

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, December 13, 2023
4:00 p.m.

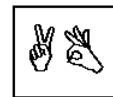
Anne T. Kent/Map Annex Room & MCFL Technical Services
1600 Los Gamos Drive, Suite 180, San Rafael, CA 94903

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

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

"Always be on the lookout for the presence of wonder."
 EB White

<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 November 8, 2023 meeting minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for November	Ream	Information
	8. Old Business		
	9. New Business		
	a. Change May 8, 2024 Lib Com Mt to May 15 – still in Stinson Beach	Ream	Action
	b. Strategic Plan	Adlawan	Information
	10. Director's Report for November	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 November 8, 2023
11. Library Director's Report for November

Unnumbered Attachments:

MARINet Board minutes of October 5, 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

Brown Act:

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

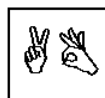
The teleconferenced meeting must meet the following requirements:

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

Meeting Locations

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

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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**).

--PROPOSED MINUTES--
Wednesday, November 8, 2023

(1) **CALL TO ORDER**

Meeting called to order at 4:03pm

(2) **ROLL CALL**

Present

Sue Ream	Nick Javaras	Linda Ward
Claudia Wilson	Anya Schandler	Ann Kaplan
Sally Hauser	Alison Blume	Amelia Lahn

Absent with Notification

Loretta Farley	Ali Iqbal	Daniel Sherman
Margaret Kathrein	Glynda Christian	

Also Present

Lana Adlawan, Director of County Library Services
Edna Guadiana, Administrative Services Associate
Stephanie Hartwell-Mandella, Branch Manager, Corte Madera Library
Iris Meinolf, Librarian I-Children's, Fairfax Library
Raemona Little Taylor, Assistant Director of County Library Services

(3) **ADOPTION OF AGENDA M/S/C – M/S Ward/Javares Agenda approved as submitted.**

(4) **ADOPTION OF June 7, August 9 and September 13, and October 11, 2023 MINUTES M/S/C Javaras/Hauser 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 JUNE AND OCTOBER
President Ream announced the following:
- President Ream announced that we still have a vacancy in District 3 and District 4. It was suggested that we post these vacancies soon.
 - Next Month’s meeting on 12/13 has typically been a Holiday potluck, would anyone like to take the lead on this? Commissioner Lahn volunteered to take the lead on this.
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
- a. Children’s Services Reports: Stephanie Hartwell-Mandella, Branch Manager for the Corte Madera Library and Iris Meinolf, Librarian I-Children’s for the Fairfax Library reported on the following:

Children’s Services Team

Stephanie Hartwell-Mandella and
Iris Meinolf, Co-Chairs
November 2023





Our team represents all ten library branches and the Bookmobile and Learning Bus, and includes children's librarians, community library specialists, branch managers, and education initiatives coordinators.

We collaborate in providing children's services system-wide at MCFL.

CST Vision



MCFL is an inclusive environment where all children, caregivers and educators feel welcome and supported to explore, learn, play and grow.

CST Mission



CST exists to develop, promote and evaluate children's services, build community connections, empower families to be lifelong learners, and support professional development in children's services for all library staff.

Year-round Learning Initiatives

Education: providing resources to support kindergarten readiness including cognitive, language, physical, and social/emotional development; providing educational support to families and local schools to assist children grades 3 and above in reaching their reading level.

- Homework Helpers
- Reading Buddies
- Conscious Kids kits
- After-school programs



Year-round Learning Initiatives

Honoring Cultural Heritage:

Creating a welcoming environment for all cultures, celebrating cultural events, and promoting cultural materials; creating windows and mirrors for all library visitors.

- Programs
- Displays
- Booklists
- Blogs & social media promotion



Year-round Learning Initiatives

Literacy Development: Supporting emergent literacy and pre-reading skills, creating a love of books and reading, contributing to families having a book-rich environment.

- Storytimes (pre-K, family, bilingual)
- Summer Learning Program
- Strategic book giveaways
- Glades



Year-round Learning Initiatives

Community Engagement: Targeting underserved populations; creating engaging experiences for underserved; meeting people where they are.

- Parks partnership
- Strategic book giveaways to underserved communities
- Schools, laundromat outreach, library card campaigns
- Social story
- Sensory kits



Learning Bus & First 5 Marin Backpack Giveaway



- Learning Bus, First 5 Marin and the Friends of the Library joined forces to provide 1500 preschool backpacks with school supplies and a matching lunch box to the children of Marin! They also provided 200 learning toys for infants and toddlers.
- MCFL, Friends of the Library and Parent Services Project (part of the Learning Bus budget) purchased 10k worth of children's books to distribute along with the backpacks.
- Each branch visit also included a special bilingual performance by Mariela Hernandez

Summer Adventure Journal



The focus of Summer Adventure is to make reading fun, prevent learning loss over the summer, and close the opportunity gap through targeted outreach to partner agencies.

Reading, writing, playing, singing, and making up stories are ways that children build literacy skills. Completing the Adventure Journal challenges together as a family provides a variety of ways to engage with reading.

MCFL Summer Adventure provides strategic targeted book giveaways in coordination with partner agencies.

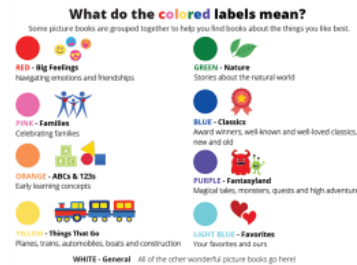
Friends of the Marin County Library have generously sponsored the giveaway books.

Collection

- Conscious Kids kits update
 - New topics added
 - New books added for old and new kits
- Picture book glades update
 - Families
 - Big feelings



Talking About Race



Looking forward

- Lunch at the Library! Partnership with schools and community organizations
- Continued outreach with equity focus
- Cultivating relationships with new partners



Thank you!



President Ream thanked Stephanie and Iris for their presentation.

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

- We've rewrapped the bookmobile, and it looks very beautiful;
- We've issued 7,000 library cards this past month in the Novato Unified School District;
- We've selected 30 artists for our Artists on the Wall Program – There is currently a display in the Civic Center;
- We have 7 active recruitments in process;
- We're in the middle of Strategic Planning – Our consultants would like to join the December Library Commission meeting;
- There is a new book club model "Novato Reads"

Commissioner Kaplan requested that we invite selectors to come to a future Library Commission meeting.

(11) ANNOUNCEMENTS –

- Next Library Commission meeting will be on Wednesday, December 13, in the Anne T. Kent/Map Annex Room & MCFL Technical Services

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



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

NOVEMBER 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



Library branches celebrated Native American Heritage Month with displays, crafts, and booklists to educate our patrons and honor the cultural heritage of our diverse communities.

Two first grade classes from Manor Elementary School took a field trip to the Fairfax Library in early November. They got a library tour, including a behind the scenes look at the bookdrop, and a storytime with Library Assistant Anne De Souza.

Libraries continue to strengthen relationships with local schools through outreach, library card drives and class visits. During visits, students learn about library resources, hear about new books and get help choosing a good book.

A local artist in Bolinas has been doing edible arts projects with children ages 0-5 for the month of November.

Bolinas Library has also teamed up with neighborhood organization Feed the People during their Family Wednesday library programming. Feed the People is a local organization that was born out of the pandemic and has been cooking daily meals for free or by donation out of the Community Center every week since. Librarians decided, in the spirit of gratitude and community love, to join up by making some goodies to pass out along with their Wednesday meals.

Fairfax Library Desk Supervisor, Anthony Puga, teamed up with local park ranger Courtney to host a teddy bear themed story time at Samuel P. Taylor Park on November 4th. 56 campers turned out to hear stories, find out about the library, and give Bixby Bear a goodnight hug!

On November 21, three Point Reyes National Seashore environmental educators (Francesca, Ria, and Celeste) joined families at the Point Reyes Library for a kids science program on banana slugs, newts, and salamanders. Kids learned lots of cool facts about these local critters, did drawings and crafts to reinforce the new knowledge, and ended with slime making outside.



Teen Services

South Novato Library
Teen Services presents

Rainbow Reading and Resource Review

Would you like to connect with other LGBTQ+ teens? Interested in discussing books and important issues? Join us at the South Novato Library or on Zoom for Rainbow Reading and Resource Review and get involved! For our first book, we will be reading *Always the Almost* by Edward Underhill. Contact Brian Campbell-Miller at bcampbellmiller@marincounty.org or Emily Strempek at estrempek@marincounty.org for more information.

ONLINE AND IN
PERSON ONCE A
MONTH

MARIN COUNTY
FREE LIBRARY

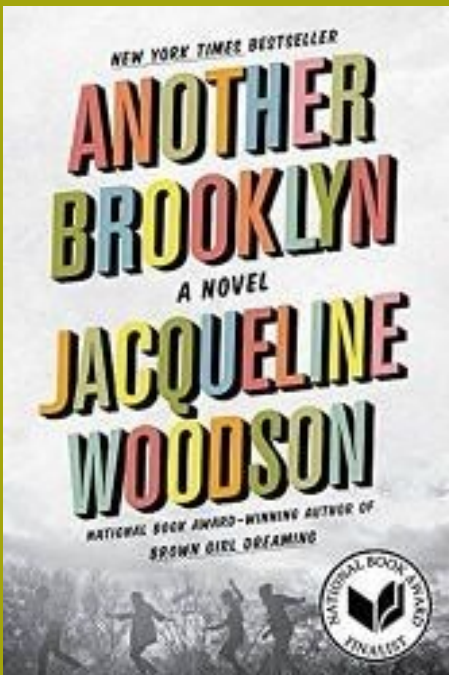
Work continues on the Rainbow Reading Review group for Teens and Tweens. The first book will be *Always the Almost* by Edward Underhill. Youth Services staff from Fairfax and South Novato have done outreach events at Archie Williams High School and Hamilton School to share news about the new group. Teen Webstars who work at The Shop in South Novato are going to bring flyers to Novato High School to promote Rainbow Reading Review, as well. The Creative Writing teacher at Novato High will also be sharing the flyer with her students.

Novato Library hosted an all ages game night for International Game Day. There were several requests to do it again, so it will become a frequent program in the new year! Novato also had another Entomology Club led by radio famous teen leader, Abby. Finally, Novato hosted Knitfest, a gathering for knitters and crocheters at the end of the month. This program is for teens and adults.

Displays in all branches celebrated Native American Heritage Month this month.



Adult Services



The Inverness Library welcomed a speaker from the Buck Institute for Research on Aging for a talk on November 1. "The Science Behind Living Better Longer" provided evidence-based information about the science of aging, explored the importance of healthy aging and discussed how the current Alzheimer's disease research being done at the Newman Lab at the Buck Institute is impacting this field. Patrons left inspired and empowered to make the best decisions for their health as they age. Technology4Life continued their series of online classes geared towards seniors with a course on Online Buying on November 15. Almost everything can be bought online, from vehicles to socks. This course helped participants understand how to safely shop from home: How do you know which sites to shop? Which ones are secure? How do you avoid fraud? The session was recorded and posted to the MCFL YouTube channel.

Part 2 of Mindful End of Life Planning: an introduction to death culture in America and the support (both medical & non-medical) available to people at end of life was presented at the Fairfax Library on November 15 by Stephanie Crawford, a Hospice RN and End of Life Doula. The topics of death and dying often go unspoken about due to cultural fears and taboos, yet we all know we are going to die! One of the most important things we can do to begin to prepare for our deaths is to educate ourselves in safe and supportive spaces. This presentation discussed advanced care planning including DNR orders, advanced health care directives, and alternative burial options.

On November 16, mycologist J.R. Blair gave a presentation on the habitat, ecology, and life cycles of fungi. The talk answered the question "What is a mushroom anyway?" including life cycles and dispersal systems. He also explored some of the vitally important roles fungi play in the natural environment. J.R. Blair was a lecturer of biology at SFSU for 21 years until his retirement in 2020 and was president of the Mycological Society of San Francisco for two years, as well as the chairperson for their Fungus Fair for five years.

In an effort to be more inclusive and offer book clubs to a wider audience, Novato Library has launched Novato Reads. The maiden title was Jacqueline Woodson's *Another Brooklyn*. The program will choose a title available on Hoopla, with unlimited copies, as well as in our physical collection. The book will change every quarter, but there will be a monthly meeting offered at varying times, including one online. The aim is to choose a title that appeals to a wide audience and is preferably an own-voice book. The term refers to books about characters from underrepresented/marginalized groups in which the author shares the same identity.

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Adult Services



One-on-One Tech help at Corte Madera Library is a new offering that started this month. Patrons can sign up for an hour to work with a librarian to learn how to use their iPhone, tablet, or PC. The response has been overwhelming. Appointments are booked through the end of the year and more have been added. Other locations also offer tech training by library staff. Stinson Beach Library has a drop-in program on Tuesday evenings. Civic Center helps in Spanish or English by appointment, and Novato has appointments for help in Spanish. Help with technology was identified as a need in the most recent MCFL patron survey and we are doing our best to respond to that need.

Corte Madera hosted an informative program on Medicare changes for 2024 and a workshop on Mindful Eating. The Crochet Corner is a wonderful intergenerational program; instruction is provided by high school students to a roomful of adults. The Puzzle Swap has become so popular, it is now offered monthly.

Collection Development & Management

Would you like to check out a hiking backpack kit along with a Parks Pass?

Under the leadership of Margaret Miles (Fairfax), we applied for a grant from the California State Library for 40 backpacks to check out to library patrons across the county. This is a partnership with Big 5 Sporting Goods and the kits contain the following items. We hope to bring these to a library near you soon!



- Hiking Poles
- Flashlight
- Pocket Microscope
- Compass
- Binoculars
- Rain Poncho
- Dry Bag
- Mosquito Head Net
- Safety Whistle
- Field Guides

On the Wall - Art Lending Program

The Collections Team is busy paving the way to lend original art to patrons in the new year. The technical set up is underway. We need to work with MARINet on new location codes, loan rules and allocate server space to host artwork images for our catalog. Each piece of art will need a unique record created for the item which will reflect artist, description, title, subject heading and artwork image. The team is also working on packaging for the items and creating a seamless checkout experience for staff and the public.

New Books, New Languages!

In October 2023, we reported on a new Languages Subcommittee that was formed to analyze school district data on other languages spoken in families/by children in our region. We are happy to say that materials are coming in and we are completing original cataloging on children's books for this collection. We will soon see books in Ukrainian, Portuguese, Vietnamese, and Russian hitting our children's collections in the new year. Many thanks to Mildred and Clara for their leadership on this project.

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Collection Development & Management

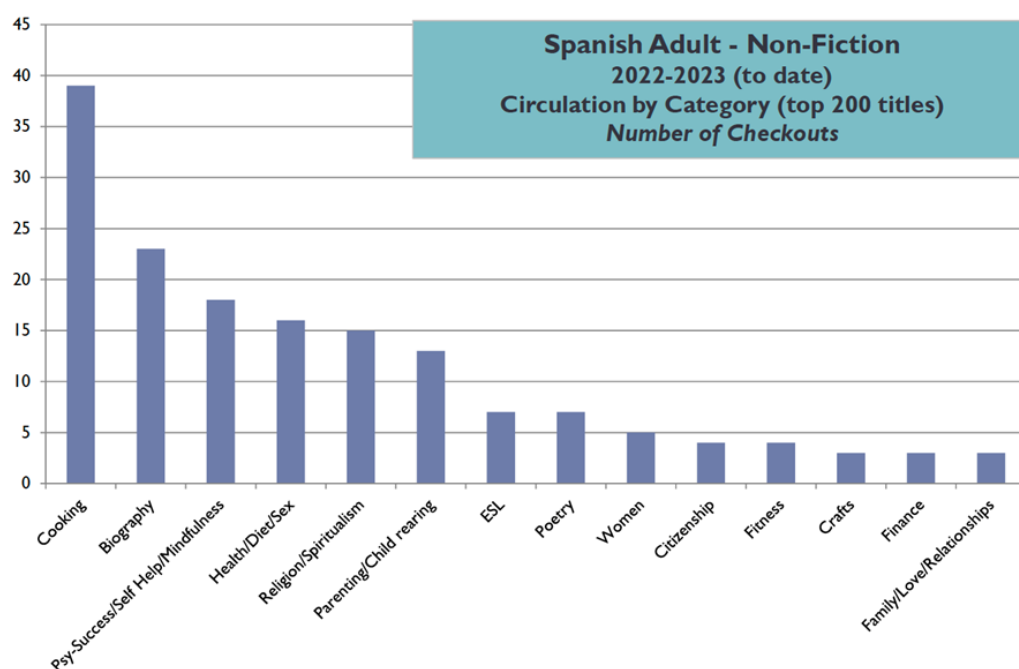
Videogames

After our initial pilot, we've continued to grow and build the collection to make it more accessible to teens. We added 210 more games to the 62 we started out with, so we now have a total of 272 videogames in MCFL's collections and they are now circulating at every branch and the Bookmobile.

Overview of Spanish Materials Selection Presentation

On November 8, Spanish Selector Mildred Arencibia offered a comprehensive, historic overview of the performance of collections in Spanish for our internal Spanish Services Committee. Here are a few highlights from the presentation:

Interest areas with the highest circulation for Adult Non-Fiction items in Spanish.



Most popular collections in Spanish in the Marin County Free Library.

Top 10 Circulating Spanish Materials by Item Type (2020-2023)

- Note – most iTypes are non-English (i.e. include other languages)
 - J Picture Book
 - J Board Book
 - J Fiction Book
 - J Non Fiction Book
 - Adult Non Fiction Book
 - Adult DVD
 - Adult Fiction Book
 - J DVD
 - Teen Fiction Book
 - Adult Nonfiction DVD

Educational Equity



South Novato

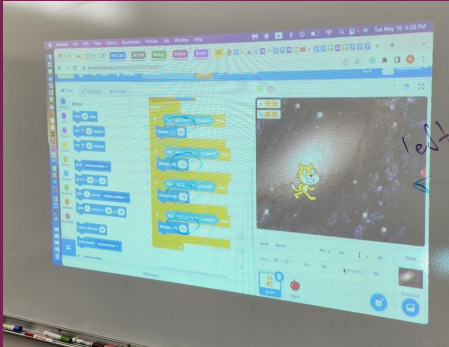
The Shop has been seeing an increase in teen engagement thanks to dedicated outreach to San Marin High. This has brought in a demand for new topics and an emphasis on more robust projects around woodworking and sewing. Most importantly, the new teens have been coming back and sometimes even with friends. Many of them are eager to apply to become Webstars (our paid teen interns) the moment the application opens up.

The Shop has seen steady engagement every day of the week especially Tuesday evenings with adults. Many thanks to the Novato Friends for their generous donation of a new tool. Our new planer/jointer is a tool many people had requested from us. This tool assists with a variety of woodworking projects, saving people thousands of dollars from purchasing one themselves, or spending hundreds to rent one, for what is typically a 5 minute process. It also allows us to take wood that is donated to us, but often not in good condition, and restore it to be a part of big projects. Aside from that many of our usual patrons continue to be engaged in shop activities, while Saturdays often bring in new participants interested in nearly everything we offer.

During the month of November, staff collaborated on the setting for an Altar during Día de Muertos. Cascada de Flores showcased a Dia de Muertos musical storytelling. We also hosted an in-person voting for the Participatory Budgeting Committee, and supported with outreach. We had our usual Hamilton book give-away visit, giving over 250 books away to students. We started scheduling a new round of Library visits from Hamilton elementary on Fridays.

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Educational Equity



Marin City

Coding - We've had a total of 6 kids participate in coding at our new Makerspace, "The Lab," located at St. Andrews Church in Marin City. Volunteers from Branson School and a teen volunteer from a local high school helped run the coding program. We will seek to continue our partnership with Branson in the upcoming months.

Light Up Scarves - We were able to help 5 kids and 1 adult make and program 6 light up scarves. We showcased the scarves at a local community event and they were well received. There are plans to use the scarves as a springboard to teach kids principles of DIY making and programming.

West Marin

Reading Buddies at Point Reyes has been very busy in November, with children in grades K-4 reading 3,480 minutes during the month. Volunteer Jeff was highlighted in the Marin County volunteer newsletter. He is a former English teacher who dedicates his hours during Reading Buddies sharing stories, helping with activities and working with the kids on their writing skills.

Madeline Bryant visits Nicasio School monthly to share library information and engage the K-8 students in literacy activities. The 6-8 grade students in the photo are learning about online library resources, including live homework help. A younger student proudly shows off her library card.

Communications & Publicity



To celebrate Native American Heritage month, we featured [book and film lists](https://bit.ly/4180J6w) (bit.ly/4180J6w), including resources on the history of Coast Miwok and California Native Americans.

For Día de los Muertos, we featured events (The Shop had one on creating calaveras) and [resource lists](https://bit.ly/3sXOEUW) (bit.ly/3sXOEUW) from library staff.

We also featured Kanopy's Noirvember offerings, a curation of Noir films for the month, sharing this on our website and social media.

To share information about books receiving awards, or being nominated or placed on shortlists for awards, including the National Book Award, the Pulitzer Prize, the Booker, and many others, we featured a [blog](https://bit.ly/3Rw9Bjh) (bit.ly/3Rw9Bjh) with content created by library staff to link all the pertinent lists to show what is available in our catalog for eager readers, and shared that our Awards page lists them, as well. As we head toward the end of the year, "best of" lists proliferate, and the New York Times 100 Notable Books of 2023, for [fiction](https://bit.ly/4181jBe) (bit.ly/4181jBe) and [nonfiction](https://bit.ly/3TuKHSz) (bit.ly/3TuKHSz), was also featured.

To help spread the word about Marin County's Participatory Budgeting process to advance racial equity, we shared flyers for the branches and added information to the webPAC kiosks to provide easy access for anyone wishing to vote on the options, as well as highlighting on social media.

We highlighted OverDrive's Big Library Read in the first half of November – where there are no limits to accessing the selected book during the designated time frame. The choice was Artie and the Wolf Moon, a middle grade graphic novel. Also in November, Hoopla offered "bonus borrows" - these don't count against the monthly allotments, so this is always a great way to boost access that we like to communicate.

Over the Thanksgiving Holiday, County IST migrated all of the library staff emails to the new format of Firstname.Lastname@MarinCounty.gov. Everything seems to be working well.

Eventually all County employees will go through this process. Changing from MarinCounty.org to MarinCounty.gov supports the Federal Government's initiative to move all government agencies to .gov domains. It will provide assurances to members of the public that they are conducting business with the legitimate County of Marin and enhance the security of County e-mail.

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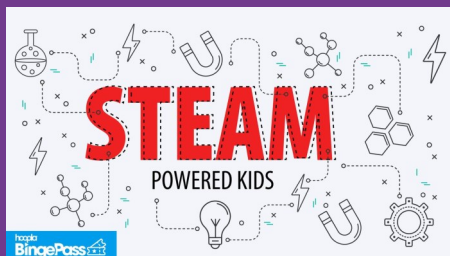
Communications & Publicity (Continued)

To provide more options for accessing our library email newsletters and event messages (Civic Center, started this month, now makes 4 separate branches with event information messages), we have implemented a [subscription center](https://marinlibrary.org/subscribe) (marinlibrary.org/subscribe) for email preferences. This service will make it possible for anyone to subscribe to our emails, and manage which messages they receive. As the remaining message lists are uploaded and updated, we will be sharing more information about the system to the public.

We added the videos for two of our online programs via Zoom, Online Buying, and Organizing Photos with Google Photos, to our YouTube channel and website.

Shared on social media: Día de los Muertos kids list, Performing Arts Collection from Alexander Street, Native American Heritage Month on Kanopy, Book Place "fall back" to Standard Time, Learning Bus Schedule, Participatory Budgeting, Neshamas Choices (books), Hoopla's collection to honor Native American Heritage month, Homework Helpers at Fairfax, STEAM Day BingePass on Hoopla, Plant Portrait Exhibit at Corte Madera Library, Community Seed Exchange at Fairfax Library, Diwali on Hoopla, Lunch with the Librarians event at Marin City, special video feature on On the Wall Community art lending on KPIX, 2023 National Book Award Winners on OverDrive - the literary Oscars, Soul Music of the 70's event at Novato Library, Self-care, self-help, inspirational titles on Libby, Turkeys cross the road to the Corte Madera Library, eBooks and eAudiobooks for kids to celebrate Native American Heritage Month, Comics for Kids on Hoopla, Books that Celebrate Hip-Hop from PBS Kids, Local Authors Event at Fairfax including staffer Sommer Schafer. [Follow MCFL on Facebook!](https://www.facebook.com/marincountyfreelibrary) (www.facebook.com/marincountyfreelibrary)

We are grateful for the cornucopia of curated booklists created by our library staff this month that help people find books and items of interest. These included: November Cooking with Soul, Advance Planning: End of Life Planning Resources, Computing for Seniors, The Grief Reading List, Literature in Translation, Disability Awareness, Bees are Brilliant!, Eco-Reads, Best Teen Books of 2023, Cooking with Kids, Celebration Cooking Throughout the Year, Cats in Japanese Fiction, Nothing is Done in Isolation, NYT's 100 Notable Books of 2023 - fiction and nonfiction, If You Liked ... Lessons in Chemistry, plus all the new in November books for children, teen and adults, hidden jewels and new eAudiobooks and eBooks. Browse all [booklists](https://bit.ly/3IQwbf) on our Explore page: bit.ly/3IQwbf





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.

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

In early November, we completed our annual California Public Libraries Survey, a California State Library and Institute of Museum and Library Services initiative. As we opened our doors to the public after the COVID-19 closures and masking requirements eased, the library once again became a place to gather, learn, and grow. Many of our libraries increased programs tremendously over the last fiscal year and we've been supporting these programs by adding additional newsletters for local communities, increasing our social media presence, and supporting staff to tailor their programs to meet their community where they are, which is the beauty of all our communities in Marin. For FY 22-23, we offered 22, 818 open hours of service to our community in our library branches across the county.

We've made leaps and strides from our last annual report, with just a few highlights here. I will say our visitor counts are not back to pre-COVID levels, but the ways in which patrons use our libraries now has changed. With all the support to e-materials during the pandemic, that trend in usage has continued, if not grown. One thing is for sure, we have readers in Marin, and they love their library system! The collection usage is off the charts (both physical and digital) and we look forward to increasing our collections budget next fiscal year with the support of Measure B.

California Public Libraries Survey – FY 22-23

In-Person Programs	FY 22-23	FY 21-22	%
Youth (0-11)	1110	377	194.43%
Youth Attendance	31061	10461	197%
Teen (12-18)	104	26	300%
Teen Attendance	1430	123	1062. 60%
Adult (18+)	368	161	128.57%
Adult Attendance	3777	1382	173.29%

Collections	FY 22-23	FY 21-22	%
Physical Circulation	2288743	1118657	104.6 %
Digital Circulation	484354	436998	10.8%
Total Circulation	2, 773,097	1,555,655	78.25%

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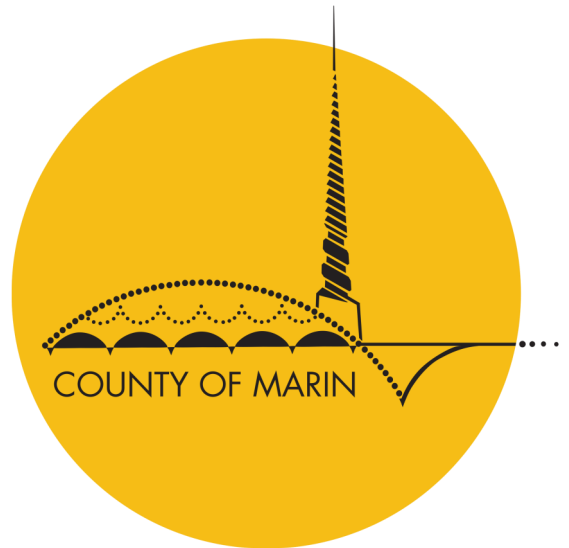
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One last thing to note for November is a celebration of Jim Stephens and our IT team for a successful migration in email addresses for all our permanent and contingent staff! We changed to a .gov department from .org the weekend of Thanksgiving and it couldn't have gone any smoother. Thanks to Jim for his wonderful communication skills, support on the days of transition, and his incredible team with their technological expertise. We're in good hands with this team!

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, October 5, 2023



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

Present:

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Sara Frye (College of Marin), 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 9:32 a.m.

- I. Determination of a Quorum – Yes
- II. Introduction of Guests – None
- III. Public Comment Period – A member of the public had three comments:
 1. The barcode sticker created by the barcode duplicator wears away and then the barcode is not able to be scanned.
 2. OverDrive has no mechanism to deliver the PDF insert that should accompany some e-audiobook titles. The patron has to go to the publisher's website for the materials that Overdrive should provide.
 3. The display of DVDs at Northgate is pleasing and makes browsing easier, as compared to other libraries where only the DVD spines are facing out.
- IV. Approval of Minutes from Previous Meeting(s) (*Action*) – **Brenner moves to approve the September 7 and September 18, 2023 meeting minutes, Chambers seconds. Kenton abstained, otherwise unanimously approved by a voice vote.**
- V. Business Topics
 - A. CENIC – SmartNet, CA Grant, Equipment Refresh (*Action*) – Trenary said that SmartNet coverage on eligible equipment is in place until March 2024. In February, the need will be reviewed and the contracts will be extended if necessary. The CA Grant is ready to be submitted. Trenary reviewed the equipment recommendations by Marin IT and their projected costs to install the equipment. Duran recommended confirming the timing requirements around spending the grant funds. **Chambers moves to approve Trenary submitting the CENIC grant application to CA State for up to \$200,000 for CENIC equipment and installation, Kenton seconds. Unanimously approved by a voice vote.**
 - B. Board Resolution – CENIC Hardware Equipment (*Action*) - **Duran moves to approve the Board Resolution for CENIC Hardware Equipment, Tokutomi seconds. Unanimously approved by a voice vote.**
 - C. Discretionary Purchase Authority for Sys Admin (*Action*) - **Duran moves to approve the forthcoming Board Resolution for Discretionary Purchase Authority for Sys Admin with**

a clarification on the funding sources, Tokutomi seconds. Unanimously approved by a voice vote.

- D. Staffing Consultant – Update (*Discussion*) – Adlawan led a discussion around the review of the Board working session with Whole Mind Strategy Group on September 18th as well as their draft MARINet purpose and principles. Trenary will send the Board’s feedback to the consultants.
- E. BiblioCommons Analytics (*Action*) – **Chambers moves to approve using unspent SimplyE funds to purchase BiblioCommons Analytics consulting time for \$2,250, Kenton seconds. Unanimously approved by a voice vote.**

VI. Standing Agenda Items

- A. Collaboration/Partnership (*Discussion*) –
 - San Rafael, Larkspur, and MCFL are working with Marin Community Clinics to do outreach. The libraries would consider working on a joint “Inspiration Grant” from CA State Library.
 - COM’s 2025 Common Read will feature Poet Laureate, Ada Limón. Mill Valley and Belvedere Tiburon were interested in collaborating on events.
 - Libraries are working on their report for CA State’s yearly Public Libraries Survey. Libraries shared trends they are seeing, like rise in number of library card holders.
- B. Equity (*Discussion*) – Chambers led a discussion around the demographics of librarianship, looking at Data USA, a project of Deloitte, Datawheel, and Cesar Hidalgo, Professor at the MIT Media Lab and Director of Collective Learning.
- C. Systems Administrator Report (*Discussion*) – Trenary mentioned a successful implementation of Quick Click and the Sierra 6.0 upgrade. She also noted that she is working with Innovative Rep, Tom McNamara, on multi-year renewal pricing to present to the Board at a future meeting.
- D. Topics for Future Agenda (*Discussion*)
 - Staffing Consultants Report (*Discussion*)
 - CENIC Hardware Refresh (*Discussion*)
 - Proposal to Reformat Equity Discussion (*Discussion*) – Anji
 - Hoopla Subscription and Hoopla Records (*Discussion*)
 - Reserve Fund Policy – which would include the specific amount of money to be kept in reserve, the purpose of the fund, and the allowable balances (*Discussion*)
 - Innovative Sierra Multi-Year Renewal Pricing (*Discussion*)

MARINet Board Meeting Minutes

Thursday, October 5, 2023



E. Library Announcements (*Discussion*)

- Chambers – Sausalito lost an excellent Children/Teen Librarian to a career advancement opportunity at another library. The library made a job offer to a candidate for a new 30 hour/week Program and Marketing position.
- Frye - Emory Douglas opening reception is October 5 and the culmination event, [An Evening with Emory Douglas](#), is on October 26, 2023, from 5-8 pm. 200+ people have already signed up and it's free and open to the public.
- Adlawan – Hiring for MCFL's Learning Bus. Experience working with children and bilingual preferred, no special license required to drive the bus, training will be provided.

Adlawan adjourned meeting at 11:10 a.m.

Minutes respectfully submitted by Trenary