

## MARIN COUNTY FREE LIBRARY COMMISSION

### Agenda

Wednesday, December 8, 2021

4:00 p.m.

**Meeting will be held remotely**

Join Zoom Meeting

<https://us06web.zoom.us/j/83134010355?pwd=emVDR21zQzd3M2YzNDZ1MFNoVkd3dz09>

Meeting ID: 831 3401 0355

Passcode: 556553

One tap mobile

+12532158782,,83134010355#,,,,\*556553# US (Tacoma)

+13462487799,,83134010355#,,,,\*556553# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

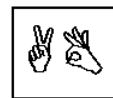
+1 646 558 8656 US (New York)

Meeting ID: 831 3401 0355

Passcode: 556553

Find your local number: <https://us06web.zoom.us/j/83134010355?pwd=emVDR21zQzd3M2YzNDZ1MFNoVkd3dz09>

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Open Time for Public Expression		



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.

	5. Reading & Correspondence File	Ream	Information
	6. New Business		
	a. Biennial Report	Ream	Information
	b. Teen Services Committee & Civic Center Branch Reports	Butts/Weber	Information
	7. President's Report for November	Ream	Information
	8. Director's Report for November	Adlawan	Information
	9. Announcements	Ream	Information
5:30	10. Adjournment	Ream	Action

*Numbered List of attachments:*

8. Library Director's Report for November 2021

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

**Brown Act:**

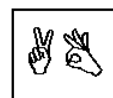
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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 94



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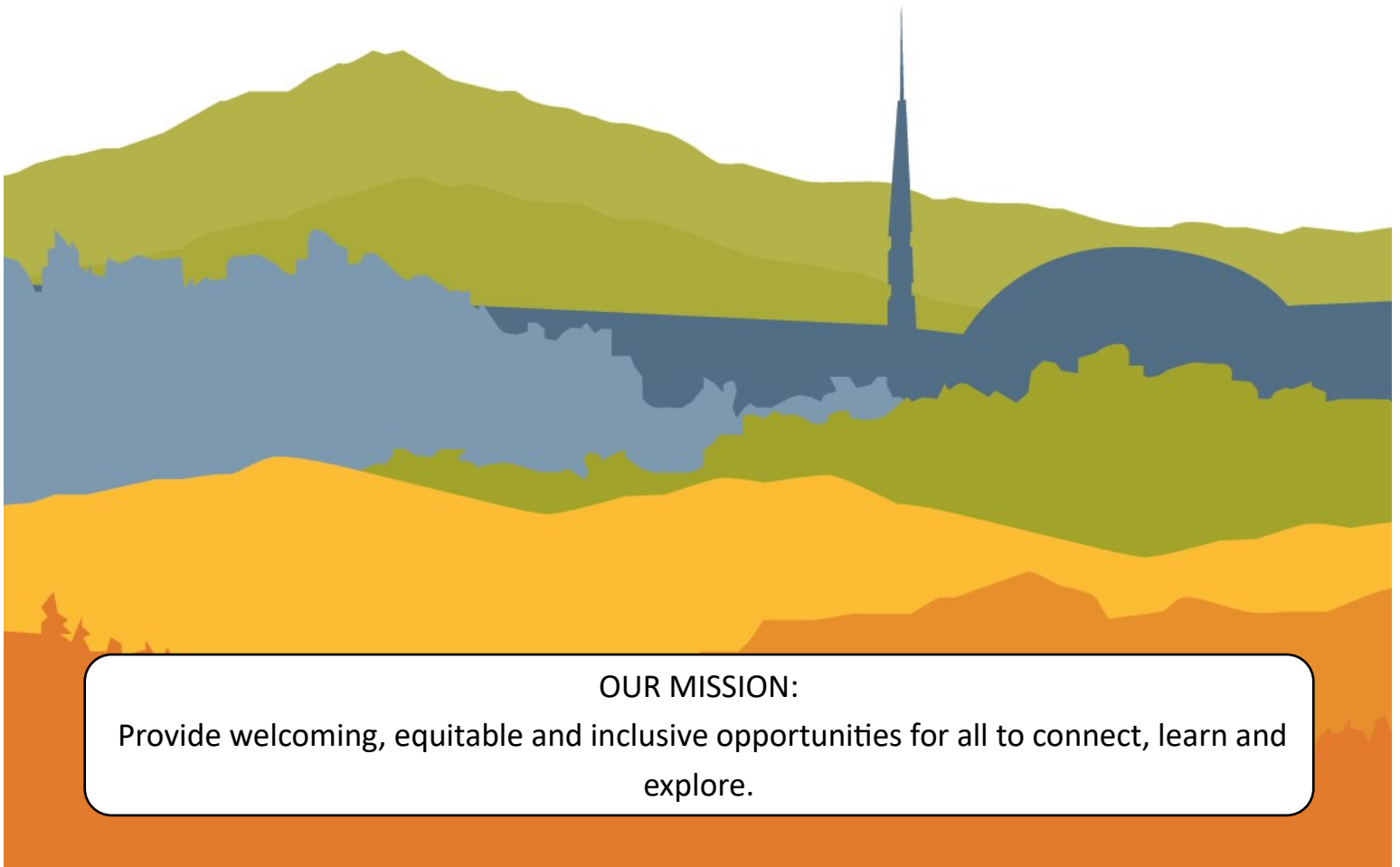


Marin County Free Library Commission Report  
Lana Adlawan, Director of County Library Services

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## NOVEMBER 2021 ACTIVITIES

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### OUR MISSION:

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

# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services

Diana Lopez, Isaiah Hurtado, and Principal David Finnane conducted a presentation on the Sausalito Marin City School District and Marin City Library partnership for the Marin County League of Women Voters.

MCFL organized a very successful outreach campaign to children and their families during the first three weekends in November. Partnering with Marin County Public Health and First 5 Marin, Library staff were present at vaccination clinics for 5-12 year-olds at Miller Creek Elementary School in San Rafael, Strawberry Point in Mill Valley, and Novato High School. Library staff engaged with over 3,000 individuals, providing free books, information about library resources, and colorful "prescription" cards inviting families to visit their local library and get a library card. This project was made successful due to efforts by Library Marketing, the Learning Bus and Bookmobile staff, Children's Services Team and other MCFL staff who volunteered their time at one or more of the clinics. Staff received many positive comments about how supported the families felt.



Name: \_\_\_\_\_ Date: \_\_\_\_\_



Visit your local library to get your **FREE** library card.  
Enjoy storytimes, homework help, internet, books,  
and more!

Visit our website for more information:  
[www.marinlibrary.org](http://www.marinlibrary.org)

\_\_\_\_\_  
Signature

## Teen Services

Teen services is gearing up for two annual programming events. Our Literature Review is set for the 3<sup>rd</sup> week of January 2022. Children's Services and Teen Services will combine to present the review online. Clara and Sarah will present for teens highlighting diversity titles, up and coming and not yet published titles.

Our summer challenge will be 4 weeks from June 18<sup>th</sup> – July 16<sup>th</sup>. We discussed many variations on the program would work. Do we want registration and how would that look? Do we give out incentives or prizes? How will our programs look? Online or in-person? Natalie McCall and Natalie Weber will draft a design of Summer Program based on our discussion.

Two continuing Teen Services projects are the monthly Queer Teen Support Group and the Teen Leadership Crew. Our Teen Leadership Crew was honored as the Intern Team of the Year by the Marin County Board of Supervisors. From the County press release:

"While many libraries halted teen volunteering during the pandemic, the Marin County Free Library created a virtual opportunity: the Teen Leadership Crew. This gave otherwise socially isolated teens a way to connect and impact their community. Students Harita Kalvai, Simon Scheuer, Sofia Casano, Kate Lane, Claire Austin, Christianna Gatti, James Bah, Stella Vazquez, Madeline Knightly, and Sajiv Kumar comprise this Intern Team of the Year. They produced Friday-night open-mic events, trivia games, cooking tutorials, and more. When school resumed, they started an e-magazine for Marin peers. The Spire includes artwork, interviews, essays, poetry, and hobbies. This diverse student team is self-motivated and service oriented."

Congratulations to Fairfax's April Hayley & Rashida Skaar, and Civic Center's Natalie Weber for guiding this enthusiastic group.



## Adult Services

The final program in the **Building Bridges Beyond Bias** four-part series designed to gain understanding and foster awareness through conversation and connection occurred on November 4. Jason Lau, Ph.D., a first-generation college graduate, is the interim associate dean and senior business officer for the School of Extended and International Education for Sonoma State University and chairs the Marin County Child Care Commission and the Marin YMCA Volunteer Board of Managers. Jason presented on his experiences and then participants broke into small discussion groups to learn about each other, and through honest conversation and reflection, began to understand their biases and how to go beyond them.



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

The two-part series **Demystifying Affordable Housing Through A Racial Justice** Lens culminated on November 20 with the topic: How Did Marin County Get to be So White? This ties in perfectly with the County's Restrictive Covenant Project, which aims to inform and educate Marin County residents of the history and significance of government policies and programs that were intentionally discriminatory and helped create segregated communities in Marin. A resource page on the Library's website includes information and perspectives gathered from local and national sources about unfair housing practices and the impact at the local level in Marin County.

Age Friendly Fairfax , in conjunction with the Library, presented **The History of Coast Miwoks in Marin** on November 4. In addition, Fairfax staff has been doing outreach to local senior living facilities and is participating in **Age Friendly Fairfax (AFF)** meetings. working with **AFF** this month to coordinate "We Welcome" magnets and handwritten congratulatory cards in gift baskets given to everyone in Fairfax who is 90 and older.

Fairfax Library also had its first gallery show and reception since the pandemic this month. The show is called "**Portraits of Protest**" and it features photographs by Stephanie Mohan, who has been the Fairfax Artist in Residence. This is an amazing show of photos Stephanie took at a number of different Black Lives Matter protest events. We saw over 100 attendees at the reception which included music, refreshments and speakers.

## Collection Development & Management

With the roll-out of vaccinations for children 5-11, the Library partnered to do outreach at the vaccination sites, including giving away books to kids. The Technical Services department helped by having our selector coordinate with the outreach team to order the gift books, then manage receiving and setting up a staging area in the Training Room for the distribution. After the first batch, another round of books was needed to provide more outreach, and we helped make that happen. It was a great way to help allay fears and encourage literacy at the same time!

Selectors continued to visit branches to gather feedback and share plans for the collection. The shelf ready processing project continues with preparation for managing cataloging integration for adult fiction and gathering feedback about how certain authors' books should be classified to fit our MCFL conventions for locating series. The implementation plans for reducing volume records for DVD TV series continues. There was also some consideration of changing certain labels to increase clarity for leased items like Bestsellers and Lucky Day books, as well as updating the Spanish labels used to remove the presence of colonial imagery for non-European Spanish language speakers.

Test batches of RFID tagging is taking place in some branches and the Distribution Center at Tec. We are working to be ready for the next stage, when retrospective tagging of the MCFL collection begins around Feb. 2022. Work on the College of Marin and City libraries collections has begun, and the project manager for Backstage Library Works, Thomas Miller, was able to work out of the Board Room at Tec to get started.



## Educational Equity

Marin City Library hosted a Zoom children's author program with Jessica Love, author and illustrator of *Julian is a Mermaid* and *Julian at the Wedding*. Classes from the Sausalito Marin City School District attended, and each student received a copy of *Julian is a Mermaid*.

## Communications & Publicity

The Library Marketing team was busy helping prepare the new Community Survey as developed by our director. We worked with Orangeboy to set up the survey and reporting structure, created bookmarks to distribute in the branches, and highlighted the survey with a landing page on our website and posts on social media, using the graphic images created for this as consistent messaging. The online November newsletter that we produced also featured the Community Survey, as well as information on expanded branch hours and the Fairfax Garden project.

To help promote the Fairfax Garden project, the team developed a web page and images to use online in the newsletter and on our site.

The Library Marketing team worked with the Vaccination outreach group by creating handouts, a coloring page, and gift plates for the donated books. We also worked to order more MCFL-branded tablecloths for use in outreach projects.



## PERSONNEL UPDATE

As of November 30, 2021

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.

A **Librarian I** Recruitment that closed on October 29<sup>th</sup> gather 63 applications and has moved to the application review stage. This recruitment is expected to fill vacancies at the Corte Madera Branch; Novato Branch; South Novato Branch and, California Room. An **Administrative Assistant I** Position interviews to fill one full-time position in Library Administrative Office is now in the second round of interviews.

Interviews for **Library Assistant II** Positions at South Novato; Technical Services and Corte Madera are expected to begin in December using an existing list of applicants. Interviews for **Community Library Specialists** are expected to begin in December using an existing list of applicants. Recruitments for **Library Aide Positions** and a **Library Technical Assistant** are expected to open for application in December.

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

Library Services Mngr.     1.0 FTE - Facilities & Projects

## MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

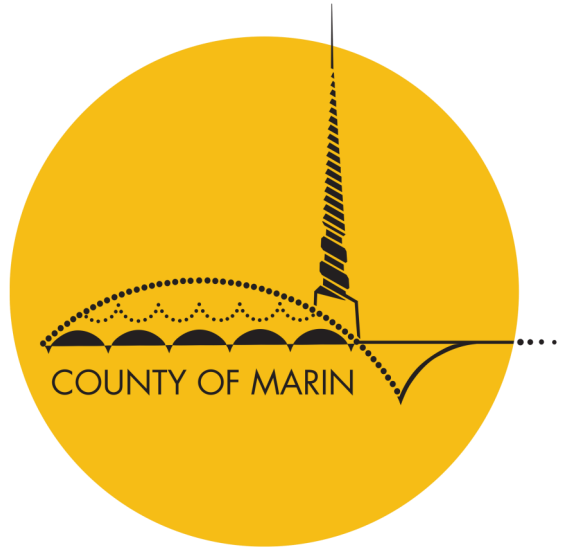
MCFL's Community Survey is live! The library released a community survey on Monday, November 29, 2021, that will be open through January 2022. The survey looks to the future and the past in assessing what our community needs and values in their public library. We'd love your support in spreading the word about the survey and encouraging residents to complete it. Feel free to share the link to the survey as you see fit.

Here are two links to share, depending on your needs:

- Survey Landing Page: <https://marinlibrary.org/we-want-to-hear-from-you/>  
Library staff will be holding community office hours across the county through June 2022 as part of our survey and connection efforts with residents. This page will list all events, to start in January 2022.
- Direct Link to Library Survey: [marinlibrary.org/survey](https://marinlibrary.org/survey)

Thank you, Library Commissioners, for your support and participation in our efforts to provide excellent service to our patrons.





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## COMMISSION MEMBERS:

**MCFL and the County of Marin**

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

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