

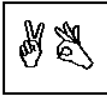
**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, May 15, 2024**  
**2:00 p.m.**

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

Directions: From Hiway101 exit west on Tamalpais Dr. Turn left on Sanford & left on Meadowsweet. Library is on the right. In order to assure a quorum, please notify us, if you are unable to attend meeting **473-3222**.

**"Once you learn to read, you will forever be free."**  
 - Frederick Douglas

	<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>
2:00pm	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of March 13, 2024 meeting minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for April	Ream	Information
	8. Old Business		
	9. New Business		
	a. Adult Services	Doerge/Ash	Information
	b. Draft Commission 2024-2025 meeting schedule #1 and #2	Adlawan	Information
10. Director's Report for April 2024	Adlawan	Information	
11. Announcements/Book Recommendations	Ream	Information	
3:30pm	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 March 13, 2024
- 9b. Draft Commission meeting schedule #1 and #2 2024-2025
- 11. Library Director's Report for March

Unnumbered Attachments:

MARINet Board minutes of February 1, 2024 and March 7, 2024 held at Library Technical Services, 1600 Los Gamos, Suite #180 San Rafael, CA 94903

**Marin County Free Library**

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

**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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**South Novato Library**  
921 C Street, Novato, CA 94940

Directions: From either North or South 101 exit at Nave Drive and turn onto Main Gate Rd. Follow Main Gate Road to C Street and turn left. The Library is past the North Bay Children's Center on the right. In order to assure a quorum, please notify us, if you are unable to attend meeting **473-3222**.

--PROPOSED MINUTES--  
Friday, March 13, 2024

- (1) CALL TO ORDER  
There was not a quorum. The meeting started @ 4:08 pm. There was a quorum at 4:20 pm.
  
- (2) ROLL CALL  
Present  
Ann Kaplan                      Claudia Wilson                      Linda Ward  
Sally Hauser                      Nick Javaras                      Sue Ream  
Margaret Kathrein                      Glynda Christian
  
- Absent with Notification  
Ali Iqbal                      Daniel Sherman                      Amelia Lahn  
Anya Schandler
  
- 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 Library – Public Services  
Mike Lissell, Member of the public
  
- (3) ADOPTION OF AGENDA M/S/C – M/S Javaras/Ward Agenda approved as submitted
  
- (4) ADOPTION OF February 16, 2024 MINUTES – M/S Kaplan/Ward 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 FEBRUARY

- Sue thanked Director Adlawan and MCFL staff who attended the recent LWV meeting and reported on Library Services.
- The MCFL Strategic Plan will be taken to the Boad of Supervisors for approval at their April 2 meeting.

(8) OLD BUSINESS

a. Strategic Plan Update: Director Adlawan presented the report below:

# MCFL Strategic Plan Update

Library Commission  
March 13, 2024

## Strategic Plan Framework

FINAL DRAFT

### VISION

We believe in empowered and thriving communities built on diverse voices and perspectives. We believe in a just Marin that advances equity for communities of color.

### MISSION

We provide welcoming, equitable, and inclusive opportunities for everyone.

### ORGANIZATIONAL VALUES

We work together to center anti-racism and equity.

#### Diversity

We actively celebrate diverse perspectives while promoting affirming environments that honor each individual's unique history and lived experience.

#### Respect

We recognize and center the inherent value in every individual and embrace our differences to foster belonging and connection.

#### Adaptability

We respond to and evolve with changing community needs.

#### Communication

We acknowledge, include, and uplift all community voices with transparency and accountability.

#### Creativity

We challenge the routine, value the imagination of others, and infuse joy into our work.

## Our Commitment to Anti-Racism and Equity

### COMMUNITY POWER

We prioritize the voices of Marin's diverse communities to guide civic engagement.

### JOYFUL LEARNING

We provide joyful and inclusive learning experiences for everyone.

### COLLECTIVE IMPACT

We cultivate trust and center relationship building with partners to create positive changes in our communities.

## Community Power FINAL

We prioritize the voices of Marin's diverse communities to guide civic engagement.

### ANTI-RACISM & EQUITY GOALS

- Center the voices of communities of color to foster belonging and establish the Library as a welcoming, preferred, and safe place for all
- Develop listening techniques that facilitate learning and understanding of the lived experiences of communities of color and individuals with privilege
- Center the active participation and perspectives of communities of color in decision-making processes
- Develop new Library career pathways to remove barriers for local communities of color and low-income individuals to join the Library's workforce

### WHAT DOES SUCCESS LOOK LIKE?

- The Library will model inclusive and anti-racist engagement strategies internally and externally
- Community members will feel a shared sense of belonging and ownership at the Library
- Staff will facilitate dialogue around race and equity with community partners
- Community members will improve social connections and mutual understanding by discovering their diverse or shared life experiences



Events for all ages during the celebration of Black History Month



Poverty & Racial Justice Film & Conversation Series



The Library showcases art and hosts talks from artists of color

Anti-Racism & Equity Strategic Plan

Marin County Public Library

## Joyful Learning FINAL

We provide joyful and inclusive learning experiences for everyone.

### ANTI-RACISM & EQUITY GOALS

- Expand Library offerings to create an environment that supports self-expression and celebration of all cultures
- Explore unconventional program models to reach a broad audience and make Library offerings more accessible
- Revise Library staffing models and classifications to align staff strengths in service to our communities
- Enhance outreach and partnerships to make joyful learning experiences accessible for all community members

### WHAT DOES SUCCESS LOOK LIKE?

- Align funding and resources to increase educational success for all youth of color
- Learning experiences are accessible to all ages and abilities and are centered around the passions and interests of our diverse communities
- The community experiences joy-based pathways to learning about anti-racism and equity through uplifting and educational experiences
- The Library is seen as a place to engage in cultural exchanges and celebrations that foster respect for other cultures



Ramadan Storytime at the Library



Learning Colors in Spanish through Music and Story



The SHOP community creative maker space

## Collective Impact FINAL

We cultivate trust and center relationship building with partners to create positive changes in our communities.

### ANTI-RACISM & EQUITY GOALS

- Collaborate with schools and community-based organizations to share learnings, lived experiences, and resources to develop shared anti-racist and equitable outcomes
- Develop and maintain community partnerships that support communities that are most underserved
- Develop a communication strategy that meets the needs of communities and organizations to keep them engaged and informed of the Library's offerings
- Expand existing programs and create new ones that help community members access opportunities both in their neighborhoods and throughout the county
- Emphasize outreach and engagement models with communities of color not currently served by the Library that eliminate language, technology, and mobility barriers

### WHAT DOES SUCCESS LOOK LIKE?

- The Library cultivates a learning environment by creating accessible spaces, encouraging open dialogue, and nurturing relationships that promote anti-racism and equity practices
- Collaborating with community partners, the Library aligns efforts toward common goals to foster lasting change through coordinated, sustained, and people-focused initiatives
- By enhancing awareness of Library services amongst low-income communities and people of color, individuals can consistently benefit from their connection with the Library



Teen WebStars program



Art event in partnership with Marin City Arts & Culture



The Library's booth at the Marin County Fair

b. Annual Event Committee

- Sue let the commission know that she is looking for volunteers to assist Commissioner Lahn to plan and organize the June Social meeting. Commissioner Kaplan volunteered to assist Commissioner Lahn with the planning of the annual meeting in June.

(9) NEW BUSINESS –

a. Measure A/B Fund Review and Facilities Overview – Leching Chan and Leslie Galiani reported on the Measure A/B Fund Review.

REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE A																								
FUNDING SOURCE:	Measure A Tax Revenue (2480)										Measure A Totals	Grant Funding	County Contribution	ADA Funding	ADA Funding	MCFL Fund Balance (2476)	ADA Funding	MCFL Fund Balance (2476)	Sanjour Project Community Contribution A Trust Fund	Sanjour Project Community Contribution B Trust Fund	MCFL Fund Balance (2476)	MCFL Fund Balance (2476)	Grants Totals	
	FY 17-18 \$500K	FY 18-17 \$500K	FY 17-18 \$500K	FY18-19 \$500K	FY19-20 \$500K	FY20-21 \$1M	FY21-22 \$1M	FY22-23 \$1M	FY23-24 \$1M	4th Qtr 1/21/2024	FY17-18 \$170K	FY 18-21 \$170K	FY 20-21 \$1.5M	FY 21-22 \$1M	FY 21-22 \$600K	FY22-23 \$700K	FY 22-23 \$700K	FY23-24 \$700K						
<b>CAPITAL IMPROVEMENT PROJECTS:</b>																								
CA Room (Annex)	\$ 134,372	\$ 11,195	\$ 8,421							\$ 154,988														
CCE Raker Assessment	\$ 11,102									\$ 11,102														
CCE Lobby Upgrades	\$ 5,873									\$ 5,873														
CCE Electrical Panels	\$ 35,595	\$ 24,779								\$ 60,374														
CCE Cafe Counter Project	\$ 19,180									\$ 19,180														
CCE Friends Cafe Counter Project	\$ 11,102									\$ 11,102														
CMA Raker Assessment	\$ 6,500									\$ 6,500														
CMA Study Improve And/or Replace	\$ 37,981									\$ 37,981														
CMA Book Rest Project	\$ 35,595	\$ 24,779								\$ 60,374														
CMA Electrical Panels										\$ 1,248														
CMA Air Quality										\$ --														
CMA Children's Fire Construction										\$ --														
CMA Children's Fire Shaving										\$ --														
CMA PROJECTS: Roof Repairs, Fire Safety										\$ 148,578	\$ 394,278	\$ 219,444	\$ 29,990	\$ 51,990	\$ 645,284	\$ 554,808	\$ 371,356	\$ 140,748	\$ 1,712,208					
CMA HVAC Project - Meas A										\$ 38,450	\$ 3,347													
FBI Raker Assessment	\$ 11,102									\$ 11,102														
FBI Lobby Upgrades	\$ 5,873									\$ 5,873														
FBI Electrical Panels	\$ 35,595	\$ 24,779								\$ 60,374														
FBI Path of Travel	\$ 43,533	\$ 64,830								\$ 108,143														
FBI ADA Parking Sign										\$ 232,547														
FBI Roof	\$ 65,580	\$ 120,249	\$ 38,512	\$ 10,206						\$ --														
FBI Gordon Design										\$ --														
FBI Gordon Project - Non Meas A										\$ --														
FBI Life & Safety										\$ 41,247	\$ 292,113	\$ 327,547												
NOV Raker Assessment	\$ 11,102									\$ 11,102														
NOV Lobby Upgrades	\$ 5,873									\$ 5,873														
NOV Friends Landscape										\$ --														
NOV Electrical Panels	\$ 35,595	\$ 24,779								\$ 60,374														
NOV HVAC	\$ 35,824	\$ 43,280	\$ 790,230							\$ 859,103														
NOV PROJECTS: Roof, Fire Safety, Children's Rm										\$ 359,783														
MCD Furniture	\$ 2,664									\$ 2,664														
DMO Landscaping & Hardscape	\$ 21,700									\$ 21,700														
DMO Handicaps										\$ 36,000														
Main Community Foundation Learning Bus										\$ --	\$ 100,000													
Main County Library Foundation Learning Bus										\$ --	\$ 50,000													
General Fund Learning Bus										\$ --	\$ 100,000													
New Learning Bus										\$ 100,000														
EV Charging Station - Los Gatos										\$ 25,084														
Automated Meter Monitoring (AMM) Los Gatos										\$ --														
Radio Frequency Identification (RFID)										\$ 300,000														
Refresh Project (All Branches)										\$ --														
Refresh Project (All Branches) Non-Meas A Funds										\$ --														
TOTALS w/ w/ 3-13-2024	\$ 383,848	\$ 199,199	\$ 295,310	\$ 844,866	\$ 325,801	\$ 964,861	\$ 449,224	\$ 378,829	\$ 380,565	\$ 4,115,804	\$ 179,000	\$ 100,000	\$ 483,889	\$ 984,655	\$ 76,147	\$ 540,627	\$ 48,324	\$ 337,897	\$ 333,861	\$ 77,344	\$ 8,848,087			

MARIN COUNTY FREE LIBRARY															
2470 & 2480	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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)	\$ (2,968,000)	\$ (3,030,000)	\$ (3,092,000)	\$ (3,154,000)	\$ (3,216,000)	
Measure B	\$ (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)	
Other 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)	\$ (22,627,725)	\$ (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	\$ 4,878,742	\$ 4,981,195	\$ 5,085,800	\$ 5,192,602	\$ 5,299,600	
Capital Assets	\$ 48,987	\$ 396,326	\$ 729,032	\$ 396,775	\$ 1,660,234	\$ 696,130	\$ 467,422	\$ 2,148,016	\$ 827,960	\$ 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	\$ 1,809,120	\$ 2,169,135	\$ 2,600,793	\$ 3,118,350	\$ 3,738,902	\$ 4,482,944	
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	\$ 18,629,577	\$ 24,497,766	\$ 25,134,422	\$ 25,859,818	\$ 26,691,096	\$ 27,648,804	
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	\$ (5,574,621)	\$ (129,958)	\$ (260,777)	\$ (359,012)	\$ (411,563)	\$ (404,469)	

as of 3-13-2024

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)				
<b>Total Revenue</b>	<b>\$ (2,506,319)</b>	<b>\$ (2,550,553)</b>	<b>\$ (2,587,514)</b>	<b>\$ (2,641,327)</b>	<b>\$ (2,730,335)</b>	<b>\$ (2,756,135)</b>	<b>\$ (2,823,563)</b>	<b>\$ (2,802,036)</b>	<b>\$ (2,863,681)</b>	\$ -	\$ -	\$ -	\$ -
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				
<b>Total Expenses</b>	<b>\$ 1,979,350</b>	<b>\$ 2,008,514</b>	<b>\$ 2,614,028</b>	<b>\$ 2,429,603</b>	<b>\$ 3,048,720</b>	<b>\$ 2,520,132</b>	<b>\$ 3,531,098</b>	<b>\$ 3,606,788</b>	<b>\$ 3,684,744</b>				
<b>Net Library Costs</b>	<b>\$ (526,969)</b>	<b>\$ (542,039)</b>	<b>\$ 26,514</b>	<b>\$ (211,724)</b>	<b>\$ 318,385</b>	<b>\$ (236,003)</b>	<b>\$ 707,535</b>	<b>\$ 804,752</b>	<b>\$ 821,063</b>	\$ -	\$ -	\$ -	\$ -

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%

## Proposed Measure B Budget Structure

### Measure B Operating Budget

**FUND:** 3550  
**PROG #:** 6500  
**ORG #:** 35516501

#### Measure B Revenue Budget

Revenue	ORG #	Object	Estimated Revenue Budget
Special Tax/Assessment - Prop. Tax	35516501	411125	\$4,700,000

#### Measure B Operational Expense Budget

Operating Expense	ORG #	Object	Expense Budget
Salaries & Benefits (10% Personnel Cost)	35516501	480210	\$1,250,000
*Rents	3552-Variou	522925	\$500,000
Collections	35516511	523330	\$350,000
<i>* RE Leases (TEC, MarinNet, CRMX, BOL, INV, MCI, PRE, WM LIT, SNO, STN)</i>			
<b>Total Operating Budget</b>			<b>\$2,100,000</b>

#### Measure B CAP Budget

**FUND:** 3550  
**PROG #:** 6540  
**ORG #:** 35546541

Capital Expense	ORG #	Object	Expense Budget
Capital Projects	35546541	540210	\$2,600,000
<b>Measure B Library Capital Projects Budget</b>			
<b>Total CAP Budget</b>			<b>\$2,600,000</b>

<b>Total Measure B Budget</b>	<b>\$4,700,000</b>
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M/S Ward/Christianson moved to support the Budget formula amounts as presented.

Lana Adlawan, Library Director reported on the Facilities Overview.

# Marin County Free Library Quarterly Facilities Review

Lana Adlawan, Director of County Library Services  
March 13, 2024



## March 2024 Facility Assessment

Civic Center . Corte Madera . Fairfax . Novato

**STRUCTURAL DEFICIENCIES**

**PROGRAMMATIC ELEMENTS**

**SUSTAINABILITY / SOLAR**





## 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.



### CORTE MADERA LIBRARY PROJECT May 2024 - October 2024 New Restrooms, HVAC, and ADA Accessible Path of Travel

#### PROPOSED NEW DESIGN-PROCESS





After a brief question and answer period, Sue Ream thanked Leching, Leslie and Lana for their updates.

(9) DIRECTOR’S REPORT FOR FEBRUARY 2024 – Director Adlawan reported on the following:

- Lana reported that we had over 43 applicants for the Assistant Library Director vacancy; six candidates will be interviewed next week.

(10) ANNOUNCEMENTS –

- The next meeting will be on April 10, @ 2pm in the Point Reyes Library. Commissioner Hauser has agreed to chair this meeting in President’s Ream absence.
- Commissioner Hauser gave a brief report on a book she had read called “Prophet Song”, by Paul Lynch.

(11) ADJOURNMENT – Meeting ended @ 5:35 pm

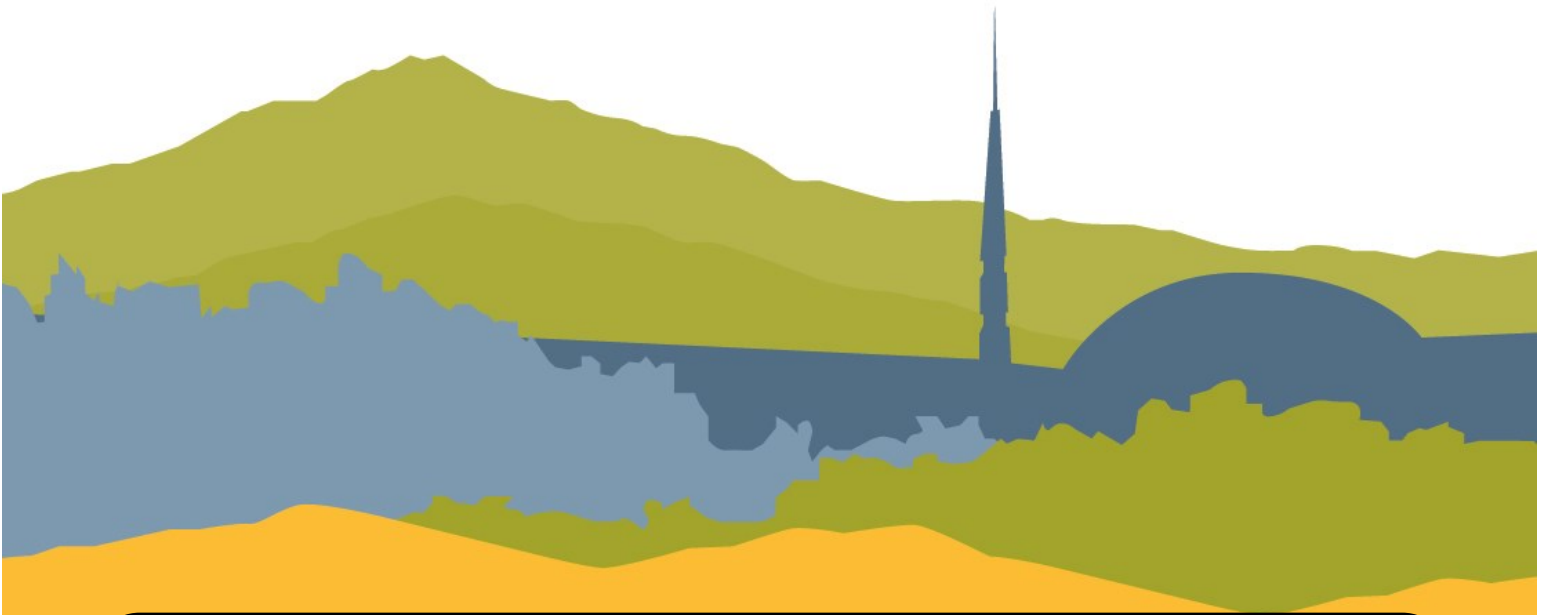


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

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**APRIL 2024 ACTIVITIES**

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**OUR MISSION:**

We provide welcoming, equitable, and inclusive opportunities for everyone.

**OUR VISION**

We believe in empowered and thriving communities built on diverse voices and perspectives. We believe in a just Marin that advances equity for communities of color.



# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services



There were many wonderful programs for children and families this month at the MCFL branches!

In celebration of Earth Day, Civic Center had a huge turnout, with over 60 people, for a fantastic program called "Tree Frog Trek".

The children and families got to pet a bearded dragon, and two different pythons and got to see the bearded dragon eat a bunch of yummy crickets.!

It was so cool!

Additionally, The Civic Center branch has expanded its partnership with the Marin Community Clinic, located at its new Campus on Kerner Blvd.

The expanded partnership includes a book nook in their pediatrics waiting area! The book nook includes flyers for storytimes and programs system-wide, early literacy tips, and a rotation of fresh posters for the area! Thank you to the Civic Center Friends for providing Civic Center with the seed money to purchase a toddler bookshelf to make the nook more appealing to the littles.



Marin City Library had a blast on a rainy Saturday afternoon, with a unique and exciting Kaiju Day celebration (Kaiju is a Japanese term commonly associated with media involving giant monsters, such as Godzilla, Mothra, and more. A subgenre of Science Fiction). Large boxes were taken apart and reassembled with biodegradable tape. Markers, colored pencils, and boxes were put out for kids to go to town creating a box town while the movie "The Lost World" played in the background. Next, they took a break and the Librarian read the story., "Anzu the Great Kaiju." Last, but certainly not least, SMASH! All materials were recycled, although some children took their boxes home. What fun!



(Continued on next page)

# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services



The South Novato Branch enjoyed celebrating April Fools, Earth Day, and April as Poetry month with children and families.

The Learning Bus had a great day celebrating community and joy at the Dia de los Ninos event at Pickleweed Library (Canal District).

Marin City Library and The Learning Bus hosted a cultural celebration of Ramadan. Families listened to the story, "Little Leena Learns About Ramadan". A copy of the book was offered to families in support of home libraries. Children celebrated, painted lanterns, and decorated "Eid Mubarak" banners - An Arabic festival greeting. About 30 adults and 40 children participated in the event, many of them regular library users and Learning Bus attendees.

Joyous, community celebrations are a great representation of what it means to have culturally reflective and inclusive programming!



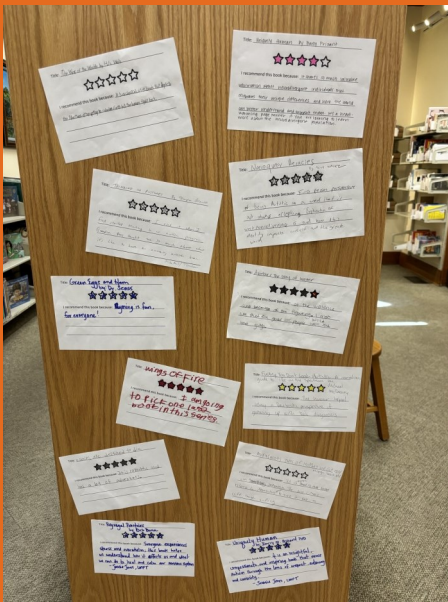


## Teen Services



In celebration of Autism Acceptance Month, the Fairfax Library asked the teen library volunteers from Oak Hill School to select books for a display. Oak Hill School empowers neurodivergent students and their families to build trust through relationships and to thrive socially, emotionally and academically. Teen students from Oak Hill School have volunteered shelving books at the Fairfax Library since 2018, and they have developed invaluable job skills while engaging with library staff. The mix of titles the students chose include children's and teen books, fiction and nonfiction, and graphic novels and even movies!

The Oak Hill coordinator said about the display, "This looks AWESOME!!!!!! This level of recognition and visibility means a lot to us, but especially to our students." When the student volunteers came back to the Library they were so excited to see their book choices highlighted. Other patrons have also been very interested in the materials. The Fairfax Library is so happy to support this community connection and to highlight Autism Acceptance Month.



## Adult Services

MID-EAST TAPESTRY ENSEMBLE



**Civic Center Library** hosted a discussion with menopause practitioner Dr. Claudia Levine called: 'Where Am I? Pre-menopause, Perimenopause, or Menopause: The Timing & Phases of Hormonal Change' that was held on Friday, April 19th at 12:00pm.

**Novato Library** started a new quarter of Novato Reads with the book *The Henna Artist* by Alka Joshi on April 24. Novato Reads meets three times over the course of each quarter; participants decide which meeting works best for them. Next meetings will be on May 29th via Zoom and June 27 in person at the Novato Library.

An all-ages Crochet Class with a local high school student volunteer instructor meets on Tuesday evenings through May 7. The Knitfest adult crew continues to meet on Thursdays. Both programs are an opportunity for fiber artists to gather, chat and create. And finally, patrons enjoyed a diverse array of classical, urban, and folk music from Arabic-speaking countries and from Turkish, Greek, Armenian and Persian traditions with Vince Delgado and his Mid-East Tapestry Ensemble on April 13 as part of MCFL's Arab Heritage Month Celebration.

**South Novato's** Spanish Book Club meets online every 4th Thursday of the month. They also held a successful Urban Gardening Workshop on April 19.

**Fairfax Library** hosted the First Annual MCFL Senior Resource Fair featuring more than one dozen Marin County senior-focused organizations providing information about healthcare, safety, social support, lifelong learning and community resources. In addition, local businesses provided generous gift certificates that Fairfax Library offered as door prizes throughout the event. It was a packed house! One attendee commented that "this event was fantastic" and asked if it occurred every year. Another person said they "found connections that were direly needed in order for them to manage an upcoming medical event". Exhibitors commented that there was a steady stream of people obviously eager to learn about available services and assistance, and they plan to return next year. Fairfax Library knows that working locally to reach our older adult communities is definitely the way to go.

(Continued on next page)

## Adult Services

(Continued)

It was a busy month at **Corte Madera Library** starting off with an online conversation with mystery writer Cara Black on May 4th . She shared her approach to investigating the neighborhoods of Paris, which includes taking members of the Paris police force out to dinner to learn about their cases. Asian Art Museum Docent Mary Mead gave a fascinating lecture in honor of Arab American Heritage Month called Facing Mecca: Reflections of Islam in Art Islam. The celebration for the On the Wall Artists was a great time. Art checked out, people ate and laughed, and everyone enjoyed live music by Stephanie and the Overdudes. The California Highway Patrol offered a lecture called Age Well, Drive Smart, designed to help drivers compensate for age-related changes, to a packed room and the month ended with the ever-popular Puzzle Swap.

## **Collection Development & Management**

### **Collection Development**

The selectors concluded their annual visits to each branch in April with their last visit to West Marin. During the visits, the selectors gave all library staff updates on several topics: collectionHQ's current and upcoming tasks involving staff, the current landscape of media and how film availability has been affected by industry events, additional funds added to the materials budget, and end of year ordering schedules. The team joined by members of the Acquisitions department also asked for feedback on collections, answered questions, explained workflows, and shared how to best submit questions or requests.

The team received a lot of positive feedback during the visits and was happy to get out to the branches, put faces to the voices and email addresses, and meet all the new branch staff.

### **Give Away Books Report**

This month Clara completed \$14,000 worth of orders for giveaway books. She is now in the process of packing them up for each of the programs: Lunch at the Library, the Marin County Fair, and for general children's outreach events. These beautifully illustrated books run the gamut from board books to picture books to graphic novels, perennial favorites, and fiction. Books are also in English, Spanish and some are even bilingual!

Reading to children helps grow their curiosity and memory and enhances their understanding of the world by exposing them to new people and places. Books make the perfect gift for children because it associates reading with fun and excitement. We are happy to encourage children on a lifetime journey of reading and igniting their imaginations!

(Continued on next page)



## Collection Development & Management

### **New Senior Librarian for Technical Services**

Julie Magnus retired in mid-April from her role as a Senior Librarian for eServices and Marketing. We will miss her and wish her the most peaceful retirement and lots of time to read. In her place, Mildred Arencibia has been selected to be our new Senior Librarian for Technical Services which oversees the operations of MCFL's website, public access catalog, cataloging records, patron databases, and print and digital collections in Spanish. This position reports to the Library Services Manager for Technical Services and is part of the Collection Development Team. Mildred transitioned into this new role as of April 14, 2024, from her current role as MCFL's Metadata Librarian.

Mildred has been with our library system since 2011 in charge of cataloging and Spanish language materials selection. She has also been a member of the eServices team and has supported them with website migration, staff training, troubleshooting, translations, and more. In MARINet, she's the cataloging subject matter expert having assisted the consortium with county-wide projects such as the implementation of BiblioCommons, troubleshooting data loaders, and other initiatives.

Marketing and Communications has grown by leaps and bounds and will now be a separate department from eServices reporting directly to the Assistant Director for Support Services. A future recruitment will be conducted to hire a media manager to lead this department.

## Educational Equity



### South Novato

**Youth Services:** This month was full of fun and new programs at the South Novato Library: Earth Day scavenger hunts and book displays, poetry board, and the first meeting of the new, “Tween Rainbow Reading Club.”

**The Shop:** The Shop has continued to enjoy regular usage this month. New and current users continue to come in each day. Many of the new ones hearing about it from current ones. Our weekly home school program has resumed with new students as well. With woodworking projects slowly making a return a few special projects have left in happy arms. Many being important home DIY projects that really help people save a lot of money. Another one of which being a new planter built for outside the Library in order to celebrate the library’s new seed collection.

A majority of overdue maintenance for the shop is nearly finished. Many replaceable parts such as blades or needles have been changed and repairing jammed or broken parts. We should be able to resume all types of projects after a final installment of a new dust collector hopefully later this week.

### Marin City

Marin City has been gloriously busy this month with exploration, destruction, and cultural enrichment. We opened our Art on the Wall collection with a reception, at which we learned how to grow night-blooming cereus and how to embrace spontaneity. (We didn’t plan for that part.) We hosted trips to Alcatraz and Stinson Beach, learning some of the history behind these glorious parks and flying kites on the beach. We enjoyed the enchanting music of Mideast Tapestry Ensemble, hosted the Bookmobile on their 75th anniversary tour, and are gearing up for a screening of Lady Sings The Blues for Jazz Appreciation Month.

In our spare time, we’re also continuing to support our school community with new books and literacy technology, establishing and re-establishing community partnerships, restocking little free libraries throughout the city, and making big plans for the summer. And, we hosted the library’s first ever Godzilla Day, which really needs to be seen to be believed.

(Continued on next page)



## Educational Equity



### West Marin

West Marin partnered with the Bolinas Stinson School to co-host an after-school Community Celebration of Dia de los Ninos in Bolinas on Friday, April 19.

Over 100 people enjoyed crafts, Learning Bus activities, and music. Locally made tamales and free bilingual picture books were available to all. Cunamacue, an Afro-Peruvian group entertained the audience with lively drumming and an interactive dance lesson.

In celebration of Dia de los Ninos, Little Red Reading Hood visited Point Reyes, Inverness, and Bolinas libraries in April. She presented lively songs, stories, and activities for Preschool, Kindergarten and 1st grade children.

The Point Reyes Library and the Point Reyes National Seashore Association (PRNSA) started collaborating last Fall, piloting a series of 3 after-school programs in the library for children ages 5-10. Each themed program features a storytime, a brief learning lesson featuring local flora and fauna, and a fun hands-on activity. The initial series of programs was so well-received that that it was renewed for the rest of this academic year. PRNSA and the Point Reyes Library continue their partnership with a monthly children's program focusing on natural science exploration and literacy-related activities. This month was BEARS.

Annemarie Russo set up an outreach table at the popular Point Reyes Bird Festival on April 21. In addition to library information and books, she had Family Birding Backpacks which contain binoculars and field guides available for checkout.

Nicasio School nominated Marin County Free Library for a 2024 Golden Bell Community Partner Award. Principal Barbara Snekkevik (along with the whole school) surprised Senior Librarian, Madeline Bryant, with the news! There will be an official award ceremony in May.

## Communications & Publicity

April was a whirlwind of celebration and empowerment at our library! We honored Arab American Heritage, National Poetry Month, Día de los Niños, and Primavera with a vibrant mix of films, articles, and staff-curated booklists. Our digital spaces were buzzing with the energy of recognition and empowerment.

We kicked things off with a bang by launching our On The Wall art lending program and unveiling our new Anti-Racism & Equity Strategic Plan during National Library Week. This involved producing engaging videos to be showcased across our website, intranet, and social media platforms, alongside a suite of promotional materials like buttons, colored pencil packs, posters, postcards, flyers, and more, tailored for both our dedicated staff and valued patrons.

Our curated booklists were a literary feast, featuring highlights from Arab American Heritage, National Poetry Month, MCFL's annual Children's & Teen Literature Review, and more. Dive into this treasure trove of reads by checking out our [Staff Lists](#) ([bit.ly/3lQuwbf](http://bit.ly/3lQuwbf))

On our social media channels, we kept the excitement going with a variety of events, news, and resources throughout April. From videos showcasing the MCFL Children's & Teen Literature Review to promoting our Día de los Niños and Primavera events, Lifelong Learning for Older Adults, and Jazz Appreciation Month, we made sure there was something for everyone! Plus, we shared the scoop on the Learning Bus schedule, announced the launch of On The Wall, and spread the word about our new Strategic Plan. Don't miss out on the fun—follow us on [Facebook](#) to stay in the loop! ([facebook.com/marincountyfreelibrary](https://facebook.com/marincountyfreelibrary))





## **PERSONNEL UPDATE**

Please congratulate the following staff member on promoting to a new position!

**Mildred Arencibia, Senior Librarian (Technical Services)**

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

Assistant Director of Library Services 1.0 FTE, Library Administration

Community Library Specialist, 0.5 FTE Inverness

Library Aide (4), 0.5 FTE Civic Center, (2) 0.5 FTE Novato, 0.62 FTE Fairfax

Library Assistant II (2) 1.0 FTE Novato, 1.0 FTE Corte Madera

Library Assistant I, 1.0 FTE Marin City

Librarian II, 1.0 FTE Marin City

Librarian I (3), 1.0 FTE Novato, 1.0 FTE Civic Center, 1.0 FTE West Marin

MARINet Systems Administrator, 1.0 FTE, MARINet

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

The month of April for Marin County Free Library celebrated a new, 5-year Anti-Racist & Equity Strategic Plan that reinforces our priorities in welcoming all and serving our communities. We forged a new path for library service nationally by acknowledging the exclusionary history of public libraries in our country and MCFL's commitment to forging new pathways for library service built in concert with the voices of our community members. As Director of the Library, I am proud of this work, of our team and our community partners for their steadfast dedication to service and to a movement that other library systems and County Departments will model in years to come. Please visit [marinlibrary.org/strategic-plan](https://marinlibrary.org/strategic-plan) to view the full plan.

The Library adopted a new strategic framework as part of this plan:

## **Mission**

We provide welcoming, equitable, and inclusive opportunities for everyone.

## **Vision**

We believe in empowered and thriving communities built on diverse voices and perspectives. We believe in a just Marin that advances equity for communities of color.

## **Organizational Values**

Diversity + Respect + Adaptability + Communication + Creativity

## **Strategic Priorities**

Community Power + Joyful Learning + Collective Impact

I thank the Library Commission, our staff, every member of the Board of Supervisors, the County Office of Equity, an abundance of community and school partners, as well as city library staff for all their feedback during our process. To come is an implementation strategy of assessment, communications and marketing, staff development and training and community engagement. We will report regularly to the Library Commission on our progress in meeting our new goals.

Last, but certainly not least, we celebrated spring with our annual Primavera festival on the lawn of the Novato Library!

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



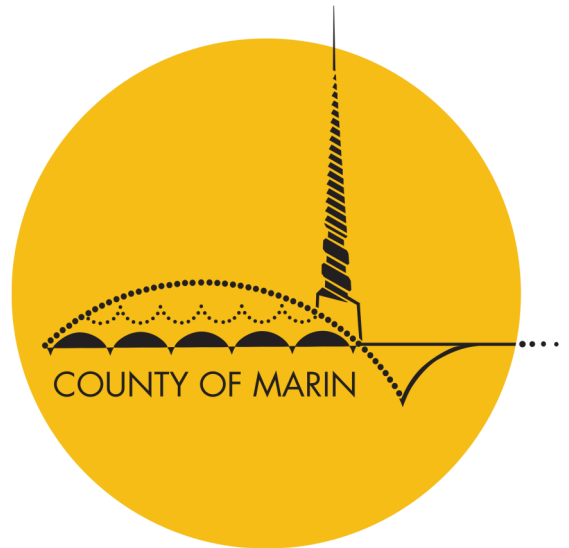
*Photo of staff from the Novato Library at Primavera, held on April 20, 2024, at the Novato Library.*

Supervisor Lucan and team, over a dozen community partners, The Learning Bus team and MCFL staff offered a full day of engagement and connection. Music, food, literacy, fun and a celebration of Latinx and Spanish-speaking cultures and people were priorities for this celebration. We reached over 350 people of all ages. It was an incredible celebration and I hope more community partners and members are able to join our annual event next year, which is always held in the spring. Kudos to the Spanish Services Committee planning team and the Friends of the Marin County Free Library for all their work in supporting a beautiful community event. The County issued a news release highlighting Primavera and our Día de los Niños / Día de los Libros, which can be found here: [www.marincounty.gov/news-releases/library-celebrates-dia-and-primaveras](http://www.marincounty.gov/news-releases/library-celebrates-dia-and-primaveras)

In community,

Lana Adlawan  
Director, County Library Services





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## **COMMISSION MEMBERS:**

MCFL and the County of Marin

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

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**MARIN COUNTY FREE LIBRARY  
COMMISSION MEETING SCHEDULE  
JULY 2024- JUNE 2025**

MONTH	DATE	LOCATION	PRESENTATIONS	PRESENTER(S)
JULY	10		NO MEETING	
AUGUST	16	MARIN CITY 10 AM	TEEN SERVICES / WEBSTARS	BARRAGAN, DOUGLAS & RUSSO SNELL
SEPTEMBER	13	THE SHOP 4 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN & MERZA
OCTOBER	9	LOS GAMOS 4 PM	CALIFORNIA ROOM & ANNEX	BONNER & MAES
NOVEMBER	13	NOVATO 4 PM	COLLECTION DEVELOPMENT	SADLER & ARENCIBIA
DECEMBER	13	STINSON BEACH 2 PM	WINTER CELEBRATION STRATEGIC PLAN UPDATE / RACIAL EQUITY ALLIANCE	ADLAWAN
JANUARY	8	CORTE MADERA 2 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN & MERZA
FEBRUARY	12	LOS GAMOS 4 PM	COMMUNICATIONS & MARKETING	CLEMONS & WADE
MARCH	12	CIVIC CENTER 4 PM	MOBILE OUTREACH SERVICES	CRUZ & LUMB
APRIL	9	POINT REYES 2 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN & MERZA
MAY	14	FAIRFAX 4 PM	STRATEGIC PLAN UPDATE / RACIAL EQUITY ALLIANCE	ADLAWAN
JUNE	11	LOCATION TBD 5 PM	ANNUAL MEETING & ELECTIONS / SOCIAL EVENT	

**Commented [LA2R1]:** I'd like to include our entire team (once complete)! I'm putting my name as a placeholder.

**Commented [RT3R1]:** Sounds good.

**Commented [RT4]:** I would suggest adding a Racial Equity Alliance update.

**Commented [LA5R4]:** I want to lead in the SP updates with our equity focus / accomplishments, which is why I didn't call out Educational Equity or REA specifically. I want those interwoven in those report-outs and, potentially include members of the implementation team(s). If you feel strongly for the inclusion, happy to.

**Commented [RT6R4]:** I understand. At a glance, the schedule looks like it excludes those two priority areas since we still clearly articulate the other legacy areas of focus, but I'm open to evolving and iterating as we move forward with the new plan.

**MARIN COUNTY FREE LIBRARY  
COMMISSION MEETING SCHEDULE  
JULY 2024- JUNE 2025 (Revised)**

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# MARINet Board Meeting Minutes

Thursday, February 1, 2024



**Meeting Held at:** 1600 Los Gamos, Suite #180 San Rafael, CA 94903

## **Present:**

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Catherine Quffa (San Rafael) and Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:34 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
  - A. Approval of Minutes from Previous Meeting (Action) – **Duran moves to approve the January 4, 2024 meeting minutes, Quffa seconds. Unanimously approved by a voice vote.**
  - B. Board Resolution - Approve Cost Sharing Formula (Action) – **Duran moves to approve the FY24-25 MARINet Cost Sharing Formula, Kenton seconds. Gorka (Dominican) submitted his absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
  - C. DRWG Chair Proposed Digital Resource Budget (*Discussion*) – Jess Roesch, Chair of the Digital Resources Working Group (DRWG), gave an overview of the group’s FY24-25 budget recommendations to the Board. Brenner asked Trenary to investigate hold notices via text message for electronic resources, like Overdrive.
  - D. Mid-Year FY23-24 Budget Review (*Discussion*) – Trenary updated the Board on MARINet’s current fiscal position and details around any budget variances thus far for FY23-24.
  - E. Reserve Fund – Purpose, Allowable Balances (*Discussion*) – Trenary shared her proposal that the Board adopt a Board Resolution which would detail the purpose and the allowable balances of the reserve fund. The Board discussed and would like Trenary to create a resolution for the March Board meeting noting that the reserve fund should be targeted at maintaining about 15% of the operating budget. Overages should be used to respond to community need.
  - F. FY24-25 Draft Budget (*Discussion*) – Trenary shared her draft budget for FY24-25. The Board would like the “Reserve Fund” on the summary page to note that those funds will be earmarked for Overdrive content in FY24-25.
  - G. MARINet Board Task Forces (Discussion) –

# MARINet Board Meeting Minutes

Thursday, February 1, 2024



1. Board Support Task Force – Duran, Kenton, Brenner – Trenary updated the Board on the task forces meetings and work. Kenton and the group drafted a version of the board role descriptions. Quffa suggested updating language of “Library Director” because not all Board Members have that title. Adlawan suggested changes to MARINet staff employment language, clarifying “enhancing org’s public image” and updating Chair’s responsibility for annual meetings. More feedback can be sent directly to Trenary to incorporate into draft for next meeting.
  2. Staffing Task Force – Adlawan, Gorka – Adlawan continues to work with County HR on MARINet positions, including salary and job descriptions for the MARINet Systems Administrator. Kenton thought that meaningful changes to the job descriptions should come before the Board, but that the Task Force should balance moving ahead quickly and getting Board input when needed.
  3. Organization Restructuring – Adlawan, Quffa, Hill, Gorka – The group scheduled reoccurring meetings to discuss: monthly equity board discussions and the MARINet Cost Sharing Formula. The group proposed that annually the Board should set a longer strategic plan, which would include outlining – in broad strokes – Board agendas. The Executive Committee would still be tasked with drafting the agenda, but Board members could ask the Exec Comm to add agenda items that aligned with MARINet’s principles. Trenary added a list of regularly scheduled agenda items to the bottom of each agenda.
  4. Collections Management Task Force – Chambers, Brenner, Frye, Adlawan – Chambers and Brenner shared their discussion around shared buying versus individual selection at the branch/library level. Both agree that libraries should select items based on their community interest, but that some buying – like popular bestsellers to fill holds – might be more effectively purchased jointly. Another area where the consortium might work together is purchasing in foreign language materials. Chambers is piloting a program to bring depth to the Sausalito collection without spending additional funds. Next, the group will pull statistics and gather data.
- IV. Standing Agenda Items
- A. Equity Discussion – Follow up from Jan. meeting (Discussion) – Brenner asked Board members review the check-list she included in the packet about committing to actions to help hearing-impaired patrons.
  - B. Equity Discussion – Larkspur (Discussion) – Agenda item was held for time. Hill will lead a discussion at the March MARINet Board Meeting.
  - C. Systems Administrator Report (*Discussion*) –Trenary offers to connect staff with Baker & Taylor for a Collection HQ DEI module training. Trenary will schedule. Trenary notes the CENIC refresh project is moving ahead and the number #1 priority of MARINet. She also notes continued negotiations with Innovative about the 4-year contract, which may

## MARINet Board Meeting Minutes

Thursday, February 1, 2024



need another Board Resolution so that the contract can include LINK+ with the stipulation that it can be cancelled with proper notice.

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

- Quffa – San Rafael’s Library Foundation is moving ahead with a proposed ballot measure focused on a new library building at Albert Park.
- Duran – Gave an update around construction costs and loans for Belvedere Tiburon’s completed library expansion project.
- Brenner – Mill Valley has seen an increase in patrons attending in-person programming. Recently they have hit their capacity allowed at a few programs, with patrons on the waitlist to attend.
- Frye – College of Marin’s new library is still slated to open in January 2026.

Adlawan adjourned the meeting at 11:12 a.m.

*Minutes respectfully submitted by Trenary*

# MARINet Board Meeting Minutes

Thursday, March 7, 2024



**Meeting Held at:** 1600 Los Gamos, Suite #180 San Rafael, CA 94903

## **Present:**

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Gary Gorka (Dominican), Damon Hill (Larkspur), Anji Brenner (Mill Valley), and Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:35 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
  - A. Approval of Minutes from Previous Meeting (*Action*) – **Duran moves to approve the February 1, 2024 meeting minutes, Chamber seconds. Unanimously approved by a voice vote.**
  - B. Board Resolution - Approve FY24-25 Budget (*Action*) – Brenner asked if the budget should be adjusted considering CA State Library may cut funding for several databases. Trenary said she would work with DRWG on which resources the consortium may want to purchase. Those databases would need to be funded by the reserve fund. **Chambers moves to approve the Board Resolution - FY24-25 MARINet Budget, Brenner seconds. Kenton (San Anselmo) and Quffa (San Rafael) submitted their absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
  - C. Board Resolution - Reserve Fund (*Action*) – **Duran moves to approve the Board Resolution – Reserve Fund, Brenner seconds. Kenton (San Anselmo) and Quffa (San Rafael) submitted their absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
  - D. Board Task Forces (*Discussion*)
    - Board Support Task Force Update – Duran, Kenton, Brenner – Adlawan suggested changes to the draft board roles document. Trenary will bring a revised version to May meeting for approval. Board appreciates Thurston page with onboarding information. Board is supportive of buddy program.
    - Staffing Task Force Update – Adlawan, Gorka – Systems Administrator job position description has been updated. County H.R. will start the classification and compensation review now. The Board of Supervisors will need to approve at their monthly meeting, possibly early April. Recruitment will open the position for 2-3 weeks for applicants.

# MARINet Board Meeting Minutes

Thursday, March 7, 2024



- Organization Restructuring Task Force Update – Adlawan, Quffa, Hill, Gorka – The Trenary describes the group’s proposal. The group will develop and send a survey in April to help the board develop a shared definition of equity and prioritize discussions that are important to the Marin County community.
- Collection Development Task Force Update – Chambers, Brenner, Frye, Adlawan – Chambers and Trenary shared their statistics findings around overlap in MARINet libraries’ collection, intra-MARINet lending, and patron holds placement behavior. Based on these finding, Trenary will work with DRWG to devote more of the MARINet Overdrive budget to Skip The Line, to more quickly and cost effectively fill holds.

E. Annual Retreat April 4, 2024 Planning (*Discussion*) – The Board is in favor of a brief monthly meeting and opportunity for teambuilding over lunch. The meeting will tentatively be from 11 am to 11:30 am with non-working lunch following until 1:30 pm. Location to be determined, but will be noticed publicly with appropriate time.

## IV. Standing Agenda Items

- A. Equity Discussion (*Discussion*) – Hill led a discussion around providing improved access to physical collections, particularly around classification systems, through a DEI lens.
- B. Systems Administrator Report (*Discussion*) –Trenary noted the timeline for CENIC to move a circuit if the library changes addresses. She also noted the BiblioCommons Google Analytics 4 platform is in beta and BiblioCommons will be holding a training for any staff interested. Trenary shared that she was accepted to join the California Libraries & AI Summit in Sacramento on April 26<sup>th</sup>. The CA Library will cover up to \$500 for travel expenses.

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

- Duran – Two part-time librarian positions currently open. A full-time position may be opening soon.
- Frye – On Wednesday March 13<sup>th</sup>, Anita Gail Jones will be discussing her book *The Peach Seed* in [Room AC 255](#). Progress is being made on the new library building project. COM is digitizing their College of Marin student newspaper collection, which will be available online.
- Gorka – The “Center for Dominican Experience” is opening soon. The library will have a circulation desk available to students there starting soon. The library is hoping to be open to the greater community and allow lending to MARINet closer to summer time.
- Brenner – The library had a very well attended opening reception for their exhibit, “Breaking Through: Black History at Tam High, 1910 to the Present.” The exhibit will

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- stay up in the library through April 30. The next *Naked Truth* program is scheduled and will include Fairfax Library's Neshama Franklin.
- Chambers – Hired a new Children's Librarian who should be starting in May. Programming continues to be successful and well attended. Sausalito worked with John Rudolph from PCD (after his January presentation to the Board organized by Brenner) to make the Sausalito Council Chambers more hearing accessible.
  - Adlawan – MCFL partnered with Dominican and the Marin County Department of Education (MCOE), to help Marin public school children learn more about the history of Marin City, starting with how important the community was in helping the United States win World War II. Each public school student will receive a copy of Felecia Gaston's book "A brand new start...this is home – The Story of World War II Marinship and the Legacy of Marin City." MCFL and partners also organized virtual meetings about the curriculum, resource guides, activities, and lesson plans, around the book. MCFL is also completing their strategic planning. They will be presenting their 5-year plan to the Marin County Board of Supervisors on April 2<sup>nd</sup>. The plan is particularly focused on anti-racism and equity.

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

*Minutes respectfully submitted by Trenary*