

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, October 9, 2024
4:00 p.m.

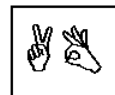
Anne T. Kent/Map Annex Room
1600 Los Gamos Drive, Suite 182, San Rafael, CA 94903

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

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

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

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00pm	1. Call to Order	Ream	Action
	2. Welcome and Introductions	Ream	Information
	3. Approval of Agenda	Ream	Action
	4. Approval of August 16, 2024 and September 13, 2024 meeting minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for August and September	Ream	Information
	8. Director's Report for September	Adlawan	Information
	9. Announcements	Ream	Information
	10. New Business		
	a. Presentation and Tour of Map Annex & Collection	Livingston	Information



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 August 16, 2024 and September 13, 2024
8. Library Director's Report for September

Unnumbered Attachments:

MARINet Board minutes of September 5, 2024 held online and at Library Tech Board Room

Marin County Free Library

3501 Civic Center Drive, Suite #414, San Rafael CA 94903

www.marinlibrary.org

Brown Act:

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

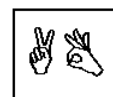
The teleconferenced meeting must meet the following requirements:

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

Meeting Locations

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

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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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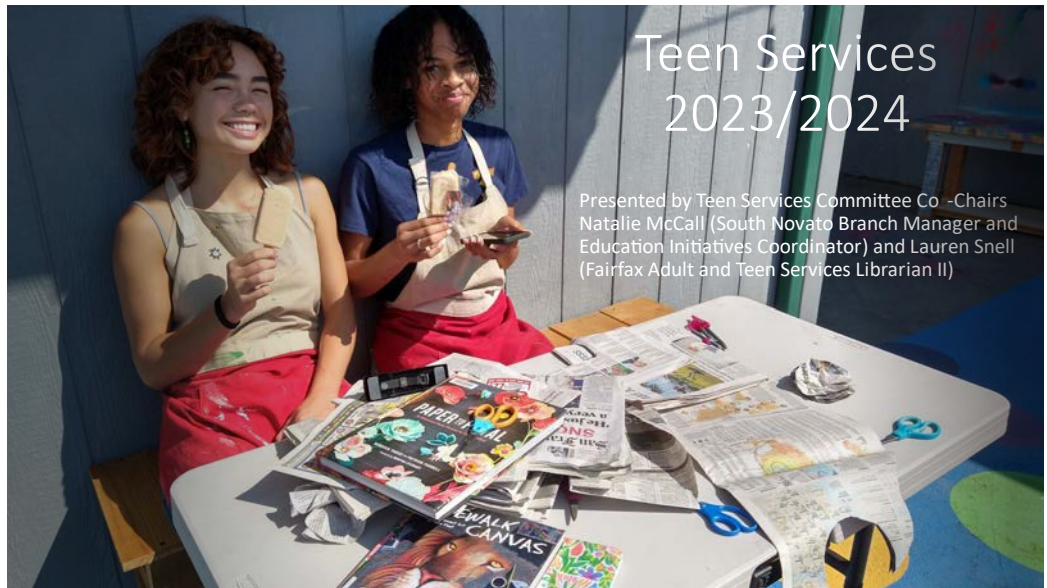
Also Present

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 Coord. 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.

- programing
- (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 21st century.



What's happening with
teens in the branches?



Leadership



Displays



Collection (Video Games)



The Spire





Career Explorers

Teen Leadership:

Volunteers and
Teen Advisory
Group



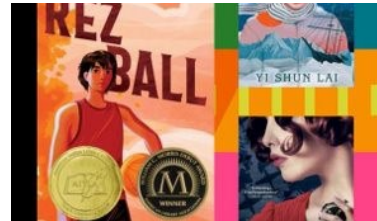
Homework Helpers



Rainbow Resource Club



||| Literature Review



Looking Forward!



Building Connections within TSC



Teen Leadership



College and Career Readiness



Mental Health Kits





Thank you!

Questions?



M C MARIN COUNTY
F L 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

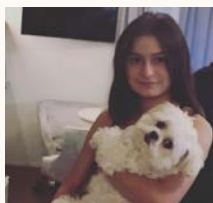


ELENA RODONI

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



FAREWELL 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.



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



TEEN ENGAGEMENT IN THE COMMUNITY & AT THE LIBRARY

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!



12

SUMMER PROGRAMING



Reading on the Ranches kayaking trip



Lunch at the library

13

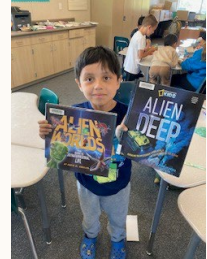
GOING ON ADVENTURES



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, INVERNESS, TOMALES, AND BEYOND EVERY WEEK. ¹⁶



LUNCH AT THE LIBRARIES WITH OUR TEEN HELPERS ¹⁷



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 Wayne



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**

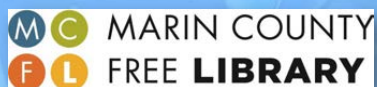


MARIN CITY WEBSTARS: IN THE LAB



- **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



The Lab Program and Services:
Etienne Douglas or Rashida Skaar
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.

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**.

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, September 13, 2024

(1) **CALL TO ORDER**

Meeting was called to order at 4:02 pm. Lana thanked Ann for being able to start the meeting. Ann called the meeting to order began the meeting by welcoming everyone in attendance. Also spoke to the email Sue had sent to the commission about the Library at the Marin County Fair and the joy it had brought. Went around the room to do introductions.

(2) **ROLL CALL**

In Attendance

Ann Kaplan
Crystal Lewis

Nick Javaras

Glynda Christian

Absent with Notification

Sue Ream
Ted Ridgway
Alison Blume

Linda Ward
Amelia Lahn

Claudia Wilson
Sally Hauser

Absent Without Notification

Anya Schandler

Also Present

Lana Adlawan, Director of County Library Services
Juliet Schiller, Assistant Director of Support Services
Ahmad Mezra, Library Services Manager/Public Services
Brandon Barragan, Library Technology Program Coordinator
Leslie Galiani, Administrative Services Manager
Leching Chan, Administrative Services Technician
Gina Turrini, Administrative Assistant I
Brian Campbell-Miller, Librarian I/Youth Services – S.Novato Library
Doug Sides – Member of the Public

(3) **Overview of The Shop – Brandon Barragan introduced The Shop and giving the commission a tour of the space. Explained the tools available and the program levels for usage. Answered questions on what can be made, safety, programs and more.**

- (4) ADOPTION OF AGENDA M/S/C – No Quorum
- (5) ADOPTION OF August 16, 2024 MINUTES M/S/C – No Quorum, minutes adoption moved to October 2024 meeting
- (6) OPEN TIME FOR PUBLIC EXPRESSION – a member of the public Doug Sides introduced himself and said this was one of the first times he'd been to The Shop and was excited to learn about it and what the library provides.
- (7) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (8) PRESIDENT'S REPORT AUGUST – Sue Ream was unable to attend. Report moved to October Meeting.
- (9) OLD BUSINESS
 - a. By Laws – Lana Adlawan gave a update regarding quorum and the question of proxy voting. We must follow the Brown Act and anything that requires a vote must be done during a public meeting. The commission cannot do proxy or online voting.
- (10) NEW BUSINESS
 - a. Measure A/B Fund Review – Leching Chan and Leslie Galiani presented to the board the current status of funds and upcoming spending for capital improvements and beyond in next fiscal year.

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 Expended to Date	Remaining Balance
									FY22	FY24	FY23		
54LP13HVAC	LBP707	PROFSVCS	24826631	522510	Plumbing labor	NON PO	Marin H2O, Culligan Inc	\$ 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	Asbestos Oversight-Drywall & Monit.	32500699	Deignan, Monte J	\$ 5,080.00					
								\$ 21,653.50	\$ 2,250.62	\$ -	\$ -	\$ 2,250.62	\$ 19,402.88
54LP13HVAC	LBP707	CONSTRUCT	24826631	540210	Commercial Fire Alarm Svcs	NON PO	Advanced Security Sys	\$ 3,346.50		\$ 3,346.50		\$ 3,346.50	\$ -
												\$ -	\$ -
												\$ -	\$ -
												\$ -	\$ -
								\$ 706,346.50	\$ -	\$ 3,346.50	\$ -	\$ 3,346.50	\$ 703,000.00
54LP13HVAC	LBP707	MISC	24826631	522310	30 Minutes 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 Moving / Supplies	NON PO	Ahmed's Moving Expre	\$ 1,454.84	\$ 1,454.84			\$ 1,454.84	\$ -
54LP13HVAC	LBP707	MISC	24826631	522310								\$ -	\$ -
								\$ 5,000.00	\$ 1,836.20	\$ -	\$ -	\$ 1,836.20	\$ 3,163.80
54LP13HVAC	LBP707	PWLABOR	24826631	561110	DPW Labor QTR 1-4 FY 22/23		DPW Labor	\$ 117,000.00				\$ 38,449.60	\$ 78,550.40
54LP13HVAC	LBP707	PWLABOR	24826631	561110	DPW Labor QTR 1-4 FY 23/24		DPW Labor			\$ 51,652.01		\$ 51,652.01	\$ (51,652.01)
												\$ -	\$ -
												\$ -	\$ -
								\$ 117,000.00	\$ 51,652.01	\$ 38,449.60		\$ 90,101.61	\$ 26,898.39

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	FY22	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
Total Costs:							\$ 850,000.00	\$ 4,086.82	\$ 54,998.51	\$ 38,449.60	\$ 97,534.93	\$ 752,465.07

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 1 MIL	BUDGET 22/23 1 MIL	BUDGET 21/22 1 MIL	BUDGET 20/21 2 MIL	BUDGET 19/20 500K	BUDGET 18/19 500K	Total Expanded FY 18/19 to 24/25
		CONSTRUCTION PROF. SRVC. MISC		\$ 900,000.00 \$ 75,000.00 \$ 25,000.00	\$ 900,000.00 \$ 75,000.00 \$ 25,000.00	\$ 900,000.00 \$ 75,000.00 \$ 25,000.00	\$ 400,000.00 \$ 75,000.00 \$ 25,000.00	\$ 400,000.00 \$ 75,000.00 \$ 25,000.00	\$ 400,000.00 \$ 75,000.00 \$ 25,000.00	
54LP05ROOF	Novato Measure A Project	Professional Services 522510			\$ 7,472.00	\$ 26,540.00	\$ 23,651.45			\$ 63,563.45
		Construction 540210			\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.63		\$ 586,657.33
		Miscellaneous Costs 522310								\$ -
	Project Completed	DPW Labor 561110			\$ 8,112.00	\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$ 131,962.48
					\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 85,333.91		\$ 784,183.26
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510			\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		\$ 127,754.30
		Construction 540210	\$ 3,815.00	\$ 56,646.20	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20		\$ 1,341,168.90
		Miscellaneous Costs 522310			\$ 7,335.64			\$ 279.38		\$ 7,615.02
		DPW Labor 561110			\$ 10,072.00	\$ 85,494.72	\$ 119,676.65	\$ 27,867.41		\$ 243,110.78
			\$ 3,815.00	\$ 56,646.20	\$ 176,746.10	\$ 590,789.31	\$ 749,084.10	\$ 148,578.29		\$ 1,719,889.00
54LP07ROOF	Fairfax Measure A Project	Professional Services 522510			\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$ 55,770.00
		Construction 540210					\$ 41,436.77	\$ 58,980.00		\$ 100,416.77
		Miscellaneous Costs 522310								\$ -
	Project Completed	DPW Labor 561110			\$ 2,376.12	\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 76,360.59
					\$ 10,206.12	\$ 38,511.77	\$ 120,249.31	\$ 65,580.16		\$ 232,547.36
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510		\$ 7,640.95	\$ 5,772.00					\$ 13,412.95
		Construction 540210		\$ 319,926.31	\$ 223,207.80					\$ 543,134.11
		Miscellaneous Costs 522310								\$ -
		DPW Labor 561110			\$ 68,678.61	\$ 41,266.92				\$ 109,945.53
	Project Completed	Transout 580110			\$ (5,545.00)					\$ 5,545.00
					\$ 327,567.26	\$ 292,113.41	\$ 41,266.92	\$ -	\$ -	\$ 680,947.59
54LP13HVAC	Corte Madera HVAC Project	Professional Services 522510	\$ 2,250.62							\$ 2,250.62
		Construction 540210		\$ 3,346.50						\$ 3,346.50
		Miscellaneous Costs 522310	\$ 1,836.20							\$ 1,836.20
		DPW Labor 561110		\$ 51652.01	\$ 38,449.60					\$ 38,449.60
			\$ 4,086.82	\$ 54,998.51	\$ 38,449.60					\$ 97,534.93
	S Novato Measure A Project	Professional Services 522510					\$ 36,000.00			\$ 36,000.00
		Construction 540210								\$ -
		Miscellaneous Costs 522310								\$ -
	Project Completed	DPW Labor 561110					\$ 36,000.00	\$ -		\$ 36,000.00
							\$ 36,000.00	\$ -		\$ 36,000.00
54LPMISC	Measure A MISC Proj	Professional Services 522510						\$ 1,248.00		\$ 1,248.00
		Construction 540210						\$ 23,812.95		\$ 23,812.95
		Miscellaneous Costs 522310								\$ -
	Project Completed	DPW Labor 561110					\$ -	\$ 25,060.95		\$ 25,060.95
							\$ -	\$ 25,060.95		\$ 25,060.95
9/13/2024			\$ 7,901.82	\$ 438,211.97	\$ 519,627.23	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$ 3,585,943.09

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

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)
Total Revenue	\$ (22,733,694)	\$ (21,892,595)	\$ (23,400,779)	\$ (23,186,562)	\$ (23,639,153)	\$ (24,107,388)	\$ (24,592,583)	\$ (25,096,057)
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
Total Expenses	\$ 23,594,993	\$ 25,984,432	\$ 23,270,483	\$ 23,085,759	\$ 23,607,978	\$ 24,196,424	\$ 24,863,743	\$ 25,625,088
Net Library Costs	\$ 861,299	\$ 4,091,837	\$ (130,295)	\$ (100,803)	\$ (31,175)	\$ 89,036	\$ 271,159	\$ 529,031
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%

- b. Facilities Overview – Ahmad Merza and Juliet Schiller presented to the board updates on the construction work within the Corte Madera Library and the timeline of partial opening as well as the complete opening. Outlined setbacks and completion of work so far. This included input from Lana Adlawan and Leslie Galiani on the repairs and points made during the Measure A/B Fund Review. Updates were given for the other libraries coming up in the next few years for updates and repairs.

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Facilities Overview

September 13th, 2024



FACILITY IMPROVEMENT GOALS

MARIN COUNTY BOARD OF SUPERVISORS WORKPLAN
FY 2024-2026

Revamp the interior space for library patrons and staff at all 10 branches in FY 2024 -26, with improvements ranging from new furniture, paint, and accessible technology.



MEASURE B – Approved by voters at 76.59%

Upgrade library facilities



BIENNIAL LIBRARY COMMISSION GOALS FY 202426

Complete a facility assessment of four County-owned branches to identify a Multi-Year Capital Plan for Measure B funds. The priority of improvements will be determined by community need through a racial equity lens. The Library Commission, as the fiscal oversight committee for Measure A and B, will approve an allocation of Measure B funds to complete necessary capital improvements for the library system.

Complete interior refresh project for all 10 branches of the Marin County Free Library system. Upgrades to our spaces include additional support for technology access and use; new furniture, carpet and paint; and flexible shelving to allow for additional program and event space.



Photo by Terry Peck



Overview of Corte Madera Library Improvements

- Project Start: June 2024

- Estimated Cost: \$2.3 million

- Funding Sources: Corte Madera Library Accessibility Fund, Measure A, Climate Action Plan Fund



Ng~ák ~pW~äy

- Pathway Upgrades:

- New accessible concrete paths, sidewalks
- Accessible wooden deck/boardwalk
- New signage, lighting, and metal railings

- Landscaping:

- Drought-resistant planting near decks and walkways
- Sustainable Water Feature in the Garden
- Reutilizing Engraved Pavers purchased by Friends and community members.

- Restroom Upgrades:

- 4 new single-room restrooms, including two family restrooms and one staff restroom
- The Americans with Disabilities Act – (ADA) improvements

- Electric Vehicle Chargers:

- Two Level 2 EV chargers

- Parking Lot Improvements:

- Resurfacing and new parking lines

- Heating, Ventilation, and air conditioning (HVAC) System:

- New heating, ventilation, and air conditioning



Progress Update: Pathways & Entrance

- Concrete entrance and sidewalks have been poured.
- Rough grading for the new path of travel completed.
- Electrical lighting and sprinkler conduit installed.
- Concrete poured at the garden with a bench structure in progress.



Progress Update: Restrooms

- Existing bathrooms removed and rough plumbing completed.
- New concrete slab poured.
- Electrical, framing, and drywall work scheduled for the next two weeks.



Progress Update: Lighting & HVAC Systems

- Drywall abatement completed
- Existing light soffits expanded, framed, and rough-wired.
- HVAC units being installed, drywall installation next week.

 MARIN COUNTY
FREE **LIBRARY**



What's Next?



- ELECTRICAL AND
DRYWALL WORK FOR
BATHROOMS.



- COMPLETE REMAINING
PATHWAYS AND
LANDSCAPING.



- PARKING LOT
RESURFACING AND EV
CHARGER INSTALLATION.



- FINAL HVAC AND
LIGHTING INSTALLATION.

 MARIN COUNTY
FREE **LIBRARY**

VIEWS



BASE / CORTE MADERA LIBRARY
701 HIGHLAND STREET, CORTE MADERA, CA 94025 / DESIGN CONCEPT
AUGUST 8, 2022

/ 4

Communication Efforts

- Created a real-time webpage with current updates and impacts to the community
- Regular community Service Updates
- Branch Newsletters
- All Library Savannah from Lana
- Messages to MARINet Libraries
- Framed renderings and added these to a front-entrance "gallery" for patrons to view
- Listened to comments and feedback from community members
- Press releases in partnership with DPW

*All of our communication efforts will inform future project communications



From May 2024 Multi-Year Capital Plan Review

Total Cost Estimate – Four County Facilities

BRANCH	ESTIMATED IMPROVEMENT COSTS
CIVIC CENTER	\$3,525,088.00
CORTE MADERA	\$5,619,437.00
FAIRFAX	\$4,427,583.00
NOVATO	\$7,000,358.00
TOTAL	\$20,572,466.00

Noll & TamInterior Refresh Project
Implementation in 2025



VIEWS

Thank You!
Any Questions?



- (11) DIRECTOR'S REPORT FOR SEPTEMBER – Report outlined in packet.
- (12) ANNOUNCEMENTS/BOOK RECOMMENDATIONS – NONE

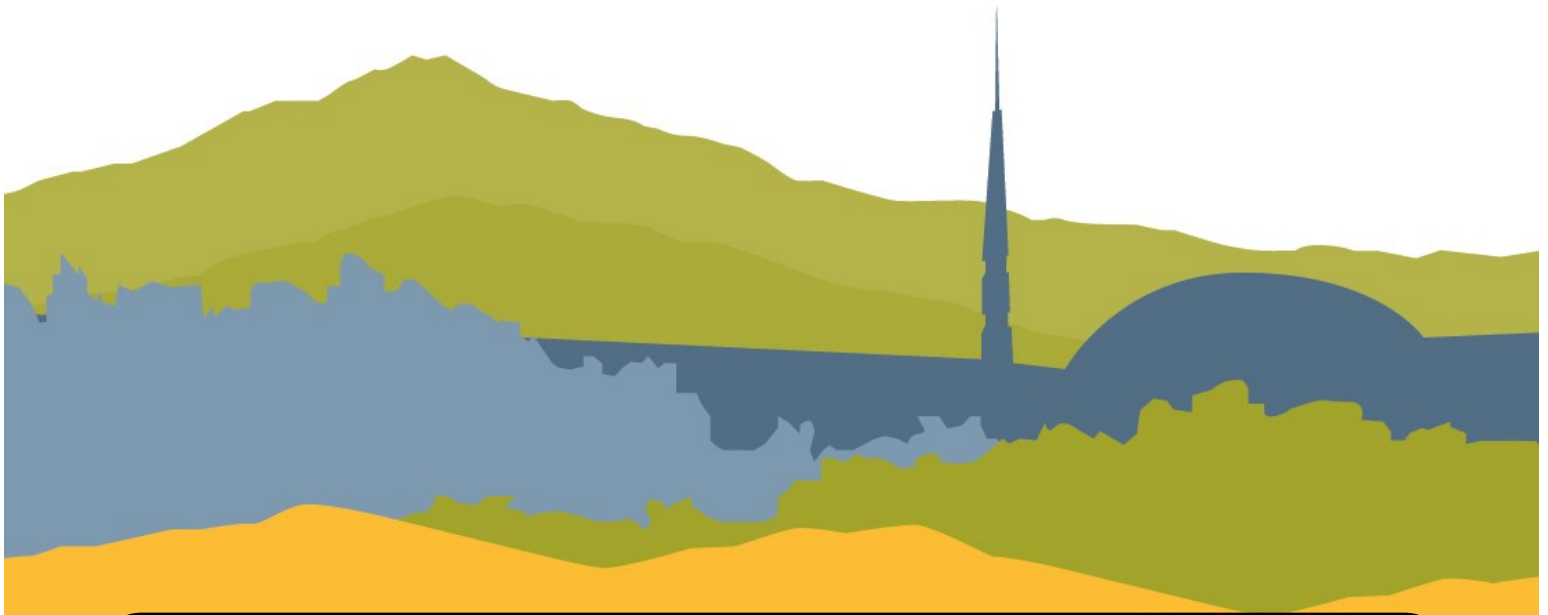
Next Library Commission meeting will be on Wendsday, October 9 at 4pm in the Ann T. Kent/Map Annex Room

- (14) ADJOURNMENT – Meeting adjourned at @ 5:09 pm



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

AUGUST 2024 ACTIVITIES



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

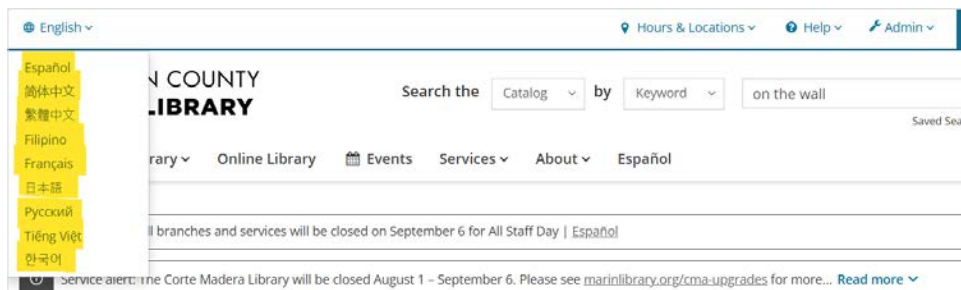
ABOUT THE PROJECT



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 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

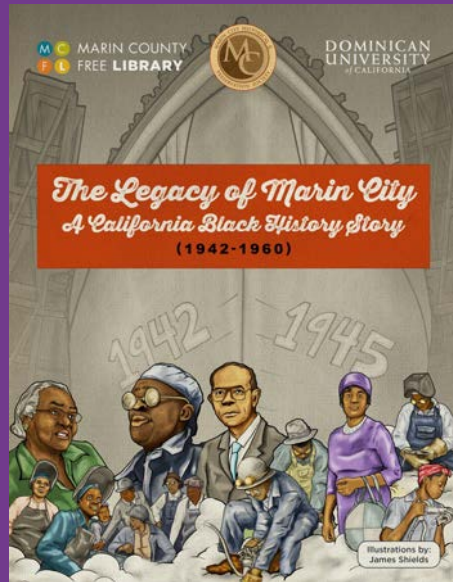
Late July and early August are great times to venture out into our community and explore. We closed out our Summer by hosting 2 trips: one with the Marin County Parks Department to Angel Island. To learn about the checkered history of immigration on the West Coast. In early August, we joined the Learning 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!

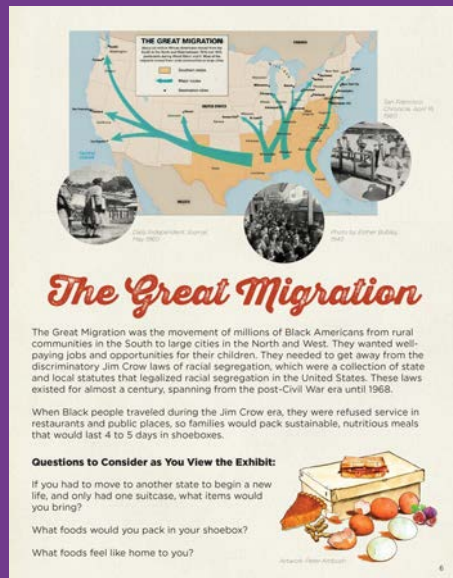
Communications & Publicity



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)





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

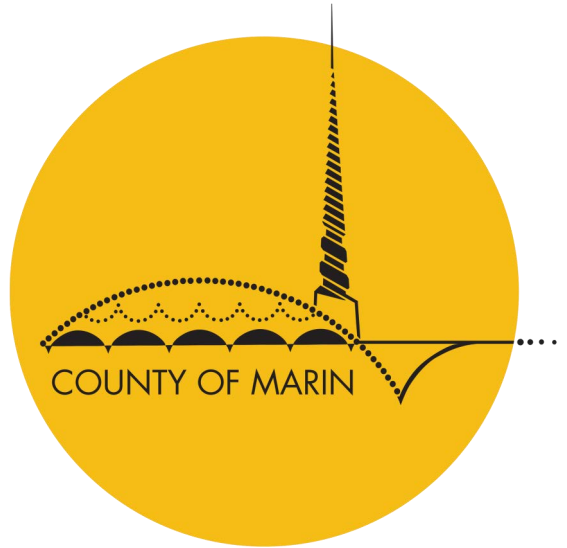
well as accessibility funding through our Department of Public Works. The project includes a beautification and accessibility project for the outdoors, which will include a water feature, drought-resistant plants, and American Disability Act paths of travel. We will also transition to the installation 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 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





COMMISSION MEMBERS:

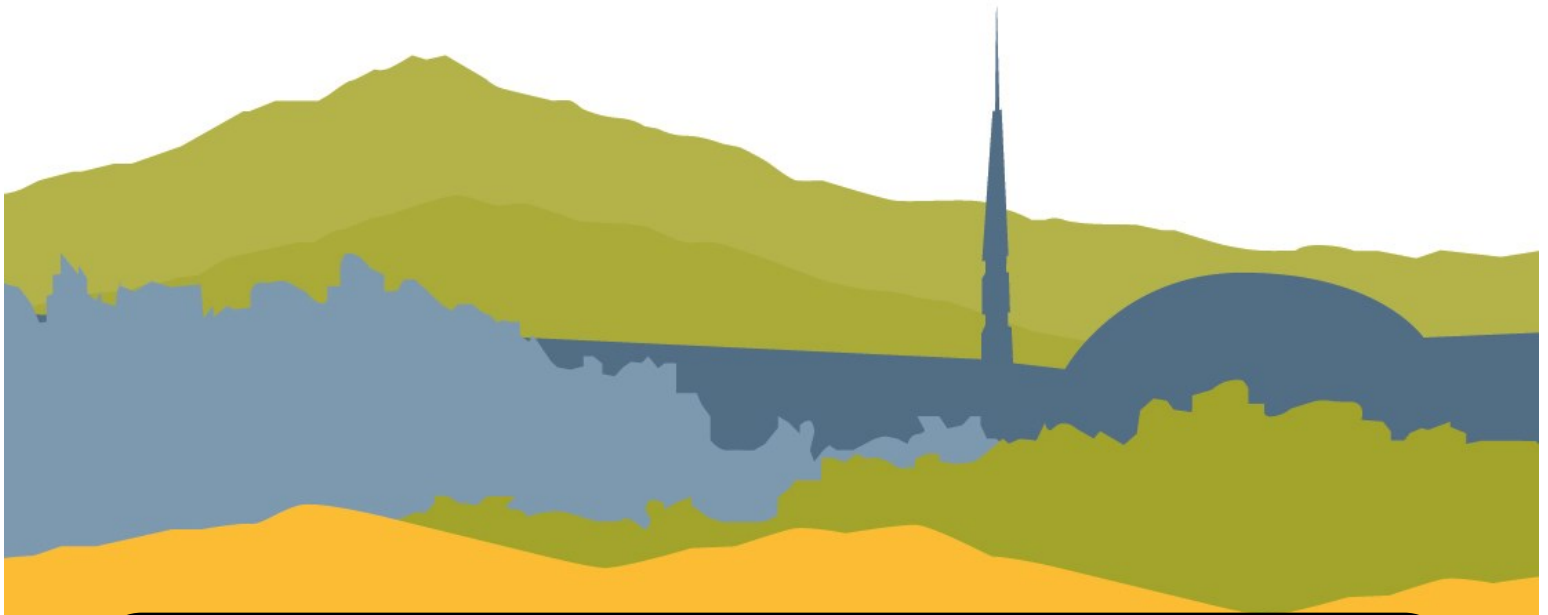
MCFL and the County of Marin

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



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

SEPTEMBER 2024 ACTIVITIES



OUR MISSION:

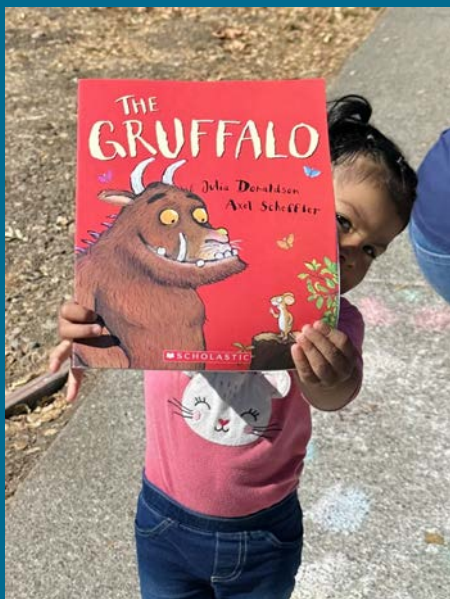
We provide welcoming, equitable, and inclusive opportunities for everyone.

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



***"Summertime done, come and gone, my, oh, my."
- R. Hunter***

A few highlights from the Children's Services Team.

We have some great photos from the Civic Center Team and our outreach event at the Bay Area Discovery Museum on 9/4.

You'll also find the Bookmobile as it celebrates the beautiful end of Summer.

The Learning Bus is back on the road for the new school year. We started classes by focusing on getting to know each other.

They played with letters and celebrated the importance of our names and who we are with a name collage.

We are celebrating Latinx Heritage Month with some wonderful events!

We gathered with the MCFL Team on All Staff Day for valuable professional development intentionally focused on our Strategic Plan.

Teen Services



Homework Helpers have been meeting and organizing through summer for the hand-off from the founding members to the new leadership team. The first sessions at our four branches, Novato, Fairfax, Civic Center, and Corte Madera, will occur during the last week of September or the first week of October. The kids developed content for a permanent web page.

West Marin staff visited Tomales High School and offered an art program to the students that attend the youth center after school. They also started the first collaboration with the youth DJ program at KWMR. The 2nd episode is Halloween themed and we shared spooky stories, costume ideas, and favorite candies. Webstar Lucy participated in all this programming, and Webstar Elena has been helping with reading suggestions for middle grades and writing some great book reviews.

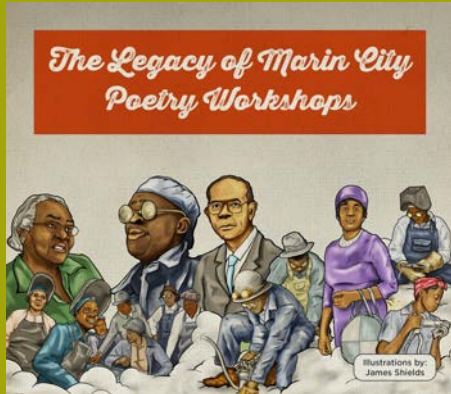


Fairfax Library staff visited Archie Williams High School for their back to school fair. We handed out buttons made with the Library's button maker, got lots of interest in both Homework Helpers and the Spire, and talked to loads of students about what the library can offer, both books and other resources.

Marin City hosted the county's Youth Poet Laureate, Mira Sridharan, along with Ms. Felecia Gaston to discuss our history through a poetic lens. Together, we discussed the struggles and triumphs of those who migrated to Marin City in search of a brighter future. We finished the workshop with a collaborative poem, "What We Carry," and created a vision for the next generation to meet their challenges and come through ever stronger.



Adult Services



Novato Library held their "End of the Summer" party for English Conversation Club and is looking forward to another year of international communication!

In partnership with The Legacy of Marin City Exhibit, two branches hosted poetry writing workshops. Civic Center Library celebrated poet Judy Halebsky with: Poetry of Unforgetting: Writing Place. South Novato welcomed poet Nichole Turnbloom with Looking past, Looking Forward; The People of Marin city: A Poetry in Place Workshop. Judy Halebsky is the author of three poetry collections, most recently Spring and a Thousand Years. Her honors include fellowships from MacDowell, Millay, and the Vermont Studio Center as well as a Graves Award for Outstanding Teaching in the Humanities. She directs the MFA in Creative Writing program at Dominican University of California and lives in Oakland. Nichole Turnbloom works to spark joy, alleviate pain and facilitate connection through creative engagement and movement-- which is not unlike the process of writing poetry.

The Adult Services Committee pulled together their resources (informational and human!) to attend the thirty-sixth annual Marin Senior Fair! This year's theme was "Flower Power: Where Peace and Wisdom Flourish." We gave away free books, shared program and services information, and spread some library joy. This year's fair included 140 exhibit booths presenting important resources and information for seniors, caregivers, and anyone interested.

Fairfax Library presented, "The Fight for the Freedom to Read: Tales from the Front Lines," featuring librarians, Patty Hector and Adam Webb, to hear their front-line and personal stories fighting for the freedom to read at libraries in Arkansas during Banned Books Week. In 2023, Patty Hector, a librarian with 40 years' experience, was fired from her job as the director of the Saline County Library for refusing to censor books that were challenged by local elected officials. For her efforts to combat censorship, she was the recipient of the 2024 Lemony Snicket Prize for Noble Librarians Faced with Adversity. As the President of Advocates for All Arkansas Libraries, Adam Webb has been at the front of the statewide battle to stop book censorship efforts, including being a plaintiff in the case suing the State of Arkansas over censorship laws. Because of his outspoken stance against censorship, Webb's library now faces a defunding campaign that, if successful, will see his budget slashed by 40 percent. Patty and Adam spoke live via zoom about their experiences with book censorship and answered questions from the audience.

Collection Development & Management



Collection Development and Management

The team just learned that the library has been awarded the Zip Books grant! This California State Library program provides library users with speedy access to books that are not available at their local libraries. A patron simply requests the item, the library purchases it from Amazon, and the book is shipped directly to the patron's home. When finished, the patron returns it to the library, and the library adds it to the collection. Because Zip Books is a user-driven program, the library collection becomes more closely matched to the needs of the local community, more diverse, and more inclusive. Back in July, Katrina and Mildred submitted the grant application and this month they received the confirmation of the grant award. We are super excited to expand our scope of service to be more inclusive of patrons who cannot make it to the library and to offer our patrons additional ways to request titles. As soon as the California State Library gives us the green light within the next couple of months, we are ready to implement the program.

Clara attended the ALSC National Institute in Denver and gave a presentation, along with Rashida Skaar and Iris Meinolf, on the Conscious Kids Kits. The session was attended by over 100 children's librarians and other library professionals and the feedback was glowing.

The Acquisitions team just completed the process of renewing all the magazine and newspaper physical subscriptions for all 10 branches for the upcoming year. They are also working on compiling financial, collection, and circulation data for the California Library State report encompassing fiscal year 2023-2024.

Digital Library

The team created a new page to showcase the Homework Helpers program which runs from September 15 throughout the 24/25 school year. It is created and run by high school students and the Marin County Free Library, is offering free one-on-one homework help sessions for students in grades 3-10 at the Civic Center, Corte Madera, Fairfax, and Novato libraries. Homework Helpers not only offers homework help, but our dedicated community of volunteers creates a welcoming safe space for any student who would like to join! Whether it is a one-time visit to help prepare for a test or weekly visits, we welcome your participation. Students are encouraged to sign up for specific time slots and communicate what they need help with. This is an excellent opportunity for all students and families to connect and learn together!

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Collection Development & Management

(Continued)

Tech Support

The Tech Support team removed all computing related equipment at the Corte Madera Library in order for the heating, ventilation, and air conditioning (HVAC) project to move forward. The HVAC project involved removal of the old boiler system and pipes that ran through the library and demolition of much of the ceiling. Now, the extended Tech Support team (thanks to former MARINet Systems Administrator, Dan McMahon for helping!) is in the process of setting up computing equipment as rooms in the Corte Madera Library are made available. There was enough functional computing equipment available so that the Corte Madera Library opened on Monday 9/23/24. It will take several weeks before all of the computing equipment is put back into service, as the work can only be done during the library's open hours. The contractor will still be working in parts of the Corte Madera library in the mornings until 12 PM for the next 3+ weeks.

Jim is also working on compiling data on computer equipment and connectivity at each of our branches for the California Library State report encompassing fiscal year 2023-2024.

Educational Equity



Marin City

Marin City remains wonderfully busy as the seasons change. As the Legacy of Marin City exhibit continues, we've been hosting all sorts of relevant events and will continue to do so through the end of the exhibit in October.

What did we do this month?

- *Gave away an entire wagon of books at Marin City's Back to School Fair, kicking the school year off right for our families! (This may have made it to the last newsletter as well, but it went so nice I'll mention it twice.)

- *Hosted an open house with Supervisor Stephanie Moulton-Peters and several community partners to discuss planned community improvements. Keeping our people informed is our number-one priority, after all: nothing about us without us!

- *Hosted Lisa Levin and Stinson for a Read to a Dog event! The kids loved the opportunity to practice their growing reading skills with someone sweet and completely non-judgmental, and Stinson just basked in the attention.

- *Hosted the League of Women Voters for National Voter Registration Day, and had some great conversations about the importance of down-ticket voting!

- *Hosted the Marin Youth Poet Laureate for a collaborative poetry workshop, culminating in the group project "What We Carry!"

- *Sent two of our number to the Association for Library Services to Children Annual Conference in Denver! Rashida (and Iris and Clara) shared the idea of the Conscious Kids Kits with librarians all over the country, and she and Amanda returned with a wealth of ideas and inspiration.

- *Re-commenced class visits and Bridge the Gap programs in the newly condensed school library!

What will we be doing in September after the commission report is submitted?

- *Welcoming back the Learning Bus!

- *Joining Felecia Gaston and the Performing Stars of Marin in a campaign to make sure our entire community gets out to vote! (Their slogan: "I'm too young to vote; what's your excuse?")

- *Collaborating with the Golden Gate National Parks Conservancy to lead a field trip to Muir Woods on Junior Ranger Day! (Which is NOT just for kids; adults can be Junior Rangers too!)

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Educational Equity (Continued)



South Novato

Spanish Services & Community Outreach: Thanks to our Student Volunteer, Alma Soria, for preparing and designing awesome bookmarks for Latinx Heritage month celebrations. ALL MCFL branches received these bookmarks listing the top 2023 International Latino Book Awards in all of their categories.

We recently celebrated Sahiti Namburu for 2 years of service as a Student Volunteer at our branch. This milestone goes in tandem to Sahiti's acceptance to the Marin School of Environmental Leadership.

Reading Buddies Fall semester 2024 begun last week. This semester the bilingual program recruited 6 Dominican University students to mentor 24 elementary school students ranging from 1st - 6th grades and representing 8 different schools. Languages spoken amongst the participants in the program include Spanish, English, Arab, Serbian, Korean, and Urdu.

We also resumed our outreach efforts and book give away at the North Marin Community Services Food Drive. We received over 50 visitors at our booth and gave away over 30 items.

We have a quiz for matching the Latin American flags to their country, come on over at SNO to take the challenge!

Youth Services: This month we started with displays and a scavenger hunt around the Labor Day holiday showcasing some of the amazing work that the Labor Movement has done in our country. Beginning on the 15th we switched to focus on Latinx Heritage Month with displays and a scavenger hunt looking at Latin American countries and contributions of Spanish speakers in our society. We have decorated the children's area with 23 flags of Latin American countries. We have had a program by Drawbridge on bookmaking, two story times a week, and began a book club at the local Boys & Girls Club.

The Shop: The Shop has fully entered its school year season. This means more school children showing up immediately when school lets out, and later hours for adults to work on things for their homes. This also brings back our major outreach time where we will visit schools with hands on activities. Recently we visited Lagunitas school with the bookmobile and built a bench with all the students there. This time of year can be extra busy and with the holidays coming up The Shop will also start seeing some more thematic opportunities for creating and building.

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Educational Equity (Continued)



West Marin

Family Reading Bags were created in collaboration with the Kindergarten and first grade teachers at the Inverness School. Starting this school year, children in those classrooms take home a new bag each week filled with carefully curated, diverse books in English and Spanish. Reading tips sheets are included and encourage family literacy and joyful learning.

Book Scouts debut: Participating 1st through 4th graders are learning new library skills, playing literacy games and gaining reading fluency on Wednesday afternoons at the West Marin School Library. Book Scouts is a targeted literacy intervention program, led by Point Reyes library staff members Alex Porrata and Mattie Ivy Leeds. Participants are referred by their teachers. Marin County Free Library developed this program through the Shoreline Unified School District Community Schools model as part of a solution for student activities on early release Wednesdays.

Youth Poets Laureates, Mira and Clarisse, came to the Point Reyes Library on Saturday, September 7 for their first Youth Poets Workshop at MCFL. Activities included a scavenger hunt which encouraged engagement with the Legacy of Marin City exhibit, library sleuthing, and interpersonal exchange. Most importantly, they created a safe and fun space to encourage writers (young and old) to write their own poems and to share in the fun of creating a Point Reyes group poem.

The Point Reyes Library hosted a Kids Cooking for Life Workshop on Saturday, September 21. This wonderful event, which included making "Red Beans and Rice with Cornbread and Quick Pickle Chow Chow", was enjoyed by young and old.

Communications & Publicity



BLOG POST

Get Ready for the
November 5 General
Election



September has been an exciting month, filled with celebrations and initiatives that reflect the diverse interests and needs of our community. We've been proudly honoring Latinx Heritage Month, highlighting the rich cultural contributions of Latin American voices. In addition, Library Card Sign-Up Month encouraged new and existing patrons to explore everything we have to offer, from new books to digital resources and exciting events. We also marked Banned Books Week, raising awareness about the freedom to read and the ongoing national challenges to access information.

Our booklists were as vibrant as ever, including Top 10 Challenged Books of 2023, perfect for those interested in Banned Books Week. Other featured lists include National Mushroom Month, celebrating the fascinating world of fungi, Latin American Voices, showcasing stories from across Latin America, and Historical Fiction for Kids, offering engaging reads that transport young readers into the past. We also introduced the booklist On Community & Belonging, celebrating connection and offering ways to combat loneliness and isolation. In addition to these lists, we shared several blog posts, including one for Library Card Sign-Up Month, spotlighting new books, digital resources, and events, as well as a post for Banned Books Week, with resources and ways to get involved. Explore this wonderful content by checking out our [Staff Lists \(bit.ly/3IQwbf\)](https://bit.ly/3IQwbf) and [Staff Blogs \(bit.ly/4e5A5R2\)](https://bit.ly/4e5A5R2)

On social media, we kept the community engaged with a variety of posts. Highlights included the Marin City Open House with Supervisor Stephanie Moulton-Peters, the Marin Senior Fair, and the Legacy of Marin City Youth Poetry Workshops, celebrating local talent. We shared valuable information about 2024 General Election Resources, promoted the Latin American Heritage Collections on Kanopy & Hoopla, and published a video from the Fight for the Freedom to Read program at Fairfax Library. Stay informed and join the fun by following us on [Facebook! \(facebook.com/marincountyfreelibrary\)](https://facebook.com/marincountyfreelibrary)

PERSONNEL UPDATE

DID YOU KNOW THAT SINCE JANUARY 2024:

- 17 employees have been promoted
- 6 people have moved from contingent hire to regular hire positions
- We added 23 contingent hires
- 29 vacant positions were filled
- 2 Webstars were hired into staff positions
- 15 new hires went through New Employee Orientation in August, visiting every single MCFL branch and getting to know one another
- Those who went through New Employee Orientation saw each other at All Staff Day and reported feeling more connected



MCFL's Human Resources staff is happy to celebrate these milestones and is working hard to create more opportunities!

(Continued on next page)

PERSONNEL UPDATE

(Continued)

OTHER IMPORTANT UPDATES:

- We are conducting interviews for a Media Manager after receiving over 100 applications. Our hope is to hire the new person for this role in October.
- We launched a recruitment for English as a Second Language instructors for South Novato and West Marin, serving community members who wish to learn or improve in English.
- We are reviewing applications for 2 new undergraduate-level Webstars. These new hires will support 200 older adults with technology at five housing locations. Through the Webstars program, interns build skills they need to pursue careers in technology, libraries, and STEM education. Webstars learn job skills, facilitation, process-based learning, maker tools, and program design.

VACANCIES UNDER REVIEW OR IN PROGRESS

ESL Instructor (2): West Marin, South Novato

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

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

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN



Friday, September 6 culminated in my third annual All Staff Day with MCFL. It has to be my favorite day of the year to have all staff together in one room. Gathering together and meeting new staff from across the system is a valued part of the day for all attendees. We had the pleasure of being joined by four Supervisors – Eric Lucan, Dennis Rodoni, Mary Sackett and her District 2 team, as well as Stephanie Moulton-Peters. They all look forward to having the opportunity to share some lunch with the MCFL team and express their appreciation for all their work. Other special guests included our new County Executive, Derek Johnson, who closed out our day with the team in Board Chambers, Manny Benitez from the County’s Office of Equity, and Library Commissioner Crystal Lewis and Friends of the Library members Ginny Schultz, Penny Wells and Julia Noble who stopped by as well.

This year we hosted 128 staff members at the Civic Center building, centering our new [Anti-Racism and Equity Strategic Plan](https://marinlibrary.org/strategic-plan) (marinlibrary.org/strategic-plan) and focusing on staff meeting one another, mingling outside their usual work teams, and highlighting their accomplishments over the past year. We were joined by our [Be Present Consulting](https://bepresentconsulting.com) (bepresentconsulting.com) team, a team from across the country from multiple disciplines, who is supporting the implementation of our plan through the end of 2025.

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MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

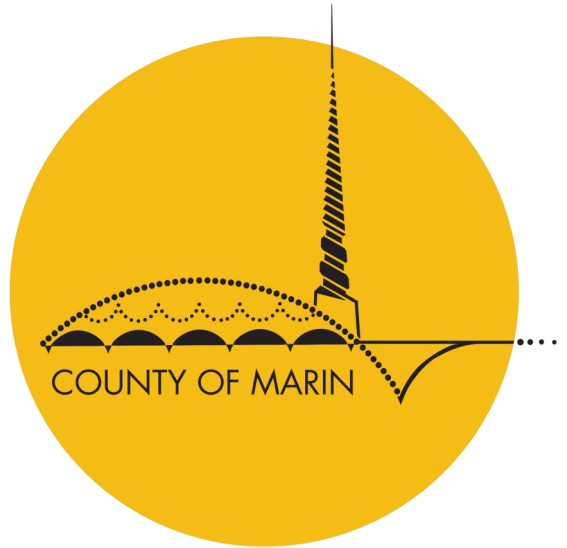
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Workshops throughout the day centered on the pillars of our strategic plan: Collective Impact, Joyful Learning, and Community Power. Staff heard from Racial Equity Alliance and former Strategic Planning Committee members about the intent and importance of the plan that was ultimately adopted and supported by all Board of Supervisors members in April 2024. The outcome of the day was that new staff members got to connect with the full team; disparate teams got a chance to say hello and catch up; and all staff jumped two feet first into a greater understanding of our plan and our path forward together. There are so many people to thank for the success of the day: Our Better Together team who brought forward their 2nd Annual Staff Day together; our Racial Equity Alliance and Strategic Planning Committee members for all their work in adopting a new strategic plan and bringing this forward for the day; our Be Present Consulting team for their tremendous expertise, support, and leadership throughout the day; the entire Library Administration and Executive Team members for all the behind the scenes magic that makes for a successful day; Marketing and Communications for their creativity and innovation; the Friends of the Marin County Free Library for their financial and stakeholder support for the day; and last but certainly not least, all MCFL staff who brought their full selves to the day. Thank you all for your work on this day and beyond and I look forward to our next All Staff Day together!

In community,

Lana Adlawan
Director, County Library Services





COMMISSION MEMBERS:

MCFL and the County of Marin

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

MARINet Board Meeting Agenda

Thursday, September 5, 2024

1600 Los Gamos, Suite #180 San Rafael CA 94903

9:30 – 11:45 a.m.

I. Determination of a Quorum	9:30 am
II. Public Comment Period	9:30
An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.	
III. Business Topics	
A. Approval of Minutes from Previous Meeting (<i>Action</i>)	9:30
B. Marin County League of Women Voters (<i>Discussion</i>)	9:35
C. CWG – Savings on Receipt (<i>Discussion</i>)	9:50
D. Hotspot Lending (<i>Discussion</i>)	9:55
E. Privacy Policy Draft (<i>Discussion</i>)	10:00
F. FY23-24 Financial Review Report (<i>Discussion</i>)	10:10
G. FY25-26 Budget Plan (<i>Discussion</i>)	10:15
H. Dominican Services Alignment (<i>Action</i>)	10:30
I. Audit Report (<i>Discussion</i>)	10:45
J. Board Task Forces Updates (<i>Discussion</i>)	10:50
◦ Board Support (Duran, Kenton, Brenner)	
◦ Staffing Task Force (Adlawan)	
◦ Organization Restructuring (Adlawan, Quffa, Hill, Gilbert)	
◦ Collection Development (Brenner, Frye, Adlawan)	
IV. Standing Agenda Items	
A. Equity - Commitment to Equity Plan (<i>Discussion</i>)	11:20
B. Systems Administrator Report (<i>Discussion</i>)	11:30
C. Library Announcements (<i>Discussion</i>)	11:35

Minutes will be taken by MARINet

MARINet 1600 Los Gamos Dr., Suite #190, San Rafael CA 94903 // <https://marinet.lib.ca.us>

Commonly Used Acronyms in minutes and agendas:

AMH	Automated Materials Handling (book sorters)
API	Application Programming Interface (verifies database access for patrons by barcode and PIN)
BET	Belvedere Tiburon Library
BSWG	Bibliographic Standards Working Group
COM	College of Marin (Library)
CSWG	Children's Services Working Group
CWG	Circulation Working Group

DB or DBs	Databases, often used for all electronic resources online
DOF	Department of Finance (County of Marin)
DRWG	Digital Resources Working Group
DUC	Dominican University (Library)
FY	Fiscal Year (July 1 to June 30)
III or "Triple I"	Innovative Interfaces Inc., maker of Sierra
ILS	Integrated Library System (Sierra)
IST or County IST	Marin County's Information Services and Technology Department
LRK	Larkspur Library
MCFL	Marin County Free Library
Munis	Marin County's financial system that we use to pay bills
MNet	MARINet
MVY	Mill Valley Library
RFID	Radio Frequency Identification
RFP	Request for Proposal
SAN	San Anselmo Library
SAU	Sausalito Library
SIP2	System Interchange Protocol v.2, connects self-checks to Sierra
SRPL	San Rafael Public Library
Sys Admin	Systems Administrator
TSWG	Teen Services Working Group

Month	Annual Items
July	<ul style="list-style-type: none"> ◦ New Board Chair and Vice Chair (Chair rotation distributed) ◦ New Executive Committee (Chair, VC + MCFL or Past Chair) ◦ Review Board Alternates ◦ New Annual Plan or Review of Current Three-Year Plan
September	<ul style="list-style-type: none"> ◦ Board Resolution - Move Earmarked Budget Funds to Reserve Fund
December	<ul style="list-style-type: none"> ◦ Board Annual Retreat ◦ Sys Admin Annual Review (Closed Session)
February	<ul style="list-style-type: none"> ◦ Board Resolution - Approve Cost Sharing Formula ◦ Mid-Year Budget Review ◦ DRWG Chair Proposed Digital Resource Budget Presentation ◦ Next FY Draft Budget
March	<ul style="list-style-type: none"> ◦ Board Resolution - Approve Budget
May	<ul style="list-style-type: none"> ◦ Individually Share Budget Priorities/ Annual Plans
June	<ul style="list-style-type: none"> ◦ Board Resolution - Designation of a Fiscal Agent ◦ Chair Reflection

Month	Upcoming Items
October 2024	MLK Bayside School Project (<i>Discussion</i>)
TBD	Collaborative Acquisitions
TBD	Hoopla Subscription/Records

DRAFT MARINet Board Meeting Minutes

Thursday, August 1, 2024



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

Present:

Board Chair: Lana Adlawan (MCFL) transition to Crystal Duran (Belvedere Tiburon)

Board: Sarah Frye (College of Marin), Amy Gilbert (Dominican), Damon Hill (Larkspur), Linda Kenton (San Anselmo), Catherine Quffa (San Rafael), Jeffrey Jackson (Sausalito)

MARINet Staff: Jessica Trenary

Guests: Dr. Juliet Schiller, MCFL Assistant Director & Daniel Avalos, San Rafael Library & Recreation Assistant Director

Adlawan called the meeting to order at 9:36 a.m.

I. Determination of a Quorum – Yes

II. Public Comment Period – None

III. Business Topics

A. Welcome and Introduction of New Board Attendees (*Discussion*) – The MARINet Board welcomes Amy Gilbert as representative from Dominican. The Board also welcomed Daniel Avalos to San Rafael and Juliet to MCFL.

B. Election of Chair, Vice Chair, and Executive Committee (*Action*) - **Kenton moves to elect Crystal Duran as the Chair, Anji Brenner as the Vice-Chair, and Lana Adlawan as part of the Executive Committee (with the Chair and Vice Chair), Quffa seconds. Unanimously approved by a voice vote.**

Duran thanks Adlawan for her work as Chair. Duran chairs the remainder of the meeting.

C. Approval of Minutes from Previous Meeting (*Action*) – **Adlawan moves to approve the June 6, 2024 meeting minutes, Hill seconds. Unanimously approved by a voice vote.**

D. Community Read Book Club (*Action*) – Kenton shares that a member of the public contacted the San Anselmo Library about a partnership focused on Jonathan Haidt's *The Anxious Generation*. The Board provided Kenton with feedback around their library's interest levels in participating. Kenton will continue to coordinate and inform the Board on updates. Adlawan would also like the Board to explore supporting College of Marin's COMmon Read program more directly. **No formal action taken.**

E. Board Task Forces (*Discussion*)

- Board Support (Duran, Kenton, Brenner) – Trenary will organize a meeting to begin planning of the Annual Retreat in Fall.
- Staffing Task Force (Adlawan) – Adlawan announced that after a formal hiring process and interview panel, Trenary has accepted the Systems Administrator position. Next steps will be to fill the position opened by Trenary's promotion.

- Org Restructuring Task Force (Adlawan, Quffa, Hill) – The group is further exploring alternative methods to align the cost-sharing formula and MARINet budget with the actual usage of the system and staff. Timing is imperative to have the new methods in place for next budget cycle.
 - Collection Development Task Force (Chambers, Brenner, Frye, Adlawan) – Trenary will schedule a meeting and help the group to make decisions around what collaboration is possible.
- F. Circulation Working Group Proposal - Patron Records (*Action*) – Trenary discussed the proposed changes. She will work with the CWG on next steps post-implementation. **Adlawan moves to accept Circulation Working Group’s patron record changes proposal, Kenton seconds. Brenner (Mill Valley) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote. Unanimously approved by a voice vote.**
- G. Brainfuse HelpNow Subscription (*Discussion*) – Trenary gathered information about a possible MARINet-wide Brainfuse subscription. The Board would like Trenary to work with DRWG to evaluate the other Brainfuse modules. **Hill moves to subscribe to HelpNow using funding from Prior Year Fund Balance (PYFB), Quffa seconds. Brenner (Mill Valley) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
- H. Board Resolution – Enlarge Equipment Budget Object for CENIC Refresh Project (*Action*)- **Quffa moves to pass the Board Resolution to Enlarge MARINet’s Equipment Budget in FY24-25 for the CENIC Refresh Project, Kenton seconds. Brenner (Mill Valley) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
- I. At 10:40 am Duran calls for a “Closed Session” pursuant to California Government Code § 54957 *PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: Interim Systems Administrator* Trenary 2024 Goals (*Discussion*) – No public notes.
- Duran reconvenes the public meeting at 11:05 am.
- 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. Brenner (Mill Valley) submitted a draft definition. After conversation the Board agreed on “MARINet’s Commitment to Equity” – which reads as: “In MARINet, ‘equity’ means identifying and dismantling barriers to access and belonging, especially those rooted in racism and exclusion. We collaborate to ensure that Marin’s libraries reflect and serve the diverse needs of our community.”

- B. Systems Administrator Report (*Discussion*) – Trenary noted the CENIC equipment has arrived, and next steps are asset management and a project plan to install. She noted funds from a CALIFA credit were used to pilot BiblioLanguages, which adds several new languages to the catalog and app. Statistics will be monitored before the package is renewed. She highlighted that CENIC is requesting notification of any circuit moves for 2025-2026. Lastly, she spoke briefly about her A.I. update, particularly Amazon’s Rufus.
- C. Library Announcements (*Discussion*) –
- Quffa – The Downtown Library will be closing 09/02. A “pop-up” location will open with expanded hours on 09/16. Pickleweed and Northgate will also have expanded hours soon. Pickleweed Library will have renovations in 2025.
 - Duran – The library will be extending hours beginning in October. They are currently in the process of updating their furniture. They are also focusing on staff training, coaching and team building.
 - Kenton – Shared information about the “[Marin Sonoma Counties Leadership Academy](#).” Application deadline is 08/19 and sessions begin in October. Summer reading is wrapping up and went well.
 - Gilbert – Restructuring staffing thorough the University. Students return at the end of Aug. Planning on connecting to MARINet though the delivery in the Fall semester, working on the date. Lots of events, like National Writing Month coming up.
 - Jackson – New Children’s Librarian, Riva, is off to a great start. Library staff met with Marin City staff to discuss how to best support Marin City and Sausalito school libraries. Abbot Chambers will be stepping back from library duties to focus on Sausalito communication responsibilities.
 - Adlawan – Corte Madera closed until September for renovations. [The Legacy of Marin City](#) exhibit across all MCFL branches until the end of September.
 - Frye – The “Center for Student Success” should open in early 2026. The library will most likely move in October 2025. They are working on a project to digitize their student newspapers and clean up their archive. Installing lockers and a self-check soon. They’re working hard on their upcoming COMmon read program. Students are back on campus on Aug. 19.
 - Hill – New library design review package almost finished and working with stakeholders and community for approval. Looking at direct Marin IJ access, but authentication is a challenge.

Duran adjourned the meeting at 11:55 a.m.

Minutes respectfully submitted by Trenary

Dan worked with a small task force from the Circulation Working Group to add “savings” information to patron’s receipt. The libraries can “opt-in” if they would like this to be their new default email and print receipt.

PRINT

EMAIL

Civic Center Library

Item(s) Checked Out On:
08/01/2024

TITLE The seven states of California :
a natural and human history /
Philip L. Fradkin

BARCODE 31111015332917

DATE DUE 08-22-24

TITLE Novato township : land grant to
world war II / by May Rodgers
Ungemach

BARCODE 31111011058011

DATE DUE 08-22-24

Number of items checked out: 2

**You saved \$54.50 by using your
library today.**

MARINet -- Libraries of Marin
marinet.lib.ca.us

p12818355

220

From: MARINet <librarynotice@marinet.info>
Sent: Thursday, August 1, 2024 10:33 AM
To: Dan McMahon <dmcmahon@marinet.info>
Subject: Library circulation notice

Civic Center Library

Date Due Receipt

08/01/2024

You have checked out the following item(s):

TITLE	BARCODE	DUE DATE
The seven states of California : a natural and human	31111015332917	08-22-24
Novato township : land grant to world war II / by May	31111011058011	08-22-24

Number of items checked out: 2

You saved \$54.50 by using your library today.

MARINet -- Libraries of Marin
marinet.lib.ca.us

p12818355 220

Jessica Trenary

From: Broadband <broadband-bounces@listserve.com> **On Behalf Of** Chisom, Josh@CSL via Broadband

Sent: Friday, August 2, 2024 9:15 AM

To: Broadband Listserv <broadband@listserve.com>; clatalk-request@listserve.com

Subject: [Broadband for CA Libraries] New E-rate Order: WiFi Hotspots for lending now eligible

Good morning!

The FCC recently approved a change to the Universal Service Fund, aka "E-rate" rules to allow libraries and schools to request discounts on the cost of WiFi hotspots for lending to patrons or students and the monthly service charges associated with them. Libraries that already have hotspots may apply for discounts on the monthly recurring costs for them.

The amount of funding available is based on the square footage of the library applying. The attached spreadsheet, courtesy of a colleague at the Kentucky State Library, will calculate the estimated available funding when square footage is entered; there are examples included.

For more information on how to apply for this funding, this webinar recording by the Schools, Health & Libraries Broadband Coalition (SHLB) contains a thorough overview. It will be available until the end of August: <https://www.youtube.com/watch?v=W5UC5QIRI4g>

Some other changes to the program for the 2025-26 Funding Year include:

- Applicants who file a Form 470 without including an uploaded Request for Proposals (RFP) may now add an RFP later.
- When an applicant uploads an addendum or RFP to a preexisting Form 470, and they indicate that the new document includes a substantive change to the original funding request(s), the EPC filing portal will update the Allowable Contract Date for the request to 28 days after the new document was uploaded.

If you have any further questions about this new discount opportunity, or any other E-rate related questions, please feel free to reply to this email.

Thank you

Josh Chisom | Broadband Opportunities Program Manager
California State Library | Library Development Services
900 N Street | Sacramento, CA 95814
916.603.6713 | josh.chisom@library.ca.gov

MARINet Privacy Policy

Our commitment to privacy

~~The MARINet member libraries are committed to protecting the privacy of visitors to our site. Protecting your privacy is important to us. The MARINet member libraries are dedicated to protecting your privacy. This notice policy explains our online information practices and the choices you can make about the way the library collects and uses your information. We make this notice easy to find on our homepage website and at every point where personally identifiable information may be requested.~~

The Information we collect

The MARINet member libraries collect information ~~from individuals in order to~~ identify those who borrow our materials and/or access licensed online databases. The information that we store includes:

- Name
- Address
- Email address
- Phone number
- Library card number
- Home library jurisdiction
- Name of parent / guardian (for children who register)
- Driver's license number (collected by some member libraries for identification only)
- Date of birth
- Materials currently checked out (until returned)
- Last ~~P~~patron to check out an item (kept for a limited period)
- Requests for materials (until filled or cancelled)
- Fines paid or waived (kept for 6 months)

The Information you may choose to collect

The MARINet member libraries will offer the ability for you to create and save searches. In addition, you may store a history of all items you have checked out. ~~Both of these~~Both sets of data are stored in a file that only you may access using your barcode, ~~name~~ and PIN. Deletion of your information from this file is also controlled by you.

How we use the information

~~Mailing and e~~Email addresses are used to send notices of holds or reminders of overdue materials. Email addresses are used by the system to send announcements of new materials that match saved searches to patrons who have asked to receive these. ~~Some MARINet member libraries use patron record information for reserving computers. This reservation information is kept for up to 7 days until the reservation is used or cancelled. A record of which workstation was used is kept for up to 48 hours. MARINet has no record~~

~~beyond that of the program launched, for example that word processing or Internet browser was selected for use. We do not track sites accessed or work done on a workstation.~~

We use non-identifying and aggregate information to track statistics of activity done on our system. For example we keep ~~for up to 10 days~~ the search terms used to search the catalog; we never track who specifically searched for those terms. We also track aggregate patron activity on our system such as online renewals, holds, or modifications to patron records.

~~The personal information asked for on our Web site, such as an email address you provide via My MARINet, is sent directly to an internal database accessible only by staff.~~

~~Information collected by MARINet is not shared with any other agency or organization except as noted above or when we are required to do so by legal court order or subpoena.~~

Our login form asks for ~~barcode or User ID, and~~ PIN so that we may be certain that you alone look at your record. The patron information may also be used to contact you when necessary, such as to respond to questions or other comments you send to our site or to send you reminders when library materials have not been returned.

Suggestions you submit to our site are forwarded to staff at MARINet member libraries as appropriate. ~~If you identify which library you use, we send your comments to that library; general comments are forwarded to staff at all MARINet libraries.~~

When you visit MARINet's website we collect and store information to measure the number of visitors to different areas of our site to assist us in making our site more useful to you.

This information can includes:

- The IP address of your computer or Internet provider
- The date and time you accessed our site
- The Internet address of the website that referred you to our site

~~Our Commitment to Children's Privacy:~~

~~Protecting the privacy of the very young is especially important to us. We urge that parents supervise their children's use of the Internet, especially when a child wishes to give out personal information online.~~

~~Parents may wish to refer to Child Safety on the Information Highway, produced by the National Center for Missing and Exploited Children as a further guide for their children's Internet use.~~

Confidentiality of Library Records

The Public Records Act, California Government Code Section 6267 mandates confidentiality of your registration and borrowing records. These records include any information the library requires a person to provide in order to register to borrow library materials or to use library computers as well as the record of which materials you have borrowed. All library records relating to an individual's use of the library and its resources are confidential. These records may be consulted and used by staff from any of the

MARINet member libraries; but will not be disclosed to others except by request of the library user or when required by law through court order or subpoena.

Library patrons should be aware that the MARINet libraries are obligated by law to comply with the provisions of the USA Patriot Act enacted on October 26, 2001 which makes it easier for government officials to obtain access to library patron records.

~~When you are using digital content from third party vendors, such as those we subscribe to for eBooks, databases, the catalog, and others, we cannot guarantee that our privacy policies, and California confidentiality laws that apply to library records will apply. We recommend that you check the privacy policy of the company providing the product that you're using.~~

From SFPL's Privacy Policy:

Links to Other Sites

The Library's Website contains links to other sites. The San Francisco Public Library is not responsible for the privacy practices of other sites, including providers of online database services and eBook/eMedia services for which the Library subscribes, which may be different from the privacy practices described in this policy. The Library encourages library users to become familiar with privacy policies of other sites visited, including linked sites.

Discovery Layer Interface

The San Francisco Public Library provides an online search interface for users to find information held in the Library's catalog and other data that lies outside the Library's immediate catalog including web based content stored remotely and user-generated content created within other participating public libraries' discovery layers. Harvested data is indexed and presented to the end user in a single set of results for greater information retrieval functionality. In addition, users may also choose to use the discovery layer interface to share ratings and reviews of titles found at San Francisco Public Library, create custom booklists, which can also be shared, and connect with other users' recommendations.

When a user accesses pages within San Francisco Public Library's discovery layer that are denoted as "Powered by BiblioCommons" in the lower left-hand corner of the page, the user will be using what is referred to as the "BiblioCommons Service"; these BiblioCommons Terms of Use apply. Library users accessing the BiblioCommons Service will be subject to the BiblioCommons Terms of Use. In acceptance of the BiblioCommons Terms of Use, a user agrees to abide by the BiblioCommons Privacy Statement; users are advised to please read the BiblioCommons Terms of Use and Privacy Statement carefully.

- BiblioCommons allows parents of children ages 12 and under, upon proof of identity, to request from Library staff, review and edit personal information collected from their children on this service and/or to delete a minor's BiblioCommons account. These requests will be fulfilled by Library staff in coordination with BiblioCommons. Information shared with parents will be limited to the minor's personal information and user-generated content. Borrowing history or items requested by the minor will not be revealed.
- Some BiblioCommons features and services may request users to enter additional information such as educational level.

User activity in creating a BiblioCommons account is optional as the service is deployed alongside the online public access catalog (OPAC). Without creating a BiblioCommons account, a user may still view and use the Library's existing online public access catalog depending on a given user's preference. In addition, without a BiblioCommons account, a user may search and view the BiblioCommons discovery layer interface. However, in order to use the many additional features of BiblioCommons, such as commenting, rating, tagging, creating public booklists, and one-click holds, a user would need to create an account, in which case user information is encrypted and stored on BiblioCommons servers. Users of the discovery layer interface are advised to read the description of the services carefully, so as to be aware of the extent to which information that is user generated and/or shared will be stored.

Financial Update – Sept 2024



Current Financial Overview

Reserve Fund	\$620,228
Prior Year Fund Balance (PYFB)	\$647,399
CENIC Refresh Project	(\$178,093)
Earmarked from RFID project	(\$231,529)
Total MARINet Funds	\$858,005

Budget FY23-24

Out of Budget Expenses

Whole Mind Consulting	(\$46,268)
Office Chairs/Computers	(\$10,707)
Innovative Quick Click	(\$3,000)
CENIC Switch Replacement	(\$5,826)
Overdrive Content	(\$35,961)
Total	(\$101,768)

Unspent Budget

Salary savings	\$62,263
Galecia Group Consulting	\$12,000
CENIC Bandwidth	\$11,203
	\$85,466

Interest Earned

Q1	\$20,479
Q2	\$24,450
Q3	\$16,899
Q4	\$19,443
	\$81,271

Overview

Working with the Organizational Restructuring Task Force, Trenary recommends dividing future MARINet budgets, beginning in FY25-26, into two parts: “core services” and “elected services.”

All member libraries would share costs of “core services.” Affiliate members, Dominican and College of Marin, could choose to participate in each category of elected services.

Goals

Better alignment between services offered and costs for affiliate members. Public libraries would be free to add elected services or additional budget in those categories without affiliate members sharing the expense.

Details

Affiliate members would have the option to subscribe to each of the elected services available – LINK+, Overdrive, and Online Resources. MARINet would assume affiliate members do **not** elect those services, unless otherwise notified.

<u>Core Services</u>	<u>Elected Services</u>
ILS & Discovery Catalog	1. CENIC (only available to public libraries)
MARINet Delivery	2. LINK+
MARINet Staff	3. Overdrive
Conferences & Training	4. Online Resources
Office & Library Supplies	
Special Projects (ex. AMH, text messaging)	

If elected, affiliate members would need to subscribe to the entire category. For instance, they wouldn't have the option to select individual online resources; they would either subscribe to all "online resources" or none.

Estimated Budget Impact

To give an *estimate* of the budget impact, the current year MNet FY24-25 budget is shown below using the proposed method of dividing services into “core” and “elected.”

There are a few **assumptions** to note in this version:

- Dominican and College of Marin do not choose any elected services. For continued access to The New York Times (Academic), the subscriptions would be transferred to College of Marin (\$7K) and Dominican (\$4,500)
- For LINK+, rather than a “tiered” system, costs are divided by libraries participating by cost sharing formula.
- This version assumes Dominican cancels LINK+ (\$5K)

NOTE: This is an example and would not change the current year FY24-25 budget. This is a proposal starting FY25-26.

MNet FY24-25 Membership

Library	FY24-25 NEW	FY24-25 Current	\$ Change	% Change
Belvedere-Tiburon	\$105,020	\$104,925	\$95	0.09%
College of Marin	\$43,812	\$60,535	(\$16,723)	-27.63%
Dominican	\$52,077	\$76,536	(\$24,460)	-31.96%
Larkspur	\$99,288	\$99,716	(\$427)	-0.43%
Marin County	\$1,022,633	\$1,005,510	\$17,123	1.70%
Mill Valley	\$170,560	\$166,883	\$3,676	2.20%
San Anselmo	\$111,032	\$111,251	(\$219)	-0.20%
San Rafael	\$346,138	\$342,511	\$3,627	1.06%
Sausalito	\$69,842	\$69,079	\$763	1.10%
Total	\$2,020,402	\$2,036,948	(\$16,546)	

**MARIN AUTOMATED RESOURCES
AND INFORMATION NETWORK**

BOARD OF DIRECTORS & MANAGEMENT REPORT

**For the Year Ended
JUNE 30, 2022**



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Board of Directors
Marin Automated Resources and Information Network
San Rafael, California

In planning and performing our audit of the basic financial statements of Marin Automated Resources and Information Network (MARINet) for the fiscal year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of MARINet's internal control.

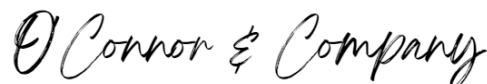
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the organization's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of the internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist MARINet in implementing the recommendations.

This report is intended solely for the information and use of management, the Board of Directors, and officials of the federal and state grantor agencies and should not be used by anyone other than these specified parties.

We thank MARINet's staff for its cooperation during our audit.



O'Connor & Company

Novato, California
July 30, 2024

Board of Directors
Marin Automated Resources and Information Network
San Rafael, California

We have audited the basic financial statements of the Marin Automated Resources and Information Network (MARINet) for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated July 1, 2023, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of MARINet. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by MARINet are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered by MARINet during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 91 – Conduit Debt Obligations
GASB 94 – Public-Private and Public-Public and Availability Payment Arrangements
GASB 93 – Omnibus 2022, paragraphs 11-25
GASB 87 - Leases

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The most sensitive estimate(s) affecting the financial statements were:

- Fair value of investments and financial instruments.

We identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and unallowable and fraudulent expenses.

Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For the purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on MARINet's financial reporting process (that is, cause future financial statements to be materially misstated). There was 1 material audit adjustment that came to our attention.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 30, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, like obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to MARINet's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as MARINet's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis and the Budgetary Comparison Schedule for the General Fund, which requires supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of management and the Board of Directors of MARINet and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Marin Automated Resources and Information Network
BOARD OF DIRECTORS & MANAGEMENT REPORT
For the Year Ended June 30, 2022

Current Year Observations

There were no current year observations.

Prior Year Observations

1) **Risk Management Policies**

Observation:

During our audit, it was noted that MARINet is not insured against the risks of employee dishonesty and cybersecurity data loss.

Recommendation:

We recommended MARINet review the adequacy of insurance coverage related to cybersecurity and fraud.

Status:

This recommendation is in the process of being implemented.

2) **Written Accounting, Administrative and Fraud Procedures Manual**

Observation:

During our audit, we noted MARINet has not developed an informal accounting, administrative and fraud prevention procedures manual. This manual should document MARINet's internal controls to safeguard assets and accounting records. This manual should also note MARINet's policies regarding prevention, detection and deterrence of fraud and will serve as a training guide for new employees.

Recommendation:

We recommended MARINet develop, formalize, and receive Board approval of an up-to-date accounting, administrative policies, and procedures manual.

Status:

This recommendation has not been implemented.

**MARIN AUTOMATED RESOURCES
AND INFORMATION NETWORK**

SAN RAFAEL, CALIFORNIA

ANNUAL FINANCIAL REPORT

JUNE 30, 2022



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INDEPENDENT AUDITORS' REPORT

Board of Directors
Marin Automated Resources and Information Network
San Rafael, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Marin Automated Resources and Information Network (MARINet), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the MARINet's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of MARINet, as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of MARINet, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about MARINet's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of MARINet's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about MARINet's ability to continue as a going concern for a reasonable period of time.

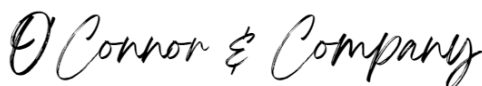
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 3-6) and the required supplementary information (page 19), as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



O'Connor & Company

Novato, California
July 30, 2024

Marin Automated Resources and Information Network
Joint Powers Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2022

This section of Marin Automated Resources and Information Network's (MARINet's) basic financial statements presents management's overview and analysis of the financial activities of the organization for the fiscal year ended June 30, 2022. We encourage the reader to consider the information presented here in conjunction with the basic financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to MARINet's audited financial statements, which are composed of the basic financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for States and Local Governments*. The Single Governmental Program for Special Purpose Governments reporting model is used, which best represents the activities of MARINet.

The required financial statements include the Combined Government-wide and Fund Financial statements; Statement of Net Position and Governmental Funds Balance Sheet; Statement of Activities and Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance; and the Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund.

These statements are supported by notes to the basic financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of MARINet.

The Basic Financial Statements

The Basic Financial Statements comprise the Combined Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of MARINet's financial activities and financial position.

The Government-wide Financial Statements provide a longer-term view of MARINet's activities as a whole and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of MARINet as a whole, including all its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all of MARINet's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of MARINet's programs. The Statement of Activities explains in detail the change in Net Position for the year.

All of MARINet's activities are grouped into Government Activities, as explained below.

The Fund Financial Statements report MARINet's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of MARINet's Major Fund. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts.

Major Funds account for the major financial activities of MARINet and are presented individually. The Major Funds are explained below.

The Government-wide Financial Statements

Government-wide Financial Statements are prepared on the accrual basis, which means they measure the flow of all economic resources of MARINet as a whole.

The Statement of Net Position and the Statement of Activities present information about the following:

Governmental Activities – MARINet's basic services are governmental activities. These services are supported by specific general revenues from local agencies.

Marin Automated Resources and Information Network
Joint Powers Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2022

Fund Financial Statements

The Fund Financial Statements provide detailed information about each of MARINet's most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually, with all Non-major Funds summarized and presented only in a single column. Major Funds present the major activities of MARINet for the year, and may change from year-to-year as a result of changes in the pattern of MARINet's activities.

In MARINet's case, there is only one Major Governmental Fund, the General Fund.

Governmental Fund Financial Statements are prepared on a modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements.

Comparisons of Budget and Actual financial information are presented for the General Fund.

Analyses of Major Funds

Governmental Funds

General Fund revenue decreased this fiscal year compared to the prior year due primarily to decreases in County grants. Actual revenues were less than budgeted amounts by \$11,831.

General Fund expenditures were \$2,211,482, an increase of \$760,823 from the prior year due to a large increase in contract costs from the prior year. Expenditures were \$412,786 more than budgeted.

Governmental Activities

Table 1
Governmental Net Position

	2022 Governmental Activities	2021 Governmental Activities
Current assets	\$ 949,685	\$ 1,355,478
Total assets	<u>949,685</u>	<u>1,355,478</u>
Current liabilities	<u>112,670</u>	<u>93,846</u>
Total liabilities	<u>112,670</u>	<u>93,846</u>
Net position		
Unrestricted	<u>837,015</u>	<u>1,261,632</u>
Total net position	<u>\$ 837,015</u>	<u>\$ 1,261,632</u>

MARINet's governmental net position amounted to \$837,015 as of June 30, 2022, a decrease of \$424,617 from 2021. This decrease is the Change in Net Position reflected in the Statement of Activities shown in Table 2. MARINet's net position as of June 30, 2022 comprised the following:

- Cash and investments comprised of \$949,685 of cash on deposit with the Marin County Treasury.
- Accrued expenses and accounts payable total \$112,670.
- Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants or other legal requirements or restrictions. MARINet had \$837,015 of unrestricted net position as of June 30, 2022.

Marin Automated Resources and Information Network
Joint Powers Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2022

The Statement of Activities presents program revenues and expenses and general revenues in detail. All of these are elements in the Changes in Governmental Net Position summarized below.

Table 2
Changes in Governmental Net Position

	2022 Governmental Activities	2021 Governmental Activities
<u>Expenses</u>		
Services and supplies	\$ 2,211,482	\$ 1,450,659
Total expenses	<u>2,211,482</u>	<u>1,450,659</u>
<u>Revenues</u>		
Program revenues:		
Operating grants	-	500,000
Library fines	3,836	2,975
Total program revenues	<u>3,836</u>	<u>502,975</u>
General revenues:		
Member agency assessments	1,781,863	1,750,385
Interest income	1,166	9,230
Total general revenues	<u>1,783,029</u>	<u>1,759,615</u>
Total revenues	<u>1,786,865</u>	<u>2,262,590</u>
<u>Change in net position</u>	<u>\$ (424,617)</u>	<u>\$ 811,931</u>

As Table 2 above shows, \$3,836 or 1% of MARINet's fiscal year 2022 governmental revenue, came from program revenues and \$1,783,029 or 99%, came from general revenues such as interest income.

Program revenue was composed of library fines of \$3,836.

General revenues are not allocable to programs. General revenues are used to pay for the net cost of governmental programs.

Capital Assets

GASB Statement No. 34 requires MARINet to record all its capital assets, which were not recorded in prior years.

At the end of fiscal year 2022, the cost of infrastructure and other capital assets recorded in MARINet's financial statements was as shown in Table 3 below:

Table 3
Capital Assets at Year-End

	Governmental Activities
Equipment and furniture	\$ 137,808
Less: accumulated depreciation	(137,808)
Governmental activity capital assets, net	<u>\$ -</u>

Details on capital assets, current year additions and current year disposals can be found in Note 8.

Debt Administration

MARINet does not utilize long-term debt to fund operations or growth.

Marin Automated Resources and Information Network
Joint Powers Authority
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2022

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various agencies served by MARINet.

The economic condition of MARINet as it appears on the balance sheet reflects financial stability. MARINet will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area.

Contacting MARINet's Financial Management

The basic financial statements are intended to provide citizens, taxpayers, and creditors with a general overview of MARINet's finances. Questions about this report should be directed to Marin Automated Resources and Information Network, 1600 Los Gatos Drive, Suite 190, San Rafael, California 94903.

Marin Automated Resources and Information Network
Joint Powers Authority
STATEMENT OF NET POSITION
June 30, 2022

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and investments	\$ 949,685
Total assets	<u>949,685</u>
<u>LIABILITIES AND NET POSITION</u>	
Liabilities:	
Accounts payable	46,777
Accrued expenses	<u>65,893</u>
Total liabilities	<u>112,670</u>
Net position:	
Unrestricted	<u>837,015</u>
Total net position	<u>\$ 837,015</u>

The accompanying notes are an integral part of these financial statements.

Marin Automated Resources and Information Network
Joint Powers Authority
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2022

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Operating and Capital Grants and Contributions	Governmental Activities
Governmental activities:				
Services and supplies	\$ 2,211,482	\$ 3,836	\$ -	\$ (2,207,646)
Total governmental activities	<u>\$ 2,211,482</u>	<u>\$ 3,836</u>	<u>\$ -</u>	<u>(2,207,646)</u>
General revenues:				
Member agency assessments				1,781,863
Interest income				<u>1,166</u>
Total general revenues				<u>1,783,029</u>
Change in net position				(424,617)
Net position, beginning of period				<u>1,261,632</u>
Net position, end of period				<u><u>\$ 837,015</u></u>

The accompanying notes are an integral part of these financial statements.

Marin Automated Resources and Information Network
Joint Powers Authority
GOVERNMENTAL FUNDS BALANCE SHEET
June 30, 2022

	<u>General Fund</u>
<u>ASSETS</u>	
Cash and investments in County Treasury	\$ 949,685
Total assets	<u>\$ 949,685</u>
<u>LIABILITIES AND FUND BALANCE</u>	
Liabilities:	
Accounts payable	\$ 46,777
Accrued expenses	<u>65,893</u>
Total liabilities	<u>112,670</u>
Fund balances:	
Assigned for automated resources and information networks	<u>837,015</u>
Total fund balances	<u>837,015</u>
Total liabilities and fund balances	<u>\$ 949,685</u>

The accompanying notes are an integral part of these financial statements.

Marin Automated Resources and Information Network
Joint Powers Authority
RECONCILIATION OF THE
GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
June 30, 2022

Fund balances-total government funds	\$ 837,015
Amount reported for governmental activities in the statement of net position is different because:	
None	<u>-</u>
Net position of governmental activities	<u>\$ 837,015</u>

The accompanying notes are an integral part of these financial statements.

Marin Automated Resources and Information Network
Joint Powers Authority
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
General Fund
For the Year Ended June 30, 2022

	<u>General Fund</u>
Revenues:	
Member agency assessments	\$ 1,781,863
Library fines	3,836
Interest income	<u>1,166</u>
Total revenue	<u>1,786,865</u>
Expenditures:	
Services and supplies	<u>2,211,482</u>
Total expenditures	<u>2,211,482</u>
Excess (deficit) of revenue over expenditures	(424,617)
Fund balance, beginning of period	<u>1,261,632</u>
Fund balance, end of period	<u>\$ 837,015</u>

The accompanying notes are an integral part of these financial statements.

Marin Automated Resources and Information Network
Joint Powers Authority
Reconciliation of the
NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS
with the
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2022

The schedule below reconciles the Net Changes in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ (424,617)
None	<u>-</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ (424,617)</u>

The accompanying notes are an integral part of these financial statements.

Marin Automated Resources and Information Network
Joint Powers Authority
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 - REPORTING ENTITY

A. Organization of MARINet

Marin Automated Resources and Information Network Joint Powers Authority, (hereinafter known as "MARINet"), is a separate governmental unit organized on December 7, 1993 by a Joint Powers Agreement, under the provisions of sections 6500-6514 of the California Government Code. The purpose of the agreement is to provide various library services cooperatively, and to jointly own, operate, maintain and manage an online library system.

MARINet is governed by a seven-person Governing Board ("the Board") composed of the library director or designated alternate of each public agency which is party to the agreement. The powers, responsibilities, and authority of the Board are contained in the Joint Powers Agreement.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

MARINet's basic financial statements are prepared in conformity with U.S. generally accepted accounting principles. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These standards require that the financial statements described below be presented.

Government-wide Financial Statements

MARINet's financial statements reflect only its own activities; it has no component units. The statement of net position and statement of activities display information about the reporting government. They include all funds of the reporting entity. Governmental activities generally are financed through intergovernmental revenues and charges for services.

The statement of activities presents a comparison between direct expenses and program revenues for each segment of MARINet's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include charges paid by the recipients of goods and services offered by the program. Revenues that are not classified as program revenues, including all intergovernmental revenues, are presented as general revenues.

Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is a separate accounting entity. General Fund operations are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures (or expenses) as appropriate. MARINet's resources are accounted for based on the purposes for which they are to be spent and how spending activities are controlled. An emphasis is placed on major funds within the governmental categories.

A fund is considered major if it is the primary operating fund of MARINet or meets the following criteria: Total assets, liabilities, revenues or expenditures (or expenses) of the individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type. The General Fund is always a major fund.

Governmental Funds

General Fund: This is the operating fund of MARINet. The major revenue source for this fund is intergovernmental revenues. Expenditures are made for intergovernmental revenues projects and administration.

Marin Automated Resources and Information Network
Joint Powers Authority
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *full accrual basis* of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Governmental funds are reported using the *current financial resources measurement focus* and the *modified accrual* basis of accounting. Under this method, revenues are recognized when "measurable and available." MARINet considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end.

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as *other financing sources*.

Those revenues susceptible to accrual are intergovernmental, certain member agency assessments and interest revenue. Member agency assessments are not susceptible to accrual because they are not measurable until received in cash.

Non-exchange transactions, in which MARINet gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed.

MARINet may fund programs with a combination of member agency assessments and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. MARINet's policy is to first apply restricted resources to such programs, followed by general revenues if necessary.

C. MARINet Budget

Pursuant to Section 56381, et seq of the Government Code, MARINet adopts a preliminary budget by May 1 and a final budget by June 15 of each year.

Budgets are adopted on a basis consistent with U.S. generally accepted accounting principles. Budget/actual comparisons in this report use this budgetary basis. These budgeted amounts are as originally adopted or as amended by MARINet. Individual amendments were not material in relation to the original appropriations that were amended. Expenditures were greater than appropriations by \$412,786.

D. Property, Plant and Equipment

Capital assets, which include primarily computer equipment, are reported in the applicable governmental activities' column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000, and an estimated useful life more than two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Marin Automated Resources and Information Network
Joint Powers Authority
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

D. Property, Plant and Equipment (concluded)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Buildings and improvements and equipment of the primary government is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Computer Equipment	3
Office Equipment	5
Software	3

E. Use of Estimates

The basic financial statements have been prepared in conformity with U.S. generally accepted accounting principles, and as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

F. Risk Management

MARINet is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; injuries to employees; errors and omissions; and natural disasters for which the MARINet carries commercial insurance.

NOTE 3 - CASH AND INVESTMENTS

MARINet's cash is maintained with the Marin County Treasury in an interest-bearing account. MARINet's cash on deposit with Marin County Treasury at June 30, 2022 was \$949,685.

Credit Risk, Carrying Amount and Market Value of Investments

MARINet maintains specific cash deposits with Marin County. Marin County is restricted by state code in the types of investments it can make. Furthermore, the Marin County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than state code as to terms of maturity and type of investment. Also, Marin County has an investment committee, which performs regulatory oversight for its pool as required by California Government Code Section 27134. In addition, MARINet has its own investment policy as well.

Marin County's investment policy authorizes Marin County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. At June 30, 2022, MARINet's cash with the Marin County Treasurer was maintained in an interest-bearing account.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for deposits and investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

Marin Automated Resources and Information Network
Joint Powers Authority
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 3 - CASH AND INVESTMENTS (concluded)

The California Government Code requires California banks and savings and loan associations to secure an entity's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure entity deposits by pledging first trust deed mortgage notes having a value of 150% of an entity's total deposits. The entity's Treasurer may waive the collateral requirement for deposits which are fully insured up to \$250,000 by the FDIC. The collateral for deposits in federal and state-chartered banks is held in safekeeping by an authorized agent of depository recognized by the State of California Department of Banking.

The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an agent of depository. These securities are physically held in an undivided pool for all California public agency depositors.

Fair Value Measurement

GASB Statement No. 72, Fair Value Measurements and Application, establishes a fair value hierarchy consisting of three broad levels: Level 1 inputs consist of quoted prices (unadjusted) for identical assets and liabilities in active markets that a government can access at the measurement date, Level 2 inputs consist of inputs other than quoted prices that are observable for an asset or liability, either directly or indirectly, that can include quoted prices for similar assets or liabilities in active or inactive markets, or market-corroborated inputs, and Level 3 inputs have the lowest priority and consist of unobservable inputs for an asset or liability. The valuation method used for rental properties is the Leased Fee Market method, which is dependent on the income generated from the rental properties.

MARINet did not have any investments subject to the recurring fair value measurements as of June 30, 2022.

NOTE 4 - CONTINGENCIES

MARINet may be involved from time to time in various claims and litigation arising in the ordinary course of business. MARINet management, based upon the opinion of legal counsel, is of the opinion that the ultimate resolution of such matters should not have a materially adverse effect on MARINet's financial position or results of operations.

NOTE 5 - FUND EQUITY

The accompanying basic financial statements reflect certain changes that have been made with respect to the reporting of the components of Fund Balances for governmental funds. In previous years, fund balances for governmental funds were reported in accordance with previous standards that included components for reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance. Due to the implementation of GASB Statement No. 54, the components of the fund balances of governmental funds now reflect the component classifications described below. In the fund financial statements, governmental fund balances are reported in the following classifications:

Non-spendable fund balance includes amounts that are not in a spendable form, such as prepaid items or supplies inventories, or that are legally or contractually required to remain intact, such as principal endowments.

Restricted fund balance includes amounts that are subject to externally enforceable legal restrictions imposed by outside parties (i.e., creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation.

Marin Automated Resources and Information Network
Joint Powers Authority
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 5 - FUND EQUITY (concluded)

Committed fund balance includes amounts whose use is constrained by specific limitations that the government imposes upon itself, as determined by a formal action of the highest level of decision-making authority. The Board of Directors serve as MARINet's highest level of decision-making authority and has the authority to establish, modify or rescind a fund balance commitment via minutes action.

Assigned fund balance includes amounts intended to be used by MARINet for specific purposes, subject to change, as established either directly by the Board of Directors or by management officials to whom assignment authority has been delegated by the Board of Directors.

Unassigned fund balance is the residual classification that includes spendable amounts in the General Fund that are available for any purpose.

Fund Balance Flow Assumption

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, MARINet specifies that restricted revenues will be applied first. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, MARINet's policy is to apply committed fund balance first, then assigned fund balance, and finally unassigned fund balance.

Net Position

Net Position is the excess of all MARINet's assets over all its liabilities, regardless of fund. Net Position is divided into three captions under GASB Statement No. 34. These captions apply only to Net Position, which is determined only at the government-wide level, and are described below:

Net investment in capital assets, describes the portion of Net Position that is represented by the current net book value of MARINet's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of Net Position that is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions that MARINet cannot unilaterally alter.

Unrestricted describes the portion of Net Position that is not restricted to use.

All of MARINet's Net Position is unrestricted.

Net Position Flow Assumption

When both restricted and unrestricted net position is available, restricted resources are used first before unrestricted resources

NOTE 6 - COST SHARING INFORMATION / ECONOMIC DEPENDENCY

Members of the Joint Powers Agreement (JPA) participate in cost sharing to support MARINet activities. Revenues or contributions are directly assessed to the participating libraries based on an agreed cost sharing formula reviewed annually to reflect current data by the Governing Board.

MARINet is financed by its participating public agencies based on a cost sharing formula reflecting the extent to which each public agency will impact the resources and capacity of the system. Each public agency's share is defined as the percentage of the cost which is equivalent to the average of the following three figures:

1. Its percentage of the aggregate circulation of the participating public agencies.
2. Its percentage of the aggregate holdings of the participating public agencies.
3. Its percentage of the aggregate population of the participating public agencies.

Marin Automated Resources and Information Network
Joint Powers Authority
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 6 - COST SHARING INFORMATION / ECONOMIC DEPENDENCY (concluded)

Data for "circulation" and "holdings" is derived from the system, and data for "population" is derived from annual population figures certified by the State of California Department of Finance for Public Library Fund allocations.

Prior to computation of "Formula Costs" MARINet allocates its "Tiered Costs" to 8 of the 9 public library members who solely share a service called Link+. The remainder of the costs are allocated using the Formula.

Costs apportioned for the 21/22 year was as follows:

Member Library	Funding Formula	Link+	CENIC	Modern Express Courier	Operating Funds	Total Membership Cost
Marin County	49.87%	\$ 22,559	\$113,529	\$ 62,338	\$ 710,719	\$ 909,145
Belvedere-Tiburon	4.78%	3,989	11,353	5,975	68,122	89,439
San Anselmo	5.22%	4,061	11,353	6,525	74,392	96,332
San Rafael	16.64%	8,647	22,706	20,800	237,144	289,297
Sausalito	3.53%	2,420	11,353	4,413	50,308	68,493
Mill Valley	8.31%	4,985	11,353	10,388	118,429	145,155
Larkspur	4.83%	3,910	11,353	6,038	68,834	90,134
Dominican	3.90%	2,568	-	4,875	55,581	63,024
College of Marin	2.92%	2,413	-	3,650	41,614	47,677
Total	<u>100.00%</u>	<u>\$ 55,552</u>	<u>\$193,000</u>	<u>\$ 125,002</u>	<u>\$1,425,143</u>	<u>\$ 1,798,696</u>

In addition to the table above there was a delivery cost of \$2,108 during the year that applied only to the San Rafael Library.

NOTE 7 - CAPITAL ASSETS

A summary of changes in capital assets is as follows:

	Balance 6/30/21	Additions	Deletions	Balance 6/30/22
Furniture and equipment	\$ 137,808	\$ -	\$ -	\$ 137,808
Subtotal	137,808	<u>-</u>	<u>-</u>	137,808
Less accumulated depreciation	<u>(137,808)</u>			<u>(137,808)</u>
Total fixed assets	<u>\$ -</u>			<u>\$ -</u>

NOTE 8 - SUBSEQUENT EVENTS

In preparing these financial statements, MARINet has evaluated events and transactions for potential recognition or disclosure through the date the financial statements were issued.

Marin Automated Resources and Information Network
Joint Powers Authority
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
Budget and Actual
For the Year Ended June 30, 2022
(Unaudited)

	General Fund		
	Original and Final Budget	Actual	Variance with Final Budget
Revenues:			
Member agency assessments	\$ 1,798,696	\$ 1,781,863	\$ (16,833)
Library fines	-	3,836	3,836
Interest and rental income	-	1,166	1,166
Total revenues	<u>1,798,696</u>	<u>1,786,865</u>	<u>(11,831)</u>
Expenditures:			
Services and supplies	<u>1,798,696</u>	<u>2,211,482</u>	<u>(412,786)</u>
Total expenditures	<u>1,798,696</u>	<u>2,211,482</u>	<u>(412,786)</u>
Excess of revenue over (under) expenditures	<u>\$ -</u>	<u>(424,617)</u>	<u>\$ (424,617)</u>
Fund balance, beginning of period		<u>1,261,632</u>	
Fund balance, end of period		<u><u>\$ 837,015</u></u>	

Identify Print Areas of Collection Strength

Trenary will work with selectors to identify – for informational purposes – each library’s areas of collection focus. And will specifically gather information about libraries purchasing in foreign languages. Trenary will share that information with the Board. Trenary will survey Board members at the Board Meeting about who to contact (selector at each library).

Catalog Records

Trenary will also work with selectors to learn about their process of adding print and Overdrive titles to the collection. With the goal being to identify ways to add the print and Overdrive records to the catalog simultaneously, allowing patrons the opportunity to choose their format.

Digital Spend

Trenary will work with DRWG and selectors to gather budget information of print and eBook spending. This information will be helpful to benchmark against California libraries and trends.

Overdrive Purchasing Training

Trenary will offer training to libraries on Overdrive purchasing – using automated holds carts, patron recommendations, building carts – to encourage libraries to purchase in more regular intervals in Overdrive.

Leasing

Adlawan will work with MCFL team to explore options for future collaborations around leasing bestsellers.

MARINet's Purpose

To collaborate in planning, funding, and executing library functions to enhance access, harness efficiencies, and reduce cost.

MARINet's Principles

- **Access:** Make a consistent baseline of services available for all communities. Aspire to equity with targeted focus on the most marginalized communities.
- **Locality:** Give our staff and local communities a voice in shaping the collections, programs, and services they enjoy.
- **Strategy:** Make informed decisions together to anticipate and address community needs.
- **Collaboration:** Build connections among staff to share information, solve problems, and provide support.
- **User Experience:** Provide residents with a positive, convenient user experience through shared and coordinated systems and processes.

MARINet's Commitment to Equity

In MARINet, 'equity' means identifying and dismantling barriers to access and belonging, especially those rooted in racism and exclusion. We collaborate to ensure that Marin's libraries reflect and serve the diverse needs of our community.

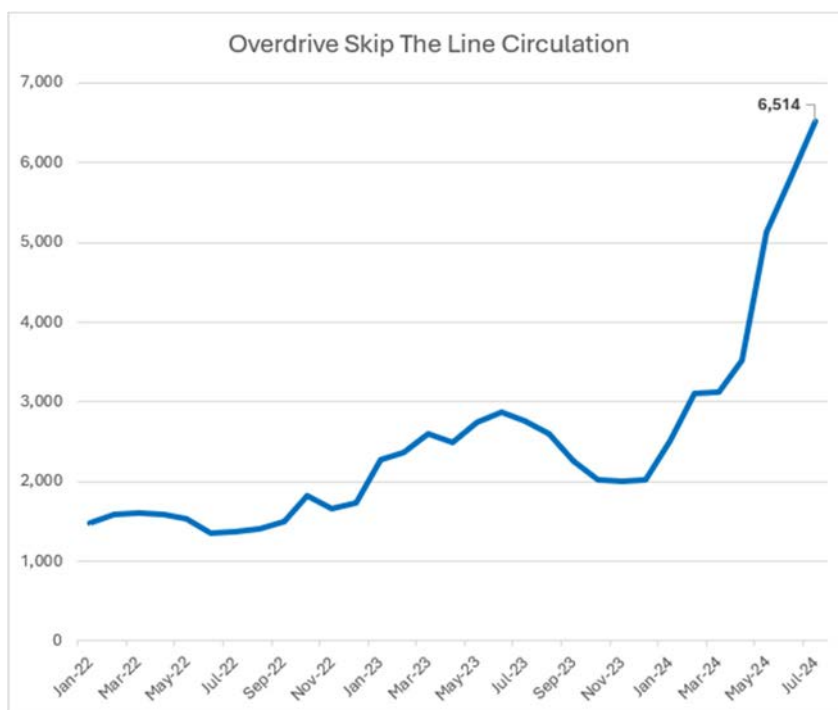
Organizational Restructuring Task Force "Commitment to Equity" Statement Proposal:

1. Sept/Oct - Share with MNet Working Groups (Trenary) – Share via email and ask for feedback and help identifying barriers at their next meeting. Compile feedback for November 7 Board Meeting.
2. Sept/Oct – Discuss with their staff at staff meetings, on internal portal, etc. Bring feedback to November 7 Board Meeting. (Library Directors)
3. Nov 7 - Discuss feedback from staff and working groups (Board)
4. Dec 5 - Incorporate feedback into project prioritization at Annual Retreat (Board)
5. Jan 2025 - Add to MARINet website (Trenary)
6. Jan 2025 - Send to MUC (Duran/Trenary) – Note: frame within MARINet, meaning less focused on programming and more on MNet collaboration. Share examples of upcoming projects, if possible.

Systems Admin Report – Sept 2024

Current Projects

1. **CENIC Refresh** – Documented the new equipment (asset management). Worked with Marin IT to develop a project plan to install. The new core equipment was installed (at Los Gamos) on 08/29 starting at 5 am. Next branches will be upgraded, starting with Marin IT supported libraries – Mill Valley, Belvedere Tiburon, San Anselmo and Sausalito. Then Larkspur (coordinating with Computer Courage) and MCFL (coordinating with MCFL IT). San Rafael equipment plan will be adjusted based on the equipment needed for the Temp Library.
2. **Lockers at COM** – Met with COM and D-Tech for install and training on lockers. Once Kentfield locker is configured correctly, will work with Larkspur to improve their set up and begin creating all the necessary codes/system settings for COM's Indian Valley locker.
3. **AT&T Internet at Temporary SRPL Location** – Worked with Marin IT, Xantrion, San Rafael IT and AT&T to add the circuit to Los Gamos. Xantrion will be installing computers at the Temp location and Sierra will be tested ASAP.
4. **Corte Madera Closure** – With CMA's extended closure (until 09/23), updated MNet website information, and Days Closed Table. Re-routing City/COM materials from CMA to other libraries. Trained MNet Staff on holds re-routing, wrote instructions for MCFL Staff.
5. **SRPL Temporary Move** – Continued work with SRPL on temporary move. Lucas Valley book drop items will be checked in at MCFL Tech. (Thank you MCFL!) Coordinated with delivery driver. Added info about closure to catalog, email notices, receipts. Created new codes and documented current iCode2 codes.
6. **Board Onboarding** – Met with Dr. Juliet Schiller, Assistant Director of MCFL and Daniel Avalos, Assistant Library and Recreation Director of San Rafael.
7. **Overdrive Skip The Line** – MARINet has taken back Skip The Line management and devoted part of the MARINet holds budget to Skip The Line copies. Circulation in July hit record numbers – with many of these circulations representing one less hold on a popular title.
8. **Digital Resources** – Authentication and subscription set up for Brainfuse HelpNow. Scheduled a Brainfuse presentation at DRWG meeting re: other modules. Contacted Brainfuse and Lingopie for a DRWG trial.



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9. **Training** – McMahon scheduled four more trainings on patron records, advanced circulation, and Create Lists for late August and early September.
10. **New Library Cards** – In July MARINet had a record number of online library card sign-ups – 622! The online form prevents patrons with a card from signing up again, so all 622 cards are new patrons. Giao, Connie, and (on the weekends) Faheem (Marin City) situs/code the cards. This was work handled previously by each library's circulation department but is now handled by MARINet, with the goal of automating it eventually.
11. **Digital Resources** Working Group meeting (August 27, 2024) – The group met in person for the first time in years. Lunch was served and goodwill/networking ensued. MCFL shared Lingopie and Brainfuse demoed their additional modules. The group wants trials to both resources.

System Updates

Innovative/Sierra

- Met with Innovative to get more information and pricing for a scoped catalog, for information gathering around the MLK Bayside Jr. Academy project. More information at Oct Board meeting.
- Met with Jen Loeb sack, Innovative Customer Success Manager (CSM), to discuss MARINet priorities and give Innovative product feedback.

CENIC

- Coordinated with libraries and CENIC for downtime during the equipment upgrade. Updated “core” equipment. Working with Marin IT to cancel SmartNet (insurance) on obsolete equipment.

BiblioCommons

- Implemented “Biblio Languages Bundle” in the catalog and app. Translated pages include buttons, labels and BiblioCommons created online help pages. Languages include Spanish, Chinese (Simplified and Traditional), Filipino, French, Japanese, Korean, Russian and Vietnamese. Analytics are available. We will pilot for FY24-25 and evaluate use before FY25-26. Lots of really positive feedback from staff (replying to MUC announcement).



- Trenary, Sys Admin 08/30/24