

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Friday, September 13, 2024**  
**4:00 p.m.**

**The Shop next to South Novato Library**

931 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 Shop is next to the Library 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**.

“By all these lovely tokens, September days are here. With summer’s best of weather and autumn’s best of cheer.”  
*– Helen Hunt Jackson*

	<u><b>ITEM</b></u>	<u><b>PRESENTER</b></u>	<u><b>STATUS</b></u>
4:00pm	1. Call to Order	Ream	Action
	2. Welcome and Introductions	Ream	Action
	3. Overview of The Shop	Brandon	Information
	4. Approval of Agenda	Ream	Action
	5. Approval of August 16, 2024-meeting minutes	Ream	Action
	6. Open Time for Public Expression		
	7. Reading & Correspondence File	Ream	Information
	8. President’s Report for August	Ream	Information
	9. Old Business		
	a. By Laws	Ream	Information
	10. New Business		
	a. Measure A/B Fund Review	Chan/Galiani	Information
	b. Facilities Overview	Merza	Information
	11. Director’s Report for August 2024	Adlawan	Information
	12. Announcements/Book Recommendations	Ream	Information
5:30pm	13. 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:*

- 5. Minutes for August 16, 2024
- 11. Library Director's Report for August, 2024

Unnumbered Attachments:

MARINet Board minutes of June 6, 2024 held at Library Technical Services, 1600 Los Gamos, Suite #180 San Rafael, CA 94903

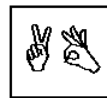
**Marin County Free Library**

**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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**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Friday, August 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**).

--PROPOSED MINUTES—  
Friday, August 16, 2024

(1) **CALL TO ORDER**  
Meeting was called to order at 10:04 am. Sue began the meeting by welcoming everyone in attendance, and requested that we go around the table and everyone introduce themselves.

(2) **ROLL CALL**

Present

Sue Ream	Linda Ward	Glynda Christian
Nick Javaras	Anya Schandler	Claudia Wilson
Ted Ridgway	Amelia Lahn	Crystal Lewis
Sally Hauser		

Absent with Notification

Alison Blume	Ann Kaplan
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Also Present

Lana Adlawan, Director of County Library Services  
Brandon Barragan, Library Technology Program Coordinator, The Shop  
Leslie Galiani, Administrative Services Manager  
Edna Guadiana, Administrative Services Associate  
Raemona Little Taylor, Assistant Director of Library – Public Services  
Natalie McCall, Sr. Librarian-Education Initiatives Coor. South Novato Library  
Russo, Annemarie Community Library Specialist (Literacy)  
Juliet Schiller, Assistant Director of Support Services  
Rashida Skaar, Sr. Librarian-Education Initiatives Coordinator, Marin City Library

Lauren Snell, Librarian II, Fairfax Library  
Gina Turrini, Administrative Assistant I, Administration

- (3) ADOPTION OF AGENDA M/S/C – Christian/Schandler Agenda approved as submitted.
- (4) ADOPTION OF June 12, 2024 MINUTES – M/S/C Schandler/Javaras Minutes approved as submitted.
- (5) OPEN TIME FOR PUBLIC EXPRESSION – None
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (7) PRESIDENT’S REPORT JUNE/JULY -  
Sue reported on the following:
  - Thanked everyone who volunteered at this year’s County Fair which was very hot and she encouraged everyone to consider volunteering at next year’s fair
  - Corte Madera still undergoing remodeling and may re-open again in early September
- (8) OLD BUSINESS
  - a. August 2024-June 2025 proposed meeting schedule. M/S Javaras/Schandler all voted in favor. Meeting scheduled approved as submitted.
- (9) NEW BUSINESS
  - a. Library Commission By-Laws discussion: Director Adlawan has confirmed with our County Counsel that quorum of Library Commission is majority of members in seats which right now is 12 members with a majority being 7. Lana will research the proxy vote with County Counsel and get back to Commission with information.

## b. Teen Services/WebStars



### Committee Charter

The Teen Services Committee (TSC) aims to foster connections, learning, expression and leadership among teens through culturally responsive, equitable, innovative and youth driven services, programs and technology. TSC supports youth to connect, create and collaborate, while supporting library staff to understand models of youth participation and leadership development and connected learning for the 21<sup>st</sup> century.

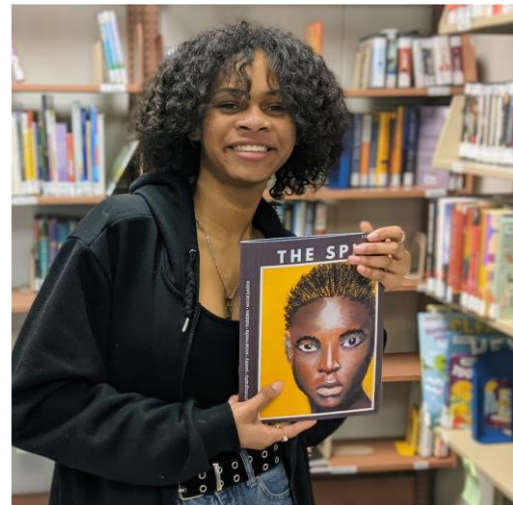
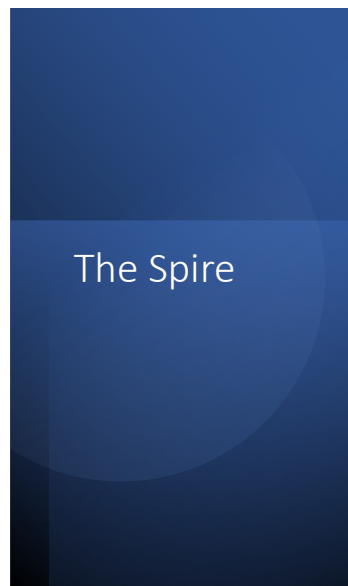


What's happening with teens in the branches?

✓ Leadership

🖥️ Displays

🎮 Collection (Video Games)





Career Explorers

Teen Leadership:

Volunteers and  
Teen Advisory  
Group



## Homework Helpers



## Rainbow Resource Club

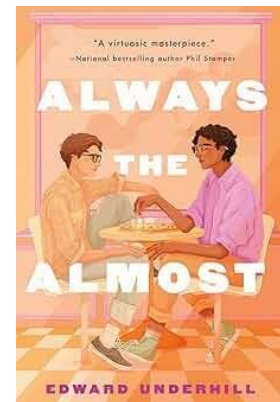
South Novato Library  
Teen Services presents

### Rainbow Reading and Resource Review

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

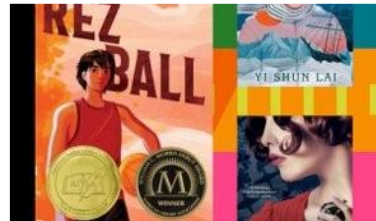
ONLINE AND IN PERSON ONCE A MONTH

MARIN COUNTY FREE LIBRARY





## ||| Literature Review



## Looking Forward!



Building Connections within TSC



Teen Leadership



College and Career Readiness



Mental Health Kits



Thank you!

Questions?

 MARIN COUNTY  
 FREE **LIBRARY**  
B I B L I O T E C A  
**TEEN WEBSTARS**  
**POINT REYES LIBRARY**

## MEET OUR WEBSTARS

Elena

Samantha (career explorer to Webstar)

Lucy

Ella

**Reading on the Ranches teens!**

Geo

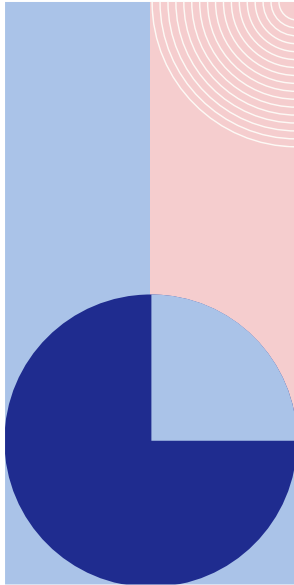
Saul

Ian



## ELENA RODONI

Elena Rodoni is fifteen years old and goes to San Domenico School. She lives in West Marin and enjoys hiking in the Point Reyes National Seashore. When she is not at school or hiking, she likes baking, reading cozy mysteries, and paddle boarding.



## SAM

My name is Samantha Villarreal, I'm from Marin County and have lived there all my life. I'm currently 17 years old going into my senior year at Archie Williams high school. I have two sisters, my older sister Nicole and my younger sister Victoria. I love going to the beach, playing soccer with my mom and exploring new and exciting places.



## WELCOME NEW WEBSTAR, LUCY!

Hi, I'm Lucy! I just graduated from Terra Linda High school and am starting at College of Marin this fall semester. I love creating and making things and doing things hands on. I paint, crochet, sew, papier mache, woodwork, and play with plenty of other mediums. I've always loved the environment of the libraries in my schools growing up as well as my local libraries. After spending time as a teacher's assistant in my high school's library, and volunteering in my elementary school's library, I'm interested in becoming a librarian myself!



## WELCOME ELLA!



Hi! I'm Ella Luftig, a rising senior at Tomales High School. When I'm not grinding out schoolwork (or doodling cats in the margins), I like to click through pages on Tv Tropes, try to draw something new, or just catch up on the latest Twitter drama :D

## NEW PROJECTS FOR OUR WEBSTARS

Mending Mondays

Book Scouts Reading support at the West Marin School

Tec Support Fridays



## **FARWELL CALLIE**

Callie was a Webstar at Point Reyes Library for four year! She graduated this year and is off to Saint Mary's to study the Humanities and Engineering. We are so proud of Callie and appreciate all she contributed to MCFL.



## **TEEN ENGAGEMENT IN THE COMMUNITY & AT THE LIBRARY**

Getting valuable feedback and help in creating a vibrant teen collection in the Point Reyes branch

## TEEN MADE BOOK DISPLAYS

10



## OUTREACH WITH THE TEENS

Our teens help us in a variety of ways!

- Making cool buttons to give away!
- Lunch at the Library
- Kayaking
- Book displays
- Book reviews
- Shelving
- Weeding

Read with a Webstar

- Summer Reading Party
- Outreach with County Parks to Mc Nears
- Western Weekend parade
- Harvest Festival at the school
- Book bag designs



Western Weekend parade with the teens!



**SUMMER PROGRAMING**



Reading on the Ranches kayaking trip



Lunch at the library



## GOING ON ADVENTURES



17 library kids enjoying the great outdoors at Hearst desire beach

Outreach at the Bolinda trailer park in Bolinas

Book delivery at the YMCA camp at the West Marin School



## DYNAMIC DELIVERY



Over 472 books checked out to 80 kids!

- Ranches Visited this summer!
- YMCA summer camp West Marin school
- Nunez Ranch
- Mendoza Ranch
- Evans Ranch
- Strauss
- Bivalve
- McClures Ranch
- Bolinda Trailer Park Bolinas



**TEENS BRING BOOKS TO THE LOCAL CAMP, AN RANCHES FROM BOLINAS, 16  
INVERNESS, TOMALES, AND BEYOND  
EVERY WEEK.**



**LUNCH AT THE LIBRARIES WITH OUR  
TEEN HELPERS**



# WEBSTARS AT MARIN CITY LIBRARY & THE LAB



## MARIN CITY WEBSTAR COORDINATOR: ETIENNE DOUGLAS

- Over 20 years of experience with MCFL
- Supervises 8 Webstars currently
- Worked with Webstars to open The Lab: the new makerspace and studio space in Marin City in June of this year



## MEET THE MARIN CITY WEBSTARS

### Current Webstars



Zebah Mamoon



Antonio Swan



Kadence Waye



Zion Ingraham

### New Webstars

Sasha Alameda  
Natalie Alexis  
Kahlid Davis  
Ahnla Gerrad

## MARIN CITY WEBSTARS: IN THE BRANCH

- **Assisting Patrons**
  - Helping patrons with using personal and library devices, equipment and computers
  - Assisting with Library Programs
- **Leadership and Professional Development**
  - Valuable on the Job experience
  - Opportunities to participate in trainings and travel to conferences
- **Known and trusted presence in Marin City Library**



## MARIN CITY WEBSTARS: IN THE LAB



- **Learning Tech**

Webstars are gaining proficiency with all of the equipment at The Lab  
Learning opportunities with building and programming computers

- **Teaching Tech**

Assisting with Lab programs

Training kids and adults in DIY/crafting, using makerspace tools and equipment

- **Professional Development & Community Partnerships**

Learning how to record, edit and create training and promotional videos for The Lab and other MCFL initiatives

Networking with community Partners

Senior Webstars gain experience in training newer recruits!

## FOR MORE INFO ABOUT MARIN CITY'S WEBSTAR PROGRAM OR SERVICES:



Webstar Program:  
Etienne Douglas  
[Etienne.Douglas@MarinCounty.gov](mailto:Etienne.Douglas@MarinCounty.gov)



The Lab Program and Services:  
Etienne Douglas or Rashida Skaar  
[LabMakerspace@MarinCounty.gov](mailto:LabMakerspace@MarinCounty.gov)

# SHOP INTERNS

## DAILY TASKS

**Assist users with their projects**

**Welcome and guide users around The Shop**

**Monitor materials and tools being used at all times**

**Enforce rules too all users**

**Learn and practice new trades to be able to teach them**

## INTERN INVOLVEMENT



## INTERN DEVELOPMENT



## **INTERN RECRUITMENT**

San Marin High  
Novato High  
Terra Linda High  
San Rafael High



**THANK  
YOU**



President thanked everyone for their wonderful presentations.

(9)c. FY 2024-2025 Library Budget and Commission Goals: Lana shared the County's and Library's current 2024-2025 Budget and the Library Commission goals (we've already made headway on some of these goals). She asked that everyone read and become familiar particularly with the current budget. We'll get a more in depth report at next month's meeting which will include Measure B funds.



- (10) DIRECTOR'S REPORT FOR JUNE AND JULY – Director Adlawan reported on the following:
- All Staff Day will be Friday, September 6 and the Commission will be able to join us for lunch; more information will be sent out to the Commission prior to this day;
  - Received a \$12,000 grant from State Library

- (11) ANNOUNCEMENTS/BOOK RECOMMENDATIONS –  
NONE

Next Library Commission meeting will be on Friday, September 13 at 4pm in the Shop at South Novato.

- (12) ADJOURNMENT – M/S Javaras/Schandler Meeting adjourned at @ 11:48 am.

# **MARIN COUNTY FREE LIBRARY COMMISSION**

## **BY-LAWS OF THE COMMISSION**

### **ARTICLE I: NAME**

This organization shall be called “The Marin County Free Library Commission” existing by virtue of Resolution No. 83-144 of the Board of Supervisors of the County of Marin and exercising the powers and authority and assuming the responsibilities delegated to it under said Resolution.

### **ARTICLE II: PURPOSE**

The Commission shall (1) serve as an advisory and resource body and liaison to the Board of Supervisors, the Director of County Library Services, and the Community and (2) find ways and means of enlisting public interest in supporting and improving library services to the citizens of the County of Marin in alignment with the Marin County Free Library’s Mission. The Commission shall serve as the Oversight Committee for any time-limited revenue generating tax measures if needed.

### **ARTICLE III: MEMBERSHIP**

The Commission shall consist of fifteen (15) members, who shall be residents of the County, appointed by the Board of Supervisors. Each Supervisor shall nominate for appointment, by the Board of Supervisors, three members who shall reside in the Supervisorial district and shall be generally representative of the district.

### **ARTICLE IV: TERM OF OFFICE**

#### **1. Term of Appointment**

Each member shall serve a three-year term to conclude at the end of the fiscal year of the third year. A member may serve a maximum of four complete consecutive three-year terms or a maximum of 12 years whichever is lower.

#### **2. Mid-term Appointment**

If a Commissioner, whose term has not yet expired, resigns, or does not complete his term, the Board of Supervisors shall appoint a new Commissioner for the completion of that term. Appointees may serve three full terms in addition to the partial term to which they were originally appointed.

**3. Reappointment**

Following the lapse of one year, any former Commissioner may reapply for appointment.

**4. Staggered Terms**

Commissioners from a single Supervisorial District shall have terms that are staggered, such that no two Commissioners *terms shall expire* in the same year. Any current terms served that are not staggered shall be adjusted by the Board of Supervisors.

**5. Resignation**

A resignation of a Commissioner shall be in writing and filed with the Clerk of the Board of Supervisors with a copy to the Director of County Library Services.

**ARTICLE V: MEETINGS**

**1. General**

All meetings of the Commission shall be open to the public and the public shall be notified in accordance with the provisions of the Brown Act.

**2. Meeting Frequency**

Meetings shall be held at least once a month unless otherwise determined by the Commission.

**3. Meeting Time and Place**

Meetings shall be held at a regular time and place to be established by the Commission.

**4. Special Meetings**

Special meetings of the Commission may be called by the order of the President or by order of the majority of the Commission by delivering written notice to each member of the Commission at least twenty-four hours before time of such meeting.

**5. Annual Meeting**

The annual meeting of the Commission shall take place during the last quarter of each fiscal year. The purpose of the annual meeting shall be for the election of officers for the succeeding year unless changed by resolution of the Commission.

**6. Quorum**

A majority of the appointed membership of the Commission shall constitute a quorum for the transaction of business and the adoption of action items.

**7. Conduct of Meetings**

Proceedings of all meetings shall be governed by the current edition of Robert’s Rules of Order. Robert’s Rules of Order shall be the parliamentary authority for all matters of procedure, for this Commission, not specifically covered in these by-laws.

**8. Voting**

An affirmative vote of the majority of all members of the Commission present at the time shall be necessary to approve any action item before the Commission. If requested by any member, in attendance, a roll call vote must be held.

**ARTICLE VI: OFFICERS**

**1. Officers of the Commission**

The officers of the Commission shall be elected at the annual meeting of the Commission and shall be as follows: President and Vice President.

**2. Duties of Officers and Library Staff**

**President** – the President shall preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties and functions of the presiding officer. The president shall be an ex-officio member of all committees.

**Vice-President** – the Vice-President, in the event of the absence or disability of the President, or a vacancy in the office of the President, shall assume and perform the duties of the presiding officer.

**Library staff** - Library staff shall maintain an accurate record of attendance at all meetings and the meeting minutes of the Commission

**3. Executive Committee**

The executive committee shall consist of the President, Vice-President and two at-large members from the Commission one of whom may be the Immediate Past President if available.

The at-large member(s) shall be elected by the Commission and will serve a two-year term; election and term shall coincide with that of the Commission officers.

The executive committee shall in consultation, with the Director of County Library Services, be responsible for the general conduct of Commission matters in the interim between regular Commission meetings.

**4. Term of Office**

The officers and members of the executive committee shall serve for two years or until their successors are elected.

The term of office shall begin immediately following the adjournment of the annual meeting at which they are elected.

No officer shall hold more than one office at a time.

No member shall be eligible to serve more than three consecutive terms in the same office, not to exceed 6 years.

**ARTICLE VII: COMMITTEES**

**1. Ad Hoc Committee**

**a. Nominating Committee**

A nominating committee shall consist of three members and be appointed by the President.

**b. Strategic Planning Committee**

Members shall be appointed by the President.

**2. Other Committees**

Such other committees, standing, ad hoc or special, shall be appointed by the President.

**ARTICLE VIII: BYLAWS**

**1. Amendment**

These bylaws may be amended by a majority vote of all Commission members.

**2. Notice**

Written notice of any proposed amendment shall be mailed to all members at least ten calendar days prior to the meeting at which such action is proposed to be taken.

**3. Effective Date of Amendment**

No amendment to these bylaws shall take effect or be binding until said amendment(s) are ratified by the Board of Supervisors.

Adopted by the Marin County Free Library Commission, 10/17/83  
Ratified by the Marin County Board of Supervisors, 11/8/83

Amendment adopted by the Marin County Free Library Commission, 1/4/84  
Ratified by the Marin County Board of Supervisors, 1/31/84

Amendment adopted by the Marin County Free Library Commission, 5/30/86  
Ratified by the Marin County Board of Supervisors, 6/17/86

Amendment adopted by the Marin County Free Library Commission, 8/31/88  
Ratified by the Marin County Board of Supervisors, 9/13/88

Amendment adopted by the Marin County Free Library Commission, 8/12/92  
Ratified by the Marin County Board of Supervisors, 8/25/92

Per Cover Letter:

“The Library Commission revised their Bylaws in order to make the language clearer and to clarify some fine points in the document. No major changes have been introduced.”

Amendment adopted by the Marin County Free Library Commission, 9/08/99  
Ratified by the Marin County Board of Supervisors, 09/28/99

Changes include: Corrected title of County Librarian to Director of County Lib. Services

Defined Article IV: TERM OF OFFICE

1. Term of Appointment (clarified first sentence)
2. Mid-term Appointment (revised full paragraph)
4. Staggered Terms (renumbered only)
5. Resignation (renumbered only)

ARTICLE VI: OFFICERS

3. Executive Committee (third paragraph, corrected title, Director of County Library Services)

ARTICLE VII: COMMITTEES

1. Standing Committees, through 3. Other Committees (fully reworded/revised)

Amendment adopted by the Marin County Free Library Commission, 11/13/02  
Ratified by the Marin County Board of Supervisors, 11/26/02

Changes include:

Defined Article V: QUORUM

A majority of the appointed membership of the Commission shall constitute a quorum for the transaction of business and the adoption of action items (clarified full paragraph)

Amendment adopted by the Marin County Free Library Commission, 8/10/22  
Ratified by the Marin County Board of Supervisors, 10/18/22

Changes include:

ARTICLE II: PURPOSE

1. Clarified tax measure oversight role
2. Added Marin County Free Library Mission

ARTICLE IV: TERM OF OFFICE

1. Term of Appointment - expanded the number of terms members can serve
2. Added maximum number of years members can serve (12)

ARTICLE VI: OFFICERS

1. Officers of the Commission - Secretary role removed
2. Duties of Officers and Library Staff - clarified that notes and attendance records are the responsibility of library staff; Secretary role removed
3. Executive Committee – Clarified that at-large members serve for two years
4. Term of Office – Extended term for Officers and Executive Committee members to two years; Expanded term limit to 3 consecutive terms or 6 years

ARTICLE VII: COMMITTEES – All Standing Committees removed

1. Strategic Planning Committee converted to Ad Hoc Committee

**MEASURE A (Actuals Through 09/30/2024)  
CMA HVAC PROJECT FY 22/23**

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year			Total	Remaining
									FY25	FY24	FY23	Expended to Date	Balance
54LP13HVAC	LBP707	PROFSVCS	24826631	522510	Plumbing labor	NON PO	Marin H2O, Culligan In	\$ 350.00	\$ 350.00			\$ 350.00	\$ -
54LP13HVAC	LBP707	PROFSVCS	24826631	522510	Construction observation & Test	NON PO	Miller Pacific Engineer	\$ 1,900.62	\$ 1,900.62			\$ 1,900.62	\$ -
54LP13HVAC	LBP707	PROFSVCS	24826631	522510	Asbesto Mnrtng & Oversight-Dryw	32500699	Deignan, Monte J	\$ 5,080.00					
								<b>\$ 21,653.50</b>	<b>\$ 2,250.62</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,250.62</b>	<b>\$ 19,402.88</b>
54LP13HVAC	LBP707	CONSTRUCT	24826631	540210	Commercial Fire Alram Svcs	NON PO	Avanced Security Syst	\$ 3,346.50		\$ 3,346.50		\$ 3,346.50	\$ -
												\$ -	\$ -
												\$ -	\$ -
												\$ -	\$ -
												\$ -	\$ -
								<b>\$ 706,346.50</b>	<b>\$ -</b>	<b>\$ 3,346.50</b>	<b>\$ -</b>	<b>\$ 3,346.50</b>	<b>\$ 703,000.00</b>
54LP13HVAC	LBP707	MISC	24826631	522310	30 Minites Parking Signs	NON PO	Amazon	\$ 87.16	\$ 87.16			\$ 87.16	\$ -
54LP13HVAC	LBP707	MISC	24826631	522310	Picture Frames	NON PO	Amazon	\$ 294.20	\$ 294.20			\$ 294.20	\$ -
54LP13HVAC	LBP707	MISC	24826631	522310	Onsite Monving / Supplies	NON PO	Ahmed's Monving Exp	\$ 1,454.84	\$ 1,454.84			\$ 1,454.84	\$ -
54LP13HVAC	LBP707	MISC	24826631	522310								\$ -	\$ -
												\$ -	\$ -
								<b>\$ 5,000.00</b>	<b>\$ 1,836.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,836.20</b>	<b>\$ 3,163.80</b>
54LP13HVAC	LBP707	PWLABOR	24826631	561110	DPW Labor QTR 1-4 FY 22/23		DPW Lablor	\$ 117,000.00			\$ 38,449.60	\$ 38,449.60	\$ 78,550.40
54LP13HVAC	LBP707	PWLABOR	24826631	561110	DPW Labor QTR 1-4 FY 23/24		DPW Lablor			\$ 51,652.01		\$ 51,652.01	\$ (51,652.01)
												\$ -	\$ -
												\$ -	\$ -
												\$ -	\$ -
								<b>\$ 117,000.00</b>		<b>\$ 51,652.01</b>	<b>\$ 38,449.60</b>	<b>\$ 90,101.61</b>	<b>\$ 26,898.39</b>

**SUMMARIZED BY LIBRARY SITE**

Project No.	Site	Type	Org	Obj	Library Site	Service		FY25	FY24	FY23	Expended	Balance
54LP11HVAC	LBP707	PROFSVCS	24826631	522510	Corte Madera Library	Professional Services	\$ 21,653.50	\$ 2,250.62			\$ 2,250.62	\$ 19,402.88
54LP11HVAC	LBP707	CONSTRUCT	24826631	540210	Corte Madera Library	Construction	\$ 706,346.50	\$ -	\$ 3,346.50		\$ 3,346.50	\$ 703,000.00
54LP11HVAC	LBP707	MISCSUPP	24826631	522310	Corte Madera Library	Miscellaneous Costs	\$ 5,000.00	\$ 1,836.20			\$ 1,836.20	\$ 3,163.80
54LP11HVAC	LBP707	PWLABOR	24826631	561110	Corte Madera Library	Project Management	\$ 117,000.00	\$ -	\$ 51,652.01	\$ 38,449.60	\$ 90,101.61	\$ 26,898.39
<b>Total Costs:</b>							<b>\$ 850,000.00</b>	<b>\$ 4,086.82</b>	<b>\$ 54,998.51</b>	<b>\$ 38,449.60</b>	<b>\$ 97,534.93</b>	<b>\$ 752,465.07</b>

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



**MEASURE A CAPITAL PROJECTS SUMMARY FY 24/25**

Project No.	Project Title	Service	BUDGET 24/25	BUDGET 23/24	BUDGET 22/23	BUDGET 21/22	BUDGET 20/21	BUDGET 19/20	BUDGET 18/19	Total Expended FY 18/19 to 24/25
		<b>CONSTRUCTION PROF. SRVC. MISC</b>		1 MIL	1 MIL	1 MIL	2 MIL	500K	500K	
				\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 1,500,000.00	\$ 400,000.00	\$ 400,000.00	
				\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
				\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
54LP05ROOF	<b>Novato Measure A Project</b>	Professional Services <b>522510</b>			\$ 7,472.00		\$ 26,440.00	\$ 29,651.45		\$ 63,563.45
		Construction <b>540210</b>			\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.63		\$ 598,657.33
		Miscellaneous Costs <b>522310</b>								\$ -
	<b>Project Completed</b>	DPW Labor <b>561110</b>				\$ 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	<b>Corte Madera Measure A Project</b>	Professional Services <b>522510</b>			\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		\$ 127,754.30
		Construction <b>540210</b>	\$ 3,815.00	\$ 56,646.20	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20		\$ 1,341,188.90
		Miscellaneous Costs <b>522310</b>				\$ 7,335.64		\$ 279.38		\$ 7,615.02
		DPW Labor <b>561110</b>			\$ 10,072.00	\$ 85,494.72	\$ 119,676.65	\$ 27,867.41		\$ 243,110.78
			\$ 3,815.00	\$ 56,646.20	\$ 170,746.10	\$ 590,799.31	\$ 749,084.10	\$ 148,578.29		\$ 1,719,669.00
54LP07ROOF	<b>Fairfax Measure A Project</b>	Professional Services <b>522510</b>			\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$ 55,770.00
		Construction <b>540210</b>					\$ 41,436.77	\$ 58,980.00		\$ 100,416.77
		Miscellaneous Costs <b>522310</b>								\$ -
	<b>Project Completed</b>	DPW Labor <b>561110</b>			\$ 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	<b>Fairfax Life Safety Project</b>	Professional Services <b>522510</b>		\$ 7,640.95	\$ 5,772.00					\$ 13,412.95
		Construction <b>540210</b>		\$ 319,926.31	\$ 223,207.80					\$ 543,134.11
		Miscellaneous Costs <b>522310</b>								\$ -
		DPW Labor <b>561110</b>			\$ 68,678.61	\$ 41,266.92				\$ 109,945.53
	<b>Project Completed</b>	Transout <b>580110</b>			\$ (5,545.00)					\$ 5,545.00
					\$ 327,567.26	\$ 292,113.41	\$ 41,266.92	\$ -	\$ -	\$ 660,947.59
54LP13HVAC	<b>Corte Madera HVAC Project</b>	Professional Services <b>522510</b>	\$ 2,250.62							\$ 2,250.62
		Construction <b>540210</b>		\$ 3,346.50						\$ 3,346.50
		Miscellaneous Costs <b>522310</b>	\$ 1,836.20							\$ 1,836.20
		DPW Labor <b>561110</b>		51652.01	\$ 38,449.60					\$ 38,449.60
			\$ 4,086.82	\$ 54,998.51	\$ 38,449.60					\$ 97,534.93
	<b>S Novato Measure A Project</b>	Professional Services <b>522510</b>					\$ 36,000.00			\$ 36,000.00
		Construction <b>540210</b>								
		Miscellaneous Costs <b>522310</b>								
	<b>Project Completed</b>	DPW Labor <b>561110</b>								
					\$ -		\$ 36,000.00	\$ -		\$ 36,000.00
54LPMISC	<b>Measure A MISC Proj</b>	Professional Services <b>522510</b>							\$ 1,248.00	
		Construction <b>540210</b>							\$ 23,812.95	
		Miscellaneous Costs <b>522310</b>								
	<b>Project Completed</b>	DPW Labor <b>561110</b>								\$ -
							\$ -		\$ 25,060.95	\$ 25,060.95
<b>9/13/2024</b>			\$ 7,901.82	\$ 439,211.97	\$ 519,627.23	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$ 3,565,943.09

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S			
1	<b>REVENUE SOURCES &amp; FACILITIES EXPENDITURES: MEASURE B</b>																					
2																						
3	<b>FUNDING SOURCE:</b>					<b>Measure B Tax Revenue (3550)</b>					<b>Measure B Totals</b>	<b>MEASURE A Fund Balance (2480)</b>	<b>DPW/ADA/ Climate Action Plan Funding</b>	<b>MCFL Fund Balance (2470)</b>	<b>Grand Totals</b>							
4																						
5																						
6	<b>Fiscal Year</b>					<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>	<b>FY 28-29</b>	<b>FY 29-30</b>	<b>FY 30-31</b>	<b>FY 31-32</b>	<b>FY 32-33</b>	<b>as of</b>		<b>FY23-24</b>	<b>FY23-24</b>	<b>FY 22-23</b>			
7	<b>CAPITAL IMPROVEMENT PROJECTS:</b>					<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>\$2.6M</b>	<b>9/13/2024</b>	<b>\$1.35M</b>	<b>\$1.2M</b>	<b>\$3.1M</b>			
8	CMA HVAC Project																\$ 97,535				\$ 97,535	
9	Automated Mat'ls Handling (AMH) Los Gamos																					
10	Refresh Project (All Branches)																			\$ 259,153	\$ 259,153	
11	Refresh Project (All Branches) Non N&T Funds																			\$ 58,353	\$ 58,353	
12																						
13	<b>TOTALS as of 9-13-2024</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 97,535</b>	<b>0</b>	<b>\$ 317,506</b>	<b>\$ 415,041</b>		

MARIN COUNTY FREE LIBRARY								
2470 & 3550								
5 Year Projection	Actuals FY 2023-24	Adopted Budget FY2024-2025	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28	Projected FY 2028-29	Projected FY 2029-30
Property Taxes	\$ (17,158,317)	\$ (16,631,200)	\$ (17,415,692)	\$ (17,676,927)	\$ (17,942,081)	\$ (18,211,212)	\$ (18,484,380)	\$ (18,761,646)
Measure A	\$ (2,861,932)		\$ (651,272)					
Measure B		\$ (4,700,000)	\$ (4,700,000)	\$ (4,803,400)	\$ (4,909,075)	\$ (5,017,074)	\$ (5,127,450)	\$ (5,240,254)
Other Revenue	\$ (2,713,445)	\$ (561,395)	\$ (633,815)	\$ (706,235)	\$ (787,997)	\$ (879,101)	\$ (980,753)	\$ (1,094,157)
<b>Total Revenue</b>	<b>\$ (22,733,694)</b>	<b>\$ (21,892,595)</b>	<b>\$ (23,400,779)</b>	<b>\$ (23,186,562)</b>	<b>\$ (23,639,153)</b>	<b>\$ (24,107,388)</b>	<b>\$ (24,592,583)</b>	<b>\$ (25,096,057)</b>
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 13,555,251	\$ 15,840,096	\$ 13,650,138	\$ 13,745,689	\$ 13,841,909	\$ 13,938,802	\$ 14,036,374	\$ 14,134,628
Services and Supplies	\$ 4,932,645	\$ 5,168,624	\$ 5,036,231	\$ 5,141,991	\$ 5,249,973	\$ 5,360,223	\$ 5,472,787	\$ 5,587,716
Capital Assets	\$ 500,148	\$ 2,757,750	\$ 3,251,272	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
Other Expenses	\$ 4,606,949	\$ 2,217,962	\$ 1,332,843	\$ 1,598,079	\$ 1,916,096	\$ 2,297,400	\$ 2,754,582	\$ 3,302,744
<b>Total Expenses</b>	<b>\$ 23,594,993</b>	<b>\$ 25,984,432</b>	<b>\$ 23,270,483</b>	<b>\$ 23,085,759</b>	<b>\$ 23,607,978</b>	<b>\$ 24,196,424</b>	<b>\$ 24,863,743</b>	<b>\$ 25,625,088</b>
<b>Net Library Costs</b>	<b>\$ 861,299</b>	<b>\$ 4,091,837</b>	<b>\$ (130,295)</b>	<b>\$ (100,803)</b>	<b>\$ (31,175)</b>	<b>\$ 89,036</b>	<b>\$ 271,159</b>	<b>\$ 529,031</b>
as of 9-13-2024								

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%

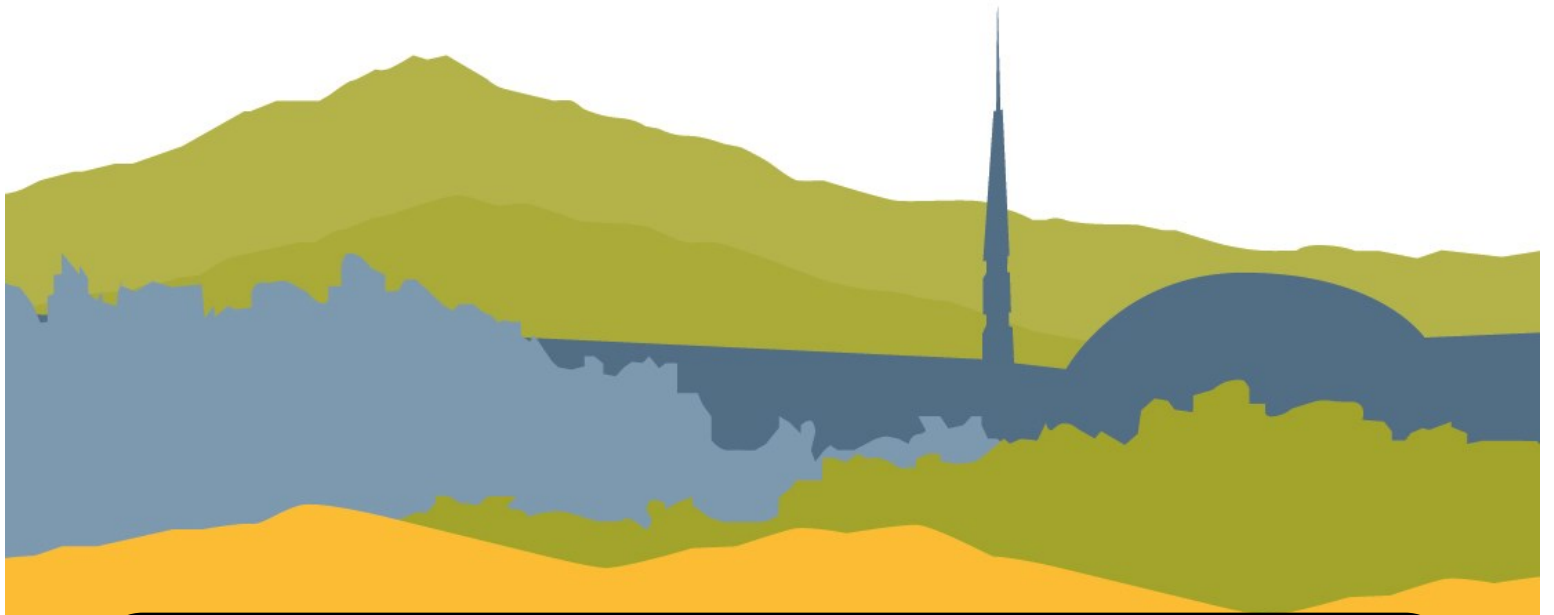


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

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**AUGUST 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



With school starting at the end of the month, libraries were busy squeezing in some last programs and fun!

A huge project and the major highlight of the summer was MCFL's participation in a statewide Lunch at the Library grant. The library partnered with five lunch sites throughout the county to provide free books for home libraries and craft programs. An essential part of our commitment to providing equitable services and programs for children and families!

West Marin Reads program wrapped up with an end of summer celebration in Bolinas and Pt. Reyes. The West Marin Libraries each had a collective reading goal of 500 books, with hand painted signs around town to show progress, and book titles written on leaves in the library. There was also a collaboration with the local Bolinas-Stinson summer camp, a sweet way for families to connect to the library and the wider community.

Novato Library hosted a Dog Photography program with the Marin Humane Society and a photographer from the Marin IJ. Children were invited to take selfies with the dogs while learning about photography. It was a wonderful event, and the kids had a blast!

Risa Lenore of Jelly Jam Puppets brought her magic to four Marin County libraries this summer, engaging children and families with stories, songs, and handmade puppets. This beloved performer always draws a crowd and families always leave happy!

Fairfax Library celebrated the end of summer vacation with an annual tie dye party outside under the beautiful oak trees. Families were able to tie dye a garment, learn simple backstrap weaving, play lawn games and enjoy snacks. This event is a wonderful community connector, as families get to catch up before the start of the school year.

(Continued on next page)

# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services (Continued)

South Novato prepared students with a back-to-school scavenger hunt and book display. This is a fun way to get kids excited about heading back to school and a reminder that the library is an essential part of learning and discovery.

The library had a presence at the Inverness Fair this year with nature crafts and face painting which was so fun and so special to have as a free offering! There were some very appreciative, (biodegradable) glittered and glammed out kids by the end of the day!



## Teen Services



This summer the Teen Services Committee focused on participating in the County-wide Summer 2024 Career Explorer Program. This initiative offered young individuals a chance to explore careers in local government and non-profits through rewarding eight-week paid internships across the county. Four libraries - Fairfax, Novato, South Novato and Point Reyes - participated in this enriching program. During the first two weeks the youth met at the Civic Center and were involved in developing skills such as leadership, teamwork, emotional intelligence, and communication. In the program's second phase, the libraries' interns reported to the branches for the remaining six weeks. The hands-on experience was designed to provide them with valuable insights into the operations of local government, setting them on a path to success in their future careers.

At the Fairfax Library, interns Diego and Angel assisted with programs for adults and children, examined and inventoried the children's collection, and generally helped out around the library. At Point Reyes, teen intern Sam helped make 67 book bags for the local kindergarten and first grade and helped audit and weed our teen book collection. Sam also helped make a teen book display, wrote book reviews, and helped out at our summer lunch at the library. At South Novato, intern Angi inventoried and cleaned books, and shadowed each library employee over the course of their day to learn more about working in a library. She also created a book display about nail art (one of her own interests) and ran a program to do nail art for patrons. Te'Jon helped Novato Library shelve books and DVD's, pull books for weeding and de-newing, helped package and label seeds for the Seed Library, and assembled crafts kits for children and teen departments.

## Adult Services



On August 1, Fairfax Library offered a summer concert featuring the Poetic Ruckus String Ensemble, a dynamic string ensemble made up of four creative and soulful musicians. Their vibrant original tunes incorporate a kaleidoscope of genres, including Klezmer, Blues, Jazz, Improvisation, Classical, Folk, Rock and Roll, and Baroque. An ensemble since 2017, Poetic Ruckus features the talents of Julie Egger on violin, James Mosley on guitar, Michele McCulloch on cello and Patrick Kelly on stand-up bass. Fairfax also hosted the the Marin Poetry Center's Traveling Show on August 3, featuring readings by local poets Cathy Shea, Sandy White, Prartho Sereno, Diane Frank, and Donna Emerson.

Novato Library hosted Knitfest and Family Game Night, both activities offering library patrons drop-in opportunities to socialize and chat others with the same interests. West Marin Libraries continue with their craft programs, offering a Mending Circle at Inverness, a Sewing Workshop and Collaging with Lisa Doron at Stinson Beach. Fairfax Library also hosts a monthly Fabric and Fiber Makers' Club - Club de Aficionados de Telas y Fibras for all Quilters, Sewing Sirens, Mending Divas, Knitters, Spinner and Crocheters to bring their project(s) to work on in a fun and lively social environment and share their knowledge and expertise!

Civic Center Library offered veterans an opportunity to meet with a volunteer veteran to discuss veterans' benefits including: health care, disability compensation, vocational rehabilitation and employment, education and training, and VA life insurance through their Veteran's Resource Center on August 14.

Marin Master Gardeners presented two workshops this month: Understanding and Maintaining Your Irrigation System at Civic Center and Groundcover Plants Serving Many Purposes at Fairfax.



# Collection Development & Management

## Collection Development and Management

The selectors are fine tuning Collection HQ modules such as popular authors and rebalancing collections. This is an important step in continuing to enhance the floating collection so that the collection is always fresh and relevant for our patrons.

## Digital Library

The team launched a dedicated webpage for the [Corte Madera Library Improvements \(marinlibrary.org/cma-upgrades\)](https://marinlibrary.org/cma-upgrades) which will include improved paths of travel around the library grounds, electric vehicle chargers, a new heating and cooling system, and new bathrooms. The page provides members of the public with a one-stop place to get all the information for this project including scope of work and impact to the public. It also features a gallery of renders, schematics and plans.

## CORTE MADERA LIBRARY IMPROVEMENTS

Project Dates: June 2024 - Early 2025

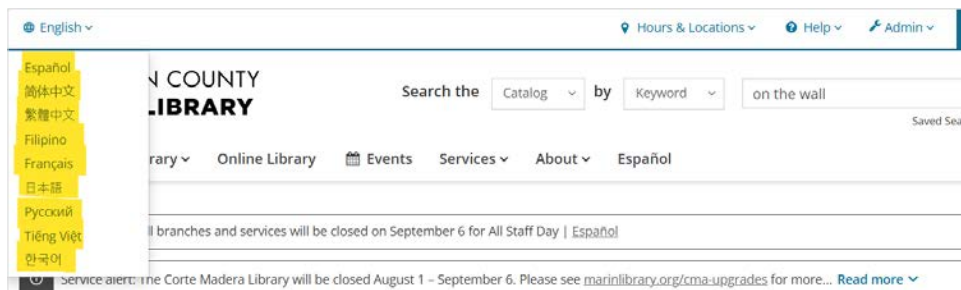
### ABOUT THE PROJECT



The Corte Madera Library will receive a variety of upgrades over the next few months. The work will include improved paths of travel around the library grounds, electric vehicle chargers, a new heating and cooling system, and new bathrooms.

The project is estimated to cost \$2.3 million and will be funded through the Corte Madera Library Accessibility Fund, Marin County Free Library Measure A funds, and the Climate Action Plan Fund.

The team also facilitated the introduction of a new feature in BiblioCommons. The BiblioLanguages module supports multiple languages in the catalog and the app. MARINet implemented it and there are now 10 languages that users can select from. This supports MCFL's 5-year AntiRacism and Equity Strategic Plan by celebrating diverse perspectives and our differences while promoting affirming environments for everyone. The team is proud to have participated in this process and have made the BiblioCommons staff aware that we support extending this feature out to the website as well.



## Educational Equity

### West Marin

Four West Marin Staff (representing Bolinas, Stinson Beach, and Point Reyes) attended the Northern California Puppet Festival's Educator's Day. Annemarie, Lily, Sophie, and Vanessa learned how to incorporate puppetry and puppet joy into library programming, outreach and storytime.

Point Reyes was fortunate to onboard Samatha as a Career Explorer this summer. She and Webstar Elena worked on weeding and tidying the teen area, creating beautiful displays, providing invaluable assistance with summer lunch activities at West Marin School, and assisting with other special projects. We are so grateful for their enthusiasm and dedication this summer.

West Marin held a Summer Reading celebration at Bear Valley Picnic Area on Saturday, August 24. The Bookmobile, Point Reyes National Seashore Association, and Parent Services Project "Baby Gym" all collaborated to offer nature-based crafts and activities, facepainting, stories, books and outdoor play. The highlights were a visit from two horse-mounted rangers and a delicious and colorful selection of paletas!

Reading on the Ranches completed another successful summer providing mobile library service to the most rural families in West Marin. Longtime Reading on the Ranches veteran JoAnn Kempf was accompanied by 3 teen interns, who enthusiastically selected hundreds of books for checkout from the Point Reyes Library. Along with Librarian Alex Porrata, they visited multiple ranches and the the West Marin School summer camp, bringing books and library joy to children and families.

MCFL partnered with Marin County Parks to provide Park Adventures (free trips that included transportation, lunch and activities) for families from the following areas: Bolinas, Marin City, Novato, Pickleweed, Point Reyes, and South Novato. Families served by the Bookmobile and the Learning Bus were also included this year. 268 people total visited the following four locations: Alcatraz, Angel Island, McNear's Beach Park and Presidio Tunnel Tops. Almost all the participants reported visiting these locations for the very first time, learning about local history and making connections with each other. One family reported having their very first ferry ride!



(Continued on next page)

# Educational Equity (Continued)



## South Novato

**Story Walk** - The family story walk was a program in partnership with Blue Point conservation. The learning objective was: Learn about the importance of our wetlands and our relationship with water as a vital element. During this activity we read the book *Agua, Agua / Water Little Water* by Jorge Tetl Argueta, illustrated by Felipe Ugalde Alcántara, while we walk along the Novato Baylands in Hamilton. We identified several species of plants and animals, and we learn about the importance of the marsh restoration.

**Farmers Market** - The Farmers market is a space where we are promoting our library programs and materials in our neighborhood once a month. We also promote and share information about the Friends of Novato Library.

## Marin City

Late July and early August are great times to venture out into our community and explore. We closed out our Summer by hosting 2 trips: one with the Marin County Parks Department to Angel Island. To learn about the checkered history of immigration on the West Coast. In early August, we joined the Learning Bus on a trip to the Bay Area Discovery Museum! As the kids discovered climbing gyms, model streams, and the fun of running up and down ramps.

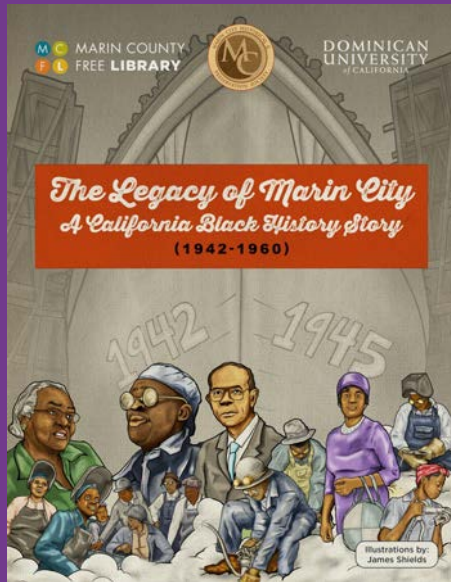
In mid-August we saw the culmination of our children's area butterfly project. Thirty-odd new residents of Marin City [Painted Lady Butterflies] winged their way into the community on Saturday the 10th. We've all had a wonderful time watching them grow and change and asking lots of questions about butterflies!

The school library staff have been dutifully working on the task of merging both the elementary and middle school libraries into one space. It was a joy to see students dive back into reading, learning, exploring and creating! The School Staff are looking forward to focusing on information literacy with students: how to use the library, how to find reputable sources of information, and how to find just the right book to spark young imaginations!

Marin City's Back to School Celebration in Rocky Graham Park was a success! We were able to give away lots of books for kids and families to build home libraries through the Book Rich Environment Initiative partnership we have cultivated with The National Books Foundation! We had a chance to meet some parents, high-five some students, and celebrate the joy of learning, Marin City style!



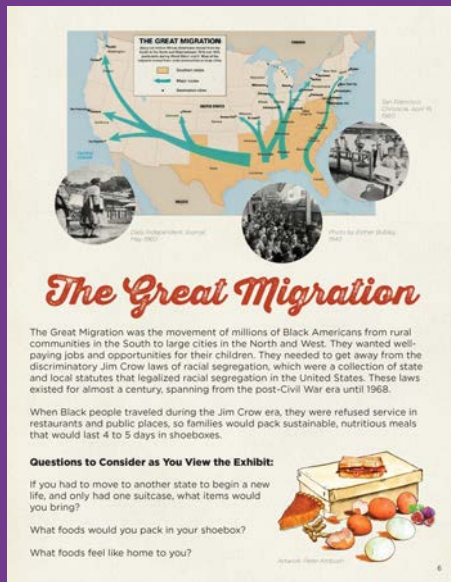
# Communications & Publicity



August has been an exciting month filled with big projects for our small but mighty team! We proudly designed and distributed a vibrant 16-page booklet to celebrate the Legacy of Marin City exhibit, now showcased in all ten branches of the Marin County Free Library. This booklet brings to life the rich history of Marin City, focusing on the Black American experience from 1942 to 1960, including the Great Migration, wartime contributions, and the lasting cultural legacy. Be sure to pick up your free copy at any MCFL branch or [download it online \(marinlibrary.org/marinship\)](https://marinlibrary.org/marinship).

In addition to the booklet, we've been busy keeping everyone updated on the Corte Madera Library improvements through our website, newsletter, and social media. We're also gearing up for this year's All Staff Day! Our blog posts and booklists have something for everyone—Back to School, Last Weeks of Summer in Marin County, Kids of the Bolinas Library Interviews, Election Reading List, End of Life Planning Resources, Celebrating James Baldwin, The PEN/Hemingway Award for Debut Novel, new titles for children, teens, and adults, and many more. Explore this wonderful content by checking out our [Staff Lists \(bit.ly/3IQuwbf\)](https://bit.ly/3IQuwbf) and [Staff Blogs \(bit.ly/4e5A5R2\)](https://bit.ly/4e5A5R2)

On social media, we've kept the community buzzing with posts celebrating National Book Lovers Day, hoopla's STEM/STEAM collection, back to school resources, one-on-one tech help, free showers at Fairfax Library, Marin City Library's butterfly project, and much more! Stay informed and join the fun by following us on [Facebook! \(facebook.com/marincountyfreelibrary\)](https://facebook.com/marincountyfreelibrary)



It's almost time to go back to school! To help you prepare for the upcoming year, we've compiled some tips to ensure you and your family start the back-to-school season with a positive mindset and perhaps some new goals. So, grab your notebooks and take note of your favorite resources below.

## Preparations & Goals For The School Year

### Preparations

- **School correspondence:** You may have received some communications from your school in person, through the mail, through an app, or by email. Be sure to read everything they send your way because it's likely include information on minimum days, school closures, supply lists, special activities, and more. That being said, if your child attends a public school and needs school supplies and you cannot obtain them for financial reasons, notify your teacher before starting school or contact the Marin County Office of Education.
- **Attend a Back-to-School Night:** Did you know you will receive some of the most important information about your child's school year, including homework expectations, grading, teacher policies, and how to get help, at Back to School Night? If you can only make one meeting this year, attend Back to School Night!
- **The day before the first day of school:** Make your lunch the day before instead of waiting for the morning of your first day of school! Pick your backpack in advance and check those lists to ensure you're not missing anything you need for the first day. Pick out your outfit and remember to bring layers or a light jacket.



## **PERSONNEL UPDATE**

Please congratulate the following staff members on promoting/transferring to new positions and joining Team MCFL!

**Charmaine Bonner, Librarian II (Marin City)**

**Melissa Cervantes, Library Assistant I (Corte Madera)**

**Mary Lee, Library Aide (Novato)**

**Rowan Tabor, Library Assistant II (South Novato)**

**Jessica Trenary, MARINet Systems Administrator (MARINet)**

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

Library Assistant 1 (2): 1.0 FTE Fairfax, 1.0 FTE South Novato

Librarian II: 1.0 FTE Anne T. Kent California Room, Civic Center

Librarian 1 (2): 1.0 FTE Anne T. Kent California Room, Civic Center; 1.0 FTE Marin City

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



*New MCFL employees at the Inverness branch of Marin County Free Library.*

In August, we welcomed our second cohort of new employees through our library orientation program. 15 MCFL employees spent two full days together, visiting all ten library branches, our administrative offices and learning about County benefits and library programs, services, and new Anti-Racist and Equity Strategic plan. Congratulations to our new team members for joining an amazing team and special thanks to our administrative and executive team staff in organizing this welcoming effort!

Our Corte Madera Library has been closed for the entire month of August due to facilities work needed. Originally slated to be closed for the month of August, that closure was extended through September 22 to ensure a better library experience for patrons and staff upon reopening. Facility work will continue on the property through December 2024, with a completion date of early 2025 for the project.

(Continued on next Page)

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

(Continued)



Our communications team has been hard at work in sharing updates about the project with Corte Madera Library cardholders through library newsletters, website updates and social media. Funding for this project comes from a variety of partnership sources – Measure A funding, Climate Action Plan funds, as

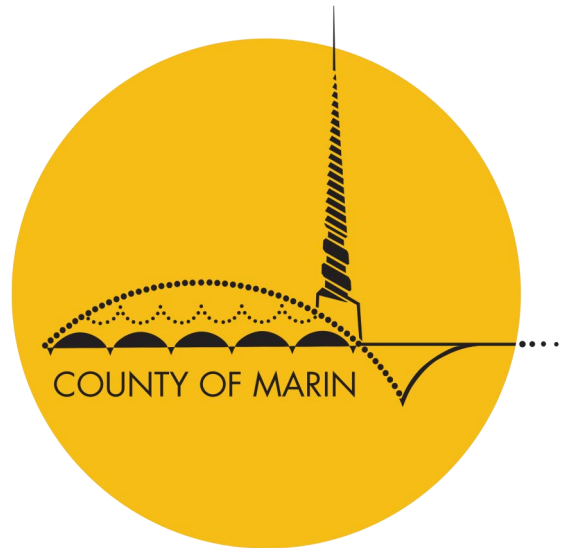
well as accessibility funding through our Department of Public Works. The project includes a beautification and accessibility project for the outdoors, which will include a water feature, drought-resistant plants, and American Disability Act paths of travel. We will also transition to the installation of single staff restrooms from traditional gendered bathrooms and install Level 2 EV chargers on the property, adding two additional parking spots to a heavily used parking lot. Corte Madera will also have a long-awaited heating, ventilation, and air conditioning system installed.

For an overview of the project and construction updates, please visit [marinlibrary.org/cma-upgrades](https://marinlibrary.org/cma-upgrades) throughout the life of the project and thank you to our community members for the funding of Measure A and B to support these facility improvements!

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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# MARINet Board Meeting Minutes

Thursday, June 6, 2024



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

## **Present:**

Board Chair: Lana Adlawan (MCFL)

Board: Gary Gorka (Dominican), Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Catherine Quffa (San Rafael), Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Guests: Katrina Sadler, MCFL Library Services Manager

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*) – Chambers noted his name is misspelled in section D. With that change noted, **Chambers moves to approve the May 2, 2024 meeting minutes, Kenton seconds. Unanimously approved by a voice vote.**
  - B. Board Resolution - Designation of a Fiscal Agent (*Action*) – **Quffa moves to designate MCFL as MARINet’s Fiscal Agent for FY24-25, Chambers seconds. Duran (Belvedere Tiburon) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
  - C. MNet Working Groups - In Person Recommendation (*Discussion*) – Trenary gathered feedback from the Circulation Working Group regarding their opinions on holding in-person meetings at least once a year. With this insight in mind, the Board asked the working groups to meet at least once a year in person. The Board requested MARINet to purchase lunch for the group once a year. Trenary will inform the groups and plan the lunches with the Chair of each working group. The budget will be allocated from MARINet’s “Conferences & Training” budget.
  - D. Artificial Intelligence Conference Report (*Discussion*) – Kenton and Trenary shared their experiences at the California State Library hosted summit, "Artificial Intelligence (A.I.) in Libraries" in Sacramento on April 26, 2024. The summit focused on understanding the impact of A.I. on libraries, addressing concerns like data privacy, bias, and the digital divide, and exploring how libraries can support their communities and develop policies for the responsible use of A.I. Trenary suggests that MARINet update the MARINet Privacy Policy, which is an outward facing policy for patrons posted on the MARINet website and last revised in 2016. MARINet will also work with Marin County and IST, to get more information about their A.I. policy. Gorka shared that A.I. is having a large impact on education and Dominican Library Staff are currently using A.I. as tool. Chambers is encouraging staff to engage with A.I. Hill has found it helpful in cataloging

questions and the Larkspur Library is starting an A.I. club for teens and will have programming for A.I. “beginners.”

E. Board Task Forces (*Discussion*)

- Staffing Task Force (Adlawan, Gorka) – Adlawan updated the group. The MARINet Systems Administrator position will open for internal candidates from June 11 to June 18. Interviews will be held in July. Board inquiries about participating in the interview panel or suggestions for interview questions should be sent to Adlawan.
  - Org Restructuring Task Force (Adlawan, Quffa, Hill, Gorka) – The group is exploring alternative methods to align the cost-sharing formula and MARINet budget with the actual usage of the system and staff.
  - Collection Development Task Force (Chambers, Brenner, Frye, Adlawan) – Quffa asked the group about the benefits and drawbacks of each library having their own unique collection policy as well as their own method of “request for reconsideration” type policies and forms. This may be an area for future collaboration. Guest Katrina Sadler, MCFL Library Services Manager, joined the meeting to discuss MCFL’s program of leasing materials through Baker & Taylor (B&T). Sadler shared how the program works and the pros and cons and MCFL’s spending. MCFL focuses on four main areas for leasing titles: bestsellers (most popular titles), lucky day (copies that do not allow holds and do not float from MCFL branch to branch), large type, and items for the MCFL Bookmobile. Brenner asked if there was room to negotiate with B&T if all of MARINet joined. Sadler thought the “points” system that B&T uses for leasing isn’t as negotiable as the cost of individual items. Brenner asked if other vendors also offered leasing. The group thought Brodart and Ingram had in the past, but do not any longer. The Board thanked Sadler for that information.
- F. Brainfuse HelpNow Subscription (*Discussion*) – Trenary gathered information about a possible MARINet-wide Brainfuse subscription. MCFL plans to continue with a subscription after the CA State Library supported subscription ends in August. The Board would like more information about the cost for a MARINet-wide subscription for all modules. They would like more information about CollegeNow. Chambers wanted to know if Brainfuse collects satisfaction surveys from patrons using the tutoring service. Board will vote on subscription addition at the August 1<sup>st</sup> Board meeting.
- G. Cancel July 4th Meeting (*Action*) - **Brenner moves to cancel the July 4<sup>th</sup> MARINet’ Board Meeting and resume monthly meetings in August 2024, Kenton seconds. Unanimously approved by a voice vote.**
- H. MVY Budget Priorities/Annual Plan (*Discussion*) – Brenner shared Mill Valley’s budget priorities for the upcoming fiscal year. The Mill Valley Library Trustees are working closely with the Mill Valley Library Staff on a new strategic plan.

# MARINet Board Meeting Minutes

Thursday, June 6, 2024



- I. Chair Reflection (*Discussion*) – Adlawan noted the accomplishments of the last 18 months, which included implementation of BiblioCommons Check-out and BiblioCommons Analytics, the Board’s work with the consultants, implementation of a record retention policy, the award of the CENIC refresh grant, MARINet’s codified purpose and principles, a new 4-year contract with Innovative, additional funds for Overdrive and more. She thought many of the projects were successful, but internally focused on the organization. She hopes the MARINet Board in the coming year can focus on projects that are outwardly facing and specifically benefit the community. She also proposed that the MARINet Board might consider meeting every other month, possibly including more working lunches. The Board and Trenary thanked Adlawan for her dedication to MARINet and her leadership as Chair.

## IV. Standing Agenda Items

- A. Equity Discussion (*Discussion*) – The Org Restructuring Task Force shared a draft definition of equity based on the Board’s responses to the Task Force survey. Board members are encouraged to send their thoughts to Trenary, who will bring those ideas to the Task Force. The draft will be brought back to the August Board Meeting.
- B. Systems Administrator Report (*Discussion*) – Trenary noted that Innovative is making progress incorporating their new discover layer, Vega, into Link+. Eventually Vega libraries will be able to add Link+ search results into their catalog. BiblioCommons will have Apple Wallet integration, which will allow patron’s library cards to be part of their Apple “wallet.” Trenary shared that there is a new BiblioCommons home page in beta. She also noted that she will be out of the office from June 20<sup>th</sup> to July 1<sup>st</sup>. Dan McMahon, former Sys Admin, will be covering.
- C. Library Announcements (*Discussion*) –
  - Kenton – Discussed library programming at San Anselmo.
  - Quffa – San Rafael’s City Council voted to place a citizens’ initiative on the Nov. 5 ballot to support construction of a new city library and community center.
  - Chambers – New Children’s Librarian should be starting soon.
  - Adlawan – Hired a new Assistant Director, Dr. Juliet Schiller.
  - Brenner – Installing their new “privacy pod” which will allow patrons to have privacy space to make sensitive phone calls, or have a job interview, or hold a 2-person meeting.
  - Hill – Hired a new Librarian, Chantal Cong-Huyen.

Adlawan adjourned the meeting at 11:50 a.m.

*Minutes respectfully submitted by Trenary*