

## MARIN COUNTY FREE LIBRARY COMMISSION

### Proposed Agenda

Friday, February 16, 2024

10:00 a.m.

### MARIN CITY LIBRARY

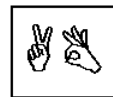
164 Donahue Street (at Drake), Marin City, CA 94965

Directions: Highway 101 to the Marin City exit, from the north turn right onto Donahue Street; from the south take the off ramp circling around onto Bridge Blvd. To the stoplight, turning left onto Donahue Street, continue circling around on Donahue until you reach the stop sign on the corner of Donahue and Drake. Turn right on Drake and look for parking. The library is located on the corner of Donahue and Drake with doors facing Drake Street. **NOTICE:** In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

“Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.”

– Martin Luther King, Jr.

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
10:00am 1.	Call to Order	Ream	Action
2.	Roll Call	Ream	Action
3.	Approval of Agenda	Ream	Action
4.	Approval of January 10, 2024 meeting minutes	Ream	Action
5.	Open Time for Public Expression		
6.	Reading & Correspondence File	Ream	Information
7.	President's Report for January	Ream	Information
8.	Old Business		
a.	Strategic Plan Update	Adlawan	Information
9.	New Business		
a.	Measure A Fund Review	Galiani/Chan	Information
	Facilities Overview	Adlawan	Information
b.	Educational Equity	Bryant, Skaar & McCall	Information
10.	Director's Report for January	Adlawan	Information
11.	Announcements	Ream	Information
11:30am 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 January 10, 2023
- 9.a Measure A Fund Review
11. Library Director's Report for December

Unnumbered Attachments:

MARINet Board minutes of December 7, 2023 held online and at the Mill Valley Library-Library TEC Board Rm

**Marin County Free Library**

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

**Brown Act:**

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

The teleconferenced meeting must meet the following requirements:

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

**Meeting Locations**

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

e:\msw\sec\libcom\2024packets\com24-02-16a



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.

**CORTE MADERA LIBRARY**  
**707 Meadowsweet Drive, Corte Madera, CA 94925**

Corte Madera Library --707 Meadowsweet Drive, Corte Madera, CA 94925

Directions: From Highway 101 exit west on Tamalpais Dr. Turn left on Sanford & left on Meadowsweet. Library is on the right.

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 MINUTES--  
Wednesday, January 10, 2024

- (1) **CALL TO ORDER**  
Meeting called to order at 2:03pm President Ream wished everyone a Happy New Year.

- (2) **ROLL CALL**

Present

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

Absent with Notification

Loretta Farley	Ali Iqbal	Daniel Sherman
Alison Blume	Glynda Christian	

Also Present

Lana Adlawan, Director of County Library Services  
Leslie Galiani, Administrative Services Manager  
Edna Guadiana, Administrative Services Associate  
Raemona Little Taylor, Assistant Director of County Library Services  
Gina Turini, Administrative Assistant I  
Channing Wong, Technology Systems Specialist II, Tech Svcs  
Margaret Sullivan, Annika Northland, Kim Zabrud--Margaret Sullivan Consultants

- (3) **ADOPTION OF AGENDA M/S/C – M/S Schandler/Javares Agenda**  
approved as submitted.
- (4) **ADOPTION OF December 13, 2023 MINUTES M/S/C Hauser/Kaplan**  
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 for DECEMBER - NONE
- (8) OLD BUSINESS – Strategic Plan Update
- Director Adlawan gave a framework of why we are doing this and then turned it over to Margaret Sullivan. We put out an RFP almost a year ago, the consultant for the consultant which came from operational funds was \$75,000. Commissioner Kaplan commented that she didn't see anywhere in the report community needs for new families and wondered if this will be included in final report. Consultants from Margaret Sullivan Studio gave an update on where things are in the MCFL Strategic Plan process.
- Margaret Sullivan introduced herself and the rest of the consultants who were present via zoom today: Annika Northland and Kim Zablud.
- President Ream thanked Margaret, Annika and Loren for their presentation. President Ream also suggested having periodical check ins once the Strategic Plan is finalized.
- (9) NEW BUSINESS
- a. Biennial Library Commission Goals
- Director Adlawan distributed a list of 5 new goals for the Library Commission Draft Biennial Report 2024-2026 for review and approval. After a brief discussion: Commissioner Wilson motioned; Commissioner Kaplan seconded, and the Commission voted unanimously to submit to BOS with new goals included.
- (10) DIRECTOR'S REPORT FOR DECEMBER
- Included in this meeting packet is the consultant report on MARINet which was formed in 1997. MARINet allows patrons whether they are a City or County resident to check out materials at all libraries in the County. Consultant is looking on how to restructure MARINet;
  - BOS approved another 5 year lease for the South Novato library with NUSD and a new 3 year MOU with the Marin City and Sausalito school district;
  - Our 4 main libraries are undergoing a facilities assessment;
  - Lana encourage the Commission to read her Director's report, which lists a few of the library's accomplishments for the last year;
  - We are filling 3 leadership positions for the Library;
  - Our next meeting will be on Friday, February 16 at 10am in the Marin City Library
- (11) **ANNOUNCEMENTS** – President Ream suggested having a member of the Commission start each meeting off report on what they are currently reading. Commissioner Hauser volunteered to be the first person to do this at the February 16 meeting.
- (12) ADJOURNMENT – Meeting adjourned at @ 3:27pm

Commented [AL1]: No announcements were made

MARIN COUNTY FREE LIBRARY														
2470 & 2480	0	1	2	3	4									
5 Year Projection	Actuals FY 2016-17	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Adopted Budget FY2023-24	Projected FY 2023-24	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28	Projected FY 2028-29
Property Taxes	\$ (12,658,651)	\$ (13,083,655)	\$ (13,726,973)	\$ (14,300,383)	\$ (14,898,529)	\$ (16,106,558)	\$ (16,608,851)	\$ (15,794,295)	\$ (16,043,428)	\$ (16,284,079)	\$ (16,528,340)	\$ (16,776,265)	\$ (17,027,909)	\$ (17,283,328)
Measure A	\$ (2,466,059)	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,689,034)	\$ (2,718,156)	\$ (2,791,066)	\$ (2,845,000)	\$ (2,906,403)					
Measure B										\$ (4,700,000)	\$ (4,803,400)	\$ (4,909,075)	\$ (5,017,074)	\$ (5,127,450)
Other Revenue	\$ (960,282)	\$ (1,327,027)	\$ (2,800,054)	\$ (3,117,738)	\$ (3,583,764)	\$ (2,829,858)	\$ (1,834,940)	\$ (3,017,660)	\$ (3,254,367)	\$ (3,643,645)	\$ (4,063,459)	\$ (4,533,489)	\$ (5,057,675)	\$ (5,642,495)
Total Revenue	\$ (16,084,992)	\$ (16,929,863)	\$ (19,102,217)	\$ (20,046,478)	\$ (21,171,327)	\$ (21,654,572)	\$ (21,234,857)	\$ (21,656,955)	\$ (22,204,198)	\$ (24,627,725)	\$ (25,395,199)	\$ (26,218,829)	\$ (27,102,659)	\$ (28,053,273)
									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 11,067,637	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 11,361,377	\$ 12,347,887	\$ 11,682,984	\$ 14,846,312	\$ 11,312,384	\$ 14,950,236	\$ 15,054,888	\$ 15,160,272	\$ 15,266,394	\$ 15,373,259
Services and Supplies	\$ 3,544,562	\$ 3,346,768	\$ 3,273,044	\$ 3,674,271	\$ 3,849,098	\$ 4,020,302	\$ 4,151,505	\$ 4,780,113	\$ 4,680,113	\$ 4,778,395	\$ 4,878,742	\$ 4,981,195	\$ 5,085,800	\$ 5,192,602
Capital Assets	\$ 48,987	\$ 396,326	\$ 729,032	\$ 396,775	\$ 1,660,234	\$ 696,130	\$ 467,422	\$ 2,148,016	\$ 1,809,609	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
Other Expenses	\$ 667,245	\$ 380,737	\$ 493,666	\$ 1,002,795	\$ 1,381,186	\$ 1,681,854	\$ 1,111,629	\$ 2,256,834	\$ 1,332,843	\$ 1,598,079	\$ 1,916,096	\$ 2,297,400	\$ 2,754,582	\$ 3,302,744
Total Expenses	\$ 15,328,431	\$ 15,107,860	\$ 15,953,809	\$ 16,522,342	\$ 18,251,895	\$ 18,746,173	\$ 17,413,540	\$ 24,031,275	\$ 19,134,949	\$ 23,926,710	\$ 24,449,726	\$ 25,038,867	\$ 25,706,776	\$ 26,468,605
Net Library Costs	\$ (756,561)	\$ (1,822,003)	\$ (3,148,408)	\$ (3,524,136)	\$ (2,919,432)	\$ (2,908,399)	\$ (3,821,317)	\$ 2,374,320	\$ (3,069,249)	\$ (701,014)	\$ (945,473)	\$ (1,179,963)	\$ (1,395,883)	\$ (1,584,669)
as of 1-31-2024														

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

MARIN COUNTY FREE LIBRARY													
Measure A	0	1	2	3	4								
5 Year Projection	Actuals FY 2016-17	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Actuals FY 2020-21	Actuals FY 2021-22	Adopted Budget FY 2022-23	Projected FY 2022-23	Projected FY 2023-24	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28
Measure A	\$ (2,466,059)	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,689,034)	\$ (2,718,156)	\$ (2,800,000)	\$ (2,777,955)	\$ (2,839,070)				
Other Revenue	\$ (40,260)	\$ (31,372)	\$ (12,324)	\$ (12,970)	\$ (41,301)	\$ (37,979)	\$ (23,563)	\$ (24,081)	\$ (24,611)				
Total Revenue	\$ (2,506,319)	\$ (2,550,553)	\$ (2,587,514)	\$ (2,641,327)	\$ (2,730,335)	\$ (2,756,135)	\$ (2,823,563)	\$ (2,802,036)	\$ (2,863,681)	\$ -	\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Supplies	\$ 49,554	\$ 67,992	\$ 46,678	\$ 103,694	\$ 155,197	\$ 17,345	\$ 26,928	\$ 27,493	\$ 28,070				
Capital Assets	\$ 11,195	\$ 158,236	\$ 702,295	\$ 195,483	\$ 580,819	\$ 248,549	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000				
Other Expenses	\$ 1,918,601	\$ 1,782,286	\$ 1,865,055	\$ 2,130,426	\$ 2,312,704	\$ 2,254,238	\$ 2,504,170	\$ 2,579,295	\$ 2,656,674				
Total Expenses	\$ 1,979,350	\$ 2,008,514	\$ 2,614,028	\$ 2,429,603	\$ 3,048,720	\$ 2,520,132	\$ 3,531,098	\$ 3,606,788	\$ 3,684,744				
Net Library Costs	\$ (526,969)	\$ (542,039)	\$ 26,514	\$ (211,724)	\$ 318,385	\$ (236,003)	\$ 707,535	\$ 804,752	\$ 821,063	\$ -	\$ -	\$ -	\$ -

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



MEASURE A CAPITAL PROJECTS SUMMARY FY 23/24

Project No.	Project Title	Service	BUDGET 23/24	BUDGET 22/23	Budget 21/22	Budget 20/21	Budget 19/20	BUDGET 18/19	Total Expended
			1 MIL	1 MIL	1 MIL	2 MIL	500K	500K	FY 18/19 to 22/23
		CONSTRUCTION	\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 1,500,000.00	\$ 400,000.00	\$ 400,000.00	
		PROF. SRVC.	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
		MISC	\$ 25,000.00	\$ 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	\$ 27,684.63		\$ 598,657.33
		Miscellaneous Costs 522310							\$ -
	Project Completed	DPW Labor 561110			\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$ 131,962.48
				\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 85,333.91		\$ 794,183.26
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510		\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		\$ 127,754.30
		Construction 540210	\$ 52,998.20	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20		\$ 1,333,725.90
		Miscellaneous Costs 522310			\$ 7,335.64		\$ 279.38		\$ 7,615.02
		DPW Labor 561110		\$ 10,072.00	\$ 85,494.72	\$ 119,676.65	\$ 27,867.41		\$ 243,110.78
			\$ 52,998.20	\$ 170,746.10	\$ 590,799.31	\$ 749,084.10	\$ 148,578.29		\$ 1,712,206.00
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		\$ 2,376.12	\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 76,360.59
				\$ 10,206.12	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16		\$ 232,547.36
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510	7640.95	\$ 5,772.00					\$ 5,772.00
		Construction 540210	319926.31	\$ 223,207.80					\$ 223,207.80
		Miscellaneous Costs 522310							\$ -
		DPW Labor 561110		\$ 68,678.61	\$ 41,266.92				\$ 109,945.53
		Transout 580110		\$ (5,545.00)					\$ 5,545.00
			\$ 327,567.26	\$ 292,113.41	\$ 41,266.92	\$ -	\$ -		\$ 660,947.59
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							
	Project Completed	DPW Labor 561110							
				\$ -		\$ 36,000.00	\$ -		\$ 36,000.00
54LPMISC	Measure A MISC Proj	Professional Services 522510						\$ 1,248.00	
		Construction 540210						\$ 23,812.95	
		Miscellaneous Costs 522310							
	Project Completed	DPW Labor 561110							\$ -
						\$ -		\$ 25,060.95	\$ 25,060.95
2/16/2024			\$ 380,565.46	\$ 519,627.23	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$ 3,499,394.76



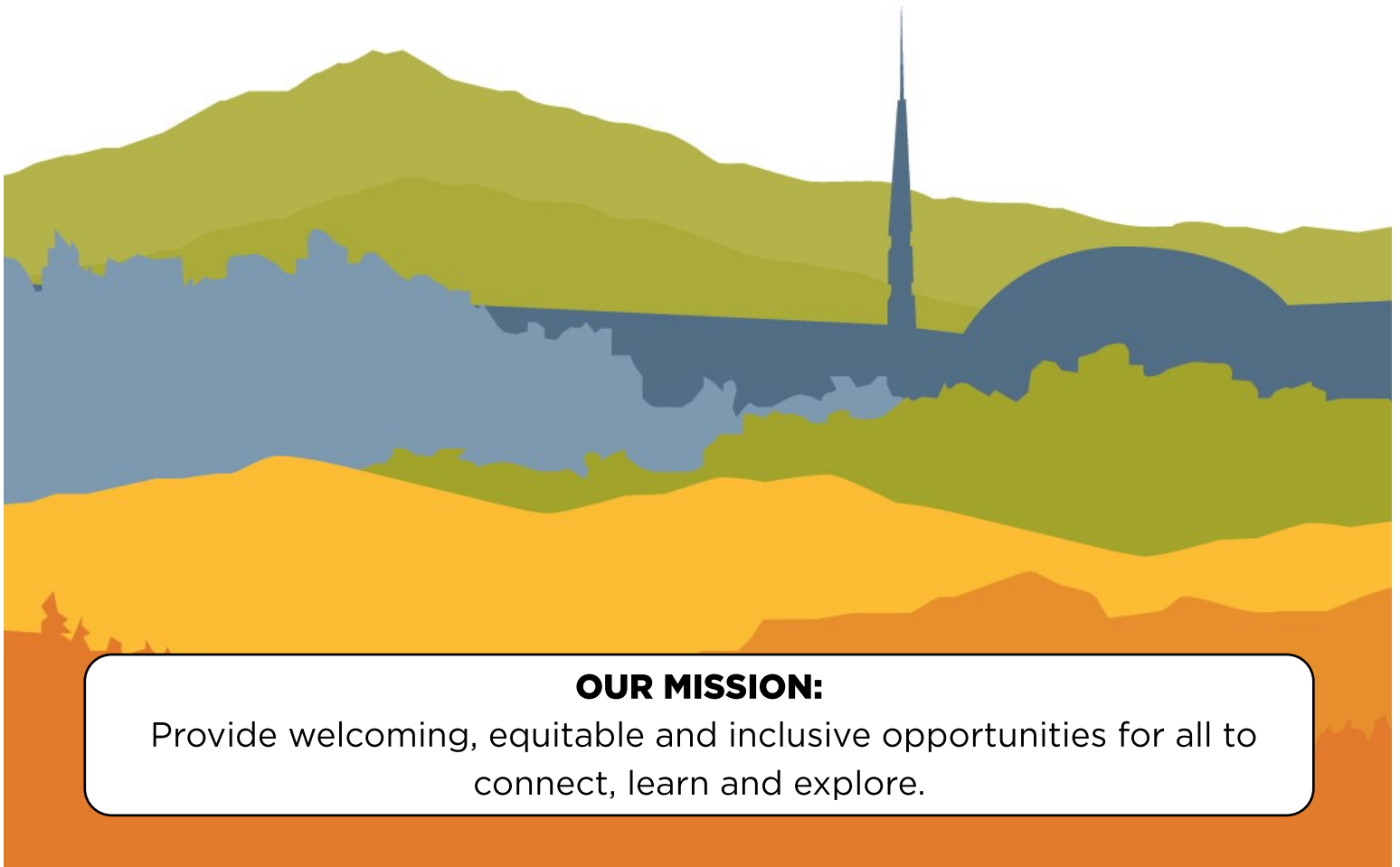


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

---

**JANUARY 2024 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



Corte Madera library proved the place to be for families looking for fun, free indoor activities on a rainy Saturday morning.

Corte Madera hosted a drop-in Saturday morning STEM program to explore electricity, chemistry, and engineering with teen volunteers from the STEMfinity project. They were there to demonstrate their captivating take-home kits for kids in grades 1-8.

Fairfax Library just installed the Ross Valley School District's annual art show with art pieces from all the schools in the district. The show is on display throughout the library, including the children's room and the community room. Every year families come in together to find their child's art piece and check out the show.

Fairfax Library started a series of electronic music classes for kids and tweens to learn the fundamentals of creating their own music. Local musician, DJ and producer, Steven Vandever-Teijeiro Jr. teaches kids to drum, play keys, program music and use special effects on iPad music software.

Bolinas Library continues to inspire at their Family Wednesdays programs. This month kids made their own I Spy collages, mazes, and other games on paper. At the end of the month they plan to compile all of these creations into a game book that will live at the library!

Novato Library is hosting a new Gaming Club, encouraging young patrons to play Nintendo games together, share tips and encourage each other. Nintendo Switch players will be provided and patrons can peruse the library's new collection of video games.

The Learning Bus continues to inspire creativity and connection to books and stories with their recent deep dive into space and dinosaur themes. Children enjoy a circle time with Alé and Elisa, reading books and learning new songs and rhymes, followed by a hands-on craft activity.



## Teen Services



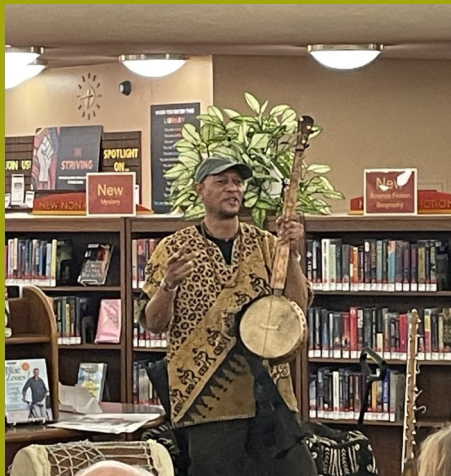
The Rainbow Reading Teen Book Club met for the first time in January. We will be looking at ways to increase attendance and pivot toward teen interests in the coming months.

The Novato teens had the opportunity to join other community members at our Family Game Night on January 10th. This is a new monthly event for all our patrons! Teens could also join our knitting group, Knitfest, on January 25th. On January 27th, we had a teen and adult Intro to Astrology class with a local astrologer, Julie Anglin, and our Level Up Game Club met in the afternoon.

For the entire month, we passed out New Year, New Book bags which contained a new book and a handful of candy.



## Adult Services



The Civic Center Library introduced a new vinyl collection! While it is currently small, patrons are invited to offer suggestions to help expand the collection. On Wednesday January 24th, Nichole Accettola, author of *Scandinavian from Scratch: A Love Letter to the Baking of Denmark, Norway, and Sweden*, talked about her time living and baking in Denmark, writing her cookbook, and opening her San Francisco restaurant, Kantine. On January 26th, kicking off a celebration of Black History & Culture, local musician Keenan Webster performed. He engaged a large crowd of all ages, playing traditional West African instruments and talking about how these traditions gave birth to the banjo and influence blues, jazz and popular music of today. And on January 31st at a Letterpress Workshop, patrons learned how to use a Kelsey Excelsior press and made postcards.



Novato Library held a Family Game Night on January 10, a program that will continue monthly. Participants can choose to go down the nostalgia path or try out a newer game. Games and snacks provided. Novato Reads – A Quarterly Book Club began discussions on their second title, *The Round House* by Louise Erdrich, on January 31. The Club meets three times over the course of three months, allowing patrons to decide which meeting works best for them – daytime, evening or virtually on zoom. The aim is to choose a title that appeals to a wide audience and is preferably an own-voice book. This title will be read and discussed through March and a companion program on Native California Foodways will be presented in February.



Marin City Library offered a successful all-ages program with the Parks Conservancy on Birding for Beginners on January 20. The rain held off, the questions flew thick and fast, and the turkey vulture close-up was a nice bonus!

In January the Fairfax Library hosted Conversations with Mortals, a death café-style facilitated conversation group. The goal was to help normalize conversation around mortality, cultivating acceptance, compassion, and connection with others. We had 23 enthusiastic participants, ranging in age from their 20s to their 80s, all having heartfelt conversations about what can be a difficult topic. The patrons appeared to truly appreciate having a space to speak freely, so much so that we had to usher them out of the building at closing time! We are looking forward to hosting this event monthly.

(Continued on next page)

## Adult Services

(Continued)



The big event of the month at the Corte Madera Library was a concert by the Irish music group, Shenanigans. They entertained a crowd of 64 with jigs, reels, and hornpipes. Patrons were very pleased! The monthly puzzle swap welcomed over 33 folks who left with armloads of new puzzles and are eager to return in February. The Marin Master Gardeners gave an informative talk on how to prepare for spring planting and a Tai Chi class with Sifu Cai of Golden Lion Martial Arts in Sausalito was filled to capacity and people were eager to sign up for next month. And finally, one-to-one Tech Help is able to accommodate 3 people per week and is booked through next month!

## **Collection Development & Management**

### **CollectionHQ Update**

In January, the Library completed interviews for its Library Services Manager for Technical Services. This position oversees our Technical Services office and staff, with collections, acquisitions, and technology staff under their leadership. I am very pleased to announce that an internal, long-term MCFL employee was selected for the position. Katrina Sadler, Librarian II, Adult Collection Development Librarian started in her new role on February 5.

Katrina brings a wealth of experience to the position, having been with our library system for over five years and in direct public service roles at our Marin City branch. Beyond MCFL, Katrina brings experience from the Sacramento, San Jose, San Mateo, and San Francisco Public Library systems. She has also worked in academic and prison libraries, having worked in several roles serving different diverse communities across the Bay Area.

We embrace Katrina in this new role and are excited to support her leadership and vision for these foundational services for our library system. Congratulations, Katrina!

In other news, we continue to assess the conditions of our collections at all branches and the Bookmobile through our Collection HQ tool. Our next phase of assessment is a “Grubby” refresh, which culls popular items that may no longer be in the best condition. This tool also helps staff move popular items in better conditions to a new home, and new life in other community collections. In support of this next phase, our Collection Development Librarians and Acquisitions staff are organizing branch tours for February and beyond to support staff during this next phase as well as check-in on all collection needs and changes. All this effort is to ensure that we have quality items on our shelves and high-interest collections tailored to each of our individual communities.



## Educational Equity



### South Novato

This month the South Novato Library had book displays to celebrate Martin Luther King, Jr, New Years Resolutions (kids learning new skills,) and award winners (from the American Library Association's Youth Media Awards). The Library also had a New Year's Themed Scavenger Hunt that many children enjoyed. South Novato had three elementary school class visits, including two sneak peaks at The Shop (where students learned sewing, whittling, and origami). Story-time attendees have increased with numbers reaching 55 at Saturday storytimes and 35 at Spanish storytime during the week. Children's Librarian Brian Campbell-Miller attended the First 5 summit in San Rafael.

### Marin City

We have resumed in-branch storytimes at Marin City Library for our youngest patrons and are starting to get a core group of families and caregivers who are attending and engaging with books, words and pictures in new ways with our new librarian, Amanda Kondrashova. In Amanda's words "Wiggles and Wonder Storytime has enjoyed a successful first month! Our primary crowd is ages two and under, so our focus is on baby sign, opposites, our bodies, colors, counting, and building excitement and familiarity with books. Each session is comprised of highly interactive books, songs, stretches, and imaginative play. We're building connections with repeat attendees, meeting family and friends, and learning how to balance sitting and listening with wiggling and giggling."

We are in the process of improving staffing at our school locations! Earlier this month, Shayla Davis was hired on as a regular-hire Community Library Specialist working with the Elementary school students at SMCS D Nevada Street campus. We are also meeting with Byron Delcomb, principal of the middle school to plan out our work within the school library there for the rest of this school year and the future. We are excited to breathe new life into this partnership!

# Communications & Publicity



A new year, a new and exciting start! We learned that the Marin IJ Reader's Choice Awards were won by the Fairfax and Novato Libraries! We'll be sharing our thanks to the community for voting for us in the Marin IJ insert that will be published near the end of February. Congratulations are in order for the excellent customer service found in our branches and the compassion and commitment our staff share for making the library a special, welcoming, empowering place!

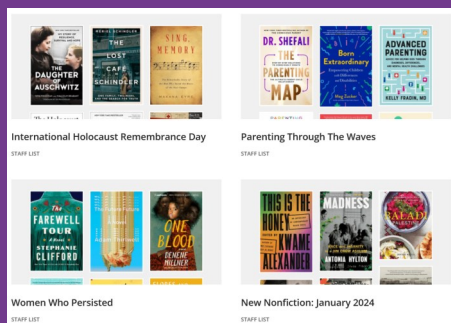
Another part of our library family was also the winner of an award this January: Barbara Madrid, long-time Friend of the Library and the volunteer manager of the Book Place, received the Spirit of Novato honor for her role as literacy ambassador. [Read all about it on our website \(bit.ly/48aVJ2M\)](https://bit.ly/48aVJ2M) originally published in the Patch.)

We shared the excellent news that our [library network infrastructure and connectivity \(bit.ly/3UApbfn\)](https://bit.ly/3UApbfn) will be getting a boost! MARINet, a consortium of public and academic libraries in Marin, was awarded a \$175,211 state grant to upgrade the public libraries' networking equipment to enhance the reliability and speed of internet services and contribute to the overall advancement of local digital literacy initiatives.

Many wonderful library events, announcements, sharing of resources, and preparations happened in January. We promoted lists of books, ebooks and films to start fresh, including Tips to Get Organized, New Year, New You: Self-improvement eReads, and New Year's Resolutions. Honoring Martin Luther King, Jr, day, we shared links to digital collections of films on Kanopy and library materials in our catalog. We commemorated International Holocaust Remembrance Day by sharing a [booklist \(bit.ly/49oHl8N\)](https://bit.ly/49oHl8N) of stories of suffering, heroics, and hope. Other curated lists in January highlighted classic series, parenting, women, winter books for teens, and new and noteworthy titles for all ages.

The library planning team for [Celebrating Black history and Culture \(bit.ly/42BfAqJ\)](https://bit.ly/42BfAqJ), led by Etienne Douglas and Raemona Little Taylor, worked with the County Public Information Office (PIO) and County of Marin African American Employees Association (COMAEA) on a [news release \(bit.ly/48ZZdGF\)](https://bit.ly/48ZZdGF) about the County and Library celebrations that we shared on the website and calendar. Our striking logo, created by the marketing team with text provided by the planning team, was adopted by County social media.

To highlight what Black History Month means, and to emphasize how strength and striving have served to create a path to achievement, we featured a personal reflection from one of our staff members about why it is important to learn about Black History and Culture all year round, not just in February.



(Continued on next page)



## Communications & Publicity (Continued)



Book clubs are a great way to stay connected and share reading goals. Many options for joining in are available at the library that we recently featured in our monthly newsletter. There's something for everyone - and we've shared them in our [online calendar \(bit.ly/49IBj8w\)](https://bit.ly/49IBj8w) and on our [Books \(bit.ly/3UAtVIj\)](https://bit.ly/3UAtVIj) page - clubs are both in-person and online. One new virtual book club just getting started is the PBS Books Readers Club, and Hoopla has a new book club recommendation program called The Club.

We also recently shared in our newsletter a blog post on [tax preparation \(bit.ly/3UvcliE\)](https://bit.ly/3UvcliE) tips as we enter tax season. Information on deadlines and where to get tax forms and tax help were highlighted.

In January as we continued to work on the library strategic plan, we engaged community stakeholders to get their input, and provided them with a special library tote bag designed by marketing.

We also provided logo and images for use in the Meescan self-check pilot.

Highlights from our social media included: reading goals for the new year, recruitments for our Assistant Director of Support Services and Librarian IIs, national hobby month materials on Hoopla, record breaking circulation of digital media on OverDrive in 2023, library events including game night and author talks, tech help and family storytime, library resources like the Smithsonian Global Sound collection, our amazing Learning Bus service, Martin Luther King, Jr, holiday closure, the Book Place, the County of Marin Virtual Career Fair, Libby the online reading app, Sundance Film Festival movies available on Kanopy, Film Festivals available on Hoopla, Marin County's First Youth Poet Laureate program, 2024 Oscar Nominees on DVD, and the winners of the Youth Media Awards.



## **PERSONNEL UPDATE**

Please congratulate the following staff members on their promotions to new positions!

**Shayla Davis, Community Library Specialist, Marin City**

**Sherrell Duanes, Community Library Specialist, Library Beyond Walls**

**Rowan Tabor, Library Assistant I, South Novato**

**Katrina Sadler, Library Services Manager, Technical Services**

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

Assistant Director of Library Services 1.0 FTE, Library Administration  
([open recruitment](#) - [bit.ly/3wlsXz6](https://bit.ly/3wlsXz6))

Library Aide (4), (2) 0.5 FTE Civic Center, 0.5 FTE Novato, 0.62 FTE Fairfax  
([open recruitment](#) - [bit.ly/486d39j](https://bit.ly/486d39j))

Library Assistant II, 1.0 FTE Novato

Library Assistant I, 1.0 FTE Marin City

Librarian II (5), 1.0 FTE Civic Center, 1.0 FTE Marin City, 1.0 FTE Novato, 1.0 FTE West Marin, 1.0 FTE Technical Services

MARINet Systems Administrator, 1.0 FTE, MARINet

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

Strategic planning, community chats and more! MCFL has been engaged in a flurry of conversations with internal and external stakeholders over the last few months as we work to create a three-year framework for our strategic plan, due to be completed in February 2024. We anticipate bringing the plan forward in March 2024 to the Board of Supervisors.

In January, we led one of our final, Strategic Plan Committee staff workshops, with powerful results that centered equity and catalyzed our team to re-focus library services and practices as anti-racist. This is a natural evolution for MCFL as we reflect on our work as a public library system over the last few years to center and reflect all voices in our communities. This is our next phase of demonstrating impact and supporting communities who are not thriving in Marin.

The Library's executive and strategic consultant teams also connected with a host of educational and non-profit leaders in a meaningful Community Chat mid-January on how we can work together for the greatest collective impact in making Marin a more racially equitable and just community.

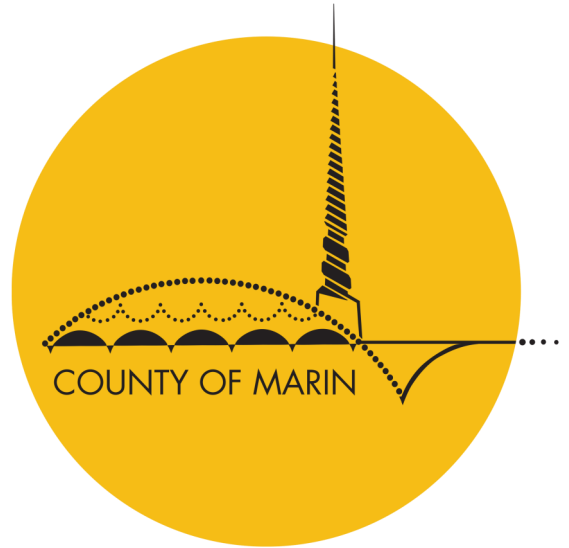
The result of both conversations is a pathway of collaboration, passion, and a shared desire of transformative service for our communities. We're excited to continue to share more about our process in February as we continue to refine our strategy in analyzing the feedback we've gathered from multiple stakeholder conversations we've held over the last few months.

One more celebration I need to mention is that **Barbara Madrid**, volunteer manager of The Book Place and Friends of the Marin County Free Library board member, was honored with the 2023 Spirit of Novato Award! Barbara works tirelessly with a cadre of volunteers to manage The Book Place, located at 1608 Grant Avenue in Novato, and has been doing so for the last 13 years. The Book Place is a beautiful bookstore, with rotating thematic collections, an avid social media presence (Instagram and Facebook), and an incredible children's section. The Book Place is also a terrific place to drop off donations as you think about spring cleaning in the months ahead. Their schedule and guidelines can be located here: [marinlibraryfriends.org/book-donations](https://marinlibraryfriends.org/book-donations). The Book Place is central to the Library's year-round programming efforts, as one of the primary fundraising vehicles for the Friends of the Marin County Free Library. Thank you so much for all your advocacy, efforts and support, Barbara and Friends! MCFL deeply appreciates Barbara's passion in supporting a well-loved and valued library system.

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, December 7, 2023



**Meeting Held at:** Mill Valley Library, 375 Throckmorton Ave Mill Valley, CA 94941

## **Present:**

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Sara Frye (College of Marin), Amy Gilbert (Dominican), Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), and Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:37 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
  - A. Approval of Minutes from Previous Meeting (Action) – **Chambers moves to approve the November 2, 2023 meeting minutes, Kenton seconds. Unanimously approved by a voice vote.**
  - B. Board Resolution – CENIC Refresh Grant (Action) – **Duran moves to approve the CENIC Refresh Grant Board Resolution, Brenner seconds. Quffa (San Rafael) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
  - C. Adlawan calls for a closed session at 9:40 a.m. pursuant to *California Government Code* § 54957 for public employee evaluation of Trenary as Temporary Systems Administrator. Adlawan reconvenes meeting at 10:06 a.m.
  - D. FY24-25 Budget Questions (Discussion) – Trenary reviewed current work in progress for budget preparation. Trenary asked the Board for input on subscription renewals and AMH and text messaging project plans, as well as Overdrive collection funding expectations. Text messaging and RFID/AMH consultant funding should be in draft budget. Board will discuss with staff CHQ and Decision Center usage and have input at January meeting. Trenary will provide more information about Overdrive usage for January meeting. Board wants Trenary to encourage DRWG to look at new subscriptions for the consortium. Duran also encourages Trenary to have staff development budget available, earmarked for conferences.
  - E. Innovative Multi-Year Contract (Action) – Agenda item held until January meeting.
  - F. Adoption of MARINet Purpose and Principles (Action) – Adlawan will draft a message to MUC – MARINet User Communication – email listserv about the adoption of the MARINet purpose and principles, as well as current work on consultant recommendations and implementation. **Duran moves to adopt MARINet’s Purpose and Principles, Chambers seconds. Unanimously approved by a voice vote.**

## MARINet Board Meeting Minutes

Thursday, December 7, 2023



- G. MARINet One Year Plan – Task Force Formation (*Action*) – Trenary will participate in each task force. Each task force will report back to the Board at each monthly meeting.

**Board elects to form four task forces:**

1. Board Support Task Force – Duran, Kenton, Brenner
  2. Staffing Task Force – Adlawan, Gorka (Dominican)
  3. Organization Restructuring – Adlawan, Quffa (San Rafael), Hill, Gorka (Dominican)
  4. Collections Management Task Force – Chambers, Brenner, Frye, MCFL Staff
- H. Board Resolution – Authorization of Consulting (*Action*) – **Chambers moves to approve Board Resolution to engage Whole Mind Strategy Group, Kenton seconds. Quffa (San Rafael) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
- I. Break - Adlawan calls for a break at 10:40 a.m. and reconvenes the meeting at 10:50 a.m.
- J. Board and Working Group Meeting Proposal (*Discussion*) – Trenary explains proposals to streamline working group and Board meetings. All proposals are accepted by the Board and Trenary will work with working groups to implement. Adlawan also suggests a standardized template for agendas and meeting notes for each group as well as a Chair onboarding email.

Chambers exits the meeting at 11:00 a.m.

- K. MCFL Student MyCard Program (*Discussion*) – Adlawan shares that their NUSD Student MyCard press release received attention from the Marin County Department of Education (DOE). The DOE are interested in working with MARINet and the County to expand the project. Mill Valley and Belvedere Tiburon had paused their student card projects with MARINet because of MARINet project prioritization concerns. Adlawan will work with city libraries to share best practices of their project, and libraries will work with MARINet on next steps to move project forward with other schools.
- IV. Standing Agenda Items
- A. Equity Discussion (*Discussion*) – Kenton led a discussion around two articles, “What does ‘the work’ of DEI leadership and advancement look like?” by Nimisha Bhat and is “Are Your Organization’s DEI Efforts Superficial or Structural?” by Melaku and Winkler from Harvard Business Review.

Kenton exits the meeting at 11:30 a.m.

- B. Systems Administrator Report (*Discussion*) – Trenary notes that if libraries make announcements about the CENIC grant, they should notify and acknowledge correctly. Duran asks if MARINet can put out a press release about the grant. Adlawan offers to

## MARINet Board Meeting Minutes

Thursday, December 7, 2023



assist with the press release. Trenary also notes that CA State is still seeking an Administrator for the program.

### C. Library Announcements (*Discussion*)

- Frye – To celebrate Women’s History Month, COM will host a talk open to the public on March 12<sup>th</sup> with Anita Gail Jones on her book *The Peach Seed*.
- Adlawan – MCFL will host a community meeting to get input for their strategic plan on January 19<sup>th</sup>. Various Marin County groups will participate and MARINet libraries would be welcome and appreciated to attend.

Adlawan adjourned the meeting at 11:34 a.m.

*Minutes respectfully submitted by Trenary*