

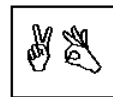
MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, November 8, 2023
4:00 p.m.

Fairfax Library
2097 Sir Francis Drake Boulevard, Fairfax, CA 94930

DIRECTIONS: Take the Sir Francis Drake Blvd to Fairfax; continue past the town center, the Library is on left side of the road, past Azalea Street. St. Rita's church is across the road from Library. If you reach Olema Rd, you have gone too far. **NOTICE:** In order to assure a quorum, please let Administration know if you are unable to attend the meeting **(415-473-3222)**.

“And all at once, summer collapsed into fall.”
Oscar Wilde

<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 June 7, August 9, September 13 & October 11 meeting minutes	Ream Action
	5. Open Time for Public Expression	
	6. Reading & Correspondence File	Ream Information
	7. President's Report for October	Ream Information
	8. Old Business	
	9. New Business	
	a. Children's Services Report	Hartwell-Mandella & Meinolf Information
	10. Director's Report for October	Adlawan Information
	11. Announcements	Ream Information
5:30	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, September 13, 2023
11. Library Director's Report for September 13, and October 11, 2023

Unnumbered Attachments:

MARINet Board minutes of September 7, 2023 held online and at Library Tech Board Room and September 18 session held in the Mill Valley Public Creekside Conference Room #375 Throckmorton Avenue, Mill Vally, CA 94941

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:

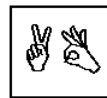
- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties 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

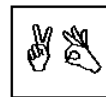
e:\msw\sec\libcom\2023packets\com23-11-08a

[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.

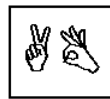
All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) at least 72 hours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

[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.

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**).

--PROPOSED NOTES--

Wednesday, October 11, 2023

(1) **CALL TO ORDER**

This meeting was informational, due to a lack of quorum. Meeting started @ 2:12 pm.

(2) **ROLL CALL**

Present

Sue Ream

Glynda Christian

Sally Hauser

Ann Kaplan

Linda Ward

Absent with Notification

Alison Blume

Ali Iqbal

Claudia Wilson

Loretta Farley

Nick Javaras

Margaret Kathrein

Anya Schandler

Daniel Sherman

Also Present

Lana Adlawan, Director of County Library Services

Ann Bertucci, Librarian II, Civic Center Library

Madeline Bryant, Sr. Librarian-Education Initiatives Coordinator

Edna Guadiana, Administrative Services Associate

Raemona Little Taylor, Assistant Director of County Library Services

Molly Livingston - Contingent Hire, Inverness Library

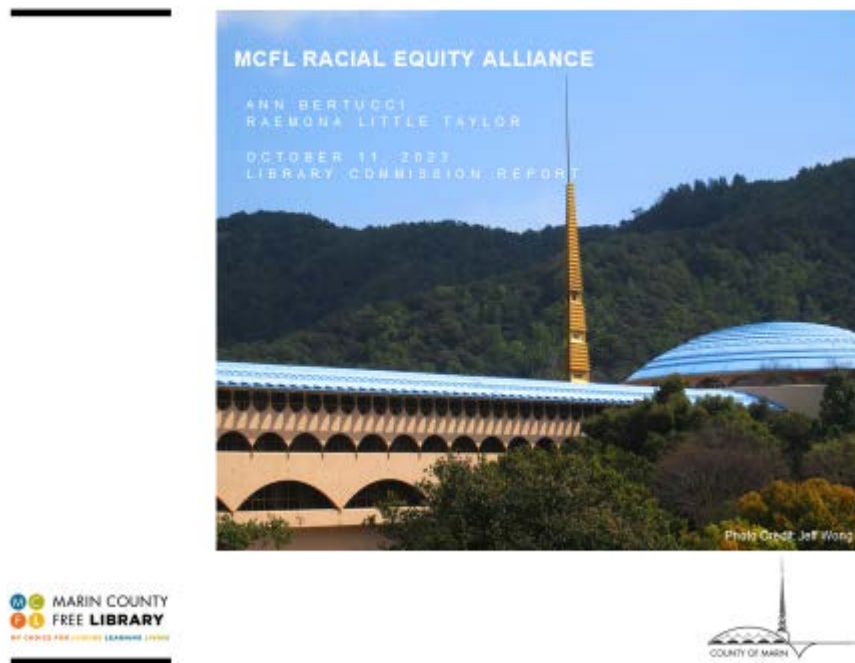
Alexandra Porrata, Community Library Specialist, Inverness Library

Jim Stephens - SPVG TECHNOLOGY SYSTEMS SPEC

(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 –**

- (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 SEPTEMBER
President Ream announced the following:
- President Ream announced that even though she hadn't been able to attend this years All Staff Day on September 22, she heard that it was a big success and everyone had enjoyed themselves. Commissioner Christian commented that she had attended All Staff Day until after lunchtime, and had a wonderful time.
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
- a. Racial Equity Reports: Raemona Little Taylor, Assistant Director, Ann Bertucci, Librarian II, Civic Center library reported on the following:



RACIAL EQUITY ALLIANCE CO-CHAIRS



COUNTY OF MARIN

MEET THE RACIAL EQUITY ALLIANCE



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 (NDV)

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*



RACIAL EQUITY ALLIANCE UPDATES

2021 - 2023



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

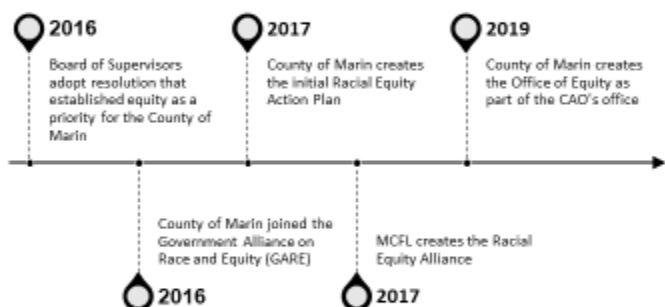
• Spanish & Online

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



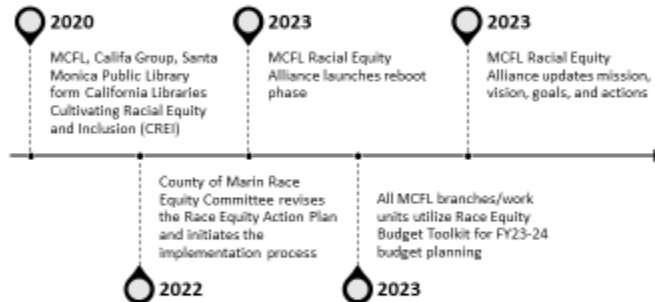
RACIAL EQUITY TIMELINE (1 OF 2)

2016 - 2019



RACIAL EQUITY TIMELINE (2 OF 2)

2020 - 2023



RACIAL EQUITY ALLIANCE REBOOT

2023

- 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



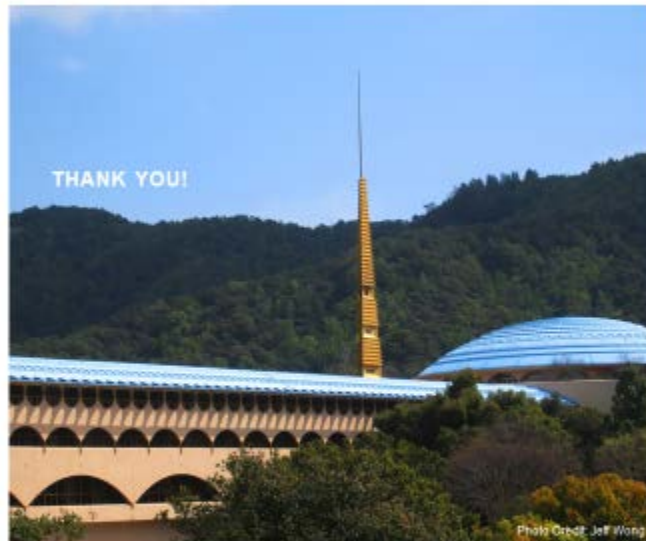
RACIAL EQUITY ALLIANCE MISSION (DRAFT)

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

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.

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



Raemona reported that \$30,000 has been allocated from the MCFL budget for the Racial Equity Alliance program. Director Adlawan stated that she greatly appreciated Raemona and Ann for all their efforts. President Ream thanked Ramona and Ann for their presentation.

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

- Lana reported that the All Staff Day on Friday, September 22 was amazing and everyone had enjoyed themselves.
- Strategic Planning at staffing level has started: We had our first meeting on Tuesday, September 26. Future meetings will be scheduled in October, November, December and culminating with our final meeting in January, 2024.
- Lana announced that in conjunction with the Novato Unified School District, the "My Card" program was launched this week.

(11) ANNOUNCEMENTS –

- Next Library Commission meeting will be on Wednesday, November 8 at 4pm in the Fairfax Library.

(12) ADJOURNMENT – Meeting ended at @ 3:18 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.

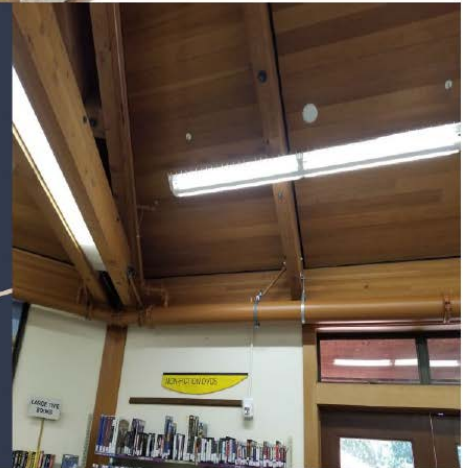
FAIRFAX
SAFETY
IMPROVEMENTS
PROJECT

May -August 2023



FAIRFAX
SAFETY
IMPROVEMENTS
PROJECT

May -August 2023



FAIRFAX
SAFETY
IMPROVEMENTS
PROJECT

May -August 2023

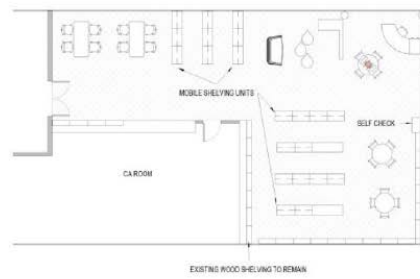
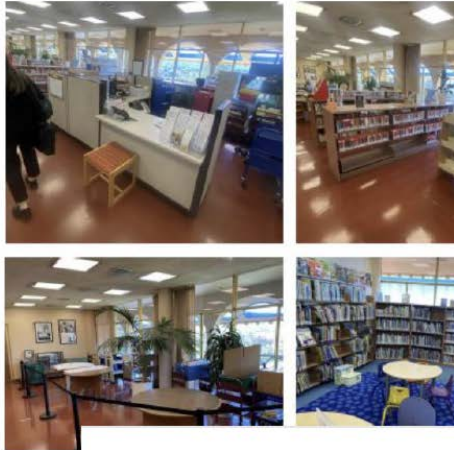


FAIRFAX
SAFETY
IMPROVEMENTS
PROJECT

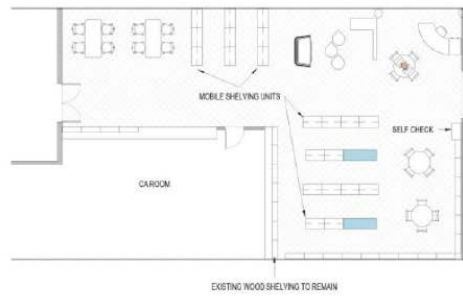
May -August 2023



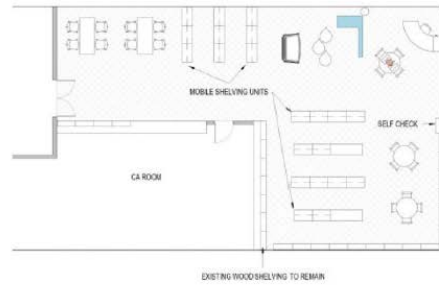
NOLL & TAM
INTERIOR BRANCH
REFRESH PROJECT
2021-2024



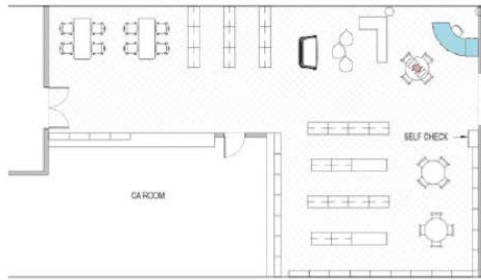
Civic Center Library – Children's Area



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	Remaining Balance
Project No.	Site	Type	Orig	Obj	Service	Contract / PO No	Provider	Budget	FY19	FY20	FY21	FY18	Expend to Date						
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Arboreal 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	costs by inv	North Marin Water District	\$ 1,049.45				\$ 1,049.45	\$ -	\$ 1,049.45	\$ -				
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Life Safety Improv	32107077	WSP USA Buildings Inc	\$ 24,785.00	\$ 7,472.00			\$ 11,846.00	\$ -	\$ 18,412.00	\$ 5,338.00				
SALPDRROOF	LBPT120	PROF SVCS	24829961	622510	Engineering labor	PO 22120472	North Marin Water District	\$ 8,500.00				\$ 8,500.00	\$ -	\$ 8,500.00	\$ -				
									\$ 86,961.45	\$ 7,472.00	\$ 25,440.00	\$ 29,951.45	\$ -	\$ 63,945.45	\$ 5,338.00				
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	costs by inv	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				\$ 434,400.00	\$ -	\$ 434,400.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Fire & Sprinkler Alarm		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 22100936	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)	\$ 2,508.00	\$ 840.00			\$ 3,525.00	\$ -	\$ 2,508.00	\$ -				
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640230	Shelving	PO 22080104	Service	\$ 40,458.35				\$ 40,458.35	\$ -	\$ 40,458.35	\$ -				
									\$ 620,353.42	\$ 840.00	\$ 128,717.00	\$ 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	\$ 19,585.59	\$ 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	\$ -	\$ 49,098.12	\$ -				
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	\$ 38,948.45	\$ -	\$ 68,861.45	\$ 3,328.00					
SALPDRROOF	LBPT120	CONSTRUCT	24829961	640210	Novato Library	Construction	\$ 620,253.42	\$ -	\$ 128,717.00	\$ 441,613.60	\$ 37,684.63	\$ -	\$ 598,657.33	\$ 21,596.09					
SALPDRROOF	LBPT120	CONSTRUCT	24749961	640230	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	\$ 8,112.00	\$ 156,553.55	\$ 546,183.40	\$ 85,333.91	\$ -	\$ 794,185.26	\$ 26,934.09				

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			\$ 4,526.00	\$ 5,982.00	\$	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	\$ 554,606.45		\$	1,069,812.03	\$ (59,812.03)
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 piling (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	\$ 7,500.00			\$ 7,500.00		\$	7,500.00	\$ 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	\$	1,589,722.79	\$ 66,235.54
													\$	370.00	\$ -
													\$	475.00	\$ -
													\$	1,129.38	\$ -
													\$	3,360.25	\$ -
													\$	279.38	\$ -
													\$	7,818.02	\$ -
													\$	279.38	\$ -
													\$	10,183.60	\$ -
													\$	39,769.76	\$ -
													\$	86,800.73	\$ -
													\$	71,529.61	\$ -
													\$	27,867.41	\$ -
								\$ 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	\$ 1,379,866.24	\$	55,481.10	\$ 480,584.95	\$ 652,421.45	\$ 52,663.20	\$	1,289,722.70	\$ 66,235.54
54LPWR00F	LBPT07	MISC SUPP	24826931	522310	Corte Madera Library	Miscellaneous Costs	\$ 7,615.02	\$		\$ 7,324.64	\$	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	\$ 1,746,468.92	\$	166,674.10	\$ 989,789.31	\$ 749,084.10	\$ 148,679.29	\$	1,645,135.86	\$ 97,272.22

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:							\$ 790,000.00	\$ -	\$ 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.

MEASURE A
S NOVATO LIBRARY PROJECT FY 21/22

[illegible]

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

MISCELLANEOUS PROJECT FY 21/22[illegible]

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
		CONSTRUCTION						
		PROF. SRVC.	\$ 900,000.00	\$ 900,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	
		MISC	\$ 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	\$ 85,333.81		\$ 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	
CAJUP ROOM (CAJ)	\$ 154,988
CINCE CENTER (CSC)	\$ 106,332
CORTE MADEIRA (CMA)	\$ 1,880,518
FARRIFER (FAI)	\$ 1,221,467
HOUATON (HOV)	\$ 1,765,436
MARIN CITY (MCC)	\$ 2,664,000
SOUTH MOVATO (SMO)	\$ 57,700
LEARNING PLUS	\$ 350,000
LOS GATOS	\$ 28,373
WAGO (WAGENCY CENTER) (WAG)	\$ 539,802
REFRESH PROJECT (All Branches)	\$ 258,558
TOTAL PROJECT EXPENDITURE	\$ 6,346,566

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

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

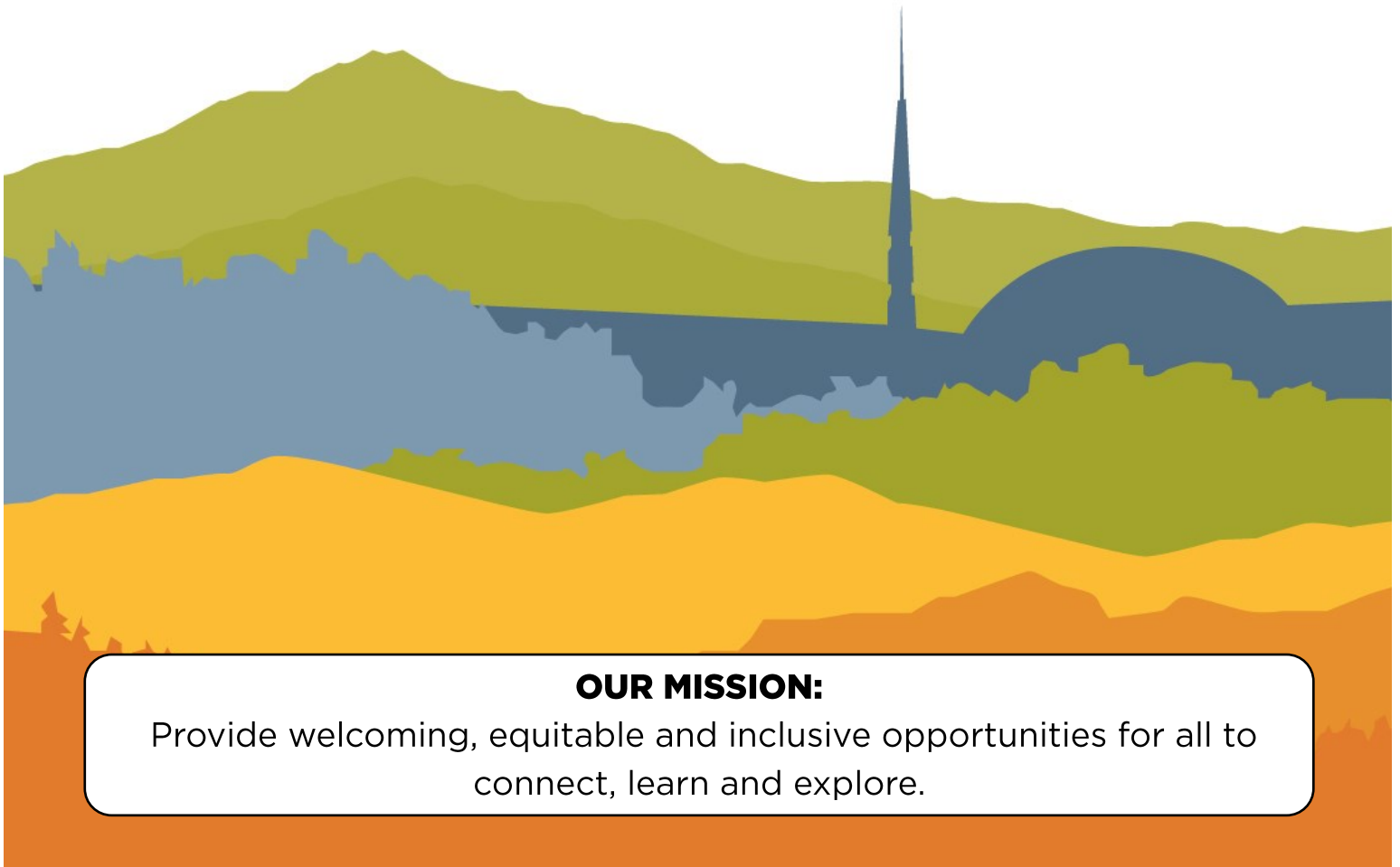
Lana Adlawan, Director of County Library Services
Ann Bertucci, Librarian I
Madeline Bryant, Sr. Librarian – Education Initiatives Coordinator
Leching Chan, Administrative Services Associate
Jennifer Christinsen, Librarian I/Digital Archivist
Alejandra Cruz, Learning Bus Project Coordinator
Janet Doerge, 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 Commission Report
Lana Adlawan, Director of County Library Services

OCTOBER 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



Hispanic Heritage Month was celebrated at all the branches with support for displays, programming and booklists, supporting the library's goal of offering a welcoming space for all cultures in our community.

The Bookmobile brought books and joy to the Hispanic Heritage Month event at Miller Creek Middle School.

Many branches also celebrated Banned Books week with creative displays and booklists. Pictured here is the Banned and Challenged Books display in the Children's Room at the Fairfax Library. This ongoing display was originally created by two concerned 6th graders! Corte Madera Library also created a beautiful Let Freedom Read display.

Corte Madera Library had a youth art show and bookmark contest, which were both on display throughout October.

Interactive STEAM (Science, Technology, Engineering, Arts, Mathematics) activities kept students busy after school, providing opportunities for language, cognitive, physical, and social emotional development. Fairfax Library celebrated the eclipse with a fun chalk craft. County libraries gave out over 2400 pairs of eclipse glasses to the public to support safe viewing of the annular solar eclipse on October 14, 2023.

Point Reyes Library had a Wizard Day with wand and potion-making activities, allowing kids to learn science through magic!

Making butter at the Pt. Reyes Library gave kids a glimpse into the past, as well as an understanding of the science behind the transformation of cream into butter.



(Continued on next page)

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services



Reading Buddies in Pt. Reyes continues to provide pre-reading and early reading support for children in grades K-3 and their families.

Average attendance is between 12 and 15 students ranging from kindergarten age through 4th grade. Most students are accompanied from the West Marin Elementary School to the library, where they settle in the children's room for storytime and a snack. The selected book dictates the theme for the activities in the community room, where the kids check in by stamping their 'library cards' and picking from two to three options for activities

Teen Services



The Point Reyes team had a booth at the Shoreline Harvest Festival on Saturday, 10/14. It was a really well-attended, joyful celebration of community. Our estimate is approximately 350 people in attendance. Our WebStars, Callie and Elena, helped us out at the booth, and we had Loretta Farley as our butter queen. She hosted a butter-making demonstration at the booth.

We distributed 106 total books (12 West Marin Fund books, 16 Teen books, and 78 Children's Services books). We also distributed 29 leftover summer kits (10 lanyards, 11 catapults, and 8 friendship bracelets). Thank you, Friends of the Marin County Library for funding the Teen and Children's Services books and summer kits.

For the month of October, the Novato teens enjoyed spooky fall programs. On the 14th, we created Horror Baby Dolls. On the 17th our Entomology Club met and discussed how to properly pin insects for display. On the 21st, we had an all-ages program where patrons came in and learned how to sow a seed. Patrons were given a pot, dirt, and a seed to take home and grow. The next week we had a teen and adult Horror Movie Trivia Night, and patrons showed off their scary trivia skills. Finally, we wrapped up the month with our monthly Level Up Gaming Club meeting. The teens were able to play the new Super Mario game Wonder. We also started the Homework Helpers program where teens come in and tutor other students every week.

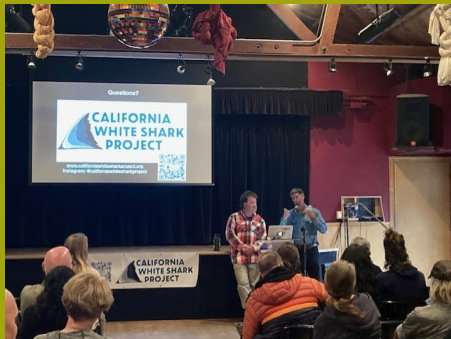
On October 22, we had the pleasure of staffing the Library's booth at Marin County Pride. Despite the torrential downpours we had a decent turn-out and a great time. Approximately 120 or so people came through and visited us at the booth. Potential patrons picked up flyers, free books, and buttons made from our button maker. We held discussions of library events, programs and materials.

Adult Services



The Fairfax Library hosted the new Marin Poet Laureate, Francesca Bell, for an evening of lively conversation with the library's own storyteller, Neshama Franklin. Francesca read her beautiful and affecting poetry from her latest book, *What Small Sound*, to an enthusiastic crowd. Topics included her experiences as both a mother and a woman and were full of the difficulties and comforts of family and growth. It was a memorable night!

Although the Inverness library is limited by a small programming space, patrons bring their knowledge, interests, and enthusiasm resulting in lively and informative workshops that everyone enjoys. The two programs this month were on mushrooms and fall planting.



On October 13th the Bolinas library hosted a talk with the California Great White Shark Project in the Bolinas Community Center. The eighty people who attended were very interested in the topic and participated in an extended question and answer period.

On October 4th at the Novato Library, 15 people attended Claire R. Cohn's "Mindful Eating Every Day: Putting Your Health First." The presentation provided information to help focus on healthy eating habits and positive behaviors to avoid weight gain. Claire R. Cohn is a Weight Management Coach, Movement Educator, and Qigong Instructor.



Corte Madera Library presented a joyful concert with the group Cascada de Flores to celebrate National Hispanic Heritage Month. The audience danced, sang, and clapped along. Other programs this month included two introductory Qigong workshops with instructor Claire Cohn and a fascinating lecture on animal migration with Marin County Parks Naturalist, Shannon Burke. The month ended with a puzzle swap.

Novato Librarian, Tom McGibney created two booklists to support the Adult Services focus on combating loneliness: [Ending Isolation](https://bit.ly/3Qmxjfo) (bit.ly/3Qmxjfo) and [Making Connections](https://bit.ly/45S45ve) (bit.ly/45S45ve) and Daniela Leyva of Civic Center contributed a related booklist, [25 Books with Great Friendships](https://bit.ly/3QiJ1Z4) (bit.ly/3QiJ1Z4).



The Civic Center Library and the California Room had a festive community Open House on Friday afternoon, October 13th, from 3:00-5:00pm. A highlight was the launch of a new exhibit, 'The Story of a Shawl: Celebrating a Marin Family with Chilean Roots' that will run through January 31, 2024. Also featured were Marin's Poet Laureate Francesca Bell and Adriana Rios, who shared Chilean poetry in English and Spanish. Everyone was invited to make a commemorative coaster with a hand letter press, while also enjoying Chilean treats from San Francisco's Chile Lindo Deli & Coffee Shop and music by Chulito Vinyl Club.

Collection Development & Management

Library Selectors offered a one-hour webinar to all library staff on the structure of our collection and our process in bringing the newest and most in-demand titles to life on our shelves. Approximately 30 staff attended and there was great appreciation of the information shared. The training was recorded so that new staff would receive the overview as well.

Selectors covered:

- Our centralized selection model and which material selector to contact for which resource
- MCFL's budget and partnership with MARINet to offer the most materials to all patrons across the county, no matter the library system
- The high cost of materials, especially post-pandemic. The following represents a general estimate of costs in 2023:
 - Book: \$27-\$30
 - Large Type Book: \$37-\$40
 - eBook: \$27-\$65
 - eAudiobook: \$49 -\$79
 - DVD/Blu-ray: \$27-\$37
 - Hurdles the selectors navigate to get those high-interest titles in the hands of community members.

The selectors also reiterated our commitment to purchasing diverse and varied titles that meet our individual communities' needs. Three selectors do the bulk of MCFL's purchasing for our 10 locations, as well as coordinate with city library staff in supporting collections.

(Continued on next page)

Collection Development & Management



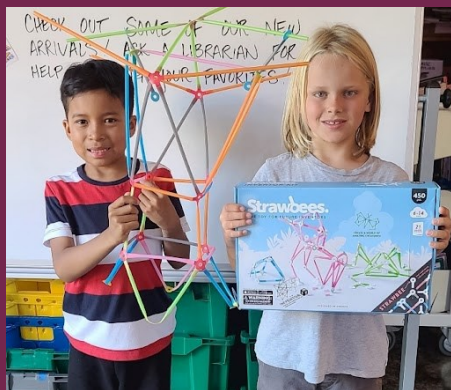
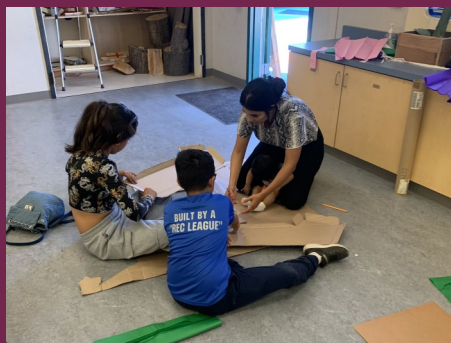
Performing Arts Collection

Thanks to the California State Library, patrons now have access to music, dance, theatre performances and instructional material from Alexander Street. The collection includes thousands of audio and video recordings, including The Royal Shakespeare Company Collection and Broadway on demand. Access all this wonderful content here: bit.ly/3u6cRIz

Changes to the Kanopy Platform

What is Kanopy? It is a streaming service with thousands of incredible documentaries, feature films and series. Over the last few weeks, library patrons were alerted to the change in our Kanopy platform as of November 1 – moving from a credit system to a ticket, which seems mightily appropriate. Patrons will receive 24 tickets per month instead of the 8 credits previously allocated. If you haven't used this resource yet, it's perfect for the rainy winter months ahead: kanopy.com/en/marinlibrary

Educational Equity



South Novato

The Shop has continued to see very steady engagement throughout this last month. With Halloween coming up we have been getting in some fun new activities and designs. We've also recently been seeing much more usage on Tuesday nights from adults that are interested in larger projects such as planters and chairs. The Shop had its first family-oriented program where we made, then broke, piñatas with 30 active participants. We are continuing to grow and thanks to the Friends of the Novato Libraries we will be adding a much requested new tool in order to continue our service to the community.

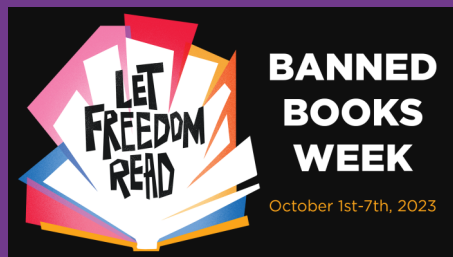
Reading Buddies started in September and is now a fully bilingual program. We had requests to register 30 Novato Unified School District students but only had the capacity to enroll 12. The rest are on a wait list. Next semester we plan to expand our search for tutors so we can support the growing student demand.

South Novato Library staff collaborated in celebrating Hispanic Heritage Month with Hispanic art day, daily Loteria, Loteria Scavenger Hunt, and displays. We visited the Senior Fair, Hamilton's Back to School Night and Multicultural Day.

Marin City

On Thursday, October 19th, Marin City Branch Manager Rashida Skaar and Library Director Lana Adlawan were able to share some of the things happening in the Martin Luther King Jr Academy libraries at the Sausalito/Marin City School District's monthly public meeting. Library Director Lana Adlawan joined to show support for the school library partnership and share information on MCFL's focus of supporting student success across the county. Students have been busy pairing reading and listening to fiction and nonfiction stories and connecting what they are learning through these stories with hands-on activities. Our after-school activities with Bridge the Gap Marin encourage students to create hands-on projects that allow them to be confident in applying STEAM principles to fun learning opportunities. Finally, our new Makerspace has launched two programs that also take place after school: the chance to make a programmable light-up scarf, and twice weekly coding classes where students have the opportunity to learn the Scratch coding system!

Communications & Publicity



The first week of October was Banned Books Week, with the theme of “**Let Freedom Read.**” (bit.ly/49eFXpr) Freedom to read and freedom to access information without censorship is a foundational value for public libraries. Many branches created displays and **booklists** (bit.ly/3QIPm5J), wore themed buttons and bracelets, and we provided bookmarks to alert our community about the rise in book challenges and bans.

Hispanic Heritage Month celebrations (bit.ly/3PHVmFD) continued through mid-month, with events in our branches, including an **exhibit in the California Room** (bit.ly/3tXWTAs) about a family’s connection to Chile that will run through January 2024, as well as blogs and lists of books and movies to enjoy.

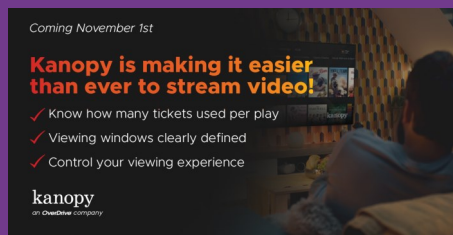
Events, displays and booklists for Día de los Muertos were also shared in our libraries, including paper flower making and ofrendas.

We **celebrated** (bit.ly/3SmVMnP) our Friends groups during National Friends of the Library Week. We are grateful for the year-round dedication of the Friends of the Library to enriching our communities and library services.

With Halloween approaching, we highlighted books, movies and events to enjoy the season.

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. We also sent out a message to our Kanopy users to alert them to the new change to a ticket system that is replacing the play credits. This information is also available on our website (bit.ly/3Mobtre).

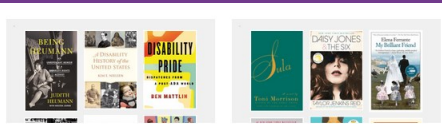
Throughout the month, we shared news and links to resources, events, and lists on our social media channels.



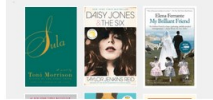
(Continued on next page)

Communications & Publicity (Continued)

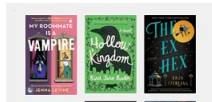
To promote access to new and timely materials at the library, we highlighted resource lists created by library staff. You can browse recent lists by going to [our Explore All – Staff List page \(bit.ly/3lQuwbf\)](https://bit.ly/3lQuwbf). New curated lists shared this month included: Making Connections: Stories About Forming Friendships, Creating Community and Connection with others, Banned Books Week: Top 13 Most Challenged Books of 2022, Celebrate Sharktober!, World Vegetarian Day, Cozy Autumn Mysteries, Banned and Challenged Book Ideas, Indigenous Peoples' Day, Booker Prize Nominees, 2023 Pulitzer Prizes, Finalists for the 2023 National Book Awards, A Little Bit Spooky Picture Books, Día De Los Muertos, Monster Stories for Adults, Best of New Horror, Self-Help and Personal Growth Success, 25 Books with Great Friendships, Disability Rights Activists, From Page to Screen, Native American Heritage Month: Memoirs, Celebrate Cinnamon Roll Day, New eBooks – Explore New Genres & Authors, as well as new books added for different ages this month, and hidden jewels in fiction and nonfiction for adults. For digital collections, we shared Spooky eReads for Kids: on OverDrive, Horror For The People: eBooks & Audiobooks, Fright Fest on Kanopy, and Hispanic Heritage Month on Kanopy.



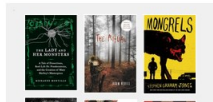
Disability Rights Activists
STAFF LIST



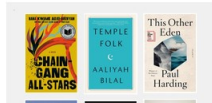
25 Books with Great Friendships
STAFF LIST



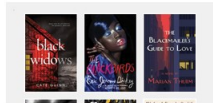
Not-So-Scary Reads for Adults
STAFF LIST



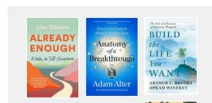
Monster Stories for Adults
STAFF LIST



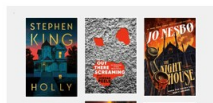
Finalists for the 2023 National Book Awards
STAFF LIST



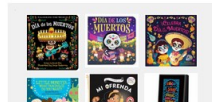
Katrina's Grab Bag Fiction - October's Hidden Jewels
STAFF LIST



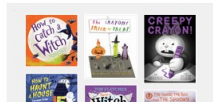
Self-Help and Personal Growth Success
STAFF LIST



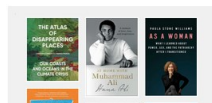
Best Of New Horror: Tis' the Season To Be Frightened
STAFF LIST



Día De Los Muertos
STAFF LIST



A Little Bit Spooky Picture Books
STAFF LIST



Katrina's Grab Bag Nonfiction - October's Hidden Jewels
STAFF LIST



Celebrate Cinnamon Roll Day Every Day
STAFF LIST



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!

- **Grace Chung, Corte Madera Library**
- **Richard Jang, Technical Services**

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

Greetings and Happy Fall!



What an exciting month it's been! We packed so much into a full October and the results are a culmination of months of hard work by many parties, leading to great results.

We led in October with an incredible celebration of the Civic Center Library and Anne T. Kent California Room Open House on October 13. A centerpiece of this celebration was the "Story of A Shawl" exhibit by the California Room which debuted for Hispanic Heritage Month. The photo with the shawl above features descendants of the original shawl owner, Juana Mary Bosa Tilheras (1834-1910), who were incredibly honored to have their family item on display and story shared with our community. The display is up through January 2024: bit.ly/3tXWTAs

Our Bookmobile turned 75 this month and got a new look! The artist that designed our Learning Bus lent his expertise on our classic 'mobile and issued in a new iconic look for our beloved vehicle. When you see it on the road (as I did), you see streams light and joy pass you by and I can't think of anything better than that for a library on wheels.

Did we issue 7,000 library cards this month? We sure did! Our Student MyCard / MiTarjeta de Estudiante (marinlibrary.org/mycard) debuted with Novato Unified School District this month. We look forward to working closely with the Marin County Office of Education to roll this program out across Marin County for all students to have free and open access to our resources, 24/7, and year-round.

Our On the Wall Community Art Lending Program also kicked off this month with an announcement about the 30 artists out of 400 selected for this exciting program. Art lending will begin at select branches in early 2024 but check out the artists' work until then! marinlibrary.org/art

(Continued on next page)

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

(Continued)

MCFL is also deep in strategic planning mode with staff and is starting our community engagement with partners and library stakeholders this month through the end of 2023.

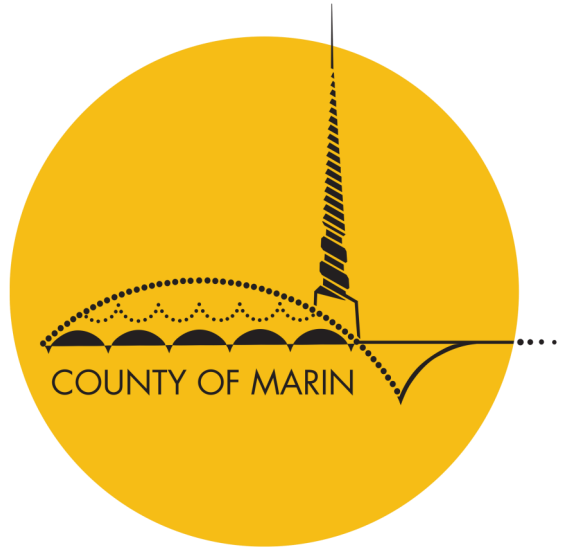
As this month illustrates with many of our initiatives coming to fruition, your local library system really reinforces a common sentiment shared of, “I didn’t know the library did that!”

Our team of staff and partners are always working on ways to improve the experience and the lives of our community members. This month, we just got to shine our library joy light a little brighter for these celebrations.

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 Special Meeting Minutes

Monday, September 18, 2023



Meeting Held at: Mill Valley Public Library, Creekside Conference Room, 375 Throckmorton Ave
Mill Valley, CA 94941

Present:

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Sarah Frye (College of Marin), Gary Gorka (Dominican), Damon Hill (Larkspur), Anji Brenner (Mill Valley), Jill Tokutomi (San Rafael), and Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:41 a.m.

- I. Determination of a Quorum – Yes
- II. Introduction of Guests – Linda W. Braun, Librarians & Educators Online and Eric Meade, Whole Mind Strategy Group.
- III. Public Comment Period – None
- IV. Business Topics
 - A. Board Working Session (*Discussion*) - Board discussed principles to guide MARINet, and explore their implications for operations, staffing, and structure.

Note: Sarah Frye (College of Marin) left the meeting at 12:20 pm before Business Topics B-D.

- B. Board Resolution – Reserve Fund Transfer (*Action*) – **Chambers moves to approve the Reserve Fund Transfer Board Resolution, Duran seconds. Kenton (San Anselmo) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
 - C. Board Resolution – Switch Replacement (*Action*) – **Duran moves to approve the Switch Replacement Board Resolution, Brenner seconds. Kenton (San Anselmo) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
 - D. Board Resolution – Funding for Staffing Consultant (*Action*) - **Chambers moves to approve the Funding for Staffing Consultant Board Resolution, Brenner seconds. Kenton (San Anselmo) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**

Adlawan adjourned meeting at 1:52 p.m.

Minutes respectfully submitted by Trenary

MARINet Board Meeting Minutes

Thursday, September 7, 2023



Meeting Held at: Los Gamos Board Room 1600 Los Gamos, Suite #190 San Rafael, CA 94903

Present:

Board Chair: Lana Adlawan (MCFL)

Board: Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Jill Tokutomi (San Rafael), and Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:38 a.m.

- I. Determination of a Quorum – Yes
- II. Introduction of Guests – None
- III. Public Comment Period – None
- IV. Approval of Minutes from Previous Meeting(s) (*Action*) – **Kenton moves to approve the August 2023 meeting minutes, Brenner seconds. Unanimously approved by a voice vote.**
- V. Business Topics
 - A. Board Resolution – Reserve Fund Transfer (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
 - B. Discretionary Purchase Authority for Sys Admin (*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. SmartNet is not available for three pieces of crucial CENIC equipment. Trenary again said this is the most critical threat facing MARINet. The equipment is necessary for CENIC and it would mean a serious outage for all libraries if it failed. Trenary continues to work with David “Coop” Cooper on the equipment refresh list and simultaneously moving forward with the CA State Library grant application. MARINet was granted an UEI number and can move forward with requesting federal grants. The Board asked Trenary to subscribe to Cisco SmartNet monitoring for 6 months for 5 days/week for the eligible equipment.
 - E. MARINet Meetings – Alternates, Zoom link (*Discussion*) – The Board will continue to meet in person at Los Gamos. Board alternates forms were collected from each of the public libraries. Board members may submit their vote on Board Resolutions in writing before the meeting to the Systems Administrator to be read at the time of the vote. The

Board is also in favor of calling a special meeting if action needs to be taken and not all members are in attendance of the regular monthly meeting.

- F. Staffing Consultant – Update (*Discussion*) – Trenary has worked with the consultants to schedule the half-day working session for Monday September 18, 2023. She will create and post the official agenda.
- G. Board Resolution – Funding for Staffing Consultant (*Action*) - **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
- H. Training – Pronouns for Staff (*Discussion*) – Brenner and Tokutomi gathered information about trainers in this space. Because the CWG has paused their technological implementation, Brenner and Tokutomi will share the information they gathered with the Board and libraries can coordinate trainings independently or collaboratively, but not MARINet-wide.
- I. Loading School Cards (*Discussion*) – Trenary described the workflow of collaboration between MARINet and the public library to load school cards. Trenary described the minimum time periods needed for each of MARINet’s tasks and said she would train library staff on their part of the project. She recommended libraries give themselves more time to work on the project than they would think they need because questions and issues can arise.

VI. Standing Agenda Items

- A. Collaboration/Partnership (*Discussion*) –
 - Sausalito has met with new MCFL Marin City branch manager
 - San Rafael and MCFL are both represented at the Marin Senior Fair
 - Larkspur and Corte Madera are working together in their local schools
 - Libraries have various events and promotions for Library Card Sign-up Month
- B. Systems Administrator Report (*Discussion*) – Trenary said the next Sierra upgrade to 6.0 is scheduled for 9 pm on Tuesday Sept. 26th. There will be a period of 1-2 hours of downtime for all services. She also pointed out that August had the most online library card sign ups ever – over 500 patrons.
- C. Topics for Future Agenda (*Discussion*)
 - CENIC Hardware Refresh (*Action*)
 - Hoopla Records (*Discussion*)
 - Discretionary Purchase Authority for Sys Admin (*Action*)

MARINet Board Meeting Minutes

Thursday, September 7, 2023



- Equity (*Discussion*) - Anji

D. Library Announcements (*Discussion*)

- Brenner – Lots of exciting programming coming up – several prominent cookbook authors, live podcasting, and a library card challenge with prizes.
- Tokutomi – AMH project continues moving forward. Considering options for new library website.
- Adlawan – Pilot of Meescan self-check kiosks (<https://meescan.com/>) which are wireless and are about the size of an i-Pad.
- Chambers – In process of hiring a 30-hour a week marketing and programming staff person.
- Kenton – Added a telescope to their newly rebranded “Library of Things,” which will align with programming around space. Worked successfully with and appreciative of the Marin Stargazers group for their assistance.

Adlawan adjourned meeting at 10:55 a.m.

Minutes respectfully submitted by Trenary