

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, January 13, 2021**  
**4:00 p.m.**

**Meeting will be held remotely**

**Please join Library Commission meeting from your computer, smart phone or tablet.**

Join Zoom Meeting

<https://zoom.us/j/8998579853?pwd=M3E2SHBwYkZMN0JoK05zRVg5b0hodz09>

Meeting ID: 899 857 9853

Passcode: 161396

One tap mobile

+16699009128,,8998579853#,,,,\*161396# US (San Jose)

+13462487799,,8998579853#,,,,\*161396# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

Meeting ID: 899 857 9853

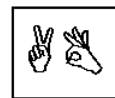
Passcode: 161396

Find your local number: <https://zoom.us/u/acmWo3JX3k>

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action

**"You are only one good book away from a good mood".**

Unknown



Late agenda material can be inspected in Library Administration, between the hours of 8:00 a.m. and 5:00 p.m (Monday-Friday). Library Administration is located in Room 414 Marin County Civic Center, 3501 Civic Center Drive, San Rafael.

All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) **at least** 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.



	3. Approval of Agenda	Ream	Action
	4. Approval of December Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business		
	a. Youth Commissioners	Walker	Action
	8. New Business	Ream	Information
	a. Education Partnerships and Marin Promise Partnerships	Lopez/Little-Taylor/Walker	Information
	9. President's Report for December	Ream	Information
	10. Director's Report for December	Jones	Information
	11. Announcements	Ream	Information
6:00	12. Adjournment	Ream	Action

*Numbered List of attachments:*

- 4. Minutes for December 09, 2020
- 11. Library Director's Report for December

Unnumbered Attachments:

MARINet Board minutes of November 17,, 2020 held at MCFL Tech Services, 1600 Los Gamos Dr., Suite 180, San Rafael CA



**Marin County Free Library**  
**3501 Civic Center Drive, Suite #414, San Rafael CA 94903**  
[www.marinlibrary.org](http://www.marinlibrary.org)

**Brown Act:**

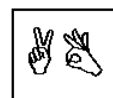
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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

**Meeting Locations**

Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937
Marin City Library	164 Donahue Street, Marin City, CA 94965
Novato Library	1720 Novato Blvd., Novato, CA 94947
Point Reyes Station Library	11431 State Route One, Point Reyes Station, CA 94956
South Novato Library	931 C Street, Novato, CA 94949
Stinson Beach Library	3521 Shoreline Highway, Stinson Beach, CA 94970



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MARIN COUNTY FREE LIBRARY  
Virtual Meeting  
--PROPOSED MINUTES--  
Wednesday, December 9, 2020

(1) CALL TO ORDER

Meeting called to order at 4:03 p.m.

(2) ROLL CALL

Present

Ann Kaplan	John MacLeod	Sue Ream
Linda Ward	Barbara Schoen	Margaret Kathrein
Loretta Farley	Nick Javaras	Sally Hauser
Anya Schandler	Ed Meagher	Ali Iqbal

Absent with Notification

Also Present

Sara Jones, Director of County Library Services  
Chantel Walker, Assistant Director of County Library Services  
Bonny White, Deputy Director of County Library Services  
Damon Hill, Deputy Library Services Manager  
Leslie Galiani, Administrative Services Manager  
Edna Guadiana, Administrative Services Associate  
Anna Giles, CAO Analyst  
Bill Hale, Member of the public  
Geraldine Breiz, Administrative Services Associate  
MCFL Staff: Jennifer Livingston, Julie Magnus, and Raemona Little-Taylor

(3) ADOPTION OF AGENDA M/S/C-Schandler/Kaplan—Agenda approved as submitted

(4) ADOPTION OF MINUTES M/S/C-Kaplan/Ward – Minutes approved with a slight revision of moving the President's Report after Reading and Correspondence File.

(5) OPEN TIME FOR PUBLIC EXPRESSION— Commissioner Kaplan asked what RFID stands for. Director Jones responded that it stands for Radio Frequency Identification which is used in lieu of using a bar code to check out books quicker. Bill Hale commented that he likes the Northgate Library, and likes the idea of putting out a contact phone number for the Library. Mr. Hale also asked if anyone had seen letter from Baryn Hamill is a film producer who offers computer classes. He will forward to Sara to see.

(6) READING & CORRESPONDENCE FILE –Materials were emailed to Commission



- (7) **PRESIDENT'S REPORT FOR DECEMBER** – Sue commended Jennifer Livingston for her 21 years of service, and Tamara Gonzalez for her 25 years of service, and thanked both of them for their dedicated years of service! Deputy Director Bonny White commented that she enjoyed working with Jennifer for 10 years. Commissioner Farley thanked Jennifer on behalf of the National Parks Service. Raemona Little-Taylor, W. Marin Branch Manager stated that it was a pleasure working with Jennifer. Raemona reminded the Commission that Community Library Specialists do everything at the West Marin branches.

Janet Doerge, Branch Manager for Novato stated that Tamara lives in Hamilton and is a member of the South Novato Community and a Spanish speaker.

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### **Jennifer Livingston – 21 years**

Jennifer Livingston is retiring after 21 years of service at the Point Reyes Branch of MCFL first as an extra-hire and then as a Community Library Specialist. Jennifer has displayed a strong commitment and dedication to creating positive experience for all patrons and forming deep partnerships with West Marin Schools, in addition to running countless author events and collaborations including the Marin Healthy Youth Partnership event with Nic and David Sheff. She greets every patron by name and remembers the type of books they like with an impeccable memory. Jennifer has a "yes" attitude, which is evidenced by serving on almost every MCFL committee and wearing many hats while supporting our most remote patrons in the County. Jennifer has been a library champion and leader in West Marin Libraries and we are deeply grateful for her service and can't wait to have her back as an extra-hire.

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### **Tamara Gonzalez – 25 years**

Tamara Gonzalez is irreplaceable. She's been an anchor for South Novato for 6 years and a member of MCFL's team for 25 years working at Novato, South Novato and (briefly) San Rafael! She is adventurous, well-traveled, independent, reliable, smart, and conscientious. She knits like a pro, bakes like a champion, and inspires all of us to walk, run and enjoy nature. When Novato participated in the County Heart Walk a few years ago, Tamara was one of the first to sign up to be a part of the team. Over the years she has served on the Spanish Services Working Group, supported programs for seniors and knitters, delivered excellent reader's advisory from cookbooks to YA, and pitched in to help with Reading Buddies and school library cards. We don't know what we'll do without her, and wish Tamara nothing but happiness as she spends more time with her adorable grandchildren!

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President Ream also commented that she would like to reflect back on 2020, which was a challenging one for everyone. She hopes that she has done a good job and would like to hear back from anyone with any comments they may have. Some feedback that Sue has received is that our meetings are too long. Sue requested that reports given at Commission meeting be sent in advance of the meeting to hopefully streamline the process.



- (8) OLD BUSINESS
  - a. Holiday Sharing – President Ream requested that the Commission and staff share some of their Holiday thoughts with everyone.
- (9) a. FACILITIES/MEASURE A BUDGET – Damon and Chantel gave a brief update on Measure A Facility Projects



# Facility Projects Measure A Marin County Free Library Commission

December 9, 2020



Corte Madera

Phase 1  
Roof replacement  
Clerestory windows  
Dry rot replacement

Phase 2  
Fire Life Safety  
HVAC





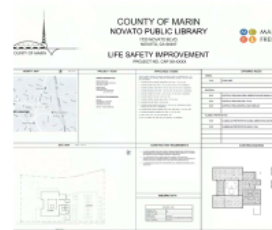
## Fairfax

- Beginning construction documents for garden
- Near 60% completion drawings on Fire Lifesafety




## Novato

- Construction planned to begin on Monday Dec 21 for Fire Life Safety
- Fire Hydrant installation



## Other Facility Projects of Note

- Energy efficient lighting upgrade 
- Storage of MCFL furniture





Leslie Galiani, Administrative Services Manager Gave a Measure A Budget update.

[illegible]



MEASURE A  
NOVATO LIBRARY ROOF PROJECT FY 2021

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget
SALP6SR00F	LBPT1720	PROF SVCS	24826661	522510	Asbestos inspection	32000653	Monte Design and Associates	\$ 1,902.00
SALP6SR00F	LBPT1720	PROF SVCS	24826661	522510	Fire schematic design	32001057	WSP USA Buildings Inc.	\$ 32,700.00
SALP6SR00F	LBPT1720	PROF SVCS	24826661	522510	Water line for fire suppression	non-po inv.	North Marin Water District	\$ 1,049.45
SALP6SR00F	LBPT1720	PROF SVCS	24826661	522510	Life Safety Improv.	32100177	WSP USA Buildings Inc.	\$ 24,750.00
SALP6SR00F	LBPT1720	PROF SVCS	24826661	522510	Engineering labor	PO 2210472	North Marin Water District	\$ 8,500.00
								\$ 68,901.45
SALP6SR00F	LBPT1720	CONSTRUCT	24826661	540210	Water tank repairs	PO 22000131	Western Roofing Service	\$ 2,376.50
SALP6SR00F	LBPT1720	CONSTRUCT	24826661	540210	Recover at Rear flat	32000796	Western Roofing Service	\$ 24,038.00
SALP6SR00F	LBPT1720	CONSTRUCT	24826661	540210	Water tank repairs	non-po inv.	Western Roofing Service	\$ 1,207.13
SALP6SR00F	LBPT1720	CONSTRUCT	24826661	540210	Fire hydrant underground wk	PO 12100449	North Marin Water District	\$ 64,444.00
SALP6SR00F	LBPT1720	CONSTRUCT	24746661	540210	Fire & Sprinkler Alarm	32100515	A&E Ensea Co.	\$ 434,400.00
								\$ 526,465.63
SALP6SR00F	LBPT1720	MSG	24826661	522310				
								\$ -
SALP6SR00F	LBPT1720	IPWLABOR	24826661	561110	Quarter 1		DPW Capital Projects	\$ 7,063.02
SALP6SR00F	LBPT1720	IPWLABOR	24826661	561110	Quarter 2		DPW Capital Projects	\$ 5,133.46
SALP6SR00F	LBPT1720	IPWLABOR	24826661	561110	Quarter 3		DPW Capital Projects	\$ 9,900.23
SALP6SR00F	LBPT1720	IPWLABOR	24826661	561110	Quarter 4		DPW Capital Projects	\$ 11,034.58
								\$ 33,131.29
<b>SUMMARIZED BY LIBRARY SITE</b>								
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	
SALP6SR00F	LBPT1720	PROF SVCS	24826661	522510	Novato Library	Professional Services	\$ 68,901.45	
SALP6SR00F	LBPT1720	CONSTRUCT	24826661	540210		Construction	\$ 526,465.63	
SALP6SR00F	LBPT1720	MSG	24826661	522310		Miscellaneous Costs	\$ -	
SALP6SR00F	LBPT1720	IPWLABOR	24826661	561110		Project Management	\$ 33,131.29	
							<b>Total Costs:</b>	<b>\$ 628,498.37</b>

Expenditures by Fiscal Year			Total	Remaining
FY19	FY20	FY21	Expended to Date	Balance
\$ -	\$ 1,902.00	\$ -	\$ 1,902.00	\$ -
\$ -	\$ 32,700.00	\$ -	\$ 32,700.00	\$ -
\$ -	\$ 1,049.45	\$ -	\$ 1,049.45	\$ -
\$ -	\$ -	\$ 24,750.00	\$ 24,750.00	\$ -
\$ -	\$ 4,896.48	\$ -	\$ 4,896.48	\$ 3,603.52
\$ -	\$ 35,651.45	\$ 4,896.48	\$ 40,547.93	\$ 28,353.52
\$ -	\$ 2,376.50	\$ -	\$ 2,376.50	\$ -
\$ -	\$ 24,038.00	\$ -	\$ 24,038.00	\$ -
\$ -	\$ 1,207.13	\$ -	\$ 1,207.13	\$ -
\$ -	\$ -	\$ 64,444.00	\$ 64,444.00	\$ -
\$ -	\$ -	\$ 434,400.00	\$ 434,400.00	\$ -
\$ -	\$ 27,684.63	\$ -	\$ 27,621.63	\$ 498,844.00
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 7,063.02	\$ -	\$ -	\$ 7,063.02	\$ -
\$ -	\$ 5,133.46	\$ -	\$ 5,133.46	\$ -
\$ -	\$ 9,900.23	\$ -	\$ 9,900.23	\$ -
\$ -	\$ 11,034.58	\$ -	\$ 11,034.58	\$ -
\$ 7,063.02	\$ 26,068.27	\$ -	\$ 33,131.29	\$ -
\$ 7,063.02	\$ 89,404.36	\$ 4,896.48	\$ 101,360.85	\$ 527,137.52

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.

MEASURE A  
CORTÉ MADERA LIBRARY ROOF PROJECT FY 2021

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget
SALP6SR00F	LBPT707	PROF SVCS	24826631	522510	Asbestos inspection	32000654	Monte Design & Assoc.	\$ 2,120.00
SALP6SR00F	LBPT708	PROF SVCS	24826631	522510	Life Safety Improvements	32100781	BRW Architects	\$ 32,400.00
SALP6SR00F	LBPT709	PROF SVCS	24826631	522510	Painting	non-po inv.	BPA	\$ 97.24
SALP6SR00F	LBPT710	PROF SVCS	24826631	522510	Architectural design & Eng. Svcs	32001242	BRW Architects	\$ 66,120.00
SALP6SR00F	LBPT711	PROF SVCS	24826631	522510	Architectural design & Eng. Svcs	32001243	BRW Architects	\$ 4,039.08
SALP6SR00F	LBPT712	PROF SVCS	24826631	522510	HVAC design		BRW Architects	\$ 25,000.00
								\$ 119,776.30
SALP6SR00F	LBPT707	CONSTRUCT	24826631	540210	Temporary roof repairs	32000844	MD Integrated Services, Inc.	\$ 11,337.20
SALP6SR00F	LBPT707	CONSTRUCT	24826631	540210	Replace roof fans	32000827	Western Roofing Svc.	\$ 41,308.00
SALP6SR00F	LBPT707	CONSTRUCT	24746631	540210		32100504	Jonathan Wickman Dev.	\$ 1,010,000.00
								\$ 1,062,665.20
SALP6SR00F	LBPT707	MSG	24826631	522310				
								\$ -
SALP6SR00F	LBPT707	IPWLABOR	24826631	561110	Quarter 1		DPW Capital Projects	\$ 10,193.60
SALP6SR00F	LBPT708	IPWLABOR	24826631	561110	Quarter 2		DPW Capital Projects	\$ 11,613.66
SALP6SR00F	LBPT709	IPWLABOR	24826631	561110	Quarter 3		DPW Capital Projects	\$ 4,473.43
SALP6SR00F	LBPT710	IPWLABOR	24826631	561110	Quarter 4		DPW Capital Projects	\$ 13,200.38
								\$ 39,381.07
<b>SUMMARIZED BY LIBRARY SITE</b>								
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	
SALP6SR00F	LBPT707	PROF SVCS	24845541	522510	Corté Madera Library	Professional Services	\$ 119,776.30	
SALP6SR00F	LBPT707	CONSTRUCT	24845541	540210		Construction	\$ 1,062,665.20	
SALP6SR00F	LBPT707	MSG-SUPP	24845541	522310		Miscellaneous Costs	\$ -	
SALP6SR00F	LBPT707	IPWLABOR	24845541	561110		Project Management	\$ 39,381.07	
							<b>Total Costs:</b>	<b>\$ 1,221,822.57</b>

Expenditures by Fiscal Year			Total	Remaining
FY19	FY20	FY21	Expended to Date	Balance
\$ -	\$ 2,120.00	\$ -	\$ 2,120.00	\$ -
\$ -	\$ 9,912.00	\$ 8,037.00	\$ 17,429.00	\$ 18,971.00
\$ -	\$ 97.24	\$ -	\$ 97.24	\$ -
\$ -	\$ 66,120.00	\$ -	\$ 66,120.00	\$ -
\$ -	\$ 4,039.08	\$ -	\$ 4,039.08	\$ -
\$ -	\$ -	\$ 6,700.00	\$ 6,700.00	\$ 18,300.00
\$ -	\$ 72,288.30	\$ 14,737.00	\$ 87,025.30	\$ 37,271.00
\$ -	\$ 11,337.20	\$ -	\$ 11,337.20	\$ -
\$ -	\$ 41,308.00	\$ -	\$ 41,328.00	\$ -
\$ -	\$ 1,010,000.00	\$ -	\$ 1,010,000.00	\$ -
\$ -	\$ 52,663.20	\$ 1,010,000.00	\$ 1,062,663.20	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 10,193.60	\$ -	\$ -	\$ 10,193.60	\$ -
\$ -	\$ 11,613.66	\$ -	\$ 11,613.66	\$ -
\$ -	\$ 4,473.43	\$ -	\$ 4,473.43	\$ -
\$ -	\$ 13,200.38	\$ -	\$ 13,200.38	\$ -
\$ 10,193.60	\$ 29,187.47	\$ -	\$ 39,381.07	\$ -
\$ 10,193.60	\$ 154,138.57	\$ 1,004,737.00	\$ 1,164,548.57	\$ 37,271.00

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.



**MEASURE A**  
**FAIRFAX LIBRARY ROOF PROJECT FY 20/21**

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year			Total Expended to Date	Remaining Balance
									FY19	FY20	FY21		
54LP07ROOF	LBP2097	PROF SVCS	24826641	522510	New fire alarm & fire Supp Sys	32100170	WJE	\$ 41,400.00					\$ 41,400.00
								\$ 41,400.00					\$ 41,400.00
54LP07ROOF	LBP2097	CONSTRUCT	24826641	540210	Tearing off roof shingles	PO 22001361	Henris Supply Inc.	\$ 58,980.00	\$ 58,980.00			\$ 58,980.00	\$ 41,400.00
54LP07ROOF	LBP2098	CONSTRUCT	24826641	540210	FAI garden - (Parks)		Jeff George	\$ 21,500.00			\$ 5,115.00	\$ 5,115.00	\$ 16,385.00
54LP07ROOF	LBP2099	CONSTRUCT	24826641	540210	Work and flashing around skylight		Henris Supply Inc.	\$ 22,403.29					\$ 22,403.29
54LP07ROOF	LBP2100	CONSTRUCT	24826641	540210	Repair of Skylight Glazing		Glass & Sash	\$ 18,680.00			\$ 18,680.00	\$ 18,680.00	\$ 18.00
54LP07ROOF	LBP2097	MISC	24826641	522310				\$ 121,573.29	\$ 58,980.00	\$ 23,795.00		\$ 82,775.00	\$ 38,798.29
54LP07ROOF	LBP2097	PWLABOR	24826641	561110	Quarter 3		DPW Capital Projects	\$ 1,613.37	\$ 1,613.37			\$ 1,613.37	
54LP07ROOF	LBP2098	PWLABOR	24826641	561110	Quarter 4		DPW Capital Projects	\$ 4,986.79	\$ 4,986.79			\$ 4,986.79	
								\$ 6,600.16	\$ 6,600.16			\$ 6,600.16	
<b>SUMMARIZED BY LIBRARY SITE</b>													
Project No.	Site	Type	Org	Obj	Library Site	Service		Budget	FY19	FY20	FY21	Expended	Balance
54LP06ROOF	LBP707	PROF SVCS	24826641	522510		Professional Services		\$ 41,400.00					
54LP06ROOF	LBP707	CONSTRUCT	24826641	540210		Construction		\$ 121,573.29					
54LP06ROOF	LBP707	MISC SUPP	24826641	522310		Miscellaneous Costs		\$ -					
54LP06ROOF	LBP707	PWLABOR	24826641	561110		Project Management		\$ 6,600.16					
<b>Total Costs:</b>								<b>\$ 169,573.45</b>	<b>\$ -</b>	<b>\$ 65,580.16</b>	<b>\$ 23,795.00</b>	<b>\$ 89,375.16</b>	<b>\$ 80,198.29</b>

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.

**MEASURE A**  
**MISCELLANEOUS PROJECT FY 19/20**

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year			Total Expended to Date	Remaining Balance
									FY19	FY20	FY21		
54LPMISC	LBP707	PROF SVCS	24826631	522510	Mold spore trap analysis	31901734	Monte Diegnan & Assoc.	\$ 1,248.00	\$ 1,248.00			\$ 1,248.00	
								\$ 1,248.00	\$ 1,248.00			\$ 1,248.00	
54LPMISC	LBLFGSH	CONSTRUCT	24836581	540210	FLAGSHIP EV Charging station	PO 22000141	Sares Regis Mgmt. Co.	\$ 23,812.95	\$ 23,812.95			\$ 23,812.95	
								\$ 23,812.95	\$ 23,812.95			\$ 23,812.95	
								\$ -	\$ -			\$ -	
								\$ -	\$ -			\$ -	
<b>SUMMARIZED BY LIBRARY SITE</b>													
Project No.	Site	Type	Org	Obj	Library Site	Service		Budget	FY19	FY20	FY21	Expended	Balance
54LPMisc		PROF SVCS	24846541	522510		Professional Services		\$ 1,248.00	\$ 1,248.00	\$ -	\$ -	\$ 1,248.00	\$ -
		CONSTRUCT	24846541	540210		Construction		\$ 23,812.95	\$ 23,812.95	\$ -	\$ -	\$ 23,812.95	\$ -
		MISC SUPP	24846541	522310		Miscellaneous Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		PWLABOR	24846541	561110		Project Management		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Costs:</b>								<b>\$ 25,060.95</b>	<b>\$ 25,060.95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,060.95</b>	<b>\$ -</b>

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.

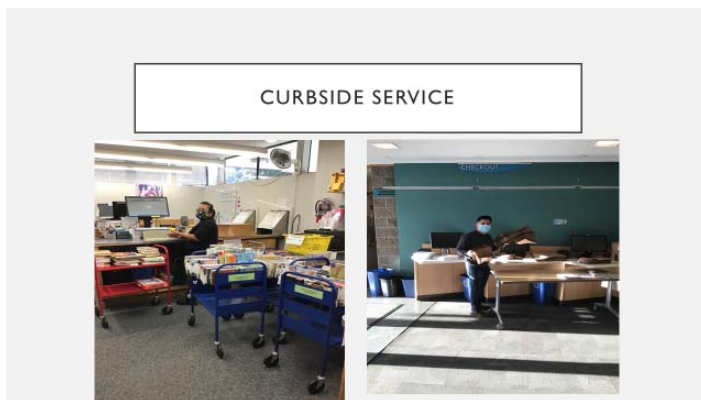
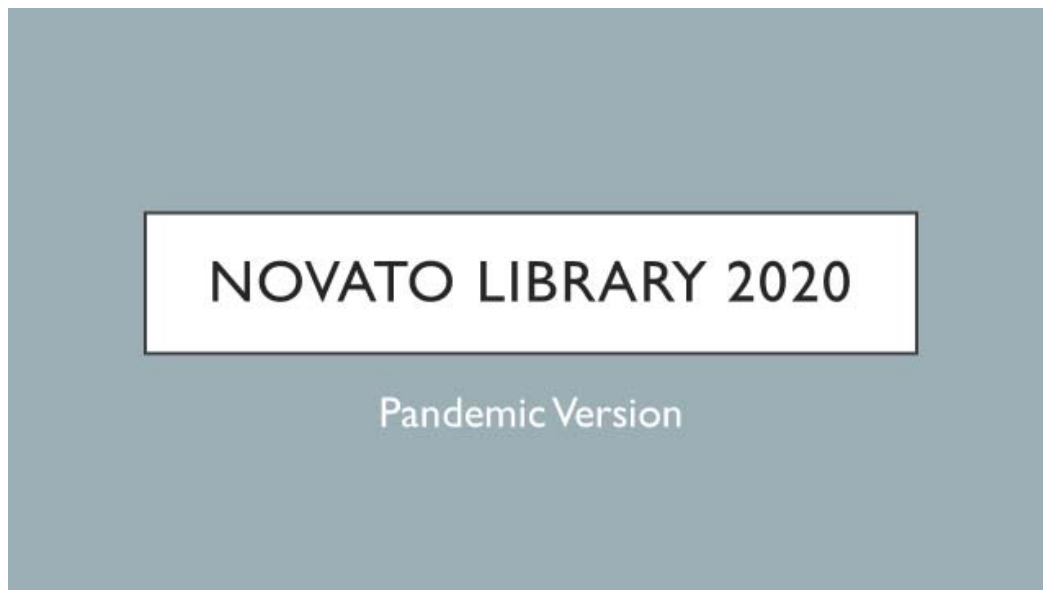


MCFL 5-Year Projection for Funds 2470 &amp; 2480

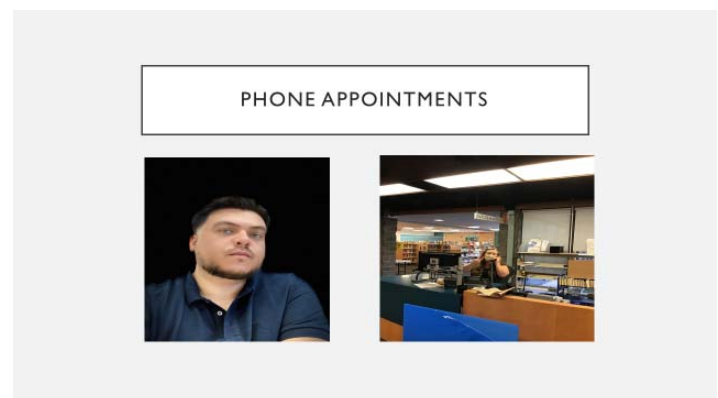
REVENUE SOURCES & FACILITIES EXPENDITURES														
FUNDING SOURCE:				Measure A Tax Revenue (2480)					Measure A Totals	MCFL Fund Balance (2470)	County Contribution	Grant Funding	Grand Totals	
Fiscal Year				FY 15-16	FY 16-17	FY 17-18	FY18-19	FY19-20	FY20-21	as of	FY 20- 21	FY 17-18	FY17-18	
				\$500K	\$500K	\$500K	\$500K	\$500K	\$500K	12/3/2020	\$1.5M	\$100K	\$175K	\$4.250M
CAPITAL IMPROVEMENT PROJECTS:														
Raker Assessment: CCE,CMA,FAI,NOV,				\$ 44,410						\$ 44,410				\$ 44,410
Lobby Upgrades: CCE, FAI,NOV				\$ 17,026						\$ 17,026				\$ 17,026
CCE: Café Counter Project				\$ 19,180						\$ 19,180				\$ 19,180
CCE Friends: Café Counter Project										\$ -		\$ 10,000		\$ 10,000
CMA: Bike Rack Project				\$ 37,991						\$ 37,991				\$ 37,991
CMA Study Improve and/or Replace				\$ 6,500						\$ 6,500				\$ 6,500
MCi - Furniture				\$ 2,664						\$ 2,664				\$ 2,664
SNO: Landscape & Hardscape				\$ 21,700						\$ 21,700				\$ 21,700
NOV Friends: Landscape										\$ -		\$ 15,000		\$ 15,000
CA Room (Annex)				\$ 134,372	\$ 11,195	\$ 9,421				\$ 154,988				\$ 154,988
Electrical Panels: CCE,CMA,FAI,NOV					\$ 142,380	\$ 99,116				\$ 241,496				\$ 241,496
HVAC NOV					\$ 35,624	\$ 43,240	\$ 780,238			\$ 859,102				\$ 859,102
Path of Travel: FAI						\$ 43,533	\$ 64,630			\$ 108,163				\$ 108,163
New Learning Bus						\$ 100,000				\$ 100,000				\$ 100,000
Marin Community Foundation: Learning Bus										\$ -		\$ 100,000		\$ 100,000
General Fund: Learning Bus										\$ -	\$ 100,000			\$ 100,000
Marin County Library Foundation: Learning Bus										\$ -		\$ 50,000		\$ 50,000
Air Quality: CMA								\$ 1,248		\$ 1,248				\$ 1,248
EV Charging Station: Los Gatos								\$ 23,813		\$ 23,813				\$ 23,813
NOV Roof Repairs							\$ 7,063	\$ 89,404	\$ 4,896	\$ 101,363				\$ 101,363
CMA Roof Repairs						\$ 10,194	\$ 154,139	\$ 14,737	\$ 179,070	\$ 1,010,000				\$ 1,189,070
Fairfax Roof							\$ 65,580	\$ 23,795		\$ 89,375				\$ 89,375
FAI Garden Design										\$ -				\$ -
TOTALS as of 12-03-2020				\$ 283,843	\$ 189,199	\$ 295,310	\$ 862,125	\$ 334,184	\$ 43,428	\$ 2,008,089	\$ 1,010,000	\$ 100,000	\$ 175,000	\$ 3,293,089



- b. Novato Report – Janet Doerge gave a brief report on the Novato Library



Novato has the highest number of items checked in/out for MCFL





## QUARANTINE



## THE NUMBERS

- **NOV stats from June 1, 2020 through December 1, 2020 (six months):**
- 21 hours of curbside service each week; 15-20 patrons served every 30 minutes, by appointment
- Book drops open 24/7
- Paging slips: 24,196
- Bins delivered: 1,421
- Holds in delivery: 29,302
- **Circulation (checkouts and renewals): 37,744**
- **Holds filled: 34,179**
- **Items checked in: 39,457**

## 2019 VS 2020

- **NOV pre-COVID stats for previous six months, from October 2019 to March 2020 closure:**
- **Circulation (checkouts and renewals, both at desk and self-checkout): 133,391**
- Circulation at desk alone: 38,741 (not much higher than curbside)
- **Holds filled: 27,834 (filled 6,345 more during curbside)**
- **Items checked in: 121,296**



## PROGRAMS & SERVICES

Storytimes  
Sharing Resources with NUSD  
Book Clubs  
Conversation Clubs in English & Spanish



POLLING PLACE 2020!

*Vote Aquí*



## INTRODUCING TEEN LIBRARIAN DANNY LE

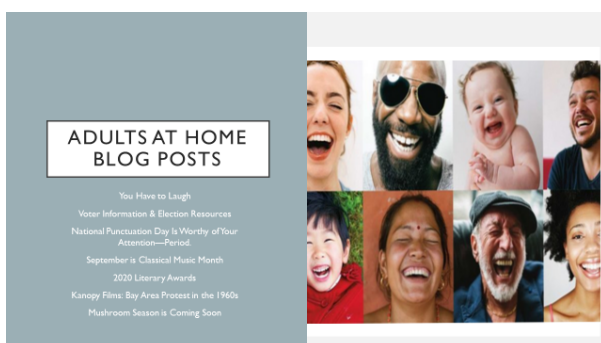
Danny comes to us from San Jose with piles of experience and a background in the arts.

Danny says, "I look forward to contributing to MCFL's already outstanding community and to collaborate with the staff on expanding our enthusiasm to our patrons near and far. I hope to learn much from every one of you and hopefully I can inspire you all as well!"





- c. Adult Services Report—Janet Doerge, Chair of Adult Services Committee gave a brief report on Adult Services



After a brief question and answer period, President Ream thanked Janet for her reports.



- (10) NEW BUSINESS – Update on New Site  
Julie Magnus, Library Manager at Tech Services

# BiblioWeb Preview

LIBRARY COMMISSION  
DECEMBER 9, 2020  
JULIE MAGNUS



## Overview



- Increased security, stability and support
- Integration with our BiblioCommons catalog, which will provide patrons with a more streamlined experience
- Ability to better showcase our content and increase findability by patrons, particularly for staff lists, but also for other content -“Explore”
- Library-centric design and features, leveraging the functionality created by the large team of developers at BiblioCommons, which will enable us to more easily keep our site current and stable



# Implementation



COVID-19 pandemic and shut-down reinforced critical importance of having a secure and stable platform for our virtual branch

Library Marketing team balanced priorities to adapt current website during shut-down to highlight digital content and messaging about service updates

Staffing challenges: DSW priorities, curbside services, and ongoing work to maintain current website meant that previous model for website transition was not feasible – so we moved ahead with fast-track to accomplish functioning site. We'll continue to enhance and build out site after launch

## Timeline –

- ✓ staff preview in November,
- ✓ public preview in January, and
- ✓ public launch in February

Hours & Locations Help Log In / My Account

MARIN COUNTY  
FREE LIBRARY

Search the Catalog by Keyword

Browse the Library Events Services About Español

This website is currently under construction. For the Marin County Free Library website, please visit: [marinlibrary.org](http://marinlibrary.org).

**CURBSIDE SERVICE**  
Now Available  
[SEE DETAILS](#)

Curbside Services

**Book Bundles for Kids**

Book Bundles for Kids

**Tales of Horror and Suspense**

Tales of Horror and Suspense

## Homepage





Need help?

We're here to help online or by phone at 415-473-2272 (Mon-Fri 9-5, Sat 9-3, Sun 1-4).

Ask Us

## CURRENT SERVICES



### Curbside Print Pickup

Need to print something? Send a print job to the library and schedule a time to pick it up curbside.



### Online Events

Now you can attend library events without even leaving home. Stay connected and engaged with interesting and fun online events.



### Enjoy the Library from Home

We have a large collection of digital materials and online services that you can access from home - all free with your library card!



### Watch our STEAM at Home Video Series

Join Vanessa for our STEAM video series, with lots of fun activities for preschoolers and early elementary students.



Get a Card

Reset Password

Service FAQs

Homepage, continued



Search the

Catalog

by

Keyword

Advanced Search

Browse the Library Events Services About Español

This website is currently under construction. For the free Library website, please visit: [marinlibrary.org](http://marinlibrary.org).



Search the Catalog by Keyword

Browse the Library

BY CATEGORY

Books

eBooks

Audiobooks

Magazines & News

Movies & TV

Music

Online Resources

BY AGE

Kids 0-5

Kids 5-12

Teens

Adults

BY INTEREST

Explore All Services & Topics

Stuff Picks

Stuff Blogs

Local History

MORE

Museum Passes

Park Passes

Browse the Library Events Services About Español

### Services

#### CARDS & BORROWING

Curbside Service

Library Cards

Borrowing

Catalog & Account Help

Access to Online Services

#### AT THE LIBRARY

Computers & Equipment

Mobile Printing

3D Printing

Accessibility

#### OUTREACH SERVICES

Bookmobile

Learning Bus - Mobile Preschool

Library Beyond Walls - In-home Delivery

West Marin Library Services

#### ASK, SUGGEST, REQUEST

Contact Us

Find a Branch

Suggest a Purchase

Parcel Tax Exemptions

Navigation



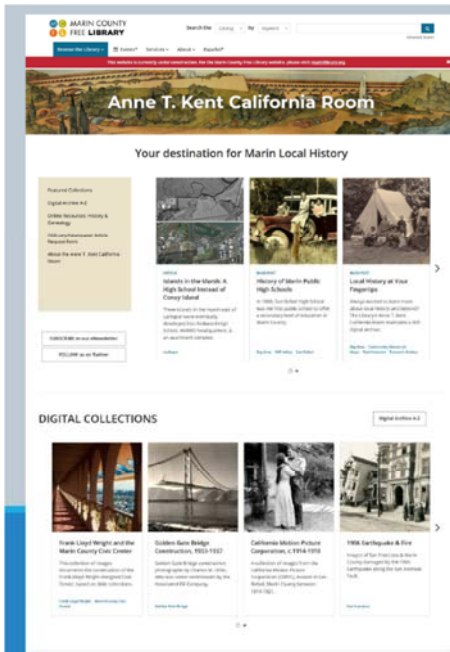
The screenshot shows the Marin County Free Library website. At the top, there's a navigation bar with links for Hours & Locations, Help, and Log In / My Account. Below this is a search bar with a dropdown menu for 'Catalog' and 'by Keyword'. A red banner across the middle states: 'This website is currently under construction. For the Marin County Free Library website, please visit our new website.' Below the banner is a 'Frequently Asked Questions' section. On the left, there's a sidebar with a list of topics: Top Questions, COVID-19 Service Updates, Frequently Asked Questions, Borrowing & Renewals, eBooks & Streaming, Fines & Fees, How to Find Items, Library Cards, Link+ (LinkPlus), Meeting Rooms & Tutoring, Museum & Parks Passes, Online Learning & Research, PIN/Password, Public Computers & Equipment, and Reference Services. The main content area is titled 'Public Computers & Equipment FAQs' and includes a search bar, a list of questions, and a 'Contact Us' section. The questions listed are: 'How do I make an appointment to use a computer in the library? - CURRENTLY UNAVAILABLE', 'What do I need to know about using the computer during COVID-19?', 'What are the health and safety guidelines for being in the library for computer appointments?', 'Does the library have ADA compliant computers?', 'How do I access the WiFi?', 'Can I print from the library computers?', 'Can I print from my laptop or mobile device?', and 'Can I send a print job to the library printer from outside the library?'. The 'Contact Us' section provides a phone number (415-473-2272) and a website link (marincountylib.org).

FAQs – searchable, and can be inserted at point of need

The screenshot shows the Virtual Browsing section of the Marin County Free Library website. It features three main categories: 'FEATURED', 'STAFF PICKS', and 'NEW AT THE LIBRARY'. The 'FEATURED' section includes a 'Sign up for our book newsletters' button and a list of featured books: 'Best Nonfiction Books of 2020', 'Newham's Choices for October 2020', and 'New & Recommended Picture Books'. The 'STAFF PICKS' section displays a grid of book covers for 'Native American Heritage for Preschool - Grade 8', 'Great Books for Kindergarten', and 'Great Downloadable Reads for Kids 0-5'. The 'NEW AT THE LIBRARY' section is divided into 'Picture Books', 'Board Books', and 'Easy Readers', with a list of new arrivals including 'The Grapes of Wrath', 'The Daylight Marriage', 'The Nightingale', 'The Girl on the Train', 'The Seven Husbands of Evelyn Hugo', 'The Girl on the Train', 'The Seven Husbands of Evelyn Hugo', 'The Girl on the Train', and 'The Seven Husbands of Evelyn Hugo'. The website also includes a 'Log In / My Account' button and a 'Search FAQs' section.

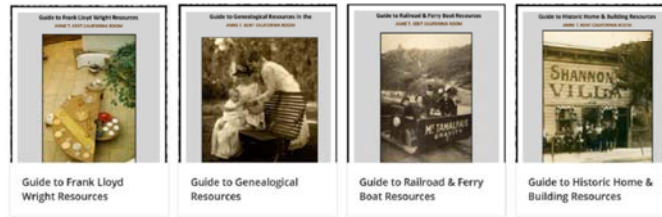
Virtual Browsing – next best thing to being there





## LOCAL HISTORY RESEARCH

### Research Guides >



Clear, Simple, Bold with Support for Graphics

- custom "cards" allow creation of content that can be easily inserted in multiple spots

English
Hours & Locations
Help
Log In / My Account

Search the Catalog by Title how to be an antiracist
Advanced Search

Browse the Library
Events
Services
About
Español

This website is currently under construction. For the Marin County Free Library website, please visit: [marinlibrary.org](http://marinlibrary.org).

Title search: **how to be an antiracist**
Save search
Try your search in LinkPlus

Filter your results by...
Sort by: Relevance
1 to 3 of 3 results

Available Now
Format
Books
Book (3)
eBook (2)
Audiobooks

**How to Be An Antiracist**  
by Kendi, Ibram X.  
★★★★☆

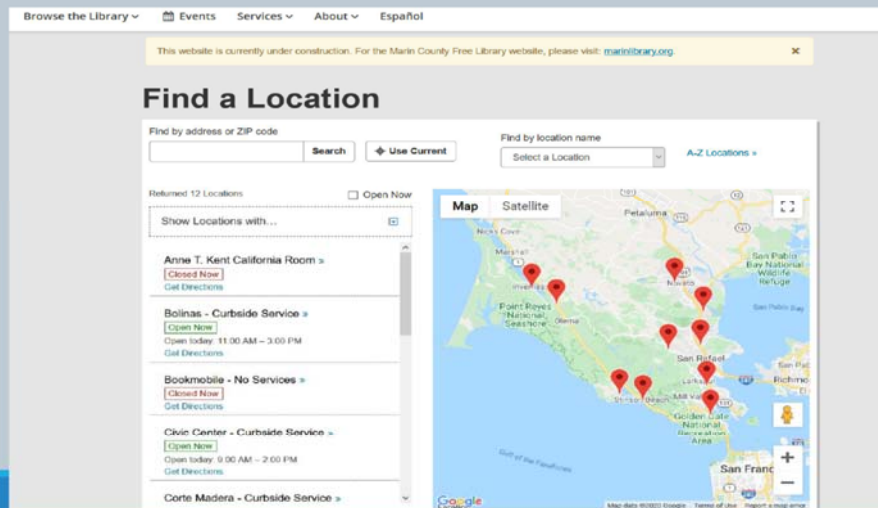
eBook - 2019  
Available

For Later

Checkout Now

Catalog





## Locations

- filter by Open Now
- filter by Features, e.g. Bookdrop open all hours

## Corte Madera – Curbside Service

[Hours & Location](#)
[Blog](#)
[Events](#)
[About Corte Madera Library](#)
[History of Corte Madera Library](#)

**Closed Now**

Monday: Closed

Tuesday: 11:00 AM – 4:00 PM

Wednesday: 11:00 AM – 4:00 PM

Thursday: 2:00 PM – 7:00 PM

Friday: Closed

Saturday: Closed


Sunday: 12:00 PM – 4:00 PM

🕒 Hours listed are for curbside service. Building is closed to the public.

707 Meadowsweet Dr  
Corte Madera CA 94925

[Get Directions](#)

**Phone: (415) 924-3515**



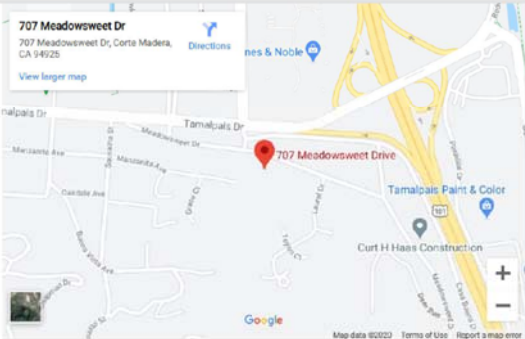
Curbside Service: Patrons will be notified by email that their item on hold is available. Patrons should call (415) 924-3515 when they are in front of the library during curbside service hours.

**FACILITIES**

- ✓ Book Drop - Open All Hours
- ✓ [Curbside Service](#)
- ✓ [Printing Pickup](#)
- ✓ [Virtual Events](#)
- ✓ WiFi - Outside

**FEATURES**

- ✓ Gallery Space - Unavailable



**707 Meadowsweet Dr**  
707 Meadowsweet Dr, Corte Madera, CA 94925

[Directions](#)

[View larger map](#)

## Branch page



eBooks

## Explore



## STAFF PICKS

**New & Recommended Teen Books**

New & Interesting

**LGBTQ+ Graphic Novels for Teens**

Comics & Graphic Novels Gender Identity Inclusion LGBTQIA+ We Need Diverse Books

**#ownvoices Indigenous Voices for Teens and Tweens**

Comics & Graphic Novels Fiction Authors of Color Diversity Inclusion

**Native American Heritage for Preschool - Grade 8**

Chapter Books Picture Books Authors of Color Diversity Indigenous Peoples

## New pathways to discovery and cultural awareness

Indexing content with categories and tags to highlight diversity, equity and inclusion - example "We Need Diverse Books"

## Explore: X We Need Diverse Books

Post Type Audience Related Format Programs Genre Topic **Tags (1)**

**Author Spotlight: Jerry Craft**

BLOG POST

**Native American Heritage for Preschool - Grade 8**

STAFF LIST

**Great Books for 4th & 5th Grade**

STAFF LIST

**LGBTQ+ Graphic Novels for Teens**

STAFF LIST

**#ownvoices New YA by Black Creators**

STAFF LIST

**Kids: Explore the World**

STAFF LIST

**Conscious Kids Book Kits**

BLOG POST

Clicking on tags brings you to the Explore page to connect to additional related resources

## FEATURED

**DIGITAL COLLECTION**

Experience Marvel on Hoopla

**#ownvoices New YA by Black Creators**

STAFF LIST

**What are you most looking forward to post-COVID?**

☐ Getting together with friends  
☐ Travelling  
☐ Attending big events  
☐ Not wearing a mask  
☐ Not hearing about COVID anymore  
☐

**Submit**

[Skip to results](#)

Teen page – variety of digital resources and polls



# Staff preview

---

- Link for viewing the site <https://marinlibrary.bibliocms.com/>
- Examples of pages for each section are available, e.g. format and audience, though some pages will still be under construction.
- Pages still under construction are marked with an \* and links from menu may not function for these pages yet
- Examples of some lists and blogposts will exist, though content is still in the process of being migrated
- Not all links will be functional yet
- Staff feedback form <https://marinlibrary.bibliocms.com/staff-feedback/>



After a brief question and answer period, President Ream thanked Julie for her presentation.

(11) DIRECTOR'S REPORT FOR DECEMBER

Director Jones reported on the following:

- Library Staff was a big part of the Census

(12) ANNOUNCEMENTS

Chantel announced that the Library's Foundation annual appeal is currently underway. Any donations will be greatly appreciated. The Library Foundation had pledged to help purchase more Wi-Fi Hotspots, Chromebooks, and invest in Learning Hubs that will benefit children in under-resourced neighborhoods.

Our next meeting is scheduled on Wednesday, January 13, 2021, via Zoom at 4pm. To close the meeting, President Ream shared an Irish Poem with the Commission and wished everyone a Happy Holiday.

(13) ADJOURNMENT – M/S Schandler/Javaras - Meeting adjourned @ 6:10 p.m.





**Marin County Free Library Commission Report**  
**Sara Jones, Director of County Library Services**  
**December 2020 Activities**

*(Operating Framework Designed to Meet the Requirements of the  
Shelter In-Place Orders at the County and State Levels)*

**OUR MISSION:**

*Provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore.*

**Table of Contents**

**1. Library Activities and Equity Focus**





- a. Children's
- b. Teen Services
- c. Adult Services
- d. Collection Development and Management (Digital and Physical)
- e. Educational Equity
- f. Specialized COVID Responses
  - i. Disaster Service Work Roles
  - ii. Countywide WIFI Hotspot Distribution
  - iii. Communications and Website Enhancements
  - iv. Curbside Services and Reopening Status

**2. Personnel**



**3. Library Director Activities**



## Library Activities and Our Equity Focus

 <p><b>Children's Services</b> During the Shelter in Place</p> 	<p>December 12 the library co-hosted “Talking with Kids about Race and Racism” with SURJ. We had 13 participants, several from out of state (Seattle &amp; Illinois).</p> <p>The aim of the program was to help participants understand the importance of having conversations with the children in their lives about race and to provide strategies to do so. Ideally, they would come away feeling empowered to break the silence and plant seeds of change and progress.</p> <p>The hosts talked about the failed strategies of colorblindness and "celebrating diversity", which don't address justice issues. Participants joined breakout sessions to talk about their experiences discussing (or not discussing) issues of race and racism, and later did some roleplay scenarios in the same small groups asking uncomfortable questions.</p> <p>Iris Meinolf discussed the library's efforts to address racial equity and presented MCFL Conscious Kids book kits.</p> <p>Staff engaged in discussion with a consultant from Social Justice Kids (<a href="https://socialjusticekids.com/">https://socialjusticekids.com/</a>). Another attendee was a grandmother who took copious notes and was so happy to have concrete examples of things to say her to grandkids. After the program a participant commented how wonderful the program was and how they are so appreciative of SURJ and the library's efforts to have these conversations.</p>
 <p><b>Teen Services</b> During the Shelter in Place</p> 	<p>This month, South Novato's Makerspace created an LED snowflake kit for teen-led activities coming up in January, hosted by MCFL Teen Leadership Committee. South Novato's teens also continue to host their own virtual programs. WebStar Bryanna hosted <a href="#">live art tutorials</a> from tissue paper creations to pressed flowers to candle art. Bryanna says, “Throughout this process I learned that even though we are in a pandemic we can still do things together as a community and there are other ways for us to come together to do something fun and still be safe.”</p> <p>We will skip the Lit Review this year (2021) and pick it up again in 2022</p> <ul style="list-style-type: none"> <li>· TSC supports guidelines to ensure diverse representation on booklists (ex. minimum 50% female authors, minimum 30% own voices authors—exact guidelines to be decided after consulting other committees)</li> </ul>



	<ul style="list-style-type: none"> <li>· Teen DVDs will now be interfiled with Adult DVDs, new teen DVDs will not get a teen sticker</li> <li>· TSC Statement of Purpose which is aligned with MCFL Mission and Values was posted on committee site. We will begin working on our program planning document</li> <li>· We will complete the Teen Fiction Audit and discuss our findings</li> <li>· We welcomed Danny Le (NOV) and Isaiah Hurtado (MCI) to TSC</li> </ul>
<div data-bbox="198 493 532 569">  <b>MARIN COUNTY FREE LIBRARY</b> </div> <div data-bbox="198 615 526 688"> <p><b>Adult Services</b> During the Shelter in Place</p> </div> <div data-bbox="214 831 514 1131">  </div>	<ul style="list-style-type: none"> <li>• Highlights included an online presentation offered in both English and Spanish by Legal Aid of Marin on <b>Housing Protections During the Pandemic</b>. The discussion centered around how California law protects tenants from eviction during the pandemic and was geared toward those afraid of being evicted and how to protect themselves during this time.</li> <li>• On a lighter note, Diane Gasson of Marin Master Gardeners offered <b>Between the Sheets – A Sheet Mulching Success Story</b>. Attendees were taught how to easily transform their lawn or patch of weeds into a beautiful garden with just some cardboard/newspaper, compost/mulch, and a bit of time.</li> <li>• Christina Crosby, a docent from Fine Arts Museums of San Francisco, spoke on <b>Frida Kahlo: Appearances Can Be Deceiving</b>, a presentation at the de Young featuring paintings and drawings from museums and private collections in the United States and Mexico. The majority of artworks are unique to this venue, including a selection of Kahlo’s drawings that are on public view for the first time and that highlight Kahlo’s time in San Francisco. <b>Conversation Clubs in English and Spanish</b> continued in December, as did the very popular <b>All Things Apple: A Zoom Class for Intermediate Learners</b> with Beryn Hammil.</li> </ul> <p>Civic Center Librarian Linda Aldrich created a Blog post on the <b>Best Books of 2020</b>. You can find it here: <a href="https://marinlibrary.org/the-best-books-of-2020/">https://marinlibrary.org/the-best-books-of-2020/</a>. One list can’t possibly fit all, so Linda has done the hard work and compiled lots of different lists to peruse to help patrons search for their next best book. Corte Madera Librarian Ana Stanesco put together a blog post highlighting local <b>Resources for Job Seekers</b> that are available virtually or by phone ; the restrictions of the pandemic are making it harder than ever to gain career skills and look for work.</p> <p>The <b>Talk with a Librarian</b> line keeps touching the lives of our patrons. Just today a new librarian on the line was helping a Novato patron in Spanish get books for her 5th grade son. When asked which school he went to (because she teaches poetry at several Novato schools for the Poets in the School program), it ended up that he was a student of hers from last year, and he got so excited that he wanted to get on the phone and order his books with her personally-- very sweet!</p>





## Collection Development and Management

During the Shelter in Place



Our selectors and Technical Services team have worked with the Children's Services Team to move ahead on adding Wonderbooks system-wide and to make them shared across all branches. Several branches piloted Wonderbooks for MCFL over the spring. We believe they are an excellent early-literacy tool, all the more important in this time of distance learning, when so many kids are falling behind. If you haven't yet seen a Wonderbook, they are picture books and easy readers with a ready-to-play audiobook imbedded in the front cover:

<https://playaway.com/wonderbook/>

<https://www.youtube.com/watch?v=ryu54o4VS0o&feature=youtu.be>

Wonderbooks are charged using a universal USB charger, which many families will have at home. We will also make sure each branch has some of these chargers to give out to any patron that may need one.

The Technical Services team has also been developing the next part of the plan for how to proceed with shelf-ready processing in coordination with our largest book supplier, Baker & Taylor. We will begin with a pilot of a portion of the collection, the Teen, Spanish and Adult Non-Fiction collections in 2021, so that we can adapt and make adjustments to the process as needed.



## Educational Equity

During the Shelter in Place



West Marin and South Novato wrapped up a very successful Fall semester of Reading Buddies. Students and mentors read hundreds of books together via Zoom and received certificates for their accomplishment. After being newly connected to the Library through Reading Buddies, one single parent reached out to the Library for urgent help finding full-time daycare. According to librarian Serena, this trusting relationship was built up over many months of weekly calls (in Spanish) as her daughter participated in reading. She turned to us for help and librarian Diana Miranda went above and beyond locating resources. This is what we mean when we use a "whole family" approach to building connection and trust through education equity:

- "Mi hija encanto Reading Buddies y la verdad a mi también. 😊 Creo que Emily si mejoró en su lectura 📖 gracias. Me gustaría que fueran más días de lectura, please." ("My daughter loved Reading Buddies and the truth is to me too. 😊 I think Emily did improve in her reading 📖 thanks. I wish there were more days of reading, please.")

To brighten up winter break, we also sent hundreds of books, maker kits, and toys home to students in December. Laura Kennett worked with Raemona Little Taylor to ensure every student in our Learning Hubs received a gift bag, while South Novato assembled personalized bags for 150 Hamilton families along with 34 Reading Buddies students. West Marin staff created take-home craft kits for students at Bolinas-Stinson and school supplies/book bundles for West Marin School.

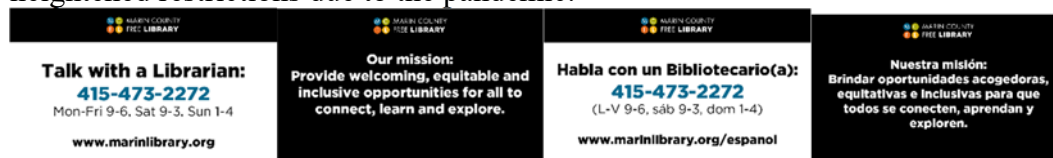


## Specialized COVID Responses

### Communication and Website Enhancements

This month the Library Marketing team produced and sent out two email newsletters to Library patrons, our monthly communication, and a special supplement with information about Library services during the holidays. The monthly newsletter featured an essay from local teen Sophia Martin. As part of the Library's commitment to racial equity, we periodically feature essays from community members to share their viewpoint. <https://marinlibrary.org/teen-viewpoint-how-close-are-we-to-being-in-the-headlines-an-essay-by-local-teen-sophia-martin/>

To help spread the word about our **Talk to a Librarian Help line**, the Library Marketing team created a business card in English and Spanish that can be easily shared with our community, through curbside services or outreach. Providing a connection for Library services to people who may not have access to, or feel comfortable with, the Internet is especially important during this time of heightened restrictions due to the pandemic.




The Library Marketing team also helped by providing an image of a retro library receipt to Corte Madera branch manager Stephanie Hartwell-Mandela, who responded to a holiday-themed request to donate to the library for a friend's long-lost (48 years!) children's library book. With the help of County Media Specialist Brent Ainsworth, a news release was crafted which garnered interest on social media, local TV news, as well as international attention!

[https://www.marincounty.org/main/county-press-releases/press-releases/2020/lib-overduebook-121120?fbclid=IwAR3tL3N2BwQqkVQ\\_9E7P5BxEJFsRPK3xWvWZrDS5xzIG2rzd6CpiOAG4dd0](https://www.marincounty.org/main/county-press-releases/press-releases/2020/lib-overduebook-121120?fbclid=IwAR3tL3N2BwQqkVQ_9E7P5BxEJFsRPK3xWvWZrDS5xzIG2rzd6CpiOAG4dd0)

<https://abc7news.com/marin-man-library-fine-overdue-book-48-years-holiday-gift-corte-madera-joke/8751912/>




## Personnel Update

	<p>December has been another productive month as MCFL advances recruits; hired 7 of regular-hire staff and continued to onboard recently hired staff in regular-hire and contingent-hire roles. Congratulations to all of the staff across the organization who made the need hire additional new staff a reality.</p> <p>MCFL filled 6 of our <b>Library Assistant I</b> openings in 5 MCFL Branches during December with our initial rounds of interviews. The Library Assistant I hiring managers are on track to fill the remaining 3 positions next month.</p> <p>We also interviewed for and hired a new <b>Library Aide</b> at our Fairfax Branch.</p> <p>The first round of <b>Administrative Assistant II</b> Interviews was very successful. The second round of interviews are scheduled for January 2021.</p> <p>We will welcome all of the newly hired staff, by name, once they begin their position in January.</p> <p>The following full-time and part-time vacancies are under review:</p> <ul style="list-style-type: none"> <li>• Administrative Services Technician 1.0 FTE – Accounting</li> <li>• Community Library Specialist 1.0 FTE - Point Reyes</li> <li>• Library Assistant II: 2.5 FTE – Spanish-Spkg Srvs.; Novato; W. Marin;</li> <li>• Library Services Manager: 1.0 FTE - (Facilities &amp; Projects)</li> <li>• Sr. Librarian 1.0 FTE – South Novato</li> </ul>
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## Library Director Activities

Below is brief overview of a few activities and items that may not have been highlighted in other areas of this monthly Commission Report.

	<p>This is a tough email to write to wonderful friends and supporters who I have really enjoyed working with over the last 7 1/2 years. After a difficult decision making process I just accepted the position of Washington State Librarian. Many of you know I was the State Librarian of Nevada. I found it to be tremendously satisfying to not only lead a library, but craft policy and manage Library Services and Technology Act (LSTA) funding to help advance the great work that libraries accomplish, especially innovations and services that address inequities. The Washington State Library is unique in that it also serves incarcerated and</p>
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	<p>institutionalized individuals and that is especially critical equity work.</p> <p>The equity work is also something for our organizations to be extremely proud of. We still have much to improve on to address inequities and injustices but our collective work has impact locally, statewide and nationally. I am also proud of our innovative services with education partnerships, VR and other advanced technologies and the mall library in partnership with San Rafael Public Library. I know innovation will still drive the organization and I look forward to seeing the next projects MCFL develops.</p> <p>The hiring of a new Director will be led by the CAO and I expect will be done, as my recruitment was, by an executive recruiting firm with staff, support organizations and community participation. My last day as the Director will be February 12 .It will likely take a few months to complete the recruitment and hiring process.</p> <p>It was particularly tough to make this decision during the tremendous uncertainty of COVID-19 but our services are stabilized (as anything can be) and I expect will remain at curbside services for many months. This library staff have been incredible in providing critical services during this very challenging time.</p> <p><b>The most important message I have is my deepest appreciation for your support and commitment to Marin County Free Library.</b></p>
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### Commission Members:

MCFL and the County of Marin

THANK YOU for your commitment to welcoming, equitable and inclusive library services.



**Minutes of Marinnet Board Meeting  
Nov. 19, 2020**

Present: Linda Kenton (SAN), Abbot Chambers (SAU), Sara Jones (MCFL), Henry Bankhead (SRPL), Gary Gorka (DOM), Debbie Mazzolini (BET) Sarah Frye (COM), Franklin Escobedo (LRK), Susan Andrade-(SRPL), Anji Brenner (MVY), Dan McMahon and Jessica Trenary (MARINet)

Guests: Bill Hale

Public comment: Bill Hale requested that librarians purchase more hard copy audio books instead of Overdrive, due to not being able to download onto older devices. (Overdrive discontinued support for TLS 1.0 and 1.1 this year.) He uses an iPod Nano, which is no longer viable. He also raised a concern about the retention of last checkout information in Overdrive, and will check to see if this is really an issue and get back to us.

Minutes for Sept. and Oct. Meetings: approved for both months.

Old business:

1. OrangeBoy and Savanah: Dan described technical details of data upload to OrangeBoy, and how it's limited to participating libraries' collections and patrons. Henry described the OrangeBoy offer and discount, if more libraries participate it's cheaper. SR city has a GIS expert who is very excited about mapping the data. Cost for a MARINet account would be \$10k yearly, and it's not thought to be necessary at this time.

Is there data on effect of the product? MCFL says they can see if people have followed a link in the emails they send, or if use of a new product increases. When MCFL went fine free, they tracked new use of cards and it did increase. Board members can look at MCFL's dashboard, they have long term data. SRPL sees it as replacing Mail Chimp. SRPL hasn't been trained yet, if anyone wants to do the training with them it's OK. Some libraries have existing newsletters (BET SAU MVY SRPL). There is value in emailing people with new cards, something we can't currently do. Nuanced email, campaigns, data driven. If interested reach out to Dan or Henry or Sara. The current offer is for a 3 year commitment at this discount level.

2. RFID: County money is still possible, MCFL is also putting in \$500k to buy tags now. We will engage Lori Ayre as our first step, to ensure buying the right tags. Some tags would be sent to pre-processing vendors. For sorting systems, we would need an RFP due to the amount of money involved.

Proposal made to have MCFL buy vendor agnostic tags to start. Apply them without programming at first. Until we select a vendor for sorting machinery, we can't set tags live, but once we do, then we rent equipment to program them with the barcodes. BET will be boxing up half of their collection for construction, can they be tagged while they're boxing? January is likely possible. We will need advice about how to position them on items. Public comment: Make sure the consultant has appropriate insurance.

Action item: motion that MARINet Board accept the generous contribution from MCFL to cover the cost of the tags to begin project, for both books and discs. Passed unanimously.



Next step is that Dan will confirm agnostic nature of tags with Lori, then get a bid for engaging her for this process. Motion: Dan will have a discussion with Lori and ask her for a proposal to guide MARINet in the implementation of RFID. Passed unanimously.

The 3 training sessions for CWG went well, Jamie Poirier helped massively. MARINet can offer future sessions on same or other topics.

3. Retreat Planning: Tentatively scheduled for January meeting time. Sara Jones will contact Greg Lucas about 10 am on 1/21 Thursday.
  - a. How individual libraries might bring things to the board for consideration.
  - b. Universal borrowing (with Greg) including equity discussions
  - c. A discussion of lunch for the retreat, how to do this, deliver from same or everyone brings a food item? Recent MCFL staff day did delivery lunches to onsite locations where staff were gathered.
4. Bookdrops: For the current NOV library construction project, MCFL is installing a bookdrop that will be there until March or April. This can be used later as one of our bookdrops. The current plan is for 2 bookdrops, on Lucas Valley Rd. and at Crossroads Shopping Center. Bookdrops have a 6 week production delay. MARINet will check with Sprint on cost for delivery drivers to pickup from drops. We should have signage pointing to bookdrops.

Motion: give MARINet permission to buy one? We need to determine locations first. Motion then would be put back on front burner. Motion enable Dan to move project forward by pursuing placement of the 2 book drops. Get a quote, bring back to board before approving final number. Passed unanimously. Related to this topic, MVY wants the delivery company to pick up from the Community Center bookdrop.

5. Reopening Plans:
  - San Anselmo has pulled back on reopening, as they are down 3 FT staff people.
  - SRPL opened Mall Northgate for in person browsing 3 days a week. (MCFL is staffing it.) Capacity is 10 patrons at 25% level. They get 15 minutes per visit, using a "marble system." There is a selfcheck machine, plus staff at the desk if needed. Collection is beautiful as it's cherry picked from all SRPL and MCFL locations. If the mall has to shut down the library shuts down too. Next week it's closed, due to Thanksgiving, but it will open the following week if conditions permit.
  - MVY started Wi-Fi in the garden, to an enthusiastic response. There are 6 new tables in the friend's garden. They will delay till mid Jan. on any other reopening. Patrons bring their own equipment to use Wi-Fi, but there are also six Chromebooks to checkout with Wi-Fi hotspots. They are using Envisionware to schedule these items.
  - MCFL continues with computers available, scheduled using Jot Form.
  - SAU looking at January, 2 weeks after the holidays, see how it is.
  - BET has phone lines to help people with tech problems.
  - DUC is planning a semester ahead of time, no changes in Spring semester, not open to public, but only to a limited number of students. Everything is virtual at this point, normal ops look like fall at the earliest.
  - Similar for COM, maybe Summer, more likely Fall for normal operations.



## New Business:

1. DRWG recommendation for Ebsco funds freed up, includes Wall St journal and NewsBank subscriptions. Proquest Newsstand could be discontinued later if this works well. Schools included in access? No. We could create public cards to correspond with school cards as needed. Demand? Yes WSJ is highest demand (80%) in Proquest Newsstand, we can measure it and the new subscription is month to month. NewsBank is better version of newspaper access. Question, are we putting enough money into Overdrive? Right now DRWG is proposing \$21k of the Ebsco money for Overdrive, and we have another \$35k in grant money from NorthNet. Will ask for more if needed at end of fiscal. Motion to accept DRWG recommendation, passed unanimously.

2. Shared collection Development Task Force  
There are many inefficiencies in physical materials purchasing, duplication, etc. Abbot proposes creation of a task force to take a look at the level of all libraries, what are we purchasing, where is the money going, are there ways to be more efficient? Looking at the data with a deep dive, what publishers are most cost effective? Can we collectively do better? What is the ROI?

Currently, most circulation is from items placed on hold, about 80-85% of checkouts. Will this continue? In that case it doesn't matter where something lives. Libraries could use a list of what other libraries are buying. Jessica shared information on the Overdrive experience, this is similar. Is it making us one system? Or just getting some inefficiencies dealt with. Would leasing across the whole organization work? Should children's librarians be on the Task Force? Recommendation made that we start with focus on adult titles first.

Lots of discussion, to what extent will patron behavior patterns return to pre-Covid ones? Motion to establish a task force to look at collection development, the CDTF. Dan will solicit membership and set up email list. Passed unanimously.

3. Table equity as Sara Jones had to leave the meeting early.
4. Budget resolutions, 2 procedural, 2 involving reallocating funds. All four resolutions approved, will circulate for signature.
  - a. Set Marin County as our fiscal agent for FY 2020-21
  - b. Move the reserve fund contribution for this year to the reserve fund
  - c. Use the \$35k grant from NorthNet for Overdrive (requires fund transfer)
  - d. Use \$20k of prior year balance to help pay LinkPlus subscription, as planned in the budget. (requires fund transfer)

## Standing Items:

1. Systems Report, we are currently working on MCFL zoom/phone issues, let us know if you're having connection issues.



Topics for next meeting:

- Bookdrop
- RFID
- Retreat
- Delivery: how is delivery service doing? Are there other solutions given escalating costs and staff issues?
- Reopening plans
- CDTF

Non-action items:

- Setting up simply-e
- Holiday closures?
  - SRPL closed all week for Thanksgiving, 2 weeks at Christmas/New Years (furloughs)
  - SAN open except Thursday and Friday, closed Weds. 12/23 to New Years Day. (furloughs)
  - MVY will have early closures on Christmas Eve and New Year's Eve
  - BET same as MVY, more closures in January for move

Meeting adjourned at 11:49 a.m.

Minutes taken by Dan McMahon, MARINet