

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- August 9, 2021  
Via Zoom due to COVID-19

Roll Call: Present: Chair Jeff Gunderson, Armelle Futterman, Andy Revell,  
Amir Movafaghi, Jonathan Shambroom,

Staff: Community Services Director Franklin Escobedo

**ROLL CALL**

Vice Chair Shambroom called the meeting to order at 6:15 p.m.

**APPROVAL OF CONSENT CALENDAR**

The Community Services Director certifies that this Agenda has been posted in accordance with the requirements of the Government Code

Approval of Minutes as Submitted: Regular Meeting, July 12, 2021.

M/s, Revell/Futterman, and approved 5-0 to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS**

There were no comments.

**LIBRARY DIRECTOR'S ORAL REPORT**

There was no report.

**OLD BUSINESS ITEMS**

**1. Update on Library Activities and Programs**  
• **July Statistics and August Programming**

Community Services Director Escobedo reported on the following: 1) Circulation is doing well; 2) The Children's Summer Reading Program has concluded with the Adult Reading Program finishing up at the end of the month; 3) August is a light month for programming; 4) Programming will pick up in September and will include the Garden

Talks; 5) The newly hired Librarian will start at the end of August; 6) The increase in staffing could result in opening the Library on Saturdays; 7) He is in contact with the vendor for the steel locker system which will be paid for by the Zimmer Trust and the Library Foundation; 8) Software training will occur right after delivery.

- **Library Cardholders and Circulation Fiscal Year 2020/21**

Community Services Director Escobedo presented a staff report and a PowerPoint presentation that included the following: 1) Library Card Holders; 2) Larkspur population; 3) Current cardholders; 4) Issued cards from Larkspur; 5) Virtual Library cards in process; 6) New cards added; 7) Home Library and MARINet; 8) Cardholder breakdown by age- adults, teens, juvenile; 9) Circulation by zip code.

He answered questions from the Board regarding the minimum age to get a Library card; the number of “unique” users per checkouts; the number of “actives” in each locale; if these numbers represent a good percentage of the population; number of users that are active per month/quarter (usage pattern); activity linked to a card number.

## **2. Digital Services Strategy Update**

- **Digital Services**
- **Wishlist**

Community Services Director Escobedo presented a staff report and a PowerPoint presentation that included the following: 1) Digital Services- Larkspur Library; 2) 24/7 Access- remote, digital collections, online; 3) SPARKLE (stream, program, ask, read, knowledge, listen, engage); 4) Challenges; 5) Hurdles to overcome; 6) The Future; 7) Digital Wishlist.; 8) After COVID; 9) Trends of checkouts; 10) User activity; 11) Check out by format; 12) Activity and purchases.

He answered questions from the Board regarding access to the County; what “5 plays to 8 plays per month” refers to; how many people account for these “plays”; where do they want to go in terms of outcomes; new Librarian; if the “magazine” category includes newspapers; the educational platform; the use of “bookmarks”; how to make patrons aware of all the services that are offered; the possible use of YouTube tutorials; potential priorities given the constraint of resources; how patrons can provide feedback.

## **3. Library Reopening Update**

Community Services Director Escobedo presented a staff report He anticipates being open three days a week in September. Curbside service remains very popular.

Community Services Director Escobedo stated he would like to rearrange the order of the agenda.

## **STATUS REPORTS- REPORTS FROM THE LIBRARY'S SUPPORT GROUPS (Friends, Foundation)**

Mr. Joe Jennings, President of the Commons Foundation, gave a PowerPoint presentation that included the following: 1) The Commons Foundation; 2) 2020/21 Annual Fund; 3) Performance- Cash up \$600,000 since June 2021; 4) New funding developments; 5) TCF Organization Chart, August 2021; 6) TCF Board, Champions, Major Donors.

He answered questions from the Board regarding the status of the grant application; timelines; when the silent campaign would end.

Community Services Director Escobedo stated he does not have a report from the Library Foundation and the Friends are on vacation.

## **NEW BUSINESS ITEMS**

### **1. R.F.I.D. Project**

Community Services Director Escobedo presented a staff report and a PowerPoint presentation that included the following: 1) R.F.I.D. (Radio Frequency Identification) Project 2) RFID and MARINet; 3) What we will get; 4) The benefits of RFID; 5) Faster check in and check out; 6) Better ergonomics; 7) Quicker inventory and faster processing of materials; 8) Timeline; 9) Larkspur Library Collection; 10) Collection breakdown; 11) Current weeding project; 12) Where do weeded books go?; 13) Tagging process.

He answered questions from the Board regarding how this is different from the current barcode system; criteria for weeding; is the collection allocated to the areas of the greatest interest and activity; are adult patrons checking out books for kids; how to understand the checkouts as a percentage of total books; where is the demand and where is it underserved; are digital books mostly for adults.

## **FUTURE AGENDA ITEMS**

There were no requests.

## **ADJOURN MEETING**

Vice Chair Shambroom adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Toni DeFrancis  
Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Library.

*Franklin Escobedo*

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Franklin Escobedo, Community Services Director