MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda
Wednesday, May 10, 2023
4:00 p.m.

MCFL Technical Services
1600 Los Gamos Drive, Suite 180, San Rafael, CA 94903

Directions: Highway 101 Take Lucas Valley Road to 1600 Los Gamos Drive. Follow the signs reading “Main Lobby” or “Sheriff” until once past the second building on the left you turn left into the driveway leading into the parking lot (if you reach the YMCA you’ve gone too far). Continue down the driveway until past the edge of the building on the left, then turn left and find a parking spot in front of the building. Enter through Lobby B and immediately on the left is the entrance to Suite 180 – MCFL. (Please see map at end of agenda)

NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (call: 415-473-3222).

That’s the thing about books. They let you travel without moving your feet.

Jhumpal Lahiré

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRESENTER</th>
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<tr>
<td>4:00</td>
<td>Call to Order</td>
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<tr>
<td>2.</td>
<td>Roll Call</td>
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<td>3.</td>
<td>Approval of Agenda</td>
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<td>4.</td>
<td>Approval of 02-10, 3-08, &amp; 4-12-23 Minutes</td>
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<td>5.</td>
<td>Open Time for Public Expression</td>
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<td>6.</td>
<td>Reading &amp; Correspondence File</td>
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<td>7.</td>
<td>President's Report for April</td>
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<td>8.</td>
<td>Old Business</td>
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<tr>
<td>a.</td>
<td>Lib Com Nomination Committee recommends Linda Ward for Interim Vice President through June 2023</td>
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<td>b.</td>
<td>FY23-24 Nominating Committee</td>
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<td>c.</td>
<td>Reschedule 6-13-23 mtg to 6-7-23</td>
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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.
9. New Business
   a. Bookmobile & Learning Bus Reports Lumb/Cruz Information
      b. 2023-24 Annual Meeting Schedule Adlawan Action
      c. Review of Draft Recruitment Flyer Adlawan Information
10. Director’s Report for April Adlawan Information
11. Announcements Ream Information
12. Adjournment

Numbered List of attachments:
4. Minutes for February 10, 2023 & March 8, 2023 & April 12, 2023
11. Library Director’s Report for April, 2023

Unnumbered Attachments:
MARINet Board minutes of March 2 and April 7, 2023, held online

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
Civic Center Library
Corte Madera Library
Fairfax Library
Inverness Library
Marin City Library
Novato Library
Point Reyes Station Library
South Novato Library
Stinson Beach Library
14 Wharf Road, Bolinas, CA 94924
3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
707 Meadowsweet Drive, Corte Madera, CA 94925
2097 Sir Francis Drake Blvd., Fairfax, CA 94930
15 Park Avenue, Inverness, CA 94937
164 Donahue Street, Marin City, CA 94965
1720 Novato Blvd., Novato, CA 94947
11431 State Route One, Point Reyes Station, CA 94956
931 C Street, Novato, CA 94949
3521 Shoreline Highway, Stinson Beach, CA, 94970
CALL TO ORDER
Meeting called to order at 10:06am. President Ream requested that we
go around the room so everyone can introduce themselves to newly
appointed Library Commissioner Glynda Christian.

ROLL CALL
Present
Sue Ream        Anya Schandler        Ali Iqbal
Daniel Sherman  (via zoom)  Sally Hauser  Nick Javaras
Claudia Wilson  Glynda Christian   Ann Kaplan
Margaret Kathrein

Absent with Notification
Loretta Farley  Linda Ward          Alison Blume

Also Present
Lana Adlawan, Director of County Library Services
Brandon Barragan, Library Technology Program Coordinator
Diana Barrera, Administrative Assistant I
Etienne Douglas, Library Technology Program Coordinator
Edna Guadiana, Administrative Services Associate
Raemona Little Taylor, Deputy Director of County Library Services
AnneMarie Russo, Community Library Specialist
Thomas St. Jovite, Technology Systems Specialist II

ADOPTION OF AGENDA M/S/C –Christian/Kaplan Agenda approved
as submitted

ADOPTION OF January 11, 2023 MINUTES - M/S/C Hauser/Kaplan
Minutes approved as submitted.

OPEN TIME FOR PUBLIC EXPRESSION – Bill Hale would like to keep
the Library Commission meeting hybrid; He likes the email reference
team; made suggestion for slowness in reserves; overdrive has a new
thing called notify, which it never does.

READING & CORRESPONDENCE FILE – None
(7) PRESIDENT’S REPORT FOR JANUARY

President Ream reported the following:

- She and Director Adlawan had met with a person who has applied for one of the two District 3 open seats.

(8) OLD BUSINESS

- President Ream reminded everyone that we would be recognizing staff who have retired or left the Library at our annual meeting in June.
- President Ream requested 2-3 people to volunteer to be on the nominating committee, since we will be having elections at our upcoming Library Commission Annual meeting in June. Commissioner Kaplan volunteered to serve on the nominating committee.
- President Ream requested 1-2 volunteers to help plan our upcoming Library Commission Annual meeting in June. Commissioners Schandler and Javaras volunteered to serve on this committee.

(9) NEW BUSINESS – WebStars Report

Etienne Douglas, AnneMarie Russo, and Brandon Barragan gave a brief presentation on the WebStar Program at Marin City, West Marin and South Novato branches.
MARIN CITY

Updates:
- Six Webstars (1 Senior Webstar)
- Hiring two new Webstars
- 3 Graduating Webstars
- Marin City Mahanaim

WEST MARIN

Updates:
- 2 Webstars
- Hiring two to three new Webstars

BANNED BOOKS

MARIN TEENS SHARE THEIR FAVORITE BANNED BOOKS
SOUTH NOVATO

Talking Points:
- Makerspace Redesign
- Community Survey
- Mixing Old Workshops with New Ones

SNO MAKERSPACE REDESIGN

- Redesign and purchasing beginning now
- Staff and community led
- Balance of options available
- Teaching Webstars new tools and appliances and how to engage with different community members
COMMUNITY SURVEYING

- Webinar led throughout NUSD
- Including all community stakeholders
- Offering a wide range, but will select a small menu for the makerspace
- Opportunity for new level of connection across MCFI community and build excitement prior to opening

NEW WEBSTARS AND OLD ONES

- Three new Webstars coming, primarily from NUSD schools
- Current Webstars working more on library operations
- Looking for Webstars to assist in Makerspace for arts and for electronics
- Continue to hold regular trainings/meetings for Webstars leading up to opening

- AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE 2022
- WASHINGTON, DC

WEBSTARS

PRESENTING

@ ALA
After a brief question and answer period, President Ream thanked Etienne, AnneMarie and Brandon for their presentations.

(9) DIRECTOR'S REPORT FOR JANUARY 2023 – Director Adlawan reported on the following:

- Included in the Director’s Reports is a recap of the impact of the recent January storms on our branches;
- The Inverness Library will be adding more library hours beginning on 2/21/23
- President of the Friend’s of MCFL Ginny Schultz was nominated for Volunteer of the Year Heart of Marin award.
- Along with the branches, we’ve been working on our budget. We’ve been utilizing the County’s Racial Equity Budget Tool to make the necessary changes to the budget to consider the requests and determine where the changes may be made.

(10) ANNOUNCEMENTS – The next meeting will be on Wednesday, March 8, at 4:00 pm in the Maker Space at the South Novato Library. There will be a tour of the Maker Space prior to the meeting at 3pm.

(11) ADJOURNMENT – M/S Javaras/Schandler/ Meeting adjourned @ 11:10 am
CALL TO ORDER
This meeting was informational due to a lack of quorum. Meeting started at 4:02 pm

ROLL CALL
Present
Linda Ward Alison Blume Ann Kaplan
Sally Hauser Nick Javaras Claudia Wilson
Amelia Lahn

Absent with Notification
Loretta Farley Sue Ream Anya Schandler
Glynda Christian Ali Iqbal Daniel Sherman
Margaret Kathrein

Also Present
Lana Adlawan, Director of County Library Services
Brandon Barragan, Library Technology Program Coordinator
Madeline Bryant, Sr. Librarian-Education Initiatives Coordinator
Edna Guadiana, Administrative Services Associate
Raemona Little Taylor, Deputy Director of County Library Services

ADOPTION OF AGENDA M/S/C –

ADOPTION OF February 10, 2023 MINUTES - M/S/C

OPEN TIME FOR PUBLIC EXPRESSION – None

READING & CORRESPONDENCE FILE – Reading file was emailed in advance of this meeting to all Library Commissioners.
PRESIDENT’S REPORT FOR FEBRUARY

Commissioner Kaplan reported on behalf of President Ream who was absent from this meeting.

- Commissioner Kaplan introduced our newly appointed Library Commissioner Amelia Lahn, who represents District 3, and requested that Amelia say something about herself to the Library Commission.
- After a brief discussion, Commissioner Sally Hauser volunteered to join Commissioner Kaplan on the Nominating Committee.
- After a brief discussion, Commissioner Claudia Wilson and Ann Kaplan volunteered to join Commissioner Schandler and Commissioner Javaras on the Annual meeting & Social committee.

OLD BUSINESS

a. Library Commission Nominating Committee recommends Linda Ward for Interim Vice President through June, 2023. Due to lack of quorum, this item was tabled until next month’s meeting.

b. FY23-24 Nominating Committee – Due to lack of quorum this item was tabled until next month’s meeting.

NEW BUSINESS –

a. 2023-24 Annual Meeting Schedule – There was a brief discussion on how and where future meetings will be held and what the preferred format of the meetings will be, to assist Director Adlawan in preparing next year’s meeting schedule for the Library Commission. The Commission reviewed the present schedule of meetings to determine if everything is working ok with the scheduling.

b. Educational Equity – Deputy Director Raemona Little Taylor and Madeline Bryant, Branch Manager for the West Marin branches, gave a brief presentation on Educational Equity.
The why (racial and economic disparity in Marin)
Role of education Equity Coordinators

Play and Learn Events – Madeline

In March, we celebrated on many levels with our Play & Learn events. Not only did this signal an official return to in-person programming, but they were a live demonstration of months of hard work and planning on our ExploraStory and Little Learners grants. Kudos to Alejandra Cruz and Alex Porrata who coordinated these events.

Library joy was clearly evident at the three hosting locations, South Novato, Marin City, and Point Reyes Libraries. These indoor/outdoor events 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.
Grant focused on early education (0-5), parent engagement + books/activities that promote literacy and celebrate cultural heritage. A month-long Dia de los Ninos celebration is planned for April, with event at all branches and Tomales.

Bilingual storytimes at Point Reyes every Monday and Inverness every Tuesday

Outdoor afterschool stories and activities each Wednesday at Bolinas

Reading Buddies is back in person and going strong. Last Fall we had 7,800 minutes read and so far since January we've had 3,600 minutes read.
In West Marin we partner closely with schools to promote library activities and to encourage visits to the library. We owe the success of Reading Buddies to our partnership with West Marin School. Each Tuesday, staff from the library walk the children from the school to the library for literacy activities. Bolinas-Stinson first graders recently made repeat trips, writing book reviews which are on display. I visit Nicasio once a month to share books and library instruction. I also do collection maintenance in their library. We are on track to get Bolinas-Stinson students cards for the first time and just finalized making 146 library cards for Tomales Elementary which is K-8.

Last but not least, we are soon hiring 3 new Webstars for Point Reyes. Our Webstars have been instrumental in helping with Early Literacy activities, Reading Buddies, Community Outreach (such as the Inverness Fair), and daily tasks in the library such as shelving and special projects. We are looking forward to expanding the program soon.
After a brief question and answer period, Commissioner Kaplan thanked Raemona & Madeline Bryant for their presentations, and Brandon Barragan, Library Technology Program Coordinator in the Maker Space, for his tour of the Maker Space.

(9) DIRECTOR'S REPORT FOR FEBRUARY 2023 – Director Adlawan reported on the following:

➢ We will be going to the Board of Supervisors next Tuesday, 3/14 to add 6-7 positions at South Novato, Library Beyond Walls, an Librarian II for West Marin, staff for Marin City, making an existing LI part time position a full time one, and boosting position for communication position at Tech services;
➢ We just issued an RFP for a Strategic Planning Consultant;

(10) ANNOUNCEMENTS – The next meeting will be on Wednesday, April 12, at 2:00 pm in the Point Reyes Library. There will be a tour of the Inverness library prior to the meeting at 1pm. Commissioner Javarae suggested having an early lunch in Point Reyes before the 1pm tour.

(11) ADJOURNMENT – M/S – Meeting ended at 5:18 pm
CALL TO ORDER
This meeting was informational due to a lack of quorum. Meeting started at 2:03pm

ROLL CALL -
Present
Anya Schandler          Margaret Kathrein          Ann Kaplan
Glynda Christian        Nick Javaras              Loretta Farley

Absent with Notification
Sue Ream                Linda Ward               Claudia Wilson
Sally Hauser            Ali Iqbal                Daniel Sherman
Alison Blume            Amelia Lahn

Also Present
Lana Adlawan, Director of County Library Services
Diana Barrera, Administrative Services Technician, Library Administration
Madeline Bryant, Sr. Librarian-Education Initiatives Coordinator
Leching Chan, Administration Services Associate
Edna Guadiana, Administrative Services Associate
Damon Hill, Library Services Manager, Tech Services
Raemona Little Taylor, Deputy Director of County Library Services
Jill Perkin, Member of the Public

ADOPTION OF AGENDA M/S/C –

ADOPTION OF March 8, 2023, MINUTES - M/S/C

OPEN TIME FOR PUBLIC EXPRESSION –

a. Jill Perkin brought her original title of her property to donate. She was told she can give it to the California Room.
b. Commissioner Loretta invited the Commissioners to celebrate 50 years of Papermill Creek Children's Corner on April 29th.

READING & CORRESPONDENCE FILE – Reading file was emailed in advance of this meeting to all Library Commissioners.
(7) PRESIDENT'S REPORT FOR MARCH

Commissioner Kaplan reported on behalf of President Ream who was absent from this meeting.
- Commissioner Kaplan thanked Edna for emailing the Measure A reports.

(8) OLD BUSINESS

a. Library Commission Nominating Committee recommends Linda Ward for Interim Vice President through June 2023. Due to lack of quorum, this item was tabled until next month’s meeting.
b. FY23-24 Nominating Committee – Due to lack of quorum this item was tabled until next month’s meeting.

(9) NEW BUSINESS –

a. Reschedule 6-13-23 Annual meeting one week earlier to 6-7-23. Due to lack of quorum, this item was tabled until next month’s meeting.
b. 2023-24 Annual Meeting Schedule – There was a brief discussion on how and where future meetings will be held and what the preferred format of the meetings will be, to assist Director Adlawan in preparing next year’s meeting schedule for the Library Commission. The Commission reviewed the present schedule of meetings to determine if everything is working ok with the scheduling.
c. Measure A Review and Facilities Overview – Leslie Galiani, Administrative Services Manager, Leching Chan, Administrative Services Associate and Damon Hill, Library Services Manager gave an update on Measure A and a Facilities Overview.
Signage
Signs in progress at Novato and South Novato

Corte Madera Projects
HVAC
ADA path of travel, bathrooms, drive up return and EV station

Refresh Project Update
Book Returns
Muir City, Point Reyes, and Inverness

BayREN's Resilient Libraries Network Grant

- Fairfax
- Novato

Thank you
### Revenue Sources & Facilities Expenditures: Measure A

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Measure A</th>
<th>Transient Occupancy Tax</th>
<th>Other Transient Occupancy Tax</th>
<th>Business Licenses</th>
<th>Parking Earnings</th>
<th>Public Improvement Charges</th>
<th>Measure A Total</th>
<th>Transient Occupancy Tax</th>
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### MARIN COUNTY FREE LIBRARY

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###ieve Growth Rates

- Property Taxes: 1.5%
- Measure A: 4.7%
- Total Revenue: 4.5%

- Operations & Support: 3.1%
- Other Expenditures: 18.9%
- Total Expenses: 4.5%
## Measure A Capital Projects Summary FY 22/23

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MEASURE A: (Balances Through 04/19/2023)
NOVATO LIBRARY PROJECT FY 22/23

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Note 1: Labor associated is estimated and numbers are rounded to thousand of each fiscal year.

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- 2/13/2023
After a brief question and answer period, Commissioner Kaplan thanked Leslie, Leching and Damon for their presentations.

(9) DIRECTOR’S REPORT FOR MARCH 2023 – Director Adlawan reported on the following:

- Recruitment will take place for 22 posts, including those approved by the Board of Supervisors.
- Along with the Budget Team, there was a wonderful presentation of the Learning Bus to the Board of Supervisors.
- The California Room will be expanding its hours from 9:00 am to 6:00 pm.
- You will be able to check out materials with your phone beginning April 24th.
- There will be an Art lending program from local artists.
- On April 25th, the Board of Supervisors will pass a resolution commemorating National Library Week.

(10) ANNOUNCEMENTS – The next meeting will be on Wednesday, May 10, at 4:00 pm at Tec Services.

(11) ADJOURNMENT – M/S – Meeting ended at 3:18 pm
Marin County Free Library Commission Report
Lana Adlawan, Director of County Library Services

APRIL 2023 ACTIVITIES

OUR MISSION:
Provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore.
This month, we would like to highlight a new accessibility tool created by Greta Marti that we are using at Corte Madera Library. This sensory kit has items to help relieve anxiety and stress in children with sensory sensitivities in order for them to have a successful experience at the library. The kit is available to borrow for in-library use at the children’s desk. There is information about the kit in English and Español available on our website and at the Corte Madera Library. This is a template that we hope may be expanded to other branches. The kit was made possible by support from the Friends of the Corte Madera Library.
Programs

South Novato’s Art with a Purpose family workshops have just ended. Led by Teen Leadership Crew member, Sofia Casano, these programs allowed local families to learn about important topics while engaging with art using various media. The programs which took place every Saturday between March 18th and April 8th, covered topics like the meaning of the LGBTQ+ flags, the importance of conserving our oceans, building friendships by being an anti-bullying ally, and celebrating the ethnic diversity of our world.

Novato teens watched Everything, Everything the first weekend of the month. During Anime Club, we watched another couple of episodes of Demon Slayer and we made tiny manga.

We also celebrated Earth Day on the 22nd by hosting the UC Marin Master Gardener’s. Our speaker discussed basic composting to our teen and adult patrons. Finally, we wrapped up the month with our Level Up Gaming Club where we played Super Smash Bros.

The Civic Center Library hosted its first session of Homework Helpers on Wednesday, April 19th. High School volunteers offer multi-subject support to younger children weekly throughout the school year. This is a great teen volunteer and leadership opportunity, and supports students at our local schools like Venetia Valley.

Outreach/School Partnerships

Nicole Hight spent two days at Novato High School discussing online resources, upcoming programs, and getting a library card for over 600 Freshman and Sophomores.

Civic Center donated about 75 juvenile, middle grade, and teen books in English and Spanish to Marin Community Clinics, where families can select and keep brand new books when visiting the clinics for Well Child Visits and other services.

Displays/Lists

Novato highlighted Arab American authors and their stories and celebrated National Poetry Month.
Big news! As of Monday, April 24, The Anne T. Kent California Room is open to the public 9am-6pm, Monday-Friday. This valuable collection aids researchers, local historians, and curious patrons of all ages. Drop by soon.

It’s Spring! Programs offered at the Novato, Fairfax, and Corte Madera branches, in collaboration with the Marin Master Gardeners and others, were timely and educational.

Fairfax hosted two Master Gardener events, an *Introduction to Native Plants and 20 Great Native Plants for Marin*, plus a program on *Backyard Bees and Planetary Health* with Fairfax’s own Backyard Farmer, Jim Normandi.

Corte Madera Library offered a talk entitled Herbs for all Seasons. Patrons received herb seeds, planting information, recipes, and made calendula lotion.

Novato Library got down to basics with a Master Gardener program on Composting held on the back lawn.

Point Reyes Library held a Seed and Plant Swap Community Event.

Open Studio Workshops are Back at Novato Library! This month’s project was creating a no-clasp beaded necklace. Talented Librarian Amanda Tomlin will be offering more Open Studios in the coming months.

Information and Support! Civic Center Library hosts the Veterans Resource Center every 2nd Wednesday where veterans can learn about their benefits including health care, disability compensation, vocational rehabilitation and employment, education and training, and VA life insurance. Civic Center Library hosted an informative presentation by the Marin County’s Financial Abuse Specialist Team called Avoid Scams, Fraud, and Identity Theft.

Art Shows and Talks! There are art exhibits at four branches this month: Corte Madera, Fairfax, Point Reyes, and Stinson Beach Libraries. *Ansel Adams in Our Time*, an online talk by museum docent Jim Kohn on the current exhibit at the De Young, was interesting and well
Collection HQ in Progress!

www.collectionhq.com

MCFL's focus for collections this month is completing an inventory at every location. What books are on our shelves and why? We are completing this inventory to ensure that the data we have on our collections is accurate. We started this process in April, with our goal of completion in August 2023. Some of our larger branches have thousands of items to review, which is why this is a multi-month project. After this initial inventory, we will continue to assess our collections for items that need to be replaced due to high circulation and those that haven't been checked out in over four years. One exciting data point to note is that we are using this tool to assess the diversity of our collection. The national average for a diverse collection is 18%. MCFL is currently at 23%. We are proud of the work we have done on our collections to better reflect the experiences of our community. We will always have more work to do, but this initial celebration is a good one.

New Placement of Spanish Collection at South Novato Library

As part of a multi-day primaveras celebration, South Novato staff centered their Spanish collection in the library, making the collection more accessible to all patrons. Staff hosted an event celebrating the move and encouraged key partners engaged in serving the Latinx community to join the event to become more aware of the library's resources in Spanish. The new collection placement draws patrons in as soon as they enter the front door and encourages display through multiple face-out books, featuring some of the most popular subjects such as cooking. The goal is to continue to increase access to the collection and staff is actively surveying residents in the Novato region to gauge what other materials they'd like to see in their local libraries.

(Continued on next page)
MCFL will check out video games!

The Teen Services Committee brought forward a recommendation to add video games to our collections and we responded! In Marin, San Rafael and Mill Valley libraries currently check out video games to patrons. MCFL will be adding video games for teens to six locations: Novato, South Novato, Marin City, Point Reyes, Corte Madera, and Fairfax as part of a pilot collection. At this time, the collection will consist of Nintendo Switch games only. If the pilot is a success, we plan to add video games for all audiences and for other video game consoles. We anticipate this will be a highly popular new collection.

Collection Budgets

As we head towards the end of this fiscal year and the beginning of next, all selectors and the Director of County Library Services will be meeting with our adult, teen, and children’s committees to review current budget allocations and consider any collection changes or additions for the next fiscal year. This allows us to check in with those providing services to these age levels and determine if any adjustments are needed. It’s an exciting time to plan and focus on how we can continue to evolve our collections to better meet community need. We also had a wonderful surprise from MARINet that we had $18,000 in fines/fees available to us this fiscal year and we added this additional revenue to support adult collections and our children’s collections in Spanish.
**Educational Equity**

**Marin City** offered a Ramadan Storytime on April 15, welcoming the community with warmth, a place to connect, and fun! The opportunity to take part in arts and crafts was shared, providing another option for families and all ages, and speaking all languages, to interact. The event drew many local Muslim families to come together to celebrate in the safe space of the library.

**West Marin** celebrated Dia de los Ninos/Dia de los Libros all month long.

Little Red Reading Hood (Kerry Bacho from Raising a Reader) took children on a storytime journey through Latin America, complete with songs, activities and movement. She presented at Bolinas, Inverness, and Point Reyes with approximately 75 children in attendance.

Bolinas Library celebrated Dia in Mesa Park on Saturday, April 22 with 45 people in attendance for a new bilingual performance of "Where the Forest Meets the Sea". Attendees received colorful market bags of books, literacy tips, and information about the library. Tamales were also served!
Spring is a joyous time of the year, with new life and a fresh start to celebrate. We had plenty to celebrate and share about the library this month! Starting off with Día de los niños/Día de los libros, we promoted the wonderful celebrations focusing on children, books and literacy across our system at branches and with The Learning Bus. We highlighted the events and celebrations on the website, online calendar, social media, and also with digital signage in our branches. A new celebration for the library this spring was Primaveras Latinas, led by the South Novato and Novato staff, and we highlighted this special series of events on our calendar, website and Savannah email.

Our team prepared a whole slew of materials to celebrate National Library Week, April 23-29, from posters for all our locations with the theme of "There's More to the Story...", to a blog on our website highlighting some of the many services available at the library, to inviting our community to visit our libraries to see what was on offer through our Savannah emails. A contingent of staff attended the Board of Supervisors Meeting on April 25 for the resolution recognizing the library, and to hear the remarks of our Director and Deputy Director.

We communicated about the roll-out of three new chapters of the library story during National Library Week, which was the culmination of much preparation by staff on the different projects.

- On the Wall Community Art Lending - a launch of the call for artists and artwork. This project, supported by our Friends of the Library groups and Foundation, will make it possible to build a collection of work by local artists that the community will be able to check out from the library.

- Mobile Checkout feature in the library app - it is now possible to use your smartphone or similar device to check out items in the library.

- Expanded hours at the Anne T. Kent California Room - now open M-F, 9 am – 6 pm.

(Continued on next page)
To support these launches, our team developed graphics, logos, blog posts, Savannah email content, digital signage, posters, information for staff and the public, and retractable banners to spread the word.

We shared information about a new resource available to the MARINet consortium, access to the Washington Post newspaper online, through our Savannah newsletter and on our website.

In addition to our monthly library email newsletter, as our programming efforts bloom in our branches, we have started to send out some additional branch event newsletters to highlight all that is happening for the community to enjoy.

To promote access to new and timely materials at the library, we highlighted resources for Earth Month, Arab American Heritage Month, Stress Awareness, as well as new books, recent debuts, and hidden jewels by promoting our collections through curated lists on our website and social media.
Thank you to the MCFL interview panel members, hiring managers, administrative staff, and Finance Accounting Human Resources (FAHr) team members for helping us to recruit, promote and onboard new staff.

Staff celebrating National Library Week in Board of Supervisors Chambers on Tuesday, April 25, 2023.

VACANCIES UNDER REVIEW OR IN PROGRESS

- Administrative Assistant I 1.0 FTE, Library Administration
- Assistant Director of Library Services 1.0 FTE, Library Administration
- Community Library Specialists (4), 0.88 FTE Stinson Beach, 1.0 FTE Marin City, 1.0 FTE South Novato, 1.0 FTE Library Beyond Walls
- Library Aide (5), (2) 0.5 FTE Novato, 0.62 FTE Fairfax, 0.5 FTE South Novato, 0.5 FTE Civic Center
- Library Assistant I 1.0 FTE, Marin City

(Continued on next page)
PERSONNEL UPDATE
(Continued)

VACANCIES UNDER REVIEW OR IN PROGRESS

- Librarian I 1.0 FTE, Corte Madera (Increased position by 0.20 FTE)
- Librarian I 1.0 FTE, Marin City
- Librarian II (4), 2.0 FTE Civic Center, 1.0 FTE Marin City, 1.0 FTE West Marin
- Library Services Manager 1.0 FTE, Technical Services Unit
- MARINet Systems Administrator 1.0 FTE, MARINet
- Mobile Library Assistant 1.0 FTE, Learning Bus
- Senior Librarian/Education Initiatives Coordinator, 1.0 FTE Marin City
- Technology Systems Specialist II 0.5 FTE, Technology Support, TEC
Happy National Library Week (April 23-29), National Library Workers Day (April 25) and National Library Outreach Day (April 26)!

The Board of Supervisors proclaimed April 23-29, 2023, as National Library Week for Marin County on April 25, 2023, also National Library Workers’ Day! Staff from across the library and members of the Library Commission and Friends of the Library were in Board Chambers to receive the Resolution from the Board. The Friends of the Civic Center Library also hosted a reception for all attendees. It was a lovely celebration for all involved! During National Library Week, MCFL also rolled out three exciting initiatives:

We expanded library hours at the California Room to match existing hours at the Civic Center Library. Patrons may visit either space Monday-Friday, 9am-6pm.

Mobile Checkout - Patrons can now check out materials at any MARINet library from their phone! We added a new feature in the MARINet app (iOS and Android versions available) so that patrons can check out materials directly from our shelves. We know this added convenience is a welcome addition for many library patrons.

We are also starting a new service - On the Wall: Community Art Lending. The full program will be available in Fall 2023, but we released a call to artists to submit their work for this program during National Library Week. Through this partnership with the library and the Cultural Services Department, local art will be on display in Marin County homes, free of charge! We love that this program supports our mission in removing barriers, creating access, and celebrating the creativity and talent here in Marin County.

(Continued on next page)
I also want to celebrate the Primaveras program that was offered April 13-15, 2023. Primaveras represents the symbolism of life, flourishing, and above all the resilience of our communities. Primaveras is a bilingual initiative that celebrates and honors the diverse Latinx diasporas and Spanish speaking communities. This inaugural series kicked off with a soccer tournament hosted by the Dominican University Women’s Soccer Team. Other activities included a reception highlighting the Spanish collection and resources at the South Novato Library, and a large festival at the Novato Library on Saturday. Staff, community organizations, and close to 100 members of our community came together to celebrate and enjoy a full series of events which included programming from The Learning Bus, Drag Story Hour, Loteria, bilingual story time by Colors of Spanish, music from Cascada de Flores and Chulita Vinyl Club, as well as delicious tacos! The Friends of the Library were also present and generously funded many of the activities for the incredibly successful series. It was an amazing event and a wonderful welcome to spring and summer programming.

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.
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Library Commission Vacancy

An opportunity to serve your community, your County, and support the library

https://marinlibrary.org/commission

Purpose & Duties:
The Commission serves as an advisory and resource body and liaison to the Board of Supervisors, the Director of County Library Services, and the Community and finds ways and means of enlisting public interest in supporting and improving library services to the citizens of the County of Marin in alignment with the Marin County Free Library's Mission. The Commission shall serve as the Oversight Committee for any time-limited revenue generating tax measures if needed.

Who: Qualifications
To be eligible, applicants must be age 18 or older, and a resident of Marin County District 3 in southern Marin.

Stipend information: Beginning October 1, 2022, a stipend will be available for members of boards and commissions who self-certify to household income below the County self-sufficiency standard. For more information or to apply to the stipend program, see the Board Stipends Program Webpage:

bit.ly/board-stipends-program

When & Where: Time/Date & Place of Meetings
The Library Commission meets in person. Regular meetings are held the second Wednesday of the month, unless a holiday, at 4:00 p.m., at various library locations.

How to Apply:
Applications may be obtained from the Clerk of the Board of Supervisors, Room 329, Administration Building, Marin Civic Center (415-473-7331), or access the Application online at:

bit.ly/library-commission-application

Requests for disability accommodations may be made by phoning 415-473-7331 (Voice), CA Relay 711 or by e-mail at Library@MarinCounty.org. Copies of documents are available in alternative formats, upon request.
MARINet Board Meeting Minutes  
Thursday, March 2, 2023 - Online Meeting

Present:
Board Chair: Lana Adlawan (MCFL)  
Board: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo),  
Gary Gorka (Dominican), Crystal Duran (Belvedere Tiburon), Catherine Quaffa and Jill Tokutomi  
(San Rafael), Teresa Capasso (Larkspur), and Sarah Frye (College of Marin).  
MARINet Staff: Jessica Tenary

Adlawan called the meeting to order at 9:34 am.

I. Roll Call/Determination of a Quorum
II. Introduction of Guests – no guests
III. Public Comment Period – no public comment
IV. Approval of Minutes from Previous Meetings (Action) – Adlawan asked Tenary to add  
detailed information about the correction to the cost sharing formula. Chambers asked  
to change “BiblioVideo” to “Biblio+”. Duran moves to approve the February 2023  
meeting minutes with these two noted changes, Tokutomi seconds. Roll call  
unanimously approved.

V. Business Topics
   A. Fines to Libraries (Action) – Chambers and Duran are in favor of keeping the  
funds on the bottom line. Tokutomi says San Rafael would like the funds  
distributed to libraries. Chamber says San Rafael’s preference should trump.  
Brenner says financial decision should be unanimous, so she is in favor of  
returning the funds to libraries. Chambers says going forward fines can be sent  
to libraries annually mid-fiscal year in January. Board agrees. Kenton motions to  
return the PayPal Fines of $31,528.59 to the libraries using the current year  
cost sharing formula, Capasso seconds. Roll call unanimously approved.

Their patrons really enjoy this service. San Rafael would also prefer to subscribe  
because current set up isn’t working well for patrons and staff. Chambers and  
Kenton support as well. Duran motions to subscribe now to the Washington  
Post for $5,313 annually using PYFB (prior year fund balance), Brenner seconds.  
Roll call unanimously approved.

   C. FY23-24 Budget Approval (Action) – Tenary included two budgets in the packet  
– one with Decision Center and one without. She negotiated with Innovative for  
a 25% subscription price reduction and a free 2 hour training that would  
normally cost $600. Frye says COM okay if Decision Center is cancelled.  
Tokutomi, Capasso, Brenner, and Adlawan would like to continue subscription.  
Kenton and Chambers would like to subscribe, but examine further this year if
needed. Duran motions to approve the MARINet Budget FY23-24 for $1,996,589 plus the additional $5,313 for the Washington Post subscription, Chambers seconds. Roll call unanimously approved.

D. Board Retreat (Discussion) — Adlawan says Executive Committee would prefer to wait until the Staffing RFP is completed and more directors are in place to hold the Board retreat. Capasso in favor of waiting. Kenton would be okay waiting, suggests one in person meeting possibility in April or May. Adlawan suggests May at Los Gamos. Board agrees.

E. Loan Periods for Park Passes (Discussion) — Tokumol suggests libraries standardize check out period for park passes. Board discusses specifics of passes loan periods. Trenary says libraries should contact MARINet if they want to change their loan periods for park passes. Each library has their own loan rules.

F. Collection HQ Contract (Discussion) — Adlawan reads highlighted section 4.5 of the MARINet Collection HQ contract with Baker & Taylor (B&T). Adlawan says the catalog records include intellectual property of MARINet. Adlawan suggests meeting with B&T. Kenton supports meeting with them to remove clause. Gorka says he would have to review DUC’s other contracts to see if this clause causes a conflict. Trenary will schedule meeting with B&T and Adlawan.

G. MARINet Staffing, Succession Planning RFP Update (Discussion) — Trenary shared that no responses have been received for RFP yet. Responses are due March 10th. Adlawan says she is working with County HR on the System Administrator job description. Adlawan should have approval for former Sys Admin, McMahon, to extra-hire after the Board of Supervisors meeting on March 7 or March 14. Adlawan is asking for approval of 200 hours for McMahon this fiscal year.

VI. Standing Agenda Items

A. Collaboration/Partnership (Discussion) — Brenner shared information about Mill Valley’s poetry events. Chambers asked about adult programing at Mill Valley. Brenner shared that attendance is way up and for their next events and they had to close registration at 350 with 44 on the waitlist. She is seeing seniors wearing masks, but attending. Kenton held an art talk hybrid and in January everyone was on zoom, but in February there were people in person too. Kenton shared that people were thrilled to be in the community again. The Board spoke about changes in emergency status related to covid.

B. Equity (Discussion) — Frye led a conversation around Nina Clements’ article “Nothing More Than a Gear in Your Car: Neutrality and Feminist Reference in the Academic Library” from The Feminist Reference Desk.

C. Systems Administrator Report (Discussion) — Trenary said that all outstanding technology issues from the server cloud migration are solved. Trenary is beta
testing with staff two BiblioCommons BiblioApp features – Self-Checkout and Multi-Accounts. Trenary asked if there were any objections or changes for the audit. No comments, so Trenary said she will sign and complete the audit.

D. Topics for Future Agenda (Discussion)

- CENIC – Dave Cooper from Marin IT
- Records Retention Policy
- MARINet Staffing, Succession Planning

E. Library Announcements (Discussion)

- Quffa: Met with Noll & Tam to scope $3M for downtown library renovation. Big, welcome improvements coming in the next two years.
- Duran: Still working on building renovation punch list items. Establishing a digitization station in media area, hopefully up and running by July, which will allow media (like VHS, 8mm film) to be digitized. Especially focused on local history and stories. Grant from CA State Library. [Tokutomi says San Rafael has a memory lab that has been open for about two years and they could share their learning. Tokutomi will connect]. BET Library now open seven days a week.
- Frye: A few big events coming for COM’s “COMmon Read” which are focused on 1619 Project. More information here: https://library.marin.edu/blog/common-read
- Gorka: DUC construction is causing problems with noise, heat, etc. Plan is library will be built over the summer, so the library may be closed and Gorka will work with MARINet on holds, delivery stoppage. Hopefully finished by Sept 1.
- Capasso: Library and Recreation Department to be split. The Library Director position will be posted soon.
- Adlawan: RFP for a strategic planning consultant coming soon. Many vacancies open, including Library Services Manager for collections.

Adlawan adjourned meeting at 11:07 am.

Minutes respectfully submitted by MARINet Staff
MARINet Board Special Meeting Minutes
Friday April 7, 2023

Present:
Board Chair: Lana Adlawan (MCFL)
Board: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo),
Gary Gorka (Dominican), Catherine Quffa (San Rafael), Teresa Capasso (Larkspur).
MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 1:05 pm.

I. Roll Call/Determination of a Quorum
II. Introduction of Guests – No guests
III. Public Comment Period – No public comment
IV. Business Topics
   A. Library Announcements (Discussion) –
      • Adlawan: Welcome and congratulations to Jill Tokutomi, new City Librarian,
        San Rafael Library!
      • Capasso: City is moving forward in process to hire new Larkspur Library
        Director
   B. Records Retention Policy (Action) – Trenary used McMahon’s policy proposal and
      Marin County’s document retention policy to create this matrix. Board discussed
      if there is a need to keep MARINet working group minutes for ten years. Trenary
      says it is useful and not time consuming or space prohibitive. Adlawan asks for
      clarification around “patron data.” Brennan motions to approve the Records
      Retention Policy with one change to note that “patron data” is “outside of ILS”,
      Kenton seconds. Roll call unanimously approved.
   C. Finalize Budget and Revise Scope MARINet Staffing RFP (Action) – Adlawan
      shared that the subcommittee proposed narrowing the scope of the RFP to only
      staffing, removing the JPA related work and increasing the budget to $25K or
      keeping the RFP with the larger scope and increasing the budget to $40K.
      Trenary says RFP can be funded using $40K of funding from fines collection.
      Adlawan responds to Kenton inquiry about timeline, to say that it is similar for
      either proposal. Chambers and Quffa are in favor of larger scope, which includes
      JPA tasks. Brenner in favor of smaller scope, but willing to go along with larger
      scope. Kenton asks for more information about what deliverables are included
      around JPA. Adlawan in favor of the larger scope which should examine the JPA
      and structure around College of Marin and Dominican membership. Chambers
      notes that financial decisions must be unanimous, thus Belvedere-Tiburon must
      agree via document signing for this motion to take effect. Chambers motions to
authorize the re-release of the “Staffing and Organizational Restructuring Consultant” RFP with modifications: timeline updated to request consultant complete scope by October 2023, increase budget to $40,000 paid for using previously collected not distributed BiblioCommons fines, and accept RFP subcommittee recommendation to allow consultant to meet virtually with stakeholders. Brenner seconds. Roll call unanimously approved.

Adlawan adjourned meeting at 1:34 pm.

Minutes respectfully submitted by MARINet Staff