

MARIN COUNTY FREE LIBRARY COMMISSION



Lana Adlawan
Director of County Library Services

Library Commission
3501 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
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CRS Dial 711
www.marinlibrary.org

MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda
Wednesday, October 13, 2021
4:00 p.m.

Meeting will be held remotely

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

Meeting ID: 852 9360 4895
Passcode: 910228
One tap mobile
+13462487799,,85293604895#,,, *910228# US (Houston)
+17207072699,,85293604895#,,, *910228# US (Denver)

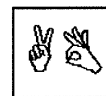
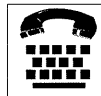
Dial by your location
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Find your local number: <https://us06web.zoom.us/j/kdGSEH5F28>

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

Autumn...the year's last, loveliest smile."
-William Cullent Bryant

3. Approval of Agenda Ream Action



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.

	4. Approval of September Minutes Correction to March, 2021 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business		
	a. Summer Program	Ream/Little Taylor	Information
	8. New Business	Ream	Information
	a. Collection/Marketing & Communication Reports	Magnus/Walker	Information
	9. President's Report for September	Ream	Information
	10. Director's Report for September	Adlawan	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

Numbered List of attachments:

- 4. Minutes for September 8, 2021
- 11. Library Director's Report for September

Unnumbered Attachments:

MARINet Board minutes of August 19, 2021 held at MCFL Tech
Services, 1600 Los Gatos Dr., Suite 180, San Rafael CA

Marin County Free Library
3501 Civic Center Drive, Suite #414, San Rafael CA 94903
www.marinlibrary.org

Brown Act:

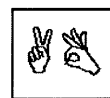
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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

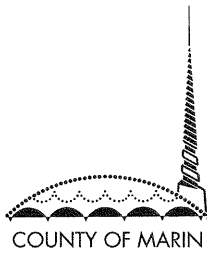
Meeting Locations

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 COMMISSION



MARIN COUNTY FREE LIBRARY Virtual Meeting

--PROPOSED MINUTES--

Wednesday, September 8, 2021

Lana Adlawan

Director of County Library Services

Library Commission

3501 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
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- (1) **CALL TO ORDER**
Meeting called to order at 4:05 p.m.

- (2) **ROLL CALL**
Present
- | | | |
|----------------|----------------|-------------------|
| John Macleod | Sue Ream | Ann Kaplan |
| Linda Ward | Barbara Schoen | Margaret Kathrein |
| Loretta Farley | Nick Javaras | Sally Hauser |
| Anya Schandler | Ali Iqbal | |

Absent with Notification

Also Present

Lana Adlawan, Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Raemona Little Taylor, Deputy Director of County Library Services
Leslie Galiani, Administrative Services Manager
Damon Hill, Library Services Manager
Edna Guadiana, Administrative Services Associate
Geraldine Breiz, Administrative Services Associate
Margaret Miles, Branch Manager, Fairfax Library
Penny Wells, Friends

- (3) **ADOPTION OF AGENDA** M/S/C-Schandler/Javaras – Agenda approved as submitted
- (4) **ADOPTION OF MINUTES** M/S/C-Farley/Javaras – Minutes approved as submitted
- (5) **OPEN TIME FOR PUBLIC EXPRESSION** -- None
- (6) **READING & CORRESPONDENCE FILE** – Materials were sent to the Library Commission prior to meeting

(7) OLD BUSINESS

a. Public and Private Sector Grant Opportunities for Libraries

President Ream thanked the Commission for their interest and input for item regarding reading incentives that were discussed at last month's meeting. Commissioner Farley commented that the discussion was about what the incentives were going to be.

Commissioner Javaras commented that he felt we were putting a decision off by waiting for a meeting to be scheduled with a smaller committee. Commissioner Schoen commented that she would need to let In & Out know by January 2022, if we will participate in their incentive-reading program, because their program starts in March. Director Adlawan stated that we would schedule a subcommittee meeting in the near future.

(8) NEW BUSINESS

a. Budget/Facilities/Measure A

Assistant Library Director Chantel Walker started the report by giving an update.



- An RFP was released to identify an architect who would work on our facilities. There were two rounds of interviews and the recommendations will be discussed with Director Adlawan.
- In the last fiscal year, we picked up some speed on our spending and impact. Some things have not gone as fast as we would have liked, while others have. Two-fifths of Measure A money goes to facilities and three-fifths go to staffing and Technology.
- We will close this presentation on our 5-year projections.

Damon Hill, Library Services Manager started his part of the presentation by painting a picture on our facility work over the past few months, discussing expenditures and leave time for questions and comments. The Corte Madera Library was closed for the past few months. During this time, we contracted some students to paint a mural of Mt. Tam in the library. Stephanie Hartwell-Mandella, Branch Manager for the Corte Madera Library will celebrate her 1-year anniversary soon and has still not worked in her branch (CMA), which is still closed.



Library Commission and Measure A Facility Report

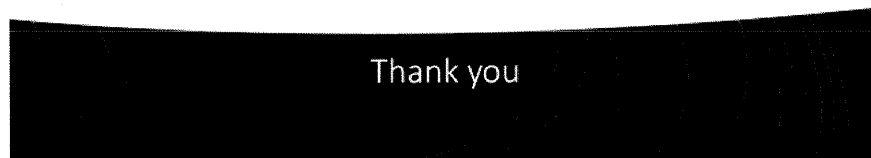
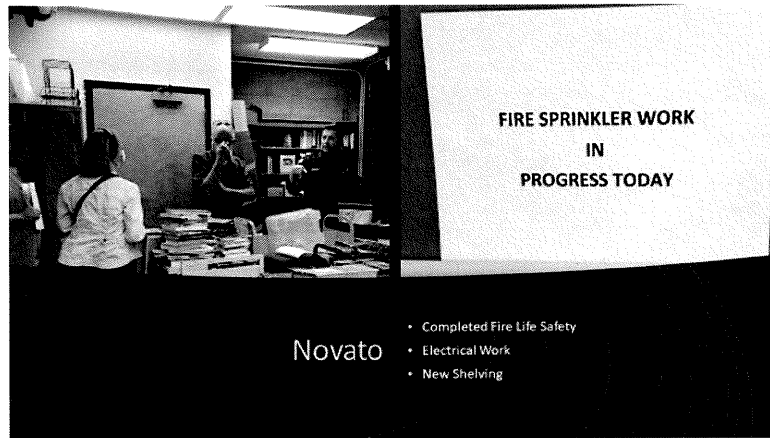
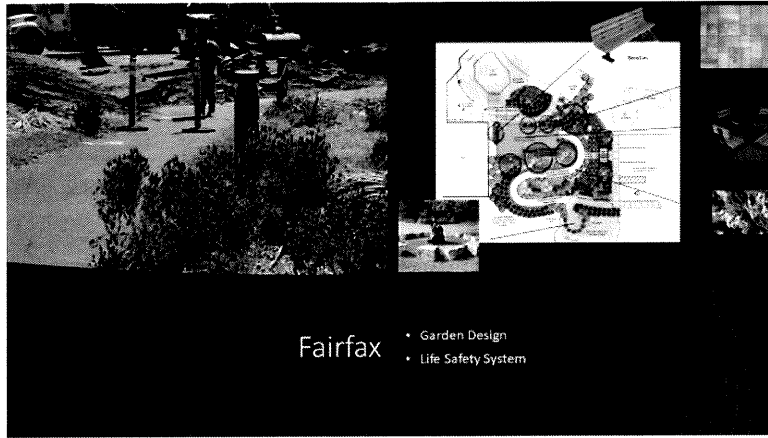
September 8, 2021



Corte Madera

- ✓ Roof Replacement
- ✓ Fire Life Safety System
- ✓ Window Replacements
- ✓ Siding Replacement and Dry Rot Repairs
- ✓ Redesign of hallway
- ✓ Electrical Upgrades
- ✓ Paint and Drywall
- ✓ ADA Upgrades – PIT and shelving

- ✦ Final Interior Punch List
- ✦ Exterior Fire Systems Connection
- ✦ HVAC Design
- ✦ Kids Room Improvements



Damon Hill, Library Services Manager gave an update on the Revenue Sources & Facilities Expenditures: Measure A

REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE A																
FUNDING SOURCE:		Measure A Tax Revenue (2480)						Measure A Totals		MCFL Fund Balance (2470)	MCFL Fund Balance (2470)	ADA Funding	ADA Funding	County Contribution	Grant Funding	Grand Totals
Fiscal Year		FY 15-16	FY 16-17	FY 17-18	FY18-19	FY19-20	FY20-21	FY21-22	as of 9/1/2021	FY 21-22	FY 20-21	FY 21-22	FY 20-21	FY 17-18	FY17-18	
		\$500K	\$500K	\$500K	\$500K	\$500K	\$1M	\$1M		\$500K	\$1M	\$76K	\$50K	\$100K	\$175K	
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: Cafe Counter Project		\$ 19,180							\$ 19,180							\$ 19,180
CCE Friends: Cafe 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 (Anne)		\$ 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
Marin County Library Foundation: Learning Bus									\$ -						\$ 50,000	\$ 50,000
Air Quality: CMA						\$ 1,248			\$ 1,248							\$ 1,248
NOV PROJECTS: Roof, Fire Safety, Children's Rm					\$ 7,063	\$ 89,404	\$ 111,274	\$ 114,708	\$ 232,449	\$ 429,847						\$ 752,296
CMA PROJECTS: Roof Repairs, Fire Safety						\$ 159,812	\$ 199,919	\$ 6,451	\$ 366,182	\$ 553,808						\$ 919,990
fairfax Roof						\$ 106,663	\$ 79,166		\$ 185,829							\$ 185,829
FAI Garden Design						\$ 12,540			\$ 12,540							\$ 12,540
SNO Hardscape						\$ 36,000			\$ 36,000							\$ 36,000
Radio Frequency Identification (RFID)						\$ 500,000			\$ 500,000							\$ 500,000
ADA Parking Spot (FAI)									\$ -				\$ 49,989			\$ 49,989
CMA Children's Pic Construction									\$ -			\$ 35,534				\$ 35,534
CMA Children's Ren Shelving									\$ -			\$ 40,613				\$ 40,613
Projects Carryforward from FY20-21								\$ 446,699								
TOTALS as of 09-01-2021		\$ 283,843	\$ 189,159	\$ 295,310	\$ 851,931	\$ 380,940	\$ 938,899	\$ 121,159	\$ 3,061,281	\$ -	\$ 983,655	\$ 76,147	\$ 49,989	\$ 100,000	\$ 175,000	\$ 4,445,961

TWD FY 19-20
Corte Madera Library

- \$ 2,120 Haz Mat Analysis of existing roof (award waiting signature from Monte Deignan)
- \$ 56,120 AE services/ Roof Replacement evaluation of siding, insulation, windows (AE site walk 9/16/2019)
- \$ 41,326 Flat Roof Replacement: Rear Roof over offices (ready for award – 15 year warranty)
- \$ 11,337 Temporary Roofing Repairs/ all to be replaced by the full repairs after winter
- \$ 400,000 Balance of Roof Replacement
- \$ 350,000 Sprinkler Systems (Includes a budget number for underground connections provided by SS vendor)
- \$ 100,000 Smoke and Alarm Detection Systems
- \$ 39,000 DPW Project Management Labor

Alt: \$ 100,000 Siding and Waterproofing Repairs (2021)

- \$ 150,000 Added Insulation Interior Repeating (2021)
- \$ 350,000 Dual Glazing Windows (2021)
- \$ TBD – scope of project for ADA/ABA Improvements (2021-2022)

TBD FY 19-20
Novato Library

- \$ 1,902 Haz Mat Analysis of North end of building tar and gravel roof (award waiting signature from M. Deignan)
- \$ 24,038 Durallast Flat Roof North end of building (proposals received – ready for award
- \$ 5,000 Roof repairs and flood testing (completed)
- \$ 300,000 Sprinkler Systems (Includes a budget number for underground connections provided by SS vendor)
- \$ 80,000 Smoke and Detection Systems
- \$ 50,000 DPW Project Management Labor

Alt: \$100,000 Adjust landscape fill and regrade exterior at perimeter of building (settled) (2021)
\$450,000 Full roof replacement (2023)

Leslie Galliani, Administrative Services Manager, gave the following presentation on the Library's Budget.

Old Measure A Budget Structure

Measure A Operating Budget			
FUND:	2480		
PROG #:	6500		
ORG #:	24816501		
Measure A Revenue Budget			
Revenue	ORG #	Object	Revenue Budget
Special Tax/Assessment - Prop. Tax	24816501	411125	\$2,500,000
Measure A Operational Expense Budget			
Operating Expense	ORG #	Object	Expense Budget
Salaries & Benefits (10% Personnel Cost)	24816501	511110	\$1,000,000
*Other Services/Charges (RE Leases, Literacy & Learning Bus Programs, Library Materials)	24816501	520000	\$950,000
Technology	24816501	520000	\$50,000
* RE Leases (\$400K), Literacy & Learning Bus Programs (\$250K), Mat's (\$300K)			
Total Operating Budget			\$2,000,000
Measure A CAP Budget			
FUND:	2480		
PROG #:	6540		
ORG #:	24846541		
Capital Expense	ORG #	Object	Expense Budget
Capital Projects	24846541	540210	\$500,000
Total CAP Budget			\$500,000
Library Capital Projects Budget			
Total Measure A Budget			\$2,500,000

New Measure A Budget Structure

Measure A Operating Budget			
FUND:	2480		
PROG #:	6500		
ORG #:	24816501		
Measure A Revenue Budget			
Revenue	ORG #	Object	Revenue Budget
Special Tax/Assessment - Prop. Tax	24816501	411125	\$2,500,000
Measure A Operational Expense Budget			
Operating Expense	ORG #	Object	Expense Budget
Salaries & Benefits (10% Personnel Cost)	24816501	511110	\$300,000
*Other Services/Charges (RE Leases, Literacy & Learning Bus Programs, Library Materials)	24816501	521110	\$950,000
Technology	24816501	521110	\$250,000
* RE Leases (\$400K), Literacy & Learning Bus Programs (\$250K), Mat's (\$300K)			
Total Operating Budget			\$1,500,000
Measure A CAP Budget			
FUND:	2480		
PROG #:	6540		
ORG #:	24846541		
Capital Expense	ORG #	Object	Expense Budget
Capital Projects	24846541	540210	\$1,000,000
Total CAP Budget			\$1,000,000
Library Capital Projects Budget			
Total Measure A Budget			\$2,500,000

MEASURE A CAPITAL PROJECTS SUMMARY FY 21/22

ECR 9/7/20

MEASURE A
NOVATO LIBRARY ROOF PROJECT FY 21/22

BCR, 9/1/21

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

MEASURE A
CORTE MADERA LIBRARY MEASURE A 21/22

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year				Total Expended to Date	Remaining Balance
									FY20	FY21	FY22	FY19		
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Asbestos inspection	3200064	Monte Design & Assoc	\$ 2,150.00					\$ 2,150.00	\$ 3,648.00
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Life Safety Improvements	24760761	BRW Architects	\$ 22,468.00	\$ 1,374.00	\$ 17,466.00			\$ 18,840.00	\$ 3,648.00
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Painting	32001420	BRW Architects	\$ 97.14					\$ 97.14	
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Architectural design & Eng. Svcs.	32001242	BRW Architects	\$ 56,120.00					\$ 56,120.00	
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Architectural design & Eng. Svcs.	non po inv. SPLIT	BRW Architects	\$ 4,039.00					\$ 4,039.00	
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	HVAC design	24760448	BRW Architects	\$ 23,500.00					\$ 23,500.00	
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Life Safety Improvements	32001558	BRW Architects	\$ 32,400.00					\$ 32,400.00	
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Temporary roof repairs	32000844	MS Integrated Services, Inc.	\$ 11,337.20	\$ 1,374.00	\$ 46,886.00	\$ 67,786.30		\$ 116,158.30	\$ 5,648.00
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Replace roof fans	32000827	Western Roofing Svc.	\$ 41,336.00					\$ 41,336.00	
SALPOTROOF	LBPF707	CONSTRUCT	24746631	540210	Roof, life safety improv.	32160584	Jonathan Wickman Dev.	\$ 1,032,246.00		\$ 265,838.45	\$ 287,968.00		\$ 553,806.45	\$ 455,191.55
SALPOTROOF	LBPF707	CONSTRUCT	24746631	540210	Roof, life safety improv.	24846631	Jonathan Wickman Dev.	\$ 33,047.00					\$ 33,047.00	
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Inspection, air sample/mold testing	PO 22101383	Monte Design & Assoc	\$ 4,465.00					\$ 4,465.00	\$ 23,047.00
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Inspection, air sample/mold testing	PO 22101015	Monte Design & Assoc	\$ 4,341.00					\$ 4,341.00	
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Abatement	PO 22101022	dena Corp	\$ 18,807.00					\$ 18,807.00	
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Drywall work	PO 22101384	A & E Emmer Co	\$ 4,000.00					\$ 4,000.00	
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Cambor Abatement	PO 22002119	Janus Corp	\$ 18,952.00					\$ 18,952.00	
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Fire safety sys. poing (deduct fr Wickman)	PO 22002024	WMSD	\$ 14,112.00					\$ 14,112.00	
		MISC	2482661	522310	Security System	Non Po Inv	Redwood Security	\$ 1,182,633.20	\$ 4,000.00	\$ 293,452.00	\$ 340,632.20		\$ 638,084.68	\$ 488,238.56
		MISC	2482661	522310	Pipe sealers for sewage (CH CatCard)	Non Po Inv	Odor Hog	\$ 476.70					\$ 476.70	
		MISC	2482661	522310	Pipe sealers for sewage (CH CatCard)	Non Po Inv	Odor Hog	\$ 230.15					\$ 230.15	
SALPOTROOF	LBPF707	PWLABOR	2482661	561110	Quarter 1		DPW Capital Projects	\$ 1,076.85					\$ 1,076.85	
SALPOTROOF	LBPF707	PWLABOR	2482661	561110	Quarter 2		DPW Capital Projects	\$ 35,668.80					\$ 35,668.80	
SALPOTROOF	LBPF707	PWLABOR	2482661	561110	Quarter 3		DPW Capital Projects	\$ 39,213.18					\$ 39,213.18	
SALPOTROOF	LBPF707	PWLABOR	2482661	561110	Quarter 4		DPW Capital Projects	\$ 48,316.14					\$ 48,316.14	
								\$ 164,701.54	\$ -	\$ 125,320.47	\$ 39,381.07	\$ -	\$ 164,701.54	
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget		FY20	FY21	FY22	FY19	Expended	Balance
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Corte Madera Library	Professional Services	\$ 142,204.20		\$ 1,374.00	\$ 46,886.00	\$ 67,786.30	\$ -	\$ 116,158.30	\$ 3,648.00
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Corte Madera Library	Construction	\$ 1,182,633.20		\$ 4,000.00	\$ 293,452.00	\$ 340,632.20	\$ -	\$ 638,084.68	\$ 488,238.56
SALPOTROOF	LBPF707	MISC SUPP	2482661	522310	Corte Madera Library	Miscellaneous Costs	\$ 1,076.85		\$ 1,076.85	\$ -	\$ -	\$ -	\$ 1,076.85	
SALPOTROOF	LBPF707	PWLABOR	2482661	561110	Corte Madera Library	Project Management	\$ 164,701.54		\$ -	\$ 125,320.47	\$ 39,381.07	\$ -	\$ 164,701.54	
						Total Costs:	\$ 1,490,615.79		\$ 6,450.85	\$ 461,238.47	\$ 447,761.67	\$ -	\$ 919,991.34	\$ 491,836.56

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

9/7/21

MEASURE A
FAIRFAX LIBRARY ROOF PROJECT FY 21/22

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year				Total Expended to Date	Remaining Balance
									FY20	FY21	FY22	FY19		
SALPOTROOF	LBPF2097	PROF SVCS	2482661	522510	New fire alarm & fire Supp Sys.	32100170	VULJE	\$ 41,400.00		\$ 18,300.00			\$ 18,300.00	\$ 23,100.00
													\$ 18,300.00	\$ 23,100.00
SALPOTROOF	LBPF2097	CONSTRUCT	2482661	540210	Tearing off roof shingles.	PO 22001361	Herris Supply Inc.	\$ 58,980.00					\$ 58,980.00	
SALPOTROOF	LBPF2097	CONSTRUCT	2482661	540210	FAI garden (Venus)	32001420	Jeff Geringo	\$ 21,500.00					\$ 21,500.00	\$ 4,495.00
SALPOTROOF	LBPF2097	CONSTRUCT	2482661	540210	Work and flashing around skylight	PO 22001478	Herris Supply Inc.	\$ 22,403.29					\$ 22,403.29	
SALPOTROOF	LBPF2100	CONSTRUCT	2482661	540210	Work and flashing around skylight	Non PO Inv	Herris Supply Inc.	\$ 353.48					\$ 353.48	
SALPOTROOF	LBPF2100	CONSTRUCT	2482661	540210	Repair of Skylight Glazing	PO 22001502	Glass & Bash	\$ 18,680.00					\$ 18,680.00	\$ 10.00
SALPOTROOF	LBPF2097	MISC	2482661	522310				\$ 121,026.77					\$ 121,026.77	\$ 4,505.00
SALPOTROOF	LBPF2097	PWLABOR	2482661	561110	Quarter 1		DPW Capital Projects	\$ 18,522.76					\$ 18,522.76	
SALPOTROOF	LBPF2097	PWLABOR	2482661	561110	Quarter 2		DPW Capital Projects	\$ 5,532.35					\$ 5,532.35	
SALPOTROOF	LBPF2097	PWLABOR	2482661	561110	Quarter 3		DPW Capital Projects	\$ 10,007.31					\$ 10,007.31	
SALPOTROOF	LBPF2097	PWLABOR	2482661	561110	Quarter 4		DPW Capital Projects	\$ 12,045.28					\$ 12,045.28	
								\$ 22,052.29					\$ 22,052.29	
													\$ 39,507.54	\$ 6,006.18
													\$ 46,107.70	
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget		FY20	FY21	FY22	FY19	Expended	Balance
SALPOTROOF	LBPF707	PROF SVCS	2482661	522510	Fairfax Library	Professional Services	\$ 41,400.00		\$ 1,374.00	\$ 46,886.00	\$ 67,786.30	\$ -	\$ 116,158.30	\$ 3,648.00
SALPOTROOF	LBPF707	CONSTRUCT	2482661	540210	Fairfax Library	Construction	\$ 121,026.77						\$ 121,026.77	
SALPOTROOF	LBPF707	MISC SUPP	2482661	522310	Fairfax Library	Miscellaneous Costs	\$ 1,076.85						\$ 1,076.85	
SALPOTROOF	LBPF707	PWLABOR	2482661	561110	Fairfax Library	Project Management	\$ 164,701.54						\$ 164,701.54	
						Total Costs:	\$ 185,379.36		\$ 70,166.02	\$ 106,683.45	\$ -	\$ -	\$ 185,629.47	\$ 27,805.00

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

9/7/21

MEASURE A
Miscellaneous PROJECT FY 21/22

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year				Total Expended to Date	Remaining Balance
									FY22	FY21	FY20	FY19		
54LPMISC	LBP707	PROFSVCS	24828631	522510	Mold spore trap analysis	31901734	Monte Diegnan & Assoc.	\$ 5,423.00				\$ 1,248.00	\$ 1,248.00	\$ 4,175.00
								\$ 5,423.00					\$ 1,248.00	\$ 4,175.00
54LPMISC	LBFLGSHIP	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	
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1.26.21 Financial Planning for the Library Fund

5 Year Projection

	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Actuals FY 2020-21	Plan FY 2021-22	Plan FY 2022-23	Plan FY 2023-24	Plan FY 2024-25	Plan FY 2025-26
Beginning Fund Balance*	\$ 6,438,748	\$ 5,660,752	\$ 7,019,745	\$ 8,395,296	\$ 8,696,079	\$ 7,498,938	\$ 6,660,757	\$ 5,934,126	\$ 5,373,229
Property Tax - Base	\$ (8,599,930)	\$ (9,146,482)	\$ (9,390,317)	\$ (9,893,956)	\$ (10,244,000)	\$ (10,653,760)	\$ (11,079,910)	\$ (11,633,906)	\$ (12,215,601)
Property Tax - Other	\$ (4,483,725)	\$ (4,580,491)	\$ (4,910,066)	\$ (4,985,259)	\$ (4,488,275)	\$ (4,578,041)	\$ (4,669,601)	\$ (4,762,993)	\$ (4,858,253)
Measure A	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,689,034)	\$ (2,733,600)	\$ (2,788,272)	\$ (2,844,037)	\$ (2,900,918)	\$ (2,958,937)
Other Revenues	\$ (1,227,027)	\$ (1,010,640)	\$ (996,920)	\$ (984,059)	\$ (1,030,051)	\$ (1,030,051)	\$ (1,030,051)	\$ (1,030,051)	\$ (1,030,051)
Total Revenue	(\$16,829,864)	(\$17,312,803)	(\$17,925,660)	(\$18,552,308)	(\$18,495,926)	(\$19,050,124)	(\$19,623,600)	(\$20,327,868)	(\$21,062,842)
Salaries and Benefits	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 11,361,277	\$ 12,275,254	\$ 12,832,135	\$ 13,152,939	\$ 13,547,527	\$ 13,953,953
Services and Supplies	\$ 3,743,094	\$ 4,002,076	\$ 4,098,813	\$ 5,509,062	\$ 5,670,760	\$ 5,784,175	\$ 5,899,859	\$ 6,017,856	\$ 6,138,213
Other Expenses	\$ 380,737	\$ 493,666	\$ 1,002,795	\$ 1,381,186	\$ 1,247,053	\$ 1,271,994	\$ 1,297,434	\$ 1,323,383	\$ 1,349,850
Planned Capital Outlay					\$ 500,000				
Total Expense	\$15,107,860	\$15,953,810	\$16,550,109	\$18,251,525	\$19,693,067	\$19,888,305	\$20,350,231	\$20,888,765	\$21,442,016
Net Library Cost	(\$1,722,004)	(\$1,358,993)	(\$1,375,551)	(\$300,783)	\$1,197,141	\$838,181	\$726,631	\$560,897	\$379,174
Reserve (One-Time Allocation)	\$2,500,000								
Ending Fund Balance*	\$ 5,660,752	\$ 7,019,745	\$ 8,395,296	\$ 8,696,079	\$ 7,498,938	\$ 6,660,757	\$ 5,934,126	\$ 5,373,229	\$ 4,994,055

*Unofficial Fund Balance

Assumptions					
Prop tax - base	1.04	1.04	1.04	1.05	1.05
Prop Tax - other	1.02	1.02	1.02	1.02	1.02
Employee COLA	1.015	1.025	1.025	1.03	1.03
Non salary inflation	1.02	1.02	1.02	1.02	1.02

1.26.21 Financial Planning for the Library Fund

5 Year Projection

	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Actuals FY 2020-21	Plan FY 2021-22	Plan FY 2022-23	Plan FY 2023-24	Plan FY 2024-25	Plan FY 2025-26
Beginning Fund Balance*	\$ 6,438,748	\$ 5,660,752	\$ 7,019,745	\$ 8,395,296	\$ 8,696,079	\$ 7,498,938	\$ 6,660,757	\$ 5,934,126	\$ 2,472,311
Property Tax - Base	\$ (8,599,930)	\$ (9,146,482)	\$ (9,390,317)	\$ (9,893,956)	\$ (10,244,000)	\$ (10,653,760)	\$ (11,079,910)	\$ (11,633,906)	\$ (12,215,601)
Property Tax - Other	\$ (4,483,725)	\$ (4,580,491)	\$ (4,910,066)	\$ (4,985,259)	\$ (4,488,275)	\$ (4,578,041)	\$ (4,669,601)	\$ (4,762,993)	\$ (4,858,253)
Measure A	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,689,034)	\$ (2,733,600)	\$ (2,788,272)	\$ (2,844,037)		
Other Revenues	\$ (1,227,027)	\$ (1,010,640)	\$ (996,920)	\$ (984,059)	\$ (1,030,051)	\$ (1,030,051)	\$ (1,030,051)	\$ (1,030,051)	\$ (1,030,051)
Total Revenue	(\$16,829,864)	(\$17,312,803)	(\$17,925,660)	(\$18,552,308)	(\$18,495,926)	(\$19,050,124)	(\$19,623,600)	(\$17,426,950)	(\$18,103,905)
Salaries and Benefits	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 11,361,277	\$ 12,275,254	\$ 12,832,135	\$ 13,152,939	\$ 13,547,527	\$ 13,953,953
Services and Supplies	\$ 3,743,094	\$ 4,002,076	\$ 4,098,813	\$ 5,509,062	\$ 5,670,760	\$ 5,784,175	\$ 5,899,859	\$ 6,017,856	\$ 6,138,213
Other Expenses	\$ 380,737	\$ 493,666	\$ 1,002,795	\$ 1,381,186	\$ 1,247,053	\$ 1,271,994	\$ 1,297,434	\$ 1,323,383	\$ 1,349,850
Planned Capital Outlay					\$ 500,000				
Total Expense	\$15,107,860	\$15,953,810	\$16,550,109	\$18,251,525	\$19,693,067	\$19,888,305	\$20,350,231	\$20,888,765	\$21,442,016
Net Library Cost	(\$1,722,004)	(\$1,358,993)	(\$1,375,551)	(\$300,783)	\$1,197,141	\$838,181	\$726,631	\$3,461,815	\$3,338,111
Reserve (One-Time Allocation)	\$2,500,000								
Ending Fund Balance*	\$ 5,660,752	\$ 7,019,745	\$ 8,395,296	\$ 8,696,079	\$ 7,498,938	\$ 6,660,757	\$ 5,934,126	\$ 2,472,311	(\$65,800)

*Unofficial Fund Balance

Assumptions					
Prop tax - base	1.04	1.04	1.04	1.05	1.05
Prop Tax - other	1.02	1.02	1.02	1.02	1.02
Employee COLA	1.015	1.025	1.025	1.03	1.03
Non salary inflation	1.02	1.02	1.02	1.02	1.02

8b. Children's Services Committee -- Raemona Little Taylor, Deputy Director of County Library Services and Margaret Miles, Branch Manager, Fairfax Library gave the following report on the Children's Services Committee

Children's Services Team

Margaret Miles and
Raemona Little Taylor, Co-
Chairs

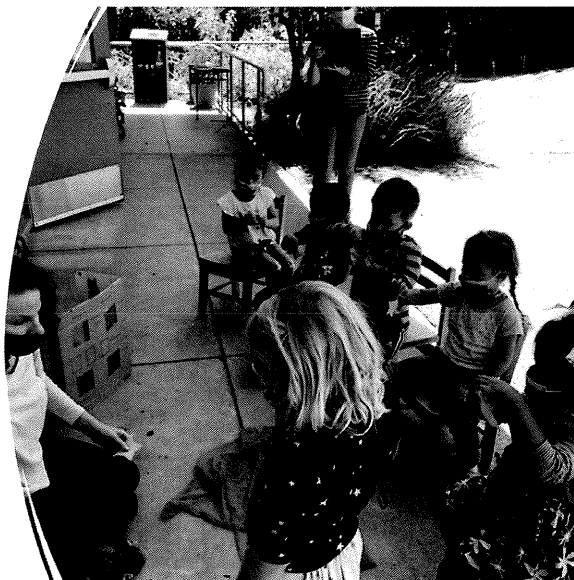
September 8, 2021



We have 22 members on our team who collaborate in providing children's services system-wide at MCFL. This includes children's librarians, community library specialists, and education initiatives coordinators. Margaret and I have the honor to co-chair this team of dedicated staff members. They

CST Mission

To develop, promote and evaluate children's services, build community connections, empower families to be lifelong learners, and support professional development in children's services for all library staff.



This year, the Children's Services Team updated our charter, which was last updated in 2013! This was a collaborative process that involved input from Children's Services staff at all levels of the organization.

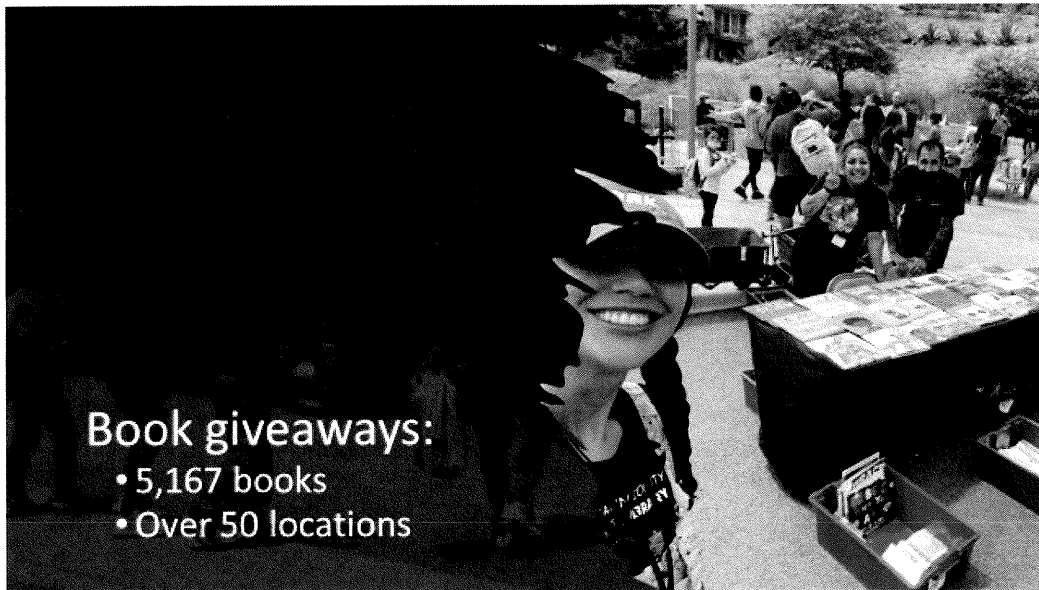
CST Vision



MCFL is an inclusive environment where all children, caregivers, and educators feel welcome and supported to explore, learn, play, and grow.

2021 Summer Challenge





Putting books into the hands of kids became even more vital this summer as children had just finished a year of no in-person learning and no school libraries. We were able to leverage the partnerships we established last year to jump right into free lunch programs and food pantry sites.



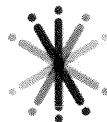
This year we were able to add experiential learning opportunities, what we called “take and make kits.” We still couldn’t offer programs, but branches gave away differently themed bags on a weekly basis – Lego grab bags, paints, pipe cleaners, sidewalk chalk. The intent here was to empower children to create and learn.



When we were finally able to start outdoor in-person programming, the Learning Bus started us off by visiting branches and offering a bilingual storytime with giveaway crafts and books. Some of these children had never been to a live program. Here is Ale and Maribel at Fairfax.



In addition, here they are at Bolinas and Novato with the Learning Bus.



NOVATO
UNIFIED
SCHOOL
DISTRICT



MARIN
FOSTER CARE
ASSOCIATION



Shoreline Unified
School District



San Geronimo Valley Community Center
10000 Valley Blvd., Suite 100
Vallejo, CA 94591

Our Partners

Our Partners for Summer



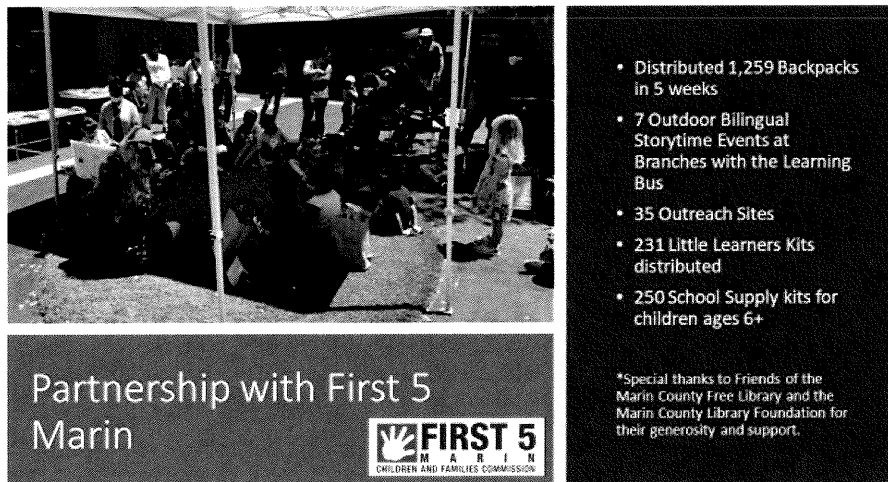
First 5 Marin Backpack Giveaway

This year our partners at First 5 Marin reached out to MCFL to discuss ways we could partner during the summer. We wanted to find a way to support learning loss from the pandemic knowing many pre-schools were closed and even our learning bus was off the road in the early days of the pandemic. We decided to collaborate on a pre-school backpack giveaway, which meets our shared goals to support children aged 0-5 to get prepared for school. This was our big welcome back into our libraries for children and services as our libraries reopened.



Teamwork makes the dream
work!

- Team members from branches, the Learning Bus, our selector's team, and Michelle Fadelli from First 5 Marin helped to pack and stuff backpacks. Miss Kitty, our beloved children's librarian at Civic Center for over 40 years pitched in to help out, even with a cast. Judi from Corte Madera was there and of course the learning bus team.
- MCFL provided 3 bilingual books, backpacks, and school supplies
- First 5 Marin provided paper, pencils, dry erase board/markers, and playdough
- Assembled 1,200 backpacks at our distribution center.



Backpack distribution photo.

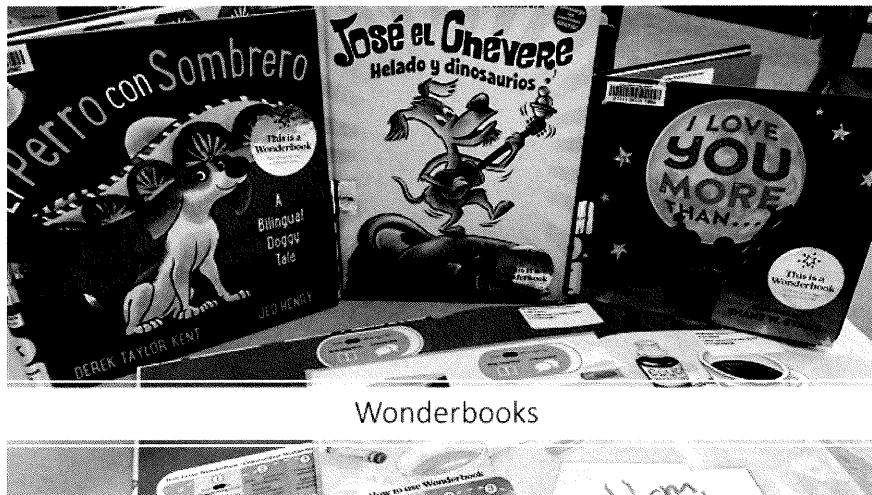
We use a whole family approach to our outreach and since these events occurred during the summer, we included school supply kits for older children and siblings so no child left empty handed.

- **1,200+** preschool backpacks were assembled
- **7** backpack distribution event visits with Learning Bus @ SNO, Bolinas, Civic Center, Pt. Reyes, Novato, Marin City, & Canal: Pickleweed
- **898** backpacks have been distributed. Beside the distribution events, some backpacks were distributed to other community programs
 - Head Start, Marin Foster Care Association, Health & Human Services Family Home Visitors
- **~1,350** total books were distributed
- **231** Little Learner Kits were distributed
- **~250** school supply & make-take kits for older kids, ages 6+ were distributed

Collection:
Book Bundles

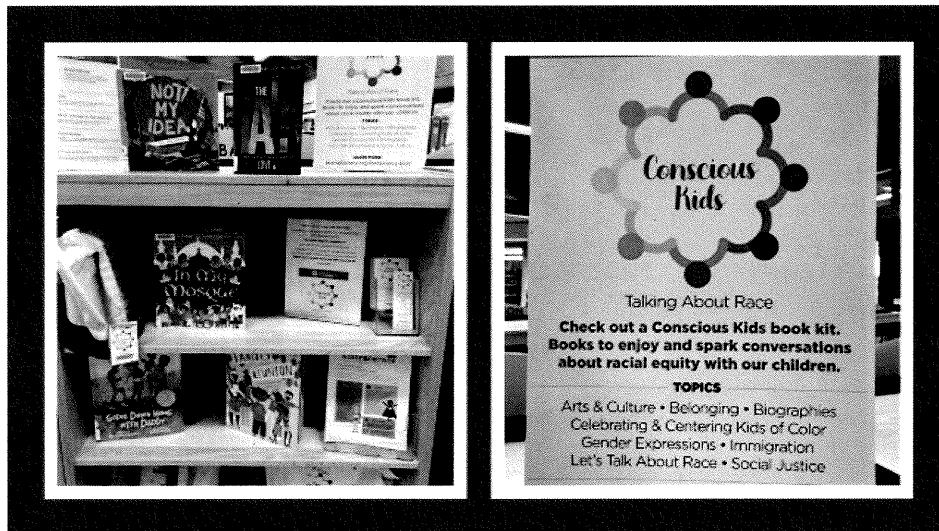


Children's Services Team has also made strides toward improving and diversifying our collection. The first step was to make it accessible while we were closed, and to that end, we created Book Bundles. Parents could fill out a form online or call and be able to pick up a bundle of books custom-picked for their child. We have expanded to include chapter books, and Adult & Teen Services committees have picked this up, so teens & adults can now request personalized picks.



Wonderbooks

We added Wonderbooks to the collection this year, which are print books with a ready-to-play audiobook inside, so kids, can read along. They also have a learning mode, which asks questions about the story they just heard.



Conscious Kids kits are part of our efforts to raise the equity quotient of the collection, and we have completed a Diversity audit of our Easy Readers collection, our Holiday books, and our Classics glade. Our goal is to examine all the picture book glades this year and increase their diversity so children of color can find themselves in our collection, and it becomes a window on the world for all children.

Virtual Programming



- 44 MCFL Storytime at Home Videos
- 4,027 Views
- 9 STEAM at Home Videos

All videos are recorded and uploaded to MCFL's YouTube channel, so families can view them at any time.

Storytime with Iris: Mother Goose on the Loose



I would like to share a sneak peek of Storytime with Iris, our Children's librarian at Fairfax.

https://youtu.be/UuYdfa_4YHE

Thank you!

After a brief question and answer period, President Ream thanked staff for their presentations.

(9) PRESIDENT'S REPORT FOR SEPTEMBER – Sue officially welcomed newly appointed Library Director, Lana Adlawan. The Library Commission looks forward to getting to know and working with Lana.

(10) DIRECTOR'S REPORT FOR SEPTEMBER

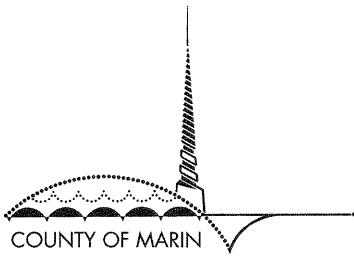
Director Adlawan reported on the following:

- She asked Assistant Library Director Walker to report to the Commission on donations. A call came in from a Plumas County resident who was impacted by the Dixie fire was seeking out audio books for a patron who had gone through their entire collection of audio books, who is blind and impacted by the recent fires. MCFL staff put together a box full of audio books and sent over to this patron.
- Library Director Adlawan apprised the Commission that she is available to meet with anyone who would like to meet with her either in person or online. If interested, please contact Edna to schedule an appointment.

(11) ANNOUNCEMENTS

Next meeting will be on October 13, at 4pm.

(12) ADJOURNMENT – M/S Schandler/Javaras - Meeting adjourned @ 5:27 p.m.



MARIN COUNTY FREE LIBRARY COMMISSION



MARIN COUNTY FREE LIBRARY Virtual Meeting --PROPOSED MINUTES-- Wednesday, March 10, 2021

Lana Adlawan

Director of County Library Services

Library Commission

3501 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
Fax: 415.473.3726
CRS Dial 711
www.marinlibrary.org

- (1) **CALL TO ORDER**
Meeting called to order at 4:05 p.m.
- (2) **ROLL CALL**
Present
John MacLeod Sue Ream Ann Kaplan

Linda Ward Barbara Schoen Margaret Kathrein
Loretta Farley Nick Javaras Sally Hauser
Anya Schandler

Absent with Notification

Ali Iqbal

Also Present

Gabriella Calicchio, Interim Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Raemona Little Taylor, Deputy Directory of County Library Services
Kathy Guruwaya, Administrative Assistant II
Leslie Galiani, Administrative Services Manager
Damon Hill, Library Services Manager
Edna Guadiana, Administrative Services Associate
Geraldine Breiz, Administrative Services Associate
Bill Hale, Member of the public

- (3) **ADOPTION OF AGENDA M/S/C-Javaras/Schoen** – Agenda approved as submitted.
- (4) **ADOPTION OF MINUTES M/S/C-Javaras/Schandler** – Minutes approved as submitted.
- (5) **OPEN TIME FOR PUBLIC EXPRESSION** – Bill Hale asked which Districts are lacking members. Commissioner Javaras replied that the 4th District is (his District); Edna gave the following breakdown of what vacancies need to be filled if there were to be 3 members from each District: 1 from D2, 1 from D4, and 2 from D5. President Ream stated that we'd like to have at least 2 from each District.
- (6) **READING & CORRESPONDENCE FILE** – Materials were sent to the Library Commission prior to meeting.

(7) OLD BUSINESS

- a. Strategic Planning Feedback Timeline: holding off for a couple months until the new director is here.

(8) NEW BUSINESS

- a. Budget: Facilities and Measure A with Damon Hill and Leslie Galiani.

▪ Facilities Primary Goals

Primary
Project Goals



Focus on Library owned facilities at Fairfax, Corte Madera and Novato



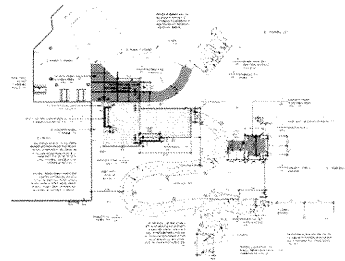
Ensure building protected from water leaks



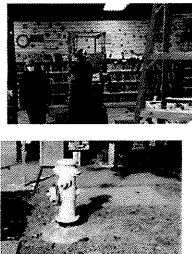
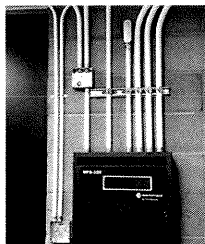
Install code compliant life safety systems with fire sprinklers and smoke detectors

Fairfax Library

- Fire Life Safety System 60% designed – construction next fiscal year
- Community Garden 90% design completed
- ADA Parking Spot



Novato



- Fire System is 90% completed most interior work done
- Electrical improvements for Teen Area and Service Desk

Corte Madera



- Roof and Windows
- Children's ADA and Shelving Project
- Fire System and Interior HVAC plans 90% complete and permit process with construction to follow

Revenue Sources & Facilities Expenditures: Measure A (Sources and Uses)

Revenue Sources and Uses MCFL Facilities including Measure A and all Sources											
REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE A (Sources and Uses)											
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	FY 18-19	FY 19-20	FY 20-21	as of 3/1/2021	FY 20-21	FY 17-18	FY 17-18	
	\$500K	\$500K	\$500K	\$500K	\$500K	\$500K		\$1.5M	\$100K	\$175K	\$4.250M
CAPITAL IMPROVEMENT PROJECTS:											
Rakey Assessment: CCE, CMA, FAI, NOV	\$ 44,410						\$ 44,410				\$ 44,410
Lobby Upgrades: CCL, FAI, NOV	\$ 17,026						\$ 17,026				\$ 17,026
CCE Cafe Counter Project	\$ 19,180						\$ 19,180				\$ 19,180
CCE Friends Cafe Counter Project									\$ 10,000		\$ 10,000
CMA Bike Rack Project	\$ 37,991						\$ 37,991				\$ 37,991
CMA Study Improvements/Replace	\$ 6,500						\$ 6,500				\$ 6,500
MAI Furniture	\$ 2,664						\$ 2,664				\$ 2,664
BNO 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		\$ 147,880	\$ 99,116				\$ 246,996				\$ 246,996
HVAC NOV		\$ 35,024	\$ 43,240	\$ 780,238			\$ 858,102				\$ 858,102
Path of Travel: FAI			\$ 44,554	\$ 64,630			\$ 109,184				\$ 109,184
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					\$ 1,748		\$ 1,748				\$ 1,748
EV Charging Station: Los Gatos					\$ 23,813		\$ 23,813				\$ 23,813
NOV Roof Repairs				\$ 7,063	\$ 84,404	\$ 42,147	\$ 133,614	\$ 258,004			\$ 258,004
CMA Roof Repairs				\$ 10,154	\$ 154,139	\$ 49,361	\$ 213,654	\$ 362,594			\$ 362,594
Fairfax Road					\$ 65,580	\$ 79,675	\$ 145,255				\$ 145,255
FAI Garden Design						\$ 12,540	\$ 12,540				\$ 12,540
TOTALS as of 03-01-2021	\$ 283,845	\$ 189,199	\$ 295,310	\$ 862,125	\$ 334,184	\$ 183,718	\$ 2,148,379	\$ 615,597	\$ 100,000	\$ 175,000	\$ 3,038,976
TBD FY 19-20											
Corte Madera Library											
\$ 2,100: Haz Mat Analysis of existing roof (award waiting signature from Monty Delgany) \$ 96,120: AE Services Roof Replacement evaluation of siding, insulation, window (AE site visit 8/26/2019) \$ 41,326: Flat Roof Replacement Rear Roof over offices (ready for award - 15 year warranty) \$ 12,337: Temporary Roofing Repairs/ all to be replaced by the full repairs after winter \$ 400,000: Balance of Roof Replacement \$ 850,000: Sprinkler Systems (includes a budget number for underground connections provided by SS vendor) \$ 100,000: Smoke and Alarm Detection Systems \$ 39,000: DPW Project Management Labor Alt: \$ 100,000: Siding and Waterproofing Repairs (2021) \$ 150,000: Added Insulation Interior Repainting (2021) \$ 850,000: Dual Glazing Windows (2021) \$ TBD - scope of project for ADA/ABA improvements (2021-2022)											
TBD FY 19-20											
Novato Library											
\$ 1,000: Haz Mat Analysis of North end of building for and gravel roof (award waiting signature from M. Delgany) \$ 34,038: Duralast Flat Roof North end of building (proposals received - ready for award) \$ 3,000: Roof repairs and flood testing (completed) \$ 300,000: Sprinkler Systems (includes a budget number for underground connections provided by SS vendor) \$ 80,000: Smoke and Alarm Detection Systems \$ 50,000: DPW Project Management Labor Alt: \$100,000: Adjust landscape fill and regrade exterior at perimeter of building (needed) (2021) \$ 450,000: Full roof replacement (2023)											

Measure A Budget Structure

Measure A Budget Structure

Measure A Operating Budget	
FUND:	2480
PROG #:	6500
ORG #:	24846501

Measure A Revenue Budget

Revenue	ORG #	Object	Revenue Budget
Special Tax/Assessment - Prop. Tax	24816501	411125	\$2,500,000

Measure A Operational Expense Budget

Operating Expense	ORG #	Object	Expense Budget
Salaries & Benefits (10% Personnel Cost)	24816501	511110	\$1,000,000
*Other Services/Charges (RE Leases, Literacy & Learning Bus Programs, Library Materials)	24816501	521110	**\$950,000
Technology	24816501	521110	\$50,000
Total Operating Budget			\$2,000,000

* RE Leases (\$400K), Literacy & Learning Bus Programs (\$250K), Mat'ls (\$300K)

Measure A CAP Budget

FUND:	2480
PROG #:	6540
ORG #:	24846541

Capital Expense	ORG #	Object	Expense Budget
Capital Projects	24846541	540210	\$500,000
Total CAP Budget			\$500,000

Library Capital Projects Budget

Total Measure A Budget	\$2,500,000
------------------------	-------------

** Or whatever is left after 10% S&B's and Technology

5 Year Projection

1.26.21 Financial Planning for the Library Department

5 Year Projection

	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Adopted Budget FY 2020-21	Projected FY 2020-21	Plan FY 2021-22	Plan FY 2022-23	Plan FY 2023-24	Plan FY 2024-25	Plan FY 2025-26
Beginning Fund Balance*	\$ 6,438,748	\$ 5,660,752	\$ 7,019,745		\$ 8,395,296	\$ 7,113,495	\$ 7,155,113	\$ 6,916,056	\$ 6,637,600	\$ 6,318,256
Property Tax - Base	\$ (8,509,930)	\$ (9,146,482)	\$ (9,390,317)	\$ (9,850,000)	\$ (9,850,000)	\$ (10,244,000)	\$ (10,551,320)	\$ (10,867,860)	\$ (11,193,895)	\$ (11,529,712)
Property Tax - Other	\$ (4,483,725)	\$ (4,580,491)	\$ (4,910,066)	\$ (4,488,275)	\$ (4,488,275)	\$ (4,578,041)	\$ (4,669,601)	\$ (4,762,993)	\$ (4,858,253)	\$ (4,955,418)
Measure A	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,680,000)	\$ (2,680,000)	\$ (2,733,600)	\$ (2,788,272)	\$ (2,844,037)	\$ (2,900,918)	\$ (2,958,937)
Other Revenues	\$ (1,227,027)	\$ (1,010,640)	\$ (996,920)	\$ (695,600)	\$ (559,758)	\$ (559,758)	\$ (559,758)	\$ (559,758)	\$ (559,758)	\$ (559,758)
Total Revenue	(\$16,829,864)	(\$17,312,803)	(\$17,925,660)	(\$17,713,875)	(\$17,578,033)	(\$18,115,399)	(\$18,568,951)	(\$19,034,648)	(\$19,512,825)	(\$20,003,825)
Salaries and Benefits	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 13,585,596	\$ 11,675,004	\$ 12,275,254	\$ 12,893,512	\$ 13,280,317	\$ 13,678,727	\$ 14,089,088
Services and Supplies	\$ 3,743,094	\$ 4,002,076	\$ 4,098,813	\$ 4,509,448	\$ 4,462,229	\$ 4,551,474	\$ 4,642,503	\$ 4,735,353	\$ 4,830,060	\$ 4,926,662
Other Expenses	\$ 380,737	\$ 493,666	\$ 1,002,795	\$ 1,206,330	\$ 1,222,601	\$ 1,247,053	\$ 1,271,994	\$ 1,297,433	\$ 1,323,382	\$ 1,349,850
Planned Capital Outlay					\$ 1,500,000					
Total Expense	\$15,107,860	\$15,953,810	\$16,550,109	\$19,301,374	\$18,859,834	\$18,073,780	\$18,808,009	\$19,313,104	\$19,832,169	\$20,365,600
Net Library Cost	(\$1,722,004)	(\$1,358,993)	(\$1,375,551)		\$1,281,801	(\$41,618)	\$239,057	\$278,456	\$319,344	\$361,775
Revenue (One Time Allocation)	\$2,500,000									
Ending Fund Balance*	\$ 5,660,752	\$ 7,019,745	\$ 8,395,296		\$ 7,113,495	\$ 7,155,113	\$ 6,916,056	\$ 6,637,600	\$ 6,318,256	\$ 5,956,481

*Unofficial Fund Balance

Assumptions					
Prop tax - base	1.04	1.03	1.03	1.03	1.03
Prop Tax - other	1.02	1.02	1.02	1.02	1.02
Employee COLA	1.03	1.03	1.03	1.03	1.03
Non salary inflation	1.02	1.02	1.02	1.02	1.02

■ 5 Year Projection without Measure A

1.26.21 Financial Planning for the Library Department
5 Year Projection without Measure A

	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Adopted Budget FY 2020-21	Projected FY 2020-21	Plan FY 2021-22	Plan FY 2022-23	Plan FY 2023-24	Plan FY 2024-25	Plan FY 2025-26
Beginning Fund Balance*	\$ 6,438,748	\$ 5,660,752	\$ 7,019,745		\$ 8,395,296	\$ 7,113,495	\$ 7,155,113	\$ 6,916,056	\$ 6,637,600	\$ 3,417,338
Property Tax - Base	\$ (8,599,930)	\$ (9,146,482)	\$ (9,390,317)	\$ (9,850,000)	\$ (9,850,000)	\$ (10,244,000)	\$ (10,551,320)	\$ (10,867,860)	\$ (11,193,895)	\$ (11,529,712)
Property Tax - Other	\$ (4,483,725)	\$ (4,580,491)	\$ (4,910,066)	\$ (4,488,275)	\$ (4,488,275)	\$ (4,578,041)	\$ (4,669,601)	\$ (4,762,993)	\$ (4,858,253)	\$ (4,955,418)
Measure A	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,680,000)	\$ (2,680,000)	\$ (2,733,600)	\$ (2,788,272)	\$ (2,844,037)		
Other Revenues	\$ (1,227,027)	\$ (1,010,640)	\$ (996,920)	\$ (695,600)	\$ (559,758)	\$ (559,758)	\$ (559,758)	\$ (559,758)	\$ (559,758)	\$ (559,758)
Total Revenue	(\$16,829,864)	(\$17,312,803)	(\$17,925,660)	(\$17,713,875)	(\$17,578,033)	(\$18,115,399)	(\$18,568,951)	(\$19,034,648)	(\$19,611,907)	(\$17,044,889)
Salaries and Benefits	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 13,585,596	\$ 11,675,004	\$ 12,275,254	\$ 12,893,512	\$ 13,280,317	\$ 13,678,727	\$ 14,089,088
Services and Supplies	\$ 3,743,094	\$ 4,002,076	\$ 4,098,813	\$ 4,509,448	\$ 4,462,229	\$ 4,551,474	\$ 4,642,503	\$ 4,735,353	\$ 4,830,060	\$ 4,926,662
Other Expenses	\$ 380,737	\$ 493,666	\$ 1,002,795	\$ 1,206,330	\$ 1,222,601	\$ 1,247,053	\$ 1,271,994	\$ 1,297,433	\$ 1,323,382	\$ 1,349,850
Planned Capital Outlay					\$ 1,500,000					
Total Expense	\$15,107,860	\$15,953,810	\$16,550,109	\$19,301,374	\$18,859,834	\$18,073,780	\$18,808,009	\$19,313,104	\$19,832,169	\$20,365,600
Net Library Cost	(\$1,722,004)	(\$1,358,993)	(\$1,375,551)		\$1,281,801	(\$41,618)	\$239,057	\$278,456	\$3,220,263	\$3,320,711
Reserve (One-Time Allocation)	\$2,500,000									
Ending Fund Balance*	\$ 5,660,752	\$ 7,019,745	\$ 8,395,296		\$ 7,113,495	\$ 7,155,113	\$ 6,916,056	\$ 6,637,600	\$ 3,417,338	\$ 96,627

Assumptions					
Prop tax - base	1.04	1.03	1.03	1.03	1.03
Prop Tax - other	1.02	1.02	1.02	1.02	1.02
Employee COLA	1.03	1.03	1.03	1.03	1.03
Non salary inflation	1.02	1.02	1.02	1.02	1.02

*Unofficial Fund Balance

■ Measure A Capital Projects Summary FY 2020/21

MEASURE A CAPITAL PROJECTS SUMMARY FY 20/21							
Project No.	Project Title	Library Site	Service	Balance 19/20	Budget 20/21 500k	Expended 20/21	Rolling Balance
54LP05ROOF	Novato Library Roof	Novato Library	Professional Services 522510		\$ 33,250.00	\$ 19,840.00	\$ 13,410.00
			Construction 540210		\$ 510,213.00	\$ 253,002.63	\$ 257,210.37
			Miscellaneous Costs 522310				
			DPW Labor 561110			\$ 22,302.32	
				\$ -	\$ 543,463.00	\$ 295,144.95	\$ 270,620.37
54LP06ROOF	Corte Madera Library Roof	Corte Madera Library	Professional Services 522510	\$ 11,682.00	\$ 25,000.00	\$ 28,886.00	\$ 7,796.00
			Construction 540210		\$ 1,088,406.00	\$ 362,593.75	\$ 702,909.25
			Miscellaneous Costs 522310				
			DPW Labor 561110			\$ 20,475.30	
				\$ 11,682.00	\$ 1,113,406.00	\$ 411,955.05	\$ 710,705.25
54LP07ROOF	Fairfax Library Roof	Fairfax Library	Professional Services 522510		\$ 41,400.00	\$ 19,715.00	\$ 29,000.00
			Construction 540210		\$ 40,190.00	\$ 48,752.00	\$ 14,195.00
			Miscellaneous Costs 522310				
			DPW Labor 561110			\$ 18,522.76	
				\$ -	\$ 81,590.00	\$ 86,989.76	\$ 43,195.00
	S Novato Library	S Novato Library	Professional Services 522510		\$ 30,000.00		
			Construction 540210				
			Miscellaneous Costs 522310				
			DPW Labor 561110				
				\$ -	\$ 30,000.00		
54LPMISC	Measure A MISC Proj	MISC Projects	Professional Services 522510				
			Construction 540210				
			Miscellaneous Costs 522310				
			DPW Labor 561110				
				\$ -	\$ -	\$ -	\$ -
				\$ 11,682.00	\$ 1,768,459.00	\$ 794,089.76	\$ 1,024,520.62

b. Measure A Funding Allocation 2021 – 2024

■ Proposed Measure A Budget Structure Beginning July 1, 2021

Measure A Operational Expense Budget			
Operating Expense	ORG #	Object	Expense Budget
Salaries & Benefits (10% Personnel Cost)	24816501	511110	\$300,000
*Other Services/Charges (RE Leases, Literacy & Learning Bus Programs, Library Materials)	24816501	520000	\$950,000
Technology	24816521	520000	\$250,000
Total Operating Budget			\$1,500,000
* RE Leases (\$400K), Literacy & Learning Bus Programs (\$250K), Mot'l's (\$300K)			
Measure A CAP Budget			
FUND:	2480		
PROG #:	6540		
ORG #:	24846541		
Capital Expense	ORG #	Object	Expense Budget
Capital Projects	24846541	540210	\$1,000,000
Total CAP Budget			\$1,000,000
Library Capital Projects Budget			
Total Measure A Budget			\$2,500,000

Approved on March 10, 2021 by the Library Commission

- Action Item: Revised Measure A Budget Structure. Chantel presented a budget restructure beginning in FY 2022-23 for Measure A monies. She proposed a shift of \$500k from the Operating budget to Capital Projects. Approved: M/S/-Schandler/Javaras; Ayes: MacLeod, Ward, Farley, Meagher, Ream, Kaplan, Kathrein, Hauser. Nays: none.

After a question-and-answer period, President Ream thanked Chantel, Leslie, and Damon for their reports.

- (9) PRESIDENT'S REPORT FOR MARCH – Sue reported on the article from the American Library Association on the Build America's Libraries Act at <http://www.ala.org/advocacy/buildlibraries> and gave the following link for tracking the \$5 billion bill package: <https://www.govtrack.us/>. She also shared the following post from Jared Hoffman:



Jared Hoffman

4m · 🌐

Libraries need our support, even during the pandemic when access is limited and we're reading a lot of e-books and audiobooks. One of the best perks I have in Congress is borrowing privileges at the Library of Congress, which I'm using more and more. Just finished the amazing "Sapiens" and am now reading "Notes from an Apocalypses" (on why some people have always tended to believe the end-times are near) and "Cry Havoc" (by the former mayor of Charlottesville about the white nationalist debacle that engulfed his community in 2017).

Most communities have libraries that are helping educate, connect and enlighten people in important ways. We need to support that everywhere. While technology and services are changing, I can't imagine a time when we will not need libraries. That's why I'm proud to be co-sponsoring the bipartisan Build America's Libraries Act, which upgrades to the nation's library infrastructure to address challenges such as natural disasters, COVID-19, broadband capacity, environmental hazards, and accessibility barriers - including improving library facilities in underserved communities across the country.

That's all. Just a plug for libraries. Have a great day.

(10) DIRECTOR'S REPORT FOR MARCH

Interim Director Calicchio reported on the following:

- Director's Search: the search consultant's contract should be signed by the end of the month. The hope is that someone will be in place by the end of May or beginning of June.
- Chantel and Raemona are doing a fantastic job as members of the Executive Team and are helping me get more familiar with the Library.
- Raemona: pop-up library at Northgate Mall and update on reopening efforts throughout the system.

(11) ANNOUNCEMENTS

Next meeting will be on April 14 at 4:00 PM.

John MacLeod had a poster of Sara made that staff is signing, the Commissioners can send John a note to Sara if they'd like and he'll paste it on the back of the poster before sending it to her.

(12) ADJOURNMENT – M/S Schandler/Javaras – Meeting adjourned @ 5:43 PM.



Marin County Free Library Commission Report
Lana Adlawan, Director of County Library Services

September 2021 Activities

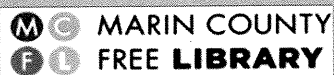
OUR MISSION:

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

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- **Library Activities and Equity Focus**
 - Children's
 - Teen Services
 - Adult Services
 - Collection Development and Management (Digital and Physical)
 - Educational Equity
- **Personnel**
- **Library Director Activities**

Library Activities and Our Equity Focus

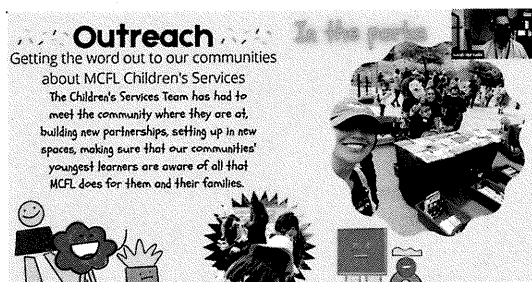


Children's Services

Children's Services Team created and presented a webinar for MCFL staff highlighting the team's accomplishments during the past year. The colorful presentation, which was narrated by multiple Children's Librarians and youth specialists, included information about the team's equity focus on Summer Learning, Outreach, Programming, and Collection Management. The entire presentation can be viewed [here](https://us02web.zoom.us/rec/share/0DQAc1YMPQopbcmUgr5LV7HLD2X6rH-kGn5mFQjFVsXcrHPr4pDXdjbJ6vcjFQTE.GSMioCu3bUkf00ag) (for online access) or Meeting Recording for hard copy recipients of this report:

<https://us02web.zoom.us/rec/share/0DQAc1YMPQopbcmUgr5LV7HLD2X6rH-kGn5mFQjFVsXcrHPr4pDXdjbJ6vcjFQTE.GSMioCu3bUkf00ag>

(Access Passcode: d+S%!4J.)



Summer Giveaway Books

The mere presence of a home library increases children's academic success, vocabulary development, attention and job attainment.



- **5,167 Books**
Thank you MCFL Friends and Library Foundation!
- **Over 50 sites around Marin County**
Thank you Children's Services Team!
- **Schools, Food Banks, Community Events and more**
Thank you MCFL Community Partners!



Teen Services

- Two continuing Teen Services projects are the monthly **Queer Teen Support Group** and the **Teen Crew** advisory group.
- We continue to accept submissions for **The Spire**, our teen magazine.
- Our teen staff have completed their beginning school year visits to talk with teachers, students, and staff about library services.



Adult Services

- Showing up for Racial Justice (SURJ) Marin and Marin County Free Libraries, with support from the Friends of the Fairfax Library, presented the first program in a series, **Demystifying Affordable Housing Through A Racial Justice Lens** on September 18. The series explores our difficult history with race and housing by looking at the issues in front of us, the history



A Four-Part Series Designed to Gain Understanding and Foster Awareness Through Conversation and Connection

behind them, and possible solutions to this growing problem all through the lens of Social Justice. In the first program in the series: How We Got Here, participants watched the third episode of the PBS series, Race: The Power of an Illusion, called "The House We Live In" followed by a discussion with a panel of speakers who have worked on the front lines to open up pathways for those who have been traditionally shut out of affordable housing in the Bay Area.

- **Building Bridges Beyond Bias:** a four-part series designed to gain understanding and Foster Awareness Through Conversation and Connection got its kickoff on September 22 with Laura Eberly, the founding director of Mountaintop Coaching and Consulting, providing diversity, equity and inclusion services. Each evening of the series, offered by MCFL in collaboration with Age Forward Marin, begins with a presentation by a different speaker and then participants break into small discussion groups.
- The **Jewish American Fiction Book Club** met online September 1 and read Modern Girls by Jennifer S. Brown. Everyone is always welcome to these discussions, sponsored by Gan HaLev, the Jewish Congregation of San Geronimo Valley and the Fairfax Library, assisted by the Jewish Library of San Francisco.
- On September 15, members of **Marin County's Financial Abuse Specialist Team (FAST)** described how to identify scams and avoid financial abuse in an online presentation for older adults.
- The Alzheimer's Association presented a program in Spanish on **10 Early Signs and Symptoms of Alzheimer's/ Las 10 Señales** on September 29. It is estimated that the prevalence of Alzheimer's disease in the Latinx population is 12.2 percent.
- At the request of the County Administrator's Marin City Branch Library team members were trained in how to assist people with emergency rental assistance applications. There have been several patrons coming in to get help.
- Marin City Branch Library staff supported the Marin City Virtual Job and Resource Fair.

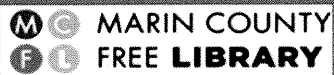


**Collection
Development and
Management**

- Supply chain delays from the pandemic impacts have continued to plague the Library, as well as many other institutions. This month, considerable progress was made on processing backlogs of orders of books from Baker & Taylor, our main distributor, as well from Amazon, that were received en masse – requiring some creative storage problem solving. Our Technical Services

team has been working hard to manage the large influx of materials so that we can get them out to the Branches.

- Technical Services has recently begun a new approach to handling the discards of materials from our system. This new program, called Sustainable Shelves from Baker & Taylor, enables us to recycle damaged, in poor condition, or out of date material in a streamlined way, and eliminates the shipping costs of our previous system. The Library also receives credits for any discarded items that are re-sold.
- Radio Frequency Identification (RFID) project is moving forward, with several of the RFID pads being tested in Tec and our branches. Planning for the schedule for tagging of the collections throughout MARINet is underway and should be finalized soon.
- MCFL recently received a letter of gratitude for donations of audiobooks and DVDs we sent to Plumas County to help them recover from the tragic Dixie fire that leveled the town of Greenville.



Educational Equity

- The Learning Bus team resumed modified outdoor services at 8 stops this month. Families are thrilled for the return of our mobile pre-school with in-person storytime, songs, and crafts!
- Our Reading Buddies program continues to inspire a love of reading and support our grade level reading efforts in West Marin, South Novato, and Marin City.
- The Marin City Branch Library has resumed its Marin City Live! children's author programs. The first program of the new school year featured Bay Area children's book author Samantha R. Vamos who talked about her creative process and read her book *Alphabet Boats* to the audience. TK and three K classes in the Sausalito Marin City School District attended and received copies of her book courtesy of Barbara Lane Productions. Classes from other schools around Marin also attended.
- Marin City Branch Library team members have begun scheduling class visits at both the Phillips Drive (TK and 6th through 8th) and Nevada Street (K-5th) school libraries. A purchase using funding from the Jacob Family Living Trust bequest to the Friends of the Marin City Library was made in the amount of \$5,000 from First Book to develop the collections on both sites. A purchase of \$10,000 was funded by the Friends of the Sausalito Library for both sites as well. There is still a lot to do for both school libraries. Afterschool STEAM, Smarty Ants, and Reading Buddies programs have also begun.

Personnel Update



Thank you to the MCFL interview panel members; hiring managers; admin staff; and Finance Accounting Human Resources (FAHr) Team Members for helping us to recruit, promote and bring in new staff.

Please help us welcome:

Grant Tigrett, **Technology Systems Specialist II**
Tomiye Sotero **Administrative Services Technician**
Natalie McCall, **Branch Manager/Educ Initiatives Coordinator**

A **Librarian I** Recruitment is expected to open the first week in October for five full-time positions at the Corte Madera Branch; Civic Center Branch; Novato Branch; South Novato Branch; and, California Room.

The following full-time and part-time vacancies are under review:

Library Aide	3.0 FTE – CCE; CMA; NOV; SNO; FAI
Library Assistant II	1.5 FTE – CMA; TEC
Library Services Mngr.	1.0 FTE - Facilities & Projects
Library Tech Assistant	1.0 FTE – Tech Services

From the Director of County Library Services, Lana Adlawan

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



What a busy month it's been!

During my first month with Marin County Free Library, it's been important for me to get to know a foundational piece of our operation – our staff. I've been busy visiting our library branches and support teams to get the full picture of service operations here at MCFL. I've also sent staff a weekly update of my activities and held virtual/in-person office hours each week to connect one-on-one with staff. My office hours will continue each month going forward as it's been a pleasure spending time with so many of our team members. There is so much talent and passion for library work from MCFL staff. I am impressed and appreciative of all that is brought to our organization and community from this team.

I have also been slowly meeting key stakeholders, like the various Friends of the Library groups, a few of our library commissioners, and other community partners. I have also meet individually with each member of the Board of Supervisors and will continue to do that going forward. Next up will be planning meetings soon at all our local libraries to connect with residents in each of our communities across the county.

	<p>One celebratory item we must mention is the opening of our Corte Madera Library! I know the community and staff are thrilled to have this resource fully open for all to enjoy and explore. Kudos to Branch Manager Stephanie Hartwell-Mandella and her team for all of their hard work in preparing the branch to open to the public.</p> <p>Thank you to all for the warm welcome and I am very proud to be a member of the Marin County Free Library (MCFL) team.</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.

MARINet Governing Board

Meeting Minutes for Aug. 19, 2021 Online Meeting

Present: Henry Bankhead SRF (Chair), Jessica Trenary MNET, Julie Magnus MCFL, Linda Kenton SAN, Dan McMahon MNET (Minutes), Gary Gorka DUC, Anji Brenner MVY, Franklin Escobedo LRK (Vice Chair), Augie Webb SAU, Raemona Little Taylor MCFL, Joey Della Santina BET, Chantel Walker MCFL, Sarah Frye COM

Guests: none

Meeting is called to order by Chair at 9:02 a.m.

Minutes of previous meeting: Correct San Anselmo's open hours as Wednesday and Friday, not "to." Move to approve minutes of July 29, 2021, approved.

RFID update: Jessica showed the Board the orders made for tags and pads so far, and the proposed spending for the rest of the tags and pads, all from MCFL's \$500k. The tags should be here in 2 weeks, the pads in 3 or 4 weeks. A couple libraries have talked to Backstage, either for full tagging or just a project plan. Backstage has given quotes to various libraries, so does this group want to do something all together? The cheapest plan is \$25k for just project management. The next plan is that they supervise everyone, local staff provided by the libraries, that's \$140k with 10 of our local staff. It's almost \$400k for them to do 100 percent of the tagging. Since several libraries are planning on full tagging with them, can we do some support for the libraries with MARINet funds? This is the point where we want to keep the project moving, so it doesn't lag.

There was a discussion of sharing Backstage costs at different levels, and Jessica was tasked to structure a plan to subsidize a single plan with Backstage, tagging with MARINet funds? A tiered approach based on collection sizes is suggested, \$25k per small library, scaled up for San Rafael and MCFL. We're hoping for an Oct. 1 start.

Motion: Create a plan to share costs at \$25k per library, scaled up for largest collections, around \$200k total. MARINet staff will come back with a financial plan next month for a vote. DUC is not interested in tagging their collection, LRK will definitely tag their own, so the plan doesn't cover them. Motion approved.

Bibliotheca is offering free self checks with the contract for tags and pads. They'd like everyone to look at their new offerings, which include RFID pads built in. There would be maintenance and some ancillary fees. Each "third party self check" needs a SIP2 license, how many of these do we have? Dan will look into that for next month, and we have a demo meeting on Sept. 7 with Bibliotheca on selfchecks to see exactly what the offer is, and what the Bibliotheca self checks can do.

Special thanks go to Jessica Trenary from the MARINet Board for her work on this project, the word used for her approach to the project is "stellar." What are the cautionary tales here, what could go wrong? We visited Sonoma County's Tech Services to see their sorter, but they seem to have done the transition pretty well, long ago. (Details in a later report, they have delivery and sorting combined in an interesting way, one that could impact our own thinking about long-term delivery.) The RFID group plans to visit other libraries and look at other setups and brands of sorters, as recommended by Lori.

Reopening recovery reports:

- Belvedere Tiburon: The library is closing finally next week for PG&E work. We're hoping by the end of Sept. or early Oct. that people can come into the building, at least into the new parts. Renovating the existing structure begins right after that.
- College of Marin: We had a soft reopening over the summer, no publicity, so it was not super busy. We will be open for visitors at each library this coming Monday, limiting the number of patrons coming in, Monday to Thursday 9 am 2 pm. We've blocked off some computer stations. It's helpful that people are checking out hotspots and laptops. 50% of the classes will be online in Fall, with the campus requiring vaccination of all staff and students.
- Dominican University: The library was open to students over the Summer, it was extremely slow. We're opening fully to students on Monday, the campus is still restricted, requiring vaccinations and masks. Buildings are not open to the public aside from tours and events. We will be resuming the flow of items to MARINet pretty soon, we need people to staff us first.
- Larkspur: We lost a library clerk Tuesday; our new Librarian starts soon. We're opening soon but will have no indoor programming.
- Marin County: All branches have fully reopened at 100% of pre-Covid hours, except Corte Madera, Pt. Reyes and Inverness. (Staffing and construction.) Masking is required, and there are outdoor programs only. "Ask a Librarian" will sunset on Sept. 3, calls have gone down, and there are no staff to work it. Calls will be routed to e-branch support email. It's proving to be challenging to get extra hires to sign up for shifts right now.
- Mill Valley: The library is open Monday, Wednesday, and Friday. 1 to 5. It's hard to hire extra staff, we also have fulltime openings. We're hoping for more open hours in Sept., more weekdays and weekends. Outdoor Storytime is starting next week. In-person programming at libraries (information from yesterday's state librarian's call) has led to some breakthrough cases around the state.
- San Anselmo: We're open Wednesday and Friday, hoping to add Sat. or Mon. in Sept. A mask is required everywhere open or not. We started outdoor Storytime in early July. It's hard to do for librarian as she's masked. We have a town directive, there's no indoor anything before Oct. 1. We are hiring a Library Assistant hopefully in Sept.
- Sausalito: Abbot is taking a well-deserved vacation soon. Augie and Abbot the only fulltime staff right now. The library is open Monday to Thursday, 10 to 5, with curbside available from 10 to 2. Masks are required, and we're starting to have interesting encounters with patrons. The Friend's bookstore was open for a week, then had to close again. Our Circulation Supervisor will be back in October. (She had a little girl.) We're working on the job description for our Children's/YA Librarian. A new LA-2 will be next year. And we are weeding and weeding in preparation for RFID.
- San Rafael: The libraries are open about 65% of pre-Covid hours, Downtown is 6 days, 6 hours a day. Pickleweed is 4 days, 6 hours a day. The Mall is 4 days, 4 hours a day. We're trying to hire people, with 5 open positions, including Supervising Librarian. Like SAU, we are experiencing people acting badly around masks, to help with this we are getting a temporary helper as a

social worker intern. We're not doing programming, though some spilled over. We'd like to shout out to MCFL for letting us into the school backpack programs, and for extending the Webstars program to help in our libraries.

- A question from MVY to MCFL: Are the evening hours busy? The answer is that MCFL moved to opening at 9 a.m. and closing at 8 p.m. now instead of 9 p.m. At the 9 a.m. opening, it's busy, it's a great service. People were always waiting at the door at 10 a.m. to come in.

Bibliographic Standards Working Group Proposal on Volume Notation: BSWG has a proposal to simplify volumes for TV series, with less splitting up of sets. It's a space issue for Larkspur as much as anything. Motion to approve, second, Yes: BET COM DUC LRK MCFL MVY SAN SRPL SAU. No: none.

Updating the JPA: This is our Kickoff discussion. a. Should we? b. Where to start? The current JPA is 24 years old, good for 1997. c. How do we start?

1. Read the JPA before the next meeting.
2. The Cost Sharing Formula should be looked at, it doesn't work well for everyone. Different CSFs for different components of the budget may be needed.
3. How often do other groups update their JPAs?

The last time the JPA was updated in 1997 it took a year. We would draft around and around and then it goes to the governing boards of each city-county-school for final updates and approvals. What are the outcomes desired? We'll look at other JPAs. We did start but stopped that effort three years ago. What's fair to the smaller libraries? We need to make it relevant to what our needs are now. If done in small amounts it's doable. A reminder, Bel Tib Library runs under a JPA.

State e-book money: Consultants from the State Library reached out to Henry about the project. In the background is their long term desire for a state library card and state e-resources. Now they're trying to create a shared platform for e-books modeled around the Simply-E app. Lyrasis is the contractor. Palaces Project, would aggregate Overdrive and Cloud Library and DPLA. The State Library is working on creating this, they would pay for content, and we'd see both state and local content. It's in the early stages. Would this help us? Is this another Enki? Will the user experience be good? Is there Amazon content? Would this integrate our best resources? Henry will find out more.

January Retreat Planning: Retreats have been held all over the County historically. It used to take 3/4 of the day. It's become more like a meeting, a slightly longer regular meeting. We can bring lunch in or go out to lunch, and they used to take a group photo. (We'll look for them.)

Should we meet In person this year? What's the topic to focus on? We used to have a regular meeting, distinctly, with the retreat as a separate event. They were combined for efficiency but we lost that sense of retreat. Henry as chair will work on it, who else wants to? Exec committee (Chantel and Franklin) volunteer. If it's a standalone retreat, would it be on Jan. 13, Henry will do a Doodle poll. We need to decide on in-person or virtual, and on one or two meetings that month? Is it public like a regular meeting? We could get a facilitator, do a program of some kind, there is money for it in the budget. What topics were done historically? Dan will look at the minutes and put together a list.

Equity Discussion (Chantel): Chantel is pleased that this discussion is continuing. She asks, what's the mode for going forward for libraries? We can learn more, and share differently. She highlights the MarinShip presentation created by XR Marin. How do we share this with the public? What did we learn from the murder of George Floyd? In Marin, people started requesting books on the topic. MCFL added a component to their newsletter about resources for racial equity. We should look at what the history is here in Marin. The shipyards were integrated communities, with a workforce composed of 70% people of color and 60% women. They created integrated housing, which still has impacts on current housing and housing discrimination in Marin. We should encourage groups to create works on the racial history of their local area. Building Bridges is the draft of such a project. The demand is there from the public, we need to figure out how to support that demand.

System Administrator's report: A clarification, when Dan listed the current reserves held by MARINet, he forgot to include the PayPal fines paid, which are in our PayPal account. The balance in that account is almost \$28,000, and is going up about \$500-\$600 a month. The budget transfer is also happening for MCFL's RFID funds to come back into the current budget, so that we can pay any bills immediately.

Topics for future agenda:

1. An update on the infrastructure bill, the State Library has a survey due Friday on infrastructure needs. Check in around the table on that.
2. RFID Project
3. Delivery, report out on delivery group, long term implications
4. JPA discussion
5. January Retreat plans
6. Equity Presentation: Mill Valley
7. Self checkouts and RFID

Announcements:

MCFL: The new director Lana Adlawan is starting on Sept. 7.

MVY: working on rolling out suite of new services to support local book clubs, including putting the name of the book club in the catalog to facilitate bulk borrowing. The library will be buying multiple copies of new books that will then join the main queue after the club is done with them. People shouldn't have to buy the books for the book clubs if possible.

LRK: The City Council decided that the library won't be in the new design for a city hall upgrade. This opens the way for the library to start working on developing their own space. The library is also waiting for an Amazon locker that was ordered over a year ago.

Meeting adjourned at 11:17 a.m.

new book - Marin libraries offer Alzheimer's - Marin Independent Journal (San Rafael, CA) - September 18, 2021 - page 3

September 18, 2021 | Marin Independent Journal (San Rafael, CA) | By Keri Brenner kbrenner@marinij.com | Article | Page 3

Marin families can get help explaining to their kids what's going on with ailing relatives in a new book donated to the county library system.

"Dancing with Granddad: An Alzheimer's Story for Children and Their Families" is available at all 10 **Marin County Free Library** branches and the mobile library, said Raemona Little Taylor, a **county library** administrator.

"Of the 10 copies, three have already been checked out, and one is on hold," Little Taylor said. "It looks like this topic is really of interest to the community, knowing that **Marin** does have a large senior population."

The book's publisher, the Alzheimer's Foundation of America, donated English and Spanish copies. The retail price is \$12.95.

"There are more than 690,000 families impacted by Alzheimer's disease in California — and that number is projected to grow significantly in the years ahead," said Charles Fuschillo, the foundation's president and chief executive. "When Alzheimer's enters a family's life, it can be difficult for a young child to understand what is happening to their loved one."

Little Taylor said the book is that "it talks about Alzheimer's in a developmentally appropriate way that kids can understand."

Clara McFadden, children's book selector for the **county library** system, the foundation contacted her through the **library** website.

"Picture books can help kids navigate specific events of change or loss in their lives," McFadden said. "Those kind of books are hard to find."

The book, written by Linda Bozzo and illustrated by Mudassir Abid, is suggested for children ages 5 through 8.

It tells the story of Nia, a 7-year-old girl whose grandfather has Alzheimer's and will need to move to a new home where he will be safer. His behavioral changes — such as repeating stories, wandering and exhibiting confusion — are explained gently.

Readers also learn that though he is changing, the love that Nia and her grandfather have never will.

Little Taylor said the book "ties in very nicely" with an earlier effort by the **county library** system to

“This feels like a wraparound approach,” Little Taylor said of the book. “We’re supporting families and also now children who might not understand that Alzheimer’s is not something to be scared of — it’s part of life and part of our community.”

Residents can reserve or check out the book at the website, marinlibrary.org.

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