

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, April 13, 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/83379292932?pwd=S0oyTXVGcG9LNGErcmRRY0hCc0c0dz09>

Meeting ID: 833 7929 2932

Passcode: 388512

One tap mobile

+12532158782,,83379292932#,,,,*388512# US (Tacoma)

+13462487799,,83379292932#,,,,*388512# 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: 833 7929 2932

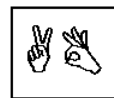
Passcode: 388512

Find your local number: <https://us06web.zoom.us/u/kc2Fjpc68>

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

"My alma mater was books, a good library.... I could spend the rest of my life reading, just satisfying my curiosity."

Malcolm X (African American Muslim minister and human rights activist)



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

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

	3. Approval of Agenda	Ream	Action
	4. Approval of 03-09-22 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for March	Ream	Information
	8. Old Business		
	9. New Business	Ream	Information
	a. Education Partnerships Report	Lopez, Bryant, McCall	Information
	10. Director's Report for March	Adlawan	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

Numbered List of attachments:

- 4. Minutes for March 09, 2022
- 11. Library Director's Report for March, 2022

Unnumbered Attachments:

MARINet Board Retreat minutes of January 27, 2022 held at Falkirk Cultural Center, 1408 Mission Ave, San Rafael, CA 94901

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

Brown Act:

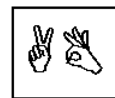
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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, March 9, 2022

- (1) CALL TO ORDER
Meeting called to order @ 4:00 pm.
- (2) ROLL CALL
Present

John Macleod	Nick Javaras	Sue Ream
Margaret Kathrein	Ann Kaplan	Sally Hauser
Ali Iqbal	Daniel Sherman	Claudia Wilson

Absent with Notification

Linda Ward	Loretta Farley	Anya Schandler
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Also Present

Lana Adlawan, Director of County Library Services
Diana Barrera, Administrative Assistant I
Geraldine Breiz, Administrative Services Associate
Alejandra Cruz, The Learning Bus Project Coordinator/CLS
Leslie Galiani, Administrative Services Manager
Edna Guadiana, Administrative Services Associate
Damon Hill, Library Services Manager
Raemona Little Taylor, Deputy Director of County Library Services
Jessie Lumb, Mobile Library Assistant, Bookmobile
Ginny Schultz, Friends of the Marin County Free Library
Neil Vickers, Community Library Specialist, Bookmobile
Chantel Walker, Assistant Director of County Library Services
Penny Wells, Friend's Group
- (3) ADOPTION OF AGENDA M/S/C– Kaplan/Hauser Agenda approved as submitted
- (4) ADOPTION OF FEBRUARY 9, 2022 MINUTES
M/S/C Javaras/Kaplan 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) PRESIDENT'S REPORT MARCH

President Ream reported that she would like to talk about the use of pronouns as part of exclusivity. She asked Director Adlawan to open it up and give us history and background on the work that the library has done and County has done before she share some items with the Commission. Director Adlawan requested that Chantel report first. Chantel stated that one of the things that we have been working with as an organization is to make sure that we are inclusive in the way we updated our mission statement in 2018. Over time, that has meant many things. As we discuss ideas like how do we make sure we are inclusive around religion, how do we look at our collection -- lifespan, educational impact in Marin as well.

One of the conversations that we started to have inside of the organization and when we were in the agenda planning stage was talking about how we move together with the commission and all your overall eye in the organization and work in information that we have been putting together here as staff. Something that is important to us and to those of you who may look at e-mail stamps. You see the name and title and beyond that you will often see pronouns now, as we continue to grow our awareness, we recognize that everyone who may present as male or female or may have been born male or female may not identify that way now. It is important to ask what are ways that you would like to be referred to or what pronouns do you use? For those who feel congruence over whatever gender you were born into, one of the ways to be inclusive leader and to be allied is to always use our pronouns so it is not only those that feel and present with less than the usual congruence.

What we have done inside of the organization is to ask everyone to add to their e-mail stamps and whenever possible identify themselves with pronouns. Pronouns are important for us as allies and for us who may not identify in congruence with the gender that we were born with. When in doubt, you can always use they. Chantel grew up in Louisiana where she would say, "hi guys, how are you doing?" If I do that without thinking about it, saying they, we do this naturally. Identifying the pronouns that you prefer also, really thinking about how you identify a multi gender, non-gender group. Using "they", "folks", "how are y'all doing." Some people may say that's not grammatically how we refer to folks. One of the most useful things learned about this was when Chantel read a book entitled "On the 57 Bus".

Raemona commented that it is just great that we continuously are learning and making mistakes and correcting them and all of that as part of our equity work. We would like to invite the commission to join us in our journey of inclusivity know you are huge supporters of this in the library. Director Adlawan found a video where someone talks about saying this in their own words that she thought would be helpful to share with everyone. Director Adlawan shared her screen for the Commission to view along with her. She also shared the link for the video: [: https://www.youtube.com/watch?v=4zL0siwE1DI](https://www.youtube.com/watch?v=4zL0siwE1DI) .

We hope it helps round the conversation. When Director Adlawan was in teen services in Oakland about 10 years ago, she started her own journey with personal pronouns and it is a journey but it is one with respect and acceptance that she thinks is important for the entire community to take part in all ages. President Ream has been trying to use, y'all. President Ream, thanked staff for that explanation and for sharing it with the Commission.

President Ream gave a brief update on Measure A. We are still talking about the Measure A committee, and about the direction we are heading. President Ream still can't share where we are ending up with, in the terms of the language. It is super positive and we will roll out and provide information further down the line as we get to the filing date. President Ream asked if anybody in the commission would be like to be part of the ad hoc committee to promote Measure A, and as far as how to get it out to the public when it gets closer to the ballot time? Anybody that would like to join in the effort? Commissioner Kaplan volunteered to be on the ad hoc committee.

Director Adlawan responded to a question stating that it may mean listening and communicating or doing something in some format around the importance of Measure A; rally stakeholders especially in your specific district. Director Adlawan also added that she thinks the key will be in willing to go beyond the commission meetings and checking on the Measure.

President Ream announced that her term as President is expiring in June. We need a nominating committee (Ann, Sally and Nick all volunteered to be on the nominating committee). They will bring to the May Commission meeting people they have identified to be the President, Vice-President, etc., and then the commission will vote their approval at the June meeting.

(8) OLD BUSINESS –

President Ream announced that we will not be able to fill our vacancies with anyone under the age of 18, so we will unfortunately not be able to reach out to our youth. It goes against government code for anyone under the age of 18 to be on commission like this with long-term commitment. It was suggested that we reach out to College of Marin and Dominican College to seek new Library Commissioners.

(9) NEW BUSINESS –

9a. Bookmobile and Learning Bus Reports -



WHO WE SERVE- ALL 5 DISTRICTS OF MARIN

INCLUDING DILLON BEACH & TOMALES

21 MILES (36 MIN) FROM NEAREST LIBRARY- POINT REYES



Dillon Beach



Tomales

HOME BASE- CIVIC CENTER



- WORK ESPECIALLY CLOSE WITH & RELY ON CIVIC CENTER LIBRARY & STAFF FOR LAST-MINUTE REQUESTS AND ASSISTANCE.
- THANK YOU CCEI

COLLECTION LOCATIONS-

1. UPSTAIRS OFFICE
2. DOWNSTAIRS STORAGE (IN FIRST/SOUTH ARCH OF CIVIC CENTER)
3. BOOKMOBILE



1

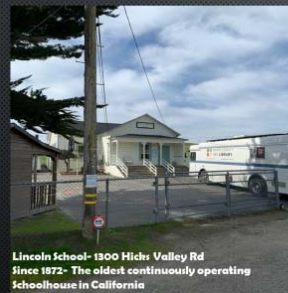


2



3

WEST MARIN'S ONLY REMAINING ONE-ROOM SCHOOLHOUSES STILL IN OPERATION



Lincoln School- 1300 Hicks Valley Rd
Since 1872- The oldest continuously operating
Schoolhouse in California



Laguna School- 2457 Chileno Valley Rd
Built in 1906



STORYTIME IN WEST MARIN

ADJUSTING FOR BETTER OUTREACH

- STILL MAINTAIN PRESENCE AT THURSDAY MORNING MARIN FARMER'S MARKET
- 1ST AND 3RD THURSDAYS ADJUSTED FOR NICASIO ELEMENTARY AND LIBRARY BEYOND WALLS

APRIL 2021 TO PRESENT

- RESUMPTION OF FULL SCHEDULE: MID-SUMMER 2021
- NEW SERVICE: LIBRARY BEYOND WALLS- MONTHLY PICK-UP & RETURN OF LIBRARY MATERIALS FOR HOMEBOUND PATRONS WITH TEMPORARY OR PERMANENT DISABILITY
- NEW SITES: TOMALES ELEMENTARY- TWICE MONTHLY STOP ON RETURN OF WEST MARIN DAYS
NICASIO ELEMENTARY- 1ST THURSDAY OF THE MONTH 10:30-11:30

Tec Van for Library Beyond Walls

Tomales Elementary

Nicasio Elementary

GEARING BACK UP (FINALLY)

Rental Assistance Program 5/23/21

5/23/21- Return to Rotary Village Senior Center after 15 month absence (last visit March 10th, 2020)

6/29/21- BKM Courier Service! 200+ backpacks to CCE & NOV

SUMMER 2021 BOOK DISTRIBUTION



OUTREACH PARTNERSHIP



- CIVIC CENTER LAGOON PARK 7/23/21-SUPPORTING THE LEARNING BUS IN PARTNERSHIP WITH FIRST-5 CALIFORNIA AT THE KID'S SUMMER LEARNING GIVEAWAY EVENT

Connecting With Sonoma's BiblioBus



Book Giveaways for Children's Vaccine Site



- 11/13/21 STRAWBERRY POINT SCHOOL
- 11/06/21 MILLER CREEK MIDDLE SCHOOL
- OVER A THOUSAND BOOKS GIVEN AWAY TO BRAVE STUDENTS

CIRCUS DYNAMICS PERFORMS AT NICASIO SCHOOL!



A DAY AT THE RANCHES



February 8th, 2022



February 9th, 2022

MOVING FORWARD



- NORTH BAY SCIENCE DISCOVERY DAY- SUNDAY, MAY 15TH 2022
- ASSOCIATION OF BOOKMOBILES & OUTREACH SERVICES (ABOS) SCOTTSDALE, ARIZONA OCT. 2022
- BOOK BIKES & MCFL- NEW ROADS TO OUTREACH®
- FEES & FINES AMNESTY/FRESH START FOR SCHOOLS, CDC's & OTHER LIBRARY ACCOUNTS
- UPDATED VEHICLE WRAP

THANKS FOR WATCHING!





Alejandra Cruz
Program Coordinator
avcruz@marincounty.org



Maribel Giron
Program Assistant
mgiron@marincounty.org

The Learning Bus is a FREE drop-in mobile preschool program of the **Marin County Free Library**. Our bus delivers bilingual activities that support early childhood development through exploration, stories, songs, games, art, and lots of fun! Our program is designed for children 0 to 5 years old and provides a great opportunity for parents to engage with their children while preparing them for school.

Outdoor Programming

Novato
San Rafael
Canal
Marin City
San Geronimo
Point Reyes
Bolinas
Tomaes



During the last
year...





- ✓ Library Cards For Everyone
- ✓ Build Home Libraries
- ✓ Support Early Learning & Literacy
- ✓ Wraparound Services



M C MARIN COUNTY
F L FREE **LIBRARY**

THE LEARNING BUS
EL BUS DE APRENDIZAJE

Marin Community Clinics

California STATE LIBRARY
PRESERVING OUR HERITAGE. SHARING OUR FUTURE.



MCFL awarded Early Learning Grant in 2020

Learning Bus leading efforts

Enrich and Beautify Little Learners Spaces
SNO, MCI, PRE, BOL

Strengthening Partnerships

First 5 Marin
Parents Services Project
Healthy Families Home Visitors Program
Marin Community Clinics

Wraparound Services

All around Marin County
Program and resource information
Play Groups, Baby Gym, Library Programming
Direct Services to Home Visiting Families
More Outreach
Equity

Laying the foundation for the future...





South Novato Library
March 5, 2022

Point Reyes Library
March 10, 2022

Marin City Library
March 12, 2022

Bolinas Library
March 23, 2022



Summer 2022!

- Partnerships
- Outdoor Programming
- School Supplies
- Books and



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U



<https://marinlibrary.org/learning-bus/>
Call or Text (415) 497-1666

M C MARIN COUNTY
F L FREE **LIBRARY**

Alejandra Cruz
Program Coordinator
avcruz@marincounty.org

9b. Facilities/Budget/Measure A Reports – Damon, Leslie and Chantel gave brief updates on our Facilities, Budget and the Measure A



Facilities Update

Marin County Free Library Commission and Measure A Committee
March 9, 2022
Damon Hill Library Services Manager

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



Thank you

Questions or Comments



REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE A

FUNDING SOURCE:	Measure A Tax Revenue (2486)							Measure A Totals	MCFL Fund Balance Carryforward (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	FY 21-22	FY 20-21	FY 21-22	FY 20-21	FY 17-18	FY17-18	
CAPITAL IMPROVEMENT PROJECTS:	\$500K	\$500K	\$500K	\$500K	\$500K	\$500K	\$1M	n/2/2022		\$1.5M	\$76K	\$50K	\$100K	\$175K	\$6,401M
CA Room (Jones)	\$134,372	\$11,195	\$9,471					\$154,988							\$154,988
CCE Electrical Panels		\$35,595	\$24,779					\$60,374							\$60,374
CCE Friends: Cafe Counter Project	\$19,180							\$19,180							\$19,180
CCE Lobby Upgrades	\$5,675							\$5,675							\$5,675
CCE Raker Assessment	\$11,102							\$11,102							\$11,102
CMA Air Quality				\$1,248				\$1,248							\$1,248
CMA Children's Pit Construction								\$-		\$35,534					\$35,534
CMA Children's Rm Shelving								\$-		\$40,613					\$40,613
CMA Electrical Panels		\$35,595	\$24,779					\$60,374							\$60,374
CMA PROJECTS: Roof Repairs, Fire Safety				\$159,813	\$199,919	\$9,109		\$449,841	\$288,231	\$554,808					\$1,292,880
CMA Raker Assessment	\$11,102							\$11,102							\$11,102
CMA Study Improve and/or Replace	\$6,500							\$6,500							\$6,500
CMA: Bike Rack Project	\$37,991							\$37,991							\$37,991
FAI ADA Parking Spot								\$-				\$49,989			\$49,989
FAI Electrical Panels		\$35,595	\$24,779					\$60,374							\$60,374
FAI Garden Design					\$12,540			\$12,540							\$12,540
FAI Lobby Upgrades	\$5,675							\$5,675							\$5,675
FAI Path of Travel								\$108,163							\$108,163
FAI Raker Assessment	\$11,102							\$11,102							\$11,102
FAI Roof					\$65,580	\$120,249	\$27,966	\$213,797							\$213,797
Learning Bus General Fund								\$-					\$100,000		\$100,000
Learning Bus Marin County Library Foundation								\$-					\$100,000		\$100,000
Learning Bus New				\$100,000				\$100,000					\$50,000		\$150,000
Los Gatos EV Charging Station					\$23,813			\$23,813							\$23,813
MCI - Furniture	\$2,664							\$2,664							\$2,664
NOV PROJECTS: Roof, Fire Safety, Children's Rm					\$90,404	\$111,274	\$121,966	\$323,644		\$429,847					\$753,491
NOV Electrical Panels	\$35,595	\$24,779						\$60,374							\$60,374
NOV Fireworks: Landscape								\$-							\$-
NOV HVAC	\$35,624	\$43,240	\$780,238					\$859,102					\$15,000		\$874,102

Branch Totals	
CA ROOM	\$154,988
CIVIC CENTER	\$108,931
RACIO MADERA	\$1,486,242
FAIRAX	\$661,640
LEARNING BUS	\$350,000
LOS GATOS	\$23,813
MARIN CITY	\$2,664
NOVATO	\$1,704,744
REFRESH PROJECT	\$3,854
RACIO FREQUENCY IDENTIFICATION	\$900,000
SOUTH NOVATO	\$7,290
BRANCH TOTALS	\$4,853,976

Rev & Exp 3-1-22

Activate Window Go to Settings to

Branch Totals	
CA ROOM	\$ 154,988
CIVIC CENTER	\$ 106,531
CORTE MADERA	\$ 1,486,242
FAIRFAX	\$ 461,640
LEARNING BUS	\$ 350,000
LOS GAMOS	\$ 25,815
MARIN CITY	\$ 2,664
NOVATO	\$ 1,704,744
REFRESH PROJECT	\$ 3,854
RADIO FREQUENCY IDENTIFICATION	\$ 500,000
SOUTH NOVATO	\$ 57,700
BRANCH TOTALS	\$ 4,853,976

MARIN COUNTY FREE LIBRARY												
With Measure A	0	1	2	3	4							
5 Year Projection	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	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27
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)	\$ (15,812,756)	\$ (16,049,947)	\$ (16,290,697)
Measure A	\$ (2,466,059)	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,257)	\$ (2,689,094)	\$ (2,733,600)	\$ (2,747,859)	\$ (2,807,971)	\$ (2,869,399)	\$ (2,932,169)	\$ (2,996,312)	\$ (3,061,861)
Other Revenue	\$ (960,282)	\$ (1,227,027)	\$ (1,010,640)	\$ (1,050,057)	\$ (1,559,508)	\$ (765,700)	\$ (765,700)	\$ (765,700)	\$ (765,700)	\$ (765,700)	\$ (765,699)	\$ (765,698)
Total Revenue	\$ (16,084,992)	\$ (16,829,863)	\$ (17,712,803)	\$ (17,978,797)	\$ (19,147,071)	\$ (18,231,575)	\$ (18,635,566)	\$ (18,922,508)	\$ (19,214,168)	\$ (19,510,623)	\$ (19,811,950)	\$ (20,118,566)
Salaries and Benefits	\$ 11,067,697	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 11,361,377	\$ 13,826,775	\$ 11,496,022	\$ 11,511,157	\$ 11,586,787	\$ 11,662,913	\$ 11,739,539	\$ 11,816,668
Services and Supplies	\$ 3,544,562	\$ 3,346,766	\$ 3,273,044	\$ 3,674,271	\$ 3,849,099	\$ 4,358,488	\$ 3,929,235	\$ 4,011,041	\$ 4,094,556	\$ 4,179,798	\$ 4,266,821	\$ 4,355,656
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	\$ 1,087,550	\$ 1,087,550	\$ 1,087,550
Other Expenses	\$ 667,245	\$ 280,737	\$ 493,666	\$ 1,002,795	\$ 1,381,186	\$ 1,387,733	\$ 1,656,700	\$ 1,656,700	\$ 1,656,700	\$ 1,656,700	\$ 1,656,700	\$ 1,656,700
Total Expenses	\$ 15,328,431	\$ 15,107,860	\$ 15,953,809	\$ 16,522,342	\$ 18,251,895	\$ 20,660,546	\$ 18,109,507	\$ 18,266,448	\$ 18,425,587	\$ 18,586,961	\$ 18,750,610	\$ 18,916,574
Net Library Costs	\$ (756,561)	\$ (1,722,003)	\$ (1,358,999)	\$ (1,456,455)	\$ (895,176)		\$ (526,059)	\$ (656,060)	\$ (788,581)	\$ (923,664)	\$ (1,061,349)	\$ (1,201,682)

	5 YR Growth Rate
Property Taxes	1.5%
Measure A	2.2%
Other Revenue	12.9%
Total Revenue	4.5%
Salaries and Benefits	0.7%
Services and Supplies	2.1%
Capital Assets	141.3%
Other Expenses	19.9%
Total Expenses	4.5%

MARIN COUNTY FREE LIBRARY												
Without Measure A	0	1	2	3	4							
5 Year Projection	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	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27
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)	\$ (15,812,756)	\$ (16,049,947)	\$ (16,290,697)
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)	\$ (765,700)	\$ (765,699)	\$ (765,698)
Total Revenue	\$ (16,084,992)	\$ (16,829,863)	\$ (17,312,803)	\$ (17,978,797)	\$ (19,147,071)	\$ (18,231,575)	\$ (18,635,566)	\$ (18,922,508)	\$ (19,214,168)	\$ (16,578,456)	\$ (16,815,646)	\$ (17,056,395)
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	\$ 11,662,913	\$ 11,739,539	\$ 11,816,668
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	\$ 4,179,798	\$ 4,266,821	\$ 4,355,656
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	\$ 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	\$ 1,656,700	\$ 1,656,700	\$ 1,656,700
Total Expenses	\$ 15,328,431	\$ 15,107,860	\$ 15,953,809	\$ 16,522,342	\$ 18,251,895	\$ 20,660,546	\$ 18,109,507	\$ 18,266,448	\$ 18,425,587	\$ 18,586,961	\$ 18,750,610	\$ 18,916,574
Net Library Costs	\$ (756,561)	\$ (1,722,003)	\$ (1,358,994)	\$ (1,456,455)	\$ (895,176)		\$ (526,059)	\$ (656,060)	\$ (788,581)	\$ 2,008,505	\$ 1,934,964	\$ 1,860,179
							5 YR Growth Rate					
							Property Taxes	1.5%				
							Measure A	2.2%				
							Other Revenue	12.9%				
							Total Revenue	4.5%				
							Salaries and Benefits	0.7%				
							Services and Supplies	2.1%				
							Capital Assets	141.3%				
							Other Expenses	19.9%				
							Total Expenses	4.5%				

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'l'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

After a brief question and answer period, President Ream thanked Neil, Jesse, Alejandra, Damon, Leslie and Chantel for their presentations.

(10) DIRECTOR'S REPORT FOR MARCH – Director Adlawan reported on the following:

- Director Adlawan wanted to take a moment to thank all the staff that worked on the commission meeting today. We have a large group of staff so thank you all for bringing information and then being here for the meeting as well so I appreciate your time and efforts.
- Director Adlawan was glad that Alejandra mentioned the play event. Therefore, as we said Point Reyes tomorrow and then Marin City, so District 4 and 3 if any of you want to see the Learning Bus in action and then take part of the play events we are also holding community chat events and this aligns with our community survey that closed.
- We are following up in person so anyone who did not have a chance to take the survey, we are connecting with attendees at the program to say what you think about us, what you love about the library. What else should we do so those are happening at the play events like the one in point Reyes tomorrow and the one in Marin City? This will be coming up to District 2 there will also be a Community chat in Fairfax, that's happening on March 18th from 10:00 to 10:45, that's an outdoor story time and Director Adlawan will be there as well, maybe reading some stories maybe doing part of the story time so she is really looking forward to that.
- Director Adlawan took her twins to their first ever library event with the Learning Bus on Saturday. They were the first group of MCFL staff to meet the twins who are only 15 months and they could not wait to see it. Director Adlawan commented that her daughter, pretty much wanted to drive the bus.
- Director Adlawan stated the Learning Bus is a great service and just so engaging for families. There were tons of families there and it was wonderful to see this, so kudos to all the work that the Learning Bus does with those events.
- Director Adlawan stated we have a ton going on such as community survey follow-up, our capital projects that Damon mentioned, our interior refresh project and then the RFID project. We are very busy working on so many great things to improve the library system and keep it at the level that everyone loves about us.
- Director Adlawan reported that next month would probably be our last meeting on Zoom. The Board of Supervisors will probably go away from hybrid meetings, so once they make that switch they are unable to do that now because of the Public Health order. Once they make that switch all commissions will need to meet in person, so she will send a survey to the commissioners in the near future. We will let you know more information for the April and May meetings, but April will most likely be a Zoom meeting.
- Director Adlawan will follow up on some of the conversations she's had with commissioners about what you want to see from the commission meetings, and what you need going forward.

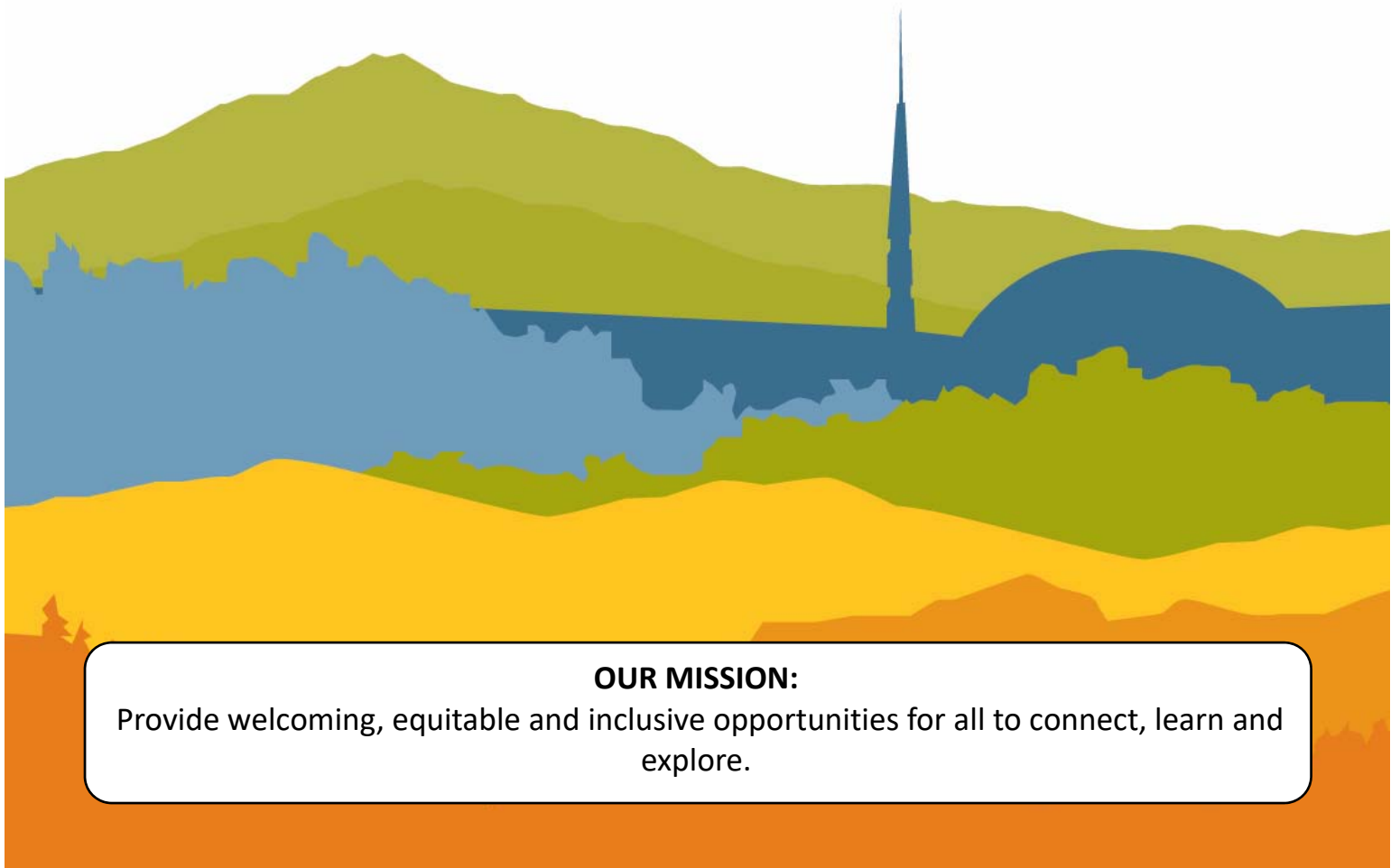
(11) ANNOUNCEMENTS -- Next meeting will be on April 13, at 4pm via zoom.

(12) ADJOURNMENT – M/S Ward/Javaras Meeting ended @ 5:30 p.m.



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

MARCH 2022 ACTIVITIES



OUR MISSION:

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

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services

Children's Services Team engaged in a highly productive Equity discussion regarding the significant number of children in lower grades who are missing reading benchmarks as a result of their months out of classrooms during the pandemic. Among the services and programs that branches are offering to promote increased literacy:

- Reading Buddies: more branches will be starting this program
- Wonderbooks: Children's services staff are promoting Wonderbooks to teachers and during outreach to at-risk groups
- Read to a dog: several branches are resuming this popular program which allows children to read to a non-judgemental (non-human) listener
- Storytime: Storytime is a core library experience which promotes literacy as well as social-emotional skills.

Children's Services Team has developed a flyer to promote e-Resources to students, teachers and parents. The flyer includes Mango Languages, SIRS Discoverer, Britannica School Edition and Brainfuse HomeworkHelp.



MCFL Library Staff are reaching out to children and educators in Ukraine every week with Zoom story times to help lend a sense of normalcy, comfort and valuable English language learning opportunities to children whose lives have been disrupted by the war. Special thanks to the librarians, staff and adult and teen volunteers who have organized and provided logistical support for this critical outreach!

Teen Services

Teen Leadership Crew's Share the Warmth Program Wrapped up in March. Marin County teens and adults collected a box full of new socks that will be delivered to The Ritter Center to help Marin Residents experiencing Homelessness! Kudos to the MCFL Teens for spearheading this service project!



The MCFL Teen produced *The Spire* is currently accepting submissions! We hope to produce the new magazine over the summer and into the fall. Any Marin teens who wish to contribute can contact teen volunteers Christianna, Harita or MCFL staff coordinator Rashida Skaar (rskaar@marincounty.org).



Adult Services

UNDERSTANDING AND RESPONDING TO DEMENTIA-RELATED BEHAVIOR

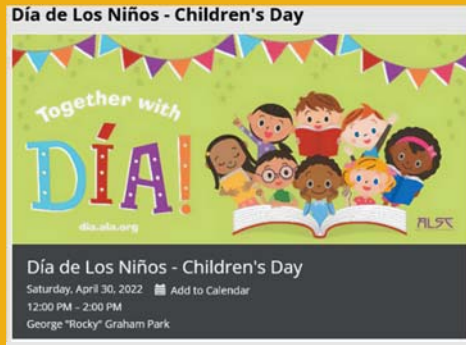
An education program presented by the Alzheimer's Association®



The **Alzheimer's Association**, in partnership with MCFL's Corte Madera branch presented an online workshop **Understanding and Responding to Dementia Related Behavior** on March 18, The presentation provided participants with a detailed four-step model to address behavioral aspects of dementia and then applied it to some of the most common behaviors associated with the disease.

Part 4 of **Demystifying Affordable Housing Through A Racial Justice Lens** was presented on March 19: **The Fight for Reparations**. In this series (SURJ) Marin and MCFL teamed up to explore 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. Previous events in this series explored the ways in which government, the private sector, and community actions -- rooted in racism, bias, and bigotry -- have created the housing crisis which we are currently experiencing throughout California and the nation. In the fourth part of this series, discussion centered around what it means for these same government, private, and community entities to repair the damage done to communities of color through these actions. Through pertinent films and discussions with community leaders, this series explores how to take action to make Marin a more equitable place for everyone to live.

Collection Development & Management



Selectors are busy ordering summer learning books for children and teens, as well as requests for special projects, including the Día de los Niños celebrations, and helping select books for the Sausalito Marin City School District Library partnership with funds from Friends groups. Since we are near the end of our ordering cycle for special projects, there is a lot going on, as we meet our fiscal year guidelines.

Tec Services is working on cataloging the new AWE (Advanced Workstations for Education) tablets, which provide early learning opportunities for kids, being piloted in West Marin, South Novato & Marin City, preparing new item types with MARINet to create the bibliographic records. Planning is also taking place to prepare for updating the item types for the Park Passes, and creating needed templates for a new partnership for lending artwork, if budget is approved.

Fine-tuning the shelf-ready processing project continues, as we gather feedback on handling adult fiction. This required coordination between our acquisition/processing team, selectors and cataloger.

Implementation of the new CollectionHQ service from Baker & Taylor for tracking data about the collection, including a diversity analysis tool, is proceeding and we are reviewing data sheets and setting up data feeds to accomplish the initial set-up of the system.

The revision of the Collection Development Policy is nearing completion. There has been helpful feedback from the whole library staff.

The RFID (radio frequency identification) project has started at the MCFL branches. We are slowly picking up speed to tag items, starting at Novato and West Marin. The Distribution Center at Tec has been completed.

Educational Equity



ExploraStory and Little Learners

Celebratory grant culmination events occurred at South Novato, Point Reyes, and Marin City libraries. These indoor/outdoor events aimed at ages 0-8 featured the **Learning Bus**, plus engaging book-based activities designed and facilitated by our fabulous **WebStars**. In addition, there was music and dance, imaginative play, and giant bubbles, which created an atmosphere that was festive and fun. There were free, bilingual books for all in attendance.

Attendees were also welcomed to **newly enhanced children's areas**, which featured all sorts of manipulatives and educational toys, ranging from a fancy light table to the most basic dolls and building blocks. These fresh, inviting spaces promote early learning while also encouraging parent engagement. Additionally, they provide a safe space which naturally fosters a community of support for young children.

These events were also an opportunity to engage with families and seek feedback from them on what they'd like to see in their libraries and their communities. Staff engaged families in **Community Chats** to gather additional input to guide future library services.

School Partnerships

South Novato – Staff are attending school events and are connecting with community liaisons

West Marin – Renewing partnership agreement with Nicasio school, Shoreline Unified, working with Bolinas-Stinson School on getting students library cards before summer

Marin City – Continued partnership with Sausalito Marin City School District (SMCSD)

First year on two campuses with desegregation

Partnership with Sausalito

Communications & Publicity



Our team updated the website to share images of the [Community Chat posters](#) for patron feedback from several branches. We also prepared for the upcoming National Library Week and created information about library resources.

We shared Women's History Month curated lists for adults and kids, including books and films from Kanopy. We also highlighted Kanopy's Conflict in Ukraine collection. To make accessing Oscar winners and nominees easier, we promoted both a list of DVDs in the library, as well as streaming movies of past years.

Lib Marketing revised the TechConnect Pack documents with the help of the Tech Support Team, and will be updating existing Chromebook kits, as well as preparing for the next batch being ordered.

We produced our monthly eNewsletter, highlighting special events like the upcoming National Library Week with a link to some of the [many resources available at the library](#), Women's History Month with an article from the CR archivist about "[Suffrage Leader Dr. Carrie Young & the Nicasio Water-Cure](#)", Día de los Niños celebrations, and Meet the Author programs featuring "These Fists Break Bricks" with Grady Hendrix and Chris Poggiali. We began a new regular feature, "Did you know..." that will promote library services, starting with our technology help, like the "All Things Apple" programs.

Along the way, we maintained our library calendar of events, our social media channels, and website content, as well as projects like the branded tablecloths for branch outreach.



PERSONNEL UPDATE

As of March 31, 2022

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:

Chris Dowd, Library Technical Assistant, who will join our Tech Services Team.

Recruitments **Library Aide** and **Community Library Specialist Positions** have moved to a second round of interviews.

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

Library Services Manager	1.0 FTE - Facilities & Projects
Library Aide	0.8 FTE – FAI
Library Assistant II	1.0 FTE – FAI

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

Library managers and supervisors have been diligently reviewing responses from our county-wide community survey, which elicited just under 5000 responses. Each branch/unit for the library system is discussing the results with their teams and formulating goals in response, which we will work on for the remainder of this calendar year. For the department, we've been reviewing the responses and formulating our draft two-year budget goals based on community feedback. We provided an update to the Board of Supervisors on Wednesday, March 23, 2022, on some of our current accomplishments, as well as our goals for the next two fiscal years. Some of the items we'd like to work on with the Board's support are:

- Begin to work with staff on a new strategic plan in late 2022/early 2023
- Plan for the renewal of our library's parcel tax in 2022
- Finish our interior refresh project of all ten Marin County Free Library branches in FY 2022-23 and complete a comprehensive facility assessment of our four County-owned library branches
- Build on the expanded technology support provided during the COVID-19 pandemic by continuing to look for partnership opportunities that support free or low-cost Internet access for older adults and students
- Continue our support for educational equity and increase our connection with all school districts in Marin County.

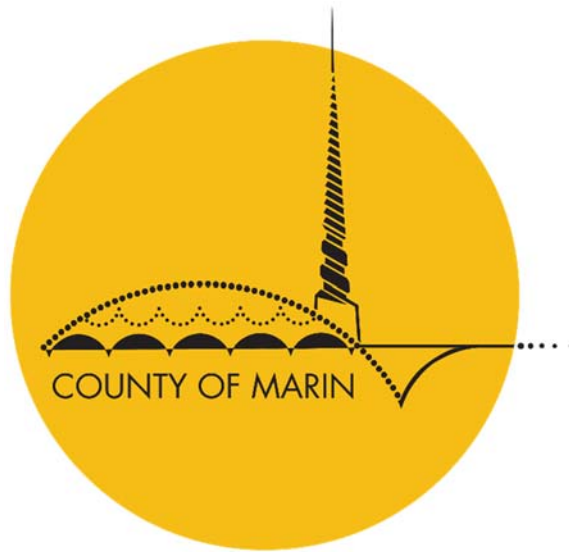
As you can see, we have so much to accomplish! We look forward to working with a multitude of community partners, including the Friends of the Library and the Marin County Library Foundation, so that, together, we can continue to offer excellent service to all community members.

The interior branch renovation project for all ten locations is also moving along! We continue to revise the scope for branches by having additional conversations with staff and visiting branches multiple times. We want to get this project right, which means holding it close and getting a good amount of feedback from multiple stakeholders. At the moment, we are completing a preliminary selection of furniture as well as a palate of color selections for our furniture and finishes. What is the "feel" of our libraries when one walks through the doors and what do we want that to be going forward? I look forward to hearing the Library Commission's thoughts on this subject!

Always in community,

Lana Adlawan
Director, County Library Services





COMMISSION MEMBERS:

MCFL and the County of Marin

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

MARINet Board Meeting and 2022 Retreat
Minutes for Jan. 27, 2022 Meeting
(approved 3/3/22)

Present:

Henry Bankhead (Chair) for San Rafael, Franklin Escobedo (Vice Chair) for Larkspur, Linda Kenton for San Anselmo, Crystal Duran for Bel-Tib, Lana Adlawan for Marin County, Anji Brenner for Mill Valley, Abbot Chambers for Sausalito, Gary Gorka for Dominican, Sarah Frye for College of Marin, Jessica Trenary for MARINet, Dan McMahon (minutes) for MARINet.

Guests: none

Convened at 9:05 a.m.

Introductions for new Bel Tib Director Crystal, library directors around the table introduce themselves.

Minutes from Nov. 19, 2021: Approved unanimously with no changes.

Old Business:

RFID Project Update: Jessica reports that it's going very well, she is putting pads out at libraries now. The pads for MCFL branches will be installed by Jim and MCFL Tech Support. The tagging numbers are coming in lower due to heavy weeding so that's good for us covering bills. In the future, does MARINet supply additional or replacement pads, and do we support them?

Presentation to the MARINet Board by Patty Wong:

City Librarian of Santa Clara, President of CLA 21-22, faculty at SJSU teaching equitable access and services to young people.

Presentation Title: Transformational Action for Today's Leaders: an EDI Approach

Make sure we all have the commitment to work together as a team, to make space and make room for new ideas. All strong leaders need to leave the egos at the door.

Going fine free is a current financial issue with major equity considerations. Who does our operation burden? Who does it benefit?

What other decisions do we make together? Do we know who our stakeholders are? In each community, there are a range of folks. Not all rich. What can the directors do collectively to reach all the stakeholders?

She is currently doing work for universal borrowing for electronic resources. Can we share the info with each other on where are the pockets that aren't being served? It can be used for grant writing purposes or for other service engagement. We share services, but we don't need a shared concept of who the service population is?

Anji adds that it would help here if conversations outside of meetings could take place. MCFL and MVY are looking at cooperating on programs subsequent to meetings. In home delivery? One Book One

Marin for example. We need to identify and prioritize what can be done. Devote a portion of meeting to planning. Is our existing operating model best suited for new strategies?

We are a JPA and a Board governed by the Brown Act. That sometimes hampers us. Do we have more meetings? Public meetings? We have business we have to do. Before Covid, meetings used to take place at different libraries, could we do that again? There is public recording of meetings, that changes what people might be willing to say in a meeting. We should consider one round of meetings at the libraries once restrictions lift.

Specifically on Equity, Patty describes the difference between Performative and Transformational Actions. Performative action is not sustainable. Transformative Action is the alternative paradigm to move us beyond observation. One example she has is including the homeless community in decision making, using social workers to interface. How can libraries provide free equal access equitably? Libraries around the county are being attacked not just for CRT, pervasive. California libraries are lucky, in not dealing with this as much. We are preserving the right to read for our community.

She offers a quote by Dr. Monica Cox, "Instead of showing me your diversity statement, show me your hiring data, your discrimination claim stats, your salary tables, your retention numbers, your diversity policies, and your leaders' public actions against racism. End performative allyship."

Where are our library card holders coming from? Use GIS mapping. Find the pockets.

How can a library work with the city if the library is more aggressive at transformational change than the city? Napa City/County example, developed way of communicating with the officials. Example after Santa Monica riot, the new police chief ended up arguing for library budget. Find an ally within the leadership, to help you plan. The library won't be working alone. They need other departments to support them.

Patty is asked about the change to the Master's degree being preferred not required. It tends to be difficult conversation among staff. Patty recommends targeting staff development at everyone. Check the job descriptions. Involve the bargaining units in the conversation. What does it mean to have the MLS? How do staff use it?

New time for board meeting:

The group arrives at the best time overall, now the first Thursday of each month, from 12:00 p.m. to 2:30 p.m. There will be no February meeting. The Executive Committee will meet on the second Wednesday (the week after the Board meeting) from 2:00 p.m. to 3:00 p.m.

Overdrive Reciprocal Lending proposal.

Jessica presents the DRWG plan, to partner with NorthNet and/or PLS in their consortial Overdrive collections, to have reciprocal borrowing for items that don't have hold queues. Overdrive sets this up and it costs us nothing directly. The consensus is that this is an awesome idea. What kind of stats will we get? Jessica says it should be like SORA, detailed stats by site. What effect will this have on metered titles? It will use up a single use credit just like a local checkout. How much overlap is there in the collections? MARINet has 50k unique titles to the proposed group, while NLS has 77k unique titles and PLS has 84k of them.

North Net and PLS need to make their own decision. Are there more possible partners? Currently each library is an individual link, so there is no federated search for this yet. People have to enter their library card number and PIN at each library site, once they navigate there. The NorthNet meeting is tomorrow, this is on that agenda. Motion to approve Overdrive Reciprocal Lending proposal, second, BET abstain COM DUC LRK MCFL MVY SAN SRPL SAU yes. We should have subcommittee to look at this see if there's a better way to do the same thing.

Cost Sharing Formula: handed out for Resolution to Adopt for FY22-23.

For the longer term we should have a working group to consider alternatives. Under the JPA the formula can be changed, but only with the vote of everyone. For the WG idea, Anji and Henry volunteer, we'll revisit in March. Motion to pass the Resolution Adopting the Cost Sharing Formula FY22-23, yes is BET COM DUC LRK MCFL MVY SAN SRPL SAU.

Explanation of Resolution for Bank Account request, Dan wants to open an account for MARINet at either US Bank or Mechanics Bank, both have branches in Marin. This is for transferring the fines paid in PayPal so that we can give them back to libraries. It should be a local bank with values we can get behind, recommendation is to check the credit union out too. Motion made to adopt Resolution, second, vote is yes by BET COM DUC MCFL MVY SAN SRPL SAU LRK.

FY 2022-23 Budget Handout: A PDF is in the packet, and Dan will email the Excel out to board members. We have no anticipated major staff changes, and are getting 2.5% COLAs from the County. The list of database subscriptions is based on the recommendations from the Digital Resources Working Group (DRWG). Our biggest driver of cost increases next year is Overdrive, as we're adding \$82,000 to the budget for content, to reflect the level that we've spent this year.

Library Market is shutting down the patron credit card verification service that we use, so that needs replacement. Originally it was for July 1, 2022 but now the drop dead date is Nov. We have an idea of one vendor through Califa that we'll start with, and we'll see if there are others who offer this service. Any new vendor will probably cost more and have a setup charge, but the one we know of also offers patron record coding as a service, so we may want to look into that. Staff will bring a formal proposal to a future meeting.

Circ Working Group update: An update from Dan on patron card expiration and emails that go out. It's lots of work to do the custom email but it works really well at reaching thousands of people. Dan will send out a MUC message about the card renewals today, updating all staff.

Systems report: Reserves are strong, now \$500,000. We could always skip a year in putting money in if there are overall budget pressures. Questions asked were:

Q: BiblioCommons seems to be having problems lately. What's up? A: Since the sale of the company two years ago, we've seen more outages and glitches, and a slowing of new features. We are keeping an eye on this.

Q: For Self checks, would a group buy save us money? A: Not so much, except the SIP2 licenses with Innovative can be bought for 2 to 1 at times. If we buy 5 or more machines, we might get a slight price break, that has happened in the past from 3M, but the group would have to agree on one vendor.

Q: Are there barcode scanners that work with people's smart phones? A: The Orbits work now with cell phones. Franklin will share what they're using at LRK, San Rafael also has ones they like.

Topics for future agenda:

- RFID
- Going to try for lunch at the next meeting in March.

Announcements:

- Larkspur reduced Saturday hours.
- Bel Tib is reopening for limited in-person browsing starting Monday, Mon to Sat 10-5.
- COM started classes remotely for the first 2 weeks, and the Library changed hours, and should be back to regular hours Feb. 7.
- San Rafael Public Library is back to regular hours, open 7 days 5 at Pickleweed and 4 days a week at Northgate Mall.

12:06 p.m. Meeting is adjourned