91,217           | \$6,035         |
| College of Marin  | \$57,423           | \$54,571           | \$2,852         |
| Dominican         | \$72,870           | \$74,750           | (\$1,879)       |
| Larkspur          | \$94,872           | \$91,799           | \$3,073         |
| Marin County      | \$976,903          | \$976,490          | \$413           |
| Mill Valley       | \$162,292          | \$167,818          | (\$5,525)       |
| San Anselmo       | \$107,290          | \$106,404          | \$886           |
| San Rafael        | \$326,792          | \$321,517          | \$5,275         |
| Sausalito         | \$67,290           | \$66,920           | \$370           |
|                   | <b>\$1,962,984</b> | <b>\$1,951,485</b> | <b>\$11,499</b> |

| <b>MARINet Budget Details FY23-24</b> |  |                  |                |                   |   |
|---------------------------------------|--|------------------|----------------|-------------------|---|
|                                       |  |                  |                |                   |   |
| <b>ILS &amp; Discovery</b>            |  | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                              |
| Innovative Sierra                     |  | \$151,725        | \$140,000      | \$11,725          |   |
| Innovative Cloud                      |  | \$45,000         | \$0            | \$45,000          | Cloud hosting                             |
| Innovative Cloud Backup               |  | \$0              | \$5,253        | (\$5,253)         | No longer needed - hosted                 |
| Innovative Decision Center            |  | \$0              | \$49,794       | (\$49,794)        | Innovative will cut to \$37,345.50        |
| Server OS                             |  | \$0              | \$1,500        | (\$1,500)         | No longer needed - hosted                 |
| Paypal Online Fines                   |  | \$1,500          | \$1,500        | \$0               |   |
| BiblioCommons                         |  | \$50,272         | \$52,169       | (\$1,897)         | 3% on FY22 actual 48808                   |
| BiblioApps Checkout                   |  | \$3,580          | \$0            | \$3,580           | New per Lana                              |
| Novelist Select                       |  | \$12,436         | \$12,451       | (\$15)            | 3% on FY22 actual 48808                   |
| Syndetics Solutions                   |  | \$12,025         | \$11,675       | \$350             | 3% increase on FY22 actual                |
| Renew SSL Certificate                 |  | \$900            | \$980          | (\$80)            |   |
|                                       |  | <b>\$277,438</b> | \$275,323      | \$2,115           |   |
|                                       |  |                  |                |                   |   |
| <b>Delivery</b>                       |  | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                              |
| City Delivery                         |  | \$158,736        | \$138,000      | \$20,736          | Actual at \$12,776/mo. (gas surcharges)   |
| MCFL Staffing - City Sorting          |  | \$10,577         | \$10,319       | \$258             | LTA1, step 5, 2 hr./day/5x52, 3% benefits |
| Supplies - Delivery Bins              |  | \$375            | \$375          | \$0               |   |
|                                       |  | <b>\$169,688</b> | \$148,694      | \$20,994          |   |
|                                       |  |                  |                |                   |   |
| <b>LinkPlus</b>                       |  | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                              |
| Link+ Membership                      |  | \$90,333         | \$71,970       | \$18,363          | 3% on COM/DUC, 3% on NorthNet for PLs     |
| MCFL Staffing - Link+ Sorting         |  | \$5,288          | \$5,159        | \$129             | LTA1, step 5, 1 hr./day/5x52, 3% benefits |
| Link+ Delivery                        |  | \$17,400         | \$13,716       | \$3,684           | Actaul at 1450/mo.                        |
| Supplies Link+                        |  | \$575            | \$575          | \$0               | Bags, Labels, Zip Ties                    |
|                                       |  | <b>\$113,596</b> | \$91,420       | \$22,176          |   |
|                                       |  |                  |                |                   |   |
| <b>CENIC</b>                          |  | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                              |
| Marin IT Support                      |  | \$80,000         | \$80,000       | \$0               | Renegotiate                               |
| CENIC Connections                     |  | \$50,000         | \$52,000       | (\$2,000)         | 18 sites and core, 10Gb, 17x1Gb           |
| Cisco SmartNet Monitoring             |  | \$15,000         | \$15,000       | \$0               |   |
| CMX WiFi                              |  | \$4,500          | \$4,500        | \$0               | Interface for login/stats                 |
|                                       |  | <b>\$149,500</b> | \$151,500      | (\$2,000)         |   |
|                                       |  |                  |                |                   |   |

| <b>Staff</b>                         | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                             |
|--------------------------------------|------------------|----------------|-------------------|--|
| Systems Administrator                | \$229,000        | \$218,258      | \$10,742          | \$150k salary, 79k ben/costs             |
| Systems Librarian                    | \$191,383        | \$190,322      | \$1,061           | \$125k salary, \$67k ben/costs           |
| Library Technical Asst. 2            | \$113,198        | \$114,898      | (\$1,700)         | \$73k salary, \$40k ben/costs            |
| Library Technical Asst. 2            | \$113,198        | \$114,898      | (\$1,700)         | \$73k salary, \$40k ben/costs            |
| Marin IT - Tech Support              | \$0              | \$0            | \$0               | \$30,000 annual                          |
|                                      | <b>\$646,779</b> | \$638,376      | \$8,403           |  |
|                                      |                  |                |                   |  |
|                                      |                  |                |                   |  |
| <b>Conferences &amp; Training</b>    | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                             |
| IUG Conference                       | \$4,800          | \$4,800        | \$0               |  |
| Innovative Trainings                 | \$1,500          | \$1,500        | \$0               |  |
| Local Conferences                    | \$1,250          | \$1,250        | \$0               | CENIC, NorCal IUG, CALIFA Vendor Fair    |
| Board Retreat                        | \$750            | \$750          | \$0               | Annual lunch                             |
| Califa Dues                          | \$150            | \$150          | \$0               |  |
| IUG Dues                             | \$110            | \$115          | (\$5)             |  |
|                                      | <b>\$8,560</b>   | \$8,565        | (\$5)             |  |
|                                      |                  |                |                   |  |
|                                      |                  |                |                   |  |
| <b>Office &amp; Library Supplies</b> | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                             |
| Los Gamos Office Rent                | \$32,915         | \$32,160       | \$755             | 9 mo at 2709, 3 mo at 2844               |
| Audit                                | \$10,250         | \$10,250       | \$0               | O'Connell CPA Inc.                       |
| Barcodes                             | \$3,000          | \$2,000        | \$1,000           | Barcode price increase                   |
| Insurance - Property                 | \$2,750          | \$2,180        | \$570             | Alliant/Robert Dwyer - servers/furniture |
| Computer Replacement Equipment       | \$2,500          | \$4,000        | (\$1,500)         | PC/server/network equipment              |
| Office Supplies                      | \$1,500          | \$1,500        | \$0               |  |
| Office Software, Server Software     | \$1,250          | \$1,250        | \$0               | Office, Windows, AVG                     |
| Email Hosting                        | \$1,080          | \$1,080        | \$0               | Marin IT, Office360                      |
| Mileage                              | \$400            | \$400          | \$0               |  |
| Go To Meeting                        | \$360            | \$360          | \$0               | Phone meetings                           |
| Insurance - IP                       | \$315            | \$315          | \$0               | DSI Tech Escrow                          |
| Intranet                             | \$230            | \$230          | \$0               | Squarespace hosting for Thurston         |
| Postage                              | \$40             | \$40           | \$0               |  |
| Phones                               | \$0              | \$0            | \$0               | Provided by Marin County                 |
|                                      | <b>\$56,590</b>  | \$55,765       | \$825             |  |
|                                      |                  |                |                   |  |
|                                      |                  |                |                   |  |
| <b>Projects</b>                      | <b>FY23-24</b>   | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                             |
| Collection HQ Publics + EDI tool     | \$39,995         | \$0            | \$39,995          | New                                      |
| RFID Consulting to Galecia Group     | \$12,000         | \$6,400        | \$5,600           | Last part RFID/AMH contract              |
| Quipu Online Cards                   | \$3,804          | \$17,000       | (\$13,196)        | Launched, ongoing costs only             |

|                                 |                    |                |                   |  |
|---------------------------------|--------------------|----------------|-------------------|--|
| Text Messaging                  | \$3,000            | \$3,000        | \$0               |  |
| Bibliotheca RFID Support        | \$0                | \$12,000       | (\$12,000)        | Libraries will contract for support directly     |
|                                 | <b>\$58,799</b>    | \$38,400       | (\$19,596)        |  |
| <b>Overdrive</b>                | <b>FY23-24</b>     | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                                     |
| Overdrive Content               | \$231,000          | \$282,000      | (\$51,000)        |  |
| Overdrive Platform              | \$36,000           | \$36,000       | \$0               |  |
| Overdrive Magazines             | \$25,000           | \$25,000       | \$0               |  |
| Overdrive Childrens'/YA Content | \$10,000           | \$10,000       | \$0               | CSWG, TSWG                                       |
| Overdrive Comics/Manga          | \$9,500            | \$0            | \$9,500           |  |
| Overdrive Frontline Support     | \$6,000            | \$6,000        | \$0               |  |
|                                 | <b>\$317,500</b>   | \$359,000      | (\$41,500)        |  |
| <b>Digital Resources</b>        | <b>FY23-24</b>     | <b>FY22-23</b> | <b>Difference</b> | <b>Notes</b>                                     |
| Ancestry (In-Library Use)       | \$14,069           | \$13,659       | \$410             |  |
| Discover & Go                   | \$1,750            | \$1,750        | \$0               |  |
| Enki                            | \$3,000            | \$3,000        | \$3,000           | Remove items from catalog, cancel next year?     |
| Mango Languages                 | \$13,905           | \$15,205       | (\$1,300)         | Emailed Califa/Mango, they pulled down the price |
| New York Times (Academic)       | \$10,452           | \$9,400        | \$1,052           |  |
| New York Times (Public)         | \$0                | \$4,875        | (\$4,875)         | CSL covering                                     |
| Newsbank Access World News      | \$9,034            | \$9,542        | (\$508)           |  |
| Newsbank Marin IJ, SF Chron     | \$17,427           | \$15,450       | \$1,977           |  |
| O'Reilly Books                  | \$12,569           | \$11,936       | \$633             | CALIFA negotiated price stability                |
| ProQuest Newstand               | \$16,154           | \$15,833       | \$321             |  |
| Wall Street Journal             | \$9,000            | \$10,200       | (\$1,200)         | Lowered for libraries                            |
|                                 | <b>\$107,360</b>   | \$110,849      | (\$489)           |  |
| Total operating                 | \$1,905,810        |                |                   |  |
| Reserve Fund 3%                 | \$57,174           |                |                   |  |
| <b>Total</b>                    | <b>\$1,962,984</b> |                |                   |  |



| <b>LinkPlus Budget FY23-24</b>                              |                        |                        |                             |                 |                     |                 |                       |
|---|------------------------|------------------------|-----------------------------|-----------------|---------------------|-----------------|-----------------------|
|   | <b>Link+ Contract</b>  | <b>Tricor Delivery</b> | <b>Sorting</b>              | <b>Supplies</b> | <b>Total</b>        |                 |                       |
|   | <b>Funding Formula</b> | <b>Tier</b>            | <b>Tier</b>                 | <b>Tier</b>     |                     |                 |                       |
|   | \$90,333.00            | \$17,400.00            | \$5,288.43                  | \$575.00        |                     |                 |                       |
| Belvedere-Tiburon   | \$4,353.15             | \$2,001.00             | \$608.17                    | \$66.13         | \$7,028.44          |                 |                       |
| College of Marin  | \$2,827.06             | \$1,044.00             | \$317.31                    | \$34.50         | \$4,222.87          |                 |                       |
| Dominican   | \$3,606.55             | \$1,044.00             | \$317.31                    | \$34.50         | \$5,002.35          |                 |                       |
| Larkspur  | \$4,233.05             | \$2,001.00             | \$608.17                    | \$66.13         | \$6,908.35          |                 |                       |
| Marin County  | \$44,832.81            | \$4,002.00             | \$1,216.34                  | \$132.25        | \$50,183.40         |                 |                       |
| Mill Valley   | \$7,635.05             | \$2,001.00             | \$608.17                    | \$66.13         | \$10,310.34         |                 |                       |
| San Anselmo   | \$4,859.67             | \$2,001.00             | \$608.17                    | \$66.13         | \$7,534.96          |                 |                       |
| San Rafael  | \$15,079.77            | \$2,262.00             | \$687.50                    | \$74.75         | \$18,104.02         |                 |                       |
| Sausalito   | \$2,905.89             | \$1,044.00             | \$317.31                    | \$34.50         | \$4,301.70          |                 |                       |
| <b>Totals</b>   | <b>\$90,333.00</b>     | <b>\$17,400.00</b>     | <b>\$5,288.43</b>           | <b>\$575.00</b> | <b>\$113,596.43</b> |                 |                       |
| <b>Tiered Costs Used for Delivery, Sorting and Supplies</b> |                        |                        |                             |                 |                     |                 |                       |
|   | <b>Total Tier</b>      | <b>Tier Share</b>      | <b>No. of Libraries</b>     | <b>Delivery</b> | <b>Sorting</b>      | <b>Supplies</b> | <b>Libraries</b>      |
| Tier 1  | 23%                    | 23.0%                  | 1                           | \$4,002         | \$1,216             | \$132           | MCFL                  |
| Tier 2  | 13%                    | 13.0%                  | 1                           | \$2,262         | \$687               | \$75            | SRF                   |
| Tier 3  | 46%                    | 11.5%                  | 4                           | \$2,001         | \$608               | \$66            | BET, LRK,<br>MVY, SAN |
| Tier 4  | 18%                    | 6.0%                   | 3                           | \$1,044         | \$317               | \$35            | COM, DUC,<br>SAU      |
| Total   | 100%                   |                        | 9                           | \$17,400        | \$5,288             | \$575           |                       |
| <b>Total LinkPlus Charges</b>                               |                        |                        | <b>Cost Sharing Formula</b> |                 |                     |                 |                       |
| III - Link+ Contract  | \$90,333.00            |                        | Belvedere-Tiburo            | 4.82%           |                     |                 |                       |
| Unity - delivery  | \$17,400.00            |                        | College of Marin            | 3.13%           |                     |                 |                       |
| MCFL - sorting  | \$5,288.43             |                        | Dominican                   | 3.99%           |                     |                 |                       |
| Supplies  | \$575.00               |                        | Larkspur                    | 4.69%           |                     |                 |                       |
| <b>Total</b>  | <b>\$113,596.43</b>    |                        | Marin County                | 49.63%          |                     |                 |                       |
|   |                        |                        | Mill Valley                 | 8.45%           |                     |                 |                       |
|   |                        |                        | San Anselmo                 | 5.38%           |                     |                 |                       |
|   |                        |                        | San Rafael                  | 16.69%          |                     |                 |                       |
|   |                        |                        | Sausalito                   | 3.22%           |                     |                 |                       |

| <b>CENIC Budget FY23-24</b>                          |                  |                     |  |
|--|------------------|---------------------|--|
| <b>Total CENIC Costs</b>                             |                  |                     |  |
| CENIC Connections                                    | \$50,000         |                     |  |
| Marin IT Support                                     | \$80,000         |                     |  |
| Cisco SmartNet                                       | \$15,000         |                     |  |
| CMX WiFi   | \$4,500          |                     |  |
| <b>Total</b>   | <b>\$149,500</b> |                     |  |
| <b>Library Buildings Total Costs</b>                 |                  |                     |  |
| Marin County   | 10               | \$83,055.56         |  |
| San Rafael   | 3                | \$24,916.67         |  |
| Belvedere-Tiburon                                    | 1                | \$8,305.56          |  |
| Larkspur   | 1                | \$8,305.56          |  |
| Mill Valley  | 1                | \$8,305.56          |  |
| San Anselmo  | 1                | \$8,305.56          |  |
| Sausalito  | 1                | \$8,305.56          |  |
|  | <b>18</b>        | <b>\$149,500.00</b> |  |
| <b>Building System Share</b>                         |                  |                     |  |
| BET  | BET              | \$8,305.56          |  |
| BOL  | MCFL             | \$8,305.56          |  |
| CMA  | MCFL             | \$8,305.56          |  |
| CCE  | MCFL             | \$8,305.56          |  |
| FAI  | MCFL             | \$8,305.56          |  |
| INV  | MCFL             | \$8,305.56          |  |
| LRK  | LRK              | \$8,305.56          |  |
| MCI  | MCFL             | \$8,305.56          |  |
| MVY  | MVY              | \$8,305.56          |  |
| NOV  | MCFL             | \$8,305.56          |  |
| PRE  | MCFL             | \$8,305.56          |  |
| PWD  | SRPL             | \$8,305.56          |  |
| SAN  | SAN              | \$8,305.56          |  |
| SAU  | SAU              | \$8,305.56          |  |
| SNG  | SRPL             | \$8,305.56          |  |
| SNO  | MCFL             | \$8,305.56          |  |
| SRF  | SRPL             | \$8,305.56          |  |
| STB  | MCFL             | \$8,305.56          |  |
|  | <b>Total</b>     | <b>\$149,500.00</b> |  |
| <i>Year 8 of CENIC, through 7/1/2026 for MARINet</i> |                  |                     |  |

| <b>MARINet Budget Accounts FY23-24</b> |                 |               |                   |                                  |
|--|-----------------|---------------|-------------------|----------------------------------|
| <b>MARINet Consortium</b>              | <b>80248671</b> |               |                   |                                  |
| <b>Communication</b>                   |                 | <b>521310</b> | <b>0.00</b>       | <b>Dan's Notes</b>               |
| Phones                                 |                 |               | 0.00              | County supplied                  |
| <b>Insurance</b>                       |                 | <b>521610</b> | <b>3,065.00</b>   | <b>Dan's Notes</b>               |
| Insurance - Property                   |                 |               | 2,750.00          | Alliant (Robert Dwyer)           |
| Insurance - IP                         |                 |               | 315.00            | DSI Tech Escrow                  |
| <b>Maintenance -- Equipment</b>        |                 | <b>521810</b> | <b>196,725.00</b> | <b>Dan's Notes</b>               |
| Innovative Sierra                      |                 |               | 151,725.00        | III Maintenance                  |
| Innovative Cloud                       |                 |               | 45,000.00         | III Cloud                        |
| <b>Office Expenses</b>                 |                 | <b>522410</b> | <b>5,450.00</b>   | <b>Dan's Notes</b>               |
| Office Supplies                        |                 |               | 1,500.00          | Office Supplies                  |
| Supplies - Delivery Bins               |                 |               | 375.00            | Delivery Supplies                |
| Barcodes                               |                 |               | 3,000.00          | Barcodes                         |
| Supplies Link+                         |                 |               | 575.00            | LINK+ Supplies                   |
| <b>Office Exp -- Electronic Supp</b>   |                 | <b>522425</b> | <b>1,250.00</b>   | <b>Dan's Notes</b>               |
|  |                 |               | 1,250.00          | Office Software, Server Software |
|  |                 |               | 0.00              | Server OS Renewal                |
| <b>Office Exp -- Postage</b>           |                 | <b>522440</b> | <b>40.00</b>      | <b>Dan's Notes</b>               |
| Postage                                |                 |               | 40.00             |                                  |
| <b>Prof and SP SVCs</b>                |                 | <b>522510</b> | <b>932,271.00</b> | <b>Dan's Notes</b>               |
| <b>Prof and SP SVCs -- Main</b>        |                 |               | <b>407,911.00</b> |                                  |
| BiblioApps Checkout                    |                 |               | 3,580.00          |                                  |
| BiblioCommons                          |                 |               | 50,272.00         |                                  |
| Bibliotheca Support                    |                 |               | 0.00              |                                  |
| Califa Dues                            |                 |               | 150.00            |                                  |
| City Delivery (Sprint)                 |                 |               | 158,736.00        |                                  |
| Collection HQ                          |                 |               | 39,995.00         |                                  |
| Decision Center                        |                 |               | 0.00              |                                  |
| Go To Meeting                          |                 |               | 360.00            |                                  |

|  |   |  |                   |
|--|---|--|-------------------|
|  | Innovative Cloud Backup                             |  | 0.00              |
|  | IUG Dues  |  | 110.00            |
|  | LINK+ Delivery                                      |  | 17,400.00         |
|  | LINK+ Membership                                    |  | 90,333.00         |
|  | Marin IT Office 365 email                           |  | 1,080.00          |
|  | Novelist Select                                     |  | 12,436.00         |
|  | PayPal (Verisign)                                   |  | 1,500.00          |
|  | Quipu (Online Cards)                                |  | 3,804.00          |
|  | Renew SSL Certificate                               |  | 900.00            |
|  | RFID Consulting to Galecia Group                    |  | 12,000.00         |
|  | Syndetics Solutions                                 |  | 12,025.00         |
|  | Tech Support from Marin IT (6 months)               |  | 0.00              |
|  | Text Messaging Project                              |  | 3,000.00          |
|  | Thurston Squarespace                                |  | 230.00            |
|  |   |  |                   |
|  | <b>Prof and SP SVCs -- eBook contracts</b>          |  | <b>57,569.00</b>  |
|  | Enki  |  | 3,000.00          |
|  | O'Reilly Books                                      |  | 12,569.00         |
|  | Overdrive Frontline Support                         |  | 6,000.00          |
|  | Overdrive Platform                                  |  | 36,000.00         |
|  |   |  |                   |
|  | <b>Prof and SP SVCs -- eBook Content</b>            |  | <b>250,500.00</b> |
|  | Overdrive Childrens'/YA Content                     |  | 10,000.00         |
|  | Overdrive Comics/Manga                              |  | 9,500.00          |
|  | Overdrive Content                                   |  | 231,000.00        |
|  |   |  |                   |
|  | <b>Prof and SP SVCs -- Databases and eResources</b> |  | <b>116,791.00</b> |
|  | Ancestry (In-Library Use)                           |  | 14,069.00         |
|  | Discover & Go                                       |  | 1,750.00          |
|  | Mango Languages                                     |  | 13,905.00         |
|  | New York Times (Academic)                           |  | 10,452.00         |
|  | New York Times (Public)                             |  | 0.00              |
|  | Newsbank  |  | 17,427.00         |
|  | Newsbank Access World News                          |  | 9,034.00          |
|  | Overdrive Magazines                                 |  | 25,000.00         |
|  | ProQuest Newstand                                   |  | 16,154.00         |
|  | Wall Street Journal                                 |  | 9,000.00          |
|  |   |  |                   |
|  | <b>Prof and SP SVCs -- CENIC Network</b>            |  | <b>99,500.00</b>  |
|  | Marin IT Help Desk Support                          |  | 80,000.00         |
|  | Cisco SmartNet Monitoring (core equip)              |  | 15,000.00         |

|   |                                       |               |  |                   |                    |
|---|---------------------------------------|---------------|--|-------------------|--------------------|
|   | CMX Wi Fi renewal                     |               |  | 4,500.00          |                    |
| <b>Prof and SP SVCs -- System Maint</b>   |                                       | <b>522575</b> |  | <b>50,000.00</b>  | <b>Dan's Notes</b> |
|   | CENIC bills (Califa for AT&T,Comcast) |               |  | 50,000.00         |                    |
| <b>Prof and SP SVCs- Aud and Acct</b>     |                                       | <b>522585</b> |  | <b>10,250.00</b>  | <b>Dan's Notes</b> |
|   | Est. Annual Audit Fee                 |               |  | 10,250.00         |                    |
| <b>Prof and SP SVCs -- CNTY SAL REIMB</b> |                                       | <b>522735</b> |  | <b>662,644.30</b> | <b>Dan's Notes</b> |
| Regular Hire                              |                                       |               |  |                   |                    |
|   | Systems Administrator                 |               |  | 229,000.00        |                    |
|   | Systems Librarian                     |               |  | 191,383.00        |                    |
|   | Library Technical Asst. 2             |               |  | 113,198.00        |                    |
|   | Library Technical Asst. 2             |               |  | 113,198.00        |                    |
| Extra Hire                                |                                       |               |  |                   |                    |
|   | LINK+ Sorting Delivery                |               |  | 5,288.43          |                    |
|   | MCFL to City sorting                  |               |  | 10,576.87         |                    |
| <b>Rents and Leases -- Equip</b>          |                                       | <b>522910</b> |  | <b>32,914.58</b>  | <b>Dan's Notes</b> |
|   | Los Gamos Office Rent                 |               |  | 32,914.58         |                    |
| <b>SP Dept EXP -- EDU Training</b>        |                                       | <b>523210</b> |  | <b>8,300.00</b>   | <b>Dan's Notes</b> |
|   | III Trainings                         |               |  | 1,500.00          |                    |
|   | IUG Conference                        |               |  | 4,800.00          |                    |
|   | Workshops/Mtgs                        |               |  | 0.00              |                    |
|   | Retreat Costs                         |               |  | 750.00            |                    |
|   | Prof. Conferences                     |               |  | 1,250.00          |                    |
| <b>Trans and Travel</b>                   |                                       | <b>523445</b> |  | <b>400.00</b>     | <b>Dan's Notes</b> |
|   | Mileage                               |               |  | 400.00            |                    |
| <b>Equipment</b>                          |                                       | <b>540510</b> |  | <b>2,500.00</b>   | <b>Dan's Notes</b> |
|   | Replacement Equip.                    |               |  | 2,500.00          |                    |
| <b>Interfund Transfers (Print Shop)</b>   |                                       | <b>561215</b> |  | <b>0.00</b>       | <b>Dan's Notes</b> |
|   | Printing from County Print Shop       |               |  | 0.00              |                    |
|   |                                       |               |  | 1,905,809.88      |                    |
| <b>Reserve Fund</b>                       | <b>80258671</b>                       |               |  |                   |                    |
| <b>Reserve Fund Contribution</b>          | <b>580110</b>                         |               |  | 57,174.30         |                    |
|   |                                       |               |  | 1,962,984.18      |                    |



## **Request for Proposal: Staffing and Organizational Restructuring Consultant**

### **OVERVIEW**

MARINet, a consortium of libraries based in Marin County, is seeking proposals from qualified consultants with experience working with public library consortia to review and assess our organizational structure, operations, and JPA agreement so that the organization ensures efficient and effective use of resources while maintaining current service levels.

### **BACKGROUND**

MARINet is a consortium of seven public libraries and two academic libraries in Marin County, all of whom share a single library catalog and most of their collections of physical and shared online resources. MARINet operates as a Special District, created as a Joint Powers Agency (JPA) under the County of Marin. Governance and funding for MARINet is provided by the member libraries under a formula contained in the JPA agreement of 1997.

The mission of the MARINet is to function as a consortium of libraries which enables its members to share resources and use information technology to fulfill their missions of serving the public. Since the consortium was created in 1991, it has expanded from a shared library catalog to provide delivery services, an Overdrive collection available to all libraries, numerous other shared online resources, and the network connections for the public libraries in the consortium.

MARINet members include:

- Belvedere Tiburon Library
- Larkspur Public Library
- Marin County Free Library (11 locations)
- Mill Valley Public Library
- San Anselmo Public Library
- Sausalito Public Library
- San Rafael Public Library (3 locations)
- College of Marin Library (2 locations)
- Dominican University Archbishop Alemany Library

More information on MARINet can be found on our website:

[https://marinet.lib.ca.us/screens/help\\_marinet.html](https://marinet.lib.ca.us/screens/help_marinet.html)

### **SCOPE OF WORK**

The consultant will provide a final report and presentation, along with regular progress reports, that recommend practical, achievable, and realistic revisions and adjustments to the organizational structure of MARINet. The final report will provide the following:

- Recommendations on staffing structures for MARINet, including roles, responsibilities, job descriptions, and cost of MARINet staff positions as well as clarity on the authority of MARINet staff and member libraries.
- Options for cost and resource saving strategies that maintain and/or improve current service levels, including eliminating duplication and overlap of responsibilities and identifying the best approach for provision of services, be it by MARINet staff, subcontracting external service providers, or through member libraries.

- Potential modifications to the JPA to address proposed changes to the MARINet organizational structure and to address the changing needs of the consortium.

To develop required deliverables, the project will require data gathering and analysis. While the exact project plan will be the responsibility of the vendor to develop, some expected activities include:

- Meet with MARINet stakeholders:
  - MARINet Board members (5+ members, must include MCFL)
  - MARINet staff (three members)
  - Others as needed
- Review MARINet JPA documents (<http://lists.marinet.info/jpa>)
- Conduct benchmark analysis of similar library consortia across the USA in order to identify possible solutions, functional organizational models, and best practices
- Analyze the organization's structure, policies, agreements and organizational history to contextualize the situation and identify opportunities for improvement
- Gather and analyze relevant information that will aid in providing solutions so that will optimize administrative and operational processes in a sustainable manner
- Provide a written report documenting the following:
  - Study process
  - Data collection and analysis
  - Findings and recommendations
  - Recommended content to include in the organization's guiding documents and policies
  - Associated fiscal impacts of recommended actions
  - Implementation plan and schedule
- Provide regular updates for MARINet Board Task Force and incorporate feedback into final document

#### **TIMELINE**

- Consultant proposal submitted by February 17, 2023
- Board task force review February 20-23, 2023
- Board task force recommendation for March Board meeting by February 24, 2023
- Board approval of consultant proposal March 2, 2023

#### **RFP Contact Information:**

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## **INSTRUCTIONS (for vendors)**

1. **Inquiries:** All inquiries, written or verbal, shall be directed only to the RFP Contact Person reflected on Page 2 of this proposal. Violations of this provision by vendor or interested parties may result in the rejection of the proposal.
2. **Cost of Preparing Proposal:** The cost of developing and submitting the proposal is entirely the responsibility of the vendor. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this RFP.
3. **Preparation of Proposal:** MARINet has the right to rely on any information and price quotes provided by vendors. The vendor shall be responsible for any mathematical error in price quotes. MARINet reserves the right to reject proposals which contain errors.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other vendor, competitor or interested party.

4. **Competition:** The purpose of this Request is to seek competition. The vendor shall advise MARINet if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the RFP Contact Person no later than five (5) business days prior to the bid closing date. MARINet reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.
5. **Alternative Approaches:** Secondary, or alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are encouraged. However, proposals which depart materially from the terms, requirements, or scope of work defined in this procurement will be rejected as being non-responsive.
6. **Evaluation of Proposals:** Award shall be made in the best interest of the member institutions as determined by a MARINet task force. Consideration may focus toward, but is not limited to:
  - Cost
  - Adequacy and completeness of proposal
  - Vendor's understanding of the project
  - Experience in providing like services
  - Methodology to accomplish tasks
  - Vendor's ability to provide the services required
  - Vendor's qualifications and references

Should the selected finalist and MARINet fail to reach agreement on contract terms and conditions, the member institutions reserve the right to negotiate with one of the other vendors or to re-issue the RFP.

7. **Acceptance or Rejection:** MARINet reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.

8. **Proposal Disclosures:** At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released. Bid results will not be given to individuals over the telephone. Results may be obtained after contract finalization by request.
9. **Disclosure of Proposal Content and Proprietary Information:** No proposals shall be disclosed until after a contract award has been issued. MARINet reserves the right to destroy all proposals if the RFP is withdrawn, a contract award is withdrawn, or in accordance with California law.

Trade secrets or proprietary information legally recognized as such and protected by law may be requested to be withheld if clearly labeled “Proprietary” on each individual page. Pricing information is not considered proprietary and the vendor’s entire proposal response package will not be considered proprietary. All information requested to be handled as “Proprietary” shall be clearly labeled as such.

10. **Exceptions:** By submission of a response, the vendor acknowledges and accepts all terms and conditions of the RFP unless clearly avowed and wholly documented in a separate section of the Technical Proposal to be entitled: “Exceptions”.



## **PROPOSAL RESPONSE**

**Submission of Proposals:** Each proposal shall be submitted electronically via **e-mail** with attachments to the RFP Contact Person listed on page 2 of this RFP. Vendor's proposal shall consist of:

### **Section 1: COMPANY INFORMATION AND QUALIFICATIONS**

Please include the company name, address, contact information, and the names and resumes for primary staff who will be working on this project. A description of the vendor's qualifications and experience providing the requested or similar service shall be submitted with the bid. The vendor must have sufficient qualifications to complete the scope of work specified in the RFP.

Additionally, the vendor should provide at least three (3) references from current customers including address, contact name, e-mail address and phone number. The vendor should provide a description of the services provided for these references and the scope of work should be relevant to the project proposed in this RFP. These references may be contacted.

### **Section 2: WORK PLAN**

For Section 2, please confirm whether your company can meet all of the deliverables outlined in the Scope of Work. Bidder should provide a brief, draft Work Plan that outlines the proposed activities and estimated timeline to complete the project outlined in the RFP. This plan should elaborate on how tasks will be accomplished or provide more information, if needed.

### **Section 3: COST PROPOSAL**

Cost Proposal should include the total cost for completing all deliverables outlined in the scope of work.

**Appendix A**  
**: TERMS AND CONDITIONS**

1. In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Written modifications to the executed contract;
- Written contract signed by the parties;
- This RFP including any and all addenda; and
- Contractor's written proposal submitted in response to this RFP as finalized.

2. **Contract:** The successful vendor will be required to enter into a written contract.

3. **Notices:** All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be in writing and addressed to the designated contact for each party specified in the Notices section of the contract.

4. **Termination for Cause:** Any part of this contract may be terminated for cause under any one of the following circumstances:

- The Contractor fails to make delivery of goods or services as specified in this contract; or
- The Contractor provides substandard quality and/or workmanship;
- The Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.

The Contractor shall be provided with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as may be authorized in writing), the designated contact specified in the Notices section of the Contract shall issue the Contractor an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

5. **Termination for Convenience:** The designated contact specified in the Notices section of the Contract may terminate performance of work under this contract in whole or in part whenever, for any reason, it is determined that the termination is in the best interest of the member institutions. In the event of termination pursuant to this provision, the Contractor shall be provided written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.

6. **Rights and Remedies:** If this contract is terminated, in addition to any other rights provided for in this contract, MARINet may require the Contractor to transfer title and deliver in the manner and to the extent directed, any completed materials. MARINet shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

In the event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to and/or goods were accepted by MARINet subject to any offset for actual damages including loss of federal matching funds.

The rights and remedies of MARINet provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

**7. Force Majeure:** The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes, etc.

**8. Waiver:** Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by the member agencies shall not constitute a waiver.

**9. Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever. The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation and social security as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

**10. Subcontractors:** The Contractor shall be the sole source of contact for the contract. MARINet will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

**11. Proof of Insurance:** Upon request, the vendor shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance. Contractor is expected to carry sufficient liability insurance to cover their employees when working including when inside the MARINet office or member library buildings.

**12. Nondiscrimination and Workplace Safety:** The Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules and regulations may result in termination of this contract.

**13. Hold Harmless:** The Contractor shall indemnify MARINet against loss or damage to the extent arising out of the Contractor's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

The Member libraries shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to any Member libraries' property. The Contractor shall do nothing to prejudice any Member libraries' right to recover against third parties for any loss, destruction or damage to property.

**14. Care of Library Property:** The Contractor shall be responsible for the proper care and custody of any member library-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse the affected institution for such property's loss or damage caused by Contractor, normal wear and tear excepted.

**15. Prohibition of Gratuities:** Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any contract party at any time.

**16. Retention of Records:** Unless specified in writing a different period of time, the Contractor agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of the using agency; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post-contract period. Delivery of and access to the records shall be at no cost to MARINet.

**17. Modification:** This contract shall be modified only by the written agreement of the parties with the approval of MARINet. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

**18. Assignment:** The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of MARINet. This contract may terminate in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of MARINet.

**19. Third Party Beneficiaries:** This contract shall not be construed as providing an enforceable right to any third party.

**20. Captions:** The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

**21. Severability:** If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

**22. Governing Law:** This contract shall be governed by the laws of the State of California and shall be deemed executed at Marin County, California, unless otherwise specified and agreed upon by the State of California.

**23. Jurisdiction:** The parties shall bring any and all legal proceedings arising hereunder in the State of California, District Court of Marin County, California, unless otherwise specified and agreed upon by MARINet.

**24. Integration:** This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This contract between the parties shall be independent of and have no effect on any other contracts of either party.

**25. Injunctions:** Should MARINet be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of MARINet, vendor shall not be entitled to make or assert claim for damage by reason of said delay.

**26. Federal, State and Local Taxes:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Contract.

**27. Indefinite Quantity Contract:** This Request is for an open-ended contract between a vendor and MARINet to delivery an undetermined quantity of materials over the contract period. The quantities to be delivered will be those actually required to be moved among the library members. No guarantee of volume is made. An estimated quantity based on past history or other means may be used as a guide.

**28. Pricing Adjustments:** Prices quoted shall be firm and fixed through the contract term. Thereafter, adjustments for each optional year will be made based on the Consumer Price Index (CPI) for all items of the SF-Oakland-San Jose area as published by the Bureau of Labor Statistics of US Labor Department. The adjustment to the Monthly Delivery Service Fees will be, at maximum, directly proportional to the percent change in the CPI index for Urban Wage Earners and Clerical Workers.

**29. Payment:** Payment Terms are Net 30 days. Payments shall not be made for costs or items not listed in the vendor's response. Payment schedule shall be on a frequency mutually agreed upon by both the agency and the Contractor.

**30. Transition Assistance:** In the event of contract termination or expiration, Contractor shall provide all reasonable and necessary assistance to the MARINet office to allow for a functional transition to another vendor.

# System Admin Report

## February 2023

### Current Projects

1. New Workflows, Prioritizing Work
  - Jessica is working with Connie and Giao to prioritize their work, train on new tasks
  - Jessica continues to learn all of Dan's duties and restructure workflows to keep up with the new workload
2. Server Migration
  - This was a GIANT project with many moving parts and it went relatively smoothly. Much appreciation to MCFL IT Department, especially Jim Stephens, and Marin IT for their help. As well as Julie Magnus and DRWG for their help contacting vendors.
  - A few systems are still down and we continue to work with Innovative and the vendors: BET's EZ Proxy, some Sierra sessions from home/offsite, Brodart Z39.
  - We are working on SPF issues preventing some email providers from receiving notices from San Rafael PL. We need Xantrion's help to fix this issue.
3. CHQ (with DEI tool) for Public Libraries:
  - Live now: MCFL, San Rafael, Sausalito, San Anselmo
  - Implementation build in progress: Belvedere-Tiburon (estimated live in Feb)
  - More data needed: Mill Valley (Kristen), Larkspur (Jessica R.)

DEI Tool for COM, DUC:  
Implementation build in progress: estimated live in Feb/March
4. BiblioCommons
  - Jessica, MCFL, San Anselmo beta testing linked (or "family") accounts for the App
  - Jessica, MCFL met with BiblioCommons to investigate BiblioApp Checkout
5. Quipu (online library cards)
  - Working with MCFL and MVY to migrate from Library Market to Quipu
6. MARIN IT
  - Signed the contract, working with Wesley to cloud backup internal file servers and local PCs

### System Updates

1. Delivery
  - Working with Right Now (Sprint) to remove the fuel surcharge, as gas prices fall
  - Coordinating with MCFL TEC Services to find a solution to empty bookdrop on rainy days
  - Driver Logan is on leave, Mike filling in. Working with new driver on details re: delivery.
2. BiblioCommons
  - Several outages this month. The Overdrive API needed to be disconnected, as it was causing the site to crash. The entire site went down for 1 hour on 01/19 because a "memory utilization issue that caused our primary firewall to stop routing traffic."
3. Innovative/Sierra
  - Investigating upgrade to Sierra 5.5 (October 2022) and Sierra 5.6 (January 2023)

## System Admin Report

### February 2023

#### Projects Paused (Bandwidth/Staff Knowledge)

- MARINet training for staff
- School card projects
  - These could be accomplished with a new workflow that would require the libraries to devote much more time to data massage and data entry
- Shoutbomb text messaging
- Situs information for Quipu to auto-code online cards
- Delivery re-configuration
- Scripts:
  - Collection HQ upload (would save 6 hours monthly)
- Loaders:
  - Fixing duplicate fields in Brodart loader
  - Adding a new loader for Brodart/SRPL
  - SRPL problem with new items as "1" and not "0"
  - MCFL issue with missing "1 disc" note (would save 4 hours monthly)
- IUG Conference Attendance (May 10-13 in Phoenix, AZ)

- Jessica Trenary, Temp Sys Admin 01/27/23