

MARIN COUNTY FREE LIBRARY COMMISSION



Lana Adlawan

Director of County Library Services

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**).

Library Commission

3501 Civic Center Drive

Suite 414

San Rafael, CA 94903

Phone: 415.473.3220

Fax: 415.473.3726

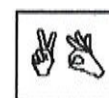
CRS Dial 711

www.marinlibrary.org

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

Jhumpaj Lahiri

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of 02-10, 3-08, & 4-12-23 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for April	Ream	Information
	8. Old Business		
	a. Lib Com Nomination Committee recommends Linda Ward for Interim Vice President through June 2023	Ream	Action
	b. FY23-24 Nominating Committee	Ream	Action
	c. Reschedule 6-13-23 mtg to 6-7-23	Ream	Action



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

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

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
5:30 12.	Adjournment	Ream	Action

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:

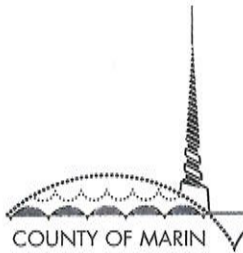
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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



MARIN COUNTY FREE LIBRARY COMMISSION



MARIN COUNTY FREE LIBRARY Meeting in person and virtual

--PROPOSED MINUTES--
Friday, February 10, 2023

Lana Adlawan

Director of County Library Services

Library Commission

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

- (1) **CALL TO ORDER**
Meeting called to order at 10:06am. President Ream requested that we go around the room so everyone can introduce themselves to newly appointed Library Commissioner Glynda Christian.
- (2) **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
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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
- (3) **ADOPTION OF AGENDA M/S/C –Christian/Kaplan** Agenda approved as submitted
- (4) **ADOPTION OF January 11, 2023 MINUTES - M/S/C Hauser/Kaplan** Minutes approved as submitted.
- (5) **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.
- (6) **READING & CORRESPONDENCE FILE – None**

(7) PRESIDENT'S REPORT FOR JANUARY

President Ream reported the following:

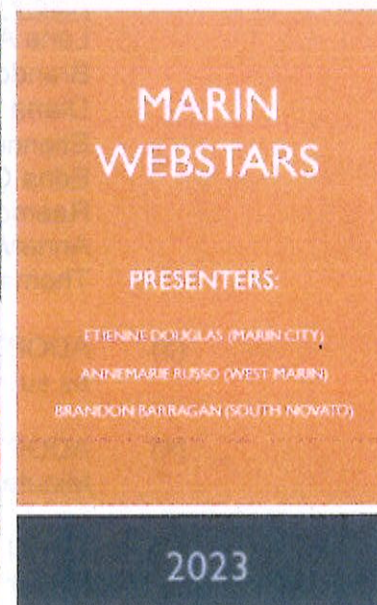
- She and Director Adlawan had met with a person who has applied for one of the two District 3 open seats.

(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 Makospace



WEST MARIN

Updates:

- 2 Webstars
- Hiring two to three new Webstars

BANNED BOOKS



BOOKS ON THE BANS LIST DIVIDE US

MARIN TEENS SHARE THEIR FAVORITE BANNED BOOKS



SOUTH NOVATO

Talking Points:

- Makerspace Redesign
- Community Survey
- Mixing Old Webstars with New Ones



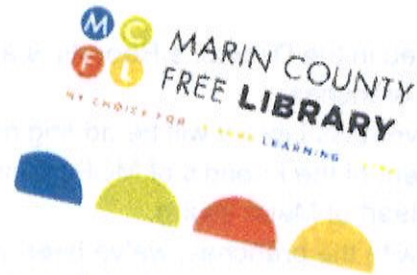
SNO MAKERSPACE REDESIGN

- 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

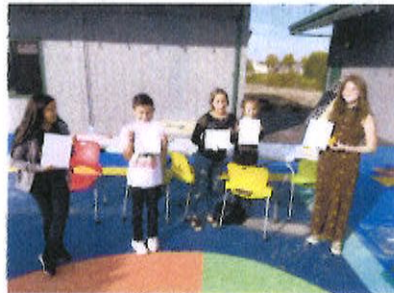


COMMUNITY SURVEYING

- Webstar 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 MCFL 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

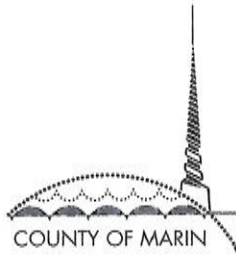
PRESENTING

@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



MARIN COUNTY FREE LIBRARY COMMISSION



MARIN COUNTY FREE LIBRARY Meeting in person and virtual

Lana Adlawan
Director of County Library Services

--PROPOSED MINUTES--
Wednesday, March 8, 2023

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

- (1) **CALL TO ORDER**
This meeting was informational due to a lack of quorum. Meeting started at 4:02pm

- (2) **ROLL CALL**
Present
Linda Ward
Sally Hauser
Amelia Lahn

Alison Blume
Nick Javaras

Ann Kaplan
Claudia Wilson

Absent with Notification

Loretta Farley
Glynda Christian
Margaret Kathrein

Sue Ream
Ali Iqbal

Anya Schandler
Daniel Sherman

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

- (3) **ADOPTION OF AGENDA M/S/C –**
- (4) **ADOPTION OF February 10, 2023 MINUTES - M/S/C**
- (5) **OPEN TIME FOR PUBLIC EXPRESSION – None**
- (6) **READING & CORRESPONDENCE FILE –** Reading file was emailed in advance of this meeting to all Library Commissioners.

(7) 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.

(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. 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.



Education Initiatives Update

Library: 415-995-5151 ext. 200
Web: www.marinlibrary.org



Natalie McCall
Madeline Bryant
Raemona Little Taylor (interim)

Education
Equity
Coordinators

Education Equity Overview

- Allowing all children and youth to reach their full potential
- Expand opportunities for early education, literacy development, and college & career readiness
- Relationship building and community engagement
- Focus on inclusion and cultural responsiveness



The why (racial and economic disparity in Marin) Role of education Equity Coordinators

Education Equity Goals

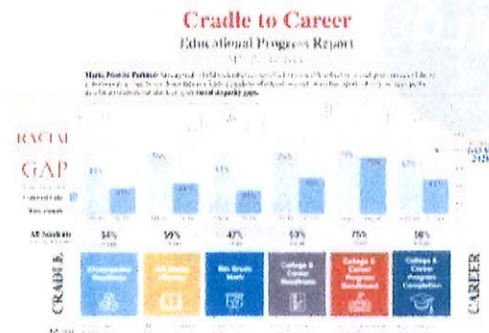
- Increase high-quality literacy and third-grade literacy success through partnership and intervention in underserved areas
- Promote youth leadership and racial equity in youth services across the county
- Create to get a education partnership and partnership in 2021-22, early learning outcomes, and STEM education, including open-based learning and early literacy development
- Increase students, parents, and caregivers in opportunities for skill development
- Create the early literacy and literacy to create and early literacy of belonging



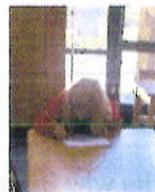
Play and Learn Events – Madeline

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.



- North Compass Actions**
- increase the number of minutes spent reading during out of school time
 - increase the number of libraries providing L1 literacy supports
 - **(New)** Increase the number of library branches providing L1 homework help



417 218 331



- West Marin**
- Little Learners and Parent Engagement
 - Día de los Niños
 - Bilingual Storytimes
 - After-School Programming
 - Reading Buddies at Point Reyes
 - School Partnerships & Student Library Card
 - Webinars at Point Reyes



Grant focused on early education (0-5), parent engagement + books/activities that promote literacy and celebrate cultural heritage. A month-long Día de los Niños 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.



South Marin Education Equity

School Partnerships & Relationships


- Novato Unified School District
- North Bay Children's Center
- Novato Charter School
- Dominican University Service Learning Department and supporting student research


Makespace

- Webstars in teen leadership
- Community Engagement

Culturally Responsive Programs

- Spanish Services
- Reading Buddies (Cultural Cohort)
- Bilingual Storytime & Colors of Our World





Marin City Education Equity

School/Community Partnership

- San Rafael Marin City School District
- National Park Service
- San Anselmo Library

Embedded School Library Services at SMCSD


- 2022-2023 Union Gap Project
- Back to School Community Consult
- 1044th, 1045th, 1046th
- Daily 100/1000 Projects
- 100th Grade
- Added 100 new books to the School Library

Culturally Responsive Programs & Book Rich Environments

- 100th Grade 100/1000 Project
- 100th Grade 100/1000 Project
- 100th Grade 100/1000 Project
- 100th Grade 100/1000 Project
- 100th Grade 100/1000 Project

Webstars

- Professional Development
- Professional Development





THANK
YOU!

Natalie NM@uall
Madeline MBryant @marincounty.org
Raemona RL@detaylor

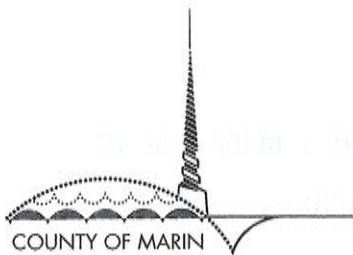
After a brief question and answer period, Commissioner Kaplan thanked Raemona & Madeline Bryant for their presentations, and Brandon Barragan, Library Technology Program Coordinator in the Maker Space, for his tour of the Maker Space.

(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 fulltime 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 Javaras suggested having an early lunch in Point Reyes before the 1pm tour.

(11) ADJOURNMENT – M/S – Meeting ended at 5:18 pm



MARIN COUNTY FREE LIBRARY COMMISSION



MARIN COUNTY FREE LIBRARY Meeting in person and virtual

--PROPOSED MINUTES--
Wednesday, April 12, 2023

Lana Adlawan

Director of County Library Services

Library Commission

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

(1) CALL TO ORDER

This meeting was informational due to a lack of quorum. Meeting started at 2:03pm

(2) ROLL CALL -

Present

Anya Schandler
Glynda Christian

Margaret Kathrein
Nick Javaras

Ann Kaplan
Loretta Farley

Absent with Notification

Sue Ream
Sally Hauser
Alison Blume

Linda Ward
Ali Iqbal
Amelia Lahn

Claudia Wilson
Daniel Sherman

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

(3) ADOPTION OF AGENDA M/S/C -

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

(5) 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.

(6) 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.

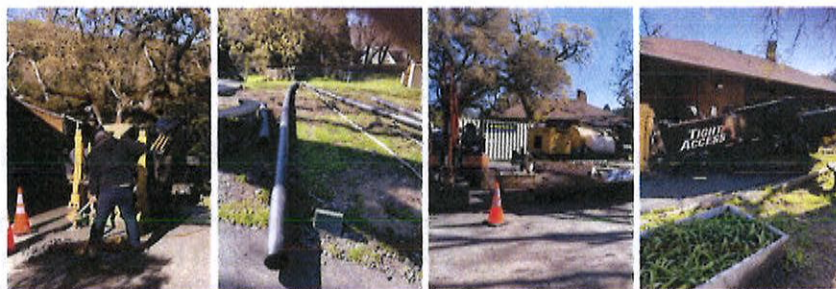
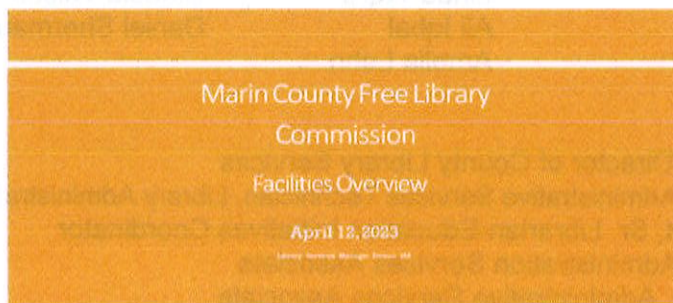
- Commissioner Kaplan thanked Edna for emailing the Measure A reports.

(8) **OLD BUSINESS**

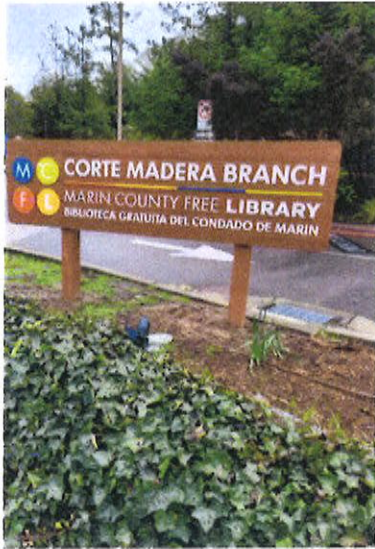
- a. Library Commission Nominating Committee recommends Linda Ward for Interim Vice President through June 2023. Due to lack of quorum, this item was tabled until next month's meeting.
- b. FY23-24 Nominating Committee -- Due to lack of quorum this item was tabled until next month's meeting.

(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.



Fairfax Life Safety Project



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

Marin City, Point Reyes and
Inverness



BayREN's
Resilient Libraries
Network Grant

- Fairfax
- Novato

BAYREN
Local Governments Empowering Our Communities



Thank you

[illegible]

MARIN COUNTY FREE LIBRARY													
2470 & 2480	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	Actuals FY 2021-22	Adopted Budget FY 2022-23	Projected FY 2022-23	Projected FY 2023-24	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28
Property Taxes	\$ (12,658,651) \$	(13,083,655) \$	(13,726,973) \$	(14,300,383) \$	(14,896,529) \$	(16,106,550) \$	(15,226,000) \$	(16,348,156) \$	(16,593,379) \$	(16,842,279) \$	(17,094,914) \$	(17,351,337) \$	(17,611,607) \$
Measure A	\$ (2,468,059) \$	(2,519,181) \$	(2,575,190) \$	(2,628,357) \$	(2,689,034) \$	(2,718,156) \$	(2,800,000) \$	(2,777,955) \$	(2,839,070) \$				
Measure B									(4,700,000) \$	(4,803,400) \$	(4,909,075) \$	(5,017,074) \$	
Other Revenue	\$ (960,282) \$	(1,327,027) \$	(2,800,054) \$	(3,117,738) \$	(3,583,764) \$	(2,829,858) \$	(2,991,437) \$	(2,349,087) \$	(2,358,343) \$	(2,367,713) \$	(2,377,149) \$	(2,386,851) \$	(2,396,219) \$
Total Revenue	\$ (16,084,992) \$	(16,929,969) \$	(19,100,217) \$	(20,046,478) \$	(21,173,327) \$	(22,654,372) \$	(21,917,437) \$	(21,475,149) \$	(23,780,792) \$	(23,909,992) \$	(24,275,468) \$	(24,647,191) \$	(25,024,501) \$
Salaries and Benefits	\$ 11,067,637 \$	10,984,029 \$	11,450,067 \$	11,448,501 \$	11,361,377 \$	12,347,887 \$	13,826,775 \$	13,293,026 \$	13,386,077 \$	13,479,780 \$	13,574,138 \$	13,668,157 \$	13,764,841 \$
Services and Supplies	\$ 3,544,562 \$	3,346,760 \$	3,273,044 \$	3,674,271 \$	3,849,098 \$	4,030,302 \$	4,358,488 \$	4,104,728 \$	4,190,928 \$	4,278,957 \$	4,368,795 \$	4,460,539 \$	4,554,211 \$
Capital Assets	\$ 48,987 \$	396,324 \$	719,052 \$	396,775 \$	1,660,134 \$	696,130 \$	1,157,700 \$	2,928,101 \$	2,825,000 \$	1,097,647 \$	1,097,647 \$	1,097,647 \$	1,097,647 \$
Other Expenses	\$ 667,245 \$	380,737 \$	493,666 \$	1,002,795 \$	1,381,186 \$	1,681,954 \$	1,664,911 \$	1,856,700 \$	1,708,401 \$	1,727,593 \$	1,810,321 \$	1,864,430 \$	1,920,589 \$
Total Expenses	\$ 15,328,431 \$	15,107,860 \$	15,955,809 \$	16,527,342 \$	18,294,895 \$	18,746,179 \$	21,007,894 \$	21,982,555 \$	22,108,406 \$	20,613,957 \$	20,650,901 \$	21,091,974 \$	21,337,268 \$
Net Library Costs	\$ (756,561) \$	(1,822,003) \$	(3,148,408) \$	(3,524,136) \$	(2,919,432) \$	(2,908,399) \$	(9,543) \$	507,406 \$	317,614 \$	(3,296,036) \$	(3,424,562) \$	(8,555,009) \$	(3,687,633) \$

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

Leching Chan Report

Leching Chan Report

MEASURE A CAPITAL PROJECTS SUMMARY FY 22/23

Project No.	Project Title	Service	BUDGET 22/23 1 MIL	Budget 21/22 1 MIL	Budget 20/21 2 MIL	Budget 19/20 500K	BUDGET 18/19 500K	Total Expended FY 18/19 to 22/23
		CONSTRUCTION	\$ 900,000.00	\$ 900,000.00	\$ 1,500,000.00	\$ 400,000.00	\$ 400,000.00	
		PROF. SRVC.	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
		MISC	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
54LP05ROOF	Novato Measure A Project	Professional Services 522510	\$ 7,472.00		\$ 26,440.00	\$ 29,881.45		\$ 63,853.45
		Construction 540210	\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.83		\$ 598,857.33
		Miscellaneous Costs 522310						
		DPW Labor 561110		\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$ 131,968.48
			\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 55,333.91		\$ 794,183.26
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510	\$ 11,626.00	\$ 1,374.00	\$ 46,985.00	\$ 67,765.30		\$ 127,754.30
		Construction 540210	\$ 76,445.97	\$ 496,594.95	\$ 552,421.45	\$ 52,663.20		\$ 1,208,128.57
		Miscellaneous Costs 522310		\$ 7,336.34		\$ 279.36		\$ 7,615.70
		DPW Labor 561110		\$ 85,494.72	\$ 119,676.65	\$ 27,867.41		\$ 333,038.78
			\$ 88,071.97	\$ 590,800.01	\$ 749,084.10	\$ 148,578.29		\$ 1,876,534.37
54LP07ROOF	Fairfax Measure A Project	Professional Services 522510	\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$ 55,770.00
		Construction 540210			\$ 41,436.77	\$ 58,980.00		\$ 100,416.77
		Miscellaneous Costs 522310						
		DPW Labor 561110		\$ 27,876.77	\$ 39,607.54	\$ 6,800.16		\$ 74,284.47
			\$ 7,830.00	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16		\$ 230,171.24
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510						\$ -
		Construction 540210	\$ 68,360.20					\$ 68,360.20
		Miscellaneous Costs 522310						\$ -
		DPW Labor 561110		\$ 41,266.93				\$ 41,266.93
			\$ 68,360.20	\$ 41,266.93				\$ 109,627.13
	\$ Novato Measure A Project	Professional Services 522510			\$ 36,000.00			\$ 36,000.00
		Construction 540210						
		Miscellaneous Costs 522310						
		DPW Labor 561110						
					\$ 36,000.00			\$ 36,000.00
54LPMISC	Measure A Misc Proj	Professional Services 522510					\$ 1,248.00	
		Construction 540210					\$ 23,812.95	
		Miscellaneous Costs 522310						
		DPW Labor 561110					\$ 25,060.85	
								\$ 25,060.25
4/12/2023			\$ 160,394.17	\$ 825,132.66	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.85	\$ 2,769,596.26

MEASURE A (Actuals Through 04/10/2023) NOVATO LIBRARY PROJECT FY 21/22

										Expenditures by Fiscal Year						Total Expended to Date	Remaining Balance
Project No.	Site	FY	Obj	Sub	Activity	Contract / PO No	Vendor	Budget		FY21	FY22	FY23	FY24	FY25			
54LP05ROOF	1371730	PROF SRVC	24009991	522510	Architectural Services	20200000	Marie Delaney and Associates	\$ 1,800.00				\$ 1,800.00			\$ 1,800.00		
54LP05ROOF	1371730	PROF SRVC	24009991	522510	The architect's design	20200000	WSP USA Building Inc.	\$ 20,700.00				\$ 20,700.00			\$ 20,700.00		
54LP05ROOF	1371730	PROF SRVC	24009991	522510	Water line for the sewerage	20200000	North Marin Water District	\$ 1,548.00				\$ 1,548.00			\$ 1,548.00		
54LP05ROOF	1371730	PROF SRVC	24009991	522510	Life Safety camera	20200000	WSP USA Building Inc.	\$ 1,840.00		\$ 7,472.00		\$ 11,540.00			\$ 19,412.00	\$ 5,333.00	
54LP05ROOF	1371730	PROF SRVC	24009991	522510	Fire alarm system	20200000	North Marin Water District	\$ 1,800.00		\$ 9,000.00		\$ 1,500.00			\$ 12,300.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Roof leak/leak	PO 202000121	Western Roofing Service	\$ 2,700.00		\$ 7,472.00		\$ 20,440.00	\$ 28,881.45	\$ -	\$ 56,593.45	\$ 5,333.00	
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Roof leak/leak	20200000	Western Roofing Service	\$ 24,000.00				\$ 24,000.00			\$ 24,000.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Water leak/leak	20200000	Western Roofing Service	\$ 1,200.00				\$ 1,200.00			\$ 1,200.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Fire & sprinkler alarm	33100000	AAR Fireworks Co. 54755551	\$ 430,000.00				\$ 428,049.00			\$ 428,049.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Fire & sprinkler alarm	33100000	AAR Fireworks Co. 54755551	\$ 1,800.00				\$ 1,800.00			\$ 1,800.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Inspection, air sampled/air testing	PO 202000121	Marie Delaney & Assoc	\$ 1,400.00				\$ 1,400.00			\$ 1,400.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Asbestos	PO 20200000	James Corp.	\$ 6,000.00				\$ 6,000.00			\$ 6,000.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Fire hydrant underground wk	PO 20200000	North Marin Water District	\$ 75,000.00				\$ 75,000.00			\$ 75,000.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Fire hydrant underground wk	PO 20200000	Strategic (54000000)	\$ 800.00				\$ 800.00			\$ 800.00		
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Sealing	PO 202000149	Denro	\$ 40,400.00				\$ 40,400.00			\$ 40,400.00		
								\$ 800,383.42	\$ 840.00	\$ 108,717.00	\$ 441,615.80	\$ 27,884.83	\$ -	\$ 658,547.33	\$ 21,558.93		
54LP05ROOF	1371730	FW ABON	24009991	561110	Quarter 1		DPW Capital Projects	\$ 55,347.00			\$ 7,550.42	\$ 19,586.56	\$ 7,885.00		\$ 90,368.98	\$ 35,847.00	
54LP05ROOF	1371730	FW ABON	24009991	561110	Quarter 2		DPW Capital Projects	\$ 17,518.47			\$ 750.50	\$ 19,028.07	\$ 4,800.00		\$ 37,113.04	\$ 17,518.47	
54LP05ROOF	1371730	FW ABON	24009991	561110	Quarter 3		DPW Capital Projects	\$ 20,278.00			\$ 19,528.83	\$ 20,686.64	\$ 5,500.00		\$ 65,993.47	\$ 20,278.00	
54LP05ROOF	1371730	FW ABON	24009991	561110	Quarter 4		DPW Capital Projects	\$ 20,730.00			\$ 15,108.50	\$ 11,024.50			\$ 46,863.00	\$ 20,730.00	
								\$ 113,873.47		\$ 27,258.25	\$ 75,021.50	\$ 27,885.50		\$ 110,165.25	\$ 44,341.00		
SUBTOTAL BY LIBRARY SITE																	
54LP05ROOF	1371730	PROF SRVC	24009991	522510	Novato Library		Professional Services	\$ 65,300.00	\$ 7,472.00			\$ 26,440.00	\$ 29,881.45		\$ 68,693.45	\$ 5,334.00	
54LP05ROOF	1371730	CONSTRUCT	24009991	540210	Novato Library		Construction	\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.83			\$ 598,857.33	\$ 21,558.93		
54LP05ROOF	1371730	MISC	24009991	522310	Novato Library		Miscellaneous Costs										
54LP05ROOF	1371730	FW ABON	24009991	561110	Novato Library		Project Management	\$ 131,968.48		\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$ 131,968.48	\$ 21,558.93		
								\$ 201,718.48	\$ 1,112.90	\$ 499,259.40	\$ 84,683.08	\$ 57,333.31		\$ 794,183.26	\$ 26,294.86		

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

MEASURE A CAPITAL PROJECTS SUMMARY FY 22/23

Project No.	Project Title	Service	BUDGET 22/23 1 MIL	Budget 21/22 1 MIL	Budget 20/21 2 MIL	Budget 19/20 500K	BUDGET 18/19 500K	Total Expended FY 18/19 to 22/23
		CONSTRUCTION	\$ 900,000.00	\$ 900,000.00	\$ 1,500,000.00	\$ 400,000.00	\$ 400,000.00	
		PROF. SRVC.	\$ 75,000.00	\$ 75,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	
		MISC	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
54LP05ROOF	Novato Measure A Project	Professional Services 522510	\$ 7,472.00		\$ 26,440.00	\$ 29,681.45		\$ 63,593.45
		Construction 540210	\$ 840.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.83		\$ 598,657.33
		Miscellaneous Costs 522310						\$
		DPW Labor 561110		\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$ 131,962.48
			\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 85,333.91		\$ 794,183.26
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510	\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		\$ 127,754.30
		Construction 540210	\$ 76,445.97	\$ 496,594.95	\$ 582,421.45	\$ 62,663.20		\$ 1,208,125.57
		Miscellaneous Costs 522310		\$ 7,336.34		\$ 279.38		\$ 7,615.72
		DPW Labor 561110		\$ 85,494.72	\$ 119,676.65	\$ 27,867.41		\$ 233,038.78
			\$ 88,071.97	\$ 590,800.01	\$ 749,084.10	\$ 148,578.29		\$ 1,576,534.37
54LP07ROOF	Fairfax Measure A Project	Professional Services 522510	\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$ 55,770.00
		Construction 540210			\$ 41,436.77	\$ 58,980.00		\$ 100,416.77
		Miscellaneous Costs 522310						\$
		DPW Labor 561110		\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 73,984.47
			\$ 7,830.00	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16		\$ 230,171.24
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510						\$
		Construction 540210	\$ 56,380.20					\$ 56,380.20
		Miscellaneous Costs 522310						\$
		DPW Labor 561110		\$ 41,266.93				\$ 41,266.93
			\$ 56,380.20	\$ 41,266.93	\$	\$		\$ 97,647.13
	S Novato Measure A Project	Professional Services 522510			\$ 36,000.00			\$ 36,000.00
		Construction 540210						
		Miscellaneous Costs 522310						
		DPW Labor 561110						
			\$		\$ 36,000.00	\$		\$ 36,000.00
54LPMISC	Measure A MISC Proj	Professional Services 522510				\$ 1,248.00		\$ 1,248.00
		Construction 540210				\$ 23,812.95		\$ 23,812.95
		Miscellaneous Costs 522310						
		DPW Labor 561110				\$ 25,060.95		\$ 25,060.95
					\$			\$
4/12/2023			\$ 160,394.17	\$ 825,132.66	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$ 2,759,596.26

UNIMARKED BY LIBRARY SITE					LIBRARY SITE		Service		Budget		F Y 2010		F Y 2011		F Y 2012		F Y 2013		F Y 2014		Expenditure		Balance			
Project No.	Site	Type	Orig	Orig	Library Site	Service	Budget	F Y 2010	F Y 2011	F Y 2012	F Y 2013	F Y 2014	F Y 2015	F Y 2016	F Y 2017	F Y 2018	F Y 2019	F Y 2020	F Y 2021	F Y 2022	F Y 2023	F Y 2024	F Y 2025	F Y 2026		
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Professional Services	3	126,734.94	\$	11,802.35	\$	13,240.00	\$	46,880.00	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
SALP000001	ALPAC	MAJOR ACQUIS	3435951	502610	Corte Madera Library	Cardinalian	3	126,734.94	\$	10,446.82	\$	249,530.00	\$	567,421.45	\$	60,786.35	\$	-	\$	1,201.74	\$	3	1,201.74	\$	3	1,201.74
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SALP000001	ALPAC	MAJOR ACQUIS	3435951	502																						

SUMMARY D BY LIBRARY SITE										FY19					Expanded		Borrower	
Project No.	Site	Type	Orig	Orig	Library Site	Services		FY19	FY22	FY21	FY20	FY19						
541-71-0000	LIB 2297	TRN 0000	245-0684	52-2510	Travis Library	Reference Services	\$	58,775.00	\$	30,350.00	\$	3	3	58,775.00	1	5		
541-71-0000	LIB 2297	TRN 0000	245-0684	540210	Travis Library	Construction	\$	108,428.77	\$	41,558.77	\$	3	3	108,428.77	1	5		
541-71-0000	LIB 2297	TRN 0000	245-0684	542110	Travis Library	Management	\$	0.00	\$	0.00	\$	3	3	0.00	1	5		
541-71-0000	LIB 2297	TRN 0000	245-0684	561110	Travis Library	Program Management	\$	0.00	\$	0.00	\$	3	3	0.00	1	5		
Total Costs							\$	249,931.77	\$	70,908.77	\$	3	3	249,931.77	1	5		

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

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

A stylized landscape illustration in the background of the lower half of the page. It features rolling hills in shades of yellow and orange, a dark blue body of water, and a prominent dark blue spire (resembling the Transamerica Pyramid) rising from the water. The sky is a light blue gradient.

OUR MISSION:

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

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services



Sensory Kit @ the Library

Corte Madera Library strives to be an inclusive and welcoming place for all. Our children need to have some sensory and stress relief tools to help them with sensory sensitivities in order to have a successful experience at the library. Please ask the staff at the children's desk about borrowing these materials for in-library use.

• **Noise Reducing Headphones** to help relieve anxiety and promote concentration by reducing distracting sounds.



• **Tangle and Bubble Fidgets** to relieve stress and anxiety for busy fingers.



• **Squishy Stress Balls** to help with stress and focus, and are designed for two hand play.



• **Weighted Lap Pad** to improve focus and a sense of calm when there is a need to be seated.



• **Webbie Cushion** for use on a chair or on the ground, to help increase focus by providing opportunity to control fidgety energy while seated.



Kit is for ages 3+ and intended for use with supervision.

Thank you to the Friends of the Corte Madera Library for generously funding this kit.
Corte Madera Library is located at 201 Meadowcrest Dr. Corte Madera, CA 94925. 415.324.4515.



Requests for library accommodations may be made by phoning 415-472-3220 (Voice), CA Relay 711 or by email at library@mcclibrary.org. Copies of documents and materials in alternative formats upon request.

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.



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.

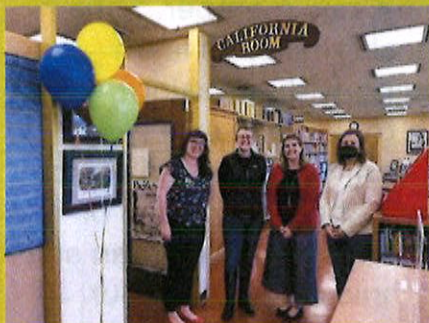
We also celebrated Earth Day on the 22nd by hosting the UC Marin Master Gardener's. Our speaker discussed basic composting to our teen and adult patrons. Finally, we wrapped up the month with our Level Up Gaming Club where we played Super Smash Bros.

Outreach/School Partnerships

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.

Novato highlighted Arab American authors and their stories and celebrated National Poetry Month.

Adult Services



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 Development & Management



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 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)

Collection Development & Management

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



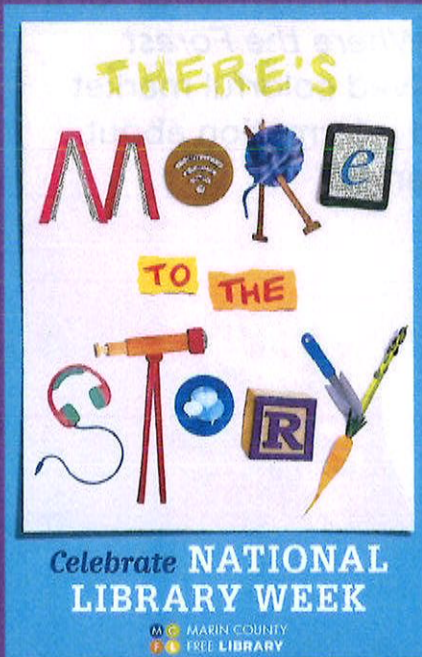
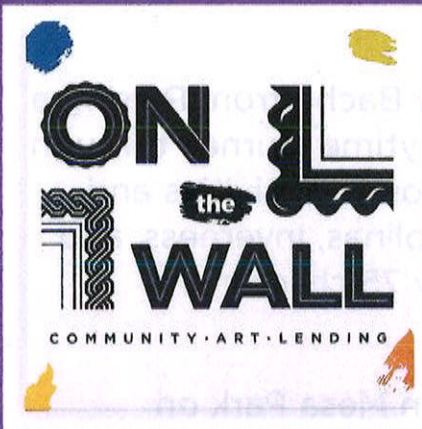
Marin City offered a Ramadan Storytime on April 15, welcoming the community with warmth, a place to connect, and fun! The opportunity to take part in arts and crafts was shared, providing another option for families and all ages, and speaking all languages, to interact. The event drew many local Muslim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

Communications & Publicity



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 Primavera 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

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Communications & Publicity (Continued)



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.



PERSONNEL UPDATE

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

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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

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

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.

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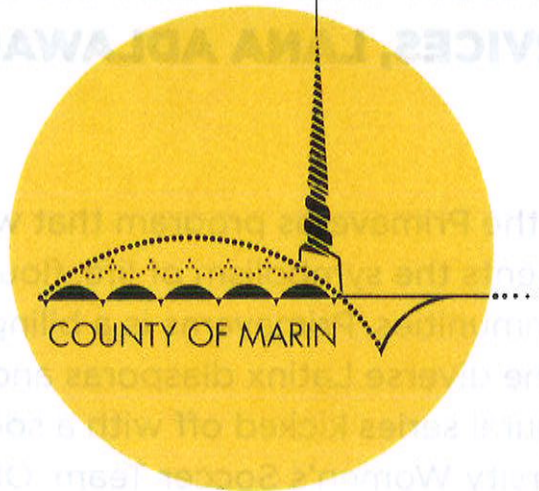
MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN (Continued)

I also want to celebrate the Primavera program that was offered April 13-15, 2023. Primavera represents the symbolism of life, flourishing, and above all the resilience of our communities. Primavera 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.



**MARIN COUNTY FREE LIBRARY
COMMISSION MEETING SCHEDULE
JULY 2023- JUNE 2024**

MONTH	DATE	LOCATION	PRESENTATIONS	PRESENTER(S)
JULY	12		NO MEETING	
AUGUST	9	NOVATO 4 PM	SPANISH SERVICES	GARCIA & AVALOS
SEPTEMBER	13	CIVIC CENTER 4 PM	MEASURE A FUND REVIEW FACILITIES OVERVIEW	GALIANI & HILL
OCTOBER	11	INVERNESS 2 PM	RACIAL EQUITY ALLIANCE	BERTUCCI & LITTLE TAYLOR
NOVEMBER	8	FAIRFAX 4 PM	CHILDREN'S SERVICES	HARTWELL-MANDELLA & MILES
DECEMBER	13	CALIFORNIA ROOM ANNEX 4 PM	TEEN SERVICES / WEBSTARS WINTER CELEBRATION	BARRAGAN, DOUGLAS & RUSSO MCCALL
JANUARY	10	CORTE MADERA, 2 PM	MEASURE A FUND REVIEW FACILITIES OVERVIEW	GALIANI & HILL
FEBRUARY (FRIDAY)	16	MARIN CITY 10 AM	EDUCATIONAL EQUITY	BRYANT, MCCALL & LITTLE TAYLOR
MARCH	13	SOUTH NOVATO. 4 PM	ADULT SERVICES	ASH & DOERGE
APRIL	10	POINT REYES 2 PM	MEASURE A FUND REVIEW FACILITIES OVERVIEW	GALIANI & HILL
MAY	8	STINSON BEACH, 2 PM	E-SERVICES & COMMUNICATION/MARKETING	CLEMONS, MAGNUS & WAYE
JUNE	12	LOCATION TBD 5 PM	ANNUAL MEETING & ELECTIONS / SOCIAL EVENT	

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

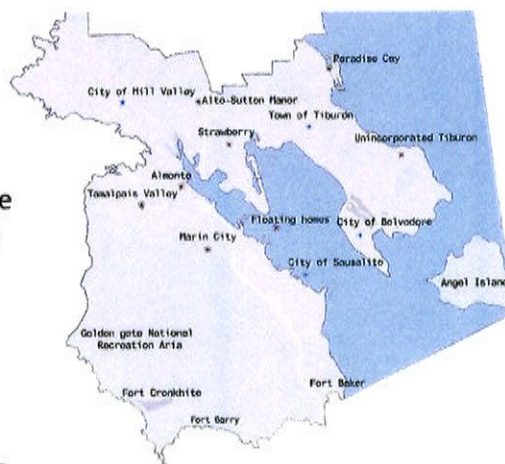
When & Where: Time/Date & Place of Meetings

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 Quffa and Jill Tokutomi (San Rafael), Teresa Capasso (Larkspur), and Sarah Frye (College of Marin).

MARINet Staff: Jessica Trenary

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 Trenary 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.**
 - B. Washington Post (*Action*) – Brenner very interested in subscribing for Mill Valley. 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*) – Trenary 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

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Thursday, March 2, 2023 - Online Meeting



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*) – Tokutomi 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 programming 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**

MARINet Board Special Meeting Minutes

Friday April 7, 2023



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