

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, February 9, 2022
4:00 p.m.

Meeting will be held remotely

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87523120463?pwd=bGZwKzFud0lQcWVpeTIHQXBuSFEzUT09>

Meeting ID: 875 2312 0463

Passcode: 186419

One tap mobile

+13462487799,,87523120463#,,,,*186419# US (Houston)

+17207072699,,87523120463#,,,,*186419# US (Denver)

Dial by your location

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

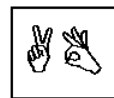
+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 875 2312 0463

Passcode: 186419

Find your local number: <https://us06web.zoom.us/j/87523120463?pwd=bGZwKzFud0lQcWVpeTIHQXBuSFEzUT09>



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.

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
<p><i>"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." —Martin Luther King, Jr.</i></p>			
	3. Approval of Agenda	Ream	Action
	4. Approval of 01-12-22 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business		
	8. New Business	Ream	Information
	a. WebStar Report	Douglas	Information
	9. President's Report for January	Ream	Information
	10. Director's Report for January	Adlawan	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

Numbered List of attachments:

- 4. Minutes for January 12, 2022
- 11. Library Director's Report for January 2022

Unnumbered Attachments:

MARINet Board minutes of October 21, 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:

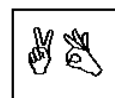
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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

--PROPOSED MINUTES--
Wednesday, January 12, 2022

- (1) CALL TO ORDER
Mtg called to order @ 4:01 pm.

- (2) ROLL CALL
Present
John Macleod Nick Javaras Sue Ream
Linda Ward Loretta Farley Ali Iqbal
Margaret Kathrein Ann Kaplan

Absent with Notification
Sally Hauser Anya Schandler

Also Present
Lana Adlawan, Director of County Library Services
Geraldine Breiz, Administrative Services Associate
Edna Guadiana, Administrative Services Associate
Stephanie Hartwell-Mandella, Branch Manager, Corte Madera Library
Damon Hill, Library Services Manager
Raemona Little Taylor, Deputy Director of County Library Services
Chantel Walker, Assistant Director of County Library Services

- (3) ADOPTION OF AGENDA M/S/C– Javaras/Kaplan Agenda approved as submitted
- (4) OPEN TIME FOR PUBLIC EXPRESSION – None
- (5) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (6) OLD BUSINESS – Update on Commissioners

President Ream announced the appointment of Daniel Sherman as Library Commissioner for District 2 and Claudia Wilson as Library Commissioner for District 4. Both Commissioners should be in attendance at the February 9 Library Commission meeting. We are still discussing adding youth to the Commission.

(6) OLD BUSINESS – Update on Commissioners

President Ream announced the appointment of Daniel Sherman as Library Commissioner for District 2 and Claudia Wilson as Library Commissioner for District 4. Both Commissioners should be in attendance at the February 9 Library Commission meeting. We are still discussing adding youth to the Commission.

(7) NEW BUSINESS –

- Corte Madera Report - Stephanie Hartwell-Mandella gave the following presentation on the Corte Madera branch



WHO WE ARE



Tera Kelley

Library Assistant I



Sommer Schafer

Library Assistant I

WHO WE ARE

?

Librarian I

?

Library Aide

?

Library Assistant II

THE FIRST DAY.



DESTINY?....

INTRODUCTIONS DURING A PANDEMIC



Bookmarks

Challenges

Working without windows, noise and debris during construction

No Access to Adult Collection

Staffing Challenges

Pandemic

Successes

Curbside from June 2020 - October 2021

90,772 items checked out.

Two Library Assistants hired

Two internal promotions

Book Bundles for kids

Mystery bags for adults/teens

Creative Passive Programs

handouts, stickers, games.....

Successes

Monthly Online Adult Programs

Red Cross training, "All Things Apple" classes, nature talks, writing workshops, etc.

Partnerships

Legal Aid of Maine, Canal Alliance, County Parks, The Red Cross, CM Parks and Rec, Alzheimer's Association and a variety of other poets, artists, and guest speakers

Online Adult program attendance

Attendance ranges from 4-144, Average attendance is 30-65, All Things Apple class attendance is 80-140

Adult Blog Posts

Contributed monthly content.

Successes

Reference Line

Coordinated and staffed .

Chrome books and hot spots circulated.

10,742 patrons through door since reopen Oct 2021

Circulated New Items

Lp's and Extractogator

Successes

Summer Reading!

Virtual/In person Storytimes.

Teen Advisory Group resumed

Daily Activities for Youth

Book bundles, email requests, Readers advisory, crafts on site and to-go.

Community Support. The Friends

BEGINNING OF CONSTRUCTION....



WRAPPING

2021 - CONSTRUCTION HIGHLIGHTS

New Roofs on all surfaces.

New Insulation Board on Roofs

New Clerestory windows

ADA improvements in the Children's Room

New Shelving in the Children's Room

Replacement of most extreme dry rot and siding

Mitigation of bathroom/sewage orders.

Phase I of Safety system (smoke detectors/sprinklers)

Phase II scheduled for 2022 (enhanced smoke detectors)

2021 - CONSTRUCTION HIGHLIGHTS

New paint and drywall

Repairs of Emergency Exits

Mitigation of bathroom/sewage orders.

Phase 1 Design work of new HVAC system completed.

Phase II construction scheduled to be complete 2022

Raised hallway and lighting at ceiling by staff offices

Removed blighted trees.



Children's Room Remodel



pouring concrete



TA-DA!!!





Sanded and Hand painted
chairs.....
Thanks Sarah and Team !



A Virtual Visit with Author
Gennifer Choldenko !



Partnerships



Learning Bus outdoor
Storytime



DELAC program with
Kentfield School District



First system wide BHM celebration

Program



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



"LGBTQ San Francisco: The Century before Stonewall"



All Things Apple

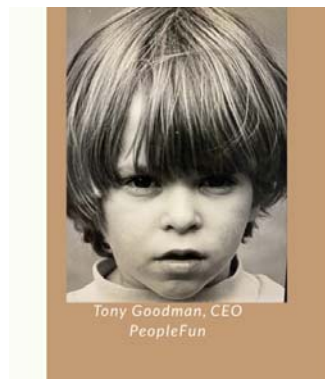
50th Anniversary



**The Corte Madera Library
50th Anniversary Celebration**
A look back at the history of the Corte Madera Library
By Jane Haeffly on December 8, 2021

Community!





HALF A CENTURY LATER



Company Corte Madera Library Address 707 Meadowweet Dr Phone No. 415.924.6219	Date 12/07/2020 No. 0000001
Library Fine Receipt	
Patron: <u>Tony Goodman</u> ID No. _____	
Late Title(s): <u>Look Out For Pirates!</u>	
Check Out Date: <u>08/01/1972</u>	Date Due: <u>08/07/1972</u> Date Returned: <u>12/07/2020</u>
Book Was: <input type="checkbox"/> Damaged	Cost: \$ _____
Book Was: <input checked="" type="checkbox"/> Late by <u>48</u> years. Cost per year: \$ <u>1.00</u>	Cost: \$ <u>48</u>
Book Was: <input checked="" type="checkbox"/> Lost/Abandoned/Stolen	Cost: \$ <u>10</u>
Full Amt: \$ <u>58.00</u>	<input type="checkbox"/> Cash
Amt. Paid: \$ <u>58.00</u>	<input type="checkbox"/> Check No. <u>0000001</u>
Balance: \$ <u>0.00</u>	<input checked="" type="checkbox"/> Card No. _____
Paid by: <u>[Signature]</u>	Date: <u>12/07/2020</u>

Thanks Brent and Keith!

Something Different



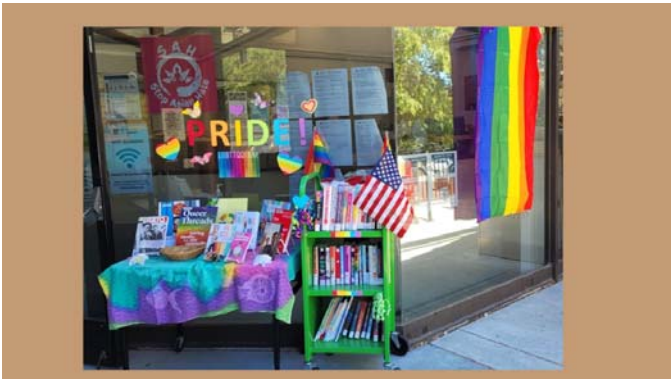
1,634 holds checked out.

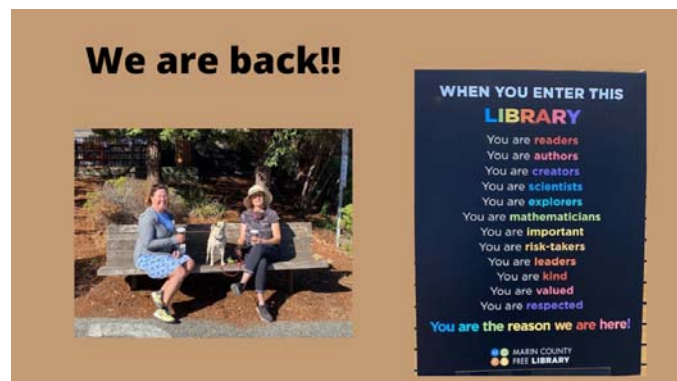


sadly, people thought food distribution.



Outdoor browsing





FIVE KEY POINTS

Teamwork
We have worked hard and supported each other in unprecedented times.

The Physical Space/Displays
We are re-imagining ways we can use our spaces in a post pandemic world to engage and support the community.

The supportive and enthusiastic community.
People are as happy to be back as we are to have them and we look forward to engaging them more in person.

Flexibility
We have become adept at changing directions quickly and see this as good practice as we look towards providing a nimbler library service model. (in/out)

Programming/Children's Room
Monthly online adult programs throughout the year, strong patron services, and a beautiful new children's room.

THANK YOU!!



Facilities Update

Marin County Free Library Commission and Measure A Committee
January 12, 2022

Corte Madera

- Interior work completed
- Fire life safety
 - Water mainline connection to building
 - Smoke Detectors
- Heating Ventilation Air Conditioning (HVAC) system construction design

Fairfax

- Garden
- Fire life safety system

Novato

- New shelves for Children's Room – Measure A
- Fire and Life Safety System is operational

Branch Refresh

- Architecture firm Noll & Tam will be recommending basic Furniture, Fixture and Equipment improvements to all public locations

Thank you

Questions or Comments

MCFL Five Year Budget Projections

	Actuals FY 2016-17	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Actuals FY 2020-21	Adopted Budget FY 2021-22	Projected FY 2021-22*	Projected FY 2022-23*	Projected FY 2023-24*
Beginning Fund Balance	\$ 6,438,748	\$ 8,160,752	\$ 9,519,745	\$ 10,976,200			\$ 11,871,377	\$ 12,397,436	\$ 13,053,497
Property Taxes	\$ (12,658,651)	\$ (13,083,655)	\$ (13,726,973)	\$ (14,300,383)	\$ (14,898,529)	\$ (14,732,275)	\$ (15,122,007)	\$ (15,348,837)	\$ (15,579,070)
Measure A	\$ (2,466,059)	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,689,034)	\$ (2,733,600)	\$ (2,747,859)	\$ (2,807,971)	\$ (2,869,398)
Other Revenue	\$ (960,282)	\$ (1,227,027)	\$ (1,010,640)	\$ (1,050,057)	\$ (1,559,508)	\$ (765,700)	\$ (765,700)	\$ (765,700)	\$ (765,700)
Total Revenue	\$ (16,084,992)	\$ (16,829,864)	\$ (17,312,803)	\$ (17,978,796)	\$ (19,147,071)	\$ (18,231,575)	\$ (18,635,566)	\$ (18,922,509)	\$ (19,214,168)
Salaries and Benefits	\$ 11,067,637	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 11,361,377	\$ 13,826,775	\$ 11,436,022	\$ 11,511,157	\$ 11,586,787
Services and Supplies	\$ 3,544,562	\$ 3,346,768	\$ 3,273,044	\$ 3,674,271	\$ 3,849,098	\$ 4,358,488	\$ 3,929,235	\$ 4,011,041	\$ 4,094,550
Capital Assets	\$ 48,987	\$ 396,326	\$ 729,032	\$ 396,775	\$ 1,660,234	\$ 1,087,550	\$ 1,087,550	\$ 1,087,550	\$ 1,087,550
Other Expenses	\$ 667,245	\$ 380,737	\$ 493,666	\$ 1,002,795	\$ 1,381,186	\$ 1,387,733	\$ 1,656,700	\$ 1,656,700	\$ 1,656,700
Total Expenses	\$ 15,328,431	\$ 15,107,860	\$ 15,953,810	\$ 16,522,341	\$ 18,251,894	\$ 20,660,546	\$ 18,109,507	\$ 18,266,448	\$ 18,425,587
Net Library Costs	\$ (756,561)	\$ (1,722,004)	\$ (1,358,993)	\$ (1,456,455)	\$ (895,177)		\$ (526,060)	\$ (656,060)	\$ (788,582)
Ending Fund Balance**	\$ 8,160,752	\$ 9,519,745	\$ 10,976,200	\$ 11,871,377			\$ 12,397,436	\$ 13,053,497	\$ 13,842,078

Working Draft 1.6.2022

Locati	Amount	Actual/Est	Notes	Schedules	Construction/Design/FFE
CMA	\$56,830	Actual	Mike Brown Electric/Smoke Detectors	PO 22200522 p inv.	Single Source Approved. Completes Fire System upon Wickman completion
CMA	\$35,000	Actual	BRW/HVAC Design	32200778 p inv.	Full cost includes Construction Oversight
CMA	\$20,000	Estimate	Mann Water District/Connect Mainline for Wickman	November/December	Billing arrives after work complete by MMWD - will be charged Change Order to Wickman
CMA	\$10,645	Actual	BRW/Amendment added services	32200793 p inv.	Amendment for Glulam Repair and Structural Inspections
CMA	\$22,456	Actual	Wickman CO 1 - Dryrot at Glulam Beams	September-December	Three CO for unforeseen conditions and scope change
CMA	\$32,818	Actual	Wickman CO 2 - Differing Site Conditions Windows		
CMA	\$21,787	Actual	Wickman CO 3 - Alter rear hallway to raise ceiling		
CMA	\$56,816	Actual	Wickman CO 4 - Change location of fire line connection per MMWD		
CMA	\$92,500	Estimate	Wickman Destructive CO - scope not used HVAC ducting and soffits	Credit to be worked out later	
CMA	\$387,000	Estimate	Wickman Final at Completion of Job incl - CO 9-13		
CMA	\$350,000	Estimate	TBD	Bidding Early 2022	Replacement HVAC project - removes gas fired boiler and radiant piping with electric heat/cool
CMA	\$150,000.00	Estimate	DPW Oversight		
x CMA	\$ 37,159.00	Actual	Janus - Asbestos Abatement and Removals	PAID	
x CMA	\$ 8,805.00	Actual	Deignan - Asbestos air monitoring and testing	PAID	
CMA	\$ 22,246.00	Actual	Wickman CO	Funds trsf 2474	
CMA	\$ 33,047.00	Actual	Wickman CO	Funds trsf 2484	
FAI	\$500,000	Actual	TBD/Fire Life System Construction	BOS Jan	Final comments on 90% drawings submitted 9.17 awaiting 100% drawing
FAI	\$75,000	Estimate	MMWD Water District		FAI Water Line connections, plan review, inspection
FAI	\$18,975	Actual	Remainder on contract for Life Safety Design	32100170	
FAI	\$125,000	Estimate	DPW Oversight		\$25K Garden Project and \$100K Life Safety
FAI	\$100,000	Estimate	Amount to cover bid cost gap from FAI Trust	Late 2021	Construction/Design/FFE
FAI	\$20,000	Estimate	Abatement and air Testing	During Life Safety Construction	Construction
FAI	\$225,000	Actual	Garden \$ from TRUST	BOS Jan	
NOV	\$5,827	Actual	AE Emaar Change Order 1 - Mike Brown Electric	Work Completed Pay Invoice	Funds trsf Pending c/o
NOV	4553+1274.56	Actual	AE Emaar - Final Payments Contract NIC CO \$5,827 Mike Brown Electric Above	Invoice paid?	Funds trsf Pending c/o
x NOV	\$8,629	Actual	Janus - Abatement	PAID	
x NOV	\$3,140	Actual	Deignan - Air Monitoring and Testing	PAID	
NOV	4,563	Actual	Intrepid		Need Invoice to pay

MEASURE A CAPITAL PROJECTS SUMMARY FY 21/22

Project No.	Project Title	Library Site	Service	Budget 21/22	Budget 20/21	Expended 20-22	Available
				1 MIL	2 MIL		
			CONSTRUCTION	\$ 900,000.00	\$ 1,500,000.00		
			PROF. SRVC.	\$ 75,000.00	\$ 75,000.00		
			MISC	\$ 25,000.00	\$ 25,000.00		
54LP05ROOF	Novato Measure A Project	Novato Library	Professional Services 522510		\$ 56,091.45	\$ 56,091.45	
			Construction 540210	\$ 114,707.74	\$ 469,237.23	\$ 583,944.97	
			Miscellaneous Costs 522310				
			DPW Labor 561110	\$ 7,288.42	\$ 112,196.18	\$ 119,484.60	
				\$ 121,996.16	\$ 637,524.86	\$ 759,521.02	
54LP06ROOF	Corte Madera Measure A Project	Corte Madera Library	Professional Services 522510	\$ 1,374.00	\$ 114,754.30	\$ 116,128.30	
			Construction 540210	\$ 330,794.48	\$ 923,315.13	\$ 1,359,436.01	
			Miscellaneous Costs 522310	\$ 6,603.36		\$ 6,603.36	
			DPW Labor 561110	\$ 39,568.84	\$ 164,701.54	\$ 204,270.38	
				\$ 378,340.68	\$ 1,202,770.97	\$ 1,686,438.05	
54LP07ROOF	Fairfax Measure A Project	Fairfax Library	Professional Services 522510	\$ 7,150.00	\$ 39,305.00	\$ 46,455.00	
			Construction 540210		\$ 100,416.77	\$ 100,416.77	
			Miscellaneous Costs 522310				
			DPW Labor 561110	\$ 22,193.58	\$ 46,107.70	\$ 68,301.28	
				\$ 29,343.58	\$ 185,829.47	\$ 215,173.05	\$ -
54LPMISC	Measure A MISC Proj	MISC Projects	Professional Services 522510		\$ 1,248.00	\$ 1,248.00	
			Construction 540210		\$ 23,812.95	\$ 23,812.95	
			Miscellaneous Costs 522310				
			DPW Labor 561110				
					\$ 25,060.95	\$ 25,060.95	
54LP09GRDN	Fairfax Garden	Fairfax Library	Professional Services 522510				
			Construction 540210	\$ 225,000.00			\$ 225,000.00
			Miscellaneous Costs 522310				
			DPW Labor 561110				
				\$ 225,000.00			\$ 225,000.00
	S Novato Measure A Project	S Novato Library	Professional Services 522510		\$ 36,000.00	\$ 36,000.00	
			Construction 540210				
			Miscellaneous Costs 522310				
			DPW Labor 561110				
					\$ 36,000.00	\$ 36,000.00	
				\$ 754,680.42	\$ 2,087,186.25	\$ 2,722,193.07	\$ 225,000.00
			AVAILABLE	\$ 765,425.06			

MEASURE A
NOVATO LIBRARY 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		
54LP0SR00F	LB1720	PROF/SVCS	24826661	522510	Asbestos Inspection	32000553	Monte Deegan and Associates	\$ 1,902.00					\$ 1,902.00	
54LP0SR00F	LB1720	PROF/SVCS	24826661	522510	Fire schematic design	32001057	WSP USA Buildings Inc.	\$ 32,700.00	\$ 6,000.00		\$ 26,700.00		\$ 32,700.00	
54LP0SR00F	LB1720	PROF/SVCS	24826661	522510	Water line for Fire Suppment	non-po inv.	North Marin Water District	\$ 1,049.45			\$ 1,049.45		\$ 1,049.45	
54LP0SR00F	LB1720	PROF/SVCS	24826661	522510	Life Safety Improv	32100177	WSP USA Buildings Inc.	\$ 24,750.00	\$ 11,940.00				\$ 11,940.00	\$ 12,810.00
54LP0SR00F	LB1720	PROF/SVCS	24826661	522510	Engineering labor	PO 22100472	North Marin Water District	\$ 8,500.00	\$ 8,500.00				\$ 8,500.00	
								\$ 68,991.45	\$ 20,440.00	\$ 29,651.45	\$ -		\$ 56,091.45	\$ 12,810.00
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Water test/ Repairs	PO 22000131	Western Roofing Service	\$ 2,376.50			\$ 2,376.50		\$ 2,376.50	
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Recover at Rear flat	32000796	Western Roofing Service	\$ 24,038.00			\$ 24,038.00		\$ 24,038.00	
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Water test/ Repairs	non-po inv.	Western Roofing Service	\$ 1,207.13			\$ 1,207.13		\$ 1,207.13	
54LP0SR00F	LB1720	CONSTRUCT	24746661	540210	Fire & Sprinkler Alarm	32100515	A&E Emaar Co. 24746661	\$ 434,000.00	\$ 429,846.60				\$ 429,846.60	\$ 4,153.40
54LP0SR00F	LB1720	CONSTRUCT	24746661	540210	Fire & Sprinkler Alarm		A&E Emaar Co. 24826661	\$ 30,105.62					\$ 30,105.62	
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Inspection, air sample/mold testing	PO 22100923	Monte Deegan & Assoc.	\$ 3,140.00	\$ 3,140.00				\$ 3,140.00	
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Abatement	PO 22100936	Janus Corp.	\$ 8,629.00					\$ 8,629.00	
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Fire hydrant underground wk	PO 22100420	North Marin Water district	\$ 74,299.39	\$ 74,299.39				\$ 74,299.39	
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Fire Alarm/Sprinkler Monitoring Sys.	PO 22101365	Intrepid (Bleed Inv)	\$ 4,268.00					\$ 4,268.00	
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Shelving	PO 22200149	Demco	\$ 40,408.35	\$ 40,408.35				\$ 40,408.35	
								\$ 622,471.39	\$ 114,707.74	\$ 441,615.60	\$ 27,621.63	\$ -	\$ 583,944.97	\$ 38,926.42
								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54LP0SR00F	LB1720	PWLABOR	24826661	561110	Quarter 1		DPW Capital Projects	\$ 33,947.03	\$ 7,288.42	\$ 19,596.59	\$ 7,063.02		\$ 33,947.03	
54LP0SR00F	LB1721	PWLABOR	24826661	561110	Quarter 2		DPW Capital Projects	\$ 17,213.33		\$ 12,079.87	\$ 5,133.46		\$ 17,213.33	
54LP0SR00F	LB1722	PWLABOR	24826661	561110	Quarter 3		DPW Capital Projects	\$ 41,606.74		\$ 31,706.51	\$ 9,900.23		\$ 41,606.74	
54LP0SR00F	LB1723	PWLABOR	24826661	561110	Quarter 4		DPW Capital Projects	\$ 26,717.50		\$ 15,682.92	\$ 11,034.58		\$ 26,717.50	
								\$ 119,484.60	\$ 7,288.42	\$ 79,064.89	\$ 33,131.29	\$ -	\$ 119,484.60	

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	FY22	FY21	FY20	FY19	Expended	Balance
54LP0SR00F	LB1720	PROF/SVCS	24826661	522510	Novato Library	Professional Services	\$ 68,991.45	\$ -	\$ 20,440.00	\$ 29,651.45	\$ -	\$ 56,091.45	\$ 12,810.00
54LP0SR00F	LB1720	CONSTRUCT	24826661	540210	Novato Library	Construction	\$ 622,471.39	\$ 114,707.74	\$ 441,615.60	\$ 27,621.63	\$ -	\$ 583,944.97	\$ 38,926.42
54LP0SR00F	LB1720	MISC/SUPP	24826661	522310	Novato Library	Miscellaneous Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54LP0SR00F	LB1720	PWLABOR	24826661	561110	Novato Library	Project Management	\$ -	\$ 7,288.42	\$ 79,064.89	\$ 33,131.29	\$ -	\$ 119,484.60	\$ -
						Total Costs:	\$ 810,857.44	\$ 121,996.16	\$ 641,120.49	\$ 90,404.37	\$ -	\$ 755,521.02	\$ 51,736.42

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
									FY22	FY21	FY20	FY19		
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	Asbestos inspection	32000554	Monte Deegan & Assoc.	\$ 2,120.00					\$ 2,120.00	
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	Life Safety Improvements	32100781	BRW Architects	\$ 18,840.00	\$ 1,374.00	\$ 17,496.00			\$ 18,840.00	\$3648 - to new contract
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	Finning	non-po inv.	BPS	\$ 97.24					\$ 97.24	
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	Architectural design & Eng. Svcs	32001242	BRW Architects	\$ 56,120.00					\$ 56,120.00	
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	Architectural design & Eng. Svcs	non-po inv. SPLIT	BRW Architects	\$ 4,039.05					\$ 4,039.05	
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	HVAC design	32100402	BRW Architects	\$ 25,000.00	\$ 2,500.00				\$ 25,000.00	
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	Life Safety Improvements	32001058	BRW Architects	\$ 9,912.00		\$ 4,520.00	\$ 5,392.00		\$ 9,912.00	
								\$ 116,128.30	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30	\$ -	\$ 116,128.30	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Temporary roof repairs	32000644	M3 Integrated Services, Inc.	\$ 11,337.20					\$ 11,337.20	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Replace roof flats	32000627	Western Roofing Svc.	\$ 41,326.00					\$ 41,326.00	
54LP0SR00F	LB1707	CONSTRUCT	24746631	540210	Roof life safetyimprov. 24746631	32100584	Jonathan Wickman Dev.	\$ 1,610,000.00	\$ 285,230.48	\$ 554,806.45			\$ 840,036.93	\$ 166,963.07
54LP0SR00F	LB1707	CONSTRUCT	24746631	540210	Roof life safetyimprov. 24746631	cto added funds 2474	Jonathan Wickman Dev.	\$ 20,246.00					\$ 20,246.00	
54LP0SR00F	LB1707	CONSTRUCT	24746631	540210	Roof life safetyimprov. 24746631	cto added funds 2484	Jonathan Wickman Dev.	\$ 33,047.00					\$ 33,047.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Inspection, air sample/mold testing	PO 22101363	Monte Deegan & Assoc.	\$ 4,495.00					\$ 4,495.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Inspection, air sample/mold testing	PO 22101315	Monte Deegan & Assoc.	\$ 4,341.00					\$ 4,341.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Abatement	PO 22101022	Janus Corp.	\$ 18,807.00					\$ 18,807.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Drywall work	PO 22101364	A & E Emaar Co.	\$ 4,000.00					\$ 4,000.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	General Abatement	PO 22101312	Janus Corp.	\$ 18,352.00					\$ 18,352.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Fire safety line piping (deduct B Wickman)	PO 22000204	MMWII	\$ 14,712.00					\$ 14,712.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	HVAC design	32000778	BRW Architects	\$ 38,500.00		\$ 5,900.00			\$ 5,900.00	\$ 30,000.00
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Fire safety	PO 22100923	BRW Architects	\$ 48,360.00					\$ 48,360.00	
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Life Safety Improvements \$3648 fr 32100761	32000793	BRW Architects	\$ 10,840.00					\$ 10,840.00	
								\$ 1,285,141.20	\$ 330,794.48	\$ 582,421.45	\$ 52,663.20	\$ -	\$ 965,879.13	\$ 319,262.07
		MISC	24826631	522310	Security System	Non Po Inv.	Radwood Security	\$ 370.00					\$ 370.00	
		MISC	24826631	522310	Pipe sealers for sewage (DH CalCard)	Non Po Inv.	Odor Hog	\$ 476.70					\$ 476.70	
		MISC	24826631	522310	Pipe sealers for sewage (DH CalCard)	Non Po Inv.	Odor Hog	\$ 230.15					\$ 230.15	
54LP0SR00F	LB1707	MISC	24826631	522310	Removal rental carts and debris clean up	PO 22000967	Ahmed's Moving Express	\$ 5,360.25					\$ 5,360.25	
54LP0SR00F	LB1708	MISC	24826631	522310	Window Pate Clean up	Cal Card Charge	Amazon	\$ 166.26					\$ 166.26	
								\$ 6,603.36	\$ 6,603.36	\$ -	\$ -	\$ -	\$ 6,603.36	
54LP0SR00F	LB1707	PWLABOR	24826631	561110	Quarter 1		DPW Capital Projects	\$ 70,237.74	\$ 39,568.84	\$ 20,478.30	\$ 10,163.60		\$ 70,237.74	
54LP0SR00F	LB1708	PWLABOR	24826631	561110	Quarter 2		DPW Capital Projects	\$ 39,313.18		\$ 27,796.52	\$ 11,513.66		\$ 39,313.18	
54LP0SR00F	LB1709	PWLABOR	24826631	561110	Quarter 3		DPW Capital Projects	\$ 48,403.32		\$ 41,820.89	\$ 4,471.43		\$ 48,403.32	
54LP0SR00F	LB1710	PWLABOR	24826631	561110	Quarter 4		DPW Capital Projects	\$ 48,316.14		\$ 35,116.70	\$ 13,200.38		\$ 48,316.14	
								\$ 204,270.38	\$ 39,568.84	\$ 125,320.47	\$ 30,381.07	\$ -	\$ 204,270.38	

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	FY22	FY21	FY20	FY19	Expended	Balance
54LP0SR00F	LB1707	PROF/SVCS	24826631	522510	Corte Madera Library	Professional Services	\$ 116,128.30	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30	\$ -	\$ 116,128.30	\$ -
54LP0SR00F	LB1707	CONSTRUCT	24826631	540210	Corte Madera Library	Construction	\$ 1,285,141.20	\$ 330,794.48	\$ 582,421.45	\$ 52,663.20	\$ -	\$ 965,879.13	\$ 319,262.07
54LP0SR00F	LB1707	MISC/SUPP	24826631	522310	Corte Madera Library	Miscellaneous Costs	\$ 6,603.36	\$ 6,603.36	\$ -	\$ -	\$ -	\$ 6,603.36	\$ -
54LP0SR00F	LB1707	PWLABOR	24826631	561110	Corte Madera Library	Project Management	\$ -	\$ 39,568.84	\$ 125,320.47	\$ 30,381.07	\$ -	\$ 195,270.38	\$ -
						Total Costs:	\$ 1,612,144.24	\$ 378,340.68	\$ 754,727.92	\$ 150,812.57	\$ -	\$ 1,292,981.17	\$ 319,262.07

MEASURE A
FAIRFAX LIBRARY PROJECT FY 21/22

LIBRARY PROJECT FY2022									Expenditures by Fiscal Year				Total	Remaining
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY22	FY21	FY20	FY19	Expended to Date	Balance
54LP07000F	LB17097	PROF/SVCS	24826641	522510	New fire alarm & fire Supp Sys.	32100170	WJE	\$ 41,400.00	\$ 5,500.00	\$ 18,300.00			\$ 23,800.00	\$ 17,600.00
54LP07000F	LB17097	PROF/SVCS	24826641	540210	FAI garden - (Parks)	32001420	Jeff George	\$ 25,500.00	\$ 1,650.00	\$ 21,005.00			\$ 22,655.00	\$ 2,845.00
								\$ 66,900.00	\$ 7,150.00	\$ 39,305.00			\$ 46,455.00	\$ 20,445.00
54LP07000F	LB17097	CONSTRUCT	24826641	540210	Tearing off roof shingles	PO 22001361	Hennis Supply Inc.	\$ 58,980.00			\$ 58,980.00		\$ 58,980.00	
54LP07000F	LB17097	CONSTRUCT	24826641	540210	Work and flashing around skylight	PO 22001478	Hennis Supply Inc.	\$ 22,403.29			\$ 22,403.29		\$ 22,403.29	
54LP07000F	LB17097	CONSTRUCT	24826641	540210	Work and flashing around skylight	Non PO Inv	Hennis Supply Inc.	\$ 353.48			\$ 353.48		\$ 353.48	
54LP07000F	LB17097	CONSTRUCT	24826641	540210	Repair of skylight glazing	PO 22001302	Glass & Sash	\$ 18,680.00			\$ 18,680.00		\$ 18,680.00	\$ 10.00
54LP07000F	LB17097	CONSTRUCT	24826641	540210	Fire Life Safety									
								\$ 100,426.77	\$ 41,436.77	\$ 58,980.00			\$ 100,416.77	\$ 10.00
54LP07000F	LB17097	MISC	24826641	522310										
54LP07000F	LB17097	PW/LABOR	24826641	561110	Quarter 1		DPW Capital Projects	\$ 40,716.34	\$ 22,193.58	\$ 18,522.76			\$ 40,716.34	
54LP07000F	LB17097	PW/LABOR	24826641	561110	Quarter 2		DPW Capital Projects	\$ 5,532.35		\$ 5,532.35			\$ 5,532.35	
54LP07000F	LB17097	PW/LABOR	24826641	561110	Quarter 3		DPW Capital Projects	\$ 10,807.31		\$ 3,393.94	\$ 1,613.37		\$ 10,807.31	
54LP07000F	LB17097	PW/LABOR	24826641	561110	Quarter 4		DPW Capital Projects	\$ 12,045.28		\$ 7,058.49	\$ 4,986.79		\$ 12,045.28	
								\$ 68,301.28	\$ 22,193.58	\$ 39,667.54	\$ 6,600.16		\$ 68,301.28	
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site		Service		FY22	FY21	FY20	FY19	Expended	Balance
54LP07000F	LB17097	PROF/SVCS	24826641	522510	Fairfax Library		Professional Services		\$ 7,150.00	\$ 2,245.00			\$ 9,395.00	\$ 20,000.00
54LP07000F	LB17097	CONSTRUCT	24826641	540210	Fairfax Library		Construction		\$ 100,426.77	\$ 41,436.77	\$ 58,980.00		\$ 100,416.77	\$ 10.00
54LP07000F	LB17097	MISCSUPP	24826641	522310	Fairfax Library		Miscellaneous Costs		-					
54LP07000F	LB17097	PW/LABOR	24826641	561110	Fairfax Library		Project Management		\$ 68,301.28	\$ 22,193.58	\$ 39,557.54	\$ 6,600.16	\$ 68,301.28	
								Total Costs:	\$ 235,628.05	\$ 29,343.58	\$ 120,249.31	\$ 65,580.16	\$ 215,173.05	\$ 29,455.00

MEASURE A
FAIRFAX GARDEN LIBRARY 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		
54LP07ROOF	LBP2007	PROFSVCS	24946641	522510										
54LP07ROOF	LBP2007	CONSTRUCT	24946641	540210	Garden			\$ 225,000.00						\$ 225,000.00
								\$ 225,000.00						\$ 225,000.00
54LP07ROOF	LBP2007	MISC	24946641	522310										
54LP07ROOF	LBP2007	PWLABOR	24946641	561110										
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service		Budget	FY22	FY21	FY20	FY19	Expended	Balance
54LP06ROOF	LBP707	PROFSVCS	24946641	522510	Fairfax Library	Professional Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24946641	540210	Fairfax Library	Construction		\$ 225,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000.00
54LP06ROOF	LBP707	MISCSUPP	24946641	522310	Fairfax Library	Miscellaneous Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54LP06ROOF	LBP707	PWLABOR	24946641	561110	Fairfax Library	Project Management		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs:								\$ 225,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000.00

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	24826631	522510	Mold spore trap analysis	31901734	Monte Diegman & Assoc.	\$ 5,423.00			\$ 1,248.00		\$ 1,248.00	\$ 4,175.00
								\$ 5,423.00			\$ 1,248.00		\$ 1,248.00	\$ 4,175.00
54LPMISC	LBFLGSHPCONSTRUCT	24836581	540210	540210	FLAGship EV Charging station	PO 22000141	Sares Regis Mgmt. Co.	\$ 23,812.95			\$ 23,812.95		\$ 23,812.95	\$ -
								\$ 23,812.95			\$ 23,812.95		\$ 23,812.95	\$ -
								\$ -			\$ -		\$ -	\$ -
								\$ -					\$ -	\$ -
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service		Budget	FY22	FY21	FY20	FY19	Expended	Balance
54LPMisc		PROFSVCS	24846541	522510		Professional Services		\$ 5,423.00	\$ -	\$ -	\$ -	\$ 1,248.00	\$ 1,248.00	\$ 4,175.00
		CONSTRUCT	24846541	540210		Construction		\$ 23,812.95	\$ -	\$ -	\$ -	\$ 23,812.95	\$ 23,812.95	\$ -
		MISCSUPP	24846541	522310		Miscellaneous Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		PWLABOR	24846541	561110		Project Management		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs:								\$ 29,235.95	\$ -	\$ -	\$ -	\$ 25,060.95	\$ 25,060.95	\$ 4,175.00

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

As you can see, we do have revenue coming in that we're expecting to expend, plus a small cushion, so about \$5 million of this ending fund balance is held in reserve for difficult times or if something major comes up.

Another portion of it, we have already intent to use for facilities, we probably have, and these projections are green, so the \$11 million is the closest that we can really speak to, we have about \$5 million in revenue that can be moved around and used between facilities between now and 2024, other funds are encumbered in a variety of ways, including a cushion.

Are there any questions that I can answer about basically, we are on track with the projects that Damon mentioned.

We have sequestered or encumbered funds and spending others. We do intend to use the bottom line quite effectively over the next two fiscal years and we're preparing the budgets now and the clarity that was asked for in the grand jury appropriate we're maintaining any funds separate from Measure A that we call the funds balance or the bottom line.

Thank you

After a brief question and answer period, President Ream thanked Stephanie, Damon and Chantel for their presentations.

- (7) PRESIDENT'S REPORT FOR DECEMBER – President Ream announced that the community survey, did a final push, last she heard with 2800 responses, it might have gone up a bit since the previous week, ending on the 18th. It is terrific that we have the number of responses that we got from the folks in the community about what they think about the library and what is to value to them, She updated about the Measure A renewal which will meet on the 19th to talk about the draft for the poll that will go out to the community by the end of January, beginning of February, and that will have to do with the rate and duration of the rate. San Anselmo and San Rafael might be on the ballot in November. The paver fundraiser is getting good responses.

(8) DIRECTOR'S REPORT FOR DECEMBER

Director Adlawan reported on the following:

- Continue to meet virtually due to Covid-19
- Thankful that MCFL is running pretty smoothly at this point, and that is due to a lot of work by the managers, Raemona is an incredible operations person, and just working together as the strong team that we are to keep our doors open and maintain services in a challenging time.
- Thank all the staff for what they are doing during this time and encourage them to continue to be safe and support the public health guidelines.
- We received close to 4,000 responses in the Community Survey and be scheduling over 300 people to meet with me.
- Thank all of you for working with Edna to schedule meetings with me, looking forward to meeting with all of you.
- Thank Geraldine for stepping up and helping out in the role of the manager who was out.
- Deputy Director Raemona mentioned in the event of an emergency, we have staff step up and volunteer to support other branches to keep them open and for West Marin, the new branch manager Madeline Bryant who started on December 7th, she will be stepping in and covering branches as needed.

(9) ANNOUNCEMENTS

President Ream announced:

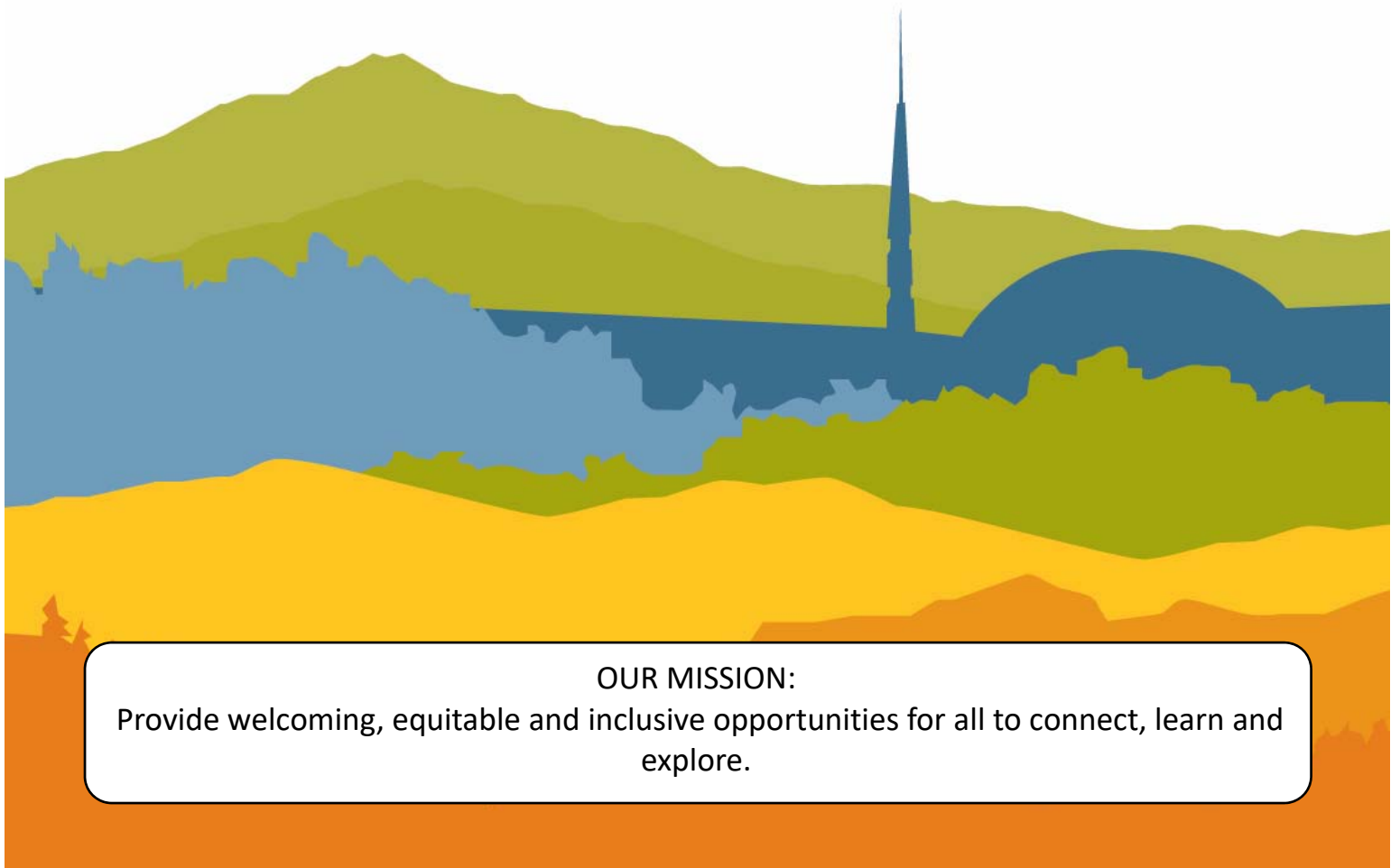
- ✓ Next meeting will be on February 9, at 4pm via zoom.

- (10) ADJOURNMENT – M/S Javaras/Farley Meeting ended @ 4:50 p.m.



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

JANUARY 2022 ACTIVITIES



LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services



Members of the Children's Services Team created an excellent and entertaining presentation highlighting new and upcoming titles for children and young adults. Created as a PowerPoint with a soundtrack, the presentation is viewable on the Library's YouTube site:

https://www.youtube.com/watch?v=432r0EC_tR4&feature=youtu.be

The presentation includes book talks on diverse easy chapter books, graphic novels for grades K-6, new middle grade chapter books, new children's titles, and new teen fiction.

In previous years, a Literature Review event was held live for staff. One benefit of the pandemic has been finding new ways to reach people beyond in-person events. Creating a YouTube video of the presentation means it is much more accessible to patrons as well as staff, and will be utilized over time. Many thanks to Library Marketing for their assistance.

The video also provides book lists which are available on the MCFL website: <https://marinlibrary.org/explore/?tag=literature-review>

Teen Services

MCFL's Teen Leadership Crew is highlighted in the latest MarinfoNOW newsletter. The TLC was started by Librarian April Hayley, who connected with teens during the Covid-19 shutdown so that they had a virtual place to create and give to the community. Speaking about the whole crew, Rashida observed, "You can tell that they really want to see the teens around them thrive, so they throw themselves into ensuring that the programs they volunteer for go off without a hitch." The TLC recently was recognized as one of two 2021–2022 County of Marin Intern Teams of the Year.

Adult Services



MCFL offered several age-friendly events in January. On January 6th, in partnership with the **Marin County Partnership on Aging**, we presented: **Under the Weather; Climate Change Impacts on Older Adults**. Dr. Mary Prunicki, Director of Air Pollution and Health Research, Stanford University School of Medicine and Dr. Robin Cooper, Associate Clinical Professor, University of California San Francisco discussed how climate change has been identified as the biggest global health threat of the 21st century. In a 2019 assessment conducted by the Area Agency on Aging, it was one of the most frequently indicated concerns of all older adults in Marin. This presentation showed how that while temperature fluctuations, extreme weather events and climate change impact all populations, they disproportionately impact older adults. Participants learned the impacts of California's wildfires and smoke on health and COVID outcomes, the mental health aspects of disasters associated with climate disruption and the impacts of extreme heat on mood, behavior and cognition.

On January 19th, **Effective Communication Strategies** was hosted by the Corte Madera Library and the **Alzheimer's Association**, Northern California and Northern Nevada Chapter. In this presentation, caregivers learned to decode verbal and behavioral communication that may be used by someone with Alzheimer's and other dementias. Participants left with strategies for meaningful connection with people in early, middle and late-stage dementia.

On January 26th, **Age Friendly Marin Forum** led a conversation about **Getting Smarter about Getting Older**, centered around strategies and ideas that people are using to get smarter as they age. Topics included: nurturing strong and stable relationships and letting go of those that don't; asking for and getting help; simple, clever, and elegant tips, shortcuts, or techniques for accomplishing some familiar tasks more easily and efficiently; and addressing ageism and the indignities of old age. With 28% of Marin residents over 60 years old and living longer, this was a very important conversation, especially because this number is expected to increase to 34% by 2030; the number of people 80 and older is expected to triple between 2020 and 2050.

California Phones provided a fun and comprehensive two-part online training on January 26th & 27th in an **iPhone Class for Seniors**. The goal of this class was to give seniors more confidence when using their iPhone and make their iPhone work better for them. Participants learned about the features that can be enabled for greater ease of use and personal safety. They also learned how to connect Bluetooth devices and how to send text messages. Closed captioning was made available through the County's new service.

And just for fun, on January 5th, Susanne West presented a workshop on **Intuition and Guided Imagery**. In this workshop, participants learned how to use the transformational tool of guided imagery to access their inner knowing. Susanne West is a writer, poet, professor of psychology and spiritual mentor. She has worked with individuals and groups for over thirty years, specializing in psychospiritual growth and transformation, writing and creative and intuitive development. She is the author of [*Soul Care for Caregivers*](#). Her first poetry collection, *Subterranean Light*, will be released in late October 2021. To learn more about Susanne and her work visit her website: susannewest.com.

Part 3 of the series **Demystifying Affordable Housing Through A Racial Justice Lens**, supported by Showing Up for Racial Justice (**SURJ**) **Marin and the Friends of the Fairfax Library**, was presented on January 22nd. This series explores our difficult history with race and housing by looking at the issues in front of us, the history behind them, and possible solutions to this growing problem -- all through the lens of Social Justice. Part 3: **The Relationship Between Housing and School Segregation** looked at how housing and property taxes are connected to where and how well you will be educated; how teaching staff and funding is impacted in segregated communities; the impact of segregation on communities of color; and the disparities between which school districts are asked to desegregate and which are allowed to remain in a segregated state. Participants explored films that address these topics and heard from speakers close to these issues working toward making Marin an equitable place where all can receive the best possible education.

SURJ
MARIN
SHOWING UP FOR RACIAL JUSTICE

Collection Development & Management

MCFL's Collection Development Policy is being updated to needs to better reflect our Mission and Goals, and the emphasis on equity and diversity. It also requires an expanded explanation of our digital collections and our plans to collect materials in languages other than Spanish and English. The goal is to complete a draft to present to the Library Board by March and to finalize the new policy by June.

After a period of information gathering, in which other Bay Area library systems were consulted regarding collecting materials in languages other than English and Spanish, the Selector Team, in conjunction with leadership, agreed to expand the MCFL collection budget for languages other than English starting in fiscal year 2022-2023. Demographic and language utilization data is being studied and vendors of multi-lingual books and other materials have been identified.

The MCFL Cultivating Racial Equity and Inclusion Team and the Collection Development Team are thrilled to purchase software that will help us make better use of staff time, better selection and budgetary decisions as well as enhance our community's library experience.

Educational Equity

The Marin City Library continues to do its monthly online program Marin City Live! Through our generous donor, 4th and 5th grade students received 66 copies of *Something to Say* by Lisa Moore Ramée.

At the Nevada Street campus, the afterschool literacy support program Smarty Ants continues. An average of 24 students three days a week are currently being served. The afterschool STEAM program serves 23 kids once a week.

Isaiah Hurtado, Librarian I, collaborated with 7th and 8th grade teachers on a climate fiction project. Isaiah worked with the teachers to select subject matter materials, and with support of the Friends of the Marin City Library, books were purchased and added to the school library's collection.

Library class visits with English Language Development (ELD) Class has begun at the Phillips Drive campus.

Communications & Publicity

The Library Marketing team continued to promote the Community Survey via social media and our Savannah online newsletter. The survey wrapped up in mid-January with over 4500 responses. We designed and printed MCFL branded “Question Posters” to be distributed to the branches for the upcoming Community Chats in support of the Community Survey. The posters will be used to present patrons with survey questions about our services which they can in turn answer with post-it notes at the upcoming Community Chat events.



A big part of our month was spent coordinating and producing print and digital marketing materials for Black History Month. This included print files, web imagery, and blog posts in highlighting the upcoming in-person and online BHM events produced by the branches. Our team also worked with the Children's and Teen Services committees to produce and support the virtual 2022 Kids and Teen Literature Review video which was presented on YouTube and included multiple booklists in support of the review. These can now be accessed on our website: <https://marinlibrary.org/explore/?tag=literature-review>

Our January Savannah Newsletter went out on January 28th. The newsletter spotlighted a message from the library director, Black History Month, our new science & technology online student resources, tax season resources, and a special article about the history of Marin City from the California Room.





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.

The final **Librarian I** Interview Session were very successful. The Corte Madera Branch; Novato Branch; South Novato Branch and, California Room will be welcoming 4 new Librarian I's in February 2022.

Recruitments for **Library Assistant II**, **Library Aide** and **Library Technical Assistant** Positions closed in mid-January. Interviews for all three sets of positions as well as **Community Library Specialist Positions** will occur in February and March.

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

I'd like to extend a heartfelt MCFL welcome to our new Library Commissioners, Daniel Sherman, and Claudia Wilson. Thank you for joining our team of committed community advocates and library lovers.

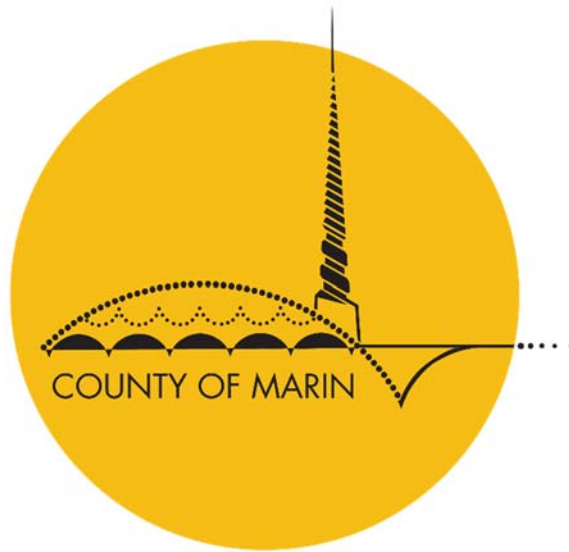
We are diving into the Community Survey data and have been following up with the 514 community members who expressed interest in connecting with me to discuss library services. I'll be meeting them in person, on Zoom or by phone and have had fantastic conversations with those I've connected with so far. I need to thank my assistant, Edna, for helping to coordinate these meetings. We would all be lost without her help! We also welcomed a new assistant for our front office this month, Diana Barrera, who comes to us from another department in the County. She has a wealth of experience that has already come in handy in supporting front office operations.

MCFL is deep in our budget process and recently completed individual meetings with branch and unit managers to discuss their needs for the 2022-2023 fiscal year. The wish lists were long and varied but all were in support of better meeting community need, be it in our collections or staffing. I am excited at the possibilities of the service enhancements we'll be able to do with a modest budget increase.

The assessment of our ten facilities has begun. We have contracted with Noll & Tam, a local architect firm, to assess all our locations and create a plan for improvements focused on furniture or finishes. All branches will receive improvements that will range in scope. No major construction projects will be completed with this assessment unless we receive outside funding. The library is using Measure A funds to support this work.

Thank you, always, for your support and investment in community.





COMMISSION MEMBERS:

MCFL and the County of Marin

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

MARINet Board Meeting Minutes

Nov. 19, 2021

Meeting held online

Present: Henry Bankhead (Chair) SRPL, Abbot Chambers SAU, Linda Kenton SAN, Anji Brenner MVY, Sarah Frye COM, Lana Adlawan MCFL, Franklin Escobedo LRK, Debbie Mazzolini BET, Gary Gorka DUC, Ivan Silva (guest) BET, Joey Della Santina BET, Jessica Trenary MNET, Dan McMahon (minutes) MNET.

Public Comments: No members of the public are present.

Introduction of guests: none

Introductions for Lana Adlawan, new MCFL Director, around the table everyone introduces themselves. Followed by recognition that this is Debbie Mazzolini's last meeting after 25 years.

Approval of minutes for Oct. 21, 2021: One correction from Dan, p. 2, all six new e-resources from the state are ready for patrons. Minutes then approved unanimously.

Old Business:

1. RFID Project Update: 50,000 media tags were lost in transit for weeks, but have finally arrived. The USB pads are supposed to arrive in January now, though this is the fourth date we've been given for these. With the shielded pads, we're trying to solve the disconnect problem, testing at Novato, San Rafael and Larkspur especially, and it seems like it might finally be working. The rest of those shielded pads should be here before the end of the year.

7 encoding carts are here, at College of Marin Kentfield and Bel Tib. BSLW has started tagging at COM. Thomas is here from BSLW managing the tagging crews, he's paying \$20/hr. to find people, and it's still difficult.

Do we want to do some kind of announcement when RFID is going live for the public?? Are any libraries going to do any messaging, and have there been any public comments at the tagging sites? COM reports that since they're tagging in a small space, people will have questions. Larkspur says that when the county makes a big announcement to patrons, they'll follow. The self-check is the place where they'll normally introduce RFID to the public. There are concerns about publicity due to the anti-tag crowd, so MCFL may just start with internal messaging. Jessica reminds us the free self-check offer is only good through January.

We do need talking points for staff, mostly around privacy issues, also addressing concerns about loss of jobs. We should also have a shared FAQ that's posted online for staff and public. There was a discussion of past PR projects, normally we don't do unified messaging on anything, but for the BiblioCommons launch, Sarah Houghton coordinated a response and a few directors were quoted in the IJ article, it all looked very organized. A task force is formed, Anji, Henry and Linda will work on messaging and talking points for staff, and coordinate with Dan to post FAQs.

2. New Time for Board Meeting: Fridays are not ideal, and using a Doodle poll to pick a general time slot doesn't really work, it's too tied to specific dates. Tuesday through Thursday are the best choices. Since Marin County is moving their Dept. Heads meeting soon, we should wait for

that before pinning down a time. Meanwhile, can we skip December's meeting? Motion to skip Dec. meeting is made and seconded, passes unanimously.

3. Retreat planning: It's Jan. 27, 900 a.m. to 200 p.m. at Falkirk Cultural Center. Henry is working on catering; he's also gathering info on dietary restrictions. Do we bring our own cutlery or do we want them to provide it? Possible topics for the retreat:
 - a. Overdrive as a topic, as well as universal borrowing
 - b. Should we have a facilitator? Yes, we will discuss the details in December by email, mindful of not violating the Brown Act.
 - c. Retreat is in person, but masked.
 - d. Is it too ambitious to talk about more than one topic?
 - e. Can we fold in an equity discussion?
 - f. Possible topic: How does this group function?
 - g. With a bigger agenda, all the topics are worthwhile, so if we don't get to something then we can put it on the agenda for a monthly meeting.
 - h. Do we need to authorize an additional budget? We can authorize the facilitator using other training or conference money, which is otherwise going unspent this year.

New Business:

1. Overdrive topics:
 - a. Overdrive is setting up Kanopy using a kind of backend Advantage account. Overdrive is also offering some reciprocal lending between customer collections, so we can partner with other libraries and share materials, very much like LinkPlus. It would increase our circulation and get our own patrons more access to e-books in the back titles. Yolo and Solano have joined in a group, should we explore partnering with PLS? Jessica can contact our Overdrive Rep and Carol Frost to gather information. We also need to know more about the terms of these partnerships, can we drop out at anytime?
 - b. We're having trouble this year keeping up with the holds ratios with the money we put into the budget this year, \$220k for FY 21-22. The reasons are higher circulation (it was 30k checkouts per month when we passed the budget, it's 55k a month now), and some different purchasing patterns by individual libraries. Holds ratios are heading into the 12:1 level and higher if we don't increase funding, which is much higher ratio than the holds ratio for books, and would most likely lead to patron frustration at the wait times.
 - c. There is an extensive discussion about Overdrive, and how it functions in our consortium. To summarize just the key points:
 - i. We're getting 600,000 circulations systemwide in Overdrive every year, and spending about \$600,000 collectively on content. Are we missing an opportunity to be strategic with this by not centralizing the whole operation under MARINet, with monitoring the heuristics and targeted spending?
 - ii. It's suggested that we have a committee do this function, and leave spending decisions up to libraries as part of their collection development strategies. But then it's pointed out that this is precisely what we're doing now and it could be working better.
 - iii. How long have we been at a 12:1 ratio for titles \$75+? About a month now.

- iv. We risk losing the momentum we've gained in the last year and a half with this collection, as it's now 1/3 of all checkouts. If people can't get their holds from our collection, they will turn increasingly to Amazon etc.
- v. A sharing plan would be like LinkPlus for Overdrive, and access to back titles from other, possibly larger partners would really help our patrons, as well as increasing the use of our own older titles by patrons of anyone we partner with.
- vi. SORA is getting good checkouts, but only a few schools are engaging with it – even though it's free. Some outreach by the Children's Librarians to other schools could really help this grow.
- vii. Statistics do show that each library's circulation in Overdrive is closely aligned with their share of the MARINet funding formula. Library spending on Overdrive outside the 1/3 that's in the MARINet budget is generally though not as closely aligned.
- viii. With a completely shared collection like Overdrive, we are being made to act as one unified system which we're not. It exposes the fault lines here.
- ix. Sausalito compared their physical audiobook circulations to the e-audiobook circulations and found that it's 2,000 online to 250 physical circs. Abbot plans to make decisions around this information in regards to buying audiobooks on CD versus money for more e-audiobooks.
- x. The JPA doesn't have much to say about this type of collection, though it does leave us the option to have services that not all members pay for by the funding formula. (This is "formula" spending versus "ala carte" or "tiered" spending.) It just has to be explicated in Board Resolutions and budget documents. We've been tiering or ala carting Overdrive, LinkPlus and CENIC, everything else is by funding formula so far. The language in the 1997 JPA suggests that all "core" services (then, just the ILS) be done by formula. We could end up considering Overdrive to be core at some point.
- xi. How much of our regular budgets do we shift from print to E? It boils down to everyone looking at their own budgets and making their decision of how much to shift.
- xii. Overdrive is different from physical collections in that it's a single collection, with a single interface, so that everything is available to all patrons. Online items also don't "return" to their home library ever. Yet the JPA also enshrines that libraries make their own local decisions about policies.
- xiii. If Overdrive Advantage is being activated for Kanopy, how do we prevent libraries from using that to create their own silos of content? The answer is that we don't have to make accounts using Advantage available to library selection staff.
- d. Actions to be taken now:
 - i. The DRWG will make a recommendation on the funding level for Overdrive for FY 22-23 as they normally do, and that will be what we put in the proposed budget for January's meeting.
 - ii. The DRWG will also look at the sharing plans between Overdrive libraries and make a recommendation on how to proceed.
 - iii. Dan offers that we could put an extra \$20k to \$40k into Overdrive right now, just from current funds. (Some bills are still lower than expected due to Covid and strong state funding, especially the CENIC networking costs.) A motion is made to allow up to but not to exceed \$50,000 for Overdrive content right now,

out of current funds. After acknowledgement of the autonomy of libraries to make local decisions on their collections, the motion passes unanimously. We're aiming for a 10:1 or 12:1 ratio for the rest of the year.

2. Fees and Fines: Overdue fines are gone, and fines collected for Replacements/Lost Books are back to a level about half of what they were, similar to the levels of circulation now. We have widely varying policies on replacement charges and on processing fees. This topic should go to the CWG next month, do they have a recommendation? Do they think it's a problem? We are reminded that for many members, any change in fees and fines has to go back to Council, so it's not easy or quickly scheduled. This topic should come back with data on what each library is charging as a processing fee. It may be something that libraries can't agree on. Staff have more leeway in waiving fines now, but it's also good to not create unwanted fines in the first place. It quickly becomes an equity issue. We need more data on the fines being paid for further discussion. And waiving policies might vary, but there's a concern that such waiving of fines not be subject to staff bias.

Equity discussion: (Henry)

Transgender and non-binary are also equity issues. They are being very conscious of pronouns at SRPL. This issue is evolving culturally in the workplace. Specific actions at San Rafael Public Library are to normalize the conversation, add personal pronouns to staff name tags, and work on single stall restrooms. County DPW has not addressed this in any buildings. If anyone sees good signage examples, please send them to Lana. One director puts her pronouns in her e-mail signature line and people ask, "What does that mean?" For young people this doesn't seem to be an issue, which gives us hope. It's suggested that on this topic, if people are confused, they can ask their kids about it.

Systems Report: We'll have a resolution in a future meeting for setting up a bank account, and authorizing exactly who can write checks on it. San Rafael's IT support company (Xantrion) is looking at taking over the CENIC Wi Fi with their own controller, which would work. We would leave the existing APs but then be out of the support and AP business for them. AT&T is working on pulling fiber to the Library in the Northgate Mall for a CENIC connection.

Future agenda

- Open source.
- Board meeting schedule.
- Retreat, so survey.
RFID
- Diversity in collections, as a topic, would be good to know what other people are doing. Audits.

Announcements:

- The Locker showed up at LRK and will be installed soon.
- At Sausalito, the tent encampment is still in the park below.
- For scheduling a meeting in January aside from the retreat, we should wait to see what the County's Department Heads schedule is for next year.

Meeting adjourned 11:21 a.m. The next meeting scheduled is the Retreat on Jan 27.

--MINUTES APPROVED Jan. 27, 2022 by MARINet Board