

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, October 11, 2023**  
**2:00 p.m.**

**Inverness Library**  
**15 Park Avenue --Inverness, CA 94949**

The Library shares the Gables House with the Jack Mason Museum.

Directions: Take the San Anselmo exit from Highway 101. Drive west on Sir Francis Drake Boulevard to Olema. Turn right on Highway 1. Continue for about two miles and turn left (back on to Sir Francis Drake Boulevard) and continue for another three miles. Turn left after the gas station. The Library is the third building on the right. Bus stop: The West Marin Stagecoach [North Route](#) stops in Inverness. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (call: **415-473-3222**).

Books aren't just made of words, they are also filled with places to go and people to visit.

*Sue Fitzmaurice*

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
2:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of June 7, August 9 & September 13 meeting minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for September	Ream	Information
	8. Old Business		
	9. New Business		
	a. Racial Equity Alliance	Little Taylor & Bertucci	Information
	10. Director's Report for September	Adlawan	Information
	11. Announcements	Ream	Information
3:30	12. Adjournment	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.

*Numbered List of attachments:*

4. Minutes for June 7; notes for August 9, and September 13, 2023
11. Library Director's Report for September, 2023

Unnumbered Attachments:

MARINet Board minutes of August 3, 2023 held online and at Library Tech Board Room

**Marin County Free Library**

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

**Brown Act:**

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Co).

**Meeting Locations**

Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937
Marin City Library	164 Donahue Street, Marin City, CA 94965
Novato Library	1720 Novato Blvd., Novato, CA 94947
Point Reyes Station Library	11431 State Route One, Point Reyes Station, CA 94956
South Novato Library	931 C Street, Novato, CA 94949
Stinson Beach Library	3521 Shoreline Highway, Stinson Beach, CA, 94970

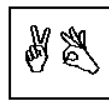
e:\msw\sec\libcom\2023packets\com23-10-11a

[Type here]



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.



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.

#### LIBRARY COMMISSION AGENDA FOR 10/11/23 MTG

MARIN COUNTY FREE LIBRARY  
The Mcinnis Park Golf Club Restaurant  
350 Smith Ranch Road, San Rafael, CA 94903

--PROPOSED MINUTES--  
Wednesday, June 7, 2023

(1) CALL TO ORDER

Meeting called to order @ 5:07 pm.

(2) ROLL CALL

Present

Sue Ream	Nick Javaras	Loretta Farley
Ann Kaplan	Any Schandler	Sally Hauser
Claudia Wilson	Linda Ward	Ali Iqbal
Daniel Sherman	Margaret Kathrein	Glynda Christian

Absent with Notification

Alison Blume

Also Present

Lana Adlawan, Director of County Library Services  
Ann Bertucci, Librarian I  
Madeline Bryant, Sr. Librarian – Education Initiatives Coordinator  
Leching Chan, Administrative Services Associate  
Jennifer Christensen, Librarian I/Digital Archivist  
Alejandra Cruz, Learning Bus Project Coordinator  
Janet Doerge, Sr. Librarian – Branch Manager  
Kathleen Fitzhugh Remitz, retired Children's Librarian  
Leslie Galiani, Administrative Service Manager  
Edna Guadiana, Administrative Services Associate  
Stephanie Hartwell – Mandella, Sr. Librarian – Branch Manager  
Michelle Hirsch, Administrative Services Associate  
Elisa Lacerda, Mobile Library Assistant  
Raemona Little Taylor, Deputy Director of County Library Services  
Kerry Livingston, Community Library Specialist  
Jesse Lumb, Mobile Library Assistant  
Lynn McDermott, Friends of the Marin County Free Library  
Margaret Miles, Sr. Librarian – Branch Manager  
Julia Noble, Friends of the Marin County Free Library  
Eva Patterson, Retired Sr. Librarian – Branch Manager  
Ginny Schultz, Friends of the Marin County Free Library  
Suki Sennett, Friends of the Marin County Free Library  
Brooklyn Swanson, Mobile Library Assistant  
Susan Topor, Friends of the Marin County Free Library  
Keith Waye, Media Specialist  
Penny Wells, Friends of the Civic Center Library



- (3) ADOPTION OF AGENDA M/S/C – Javaras/Schandler Agenda approved as submitted
- (4) ADOPTION OF May 10, 2023 MINUTES - M/S/C Hauser/Farley Minutes approved as submitted.
- (5) OPEN TIME FOR PUBLIC EXPRESSION – None
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting
- (7) PRESIDENT'S REPORT MAY  
President Ream announced and thanked everyone for the accomplishments for the past year including:
  - Measure B passed
  - Fairfax Garden Project is terrific
  - 7 FTE added to MCFL staff
  - Completed the radio frequency ID projects for checking out materials
  - All library hours have been reinstated
  - BOS recognition during National Library Week
  - Library Commission is back in person
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
  - a. Elections of Officers: Commissioner Kaplan presented the slate of officers for 2023-2024.  
The slate is:
    - (1) Sue Ream, President
    - (2) Linda Ward, Vice-PresidentM/S/C Schandler/Javaras--Slate of officers for 2023/2024 accepted as presented
  - b. President Ream acknowledged and thanked all recent retirees, and presented a small gift to those present, including Eva Patterson, Kathleen Fitzhugh Remitz, and Kerry Livingston.
- (10) DIRECTOR'S REPORT FOR MAY – Director Adlawan reported on the following:
  - Lana reported on the FY 2022-23 Goals & Progress Report for the Library Commission
- (11) ANNOUNCEMENTS –
  - The County Fair is coming up soon, and volunteers are still needed
- (12) ADJOURNMENT – M/S Ward/Javaras Meeting adjourned @ 5:14 pm

MARIN COUNTY FREE LIBRARY  
**NOVATO LIBRARY**

**1720 Novato Boulevard, Novato, CA 94947**

Directions: Highway 101 to DeLong Avenue/Downtown exit. Cross over the freeway continue to Novato Blvd (4<sup>th</sup> stop light), turn right. Continue north on Novato Blvd going through next traffic light. Pass intersection, the Library is on the right-hand side with a red tile roof. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**). NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

--PROPOSED NOTES--  
Wednesday, August 9, 2023

(1) CALL TO ORDER

This meeting was informational, due to a lack of quorum. Meeting started @ 4:07 pm. Since it had been a long time that the Library Commission had met in person in Novato, President Ream requested that we go around and have everyone introduced themselves.

(2) ROLL CALL

Present

Sue Ream	Nick Javaras	Ann Kaplan
Sally Hauser	Glynda Christian	

Absent with Notification

Alison Blume	Loretta Farley	Anya Schandler
Claudia Wilson	Linda Ward	Ali Iqbal
Daniel Sherman	Margaret Kathrein	

Also Present

Lana Adlawan, Director of County Library Services  
Daniel Avalos, Library Desk Supervisor, Novato Library  
Hector Garcia, Community Library Specialist, South Novato Library  
Edna Guadiana, Administrative Services Associate  
Raemona Little Taylor, Deputy Director of County Library Services  
Francine Allen, Inverness

(3) ADOPTION OF AGENDA M/S/C – Unable to approve, due to a lack of a quorum.

(4) ADOPTION OF June 7, 2023 MINUTES – Unable to approve, due to a lack of a quorum.

- (5) OPEN TIME FOR PUBLIC EXPRESSION – Francine Allen, Member of the Public expressed her concerns regarding staffing and hours at the Inverness library.
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (7) PRESIDENT’S REPORT JUNE AND JULY  
President Ream announced the following:
  - We had a great annual meeting, and Sue thanked the planning committee for a job well done;
  - We had a very successful booth at the County Fair this year.
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
  - a. Spanish Services Report: Daniel Avalos, Library Desk Supervisor at the Novato Library and Hector Garcia, Community Library Specialist at the South Novato Library reported on the following:



## Who are we?

Héctor García | Community Library Specialist | South Novato | Chair  
Daniel Avalos | Circulation Supervisor | Novato | Co-Chair  
Mildred Arencibia | Librarian | TEC Services  
Silvia Molina | Library Assistant II | Novato  
Victor Avalos | Circulation Supervisor | Civic Center  
Annemarie Russo | Community Library Specialist | West Marin  
Alejandra Cruz | Learning Bus Program Coordinator  
Alex Porrata | Community Library Specialist | West Marin  
Ruth Itzun | Library Assistant II | Novato  
Anthony Puga | Circulation Supervisor | Fairfax  
Kristine Augestad | Library Assistant | Corte Madera

## Nuestra misión

Aims to develop ways to inform our Spanish-speaking community about the library and its services, and work to better understand and fulfill the needs of our patrons.

## What do we do?

- **Representation**  
Connecting with our Spanish-speaking communities.
- **Outreach and Marketing**  
Making our services and resources visible and accessible outside of our branches through community events and social media.
- **Programming**  
Initiatives that provide exposure to new experiences, highlight our resources and services, and address patron needs.
- **Collections**  
Maintaining a variety of relevant, engaging, and popular Spanish and bilingual collections.



# What guides our work?

## 2018 Patron Survey Highlights

- Over 100 responses.
- Novato, Civic Center, and South Novato were the most visited libraries.
- Print material is the most borrowed, followed by DVDs, and Books on CD.
- 70% were unfamiliar with our eResources.
- Most attended programs are family oriented.
- 22% did not have internet at home.
- Would like to see ESL, tech classes, educational programming, etc.

# What guides our work?

## 2023 Patron Survey Highlights (April-August)

- 51 responses (ongoing) most of them collected during Primavera. Second surge once new school year begins, Reading Buddies.
- Most visited libraries. SNO 52.9%; NOV 37.3%; Other ~2%
- Would like to see at **South Novato**: shade, seating area at courtyard, immigration and citizenship workshops, ESL, tech classes, educational programming, leadership workshops (community organizing, etc.), computers for children



## How do we Connect with our Spanish-speaking communities?

### • Representation

Visibility leads to representation.

- Labels in Spanish
- Signage

- Recommendation:  
Language justice and accessibility  
TRANSLATIONS= Equity at work.
- Marketing and Outreach









President Ream thanked Daniel and Hector for their presentation.

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

- We continue to work on Noll & Tam interior refresh projects; hoping to make a final decision on what the layouts will look like soon;
- Started Strategic Plan and want to have ready by January 2024;
- DPW will do assessment of the Library's 4 owned properties

(11) ANNOUNCEMENTS –

- Next Library Commission meeting will be on Wednesday, September 13 at 4pm in room 410B in the Civic Center building.

(12) ADJOURNMENT – Meeting ended at @ 5:01 pm

**CIVIC CENTER MEETING ROOM #410B**  
3501 Civic Center Drive, San Rafael, CA 94903

Directions: Travel Highway 101, taking the San Pedro exit north of San Rafael, proceed east to the traffic light, turn left at the light. Turn left to main Civic Center Administration Building. Ample parking available close to the building, with no evening time limitations. Take elevator to the fourth floor, exit right, and continue to first hallway **Room 410B** at end of hallway. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

--PROPOSED NOTES--  
Wednesday, September 13, 2023

(1) CALL TO ORDER

This meeting was informational, due to a lack of quorum. Meeting started @ 4:02 pm.

(2) ROLL CALL

Present

Sue Ream	Nick Javaras	Linda Ward
Glynda Christian	Claudia Wilson	

Absent with Notification

Alison Blume	Loretta Farley	Anya Schandler
Ali Iqbal	Sally Hauser	Daniel Sherman
Ann Kaplan	Margaret Kathrein	

Also Present

Lana Adlawan, Director of County Library Services  
Leching Chan, Administrative Services Associate  
Leslie Galiani, Administrative Services Manager  
Edna Guadiana, Administrative Services Associate  
Raemona Little Taylor, Assistant Director of County Library Services  
Gina Turrini, Administrative Assistant I  
Penny Wells, MCFL Friend's member

(3) ADOPTION OF AGENDA M/S/C – Unable to approve, due to a lack of a quorum.

(4) ADOPTION OF June 7, August 9 and September 13, 2023 MINUTES – Unable to approve, due to a lack of a quorum.



- (5) OPEN TIME FOR PUBLIC EXPRESSION – None
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (7) PRESIDENT’S REPORT JUNE AND JULY  
President Ream announced the following:
  - President Ream announced that everyone should have received an invitation to MCFL's annual All Staff Day on Friday, September 22 at McNear's Beach. She hopes some of the Library Commission can attend.
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
  - a. Measure A Fund Review and Facilities Overview Reports: Lana Adlawan, Director, Leslie Galiani, Administrative Services Manager and Leching Chan, Administrative Services Associate reported on the following:

---

## Marin County Free Library Quarterly Facilities Review

Lana Adlawan, Director of County Library Services  
September 13, 2023



### FY 2023-24 FACILITY GOALS

Complete interior improvement projects for library branches.

Conduct a comprehensive building assessment of County-owned library facilities for capital improvements in FY 2023-24.

Begin phasing in staffing and other service enhancements and return to the Board of Supervisors to present recommendations which fully incorporate the renewal of the Measure B parcel tax, which was approved by voters in November 2022.

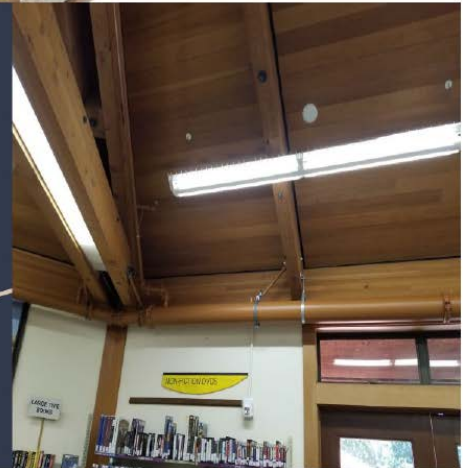
FAIRFAX  
SAFETY  
IMPROVEMENTS  
PROJECT

May -August 2023



FAIRFAX  
SAFETY  
IMPROVEMENTS  
PROJECT

May -August 2023



FAIRFAX  
SAFETY  
IMPROVEMENTS  
PROJECT

May -August 2023

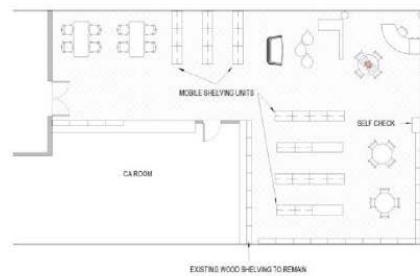
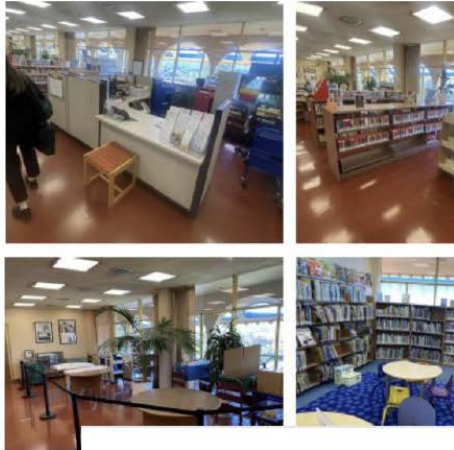


FAIRFAX  
SAFETY  
IMPROVEMENTS  
PROJECT

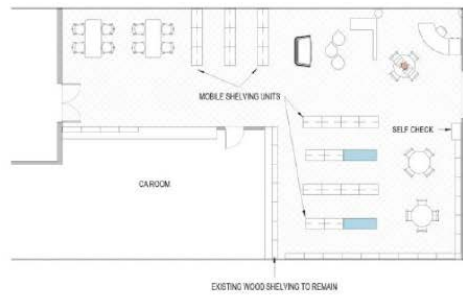
May -August 2023



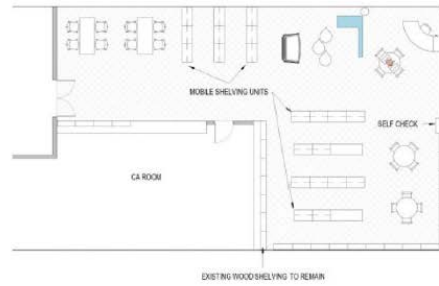
NOLL & TAM  
INTERIOR BRANCH  
REFRESH PROJECT  
2021-2024



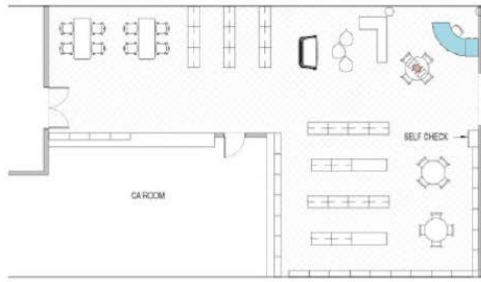
Civic Center Library – Children's Area



## Civic Center Library – Children's Area



## Civic Center Library – Children's Area



## Civic Center Library – Children's Area



**CORTE MADERA LIBRARY PROJECT** OCTOBER 2023 - MAY 2024  
New Restrooms, HVAC, and ADA Accessible Path of Travel

MEASURE A (Actuals Through 06/30/2023)  
NOVATO LIBRARY PROJECT FY 21/22

														Expenditures by Fiscal Year				Total Expended to Date	Remaining Balance
Project No.	Site	Type	Orig	Obj	Service	Contract / PO No	Provider	Budget	FY19	FY20	FY21	FY18							
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Acoustic Impaction	32002653	Monte Design and Associates	\$ 1,862.00				\$ 1,862.00	\$ -	\$ 1,862.00	\$ -				
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Fire schematic design	32007057	WSP USA Buildings Inc	\$ 32,700.00				\$ 32,700.00		\$ 32,700.00	\$ -				
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Water line for fire suppression	32007057	North Marin Water District	\$ 1,048.45				\$ 1,048.45		\$ 1,048.45	\$ -				
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Life Safety Improv	32107077	WSP USA Buildings Inc	\$ 24,785.00	\$ 7,472.00			\$ 11,846.00		\$ 44,123.00	\$ 5,336.00				
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Engineering labor	PO 22120472	North Marin Water District	\$ 8,500.00				\$ 8,500.00		\$ 8,500.00	\$ -				
									\$ 68,861.45	\$ 7,472.00	\$ 25,440.00	\$ 29,951.45	\$ -	\$ 132,773.90	\$ 5,336.00				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640210	Water test Repairs	PO 22080131	Western Roofing Service	\$ 2,378.00				\$ 2,378.00		\$ 2,378.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640210	Recover at Rear Rat	32007056	Western Roofing Service	\$ 24,038.00				\$ 24,038.00		\$ 24,038.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640210	Water test Repairs	32007056	Western Roofing Service	\$ 1,426.12				\$ 1,426.12		\$ 1,426.12	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24749961	640230	Fire & Sprinkler Alarm	32108515	AME Insular Co. 24749961	\$ 434,400.00			\$ 4,553.40	\$ 429,846.60		\$ 434,400.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Fire & Sprinkler Alarm	PO 22100923	AME Insular Co. 24829961	\$ 8,827.00			\$ 8,827.00			\$ 8,827.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Inspection, air work/pressure testing	PO 22100923	Moore Design & Assoc.	\$ 1,146.00				\$ 1,146.00		\$ 1,146.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Abatement	PO 22100926	Venus Corp.	\$ 8,623.00				\$ 8,623.00		\$ 8,623.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Fire hydrant underground wk	PO 22100402	North Marin Water District	\$ 73,299.39				\$ 73,299.39		\$ 73,299.39	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Fire Alarm/Sprinkler Monitoring Sys	PO 22161365	Intrepid (Rend Inv)	\$ 2,598.00	\$ 840.00			\$ 1,758.00		\$ 4,356.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Shelving	PO 22080104	Service	\$ 40,458.35				\$ 40,458.35		\$ 40,458.35	\$ -				
									\$ 620,253.42	\$ 840.00	\$ 128,717.10	\$ 441,613.60	\$ 27,684.63	\$ -	\$ 598,657.33	\$ 21,596.09			
SALPDRROOF	LBPT120	FMALABOR	24829961	661110	Quarter 1		DPW Capital Projects	\$ 33,847.03	\$ -	\$ 7,288.40	\$ 19,561.59	\$ 7,063.02	\$ -	\$ 33,847.03	\$ -				
SALPDRROOF	LBPT120	FMALABOR	24829961	661110	Quarter 2		DPW Capital Projects	\$ 17,218.47	\$ -	\$ 738.50	\$ 12,073.87	\$ 4,406.10	\$ -	\$ 17,218.33	\$ -				
SALPDRROOF	LBPT120	FMALABOR	24829961	661110	Quarter 3		DPW Capital Projects	\$ 5,876.50	\$ -	\$ 16,859.65	\$ 29,696.84	\$ 8,565.13	\$ -	\$ 49,068.74	\$ -				
SALPDRROOF	LBPT120	FMALABOR	24829961	661110	Quarter 4		DPW Capital Projects	\$ 28,820.08	\$ -	\$ -	\$ 15,751.50	\$ 11,034.68	\$ -	\$ 36,717.00	\$ -				
									\$ 131,962.48	\$ -	\$ 27,836.55	\$ 76,127.80	\$ 27,687.83	\$ -	\$ 131,962.48	\$ -			
SUMMARIZED BY LIBRARY SITE																			
Project No.	Site	Type	Orig	Obj	Library Site	Service	Budget	FY19	FY20	FY21	FY22	FY18	Expend	Balance					
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Novato Library	Professional Services	\$ 68,861.45	\$ 7,472.00	\$ -	\$ 24,441.00	\$ 30,948.45	\$ -	\$ 32,961.45	\$ 3,328.00					
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640210	Novato Library	Construction	\$ 620,253.42	\$ -	\$ 128,717.10	\$ 441,613.60	\$ 27,684.63	\$ -	\$ 598,657.33	\$ 21,596.09					
SALPDRROOF	LBPT120	FMALABOR	24829961	661110	Novato Library	Manufacturing Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
SALPDRROOF	LBPT120	FMALABOR	24829961	661110	Novato Library	Project Management	\$ 131,962.48	\$ -	\$ 27,836.55	\$ 76,127.80	\$ 27,687.83	\$ -	\$ 131,962.48	\$ -					
							Total Costs	\$ 821,117.35	\$ 156,553.55	\$ 546,183.40	\$ 85,333.91	\$ -	\$ 794,185.26	\$ 25,934.09					

Project Completed and Closed out



MEASURE A (Actuals Through 06/30/2023)  
CORTE MADERA LIBRARY MEASURE A 2223

										Expenditures by Fiscal Year				Total	Remaining
Project No.	Site	Type	Orig	Obj	Service	Contract / PO No.	Provider	Budget		FY22	FY21	FY20		Expended to Date	Balance
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Asbestos inspection	32000904	Monite Design & Assoc.	\$ 2,120.00					\$	2,120.00	\$ -
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Life Safety Improvements	32100781	BRW Architects	\$ 22,489.00	\$ 3,648.00	\$ 1,374.00	\$ 17,466.00		\$	22,489.00	\$ -
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Printing	Int'l pr. Inv.	BRW	\$ 97.24					\$	97.24	\$ -
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Architectural design & Eng. Svcs.	12007242	BRW Architects	\$ 56,120.00					\$	56,120.00	\$ -
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Architectural design & Eng. Svcs.	Int'l pr. Inv. SPLIT	BRW Architects	\$ 4,039.06					\$	4,039.06	\$ -
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	HVAC design	32100496	BRW Architects	\$ 25,000.00			\$ 25,000.00		\$	25,000.00	\$ -
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Life Safety Improvements	22007053	BRW Architects	\$ 5,912.00			\$ 5,912.00		\$	5,912.00	\$ -
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Matching 2 shade installation	22300850	Greenway's Guild Inc	\$ 7,978.00					\$	7,978.00	\$ -
							Remaining Balance	\$ 1,034.64					\$		\$ 1,034.64
								\$ 129,768.84	\$ 11,626.00	\$ 1,374.00	\$ 46,966.00	\$ 67,768.30	\$	127,754.30	\$ 1,034.64
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Temporary roof repairs	32000844	M3 Integrated Services, Inc.	\$ 11,337.20					\$	11,337.20	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Replace roof fans	32000827	Western Roofing Svc.	\$ 41,326.00					\$	41,326.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24744631	540210	Roof life safety/improv. 24744631	24100844	Jonathan Wickman Dev.	\$ 1,010,000.00	\$ 140,748.10	\$ 371,355.48	\$ 554,600.45		\$	1,009,815.03	\$ (56,812.03)
54LPWR00F	LBPT07	CONSTRUCT	24744631	540210	Roof life safety/improv. 24744631	Change Order	Jonathan Wickman Dev.	\$ 136,734.00					\$	-	\$ 136,734.00
54LPWR00F	LBPT07	CONSTRUCT	24744631	540210	Roof life safety/improv. 24744631	Change Order / Desc	Jonathan Wickman Dev.	\$ 252,754.00					\$	-	\$ 252,754.00
54LPWR00F	LBPT07	CONSTRUCT	24744631	540210	Roof life safety/improv. 24744631	Change Order / Desc	Jonathan Wickman Dev.	\$ 29,352.87					\$	-	\$ 29,352.87
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Inspection, air sample/mold testing	PO 22101383	Monite Design & Assoc.	\$ 4,465.00					\$	4,465.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Inspection, air sample/mold testing	PO 22101015	Monite Design & Assoc.	\$ 4,341.00					\$	4,341.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Abatement	PO 22101027	Janus Corp.	\$ 18,807.00			\$ 18,807.00		\$	18,807.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Drywall work	PO 22101344	A & E Smear Co.	\$ 4,000.00			\$ 4,000.00		\$	4,000.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Conveyor Abatement	PO 22200219	Janus Corp.	\$ 18,352.00			\$ 18,352.00		\$	18,352.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Fire exits line pping (deduct fr Wickman)	PO 22200224	MWDG	\$ 14,712.00			\$ 14,712.00		\$	14,712.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	HVAC design	32200778	BRW Architects	\$ 25,500.00	\$ 8,360.00	\$ 21,000.00		\$	29,360.00	\$ 6,200.00	
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Uprate ductwork	PO 22200632	Miller Brown Electric Co.	\$ 66,360.00			\$ 66,360.00		\$	66,360.00	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Life Safety Improvements 53848 P- 22100761	32200793	BRW Architects	\$ 7,000.00			\$ 7,000.00		\$	7,000.00	\$ 3,648.00
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Building permit fee		County Of Merit	\$ 3,190.71			\$ 3,190.71		\$	3,190.71	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Earth window blind pole hood/telescopic pole		Amazon	\$ 166.26			\$ 166.26		\$	166.26	\$ -
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	CMAA, Geotechnical services S/I		Miller Pacific Equip Corp	\$ 458.50			\$ 458.50		\$	458.50	\$ -
								\$ 1,379,966.34	\$ 148,848.10	\$ 486,684.94	\$ 682,421.45	\$ 52,663.20	\$	1,289,727.70	\$ 66,238.54
													\$	370.00	\$ -
													\$	475.00	\$ -
													\$	1,129.38	\$ -
													\$	3,360.25	\$ -
													\$	279.38	\$ -
													\$	7,818.02	\$ -
													\$	279.38	\$ -
													\$	10,183.60	\$ -
													\$	39,692.79	\$ -
													\$	4,473.43	\$ -
													\$	13,200.38	\$ -
													\$	6.04	\$ -
								\$ 233,038.82	\$ -	\$ 85,494.72	\$ 119,676.55	\$ 27,867.41	\$	233,038.78	\$ 0.04
SUMMARIZED BY LIBRARY SITE															
Project No.	Site	Type	Orig	Obj	Library Site	Service	Budget		FY22	FY21	FY20		Expended	Balance	
54LPWR00F	LBPT07	PROF SVCS	24826931	522510	Corte Madera Library	Professional Services	\$ 128,788.84	\$	11,626.00	\$ 1,374.00	\$ 46,966.00	\$ 67,768.30	\$	127,754.30	\$ 1,034.64
54LPWR00F	LBPT07	CONSTRUCT	24826931	540210	Corte Madera Library	Construction	\$ 1,276,866.24	\$	55,848.10	\$ 480,548.95	\$ 652,421.45	\$ 52,663.20	\$	1,289,727.70	\$ 66,238.54
54LPWR00F	LBPT07	MISC SUPP	24826931	522310	Corte Madera Library	Miscellaneous Costs	\$ 7,615.02	\$		\$ 7,323.64	\$	\$ 279.38	\$	7,615.02	\$ -
54LPWR00F	LBPT07	PWV ABOR	24826931	581110	Corte Madera Library	Project Management	\$ 233,038.82	\$	\$ 85,494.72	\$ 119,676.55	\$ 27,867.41	\$	233,038.78	\$ 0.04	
						Total Costs	\$ 1,746,469.02	\$	166,874.10	\$ 599,799.31	\$ 749,054.10	\$ 148,679.29	\$	1,646,135.86	\$ 97,273.22



Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.  
Project Completed and Closed out.

**MEASURE A (Actuals Through 06/30/2023)**  
**FAIRFAX LIFE & SAFETY PROJECT FY 21/22**

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal		Total	Remaining
									FY21	FY22	Expended to Date	Balance
54LP10FAI	LBP2097	PROFSVCS	24826641	522510	Change Order	32100170	Wiss, Janney, Estner	\$ 15,600.00	\$ 3,222.00		\$ 3,222.00	\$ 12,378.00
54LP10FAI	LBP2097	PROFSVCS	24826641	522510	Limited Asbestos Monitoring	Non PO	Monte Deignana & Ass	\$ 2,550.00	\$ 2,550.00		\$ 2,550.00	\$ -
								\$ 23,250.00				\$ 23,250.00
								\$ 41,400.00	\$ 5,772.00		\$ 5,772.00	\$ 35,628.00
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Install Fire Suppression & Smoke Detect	32300858	DMR Builders	\$ 506,244.00	\$ 198,591.80		\$ 198,591.80	\$ 307,652.20
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Permits/Engineering	Non PO	MMWD	\$ 24,616.00	\$ 24,616.00		\$ 24,616.00	\$ -
							Available	\$ 23,928.08				\$ 23,928.08
								\$ 554,788.08	\$ 223,207.80		\$ 223,207.80	\$ 331,580.28
54LP10FAI	LBP2097	MISC	24826641	522310								
54LP10FAI	LBP2097	PWLABOR	24826641	561110	FY 21-22 DPW Proj Managemnt			\$ 248,266.92		\$ 41,266.92	\$ 41,266.92	\$ 207,000.00
54LP10FAI	LBP2097	PWLABOR	24826641	561110	FY 22-23 DPW Proj Managemnt				\$ 68,678.61		\$ 68,678.61	\$ -
41CLIBFAI1												
								\$ 248,266.92	\$ 68,678.61	\$ 41,266.92	\$ 109,945.53	\$ 138,321.39
54LP10FAI	LBP2097	TRANSOUT	24826641	580110	Move Funds to Library Trust			\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$			

MEASURE A (Actuals Through 06/30/2023)  
CMA HVAC PROJECT FY 22/23

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal		Total	Remaining
									FY24	FY23	Expended to Date	Balance
54LP13HVAC	LBP707	PROFSVCS	24826631	522510							\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
								\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00
54LP13HVAC	LBP707	CONSTRUCT	24826631	540210							\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
								\$ 553,000.00	\$ -	\$ -	\$ -	\$ 553,000.00
54LP13HVAC	LBP707	MISC	24826631	522310							\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
54LP13HVAC	LBP707	PWLABOR	24826631	561110	DPW Labor FY 22/23			\$ 117,000.00	\$ -	\$ 38,449.60	\$ 38,449.60	\$ 78,550.40
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
								\$ 117,000.00	\$ 38,449.60		\$ 38,449.60	\$ 78,550.40

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	FY24	FY23	Expended	Balance
54LP11HVAC	LBP707	PROFSVCS	24826631	522510	Corte Madera Library	Professional Services	\$ 30,000.00			\$ -	\$ 30,000.00
54LP11HVAC	LBP707	CONSTRUCT	24826631	540210	Corte Madera Library	Construction	\$ 553,000.00			\$ -	\$ 553,000.00
54LP11HVAC	LBP707	MISCSUPP	24826631	522310	Corte Madera Library	Miscellaneous Costs	\$ -			\$ -	\$ -
54LP11HVAC	LBP707	PWLABOR	24826631	561110	Corte Madera Library	Project Management	\$ 117,000.00	\$ -	\$ 38,449.60	\$ 38,449.60	\$ 78,550.40
Total Costs:							\$ 700,000.00	\$ -	\$ 38,449.60	\$ 38,449.60	\$ 661,550.40

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

S NOVATO LIBRARY PROJECT FY 21/22

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

## MISCELLANEOUS PROJECT FY 21/22

									Expenditures by Fiscal Year				Total	
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY20	FY21	FY22	FY19	Expended to Date	Remaining Balance
54LPMISC	LBP707	PROF SVCS	24636631	522510	Mold spore trap analysis	31801734	Monte Despain & Assoc.	\$ 5,423.00				\$ 1,248.00	\$ 1,248.00	\$ 4,175.00
								\$ 5,423.00				\$ 1,248.00	\$ 1,248.00	\$ 4,175.00
54LPMISC	LBFLGSHIP	CONSTRUCT	24836581	540210	FLAGship EV Charging station	PO 22000141	Sares Regis Mgmt. Co.	\$ 23,812.95				\$ 23,812.95	\$ 23,812.95	\$ -
								\$ 23,812.95				\$ 23,812.95	\$ 23,812.95	\$ -
								\$ 23,812.95				\$ 23,812.95	\$ 23,812.95	\$ -
								\$ -				\$ -	\$ -	\$ -
								\$ -				\$ -	\$ -	\$ -
								\$ -				\$ -	\$ -	\$ -
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	FY20	FY21	FY22	FY19	Expended	Balance	
54LPmisc		PROF SVCS	24646541	522510		Professional Services	\$ 5,423.00	\$ -	\$ -	\$ -	\$ 1,248.00	\$ 1,248.00	\$ 4,175.00	
		CONSTRUCT	24846541	540210		Construction	\$ 23,812.95	\$ -	\$ -	\$ -	\$ 23,812.95	\$ 23,812.95	\$ -	
		MISCELL SUPP	24846541	522310		Miscellaneous Costs						\$ -	\$ -	
		PWLABOR	24846541	561110		Project Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
						Total Costs:	\$ 29,235.95	\$ -	\$ -	\$ -	\$ 25,060.95	\$ 25,060.95	\$ 4,175.00	

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

**MEASURE A CAPITAL PROJECTS SUMMARY FY 22/23**

Project No.	Project Title	Service	BUDGET 22/23 4 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
		<b>CONSTRUCTION</b>						
		<b>PROF. SRVC.</b>	\$ 900,000.00	\$ 900,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	
		<b>MISC</b>	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
			\$ 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	\$ 29,651.45		\$ 63,563.45
		Construction 540210	\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,694.63		\$ 599,657.33
		Miscellaneous Costs 522310						\$ -
	Project Completed	DPW Labor 561110		\$ 27,830.85	\$ 76,127.80	\$ 27,997.83		\$ 131,962.48
			\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 85,333.31		\$ 794,183.28
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510	\$ 11,626.00	\$ 1,374.00	\$ 46,988.00	\$ 67,768.30		\$ 127,754.30
		Construction 540210	\$ 149,048.10	\$ 496,594.95	\$ 562,421.45	\$ 62,663.20		\$ 1,280,727.70
		Miscellaneous Costs 522310		\$ 7,335.64		\$ 279.58		\$ 7,615.02
		DPW Labor 561110		\$ 85,494.72	\$ 119,678.65	\$ 27,867.41		\$ 233,038.78
			\$ 160,674.10	\$ 590,799.31	\$ 749,084.10	\$ 148,578.29		\$ 1,649,135.80
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						\$ -
	Project Completed	DPW Labor 561110		\$ 27,876.77	\$ 39,507.54	\$ 6,600.96		\$ 73,984.47
			\$ 7,830.00	\$ 36,811.77	\$ 120,249.31	\$ 65,980.96		\$ 236,171.24
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510	\$ 5,772.00					\$ 5,772.00
		Construction 540210	\$ 223,207.80					\$ 223,207.80
		Miscellaneous Costs 522310						\$ -
		DPW Labor 561110	\$ 68,578.61	\$ 41,266.92				\$ 109,845.53
		Transout 580110	\$ 5,545.00					\$ 5,545.00
			\$ 303,293.41	\$ 41,266.92	\$ -	\$ -		\$ 344,470.33
54LP13HVAC	Corte Madera HVAC Project	Professional Services 522510						
		Construction 540210						
		Miscellaneous Costs 522310						
		DPW Labor 561110	\$ 38,449.60					\$ 38,449.60
			\$ 38,449.60					\$ 38,449.60
	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					\$ 1,245.00	\$ 1,245.00
		Construction 540210					\$ 23,812.95	\$ 23,812.95
		Miscellaneous Costs 522310						\$ -
		DPW Labor 561110						\$ -
					\$ -		\$ 25,060.95	\$ 25,060.95
9/13/2023			\$ 518,269.11	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$ 3,117,471.18

Branch Totals	
CALIF ROOM (CA)	\$ 154,988
DAVE CENTER (DC)	\$ 166,331
CORTE MAJOURA (CMA)	\$ 1,880,548
FAIRFAX (FA)	\$ 1,221,467
NOVATO (NOV)	\$ 1,745,436
MARIN CITY (MC)	\$ 2,565
SOUTH NOVATO (SNV)	\$ 57,290
LEARNING BAY	\$ 350,000
LOS GATOS	\$ 28,373
REDWOODS QUINCY CENTER GARDEN (RQCG)	\$ 539,871
REFRESH PROJECT (All branches)	\$ 258,850
TOTAL PROJECT EXPENDITURES	\$ 6,346,566

(12) ADJOURNMENT – Meeting ended at @ 4:44 pm



Marin County Free Library  
Racial Equity Alliance  
October 11, 2023  
marinlibrary.org

## RACIAL EQUITY ALLIANCE CO-CHAIRS



COUNTY OF MARIN



## RACIAL EQUITY ALLIANCE MEMBERS

Alejandra Cruz (Learning Bus) - *new*  
Andre Clemons (Marketing) - *new*  
Ann Bertucci (CCE)  
Ann Duesenberry (CMA) - *new*  
Aura Perez (Acquisitions) - *new*  
Brandon Barragan (SNO) - *new*  
Brooklyn Swanson (BKM) - *new*  
Charmaine Bonner (CA Room) - *new*  
Daniel Avalos (NOV)

Etienne Douglas (MCI)  
Iris Meinolf (FAI) - *new*  
Jose Rodas (Library Accounting)  
Julie Magnus (E-Services/Marketing)  
Lana Adlawan (Admin) - *new*  
Lily Rosenman-(BOL/STB) - *new*  
Mattie Ivy Leeds (PRE)  
Raemona Little Taylor (Admin) - *new*



Marin County Free Library  
Racial Equity Alliance  
October 11, 2023  
marinlibrary.org

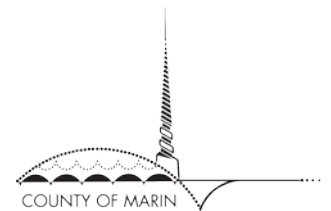
## MEET THE RACIAL EQUITY ALLIANCE





MARIN COUNTY  
FREE LIBRARY  
MY CHOICE FOR LEISURE LEARNING LIVING

2 0 2 1 - 2 0 2 3



## MCFL EQUITY INITIATIVES



### • Internal Practices & Policy Changes

- Fine Free
- Equity Discussion for all standing committees and staff meetings
- Spanish language Blog posts
- Savannah newsletter – regular Equity component
- Resource outlet for Anti-racism - Restrictive Covenant removal, Sir Francis Drake Blvd community discussions, De-mystifying Affordable Housing series



### • Programming & Outreach

- Racial Equity Film and Book Club
- Teen-produced Spire 'Zine
- Webstars Expansion
- Learning Bus Mobile Preschool
- Reading on the Ranches
- Reading Buddies
- Conscious Kids Kits
- Marin City Live!

## MCFL EQUITY INITIATIVES



### • Partnerships

- CA Libraries - Cultivating Racial Equity and Inclusion (CREI)
- County Parks - Free Park Passes
- First 5 Marin - Backpack Giveaway
- Homeward Bound – Playaways donated for teens in transition from homelessness to foster care
- Sausalito Marin City School District - management of campus libraries and collections update



### • Digital Access

- Tech Connect Packs
- Laptops Anytime Kiosk

# MCFL EQUITY INITIATIVES

## COLLECTION MANAGEMENT & DEVELOPMENT



- **System-wide**

- Diversity audit of entire collection
- Expanded diversity for entire collection
- Mandated of 50% diverse authors in all booklists and displays

- **Adult**

- Diversity audit of adult collection
- Lucky Day – diverse titles added
- Adult Fiction – diverse titles added

- **Teen**

- Diversity audit of teen collection

- **Children**

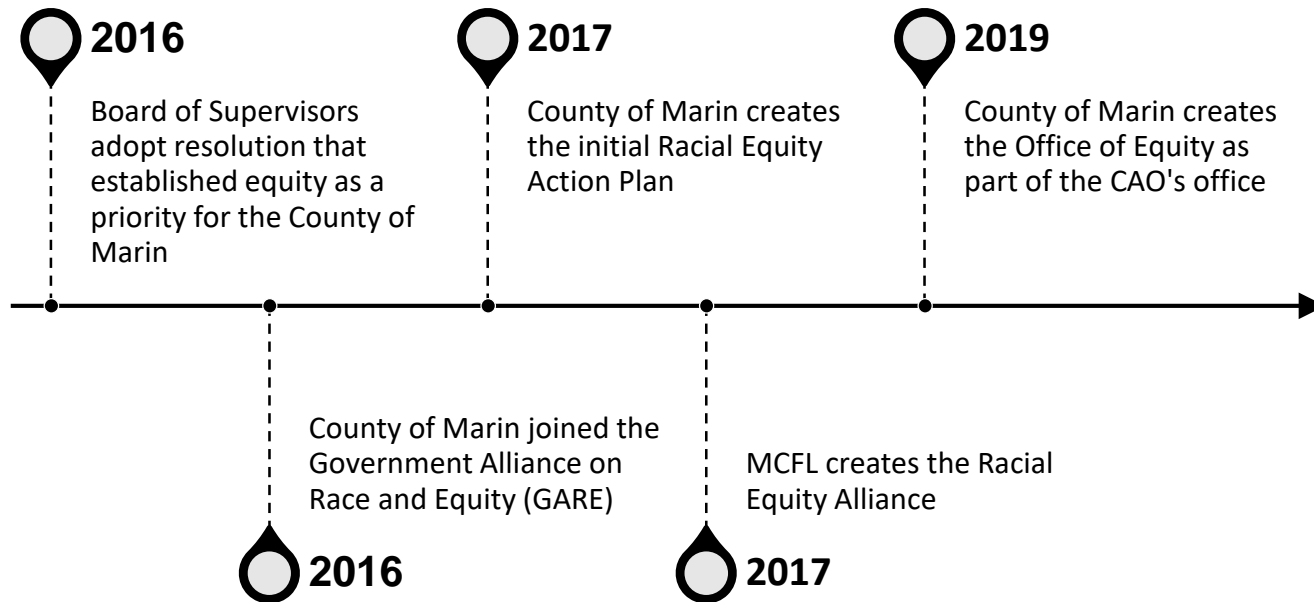
- Diversity audit of children's collection
- Diverse Easy Chapter project
- Revision of Classics Glade
- Holiday – expanded categories and added more diverse titles and authors
- Conscious Kids Book Kits: Talking About Race

- **Spanish & Online**

- OverDrive eBooks expanded diversity
- Spanish labels updated
- Spanish Services collection expanded

## RACIAL EQUITY TIMELINE (1 OF 2)

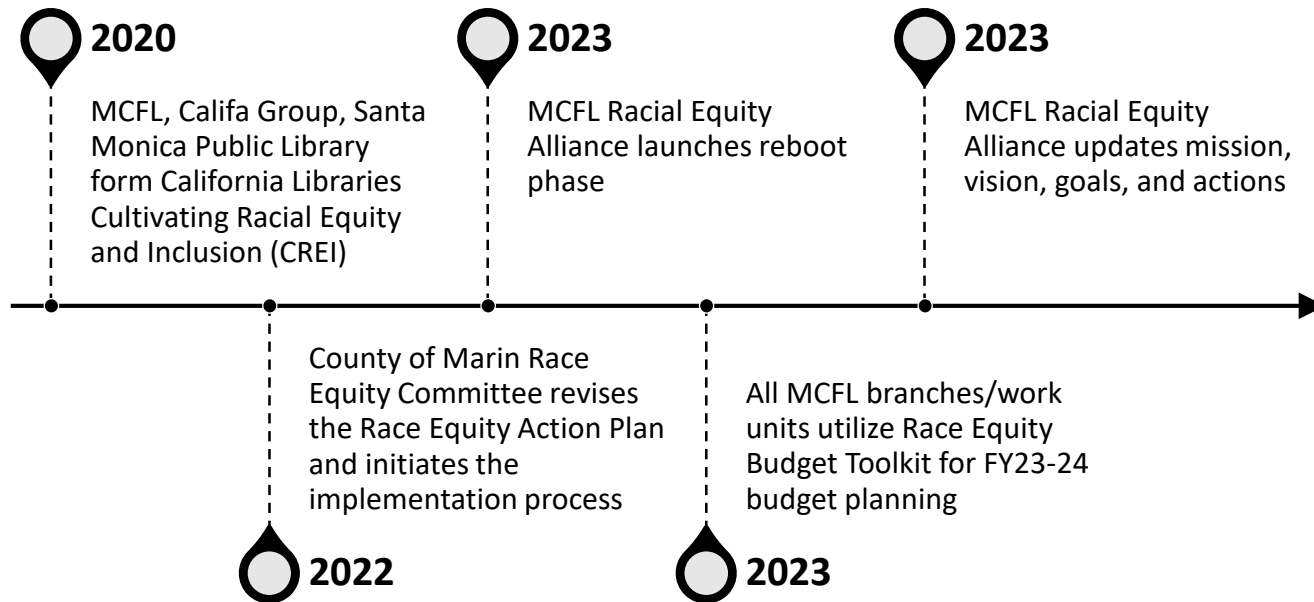
2 0 1 6 - 2 0 1 9





## RACIAL EQUITY TIMELINE (2 OF 2)

2 0 2 0 - 2 0 2 3





# RACIAL EQUITY ALLIANCE REBOOT

2 0 2 3

- Reset period after multiple leadership transitions
- Include representation from all branches/units
- Review and update the existing mission, goals, and vision of the Racial Equity Alliance
- Ensure that the work of the Racial Equity Alliance is action-oriented and visible to all staff and initiatives are clear
- Support MCFL staff with EDIB training opportunities
- Commit to regularly scheduled meetings and transparent meeting objectives and minutes
- Ensure MCFL has a core team of staff on the Equity Alliance as the library's Strategic Plan launches in 2023
- Increase collaboration with the County's Office of Equity
- Sing the praises of MCFL's work and actions in advancing racial equity and the communities we serve

# RACIAL EQUITY ALLIANCE PRIORITIES BRAINSTORM

## External Facing Initiatives

Racial Equity  
Section on the  
Website

Language  
Access:  
including  
interpretation.

Who are  
we not  
serving?

How does the library  
support our  
community partners  
who are facing  
pushback and  
discrimination  
efforts? (Supporting  
schools with their  
collection dev)- Matrix

Showing Up  
for  
Community:  
Messaging,  
resources,  
policy support

How do we deepen  
collaboration and  
communication  
with external  
partners?

School Visits &  
Engagement: how  
do we assess the  
data? Create a  
shared matrix to  
determine  
community needs  
and track how it  
evolves

Community  
Engagement  
Strategies:  
thoughtful, tailored  
to each  
communities

Create decisions  
based off  
community  
feedback with the  
most diverse  
backgrounds and  
levels of interest and  
service

Supporting  
the Canal  
District

Education  
Equity:  
Messaging  
and Access

Build and  
sustain/grow  
authentic  
relationships  
with BIPOC  
communities.

Little  
Learners  
corners

Primaveras 3  
day events in  
Novato.  
Regular users  
and new  
users.

Provide better  
access through  
additional California  
Room  
pathfinders/subject  
guides (Marin City &  
Marinship in  
progress)

Increasing  
awareness of  
hotspots and  
Chromebooks to  
communities who  
are not aware

## Internal Facing Initiatives

HR Portal needs  
updating or MCFL  
needs their own.  
(Demographic data  
of employees over  
time)-What is our  
story?

Communication  
Pathways and how  
to maximize our  
reach

Organizational  
Change & Shifts:  
how do we  
communicate to all  
stakeholders. Unify.  
Consistent  
Messaging.  
Communication  
Plan/Strategies

County Efforts for  
Retention (Housing,  
Compensation,  
Commuting, etc)

Retention Data: how  
are we looking at  
the data? Ex. diverse  
hiring panels don't  
reflect successful  
recruitment of  
diverse candidates

Recruit and  
Retain a  
diverse  
workforce

Defining why Equity  
is important as a  
broad spectrum for  
the library system

Deepen  
engagement  
with the  
County's  
Office of  
Equity

Review and  
Redefine  
Operations/Staffing  
with an Equity Lens  
(internal policies  
and procedures)

Collection  
Development  
- using  
Collection HQ  
DEI toolkit

## RACIAL EQUITY ALLIANCE MISSION (DRAFT)

The Racial Equity Alliance establishes and prioritizes racial equity internally and across all spaces, programs, collections, and services to celebrate the beauty of our diverse communities. We work to ensure that all feel welcome and have resources to thrive with MCFL.

---

Marin County Free Library  
Racial Equity Alliance  
October 11, 2023  
marinlibrary.org

# RACIAL EQUITY ALLIANCE VISION (DRAFT)

## RACIAL EQUITY ALLIANCE NEXT STEPS

- Finalize mission, vision, goals/actions for the Racial Equity Alliance
- Engage with MCFL's Strategic Planning process
- Implement goals/actions in 2024

---

THANK YOU!



Photo Credit: Jeff Wong



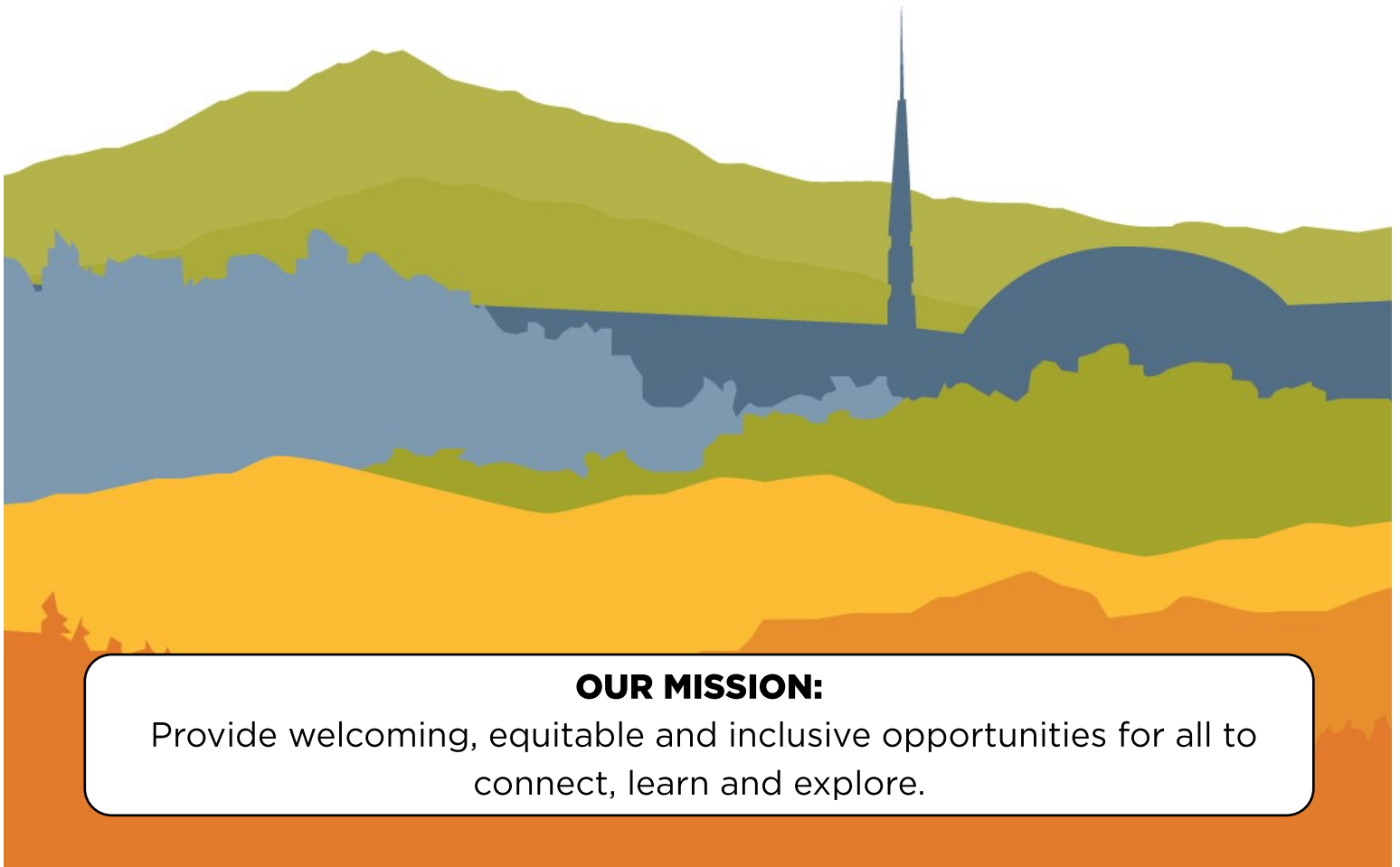


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

---

**SEPTEMBER 2023 ACTIVITIES**

---



**OUR MISSION:**

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

# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services



MCFL is celebrating Hispanic Heritage month with displays, programs and scavenger hunts!

Novato branch is holding a Latinx Heritage Month scavenger hunt which encourages kids to learn about 6 current children's authors/illustrators and check out books by these creators.

With support from West Marin Early Literacy and other West Marin community partners, Point Reyes branch hosted a successful health and wellness workshop in Spanish for caregivers while children made herbal tea blends, corn husk dolls and milagros.

The celebration continues with Cascada de Flores performing joyful music at Marin City and Corte Madera branches in October.

After more than 11 years as Chair and Co-Chair of Children's Services Team, Margaret Miles is passing the torch to Iris Meinolf, Fairfax Children's Librarian, who will co-chair along with Stephanie Hartwell-Mandella.

## Teen Services



On September 9 Corte Madera hosted the orientation meeting for the Homework Helpers. 15 volunteers that will be helping at our 4 regional branches came for a training and breakfast! The same day, Corte Madera hosted a teen-conceived and run crochet program for all ages. We wound up with 24 adults and teens, and will be repeating monthly through the winter. We also had our first post-summer Teen Advisory Committee meeting, and the Homework Helpers held their first session this school year.

Youth Services staff formed a team (led by South Novato and Fairfax librarians) to create a new Rainbow Reading & Resource club. The club will be a hybrid online and in-person LGBTQI+ book club for Teens and Tweens that will discuss LGBTQI themed books and resources in a fun, welcoming, and inclusive space.

Teen Services staff across branches created colorful and engaging book displays to celebrate Hispanic Heritage Month.



## Adult Services



technology  
4Life  
Online Technology Classes

### Smartphone Basics Online Class: Android



**Technology4Life**, a Marin-based organization committed to teaching adults of all ages through practical, hands-on classes and seminars to understand and utilize technology in order to enable them to remain independent, healthy and connected to their community, continue their partnership with MCFL for 2023-2024. They hosted an in-person class at Novato Library on September 13 on “**Using Your Android Smartphone.**” These workshops serve to empower older adults with essential technological skills.

The need for these kinds of trainings are evident in the fact that registration for two programs at Fairfax Library, an in-person iPhone training for Adults (September 28) and an Android phone training for Adults (September 29), filled up fast. Next classes are scheduled for January 2024 and registration is now open.

Many MCFL branches—Novato, Corte Madera, Marin City, Fairfax, Pt. Reyes—participated in **National Voter Registration Day (NVRD)** on Tuesday September 19. NVRD is a national effort to strengthen our democracy by encouraging people in our communities to register to vote. Staff set up tables in the libraries with red, white & blue balloons, posters, postcards, QR codes, stickers, treats and bookmarks. Some branches hosted a volunteer from the League of Women Voters to do some personalized encouraging.

In honor of **National Hispanic Heritage Month**, staff highlighted a collection of fiction featuring all Latinx authors, with genres including romance, magical realism, and mystery. The list included Julia Alvarez’s *Afterlife*, *Dominicana* by Angie Cruz, and *Cowboy Graves: Three Novellas* by Roberto Bolaño.

Additionally in honor of Hispanic Heritage Month, Civic Center Library’s Afternoon Book Club discussed Gabriel Garcia Marquez’s *One Hundred Years of Solitude* at their monthly meeting on September 21.

Also on September 21, Fairfax Library welcomed presenter Twila Newey, a Certified California Naturalist and head gardener at Larner Seeds, to introduce patrons to gathering, cleaning, storing, and sowing **California Native Seeds** of annual wildflowers and perennials. Whether working on a regional habitat garden or adding native flora to increase biodiversity in an existing garden, growing local wildflowers from seed is an inexpensive, beautiful, and rewarding way to support our native butterflies, bees, and birds.

Showing Up for Racial Justice (SURJ) Marin and MCFL continue to team up on a series that examines the deep connections between racism and poverty that are encoded in global, national and local economies. On September 23, the third event in the **SURJ Marin & MCFL Poverty & Racial Justice Film & Conversation: Systems that Reinforce Poverty** looked at the intentional or unintentional systems that reinforce cycles of poverty for Marin residents (especially residents of color.)

(Continued on next page)

## Adult Services (Continued)



Whether these systems are manifested in a criminal justice system that disproportionately impacts communities of color; financial systems that simultaneously neglect and prey upon these impacted communities; or health care systems that financially hobble black and brown residents each year: each system serves as a link in a chain that keeps Black, Indigenous, and other marginalized communities from competing on a level playing field. Participants viewed a short film and held a discussion with Marin County Public Defender, David Sutton and Ida Times-Green, Marin City public servant, social worker, and former president of the Sausalito/Marin City School Board.

Kristine Erving, of **Marin Bee Keepers** has got the "buzz" on bees in Marin. On September 26 at the Fairfax Library, she shared the history of bees in our area, talked about "who's in the hive," and shared what plants are important food sources for bees. She offered more information about why bee populations are so vital to both agriculture and our community well-being, and touched on why bees are in peril at this time. She suggested many ways we can help bees in our environment, including which plants we can select for our gardens to attract bees and support their survival. She brought along her beekeeping gear, an observation hive and some honey to taste.

The Fairfax Library also hosted the **Apoorvaa Deshpande Collective**, a trio of musicians playing classical Indian music. Singer Apoorvaa started the performance by speaking about the history of this traditional art form, which originated in northern India. In front of a full audience, she then sang beautiful Ragas (melodic scales) and Bandishes (compositions), accompanied by violin and tabla drums. Thank you to the Friends of the Fairfax Library for helping put on such a great event.

Corte Madera hosted a program with **Marin Master Gardener**, Diane Lynch, on how to create mini-succulent gardens, a discussion by the **Alzheimer's Association** on managing money for loved ones with chronic conditions, and a writing workshop. Finally, a number of high school students offered a crochet class to a roomful of eager students of adults and youth. The September art exhibit featured paintings by Tom Soltesz, with many done on location throughout Marin County. Soltesz is a Marin Agricultural Land Trust Artist, helping to raise funds to keep Marin open and green.

The Adult Services Committee coordinated the library's presence at the annual **Marin County Senior Fair** at Civic Center. At our booth we interacted with about 450 people and shared "MCFL logo" swag: 300 pens, 7 boxes of donated books, 250 sticky note booklets, and lots of luggage tags and password notebooks. Colleagues from Civic Center, Fairfax, South Novato, Corte Madera, Bolinas and Library Administration attended to staff our table. We heard stories of library love from patrons, and were able to share information on our current services. It was a successful event and we were happy to participate in it again.

## **Collection Development & Management**

### **Collection HQ - Long Overdue Check**

All branches of MCFL have been completing an inventory of their collections over the last few months. Our next phase on the path to accurate records in our database for patrons and staff is the Long Overdue Check. Basically, making sure what our database says is on our shelf, truly is. We'll be in this process through November 2023 and then move on to removing materials that just don't look s new anymore! A big THANK YOU to all the staff across our branches working hard on cleaning things up in this area. Your work is making a difference?

### **Languages Subcommittee**

The Languages Subcommittee met on September 15th, 2023, to review data on languages spoken by school age children in Marin from EdData.org and to formulize a plan for adding languages other than English and Spanish to MCFL's children's collection. The decision was made to add a Portuguese children's collection to our Novato, South Novato and Corte Madera branches, a Vietnamese children's collection to our Civic Center and Novato branches and a Russian and Ukrainian children's collection to our Civic Center branch. Ordering is now moving forward. The goal is to have materials in the branches by spring 2024.

### **The End of Netflix DVDs - Impact to Collections**

According to our main Audiovisual vendor Midwest Tapes, public libraries are poised to take the place of streaming services such as Netflix, Hulu and AppleTV+ , who don't offer physical audiovisual materials. The few who do, such as RedBox, charge for materials. We expect that MCFL will see an increase in demand for Adult DVD and Blu-ray formats in the future. A DVD, on average, costs \$26-\$29.00, with Blu-ray \$37-\$39.00 after our organizational discount. This change could put more pressure on the audiovisual budget to meet this demand.

(Continued on next page)



## Collection Development & Management

Here are some basic circulation statistics from 2023 by patron checkout:

The first nine months of checkouts in 2023 yielded 177,029 circulations of Adult DVDs, with January and March yielding the highest number of checkouts those months, with over 6,000 checkouts.

The chart below shows some of the most popular genre of DVD checkouts and the number of items in each category for the last year.

### CollectionHQ

#### Non-Book Circulation and Turnover by Collection: 09/21/2022 - 10/02/2023

	Collection Description	Items	Circulation	Turnover
Adult	Adult 3-day Loan (LD, Westflix DVD) [ANB]	471	4865	10.33
Adult	Adult DVD - Adventure [ANB]	1432	8988	6.28
Adult	Adult DVD - Biographical [ANB]	808	5764	7.13
Adult	Adult DVD - Drama [ANB]	2192	14790	6.75
Adult	Adult DVD - Fantasy [ANB]	586	3913	6.68
Adult	Adult DVD - Historical Fiction [ANB]	1324	10481	7.92
Adult	Adult DVD - Humor [ANB]	2715	18105	6.67
Adult	Adult DVD - Mystery and Suspense [ANB]	1300	12030	9.25
Adult	Adult DVD - Romance [ANB]	497	3206	6.45
Adult	Adult DVD - Science Fiction [ANB]	309	1866	6.04
Adult	Adult DVD - Television [ANB]	1765	10838	6.14
Adult	Adult DVD - Thriller [ANB]	1767	14001	7.92
Adult	Adult DVD [ANB]	3501	21371	6.1
Adult	Nonfiction DVD - Biographical [ANB]	827	2285	2.76
Adult	Nonfiction DVD - Documentary [ANB]	2678	5777	2.16
Adult	Nonfiction DVD - Historical Fiction [ANB]	301	639	2.12
Adult	Nonfiction DVD - Instructional [ANB]	257	540	2.1
Adult	Nonfiction DVD [ANB]	1914	3556	1.86
Adult	TOTAL	24644	143015	104.66

## Educational Equity



### South Novato

South Novato had the following events for Hispanic Heritage Month:

- Displays in all three main areas of the branch: Children, Teen, and Adult in both English and Spanish.
- Storytimes with Hispanic Culture themes.
- September 22nd we had a Hispanic Art Event where children, teens, and adults were welcomed to help make a decorative and temporary arch of painted paper flowers (now displayed in the Little Learners area of the Children's Room.) Snacks were provided by Lobos Ice Cream of Novato. 53 people attended the event.
- The Shop has seen a significant increase in usage, mostly thanks to a feature in the Marin IJ. Some days they reach their maximum participation limit of 30 patrons at one time, and have been seeing up to 60 people a day. A variety of projects have been coming in and out. Many simple arts and crafts, but also many projects related towards improving, fixing, or adding on to items people use every day. This includes fixing broken parts or furniture, creating new ways to store items, patching and or hemming clothing.

### Marin City

Martin Luther King Jr. Academy middle school students were very excited to help decorate the school library at the Phillips Campus this month! (Pictures of the finished product to come soon!) We are so grateful for the extra hire staff who are helping to ensure that the Sausalito/Marin City school libraries are open and available to students! Special thanks to Aura Lopez Contreas for planning out this activity for students and to Shayla Davis and Magali Ceballos for working to get all the classes at the elementary school scheduled for weekly library visits! Our partnership with the schools in Marin City and Sausalito are vital for the community and community building projects like the mural project help connect students to their library!

(Continued on next page)

## Educational Equity (Continued)



### West Marin

MCFL was at the **Tomales Festival** on Sunday, September 3. Alex, Madeline, Mattie and Molly worked the booth. We distributed 115 children's giveaway books, 36 Little Learners books for ages 0-5, and 27 take home craft kits (16 catapults, 7 lanyards, and 4 friendship bracelets). The tie dye hat crafts table was a big success too!

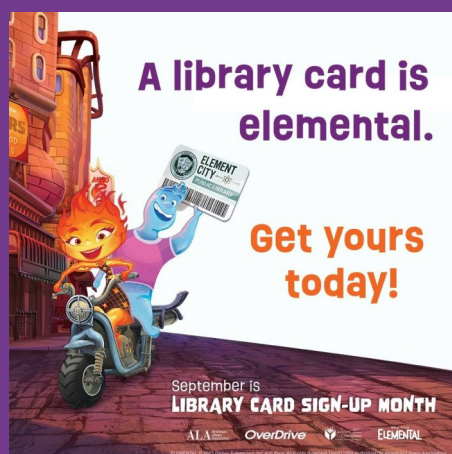
MCFL was invited to have a kids activity table at the **Labor Day BBQ** in Bolinas on Monday, September 4. Lily, Sophie, and Vanessa had activities including a giant thank you card for the Community Center for kids to color, plus bubbles! It was a busy, bustling festive day!

The Botanical Bus provided a **Spanish language wellness workshop for caregivers** in Point Reyes on Saturday, September 16. Collaborators included Papermill Creek Children's Corner, Parent Services Project Baby Gym and the Learning Bus. Children's activities, crafts, and high quality, bilingual English/Spanish children's books were available for free. This highly successful event was sponsored by the West Marin Fund Little Learners grant. 50 people attended.

MCFL had a booth at the **Latino Heritage Festival at the West Marin school** on Tuesday, September 19. The celebration included a community potluck, dance performances by the elementary students, and live Mexican ranchero music performed by students and community members. Dancing and Lotería (Mexican bingo) followed. Over 100 people of all ages attended. It was truly a beautiful celebration.



## Communications & Publicity



The Marin IJ featured the library's new community creative space, [The Shop](http://marinlibrary.org/the-shop) ([marinlibrary.org/the-shop](http://marinlibrary.org/the-shop)), located next to the South Novato Library, in an [article](http://bit.ly/46vAWXp) in September ([bit.ly/46vAWXp](http://bit.ly/46vAWXp)). The Shop opened to the public in June and is a reimagining of the former Marin Makerspace. The focus was on “supporting the community and hearing their needs,” shared coordinator Brandon Barragan, and the redesign incorporated the requests for more hands-on tools and programs geared toward things like woodworking and sewing.

September was National Library Card Sign-up Month, and we [highlighted](#) all the great educational resources available in the library for students, from elementary school up through life-long learners, on our website and social media ([bit.ly/46A3MFU](http://bit.ly/46A3MFU)).

With the focus on back to school, we helped to promote the library's new [Homework Helpers](#), teen volunteers that help provide free homework help to students in grades 3 through 10 ([bit.ly/3te2uSK](http://bit.ly/3te2uSK)).

To celebrate [National Hispanic Heritage Month](#) ([bit.ly/3PHVmFD](http://bit.ly/3PHVmFD)) we shared information about all the exciting events happening at library branches, such as the Botanical Bus, Cascada de Flores, a local history exhibit “The Shawl” in the Anne T. Kent California Room, and the Make, Then Break, A Piñata event. We created a featured row on the [homepage](#) ([marinlibrary.org](http://marinlibrary.org)) of the website to highlight related booklists, films, events, and a blog post on a local restaurant owner's story and pupusa recipe. We shared digital signage to celebrate the month in the branches.

Just in time for the Marin Senior Fair, we featured a blog post on “[Staying Connected – resources for older adults](#)” that explored ways to combat loneliness and isolation, through connecting at the library, local service agencies and groups, volunteer opportunities, activities and classes, help with social media and computer technology ([bit.ly/46yeoVP](http://bit.ly/46yeoVP)). We supported the library staff members providing a presence at the Senior Fair by providing library-branded pens and notebooks which were very well received.

We promoted National Voter Registration Day and the events taking place at several of our branches, in conjunction with volunteers from the Marin League of Women Voters.

Our marketing team also helped encourage team spirit at All Staff Day by providing MCFL beanies and jotters to supplement the awesome All Staff Day team's treats.

We updated information on the website about the Discover & Go service - how to get help and questions answered, as well as updates about the end of the Skillshare service.

## Communications & Publicity (Continued)



To promote access to new and timely materials at the library, we highlighted resource lists created by library staff, including Latinx and Hispanic Heritage Month Chapter Books; Latinx and Hispanic Heritage Month Picture Books; Graphic Novels for Hispanic Heritage Month; Newer Astronomy Nonfiction; New Downloadable Audiobooks – Explore New Genres & Authors; New eBooks – Explore New Genres & Authors; Small Towns and Rural Places (fiction); Eclipse and Astronomy Books for Children; Celebrate National Hispanic Heritage Month; Contemporary Latinx Fiction; Making Connections: Stories About Forming Friendships; Creating Community and Connecting with Others; Banned and Challenged Book Ideas; as well as new books, recent debuts, and hidden jewels by promoting our collections through curated lists on our website and social media. We also featured the Kanopy films collection for Hispanic Heritage Month.

We sent out email newsletters on events at Corte Madera, Fairfax, Inverness, and Novato Libraries, to alert community members about the amazing range of experiences available at our branches, as well as highlighting all events in our online calendar. Throughout the month, we shared news and links to resources, events, and lists on our social media channels.



## **PERSONNEL UPDATE**

Thank you to the MCFL interview panel members, hiring managers, administrative staff, and Finance, Accounting and Human Resources (FAHr) team members for helping us to recruit, promote and onboard new staff.

Please welcome the following staff members to MCFL and to new roles *within* MCFL!

**Welcome to Civic Center, Laura Beam (Library Assistant II)!**

### **VACANCIES UNDER REVIEW OR IN PROGRESS**

Assistant Director of Library Services 1.0 FTE, Library Administration

Community Library Specialists (3) 1.0 FTE Marin City, 1.0 FTE South Novato, 1.0 FTE Library Beyond Walls

Library Aide (3), (2) 0.5 FTE Novato, 0.62 FTE Fairfax

Library Assistant II, 1.0 FTE Novato

Library Assistant I (2), 1.0 FTE Marin City, 1.0 FTE South Novato

Librarian 1, 1.0 FTE Corte Madera

Librarian II (3), 1.0 FTE Civic Center, 1.0 FTE Marin City, 1.0 FTE West Marin

Library Services Manager 2.0 FTE, Technical Services & Public Services

MARINet Systems Administrator 1.0 FTE, MARINet

Mobile Library Assistant 1.0 FTE, Learning Bus



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



## All Staff Day 2023

As the library and library staff does, we pivoted with our 2023 All Staff Day, held on September 22, 2023. The Staff Day Committee, a talented and dedicated team of 11 strong, planned a day centered on wellness and connection at one of our local Marin County Parks, McNears Beach. Unfortunately for us, the skies above Marin were thick with smoke from fires to the north of us leading up to our day and we pivoted to the indoors at the Marin County Civic Center, being mindful of high AQI levels and exposure for staff. What an incredible day it was, even with a quick venue change!

Special guests joining us throughout the day were Supervisor Rodoni and his two Aides, Fernando Barreto and Morgan Patton, Library Commissioner Glynda Christian, our strategic planning consultants Margaret, Annika and Jade from Margaret Sullivan Studios, Marin County Wellness Coordinator Kori Graff, Yoga Instructor Kate Luxe and a representative from Zero Waste Marin. One hundred and three staff members attended the day, many of whom stated that this day was the best staff day they had ever experienced at MCFL.

Centering wellness in our day was achieved through mobility exercises, chair yoga, lots of yummy food, information sharing with the 2023 State of the Library and overview of our current strategic plan process, and our very own version of library trivia. We ended our day with a beautiful poem read by Staff Day Committee member Sarah Broderick, "Once the World Was Perfect." All staff received a brand new MCFL beanie, a Zero Waste Marin wellness bag filled with goodies, and a yearbook that archived our past year in accomplishments, new staff and our distinct library culture at each of our work units.

(Continued on next page)

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

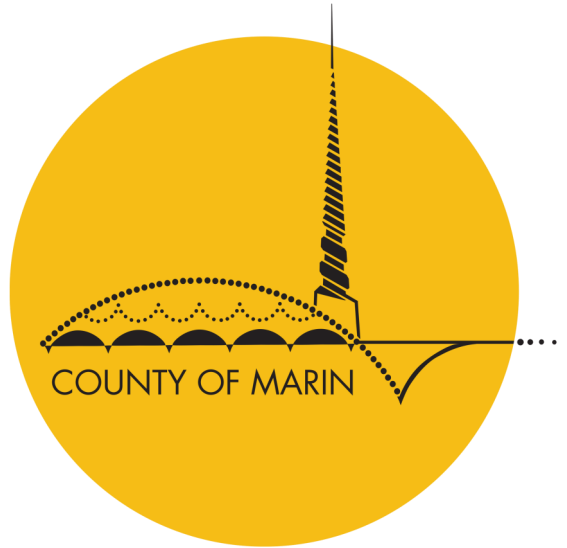
(Continued)

We centered connection this day in closing all library locations and offices for our entire team to connect, interact and play. This was our first all in-person staff since before the COVID-19 pandemic and our collective team needed this. It was a beautiful day on so many levels. As Director of the Library, I am proud of Team MCFL. We are an incredible team of deeply creative, motivated, flexible, and talented individuals, centered on positive service to our community and one another.

In community,

Lana Adlawan  
Director, County Library Services





---

## **COMMISSION MEMBERS:**

MCFL and the County of Marin

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

---

# MARINet Board Meeting Minutes

Thursday, August 3, 2023



## Present:

Board Chair: Lana Adlawan (MCFL)

Board: Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Gary Gorka (Dominican) and Sarah Frye (College of Marin).

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:32 a.m.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests – None
- III. Public Comment Period – None
- IV. Approval of Minutes from Previous Meeting(s) (*Action*) – **Kenton moves to approve the July 2023 meeting minutes, Brenner seconds. Unanimously approved by a voice vote.**
- V. Business Topics
  - A. Welcome Damon Hill, Larkspur Library Director (*Discussion*) – Adlawan welcomes Damon Hill, Larkspur Library Director, to the Board.
  - B. Board Resolution – Reserve Fund Transfer (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
  - C. Board Resolution – Switch Replacement (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
  - D. CENIC Update (*Discussion*) – Trenary updated the Board about the status of SmartNet re-purchasing, CENIC equipment refresh, and CA State Library grant application. Trenary explained that she is waiting on a quote for SmartNet pricing for one piece of equipment and then she would like to purchase for 6 months for “8x5xNext Business Day” service. Adlawan would like information about pricing for 7 days service and more information about weekend coverage in Marin IT’s contract.

With Marin IT’s guidance, Trenary says she is forgoing SmartNet on the library switches because the price is \$13,052 for 6 months. As part of the equipment refresh, Marin IT will purchase and configure two additional library switches. SmartNet is not available for the ASR9000 router, which retailed for about \$100K. Trenary said this is the most critical threat facing MARINet. The equipment is crucial to CENIC and it would mean a serious outage for all libraries if it failed. Marin IT said wait-times for that equipment have come down from months to weeks and they might have strategies to manage a complete outage, but this could be a serious issue. Trenary is working with David “Coop” Cooper on the equipment refresh list and simultaneously moving forward with the CA State Library grant application. The grant application requires MARINet to register online at sam.gov, which is tricky since MARINet does not have the required documentation –

## MARINet Board Meeting Minutes

Thursday, August 3, 2023



phone bill, bank account, etc. Adlawan offered that Trenary can contact their team if she needs support with the DUNS/sam.gov process, since they are also working through that. Adlawan notes that process can take 1-2 months.

- E. Staffing Consultant – Update (*Discussion*) – Trenary shared that all internal interviews have been completed and all external interview are finished or scheduled. The half day Board working session has been scheduled for 09/18. The consultants are formulating plans for the working session and they are thinking of postponing the organizational structure and staffing discussion to help the Board focus on developing priorities and a “guiding strategy” for MARINet. The consultants will have a proposal by the September Board meeting for Board approval, if their plan will enlarge the scope and budget of this project. Adlawan and Kenton suggest Trenary consider finding an off-site space to host the working session.
  - F. CWG Recommendation – Direction on Patron Behavior (*Action*) – Trenary explained the Circulation Working Group’s discussion and recommendations for the Board around problematic patron behavior. Kenton gave details about San Anselmo’s experience. Brenner thinks the Board should make clear that vandalism of library property is not acceptable. Frye contacted the COM Student Conduct Officer and could be supportive of a range of actions. Adlawan spoke with County Counsel and they believed the Board should not take action MARINet-wide. Adlawan said MCFL would monitor for any issues going forward and work through their local process if there is problematic patron behavior. The Board asked Trenary to thank the Circulation Working Group for their recommendations.
  - G. Discretionary Purchase Authority for Sys Admin (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
  - H. Hoopla Integration in BiblioCommons (*Discussion*) – Board discusses positives and drawbacks to adding Hoopla records to the catalog. Brenner read Chambers email aloud saying that he supports MARINet-wide integration of e-content into the catalog, but that he does not think Hoopla is a good choice. Kenton has concerns about her monthly cost rising quickly if the records were added to the catalog. Trenary suggests that if Larkspur joins Hoopla and DUC and COM agree, that individual Hoopla records could be added to the catalog for the most popular titles. Adlawan and Kenton think that individual records would be time-consuming for catalog staff who are already very busy. Kenton and Hill say they promote Hoopla titles through newsletters, their website, and in the physical library. Adlawan suggests continuing the conversation at a future Board meeting to allow San Rafael to comment, since they brought this agenda to the Board, possibly after Larkspur has more information about their plan to subscribe.
- VI. Standing Agenda Items
- A. Collaboration/Partnership (*Discussion*) –

## MARINet Board Meeting Minutes

Thursday, August 3, 2023



- The Board shared information around “First Amendment auditors” calling and visiting the libraries.
  - Hill said he will be visiting the Brisbane Library with Chambers, if any Board member would like to join.
  - Hill also said he would like to check in with libraries who are doing construction or recently completed renovations. Frye and Gorka shared their experiences, as they are both in the middle of library construction projects.
  - Frye shared that COM will have an art exhibit and talk by Emory Douglas, who was a Minister of Culture for the Black Panther party from 1967 until 1981.
- B. Equity (*Discussion*) – Brenner proposed changing the monthly equity discussion format to make it more actionable. She proposed presenting at the October Board meeting on a topic with actionable specifics for each library and MARINet-wide. Trenary clarified that she should remove the equity discussion in September, add Brenner for October, and then add a Board discussion about changing the equity discussion format for the November meeting. The Board thought that was a positive plan.
- C. Systems Administrator Report (*Discussion*) – Trenary mentions progress implementing Quick Click. She talks about holds ratio differences between print and Overdrive and notes the circulation in July of Overdrive items almost hit 70K. She notes that CWG does not want to implement a technology solution around pronouns in patron records, but does recommend the Board hold a MARINet-wide training on the subject. She asks if anyone has objection to an upgrade (downtime) to Sierra 6.0 in September; no objections.
- D. Topics for Future Agenda (*Discussion*)
- Board Resolution – Reserve Fund Transfer (*Action*)
  - Board Resolution – Switch Replacement (*Action*)
  - Discretionary Purchase Authority for Sys Admin (*Action*)
  - Staffing Consultant Update (*Discussion*)
  - CENIC SmartNet and Hardware Refresh (*Action*)
  - Pronouns – MARINet-wide Training (*Action*)
  - Loading Student Cards Upload (*Discussion*)
  - Overdrive and Print Hold Ratios (*Discussion*)
  - Hoopla Integration in BiblioCommons (*Discussion*)
- E. Library Announcements (*Discussion*)
- Frye – College of Marin is hiring for a new Superintendent/President.



## MARINet Board Meeting Minutes

Thursday, August 3, 2023



- Gorka – Library will continue to be closed for construction. Gorka will work with Trenary on plans to reopen.
- Adlawan – Fairfax is open normal hours again after closure.

Adlawan adjourned meeting at 11:02 a.m.

*Minutes respectfully submitted by MARINet Staff*