



MARIN COUNTY FREE LIBRARY COMMISSION



Lana Adlawan

Director of County Library Services

Library Commission

3501 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
Fax: 415.473.3726
CRS Dial 711
www.marinlibrary.org

MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda

Wednesday, January 8, 2025

4:00 p.m.

Civic Center Meeting Room 410B

3501 Civic Center Drive, San Rafael, CA 94903

Directions: Travel Highway 101, taking the San Pedro exit north of San Rafael, proceed east to the traffic light, turn left at the light. Turn left to main Civic Center Administration Building. There is ample parking available close to the building, with no evening hour limitations. Take elevator to the fourth floor, exit right, and continue to first hallway **Room 410B** at end of hallway.

NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3220**).

"We can choose to alleviate suffering. We can choose to work together for peace. We can make these changes – and we must."

-Jimmy Carter

ITEM	PRESENTER	STATUS	
4:00pm 1.	Call to Order	Ream	Action
2.	Welcome and Introductions	Ream	Information
3.	Approval of Agenda	Ream	Action
4.	Approval of December 13, 2024, meeting minutes	Ream	Action
5.	Open Time for Public Expression		
6.	Reading & Correspondence File		
7.	New Business	Galiani, Chan, Schiller & Merza	Information
a.	Measure A/B Fund & Facilities Overview		
8.	Strategic Plan Update	Schiller	Information
9.	President's Report for December	Ream	Information
10.	Director's Report for December	Adlawan	Information
11.	Announcements/ Book Recommendation(s)	Ream	Information
5:30pm 12.	Adjournment	Ream	Action



Late agenda material can be inspected in Library Administration, between the hours of 8:00 a.m. and 5:00 p.m. (Monday-Friday). Library Administration is located in Room 414 Marin County Civic Center, 3501 Civic Center Drive, San Rafael.

All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) **at least** 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.

Numbered List of attachments:

4. Minutes for December 13, 2024
8. Library Director's Report for December

Unnumbered Attachments:

MARINet December 5, 2024 Minutes

Marin County Free Library

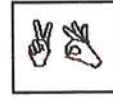
3501 Civic Center Drive, Suite #414, San Rafael CA 94903

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Meeting Locations

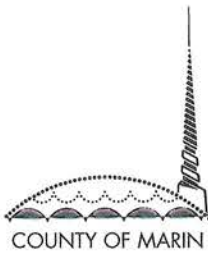
Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness,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

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Fairfax Library
2097 Sir Francis Drake Boulevard, Fairfax, CA 94930

Directions: Take the Sir Francis Drake Blvd to Fairfax; continue past the town center, the Library is on left side of the road, past Azalea Street. St. Rita's church is across the road from Library. If you reach Olema Rd, you have gone too far.

--PROPOSED MINUTES--

Friday, December 13, 2024

- (1) **CALL TO ORDER**
Meeting was called to order at 4:18 pm. Sue welcomed everyone to the meeting and Sue asked for introductions of all assembled.

- (2) **ROLL CALL**

In Attendance

Sue Ream	Glynda Christian	Amelia Lahn
Sally Hauser	Linda Ward	Ann Kaplan
Claudia Wilson	Nick Javaras	Ted Ridgeway
Anyia Schandler	Doug Sides	

Absent with Notification

Linda Ward, Crystal Lewis

Absent Without Notification

Alison Blume

Also Present

Lana Adlawan, Director of County Library Services
Juliet Schiller, Assistant Director of Support Services
Raemona Little Taylor, Assistant Director of Public Services
Gina Turrini, Administrative Assistant I
Ann Bertucci, Librarian II (Civic Center)

- (3) **OPEN TIME FOR PUBLIC EXPRESSION** – None
- (4) **ADOPTION OF AGENDA M/S/C** – Anyia Schandler / Sally Hauser
Agenda approved as submitted.
- (5) **ADOPTION OF November 13th, 2024 MINUTES M/S/C** – Glynda Christian / Anyia Schandler Minutes approved as submitted
- (7) **READING & CORRESPONDENCE FILE** – There were no reading materials this month.

- (8) PRESIDENT'S REPORT NOVEMBER –Sue thanked everyone for all the work they had done during the year.
- (10) DIRECTOR'S REPORT FOR NOVEMBER – Welcomed everyone and did a round of introductions for the staff and presenters in attendance. Lana asked the commission what number of years collectively, the commission had served. After some answers, Glynda answered correctly with 50 years. Lana thanked the commission for all their amazing work. For the library branch refresh project, the library will be doing a public engagement campaign in January in each of the branches and on the website so communities can see what is coming and weigh in on the changes. She passed it over to Juliet who expanded on what Lana had said stating excitement for community involvement. Lana also let the commission know that this project will be branded as a Measure B project in both the printed and website information. Still hearing feedback about the Corte Madera project, Lana did not have any more updates for Corte Madera beyond what had been given at the November 2024 Commission Meeting. Lana also announced that Shayla Davis won the, "I Love My Classified Staff Award" from the California School Library Association. She will be honored at the Statewide Conference in February.
- (11) NEW BUSINESS -
 - a. Raemona Little Taylor, Juliet Schiller and Ann Bertucci presented an overview of MCFL's Strategic Plan as well as the work the Racial Equity Alliance has been doing to move the Strategic Plan forward. This included a Facilitated Group Activity.



Strategic Plan Update – Racial Equity Alliance

Strategic Plan Framework

VISION

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

MISSION

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

ORGANIZATIONAL VALUES

We work together to center anti-racism and equity.

Diversity

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

Respect

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

Adaptability

We respond to and evolve with changing community needs.

Communication

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

Creativity

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

Our Commitment to Anti-Racism & Equity

COMMUNITY POWER

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

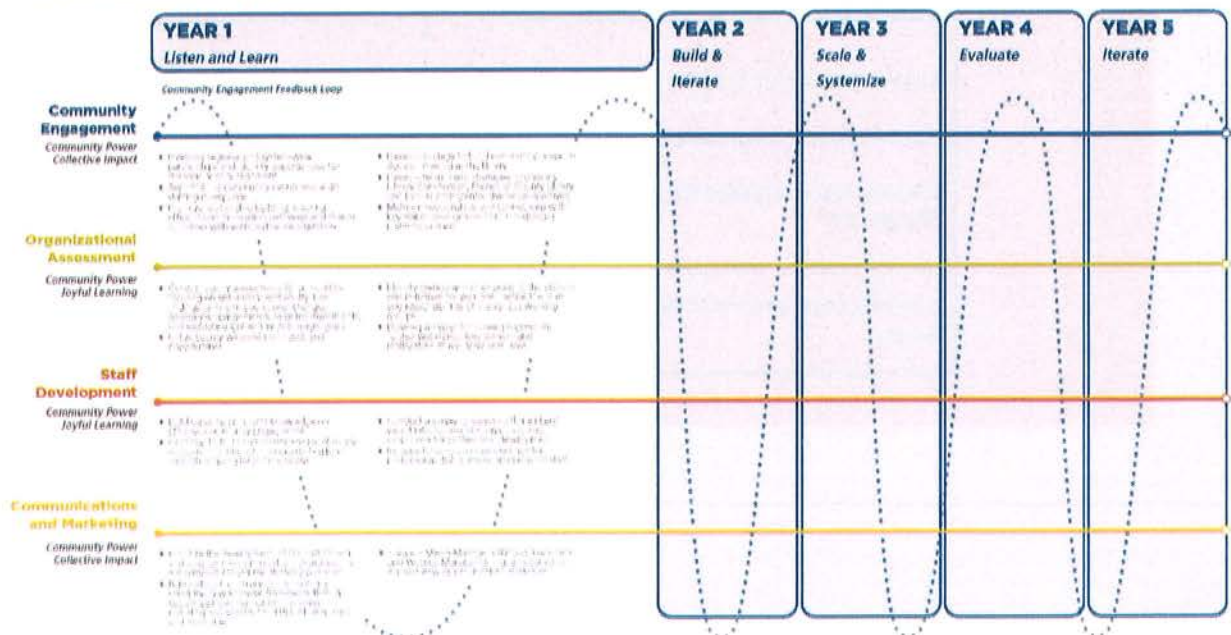
JOYFUL LEARNING

We provide joyful and inclusive learning experiences for everyone.

COLLECTIVE IMPACT

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

Planning for Systems Change Implementation Approach



MCFL ANTI-RACISM & EQUITY STRATEGIC PLAN

Implementation Structure



Be Present Role/Deliverables


Project Phase	Timeframe
Storytelling Campaign	May 2024 – September 2024
State of Anti-racism & Equity Assessment	July 2024 – January 2025
Strategic Implementation Support & Collective Engagement	May 2024 – May 2025
Culture & Organizational Change Management Support	September 2024 – September 2025

Have you Seen **COMMUNITY POWER** in action? What did you notice?

- Marching / Right to gather → Response to causes you care about
- @ Novato library w/ unhoused groups
 - ↳ library providing resources (welcoming? warm)
- "Responsible growth Marin" @ Northgate Mall
 - debate; dialogue
- Power → getting something done
 - voice
 - rezoning
 - large? small
- Shared Resources
- Communities of Color
- Strategic Plan & Action!
 - collective will; agreement
- Leadership
 - centralized consensus
 - statement of action
- Fairfax San Anselmo Children's Center
 - parents believe in it
 - change
 - community need i.e. "Good Community"

What are Key aspects for equitable **JOYFUL LEARNING** (for adults? Children? Considering diverse backgrounds?)

- depends on interests (eg, science, etc.)
- depends on age - all age groups
- engaging
- kids learning literacy *u* music
- puzzles
- participate in activities
- space to breath, calming
 - greeted with a smile
 - lean in
- County Fair - book giveaways
- Bilingual books, programs

The Learning Bus! 

Find/See yourself at the library
u Belonging

- Effortless
- Knitting Groups
- Not just books!
- Calming / Colorful environment
- Russian literature
- Inclusive of language
- Fits every learner
- Learning without stigma
 - w/o stigma
 - w/o structure
 - w/o fear
- Mistakes are learning!
- Overcoming fear

We will know COLLECTIVE IMPACT is working when...

GOvt non-profits
in Marin!

- during Covid, students got Hot Spots, Chromebooks → online learning
- majority of community using resources (circulation stats, attendance at programs)
- busier libraries - more people
- affordable housing locations receiving devices, hot spots
- Know what community needs
- Community will



- Socialize the Strategic Plan with 15 Community Members – Ted
- Talk it up (REA) to neighbors – Glynda
- Talk about our services that support joyful learning – Sue
- Follow the four pillars of MCFL – Amelia Lahn
- I will read the strategic plan – Doug
- Listen to needs -Ted
- Buy at home devices & hot spots for Marin City during Covid – Nick
- Put up signs for new 10K funding – Nick
- Speak up for people not in the room – Amelia
- Increase my relationships with people from diverse backgrounds – Claudia
- I will promote and explain the strategic plan to my neighborhood – Sally
- Educate myself, Discuss in other groups, Go on Next Door –
- Share the MCFL vision with my friends and acquaintances – Claudia

- (12) ANNOUNCEMENTS/BOOK RECOMMENDATIONS –
Why Nations Fail – Daron Acemoglu & James A. Robinson
Mad Honey – Jodi Picoult & Jennifer Finney Boylan
The Book of Two Ways – Jodi Picoult
Fortunes Wheel – Carolyn Hughes
- (14) ADJOURNMENT – Meeting adjourned at @ 5:27 pm

MEASURE A CAPITAL PROJECTS SUMMARY FY 24/25

Project No.	Project Title	Service	BUDGET 24/25	BUDGET 23/24	BUDGET 22/23	BUDGET 21/22	BUDGET 20/21	BUDGET 19/20	BUDGET 18/19	Total Expended FY 18/19 to 24/25
		CONSTRUCTION PROF. SRVC. MISC		1 MIL	1 MIL	1 MIL	2 MIL	500K	500K	
				\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 1,500,000.00	\$ 400,000.00	\$ 400,000.00	
				\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
				\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
54LP05ROOF	Novato Measure A Project	Professional Services 522510			\$ 7,472.00	\$ 128,717.10	\$ 26,440.00	\$ 29,651.45		\$ 63,563.45
		Construction 540210			\$ 640.00	\$ 441,615.60	\$ 441,615.60	\$ 27,684.63		\$ 596,657.33
		Miscellaneous Costs 522310								\$ -
		DPW Labor 561110				\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$ 131,982.48
	Project Completed				\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 65,333.91		\$ 794,183.26
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510			\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		\$ 127,754.30
		Construction 540210	\$ 6,015.00	\$ 56,646.20	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20		\$ 1,343,388.90
		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
			\$ 6,015.00	\$ 56,646.20	\$ 170,746.10	\$ 590,799.31	\$ 749,084.10	\$ 148,578.29		\$ 1,721,869.00
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								\$ -
		DPW Labor 561110			\$ 2,376.12	\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 76,360.59
	Project Completed				\$ 10,206.12	\$ 36,511.77	\$ 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			\$ 322,615.23	\$ 223,207.80				\$ 545,823.03
		Miscellaneous Costs 522310								\$ -
		DPW Labor 561110			\$ 25,042.65	\$ 68,678.61				\$ 134,988.18
		Transout 580110			\$ 5,545.00					\$ 5,545.00
	Project Completed				\$ 355,298.83	\$ 303,203.41	\$ -	\$ -		\$ 699,769.16
54LP13HVAC	Corte Madera HVAC Project	Professional Services 522510	\$ 10,861.47							\$ 10,861.47
		Construction 540210	\$ 315,527.30	\$ 3,346.50						\$ 318,873.80
		Miscellaneous Costs 522310	\$ 2,843.58							\$ 2,843.58
		DPW Labor 561110	\$ 329,232.35	\$ 70,536.25	\$ 38,449.60					\$ 108,985.85
				\$ 73,882.76	\$ 38,449.60					\$ 441,564.70
	S Novato Measure A Project	Professional Services 522510								\$ 36,000.00
		Construction 540210					\$ 36,000.00			\$ 36,000.00
		Miscellaneous Costs 522310								\$ -
		DPW Labor 561110								\$ -
	Project Completed				\$ -		\$ 36,000.00	\$ -		\$ 36,000.00
54LPMISC	Measure A MISC Proj	Professional Services 522510								\$ 1,248.00
		Construction 540210							\$ 1,248.00	\$ 1,248.00
		Miscellaneous Costs 522310							\$ 23,812.95	\$ 23,812.95
		DPW Labor 561110								\$ -
	Project Completed						\$ -		\$ 25,060.95	\$ 25,060.95
1/8/2025			\$ 335,247.35	\$ 485,827.78	\$ 530,717.23	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$ 3,950,994.43

**MEASURE A (Actuals Through 12/31/2024)
FAIRFAX LIFE & SAFETY PROJECT FY 21/22**

Expenditures by Fiscal Year										Total	Remaining		
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY21	FY23	FY22	Expended to Date	Balance
54LP10FAI	LBP2097	PROFSVCS	24826641	522510	Change Order	32100170	Wiss, Janney, Estmer	\$ 15,600.00	\$ 7,640.95	\$ 3,222.00		\$ 10,862.95	\$ 4,737.05
54LP10FAI	LBP2097	PROFSVCS	24826641	522510	Limited Asbestos Monitoring	Non PO	Monte Deignana & Ass	\$ 2,550.00		\$ 2,550.00		\$ 2,550.00	\$ -
							Available	\$ 23,250.00					\$ 23,250.00
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Install Fire Suppression & Smoke	32300858	DMR Builders	\$ 41,400.00	\$ 7,640.95	\$ 5,772.00		\$ 13,412.95	\$ 27,987.05
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Permits/Engineering	Non PO	MMWD	\$ 532,425.89	\$ 322,863.96	\$ 198,591.80		\$ 521,455.76	\$ 10,970.13
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Refund dpst 6" Fireline	Non PO	MMWD	\$ 24,616.00		\$ 24,616.00		\$ -	\$ -
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Install Fire Alarm & Labor	Non PO	Advanced Security Sys	\$ 931.32	\$ 931.32			\$ (1,180.05)	\$ (1,180.05)
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210			Available	\$ 24,177.92				\$ 931.32	\$ -
													\$ 24,177.92
									\$ 322,615.23	\$ 223,207.80		\$ 545,823.03	\$ 35,148.05
54LP10FAI	LBP2097	MISC	24826641	522310				\$ 580,971.08					
54LP10FAI	LBP2097	PWLABOR	24826641	561110	FY 21-22 DPW Proj Managemnt			\$ 248,266.92			\$ 41,266.92	\$ 41,266.92	\$ 207,000.00
54LP10FAI	LBP2097	PWLABOR	24826641	561110	FY 22-23 DPW Proj Managemnt				\$ 68,678.61			\$ 68,678.61	\$ 138,321.39
41CLIBFAI1	LBP2097	PWLABOR	24826641	561110	FY 23-24 DPW Proj Managemnt				\$ 25,042.65			\$ 25,042.65	\$ 113,278.74
54LP10FAI	LBP2097	TRANSOUT	24826641	580110	Move Funds to Library Trust			\$ 248,266.92	\$ 25,042.65	\$ 68,678.61	\$ 41,266.92	\$ 134,988.18	\$ 113,278.74
								\$ 5,545.00		\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00		\$ 5,545.00		\$ 5,545.00	\$ -

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service	FY21	FY23	FY22	Expended	Balance
54LP10FAI	LBP707	PROFSVCS	24826641	522510	Fairfax Library	Professional Services	\$ 7,640.95	\$ 5,772.00		\$ 13,412.95	\$ 27,987.05
54LP10FAI	LBP707	CONSTRUCT	24826641	540210	Fairfax Library	Construction	\$ 322,615.23	\$ 223,207.80	\$ -	\$ 545,823.03	\$ 35,148.05
54LP10FAI	LBP707	MISCSUPP	24826641	522310	Fairfax Library	Miscellaneous Costs					\$ -
54LP10FAI	LBP707	PWLABOR	24826641	561110	Fairfax Library	Project Management	\$ 25,042.65	\$ 68,678.61	\$ 41,266.92	\$ 134,988.18	\$ 113,278.74
54LP10FAI	LBP2097	TRANSOUT	24826641	580110	Fairfax Library	Transfer Out		\$ 5,545.00		\$ 5,545.00	\$ -
						Total Costs:	\$ 355,298.83	\$ 303,203.41	\$ 41,266.92	\$ 699,769.16	\$ 176,413.84

Project Completed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1																				
2																				
3	REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE B																			
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S				
3	FUNDING SOURCE:																						
4																							
5																							
6	Fiscal Year																						
7	CAPITAL IMPROVEMENT PROJECTS:																						
8	CMA HVAC Project (Measure A)																						
9	Los Gatos Renovation																						
10	Refresh Project (All Branches) Design & Consulting																						
11	Refresh Project (All Branches) Non N&T Funds (Signage)																						
12	Refresh Project (All Branches) Meas B																						
13																							
14	TOTALS as of 1-8-2025					\$	-	\$	-	\$	-	\$	-	\$	-	\$	348,117	\$	54,999	\$	382,782	\$	785,898

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	\$ 15,840,096	\$ 15,950,977	\$ 16,062,634	\$ 16,175,072	\$ 16,288,297	\$ 16,402,316	
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	\$ 25,460,442	\$ 25,291,047	\$ 25,828,703	\$ 26,432,694	\$ 27,115,667	\$ 27,892,775	
Net Library Costs	\$ 861,299	\$ 4,091,837	\$ 2,059,663	\$ 2,104,485	\$ 2,189,550	\$ 2,325,306	\$ 2,523,083	\$ 2,796,718	
as of 1-8-2025									

5 YR Growth Rate

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



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

DECEMBER 2024 ACTIVITIES

A stylized landscape illustration in the background. It features rolling hills in shades of yellow and orange, a blue body of water, and a prominent blue spire (resembling the Transamerica Pyramid) in the center. A dark blue arch is visible on the right side of the water.

OUR MISSION:

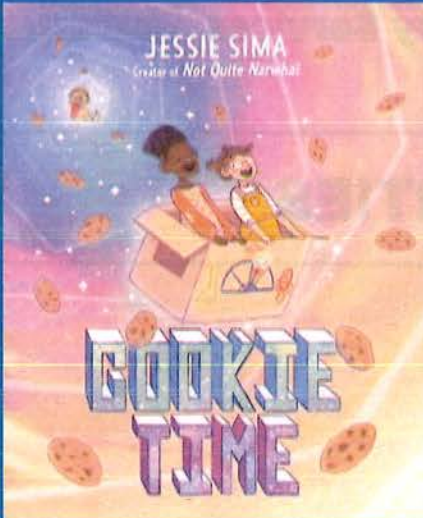
We provide welcoming, equitable, and inclusive opportunities for everyone.

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



Bolinas

Former teacher and current volunteer Jeff Deitchman brought *Cookie Time* by Jessie Sima to life for an enchanted group of young readers. The story of two girls building a time machine to speed up cookie baking inspired our Reading Buddies to let their imaginations soar. With simple cardboard boxes, they crafted their own time machines, filling the community room with laughter and creativity. The excitement proved that all you need is a story, a box, and maybe a cookie or two to spark boundless possibilities.

Novato

In October, the Novato Library introduced the Messy Mayhem Craft Club, held on the first Thursday of each month from 3:30 to 5:00 p.m. This ongoing program celebrates creativity with no set projects—just an abundance of craft supplies and endless opportunities for exploration. Families have embraced this joyful space where kids are encouraged to make messes and focus on the fun of creating, rather than perfection.

Civic Center

The Civic Center Library brought the community together with a series of vibrant outreach events. Highlights included a captivating performance by Perry Yan the Magician and the heartwarming Marin Girls Chorus Winter Concert, both of which delighted audiences of all ages. The Library also expanded access to resources through the San Rafael Library card drive and MyCard Outreach program, connecting with families at Glenwood Elementary, Coleman Elementary, and Sun Valley Elementary Schools.

The Learning Bus

The Learning Bus offered children the chance to explore independence and creativity with a hands-on cooking activity. Using child-safe knives, they sliced apples and later mashed their cooked slices with smashers to make their own applesauce, engaging all their senses in the process. Later in the week, families joined for the beloved annual Pajama Party Potluck and a screening of *The Snowman*. Dressed in cozy sleepwear, they shared food, laughter, and the magic of a timeless story, celebrating the warmth of community.

(Continued on next page)

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services (Continued)



Corte Madera

The Children's area at the Corte Madera Library featured beautifully curated holiday displays, now showcased in a newly expanded display space that rotates themes every two weeks. This larger setup allows for more interactive and visually engaging displays, giving families fresh reasons to explore and enjoy the library with every visit. Meanwhile, the popular Legos and Crafternoons programs continued to thrive, with families dropping in for impromptu crafting sessions, including designing festive holiday sweaters. Despite ongoing construction, the library remains a lively and welcoming hub for families, with rooms bustling daily.

The Bookmobile

The Bookmobile brought joy to Nicasio School during a recent outreach visit. Jesse's son, John Gannon, made a new friend, Brooklyn, during his first visit on the bus. The day was made even more memorable when Nicasio principal Barbara Snekkevik stepped aboard after the students to say hello, further strengthening the Library's connection with the school and its community.

Teen Services



Corte Madera

This month, the Corte Madera Library became a vital resource for local students during finals week with its After-Hours Study Hall. For four consecutive nights, the library stayed open late to provide a warm, welcoming environment where teens could collaborate, study independently, and find encouragement. Each evening, 25-30 students filled the space, fueled by snacks and pizza to keep their energy up. The atmosphere was a blend of focus and camaraderie, offering a supportive setting for students to prepare for their exams. Adding to the festive spirit, the library's display wall featured sparkly snowflakes created by the teen advisory group, bringing a touch of winter magic to the space. While photos of the study sessions were sparse, one snapshot of students enjoying pizza captured the week's joyful and productive energy—a reminder of the library's role as a space for academic success and connection.

Civic Center

At the Civic Center Library, music and creativity took center stage this month. On December 6, Rebecca organized a magical evening under the dome featuring the Marin Girls Chorus Winter Concert. Performers ranging from kindergarteners to high schoolers delighted the audience with songs in multiple languages, celebrating the diverse traditions of winter holidays. Following the concert, attendees enjoyed a festive cookie-decorating activity, adding a sweet and creative finale to the event.

Continuing its commitment to teen outreach, the Civic Center Library visited Terra Linda High School on December 13. In collaboration with school librarian Ms. Rose, Sommer and I led a watercolor activity for 25 teens, providing a relaxing and engaging creative outlet. During the session, we introduced library resources and teen volunteer opportunities, with three students expressing interest by taking applications. These programs demonstrated the library's dedication to fostering creativity, culture, and meaningful connections with local teens.

Adult Services



The South Novato Library's Community-Led Curation Initiative evolved through the involvement of Spanish-speaking patrons and partners such as the College of Marin, Hamilton School, Loma Verde School, and the Multicultural Center of Marin. In parallel with this community-focused approach, the library hosted a variety of events that celebrated creativity and collaboration.

Sponsored by the Friends of the Fairfax Library, one workshop guided participants in making small, handmade books—perfect for personal writing or photos—and another event, the Repair Fair, brought together local volunteers and specialized fixers to mend lamps, small appliances, electronics, clothing, and bikes. Poet and filmmaker Josh Berry visited the Inverness Library, where he read original poems from *Perfect Folds In a Ragged and Torn Sea* and screened short films that highlighted his creative process. Meanwhile, Margot Koch offered a six-week meditation series, inviting both beginners and seasoned practitioners to practice sitting meditation and share their experiences.

Each of these past events underscored the library's commitment to inclusivity, learning, and sustainability—fundamental values that fueled the Spanish collection curation initiative. From expanding awareness of Spanish-language materials to partnering with Reuse Alliance and Zero Waste Marin for waste-reduction programs, every aspect of these efforts supported broader equity and anti-racist goals. By combining shared ownership of the collections with diverse offerings—such as bookmaking, repair tips, poetry, and meditation—the Marin County Free Library demonstrated what it means to be truly community-centered: empowering patrons, celebrating their stories, and offering resources that help everyone learn, grow, and create together.

Collection Development & Management

The Collection Development Team is gearing up for important initiatives in January 2025 to enhance the management of MCFL's floating collection. Using tools such as CollectionHQ, Popular Author Transfer, and Rebalance Pull, the team will address challenges like "droughting" (when branches have too few materials) and "pooling" (when branches have too many). These efforts will ensure a more balanced distribution of materials across all branches, improving access for patrons countywide.

In addition, the team is redesigning the public reconsideration form and creating a new staff-specific version to better respond to materials challenges, ensuring a more thoughtful and transparent process for addressing feedback about the collection.

Another highlight this month was Adult Materials Selector April Harper's participation in a San Quentin Library Listening Session, where she provided new adult book selections as giveaways for residents. The purpose of these sessions is to hear from residents about their engagement with their current library along with ways to partner more deeply with MCFL as a resource. This meaningful engagement underscores MCFL's commitment to providing equitable access to diverse materials in all corners of the community.

Looking ahead, the Collection Development Team will begin hosting monthly Collection Conversations in January. These sessions will invite MCFL staff to engage with the collection more deeply, fostering collaboration and shared ownership of the Library's offerings. Through these initiatives, the team continues to ensure that MCFL's collection remains dynamic, responsive, and inclusive.

Educational Equity



The Shop at the South Novato Library

This year, The Shop significantly expanded its outreach efforts, connecting with local public schools and introducing new users to its innovative programs and resources. Special visits to area high schools resulted in increased teen engagement, including the first-ever teen-specific event at The Shop. This milestone program welcomed 20 teenagers, ages 15–17, who experienced hands-on opportunities to explore creativity and technology in a supportive environment for the very first time.

Currently averaging 20 users per day, The Shop continues to grow as a hub for creativity and connection. Targeted outreach remains a priority, focusing on Novato community members aged 14–35. By building relationships intentionally, The Shop aims to provide lasting opportunities for learning and engagement.

This semester, The Shop's Library Technology Program Coordinator led outreach efforts that brought library resources and hands-on learning directly to schools and community groups. In September, San Marin High welcomed 125 students for an engaging session, while Laguna School hosted 12 enthusiastic participants. October brought two visits to Mary E. Silveira School, reaching 45 students on the first visit and 28 on the second. Hamilton Elementary also participated with 30 eager learners, and Novato High School introduced five students to The Shop's offerings.

In November, outreach expanded further with four visits to Helix School, working with six students per session. At the same time, Novato Charter School hosted eight visits, engaging 10 students per session. By December, The Shop revisited Helix School for a final session with six students, while San Marin High welcomed 175 participants. The semester concluded with a special outreach event for Troop 104 Girl Scouts, where 26 young participants explored creativity and technology together.

Each visit was more than an introduction to resources—it was an opportunity to spark curiosity, build relationships, and empower young learners with tools to succeed. These outreach efforts exemplify The Shop's mission to foster equitable learning opportunities and meaningful connections throughout the community.

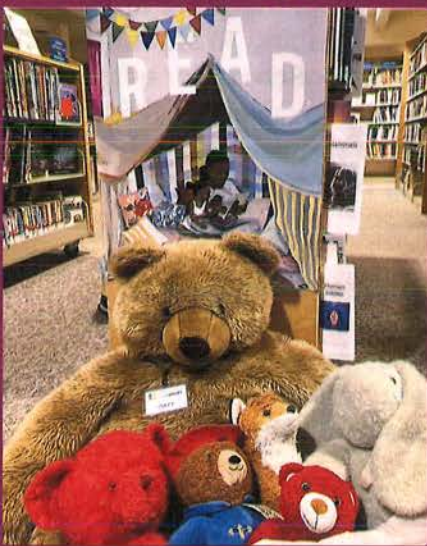
West Marin

The Book Scouts pilot program at West Marin School concluded mid-month, wrapping up a successful semester of after-school literacy support. Coordinated by Mattie Ivy Leeds and Alex Porrata, the program served 16 students in grades 1–4 with weekly sessions featuring independent and small group reading, celebrations of Latino and Native American Heritage Months, and a collaborative letter-writing activity to an author.

(Continued on next page)

Educational Equity

(Continued)



At the Stinson Beach Library, early December brought whimsy with the Stuffy Sleepover. Children brought their beloved stuffed animals to the library for an overnight adventure. Under the watchful eye of the "staff bear," the stuffed animals got up to mischief, from reading books to crafting, with photos capturing their antics.

The Bolinas Library continued to thrive with engaging children's programs led by Vanessa and Lily. Weekly Lego Club on Mondays and craft activities on Wednesdays kept families coming back, while special Saturday pop-up storytimes added extra excitement. Meanwhile, in Inverness, regular storytimes for TK, Kindergarten, and first-grade classes wrapped up for the season. Caroline's lively sessions delighted young readers, especially with the introduction of the library's new mascot, Snowball, a fluffy white puppy puppet that charmed the children.

Marin City

In December, the Marin City Library reflected on a month of impactful events and transitions. A powerful social justice author event, featuring the People's Commission for Integrity in Criminal Justice, drew attention to the current state of California's criminal justice system. Centered around the memoir of an incarcerated artist, the event left a lasting impression on attendees.

The library also hosted a festive holiday party at Golden Gate Village. Families participated in holiday crafts, a gift-wrapping station, and the beloved Book on Every Bed initiative, which provided books to build home libraries in partnership with the National Book Foundation's Book Rich Environment program. A whimsical "Christmas Pumpkin" decoration captured the joyful spirit of the event.

The month ended with a heartfelt goodbye to longtime staff member Faheem Bassa. Starting as a Webstar intern, Faheem rose to become a Supervising Library Assistant, serving the community with dedication for over a decade. His contributions shaped the branch into what it is today. Mabrook, Faheem!

The Lab

The Lab, also known as the Marin City Makerspace, continues to grow, welcoming new users each week. In preparation for an anticipated move to a larger space in January 2025, the team is excited to expand its offerings. A partnership with the newly completed Marin Horizon School will bring additional opportunities for collaboration.

Looking ahead, The Lab is preparing a Black History Month project in partnership with St. Andrew Presbyterian Church. This makerspace initiative will celebrate and honor Black history, providing a meaningful platform for learning and creativity.

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Educational Equity

(Continued)

At the Dr. Martin Luther King Jr. Academy Library, students explored the season with winter-themed books, including *Time to Sleep*, a story about hibernation that introduced young readers to the rhythms of nature during colder months.

These programs and initiatives highlight MCFL's dedication to educational equity, fostering creativity, and connecting communities through meaningful experiences.

Communications & Publicity



December was a vibrant month at Marin County Free Library, filled with impactful programs, meaningful events, and engaging resources that brought our community together. From celebrating cultural traditions to creating opportunities for learning and connection, we delivered services that inspired and supported patrons across Marin. Guided by our mission of equity and inclusivity, these activities reflected our dedication to fostering spaces for growth, reflection, and joy.

In our blog series, we highlighted the Most Popular Book Titles in Marin for 2024, the Best Books of 2024, and explored cultural holiday celebrations alongside the history of winter solstice traditions. Across social media, we spotlighted the Marinship Legacy exhibit in all branches, promoted the Kids' Cooking Workshop and the My China Roots heritage tool, and shared moments from Grandmothers Feed Us Love, a soul food event that celebrated community and culture.

Events brought even more opportunities for engagement. The Hope Housing Community Choir performed at the Civic Center Library, and patrons participated in a reflective Write a Letter to Yourself activity. Students benefited from free legal advice provided in partnership with the Marin County Law Library, and the Homework Helpers program continued to support academic success. Live music by the Forget Me Knots String Duet and the Marin Girls Chorus brought warmth and celebration to the season.

Special initiatives rounded out the month, including gift ideas from The Book Place (sponsored by the Friends of the Library) and the South Novato Repair Fair, where patrons had the chance to repair and reuse cherished items. Throughout December, our programs and resources were thoughtfully tailored to meet the needs of Marin's diverse community, fostering learning, connection, and celebration at every turn.

PERSONNEL UPDATE

As 2025 approaches, the Marin County Free Library is undergoing transitions, celebrating milestones, and welcoming fresh faces. This month, we said goodbye to several valued team members as they embark on new chapters. James Bomotti, Jennifer Cherry, and Faheem Bassa have moved to contingent positions.

Amid the transitions, we're thrilled to share that Channing Wong has been promoted from Technology Systems Specialist II to Technology Systems Specialist III. Channing's commitment and expertise have been instrumental to our team, and this promotion is well deserved. In addition, we are delighted to welcome Bianca Alper, who will join us mid-January as Librarian I for the California Room. Her passion and fresh perspective will be a wonderful addition—please give her a warm welcome!

Our recruitment efforts continue with several positions open across the organization, including Librarian I roles in Marin City and Novato, Librarian II in the California Room, and Library Aide and Assistant positions in various branches. As we build our team, we're also strengthening our HR efforts.

These transitions, promotions, and new additions reflect MCFL's ongoing growth and evolution. As we prepare for the year ahead, we remain committed to supporting our incredible staff and creating a thriving environment for all. Here's to new beginnings and continued success in 2025!

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

This year seems like a lightening round of a year for the Marin County Free Library, on so many levels. Before I dive into highlighting some of our accomplishments, I want to start with reflection and gratitude for so many of the individuals that made 2024 an invigorating, joyful, and productive year. It is by working together and our [Collective Impact](https://marinlibrary.org/collective-impact) (marinlibrary.org/collective-impact) that truly shapes library service for all.

At the top of my appreciation list is the staff of the Marin County Free Library. This talented and creative staff is devoted in service to Marin County, and changes lives in big and little ways 365 days a year.

We would be lost without our deep connection to community partners of all sizes in our communities, and I appreciate their willingness to work with us in forging responsive, representative, and innovative pathways to meet the needs of our communities, together.

To our advocates and financial supporters, such as the Friends of the Marin County Free Library, Tomales Bay Library Association, Friends of Bolinas Stinson Beach Libraries and the Marin County Library Foundation, thank you for your tireless support in allowing the Library to offer tremendous programming in all our branches, creating hubs of connectedness and togetherness.

For our amazing Library Commissioners, some of whom have served almost a decade in their roles, thank you for your insight and shepherding us well through the planning and allocation of our parcel tax measures and ensuring we meet the needs of residents of Marin.

Last, but certainly not least, thank you to the Board of Supervisors, our new County Executive, Derek Johnson, and all County Departments and staff for your partnership, trust, and celebration of library services in Marin.

Let's review of some of our highlights from 2024:

- [MCFL adopts new Anti-Racist & Equity Strategic Plan](https://bit.ly/3DH9htm) (bit.ly/3DH9htm)
- We were awarded TWO Marin IJ's Reader's Choice awards for the Fairfax and Novato Libraries!
- Hosted our first-ever Community Open House with Supervisor Moulton-Peters and many partners at the Marin City Library
- [The Lab, a makerspace in Marin City](https://bit.ly/3DAK4AI), opens July 2024 (bit.ly/3DAK4AI)
- Corte Madera Library begins a much-needed facility repair project, including installation of a central air and heating system, ADA improvements to exterior grounds, new restrooms and EV charging parking spaces

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MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

- The Collections Team has focused on improving collections at all library locations by ensuring that all collections can be easily found in our library catalog, are in good condition, and of great interest in each community, for all ages
- We added essential new library positions in our educational equity regions, as well as kept up a rapid pace of hiring to fill necessary positions. MCFL reduced its vacancy rate to 10% and kept it under 10% for the majority of the year
- Marin County Free Library was awarded a Golden Bell Community Partner Award from the Marin County Office of Education. The nomination came from our deep partnership with the Nicasio School District
- We expanded job and engagement opportunities for teens in Marin County by welcoming WebStars and Career Explorers to work at the library!
- The Student MyCard / Mi Tarjeta Program expanded to San Rafael City Schools, in partnership with the San Rafael Public Library. 7,000 cards were issued to allow 24/7 library access to all students
- Celebrated spring with over 300 partners and friends at our annual Primavera celebration in Novato
- Shayla Davis, Community Library Specialist based in the Sausalito Marin City School District won the, "I Love My Classified Staff Award" from the California School Library Association
- Received a \$12,000 grant from the California State Library to offer "Lunch at the Library" in which kids participate in library programming and receive free books to take home while having a free lunch in the summer. This was the first year that Marin County Free Library has received this grant and participated in this program
- [On the Wall Launches](#) - MCFL's Art Lending Program (thank you, Friends and Foundation!) (bit.ly/4gWAeYn)
- Barbara Madrid, the quintessential manager of the Friends of Marin County Free Library bookshop, The Book Place, was honored with a Spirit of Novato award by the City of Novato for her volunteer work. This same fabulous bookstore was also awarded Best Used Bookstore by the Pacific Sun

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MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

- [The Legacy of Marin City: A California Black History Story](#) exhibit is installed in all ten branches of Marin County Free Library for a six-month exhibit and related programming, along with curriculum created with Dominican University and Marin County Office of Education to showcase the incredible history of Black Americans settling in Marin City. (marinlibrary.org/marinship) We also partnered with Marin Transit to have information about these partnerships and exhibits on several bus lines throughout Marin County

[Library Branches to Celebrate Marin City History \(bit.ly/4a4matF\)](https://bit.ly/4a4matF)

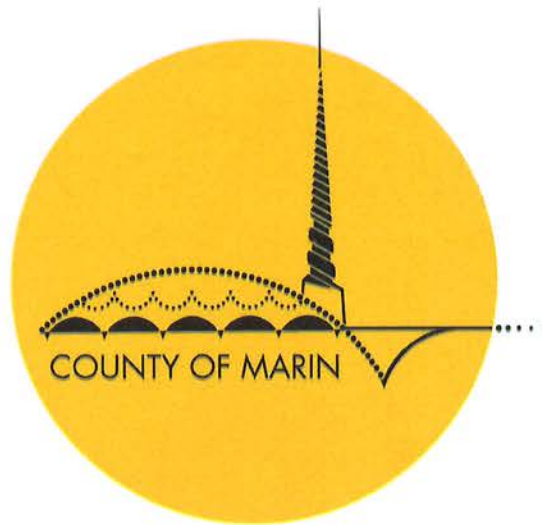
[Marin City's Marinship Legacy Inspires Lessons \(bit.ly/49JdyaU\)](https://bit.ly/49JdyaU)

- We added children's books in a multitude of new languages: Ukrainian, Russian, Portuguese and Vietnamese
- Tried on a new book delivery program – Zip Books! – through a grant from the California State Library system. This program allows patrons to order books not found in our catalog directly from Amazon and have them shipped to their home
- Partnered with San Rafael Public Library to celebrate Pride in downtown San Rafael. Our very own graphic designer, Keith Waye, was the featured DJ!
- Began the deep and essential work of becoming an anti-racist organization and the implementation of our Strategic Plan by supporting our new and long-time Racial Equity Alliance (REA) members to lead this work in support with our Be Present Consulting team and our REA co-leads, Assistant Director Raemona Little Taylor and Civic Center Librarian, Ann Bertucci
- Welcomed three new Library Commissioners to the team and expressed our appreciation for those that stepped away from service

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, December 5, 2024

Belvedere Tiburon Library 1501 Tiburon Blvd Tiburon, CA 94920

9 a.m. – 1:00 p.m.

- | | |
|--|---------|
| I. Determination of a Quorum | 9:00 am |
| II. Public Comment Period | 9:00 |
| An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes. | |
| III. Standing Agenda Items | |
| A. Approval of Minutes from Previous Meeting (<i>Action</i>) | 9:05 |
| B. Systems Administrator Report (<i>Discussion</i>) | 9:05 |
| IV. Business Topics | |
| A. Reschedule January Board Meeting (<i>Action</i>) | 9:10 |
| B. Board Working Session (<i>Discussion</i>) | 9:15 |

Minutes will be taken by MARINet

MARINet 1600 Los Gatos 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
TBD	Collaborative Acquisitions
TBD	Hoopla Subscription/Records

DRAFT MARINet Board Meeting Minutes

Thursday, November 7, 2024



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

Present:

Board Chair: Crystal Duran (Belvedere Tiburon)

Board: Sarah Frye (College of Marin), Amy Gilbert (Dominican), Damon Hill (Larkspur), Lana Adlawan (MCFL), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Daniel Avalos (San Rafael), and Jeffrey Jackson (Sausalito)

MARINet Staff: Jessica Trenary

Duran called the meeting to order at 9:33 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
 - A. Approval of Minutes from Previous Meeting (*Action*) – **Adlawan moved to approve the September 5, 2024, meeting minutes, Gilbert seconded. Avalos abstained; the remaining members unanimously approved through a voice vote.**
 - B. Board Resolution: Dominican Services Alignment (*Action*) - **Kenton moved to approve Board Resolution No. 002-2024, Adlawan seconded. Gilbert abstained; the remaining members unanimously approved through a voice vote.**
 - C. FY25-26 Budget Plan (*Discussion*) – Trenary further clarified the proposal, which would split the MARINet budget into “core” and “elected” services, allowing the affiliate members, College of Marin and Dominican University, to opt-out of elected services, CENIC, LINK+, Overdrive and online resources.
 - D. MARINet One Year Plan – Update (*Discussion*) – Trenary reviewed the progress made since the Staffing and Structure Recommendations report was delivered one year ago, on Nov. 2, 2023. The Board thanked Trenary for her work on each of the task forces and the progress made thus far.
 - E. Board Task Forces Updates (*Discussion*)
 - Board Support (Duran, Kenton, Brenner) – The Annual Retreat is scheduled for Thursday, December 5th from 9 am to 2 pm and will include lunch. Eric Meade, Whole Mind Consulting, will be facilitating the board working session. The Board would like the Executive Committee or Board Support Task Force to look more closely at the ways in which Board Members can coordinate or collaborate with each other on programming.
 - Staffing Task Force (Adlawan) – Marin County has posted the open position at MARINet - Technology Systems Specialist III (TSIII). The position closed to applicants on October 30th. Trenary worked with County HR to write job

DRAFT MARINet Board Meeting Minutes

Thursday, November 7, 2024



description information and minimum qualification questions. She created a list of websites for County HR to promote the job. She also worked with County HR to write "round 1" interview questions. She will oversee the process as the hiring manager, working with County HR.

- Organization Restructuring (Adlawan, Quffa, Hill, Gilbert) – The group continued work on the FY25-26 Budget Plan proposal and discussed the timing of moving forward with MARINet's "Commitment to Equity" plan.
- Collection Development (Brenner, Frye, Adlawan) –Trenary notified the DRWG she will be collecting information around digital spend from them in a survey. She will work with selectors at each library to get more information about collection subject specialties and foreign languages purchases. As well as gathering information on their workflows for purchasing eContent.

IV. Standing Agenda Items

- A. Equity - Commitment to Equity Plan (*Discussion*) – The Organization Restructuring Task Force is asking to think about MARINet's commitment to equity when working on project prioritization at the Annual Retreat in December.
- B. Systems Administrator Report (*Discussion*) – Trenary shared the progress made in the CENIC refresh project, which needs to be completed by calendar year 2024. She noted assisting Corte Madera and Dominican to reopen and helping San Rafael close and reopen in their pop-up location.
- C. Library Announcements (*Discussion*)
 - Frye – College of Marin has several exciting programs coming up:
 - [Barksdale Homecoming](#) Nov 4-9, 2024: The LibGuide includes history on Don Barksdale, the documentary, and a list of Homecoming events.
 - [Ada Limón COMmon Read Events](#):
 - Umoja Nature & Poetry Walk - November 14, 2024
 - Poetry Reading with English Department – November 20, 2024
 - [Engaging Native American Perspectives Speaker Series](#): They've had two panel discussions this fall (recordings included on the LibGuide). Stay tuned for more events over the next year!
 - Avalos – San Rafael is closely watching Measure P election results. The Downtown construction is moving along and planning for Pickleweed's remodel is in progress. They have started programming at the temporary pop-up location, and they are receiving a lot of positive feedback from the patrons about the

DRAFT MARINet Board Meeting Minutes

Thursday, November 7, 2024



space. The library has also been able to engage with the community in new, positive ways in the temporary space.

- Gilbert – Dominican will be holding programs around NaNoWriMo (National Novel Writing Month). Gilbert will share more details as they are available.
- Brenner – Mill Valley is pleased to be moving forward with the purchase of assistive listening devices. The library has several exciting programs, including some on AI and robotics, scheduled soon. They are still exploring the possibility of purchasing a locker. The library continues to see a steady increase in visitors despite recent changes to parking laws and the availability of nearby parking spaces.
- Duran – Belvedere Tiburon recently coordinated with [Exhibit Envoy](#) and recommended them to libraries needing assistance with exhibits. Duran noted that MARINet may want to consider applying for a regional training grant from CLA, which is up to \$5,000 to offer training to other libraries. Duran shared she is joining the CALIFA and CENIC Boards.
- Jackson – Sausalito has a new zip books-like program called Pikabooks. Sausalito has shrunk their books on CD collection and streamlined some workflows.
- Hill – Larkspur was contacted by the Marin IJ so that they could cover their upcoming art programming. The new library project continues to move forward.
- Kenton – San Anselmo expanded their Library of Things collection. They've been focusing on local authors programming. They're considering a bi-annual Annual Night of the Poets, since it's so popular.

Duran adjourned the meeting at 11:04 a.m.

Minutes respectfully submitted by Trenary

Systems Admin Report – Dec 2024

Current Projects

1. **CENIC –**
 - **Refresh Project** – Installed new switches and wireless access points at Belvedere Tiburon, San Anselmo, Mill Valley and Larkspur. San Rafael and Sausalito are scheduled for the first weeks of December.
 - **Project Report** – Continued work on the final project report for CA State Library.
 - **Planning** – Computer Courage and Larkspur decided to stay with CENIC after the library move.
 - **Additional Grant** – The new upgraded router (Juniper ACX7024) was installed by Marin IT. Trenary will coordinate to cut over to the new equipment, which will require 2 hours of downtime.
 - **e-Rate Paperwork** – Every five years, MARINet needs to submit paperwork that we are the agent for each library for e-Rate (internet service at discounted rate).
2. **Technology Systems Specialist III (TSIII) open position** – We had a full-day of “Round 1” interviews. Huge thank you to our interview panelists - Anji Brenner, Mill Valley Library, City Librarian; Mark Ameral, Marin IT, Field Services Manager; Ivan Silva, Belvedere Tiburon Library, Technology and Learning Initiatives Librarian; and Shane Ebert, MCFL Corte Madera, Library Desk Supervisor.
3. **MCFL & SRPL San Rafael School Card Project** – Worked with MCFL to load and update 7,141 student cards in San Rafael elementary, middle, and high schools. Worked with all MARINet vendors to add a new barcode mask to allow student IDs to function as a barcode.
4. **MCFL’s Library Beyond Walls** – Created new “branch” for MCFL, including location code, hold pick-up location, title priority paging, location served, statistic groups, loan rules, Sierra account, and more.
5. **Larkspur Locker**– Updated codes for larkspur’s locker. Working with staff to streamline processes.
6. **California AI Group - ILS/Database Vendors Group** – Connected with Michaela Ullmann of USC Libraries who is working on a similar project. Will coordinate with her to continue this effort.

System Updates

Innovative/Sierra

- **INN-Reach/LINK+** - Allison Doxsee, library staff at Mill Valley, has tirelessly been communicating with Innovative on a software bug that is creating a mismatch between our Sierra and the LINK+ catalog. MARINet really appreciates her effort to help Innovative with examples of this issue.

CENIC

- **Outages**
 - 11/26/24 – Civic Center - A large power surge knocked out all power. Civic Center staff worked with County DPW to restore power completely and the CENIC connection was restored.

BiblioCommons

- **App - Google Play Developer Account Verification** – Requested a postponement of “verification” of MARINet. Now due by March 2025.

- Trenary, Sys Admin 11/27/24