

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
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CRS Dial 711
www.marinlibrary.org

MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda

Wednesday, March 12, 2025

4:00 p.m.

Library Technical Services

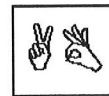
1600 Los Gamos Drive, Suite 180, San Rafael, CA 94903

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	Ream	Action
2.	Welcome and Introductions	Ream	Information
3.	Approval of Agenda	Ream	Action
4.	Approval of February 12, 2025 meeting minutes	Ream	Action
5.	Open Time for Public Expression		
6.	Reading & Correspondence File	Ream	Information
7.	Director's Report for January	Adlawan	Information
8.	New Business		
a.	Mobile Outreach Services - Book Mobile & Learning Bus	Cruz, Lumb, Swanson	Information
9.	Strategic Plan Update	Little-Taylor, Bertucci	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)	Ream	Information
5:30pm 12.	Adjournment	Ream	Action

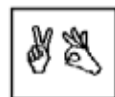
Numbered List of attachments:

4. Minutes for February 12, 2025
6. Library Director's Report for February, 2025

Unnumbered Attachments:

MARINet February 6, 2025 Minutes

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--PROPOSED MINUTES--

Wednesday, February 12, 2025

- (1) CALL TO ORDER
Meeting was called to order at 4:03 pm. Sue welcomed everyone to the meeting and Sue asked for introductions of all assembled.

- (2) ROLL CALL

In Attendance

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

Absent with Notification

Amelia Lahn Nick Javaras Crystal Lewis

Absent Without Notification

Alison Blume Anya Schandler

Also Present

Lana Adlawan, Director of County Library Services
Raemona Little Taylor, Assistant Director of Public Services
Juliet Schiller, Assistant Director of Support Services
Gina Turrini, Administrative Assistant I
Andre Clemons, Media Manager
Keith Waye, Media Technician
Heather, Member of the Public

- (3) ADOPTION OF AGENDA M/S/C – Glynda Christian / Linda Ward Agenda approved as submitted.

- (4) ADOPTION OF November 13th, 2024 MINUTES M/S/C – Ann Kaplan / Glynda Christian Minutes approved as submitted
- (5) OPEN TIME FOR PUBLIC EXPRESSION – No public Expression.
- (10) DIRECTOR'S REPORT FOR DECEMBER – Lana handed out a copy of the Library Statement and resolution from the Board of Supervisors to the Library Commission members. While these were handed out Lana addressed the Commission, the order of some meeting items have been changed to make more time for the presentations and discussions. Asking for feedback on these changes in the future. Lana spoke to the concerns and changes with the current administration, just how it effects the libraries. She outlined the Board of Supervisors Resolution and the Library Statement for support of the community, community concerns and needs. Lana asked the Commission to each read a part of the Library Statement around the table. The question of federal funding for the library came up and Lana responded that it will not impact the libraries bottom line as the funding comes from the county parcel taxes. The second item Lana brought up for her report was regarding the Point Reyes National Seashore and the ranches, she mentioned coverage from Point Reyes Light and Press Democrat have good insight about the situation happening, this covered effect the Libraries Reading on the Ranches program that has been on going for the past 20 years. But with the changes the library is unsure of how it will go forward but as things do change the library adjust to support the community in West Marin. Raemona commented that the West Marin staff, more so those within Point Reyes and the West Marin Literacy Program, have been communicating with residents and deeply connecting with them, coming to community meetings to show the Library is a trusted resource. Juliet brought forth the historical significance of the area, how it had been Hispanic ranchers that held the land to begin with, but white families from outside the area sued to get the land. To connect this historical perspective when later tonight they speak about the Strategic Plan and the libraries anti-racism policy. That while it does not speak to the trauma currently happening to the families in the seashore we can look back at history and learn from it.
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (7) NEW BUSINESS -
 - a. Communications & Marketing Team – Andre Clemons and Keith Waye gave a presentation about the team, what they do and do and the current projects they've been working on for the libraries, other work units and outside stakeholders.



MCFL MARKETING & COMMUNICATIONS (MarCom)



THE MARCOM TEAM

**Dr. Juliet
Schiller**

Asst. Director of
Library Support
Services

**Andre
Clemons**

Media Manager

**Keith
Waye**

*Media
Technician*

**Anna
Jonsson**

*Media
Technician
(Part-Time)*

**Mildred
Arencibia**

*Senior Librarian
(Support)*



MARCOM VISION STATEMENT

We create an inclusive atmosphere where every voice matters. Through storytelling and outreach, we amplify diversity, connect people to resources, and promote equity—making the Library a trusted partner in building a more just and vibrant future for *everyone*.

THE ROLE OF MARCOM

**Increase library
visibility and
public
engagement**

**Strengthen
MCFL's
presence as a
community
resource**

**Support MCFL's
Anti-Racism &
Equity Strategic
Plan**

MARCOM KEY RESPONSIBILITIES

Brand Management & Storytelling

Event Promotion & Outreach

Public Relations & Media Outreach

Social Media & Digital Engagement

Internal Communications & Staff Support

Crisis Communication & Reputation Management

Community Engagement & Partnerships

2024 HIGHLIGHTS

Anti-Racism & Equity Strategic Plan Campaign

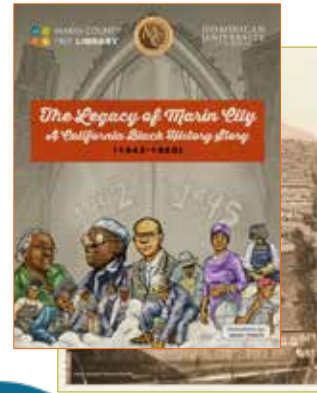


2024 HIGHLIGHTS

Black History Celebration Promotion



Legacy of Marin City Booklet



2024 HIGHLIGHTS

On the Wall Campaign Brand Design



MCFL Apparel Branding



2024 HIGHLIGHTS

MCFL "Mood" Stickers



LBW Logo Design



MyCard Library Card Design



All Staff Day Presentation Design & Build



STRATEGIC GOALS - THE NEXT YEAR

Enhance Digital Presence

Equity-Centered Storytelling

Expand Team & Production Capacity

Deepen Community Partnerships

Redesigning Newsletters & Print Materials




STRATEGIC GOALS - UPCOMING PROJECTS



Email
Marketing
Campaign
Strategies

Expanded
Storytelling for
Social Media
with video and
podcast audio



Marin City Bus
Station Wraps

New Library
Brochure



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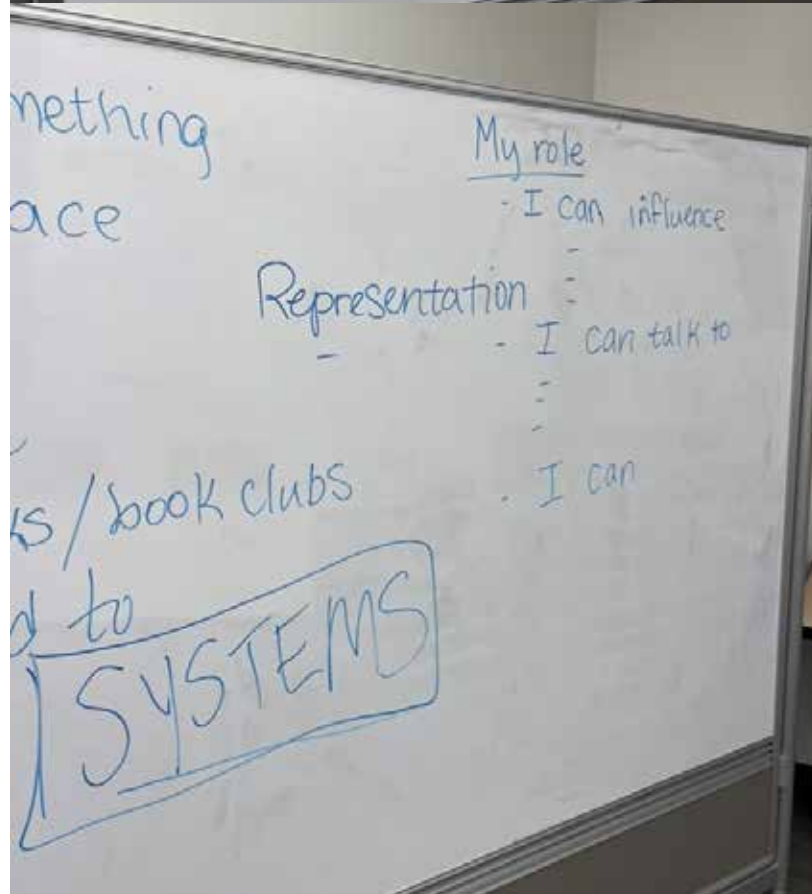
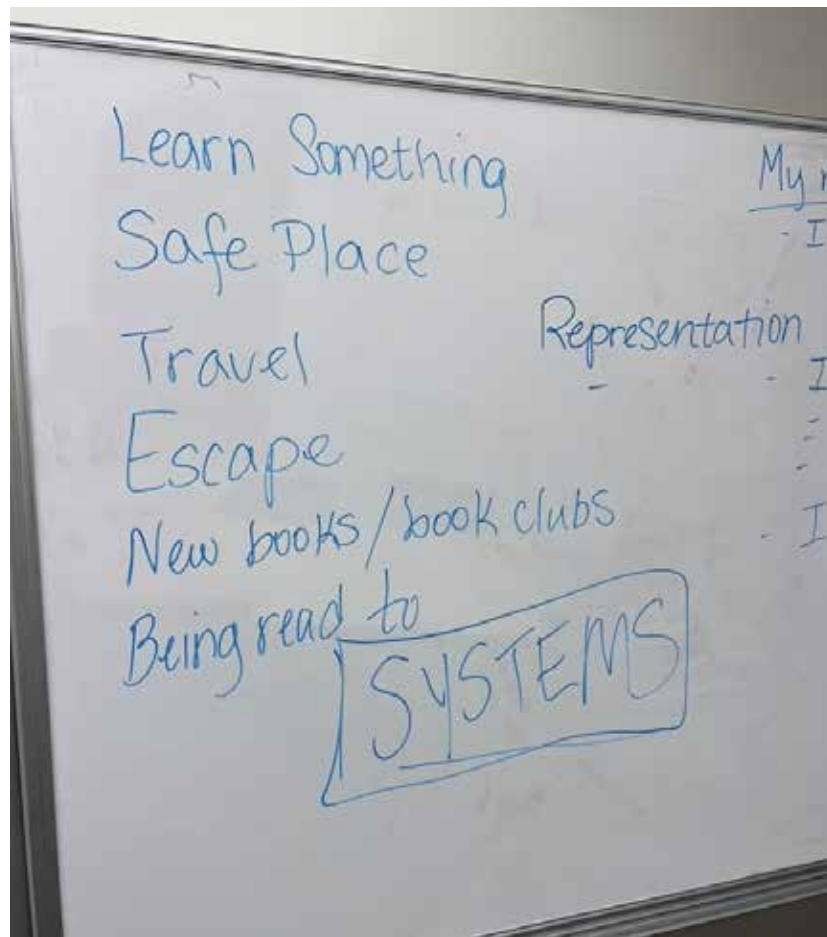




THANK YOU



- b. Nominating Committee – Sue brought up that her term as president is ending and a committee of commission members was needed to work on working to find the next Commission President and Vice President. Sally Hauser, Ted Ridgeway and Ann Kaplan stepped forward to do so.
 - c. Annual Meeting Committee – Next Sue asked for who would like to volunteer for the Annual Meeting Committee. Ted Ridgeway, Doug Sides and Linda Ward stated they would join.
- (8) STRATEGIC PLAN UPDATE – Juliet started her presentation to talk about our pillars, what it is to be an anti-racist equitable system. Talk and exercises will go deep into DEI, Anti-Racism and the idea of Race-Neutral and Politically Neutral.



Sue, Heather, Lane, Tony

- Availability of resources + services
(Diverse materials)
- Funding Welcomes all
- Representation in the library
 - programs, materials
- Meeting people where they are
Access in physical locations
- Stories that are held + told in libraries
- Starting Early - Exposure to others
- Partnering w/ Schools + towns/cities

- We feel passionately about being advocates of the library system and assisting those who need help accessing the broad range of services available.

Accepting of all
Work against systemic racism
Access - including communities underserved
See something/say something
Inform + educate young thinkers

- (9) PRESIDENT'S REPORT FEBRUARY - Sue did not have a report but she asked the commission how do they feel about the change in format for the meetings and if they felt good about that. The board responded yes. She also asked the commission how they felt about possibly lengthening the time of the meetings, this was something to think about and to discuss at a future meeting.

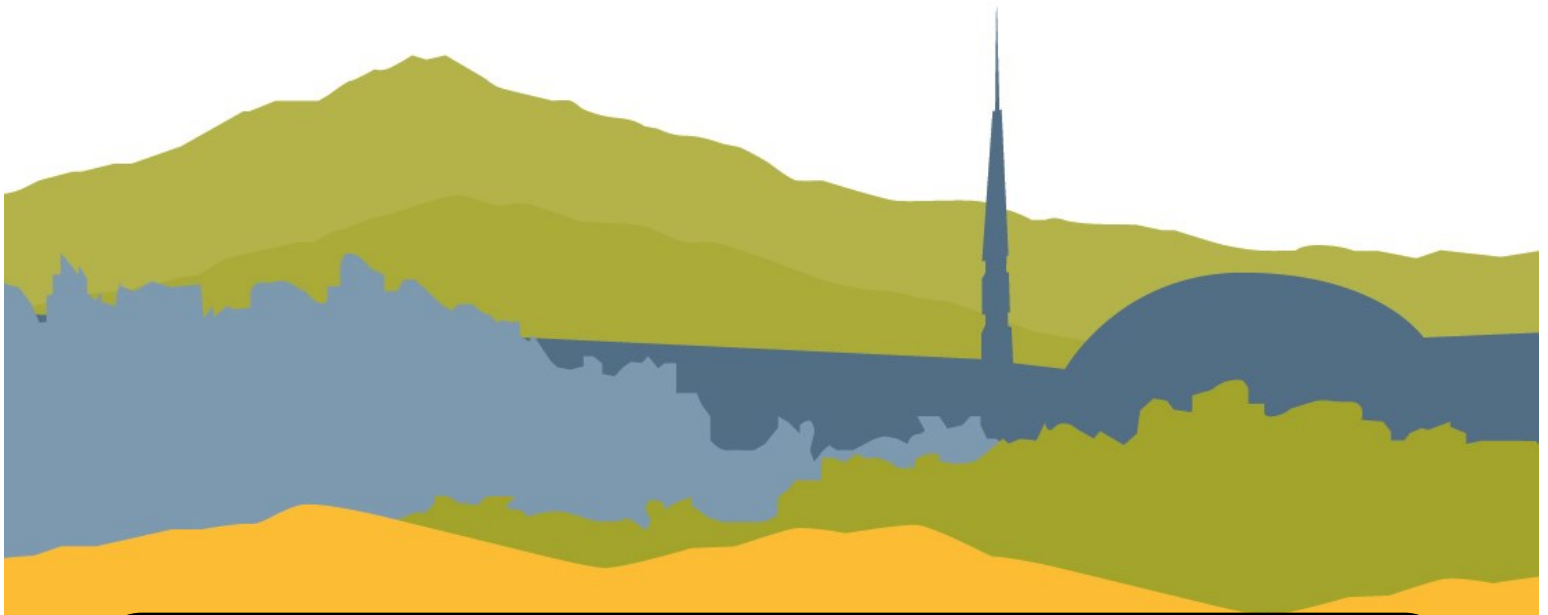
(11) ANNOUNCEMENTS/BOOK RECOMMENDATIONS –
None were given at this meeting.

(12) ADJOURNMENT – Meeting adjourned at @ 5:34 pm



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

FEBRUARY 2025 ACTIVITIES



OUR MISSION:

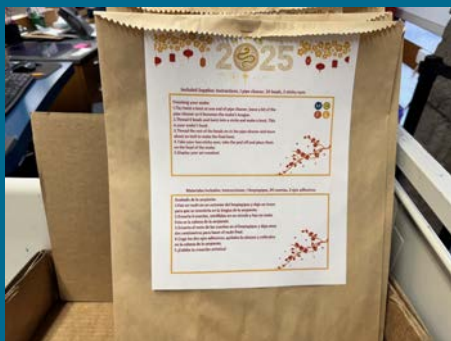
We provide welcoming, equitable, and inclusive opportunities for everyone.

OUR VISION

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

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services



This month libraries celebrated Black History and Culture with joyful programming, lively displays, scavenger hunts, book lists, and much more!

Andre Thierry's interactive music program "Are You Ready to Learn!" was a hit at the Novato Library! They had just over 60 people at his wonderful program with requests from patrons for a repeat visit! Andre also shared his Zydeco joy at Fairfax Library, giving our youngest patrons a try at the washboard and snare drum.

Novato Library had a book display with quotes and informational pamphlets celebrating Black History. The first pamphlet featured Jackie Robinson, and their activity table included themed coloring and activity sheets.

Point Reyes used the "extremely freebie" resources from Mike Rawls, an Atlanta-based school librarian, who provides Black History portraits. Staff printed the book inserts and both portrait sets-- one for the library, one for the West Marin School library Book Scouts program.

Bookmobile and Civic Center Library both made use of the gorgeous illustrations made by Brooklyn from the Bookmobile to celebrate Black history in their displays.

South Novato Library created a Black History scavenger hunt and a display of famous African Americans, and flags from Africa and the Caribbean. Corte Madera created beautiful bookmarks to celebrate Black icons of American history.

Novato Library celebrated the Lunar New Year with their *Take and Make* kits created by staff with a fun Year of the Snake craft for kids to take home and make their own bead snake. They paired this with their in-house activity table which had coloring pages and activity sheets that were Lunar New Year themed.

Fairfax Library also hosted a Year of the Snake craft program. Kids made paper snakes and lanterns and heard a story about the origin of the celestial animals.

In Bolinas, kids received in-depth craft time to play with clay, and the kids came up with many amazing little creatures. As the month went on, they narrowed in on their passion project and a core group of dedicated library kids decided to map out and complete a little stop-motion film short.

Teen Services



Civic Center

Has two more Homework Help tutors as well as a new regular teen volunteer. Emma, the teen volunteer, comes to us from our outreach at Terra Linda High School. Emma has helped with the seed library, cleaning, organizing, and putting together a puzzle.

South Novato

Teen Volunteers are assisting with our Reading Buddies and Writing Buddies Programs. Webstars from the Shop attended the Teen Services Committee meeting to bring their unique perspective.

Marin City

Webstar Zion has attended the Teen Services Committee meeting to bring the teen perspective. Amanda attended the Marin Teen Girl Conference.

Adult Services



Civic Center celebrated Black History Month with two exceptional programs. The first program, "Black Voices in America," featured Cole Thomason-Redus, currently the Curator and Scholar in Diversity, Equity, and Community at the San Francisco Opera. The program explored influential artists like Marian Anderson and Leontyne Price, while also addressing the historical barriers encountered by Black performers and the ongoing fight for equity and inclusion within the Opera community.

Civic Center rounded out their Black History programming with "Steel Pan History." Fauna Solomon, a former teacher and professional musician from Guyana, South America, uses storytelling and performance to teach the history of the steel drum.

Novato never fails to offer a steady and full programming schedule, including the Knowledge-A-Bowl, the English-Spanish Conversation Club, and a Matter of Balance, a weekly program educating older adults in fall prevention measures.

Collection Development & Management



Collection Development and Management

This month the team setup the Zip Books program developing guidelines and processes to be able to launch it to the public. As a reminder, this California State Library sponsored program provides library users with speedy access to books that are not available at their local libraries. A patron simply requests the item, the library purchases it from Amazon, and the book is shipped directly to the patron's home. When finished, the patron returns it to the library, and the library adds it to the collection. Because Zip Books is a user-driven program, the library collection becomes more closely matched to the needs of the local community, more diverse, and more inclusive. We are excited to expand our scope of services to be more inclusive of patrons who cannot make it to the library and to offer patrons additional ways to request titles.

The Collection Development Librarian-Children & Teens spent \$9,000 on give-away books for children and teens in English and Spanish. This is a fantastic way of giving back to the community by spreading the joy of reading with new, diverse, and popular titles that children and teens can enjoy. It is also an important avenue for the library to reach out to populations that might not be visiting our branches for a variety of reasons as well as to ensure that we employ a variety of different methods to serve our community.

Acquisitions & Cataloging

The team liaised and prepared the new induction cooktops that are available for loan. Thanks to a partnership with the Sustainability Team of Marin County's Community Development Agency and the Bay Area Regional Energy Network (BayREN), each branch has an induction cooktop available for 1-week check-out. Induction cooking provides an energy efficient cooking experience that is better for indoor air quality and the environment. Since induction cooking is still new to many, borrowing an induction cooktop lets you explore the technology and get comfortable with it before deciding to replace your gas or traditional electric stove. You can learn more about these items at this new webpage setup by Digital Services: bit.ly/4kbhOWp.

Digital Library

The team developed and launched the Zip Books webpage in English and Spanish to support this program marinlibrary.org/zip-books.

The team also launched a complete revamp of the Library Beyond Walls webpage (marinlibrary.org/lbw) complete with a treasure trove of new information such as:

- logo
- contact details
- eligibility criteria section
- information on how to apply
- description of how the program works



Educational Equity



South Novato

ESL Program: This program is a partnership with Hamilton School and includes English classes based on community needs. English classes for adults and a playgroup for kids to support parents in a successful learning journey. This equity-in-practice initiative is deeply connected with the Anti-racist and Equity Strategic Plan. These actions represent the essence of the MCFL strategic plan and the sustainable path to accomplish the mission and vision. The ESL program has 34 participants divided in two groups South Novato and Hamilton School. They are now immersed in a 10-month ESL class to advance from beginner to intermediate levels.

Black History Month: We hosted a community reading event featuring poems by African American authors in celebration of Black History Month.

Bilingual Family Services: We've begun Bilingual Reading Buddies Spring 2025 with 7 Dominican University students, Webstar Heidi and SNO staff Stacey will be reading to 30 Novato Unified School District students this semester. Innovations to the program include the choice of 1 hour reading available to 4th-6th grade students, and Literacy and Movement pilot.

Dominican University intern, Fatima, gave out books at North Marin Community Services. We gave away 80 books in English and Spanish and eight First 5 Marin backpacks.

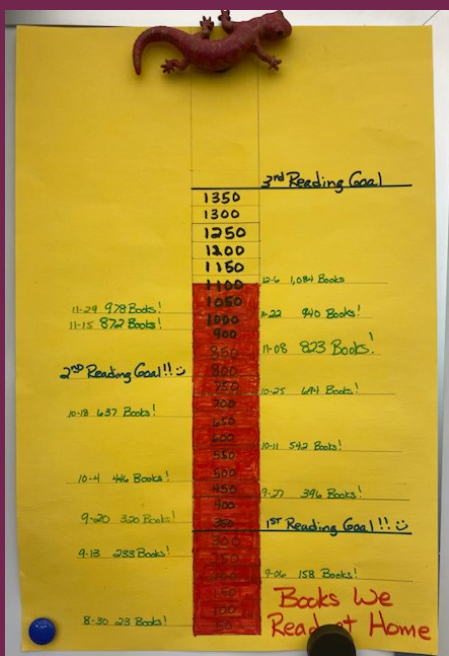
Writing Buddies: The South Novato Library partnered with Dominican University to help young writers expand/ explore their creativity, broaden their skills, and strengthen their confidence.

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.

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Educational Equity (Continued)



West Marin

Nicasio School students in grades TK- grade 8 celebrated Black History by listening to stories, participating in library literary activities and writing “Kid Pick” reviews of books with Black creators or characters. Students then created their own library displays.

In celebration of Black History, **Book Scouts** at West Marin School also created Black History “Kid Pick” reviews which were displayed at the Point Reyes Library.

The **Family Reading Bags** pilot project at Inverness School has received positive feedback from teachers and families of children in grades K-1. They have far exceeded their reading goals for the year, well over 1,000 books!

Keenan Webster took a Point Reyes library audience on a tour of West African instruments from drums and harps to the kora, the akonting (banjo) and the balafon (a xylophone made with gourds) on Tuesday, February 25. We ended with a joyful cacophony of sound as Keenan conducted an impromptu band of volunteers on the drum and balafon. Thanks to the Marin County Friends of the Library for funding this musical program.

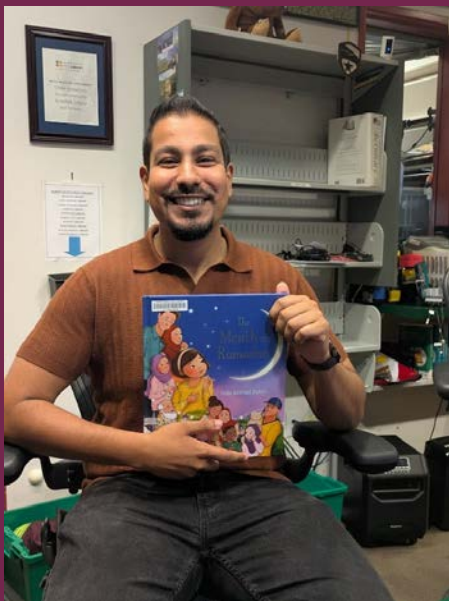
Marin City

In the Branch: Marin City has had a busy month celebrating Black history and American history, and beyond!

- We hosted Black History Film screening series where we showed 5 films that highlighted Black achievement and history! Movies included *Malcolm X*, *Hidden Figures*, *Marshall*, *Good Trouble* (a documentary about Rep. John Lewis) and *She Did That* (a documentary about Black Women Entrepreneurs)
- Andre Thierry shared the Creole culture and Zydeco music with our families!
- We hosted a Free Application for Federal Student Aid workshop with Bridge the Gap and many dedicated college-bound teens!

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Educational Equity (Continued)



Marin City (Continued)

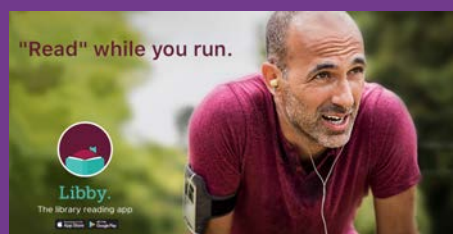
- We participated in the Great Backyard Bird Count and logged 340+ birds in our neighborhood!
- We kicked off a second weekly storytime, presenting books and songs in Russian!
- We bid farewell to MCFL's employee of the year, Faheem Bassa, as he embarks on new adventures!

Later this week, we'll be hosting the League of Women Voters as they welcome new members! And, of course, our busy weekly schedule of storytimes, class visits, Lab creations, and tech help continues.

At The Lab: We continued to have new people show up and use The Lab. Many of the new patrons are students who came to The Lab after hearing about the maker space from school library staff who have been sharing what students can do at The Lab!

In the School: This Black History Month we're celebrating Black artists including Charles McGee who specialized in abstract art, the students are creating their own works of abstract art to celebrate the work of Charles McGee. Attached are photos of the student's work and our Black History Month Display.

Communications & Publicity



The Marketing & Communications team continues to expand outreach, ensuring MCFL's mission and events reach a broad audience. February was a month of impactful storytelling, strategic marketing enhancements, and community engagement through digital and print publications.

February Newsletters & Media Relations

This month, we distributed multiple newsletters to nearly 60,000 subscribers, highlighting key library events, programs, and services. Each newsletter reinforced our commitment to engaging our community and increasing awareness of library offerings.

Published Newsletters

- Black History Month – A feature on Black History celebrations, including events, book recommendations, and community spotlights.
- Library Refresh – Announcing new library updates and improvements across branches, engaging the public in our refresh efforts.
- MARINet Milestone – Celebrating significant achievements in our digital lending services and highlighting expanded access to resources.
- Additionally, the 'We Stand With You' Statement was distributed via email to all library subscribers, reinforcing MCFL's commitment to equity and inclusion.

February Press Releases

- [MARINet's Libby Milestone](#) – Highlighting a major milestone in digital lending and expanding accessibility to e-books and audiobooks. (bit.ly/4hbwHVT)
- [Black History Celebrations](#) – Announcing programs, discussions, and book lists honoring Black History Month. (bit.ly/48ZZdGF)

Responses to Media Inquiries

- Lana, Director of County Library Services, interviewed by Marin Independent Journal – Discussed the major accomplishment of MARINet's Libby app with over 1 million title downloads. A major milestone for Marin Libraries.
- Andre, Media Manager, interviewed by KCBS Radio – Shared insights on the features of the Libby app, such as accessibility and equity

Blog & Website Updates

- Black History Month Blog Post – A deep dive into historical narratives, recommended reads, and community perspectives.
- Library Refresh Web Page Launch – A dedicated space for updates on library renovations, enhancements, and timelines.

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Communications & Publicity

(Continued)



Social Media & Digital Outreach

- **Black History Month Awareness Campaign** – Posts highlighting library programs, historical figures, and recommended readings.
- **Library Refresh Web Page** – A visual and textual campaign presenting the Library Refresh Project.

Graphic Design & Visual Storytelling

- Visual Presentation Boards – Designed for internal and public presentations to illustrate strategic initiatives, distributed to all 10 branches throughout Marin County.

Friends of the Library Awareness Campaign

- The first phase of the Friends of the Library Awareness Campaign launched in event newsletters and the main library newsletter. The campaign aims to increase public awareness of the funding sources that support numerous library events and programming, ensuring long-term sustainability and community engagement.

Marketing Visioning & Strategic Growth

We are actively refining our marketing and communications strategy to enhance operational efficiency and impact. Key focus areas:

- Retooling Workflow & Team Capacity – Optimizing our internal structure to meet growing outreach demands.
- Expanding Social Media Outreach – Enhancing engagement and visibility across platforms.
- Boosting Email Marketing Engagements – Strengthening our approach to increase subscriber interaction and response rates.

Looking Ahead

As we transition into March, our focus remains on community-centered storytelling, audience engagement, and strategic messaging. Upcoming priorities include:

- Continued promotion of library refresh, and other upcoming projects
- Enhancing social media and email marketing engagement strategies with automations

PERSONNEL UPDATE

Welcoming New Staff and Promotions

We are pleased to introduce several new and returning staff members to the Marin County Free Library Department:

- **May Wing** joins the Fairfax branch as our newest **Library Assistant II**.
- **Cory Krug** has been hired as a **Technology Systems Specialist III** at MARINet, bringing expertise to our library technology team.
- **Diana Duran** previously a contingent hire Library Assistant I, has been promoted to a regular hire **Library Assistant II** at the Marin City branch.
- **James Bomotti** has been reinstated as a **Library Aide** at the Civic Center Branch.

Honoring a Retirement

After **10 years, 5 months, and 28 days** of dedicated service, we bid a bittersweet farewell to **Terry Peck**, Library Aide at both Technical Services, and the Fairfax branch, who officially retired on **January 31, 2025**.

Terry's contributions have left a lasting impact on our team, patrons, and library services. While we celebrate this well-earned next chapter in their life, we also feel the weight of their departure. We thank him for being our resident photographer at our yearly staff day, some of his work can be seen displayed throughout our administration offices. Their warmth, expertise, and commitment to the library will be deeply missed.

As we say goodbye with gratitude, we also send Terry off with our best wishes for a joyful and fulfilling retirement!

Current and Ongoing Recruitments

The library continues to actively fill key positions to enhance our services:

- **Librarian I** at the Novato branch – second interviews are now complete.
- **Librarian I** at the Marin City branch – second interviews are now complete.
- **Librarian II** at the California Room – A recruitment plan is in progress.
- **Library Assistant II** at the Fairfax branch – A recruitment plan is underway.

Workforce Trends and Vacancy Rates

Through continued hiring and onboarding efforts, we have successfully reduced our vacancy rate from 10% to 8.9%. Our goal is to maintain this rate for six to twelve months, ensuring consistent staffing levels and strengthening service delivery across all branches. With new hires, ongoing recruitment, and strategic workforce planning, the library remains committed to fostering an inclusive, engaged, and well-supported team.

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

We've had a few months in with a new federal administration and our ability to strategically support our communities has been challenging in an ever-changing environment of policy and funding changes. Our ability to support and respond to staff concerns for their own well-being and those of their family and friends has also been challenged in light of potential federal policy changes. MCFL released a statement in January that reflected our commitment to the values outlined in our Anti-Racist & Equity Strategic Plan, along with a reaffirmed commitment to democracy and community by the Board of Supervisors, approved on January 14, 2025. bit.ly/4h7lvix



We will continue to share this statement as needed to reinforce that, locally, all community members are reflected in our programs, collections, and services and are welcome, no matter their status, gender, or race.

In the pages of this report you've read about our celebration of Black History and that Black History is American History. To add to our celebration of Black History in February, I encourage you to read about the creation of the Black Caucus of the American Library Association, with early beginnings in the 1930s and formally affiliated with the American Library Association not that long ago, in 1992. bit.ly/4io2x2s

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MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

One of their goals is to, “Encourage the development of authoritative information resources about Black people and the dissemination of this information to the larger community.” Providing diverse perspectives and voices from our community members in collections, programs, and services is core to the focus of MCFL and one that staff, and our community take great pride in. This history builds on the information we’ve shared in our Strategic Plan that not all communities were welcome in public libraries, and we still are actively working to change this. bit.ly/3F7ao6m (page 5).

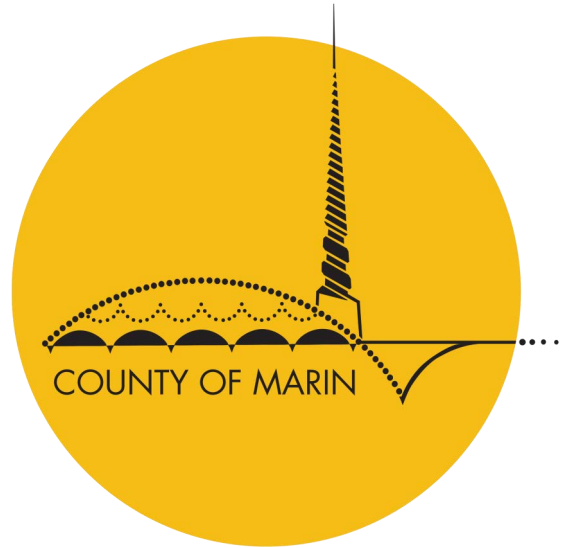
In times of tremendous uncertainty, now and to come, I encourage you to remember the value of your public library in providing free access to information, representation, reflection of local issues and, above all, helping to develop a well-informed society. Your local library is here for you, and we know that our community members value the public library as a resource and institution.

If you want to get more involved in your public library, please visit ilovelibraries.org/take-action-for-our-libraries

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 Minutes

Thursday, February 6, 2025



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), Kristen Clark (Mill Valley), Linda Kenton (San Anselmo), Catherine Quaffa (San Rafael), and Jeffrey Jackson (Sausalito)

MARINet Staff: Jessica Trenary

Guests: Eric Meade, Whole Mind Strategy, LLC, and Serianna Leyland, Adult Services Librarian at San Anselmo Public Library

Duran called the meeting to order at 9:30 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
 - A. Approval of Minutes from Previous Meeting (*Action*) – **Kenton moved to approve the January 8, 2025, meeting minutes, Adlawan seconded. Unanimously approved by a voice vote. Quaffa absent.**
 - B. Board Resolution - Approve Cost Sharing Formula (*Action*) - **Jackson moves to approve the FY25-26 MARINet Cost Sharing Formula, Clark seconds. Quaffa submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
 - C. DRWG Chair Proposed Digital Resource Budget (*Discussion*) – Leyland reviewed the DRWG proposal of adding Lingopie for 18 months. It would be paid for using MARINet salary savings in March 2025. The subscription would be evaluated before being added to the budget next fiscal year. The DRWG also recommended increasing the Overdrive budget 7%, which is modest compared to the 20% increase in circulation year over year. The group recommended keeping all other subscriptions. Trenary will work with College of Marin and Dominican on their digital resources and Overdrive access. Duran noted that CA State Library may not be able to continue their funding for The New York Times, and DRWG should consider that additional \$5K expense. Adlawan asked if the DRWG considered a group Linked-In Learning subscription. Leyland said they did not.
 - D. Mid-Year FY24-25 Budget Review (*Discussion*) – Trenary shared the out of budget expenses for FY24-25 and the projected unspent funds. She also noted two more incoming interest payments and a total projected reserve balance of over \$1 million going into FY25-26.

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- E. Proposal for Strategic Purchasing in Overdrive (*Action*) – Trenary proposed spending about half the projected salary savings from MARINet’s understaffed position to purchase Overdrive titles. She recommended the majority be spent on holds, with an additional amount for children and teen holds. About ¼ of the total will be used for Skip The Line titles, which will be purchased over the next 6 months to give patrons more access to popular titles without waiting. And two \$5K allocations – one for OC/OU (one copy, one user) audiobooks, which do not expire and another for DEI titles focused on areas that have the smallest collections. Clark is supportive of both individual libraries spending more and using MARINet’s reserve to fund Overdrive. Duran recommends that the Board make a long-term plan for Overdrive spending. Trenary will bring that idea back to the Executive Committee. **Kenton moves to approve the “Proposal for Strategic Purchasing in Overdrive” with up to \$47,627 of MARINet’s salary savings spent on Overdrive, Clark seconds. Quaffa absent. Unanimously approved by a voice vote.**
- F. FY25-26 Draft Budget (*Discussion*) – Trenary reviewed the draft budget, which splits MARINet’s expenses into “core” and “elected” services. College of Marin and Dominican, as affiliate members, can choose not to participate in elected services of LINK+, Overdrive and digital resources. Additionally, Trenary explained variances in the budget. The budget should be signed by the MARINet Board in March.

Quaffa joined the meeting at 10:30 am

- G. MNet Project Prioritization (*Discussion*) – Meade and Trenary led a discussion around the ranking of potential MARINet projects. Trenary described the poll and process of creating the rankings. Each Director was given time to discuss any outlier votes. Quaffa noted the importance of a JPA update and Kenton thought network security and AI should continue to be considered in the next round of project prioritization. Adlawan noted that the AMH at TEC Services has been paused for MCFL staffing reasons but is ready to move forward, even though that project is lower ranked. Several Board members would like the Board Room to have assisted listening devices, another lower ranked project. Adlawan said MCFL staff may be able to help. The Board created a draft prioritization, formally adopted it, and discussed how and when to revisit project rankings. MARINet’s 2025 projects include:
1. MARINet Ticketing System
 2. Text and New Email Notices
 3. CENIC Optimization
 4. Auto Situs
 5. Student Cards
 6. MARINet Succession Planning

IV. Standing Agenda Items

- A. Systems Administrator Report (*Discussion*) – Trenary noted that MARINet’s hire Cory Krug as the new Technical Systems Specialist III. He starts Monday, March 3rd. She also shared an update on the Onyx Storm title mentioned in the report. As of Monday 02/03,

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the Overdrive copies had 508 circulations, and the print had 1 checkout. 40 print copies were on order or being processed. In January, Overdrive had its highest monthly circulation ever of 95,054.

B. Library Announcements (*Discussion*)

- Kenton – Working on plans for a small renovation.
- Hill – Began construction of the new library.
- Quaffa – Downtown renovation on schedule. Pickleweed Library renovation will begin when Downtown is complete. Working on getting back to fully staffed.
- Gilbert – New outdoor classroom.
- Adlawan – County affirmed its commitment to democracy and community with a [Resolution](#). MCFL made a similar statement via email to all their patrons. They are participating in an immigration task force. MCFL is also working on a ten branch refresh/renovation project.
- Frye – Enrollment is up, to 6K. The Ada Limón event is coming up on March 13th. It's open to the public. The students have created a play based on her work and will perform it in February and again for Limón.
- Clark – New privacy pod is popular. Implementing assistant listening devices in different configurations. Will soon be adding a smart locker.
- Jackson – Adding vinyl records and a listening station. Adding new A/V to their reading room. Increasing programming in the library, especially Friday nights. Developing a new collection policy. Interviewing for Library Assistant I's.
- Duran – Library is celebrating 30 years with several events. Looking for part-time librarians. Expanding their library of things collection.

Duran adjourned the meeting at 11:45 a.m.

Minutes respectfully submitted by Trenary