

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, February 12, 2025**  
**4:00 p.m.**

**Library Technical Services**

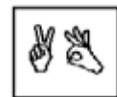
**1600 Los Gamos Drive, Suite 180, San Rafael, CA 94903**

Directions: Highway 101 Take Lucas Valley Road to 1600 Los Gamos Drive. Follow the signs reading "Main Lobby Sheriffs Office" 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: 415-473-3220**).

"The way to right wrongs is to turn the light of truth upon them"  
 - Ida B. Wells

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>
4:00pm 1.	Call to Order	Ward Action
2.	Welcome and Introductions	Ward Information
3.	Approval of Agenda	Ward Action
4.	Approval of January 06, 2025 meeting minutes	Ward Action
5.	Open Time for Public Expression	
6.	Director's Report for January	Adlawan Information
7.	Reading & Correspondence File	Ward Information
8.	New Business	
a.	Communications & Marketing	Clemons, Wade Information
b.	Nominating Committee	Ward Action
c.	Committee for Annual Meeting	Ward Action
9.	Strategic Plan Update	Schiller 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.

10.	Announcements/ Book Recommendation(s)	Ward	Information
5:30pm 12.	Adjournment	Ward	Action

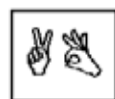
*Numbered List of attachments:*

4. Minutes for January 6, 2025
6. Library Director's Report for January, 2025

Unnumbered Attachments:

MARINet January 8, 2025 Minutes

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



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**Civic Center Meeting Room 410B  
3501 Civic Center Drive, San Rafael, CA94903**

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 Marin 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 the end of the hallway.

--PROPOSED MINUTES--

Wednesday, January 8, 2025

(1) CALL TO ORDER

Meeting was called to order at 4:05 pm. Sue welcomed everyone to the meeting and Sue asked for introductions of all assembled as there were some new faces.

(2) ROLL CALL

In Attendance

Sue Ream	Glynda Christian	Doug Sides
Sally Hauser	Linda Ward	Ann Kaplan
Claudia Wilson	Ted Ridgeway	Crystal Lewis
Anya Schandler		

Absent with Notification

Amelia Lahn Nick Javaras

Absent Without Notification

Alison Blume

Also Present

Lana Adlawan, Director of County Library Services  
Raemona Little Taylor, Assistant Director of Public Services  
Leslie Galiani, Administrative Services Manager  
Leching Chan, Administrative Services Associate  
Diana Barrera, Administrative Services Associate  
Ahmad Merza, Library Services Manager – Public Services  
Ann Bertucci, Librarian II – Adult Services  
Penny Wells, Member of Friends of the Civic Center

(3) ADOPTION OF AGENDA M/S/C – Anya / Glynda Agenda approved as submitted.

- (4) ADOPTION OF November 13th, 2024 MINUTES M/S/C – Glynda Christian / Anya Schandler Minutes approved as submitted
- (5) OPEN TIME FOR PUBLIC EXPRESSION – Commission Member Doug brought up a question what the process of the county library for is if someone has an issue with a book. Lana responded, regarding the process. The collection development policy is available to everyone online, within the policy there is a request for materials reconsideration form that any member of the public can fill out. It goes through a process of review by collection development team, subcommittees if needed, then it goes to the library director for final review. MCFL library is also part of the California Freedom to Read Act. There was a question regarding how long the process takes, Lana responded that it could take a few weeks. Another question was brought up about appeals to a ruling, at this time the final ruling comes from the Library Director.
- (6) READING & CORRESPONDENCE FILE – There were no reading materials this month.
- (7) NEW BUSINESS -  
a. Leslie Galiani and Leching Chan presented an update for the Measure A/B Funds.

MARIN COUNTY FREE LIBRARY								
2470 & 3550								
5 Year Projection	Actuals FY 2023-24	Adopted Budget FY 2024-2025	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28	Projected FY 2028-29	Projected FY 2029-30
Property Taxes	\$ (17,158,317)	\$ (16,631,200)	\$ (17,415,692)	\$ (17,676,927)	\$ (17,942,081)	\$ (18,211,212)	\$ (18,484,380)	\$ (18,761,646)
Measure A	\$ (2,861,932)		\$ (651,272)					
Measure B		\$ (4,700,000)	\$ (4,700,000)	\$ (4,803,400)	\$ (4,909,075)	\$ (5,017,074)	\$ (5,127,450)	\$ (5,240,254)
Other Revenue	\$ (2,713,445)	\$ (561,395)	\$ (633,815)	\$ (706,235)	\$ (787,997)	\$ (879,101)	\$ (980,753)	\$ (1,094,157)
<b>Total Revenue</b>	<b>\$ (22,733,694)</b>	<b>\$ (21,892,595)</b>	<b>\$ (23,400,779)</b>	<b>\$ (23,186,562)</b>	<b>\$ (23,639,153)</b>	<b>\$ (24,107,388)</b>	<b>\$ (24,592,583)</b>	<b>\$ (25,096,057)</b>
Salaries and Benefits	\$ 13,555,251	\$ 15,840,096	\$ 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
<b>Total Expenses</b>	<b>\$ 23,594,993</b>	<b>\$ 25,984,432</b>	<b>\$ 25,460,442</b>	<b>\$ 25,291,047</b>	<b>\$ 25,828,703</b>	<b>\$ 26,432,694</b>	<b>\$ 27,115,667</b>	<b>\$ 27,892,775</b>
<b>Net Library Costs</b>	<b>\$ 861,299</b>	<b>\$ 4,091,837</b>	<b>\$ 2,059,663</b>	<b>\$ 2,104,485</b>	<b>\$ 2,189,550</b>	<b>\$ 2,325,306</b>	<b>\$ 2,523,083</b>	<b>\$ 2,796,718</b>
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%

MEASURE A (Actuals Through 12/31/2024)  
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
									FY25	FY24	FY23		
54LP13HVAC	LB707	PROFSVCS	24826631	522510	Plumbing labor	NON PO	Marin H2O, Culligan Inc	\$ 350.00	\$ 350.00			\$ 350.00	\$ -
54LP13HVAC	LB707	PROFSVCS	24826631	522510	Construction Observation & Test	NON PO	Miller Pacific Engineer	\$ 1,900.62	\$ 1,900.62			\$ 1,900.62	\$ -
54LP13HVAC	LB707	PROFSVCS	24826631	522510	Asbestos Oversight-Drywall & Monit.	32500609	Deignan, Monte J	\$ 5,080.00	\$ 5,080.00			\$ 5,080.00	\$ -
54LP13HVAC	LB707	PROFSVCS	24826631	522510	Geotechnical Svcs Aug 12-25 2024	NON PO	Miller Pacific Engineer	\$ 1,935.85	\$ 1,935.85			\$ 1,935.85	\$ -
54LP13HVAC	LB707	PROFSVCS	24826631	522510	Nailing Inspection & Final Affidavit	NON PO	Applied Materials	\$ 1,595.00	\$ 1,595.00			\$ 1,595.00	\$ -
54LP13HVAC	LB707	CONSTRUCT	24826631	540210	Commercial Fire Alarm Svcs	NON PO	Advanced Security System	\$ 21,653.50	\$ 10,881.47	\$ -	\$ -	\$ 10,881.47	\$ 10,792.03
54LP13HVAC	LB707	CONSTRUCT	24826631	540210	HVAC improvement 10/31/24	32500759	Glant Construction Inc		\$ 3,346.50			\$ 3,346.50	\$ 739,402.37
									\$ 315,527.30			\$ 315,527.30	\$ (315,527.30)
												\$ -	\$ -
												\$ -	\$ -
												\$ -	\$ -
54LP13HVAC	LB707	MISC	24826631	522310	30 Minutes Parking Signs	NON PO	Amazon	\$ 742,748.87	\$ 315,527.30	\$ 3,346.50	\$ -	\$ 318,873.90	\$ 423,875.07
54LP13HVAC	LB707	MISC	24826631	522310	Picture Frames	NON PO	Amazon	\$ 87.16	\$ 87.16			\$ 87.16	\$ -
54LP13HVAC	LB707	MISC	24826631	522310	Onsite Moving / Supplies	NON PO	Amazon	\$ 294.20	\$ 294.20			\$ 294.20	\$ -
54LP13HVAC	LB707	MISC	24826631	522310	Fire monitoring/monite services	NON PO	Ahmed's Moving Exprt	\$ 1,955.84	\$ 1,955.72			\$ 1,955.72	\$ -
						NON PO	Advanced Security Sys	\$ 506.50	\$ 506.50			\$ 506.50	\$ -
54LP13HVAC	LB707	PWLABOR	24826631	561110	DPW Labor QTR 1-4 FY 22/23		DPW Labor	\$ 31,898.39	\$ 2,843.58	\$ -	\$ -	\$ 2,843.58	\$ 29,054.81
54LP13HVAC	LB707	PWLABOR	24826631	561150	DPW Labor QTR 1-4 FY 23/24		DPW Labor	\$ 119,907.04		\$ 51,652.01		\$ 38,449.60	\$ 81,457.44
54LP13HVAC	LB707	PWLABOR	24826631	561150	DPW Labor QTR 1 FY 24/25				\$ 18,884.24			\$ 51,652.01	\$ 69,255.03
												\$ 18,884.24	\$ (18,884.24)
												\$ -	\$ -
												\$ -	\$ -
									\$ 18,884.24	\$ 51,652.01	\$ 38,449.60	\$ 108,985.95	\$ 10,921.19
									\$ 18,884.24	\$ 54,998.51	\$ 38,449.60	\$ 441,564.70	\$ 474,643.10
SUMMARIZED BY LIBRARY SITE													
Project No.	Site	Type	Org	Obj	Library Site	Service			FY25	FY24	FY23	Expended	Balance
54LP11HVAC	LB707	PROFSVCS	24826631	522510	Corte Madera Library	Professional Services		\$ 21,653.50	\$ 10,881.47			\$ 10,881.47	\$ 10,792.03
54LP11HVAC	LB707	CONSTRUCT	24826631	540210	Corte Madera Library	Construction		\$ 742,748.87	\$ 315,527.30	\$ 3,346.50		\$ 318,873.90	\$ 423,875.07
54LP11HVAC	LB707	MISC/SUPP	24826631	522310	Corte Madera Library	Miscellaneous Costs		\$ 31,898.39	\$ 2,843.58			\$ 2,843.58	\$ 29,054.81
54LP11HVAC	LB707	PWLABOR	24826631	561150	Corte Madera Library	Project Management		\$ 119,907.04	\$ 18,884.24	\$ 51,652.01	\$ 38,449.60	\$ 108,985.95	\$ 10,921.19
						Total Costs:	\$	\$ 916,207.80	\$ 348,116.69	\$ 54,998.51	\$ 38,449.60	\$ 441,564.70	\$ 474,643.10

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

## MEASURE A (Actuals Through 12/31/2024)

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY24	FY23	FY22	Expended to Date	Balance
54L P10FA	L3P2297	PROF-SVCS	240226641	522510	Change Order	3210CT10	Wiss, Janney, Estimer	\$ 15,630.00	\$ 7,640.95	\$ 3,222.00		\$ 10,952.96	\$ 4,737.06
54L P10FA	L3P2297	PROF-SVCS	240226641	522510	United Asbestos Monitoring	Non PO	Monte Deignara & Assoc Available	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00	\$ -
								\$ 23,260.00					\$ 23,260.00
54L P10FA	L3P2297	CONSTRUCT	240226641	540210	Install Fire Suppression & Smoke	3230C0538	DMR Builders	\$ 41,400.00	\$ 7,640.95	\$ 6,772.00		\$ 13,412.95	\$ 27,987.05
54L P10FA	L3P2297	CONSTRUCT	240226641	540210	Permits/Engineering	Non PO	MMWD	\$ 332,420.89	\$ 322,853.93	\$ 190,591.80		\$ 821,455.78	\$ 10,970.13
54L P10FA	L3P2297	CONSTRUCT	240226641	540210	Refurbish dept of Fire/Int	Non PO	MMWD	\$ 24,616.00		\$ 24,616.00		\$ 24,616.00	\$ -
54L P10FA	L3P2297	CONSTRUCT	240226641	540210	Install Fire Alarm & Ulcer	Non PO	Advanced Security Sys Available	\$ (1,180.05)	\$ (1,180.05)			\$ (1,180.05)	\$ (1,180.05)
54L P10FA	L3P2297	CONSTRUCT	240226641	540210		Non PO		\$ 931.32	\$ 931.32			\$ 931.32	\$ -
								\$ 24,177.92				\$ -	\$ 24,177.92
54L P10FA	L3P2297	MISC	240226641	522310				\$ 590,971.06	\$ 322,615.23	\$ 223,207.80		\$ 646,823.03	\$ 35,148.05
54L P10FA	L3P2297	PWLABOR	240226641	501110	FY 21-22 CPW Proj. Management			\$ 249,200.92				\$ 41,290.92	\$ 207,000.00
54L P10FA	L3P2297	PWLABOR	240226641	501110	FY 22-23 CPW Proj. Management				\$ 60,076.61			\$ 60,076.61	\$ 130,321.39
47CLIBFA1	L3P2297	PWLABOR	240226641	501110	FY 23-24 CPW Proj. Management				\$ 25,042.65			\$ 25,042.65	\$ 113,270.74
54L P10FA	L3P2297	TRANSOUT	240226641	590110	Move Funds to Library Trust			\$ 240,200.92	\$ 25,042.65	\$ 60,076.61		\$ 134,936.18	\$ 113,270.74
								\$ 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	FY24	FY23	FY22	Expended	Balance
5ALP0FA	LB2707	PROF/VS	2482564*	502510	Fairfax Library	Professional Services	\$	7,640.06	\$	37,667.05	\$
5ALP0FA	LB2707	CONSTRUCT	2482564*	540210	Fairfax Library	Construction	\$	3,322,615.23	\$	545,523.03	\$
5ALP0FA	LB2707	MISC SUPP	2482564*	522310	Fairfax Library	Miscellaneous Costs	\$				\$
5ALP0FA	LB2707	PWLABCR	2482564*	591110	Fairfax Library	Project Management	\$	25,042.65	\$	134,938.18	\$
5ALP0FA	LB2207	TRANSOUT	2482564*	590110	Fairfax Library	Transfer Out	\$			\$	\$
<b>Total Costs:</b>							<b>\$ 355,298.93</b>	<b>\$ 303,203.41</b>	<b>\$ 1,286.92</b>	<b>\$ 699,789.18</b>	<b>\$ 178,413.84</b>

Project Completed



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								
			\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	
			\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
			\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
54LP06R00F	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	\$ 27,684.63		\$ 568,657.33
		Miscellaneous Costs 522310								
	Project Completed	DPW Labor 561110			\$ 8,112.00	\$ 156,353.95	\$ 544,183.40	\$ 65,333.91		\$ 784,183.26
54LP06R00F	Corte Madera Measure A Project	Professional Services 522510			\$ 11,626.00	\$ 1,374.00	\$ 46,906.00	\$ 67,768.30		\$ 127,754.30
		Construction 540210	\$ 6,015.00	\$ 56,646.20	\$ 149,048.10	\$ 494,594.95	\$ 562,421.45	\$ 52,663.20		\$ 1,543,333.90
		Miscellaneous Costs 522310				\$ 7,535.64		\$ 279.38		\$ 7,815.02
		DPW Labor 561110			\$ 10,072.00	\$ 84,494.72	\$ 119,676.65	\$ 27,867.41		\$ 243,110.78
			\$ 6,015.00	\$ 56,646.20	\$ 170,746.10	\$ 650,796.31	\$ 749,004.10	\$ 148,578.28		\$ 1,721,809.00
54LP07R00F	Fairfax Measure A Project	Professional Services 522510			\$ 7,630.00	\$ 6,635.00	\$ 39,305.00			\$ 55,770.00
		Construction 540210					\$ 41,436.77	\$ 68,960.00		\$ 100,416.77
		Miscellaneous Costs 522310								
	Project Completed	DPW Labor 561110			\$ 2,378.12	\$ 27,876.77	\$ 38,507.54	\$ 6,600.16		\$ 76,360.59
					\$ 10,206.12	\$ 36,511.77	\$ 120,248.31	\$ 65,560.16		\$ 232,547.36
54LP10FAL	Fairfax Life Safety Project	Professional Services 522510			\$ 5,772.00					\$ 13,412.95
		Construction 540210			\$ 322,615.23	\$ 223,207.80				\$ 545,823.03
		Miscellaneous Costs 522310								
		DPW Labor 561110			\$ 68,676.61	\$ 41,266.92				\$ 134,943.53
	Project Completed	Transout 560110			\$ 5,445.00					\$ 5,445.00
			\$ 355,298.83	\$ 393,203.41	\$ 41,266.92	\$ 41,266.92	\$ -	\$ -		\$ 699,768.16
54LP13HVAC	Corte Madera HVAC Project	Professional Services 522510	\$ 10,861.47							\$ 10,861.47
		Construction 540210	\$ 315,927.30	\$ 3,346.50						\$ 319,273.80
		Miscellaneous Costs 522310	\$ 2,843.68							\$ 2,843.68
		DPW Labor 561110			\$ 36,440.60					\$ 36,440.60
			\$ 328,232.35	\$ 73,692.18	\$ 36,440.60					\$ 441,364.79
\$ 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
54LP14MISC	Measure A MISC Proj	Professional Services 522510								
		Construction 540210								
		Miscellaneous Costs 522310								
	Project Completed	DPW Labor 561110								
							\$ 25,060.95			\$ 25,060.95
1/8/2025			\$ 355,247.35	\$ 485,827.78	\$ 530,717.23	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.38	\$ 25,060.95	\$ 3,850,894.43

b. Ahmad Merza - Library Services Manager and Lana Adlawan - Library Director  
Gave an up date of the Corte Madera project and the Facilities overview.

## Marin County Free Library Commission

### Facilities Overview

January 8, 2025



### 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 2024-26

*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: \$2.6 million

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

# Scope of Work

## 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

## New Heating, Ventilation, and air conditioning (HVAC) System

# Progress Update: Pathways & Entrance

- Concrete entrance and sidewalks have been poured
- Grading for the new path of travel completed
- Concrete poured at the garden with a bench structure in progress
- Railings have been fabricated and installed
- Construction of the deck has begun



## Progress Update: Restrooms

- Existing bathrooms removed and rough plumbing completed
- New concrete slab poured
- Electrical, framing, and drywall complete
- Tile currently being installed



## Progress Update: Lighting & HVAC Systems

- Drywall abatement completed
- Existing light soffits expanded, framed, and rough-wired
- HVAC units planned to be installed later this month



# Baby Changing Station

Innovative Solution by Corte Madera Staff

- Recognized the absence of a designated baby changing station
- Collaborated to create a functional and welcoming temporary solution for accessibility during the construction



## What's Next?



BATHROOMS  
TARGET COMPLETION DATE 2/6/25



COMPLETE REMAINING PATHWAYS AND  
LANDSCAPING  
TARGET COMPLETION DATE 3/3/25



FINAL HVAC AND LIGHTING  
INSTALLATION  
TARGET COMPLETION DATE 2/26/25





- 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 MARINes 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



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 & Tam Interior Refresh Project  
Implementation in 2025





We are planning an outreach strategy for the 10-branch Interior Refresh Project:

- Overall purpose of refresh project on [webpage](#)
- Plans per branch (similar to Corte Madera, each branch will have designs, photos, and updates)
- Invitation for community comments through [online](#) and physical forms

## LIBRARY REFRESH PROJECT

Project Dates: Coming In 2025

Learn more about the Library Refresh Project



The refresh project for all 10 branches of the Marin County Free Library will involve a lot of capital projects: floor painting and staff, with improvements, ranging from new furniture, paint, and accessible technology. The project is a direct outcome of the voter-approved 2022 Measure B funding for facility improvements.

The project makes recommended improvements to better serve the local community of all ages by providing a welcoming place for all. The project is a direct outcome of the voter-approved 2022 Measure B funding for facility improvements.

As the project moves to the design phase, we'll be sharing more information about including residents and any other updates.

If you have any questions or comments about the refresh project, please email us at [library@marincountylib.org](#) or call 415-947-1234. We welcome your feedback!

Send feedback

### Belinas Library



#### Belinas Library Refresh Project

This page is a placeholder for a description of the project.

- Refresh project
- Refresh project
- Refresh project
- Refresh project

Link to view the plans.

## 2030 - CAPITAL IMPROVEMENTS

INTERIOR  
10-BRANCH  
REFRESH  
PROJECT

HEALTH &  
SAFETY  
BUILDING  
IMPROVEMENTS

COUNTY-  
OWNED  
BUILDING  
RENOVATIONS



- (8) Strategic Plan Update – Ann Bertucci the Co-Chair of the Racial Equity Alliance, brought a recap of the REA presentation that happened at the December Library Commission. She went over the activity that happened during the meeting and continued the activity, inviting the commission who did not have an opportunity at the last meeting to participate. Anne gave the commission some 'homework' to think about how to prepare for questions about the strategic plan and to formulate an elevator speech for the members. Lana asked the commission if there was anything the commission would like for us to bring that would help them understand the strategic plan better.
- (9) PRESIDENT'S REPORT DECEMBER – Sue did not have a president report. She brought up that June is the social event and will need to make the committee for that event and to think about a speaker for the event. June there will be elections for new officers and Sue's term is up

and if someone else would like to step up now it the time to start thinking about it.

- (10) DIRECTOR'S REPORT FOR DECEMBER – Lana asked the commission to read her commission report as it's a review of what happened in 2024. Showing her appreciation for the library as well as the library commission. She thanked the commission for all that they did in 2024. Lana also let the commission know that the budget have been moved up have been moved up and will be finished in march and approved in May for the upcoming fiscal year.
- (11) ANNOUNCEMENTS/BOOK RECOMMENDATIONS –  
**James** – Percival Everett  
**Patriot** – Alexi Navalny  
**Jesus and the Disinherited** – Howard Thurman
- (12) ADJOURNMENT – Meeting adjourned at @ 5:32 pm

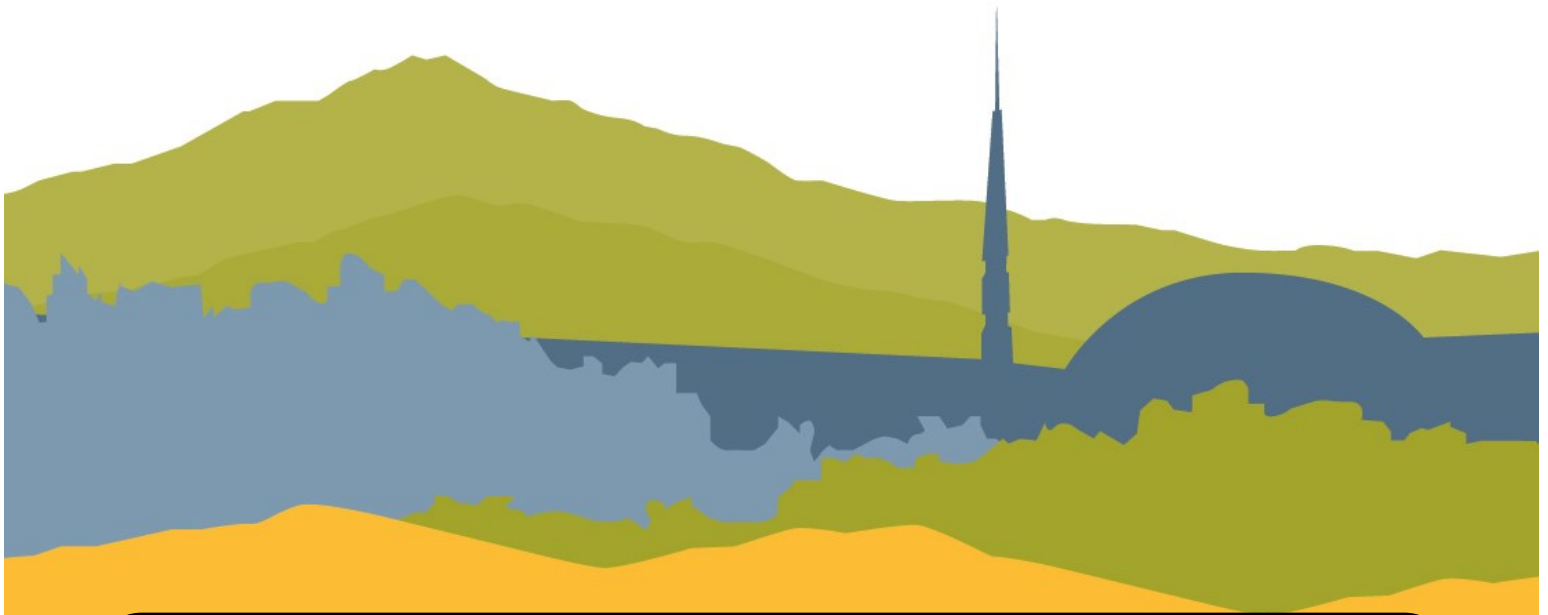


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

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## **JANUARY 2025 ACTIVITIES**

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**OUR MISSION:**

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

**OUR VISION**

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



# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services



Civic Center Library continues their school district library card drive, visiting seven schools and creating cards for over 2,500 elementary students! For Terra Linda High School, the librarian made a video that the School Librarian there has distributed to students and parents. (That school population is about 1,200 students.)

There was some joyful faux pizza making going on at Corte Madera Library's Crafternoon program. One of the parents asked how they could possibly do a craft for ages 5 -12, and as you can see in the photos, the globby goodness of the younger set inspired the older kids to take their pizza making to another level. Nothing beats a communal table of crafters, and the range of folks adds to the deliciousness of it all!

Corte Madera Library also continues their successful Read to a Dog program, where children can practice their reading skills with sweet furry friends specially trained by the Humane Society.

DrawBridge Art Program continues to bring fun craft programs to our branches. In the beginning of January they came to Fairfax with a very popular clay magnet project, drawing in over 30 participants!

Inverness Library celebrated the life of Dr. Martin Luther King, Jr. during a class visit. Students listened to a new book and engaged in lively conversation, showing their critical thinking skills and digging deeper into the life of this incredible man.

The cold season was also celebrated in Inverness with a cozy winter storytime featuring Jan Brett's *The Hat*, complete with puppets, props, and songs.

Several library branches continue their engaging and supportive Homework Helpers program, teaming up volunteer high school students with 3rd-10th graders who need a little after school support. This has been such a meaningful program for our youth on both sides of the table!



## Teen Services



During the lead up to final exams, librarians from the Civic Center Library visited Terra Linda High School. They held a relaxing activity for the students to help settle their stress, providing materials and guidance for a freeform watercolor project.

Following the winter break, Homework Helpers started up for the new year at Fairfax, Novato, Corte Madera and Civic Center libraries. The teen volunteers, the students and their caregivers have all been eager to get back to it!

The Rainbow Teen book club has restarted at Hamilton School in South Novato. The South Novato Library is also doing a trial run of the Writing Buddies program that will officially start next month, when Dominican University Students will tutor elementary students in lessons on writing. Teen volunteers will be shadowing the Dominican Students and assisting with scheduling with the intention of the teens doing the tutoring in the summer.





## Adult Services



Novato Library continues to offer a robust programming schedule, including Family Game Night and Knowledge-A-Bowl, where patrons are encouraged to test their useless knowledge. They also hosted Aging with Joy, a program that offered patron tools and resources to shift negative emotional states to more joyful and powerful emotional states. Lastly, the Novato Library, in partnership with the Marin Master Gardeners, celebrated National Seed Swap Day, where patrons of all ages were encouraged to swap seeds and check out the seed starting station. Several Master Gardeners were on hand to answer any questions.

Civic Center rang in the New Year with Letter to Yourself, a month-long bilingual program for patrons of all ages interested in writing letters to themselves as a form of personal reflection. Continuing with the correspondence theme, Civic Center also offered Wright Place, Wright Time, which provided a friendly and encouraging environment for patrons to ignite their creative writing endeavors.

South Novato hosted an inspiring book presentation: The Journey of Deferred Action for Childhood Arrivals (DACA) Students Living in the United States today. Current and former DACA recipients reflected on how the protected status has transformed their lives for the better, while discussing the repercussions for its withdrawal.

The vast majority of programming at Corte Madera is on hold until construction is completed. However, the ever-popular Puzzle Swap never fails to enthusiastically welcome the community into the branch.



### DACA STUDENTS BOOK DISCUSSION

This book shares the personal narratives of current and former DACA recipients, exemplifies how protected status has transformed their lives for the better, and underscores the potential repercussions of its absence.

Panelist: José Ordóñez, Itzel Lopez, Erick Palacios



**THE JOURNEY OF  
DACA STUDENTS  
LIVING IN  
THE UNITED STATES  
TODAY**

A JOINT EFFORT BY MARIN COUNTY

BOOK  
DISCUSSION

**Saturday,  
January 25  
3PM - 4PM**

South Novato  
Library  
931 C St  
Novato CA 94949

More info:  
**415-506-3158**  
[Cris.oriosolgo@marincounty.gov](http://cris.oriosolgo@marincounty.gov)

# Collection Development & Management



## COLLECTION DEVELOPMENT AND MANAGEMENT

From January 2024 to date the MCFL's Collection Development Team has processed 500+ patron requests for digital and physical materials to meet community needs.

From November 2024 to date MCFL has spent over \$6,500+ in additional collections funds to purchase Overdrive/Libby Spanish Language materials to fulfill community requests. We are happy to support this surge in interest in our digital offerings. Community driven acquisitions are an important aspect of maintaining collections that are responsive to patron needs.

The MCFL Collection Development Team in January supported the San Mateo County Library by establishing a dialogue around how to most effectively use Collection Development trends and strategies to maintain collections that are dynamic and responsive to patron need, and supportive of DEI efforts.

The team also hosted its first Collections Conversation open-hour featuring CollectionHQ. The intent is to give staff another way of being in contact with selectors to ask questions, learn about procedures, or raise awareness about potential areas of interest concerning collections. The meeting will take place on a monthly basis and highlight a different aspect of collections each time, occasionally inviting vendors to explain how their offerings work and to answer any staff questions.

### Acquisitions

Michelle and Aura completed the [Stargazing Kits \(bit.ly/4gM07K9\)](https://bit.ly/4gM07K9) and those are now going out to the Fairfax, Novato, Corte Madera and Civic Center branches. This project was due to a grant that Fairfax Branch Manager, Margaret applied for from the California State Library. The main feature of each kit is a large telescope.

Aura also helped the IT team with setting up a large number of hotspots in the catalog and distributing them to the branches.

Michelle received and sent out the Corte Madera Craft Kits. These are a brand new collection highlighting crafts such as Embroidery, Knitting/Crocheting, and Quilting.

### Information Technology and Tech Support

During the month of January, the team configured and distributed 155 additional or replacement hotspots to all library branches.

Hotspots are portable pocket-sized mobile routers, which you can take with you to set up an Internet connection. Instead of having to find a hotspot, like at a local library or other business, you can bring the Internet to you through this device and access Wi-Fi through it. Multiple devices can connect to the Hotspot to access the Internet. The Library is providing the data service to power the Hotspots. This is an important way in which the library makes access to the Internet equitable for people who can't have access to it due to a variety of economic, personal, or geographic circumstances.



## Educational Equity



### South Novato

We are very happy to welcome Joselin Ordoñez as our new Library Ambassador! Joselin joined the literacy support program Reading Buddies in Spring 2024 and she became a Library Ambassador early this year after expressing interest in volunteering at the library. In Joselin's words: "I was interested in volunteering at the library because of their programs like Reading Buddies and some of the books that I've read oh there."

We also welcome Webstar Heidy Ordoñez (photo) who will be working in support of our education equity initiatives such as Reading Buddies and our new pilot program Writing Buddies. Heidy was part of the Career Explorers program from the Probation Office last summer and is the first student to get hired at SNO as part of our career pathways initiatives.

We had increased numbers for our Saturday Storytimes and continued success with our Spanish Storytimes on Wednesday. Our Boys and Girls Club book club, which is held once a month, has restarted on location at Lynnwood Elementary. The Rainbow Tween book club has restarted at Hamilton School. We have developed a Writing Buddies Program in tandem with Dominican University to help teach and inspire elementary students around writing.

### West Marin

Reading Buddies at Point Reyes reconvened after the holiday break for another busy month. In January, we celebrated the Chinese Lunar New Year with stories and writing activities.

Drawbridge visited Point Reyes and provided clay sculpting activities for children and their families.

(Continued on next page)

## **Educational Equity**

(Continued)

### **Marin City**

In the Branch: Marin City Library has been using January to plan the rest of the year, the better to swing into action for the spring and summer!

We hosted a screening of *Carved in Silence*, a powerful documentary about the Chinese immigration experience at Angel Island. Filmmaker Felicia Lowe led a great discussion.

We hosted Lisa and Stinson for another Read with a Dog program with three eager readers!

At The Lab: The Lab Makerspace Coordinator, Etienne Douglas hosted a very successful program with Golden Gate Parks National Conservancy, National Parks Service, and St. Andrew Presbyterian Church of Marin City. We hosted a screening of a documentary film, *Giant's Rising*. The screening was attended by over 160+ people.

The Lab has been sharing recent 3D print creations with students who visit the Sausalito Marin City School District school library which is encouraging students to come visit The Lab to try creating some 3D prints of their own!

In the School: Students at MLK Academy have been learning more about Dr. Martin Luther King Jr. and his work through storytimes and activities that get them connected to the history.

Library staff have also been learning about hibernation with activities and art projects that get them thinking about the winter animals in their own backyard.

## Communications & Publicity



Marketing supports community needs and promotes opportunities through key publications. In response to recent political changes, Marketing helped share the Library's commitment to vulnerable communities with a statement shared in the following ways:

- A statement of support issued via Press Release.
- A dedicated blog post and direct-email amplifying this message.
- A collaboration with the Web Department to develop an online resource hub offering key support and services to these communities.

Marketing continues to promote events and programs that help patrons navigate library services, including technology assistance, English language learning, and access to essential resources. From homework help and conversation clubs to preschool storytimes and meditation workshops, Marketing is committed to highlighting library programs that uplift and empower communities.

- To enhance outreach and engagement, Marketing is developing communication plans that:
- Boost the Library's social media engagement.
- Enhance email marketing campaigns to reach highlighted audiences and broaden its scope.
- Improve internal communication for large-scale library initiatives.
- Strengthen constituent and partner collaborations.

Marketing's goal is to bring the Strategic Plan to life through storytelling that captures the many lived experiences in Marin County, increasing awareness of the Library's community impact and fostering deeper connections with those we serve.

# PERSONNEL UPDATE

Please say hello to Bianca Finley Alper, our new Librarian 1 in the California Room! Also, congratulations to Channing Wong, promoted to Technology Systems Specialist III.

We are interviewing for the following roles:

Librarian I: Marin City and Novato

As we continue to build and work on retention strategies at MCFL, we are planning for the second New Employee Orientation in March, where new staff learn about the ins and outs of being employed at MCFL while also visiting all 10 branches across two days. It is a fun way to explore what makes each branch unique while gathering together as a cohort to have fun!

MCFL was pleased to announce its 2024 Employee of the Year, Faheem Bassa! Faheem began his career with the Marin County Free Library over a decade ago as a teen intern in the WebStar program. Over the years, he grew from Library Assistant I to a branch supervisor, shaping the Marin City Library into a vibrant community hub. His dedication to customer service, positive attitude, and commitment to his community have made him a role model within the library and for future staff.

Recently, Faheem transitioned to a contingent hire position within MCFL. As noted by Etienne Douglas, Faheem has been an inspiration, particularly for the local Muslim community, and has played a key role in encouraging WebStar participants to pursue careers in libraries.

Faheem, along with the 2024 Employee of the Year Class, was honored by the Board of Supervisors with a resolution recognizing their contributions. Previous MCFL awardees include Ann Bertucci and Alejandra Cruz.



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



Digital usage of our materials continues to skyrocket in Marin County. We hit over one million digital circulations in our MARINet Overdrive collection! This speaks to the high comfort level of patrons in using e-materials now, compared with prime COVID-19 pandemic years, in which print materials were not available. A press release celebrating this achievement with our public will be released in February and this news was shared on our website in January. The implications for this rise in e-circulation is that all libraries in MARINet (city and County) will need to consider their ratios in supporting e-materials versus print materials, to keep up with demand and reflect patron preferences. Marin County patrons certainly do appreciate the “feel” of a print book and flipping through the pages, either at home or in one of our branches, but the ease of digital when the reading bug hits is clearly demonstrated by this new milestone for us.

For fun, because it’s always interesting, here were our top circulating e-books in 2024, fiction and non-fiction. Which ones did you read? (Thank you for helping us reach one million circulations, too!)

(Continued on next page)

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

## Top 10 Titles in 2024



## Top 10 Non-Fiction Titles in 2024



MCFL has completed our FY 2024-25 Budget Review Process, as well as preliminarily entered our FY 2025-26 budget for consideration for the Board of Supervisors in late February. MCFL is on track to completing our goals outlined in our FY 2024-2026 Budget Workplan, which are to:

1. Expand citizenship, multilingual and adult literacy services to Northern Marin in FY 2025-26 to assist residents with naturalization legal assistance.
2. Revamp the interior space for library patrons and staff at library branches in FY 2025-26, with improvements ranging from new furniture, paint, to accessible technology.
3. Increase West Marin service outreach by procuring a van to serve more communities in the region.
4. Expand technology skills for older adults by providing free / low cost Internet access, technology devices and technology training by WebStars at five older adult Marin Housing Authority sites.
5. Increase access to library materials for older adults at one Marin Housing Authority site with the installation of a book vending machine.

(Continued on next page)

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

The MCFL Executive Team and key members of our Finance, Accounting and Human Resources Team met with every unit supervisor in a flurry of meetings in late December 2024 to allow the MCFL Budget Team the month of January to plan for any modifications for FY 2025-26. All budget proposals were reviewed using the County of Marin's Racial Equity Toolkit, as well alignment and demonstration of the goals outlined in MCFL's Anti-Racism & Equity Strategic Plan.

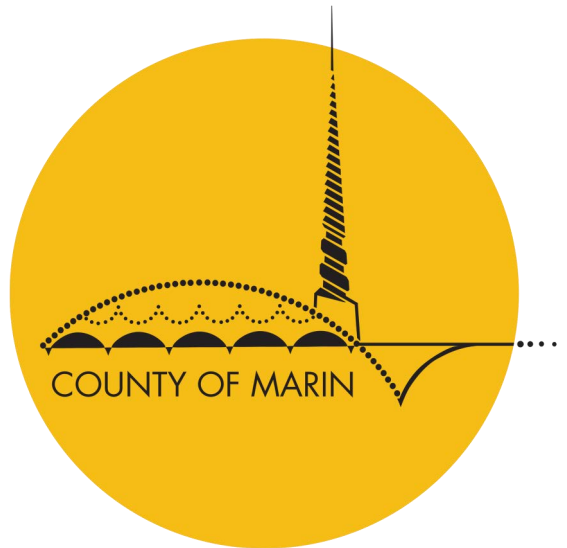
We are excited to welcome in the additional revenue provided by our Measure B parcel tax, supported by voters for renewal in November 2022, which starts this fiscal year. This additional revenue will not only allow us to complete much needed facility improvements but allow for an increase in services provided and potential staff increases in FY 2025-26.

Exciting things are afoot at MCFL, and we look forward to bringing innovative and equitable services forward in 2025 so that all community members feel and see the value of their local public library.

In community,

Lana Adlawan  
Director, County Library Services





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## **COMMISSION MEMBERS:**

MCFL and the County of Marin

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

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# MARINet Board Meeting Minutes

Wednesday, January 8, 2025



## Meeting Format: Virtual

### Publicly Accessible Meeting Locations:

Belvedere Tiburon Library	1501 Tiburon Blvd., Tiburon, CA 94920
Larkspur Public Library	400 Magnolia Ave., Larkspur, CA 94939
Marin County Free Library	3501 Civic Center Dr. Room #414, San Rafael, CA 94903
Mill Valley Public Library	375 Throckmorton Ave., Mill Valley, CA 94941
San Anselmo Public Library	110 Tunstead Ave., San Anselmo, CA 94960
San Rafael Community Center	618 B Street, San Rafael, CA 94901
MARINet	1600 Los Gatos, Suite #180 San Rafael CA 94903

### Present:

Board Chair: Crystal Duran (Belvedere Tiburon)

Board: Amy Gilbert (Dominican), Damon Hill (Larkspur), Lana Adlawan (MCFL), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Catherine Quaffa (San Rafael)

MARINet Staff: Jessica Trenary

Duran called the meeting to order at 9:01 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Standing Agenda Items
  - A. Approval of Minutes from Previous Meeting (*Action*) – **Kenton moved to approve the December 5, 2024, meeting minutes, Adlawan seconded. Unanimously approved by a voice vote.**
  - B. Systems Administrator Report (*Discussion*) – Trenary noted the accomplishment of finishing the CENIC Refresh project and breaking 1 million circulations in Overdrive. Adlawan will talk to County about a press release. Trenary will send poll to the Board about future projects for MARINet.
- IV. Business Topics

**Closed Session** pursuant to California Government Code § 54957  
*PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: Systems Administrator*  
Duran called for a closed session at 9:11 a.m.

  - A. Trenary Annual Evaluation (*Discussion*) – Notes from the closed session: The Board discussed Trenary's annual performance review. Members provided feedback to Adlawan following the County's evaluation process. Adlawan will schedule a follow-up meeting with Trenary to share input and finalize professional development goals for 2025. No action was taken.  
Duran reconvenes meeting at 10:11 a.m.

Duran adjourned the meeting at 10:12 a.m.

*Minutes respectfully submitted by Trenary*