

# 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, April 9, 2025

4:00 p.m.

### Fairfax Library

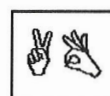
**2097 Sir Francis Drake Boulevard, Fairfax CA 94930**

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.

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

"A library is not a luxury but one of the necessities of life"  
- Thomas Jefferson

<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.	President's Report	Ream Information
8.	Director's Report for February & March	Adlawan Information
9.	Subcommittee Updates	Ream Information
	a. Nominating Committee	
	b. Annual Event Committee	
8.	New Business	
	a. Measure A/B Fund Review -	Galiani, Chan, Information
		Adlawan, Schiller
	b. Facilities Overview -	Schiller, Adlawan 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.

c. Commission Meeting Schedule 25'-26'	Adlawan	Information
9. Strategic Plan Update	Schiller	Information
10. Announcements/ Book Recommendation(s)	Ream	Information
5:30pm 12. Adjournment	Ream	Action

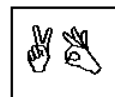
*Numbered List of attachments:*

4. Minutes for February 12, 2025
5. Library Director's Report for February, 2025  
and March, 2025

Unnumbered Attachments:

MARINet February 6, 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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**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.

--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

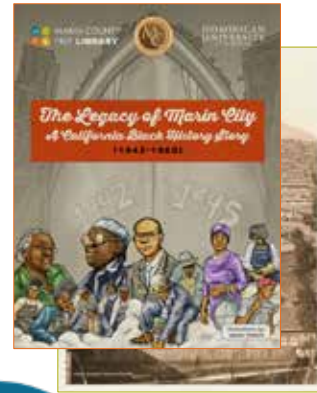


## 2024 HIGHLIGHTS

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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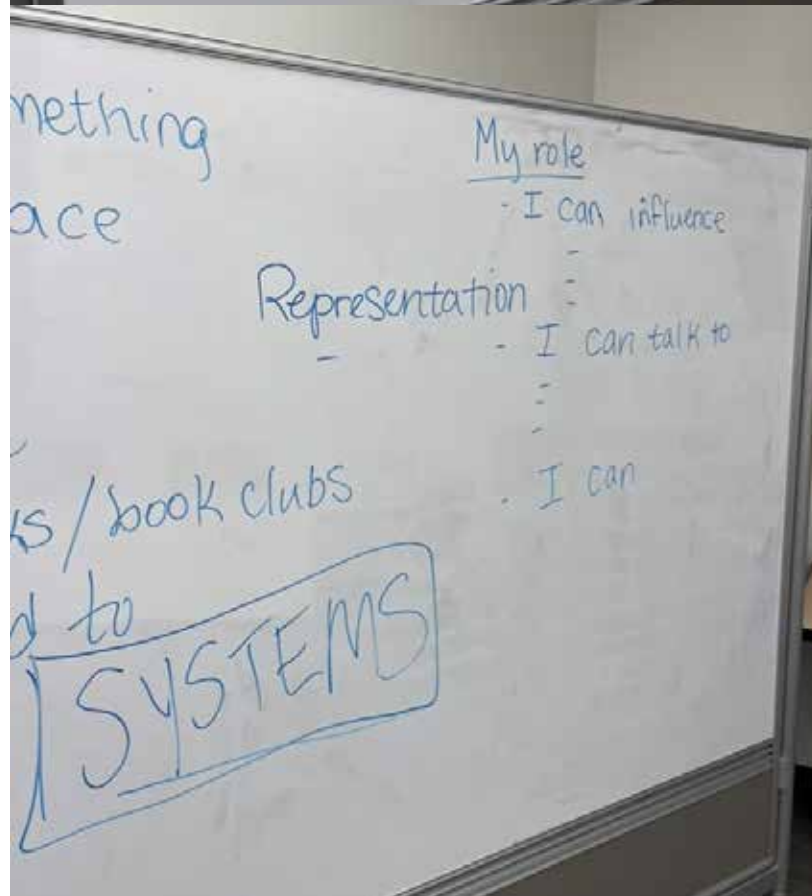
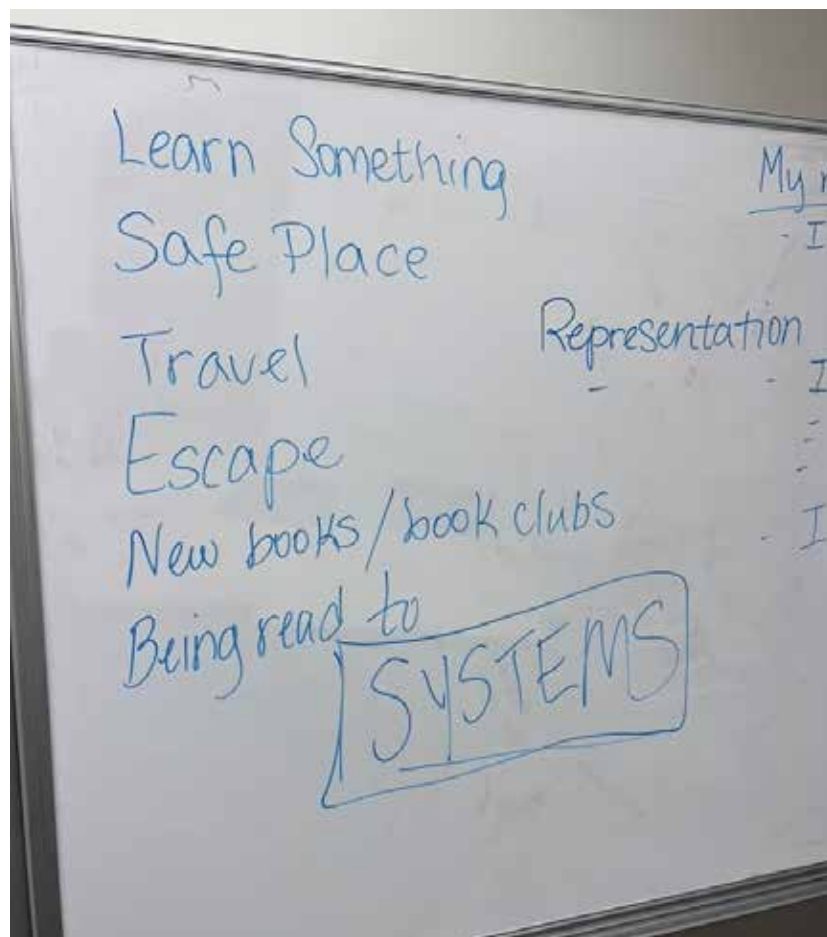




THANK YOU



- 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

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- 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



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 \$ 900,000.00 \$ 75,000.00 \$ 25,000.00	1 MIL \$ 900,000.00 \$ 75,000.00 \$ 25,000.00	1 MIL \$ 900,000.00 \$ 75,000.00 \$ 25,000.00	2 MIL \$ 1,500,000.00 \$ 400,000.00 \$ 75,000.00 \$ 25,000.00	500K \$ 400,000.00 \$ 75,000.00 \$ 25,000.00	500K \$ 400,000.00 \$ 75,000.00 \$ 25,000.00	
54L P06ROOF	Novato Measure A Project	Professional Services 522510 Construction 540210			\$ 7,472.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.63		63,563.45 598,657.33
		Miscellaneous Costs 522310 DPW Labor 561110			\$ 640.00	\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		- 131,962.48
	Project Completed				\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 85,333.91		794,183.26
54L P06ROOF	Corte Madera Measure A Project	Professional Services 522510 Construction 540210			\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		127,754.30
		Miscellaneous Costs 522310 DPW Labor 561110	\$ 6,015.00	\$ 56,646.20	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20		1,343,388.90
						\$ 7,335.64		\$ 279.38		7,615.02
					\$ 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
54L P07ROOF	Fairfax Measure A Project	Professional Services 522510 Construction 540210			\$ 7,830.00	\$ 8,635.00	\$ 39,305.00	\$ 58,980.00		55,770.00
		Miscellaneous Costs 522310 DPW Labor 561110					\$ 41,436.77	\$ 6,600.16		100,416.77
	Project Completed				\$ 2,376.12	\$ 27,876.77	\$ 39,507.54	\$ 65,580.16		76,360.59
					\$ 10,206.12	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16		232,547.36
54L P10FAI	Fairfax Life Safety Project	Professional Services 522510 Construction 540210		7,640.95	\$ 5,772.00					13,412.95
		Miscellaneous Costs 522310 DPW Labor 561110		322,615.23	\$ 223,207.80					545,823.03
				25,042.65	\$ 68,678.61	\$ 41,266.92				134,988.18
					\$ 5,545.00					5,545.00
				\$ 355,298.83	\$ 303,203.41	\$ 41,266.92	\$ -	\$ -		699,769.16
54L P13HVAC	Corte Madera HVAC Project	Professional Services 522510 Construction 540210		13,080.47						13,080.47
		Miscellaneous Costs 522310 DPW Labor 561110	\$ 661,548.48	3,346.50						664,894.98
				4,885.94						4,885.94
			\$ 18,884.24	51,652.01	\$ 38,449.60					108,985.85
			\$ 698,399.13	\$ 54,998.51	\$ 38,449.60					791,847.24
	S Novato Measure A Project	Professional Services 522510 Construction 540210					\$ 36,000.00			36,000.00
		Miscellaneous Costs 522310 DPW Labor 561110								
	Project Completed				\$ -		\$ 36,000.00	\$ -		36,000.00
54L PMISC	Measure A MISC Proj	Professional Services 522510 Construction 540210							\$ 1,248.00	
		Miscellaneous Costs 522310 DPW Labor 561110							\$ 23,812.95	
	Project Completed						\$ -		\$ 25,060.95	25,060.95
4/9/2025			\$ 704,414.13	\$ 466,943.54	\$ 530,717.23	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	4,301,276.97

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R														
1	REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE B																															
2																																
3	FUNDING SOURCE:					Measure B Tax Revenue (3550)										Measure B Totals		2480 MEASURE A EXPENDITURES TO DATE	2470 OPERATION EXPENDITURES TO DATE	TOTAL EXPENDITURES TO DATE												
4																																
5																																
6																Fiscal Year					FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	as of	FY24-25	
7	CAPITAL IMPROVEMENT PROJECTS:					\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	4/9/2025																	
8	CMA HVAC Project (Measure A)															\$	791,841		\$ 791,841													
9	Los Gamos Renovation																															
10	Refresh Project (All Branches) Design & Consulting N&T																	\$ 301,691	\$ 301,691													
11	Refresh Project (All Branches) Non N&T Funds (Signage)																	\$ 65,666	\$ 65,666													
12	Refresh Project (All Branches) Meas B																															
13																																
14	TOTALS as of 4-9-2025					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 791,841	\$ 367,357	\$ 1,159,198													

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)	\$ 45,695							
Measure B	\$ (4,700,000)	\$ (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)	\$ (2,079,580)	\$ (2,152,000)	\$ (2,420,266)	\$ (2,697,874)	\$ (3,010,088)	\$ (3,358,114)	
Total Revenue	\$ (22,733,694)	\$ (21,892,595)	\$ (24,149,577)	\$ (24,632,327)	\$ (25,271,422)	\$ (25,926,160)	\$ (26,621,919)	\$ (27,360,014)	
Salaries and Benefits	\$ 13,555,251	\$ 15,840,096	\$ 13,598,487	\$ 15,840,096	\$ 15,950,977	\$ 16,062,634	\$ 16,175,072	\$ 16,288,297	
Services and Supplies	\$ 4,932,645	\$ 5,168,624	\$ 5,036,231	\$ 5,254,129	\$ 5,364,466	\$ 5,477,119	\$ 5,592,139	\$ 5,709,574	
Capital Assets	\$ 500,148	\$ 2,757,750	\$ 2,776,492	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	
Other Expenses	\$ 4,606,949	\$ 2,217,962	\$ 2,332,843	\$ 3,005,729	\$ 3,603,869	\$ 4,321,039	\$ 5,180,926	\$ 6,211,930	
Total Expenses	\$ 23,594,993	\$ 25,984,432	\$ 23,744,053	\$ 26,699,954	\$ 27,519,311	\$ 28,460,792	\$ 29,548,137	\$ 30,809,801	
Net Library Costs	\$ 861,299	\$ 4,091,837	\$ (405,524)	\$ 2,067,627	\$ 2,247,890	\$ 2,534,632	\$ 2,926,218	\$ 3,449,787	
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%





# Library Commission

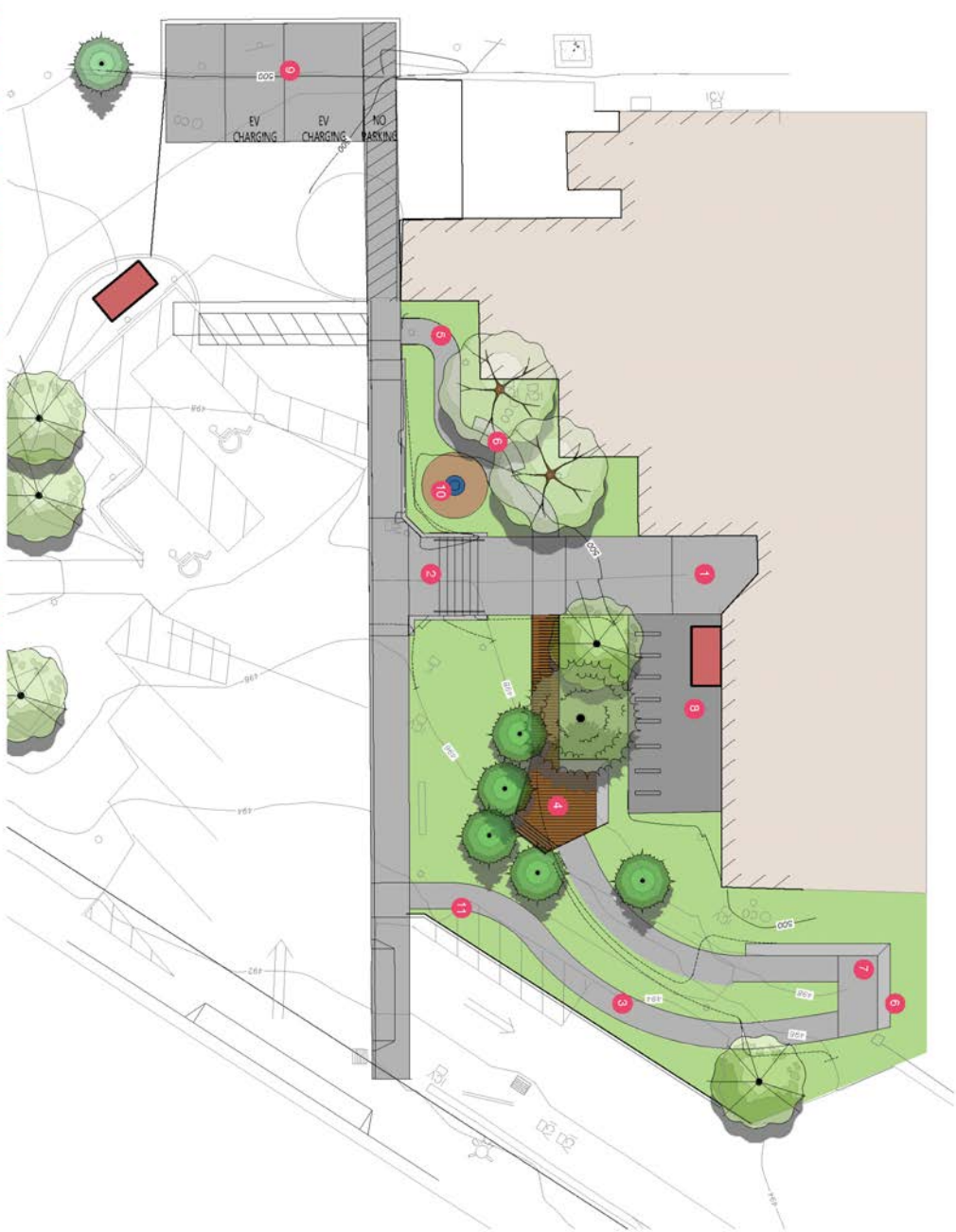
## Facilities Overview

April 9, 2025

**M C** MARIN COUNTY  
**F L** FREE LIBRARY



### ILLUSTRATIVE PLAN



**BASE**

CORTEZ MADERA LIBRARY  
707 MEADOWSWEET DR, CORTEZ MADERA, CA 94925

DESIGN CONCEPT  
AUGUST 9, 2022

# 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.*



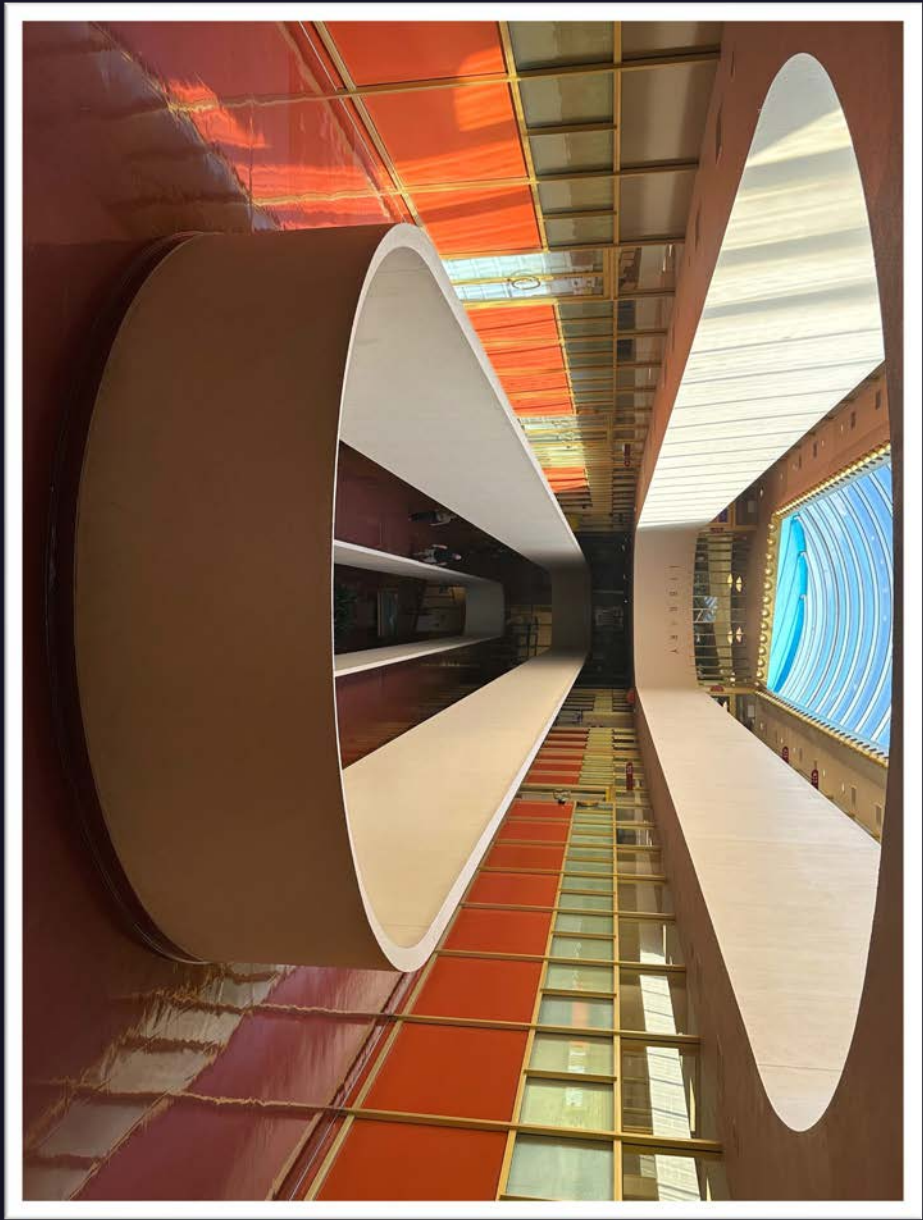
MEASURE B – Approved by voters at 76.59%

*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.*



# 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 Progress Report

## Completed Work

- ✓ New accessible concrete paths and sidewalks
- ✓ New signage, lighting, and metal railings
- ✓ Resurfacing and new parking lines
- ✓ Reutilizing engraved pavers purchased by Friends and community members
- ✓ Installation of new heating, ventilation, and air conditioning (HVAC) system
- ✓ ADA improvements to restrooms
- ✓ Installation of two Level 2 EV chargers
- ✓ Main Switch Board replacement (not in original scope of project)
- ✓ New outdoor book drop installed in the parking lot

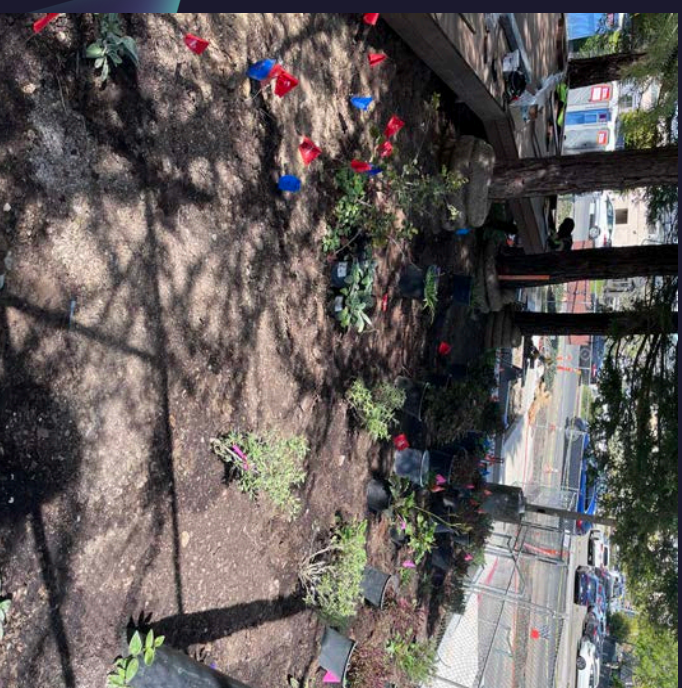
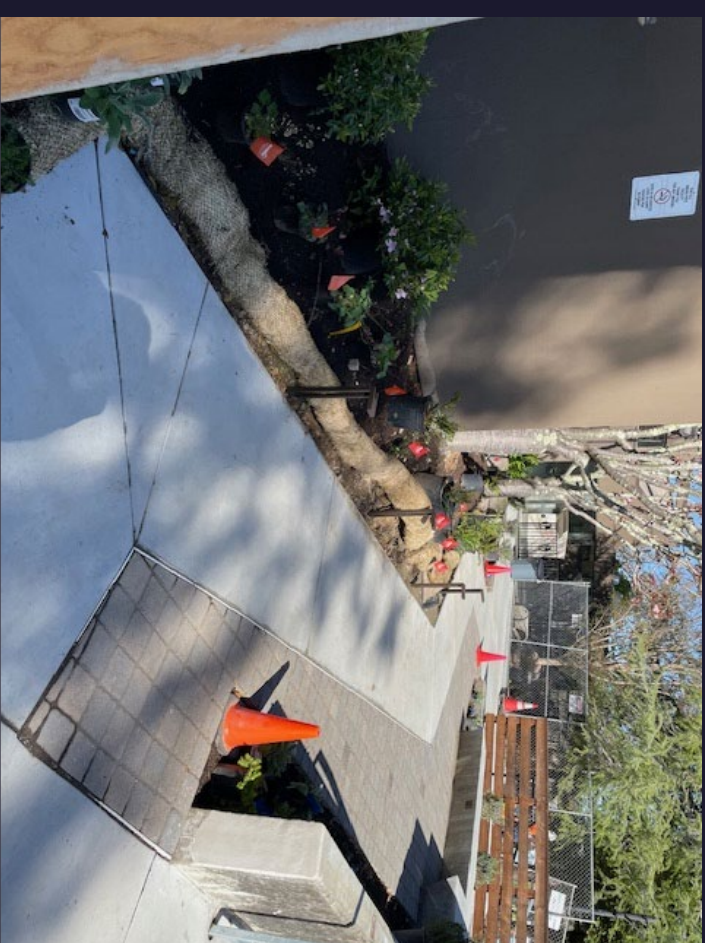
## In Progress

- Accessible wooden deck/boardwalk
- Drought-resistant planting near decks and walkways
- Sustainable Water Feature in Garden
- Lower lot work
- Noise proofing the vent fans
- Construction of four new single-room restrooms
- Awaiting new doors and wood vinyl wall



# Progress Update: Pathways & Entrance

- Exterior site work and weather delays - As of April 1, project has experienced 22 rain days. After each rain it takes about 2 days for the soil to dry for work to begin
- Irrigation is complete and plants are onsite, ready for approval and installation
- The new Electric Vehicle Charger has been installed and is ready for activation, as soon as the parking spaces are striped



# Progress Update: Restrooms

- Restrooms are nearly complete
- Wood Veneer Wall covering will be complete on April 4
- Permanent doors will be complete by April 8





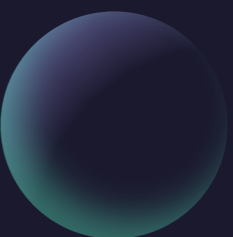
# Progress Update: Lighting & HVAC Systems

## Main Switch Board (MSB) Replacement (\$85,000)

- Original MSB (installed in the 1970s) was discovered to be outdated
- New MSB took 20 weeks to arrive — considered expedited
- Although unplanned, the upgrade greatly enhances safety and extends lifespan by 50+ years

## HVAC System Improvements

- Initial indoor equipment was noisier than expected
- System was redesigned with components relocated to the roof
- Wiring is discreetly routed on roof to preserve aesthetics and avoid visual distractions
- Installation is now complete, improving both comfort and appearance

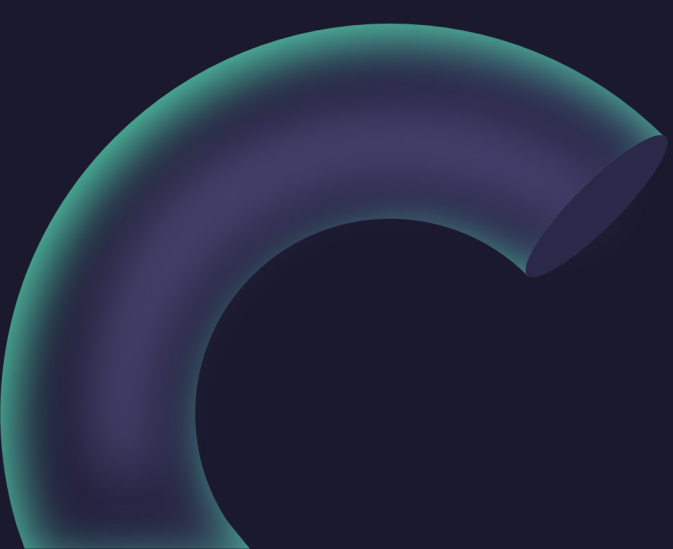






## View of Parking Lot Improvements

(And Book Drop!)



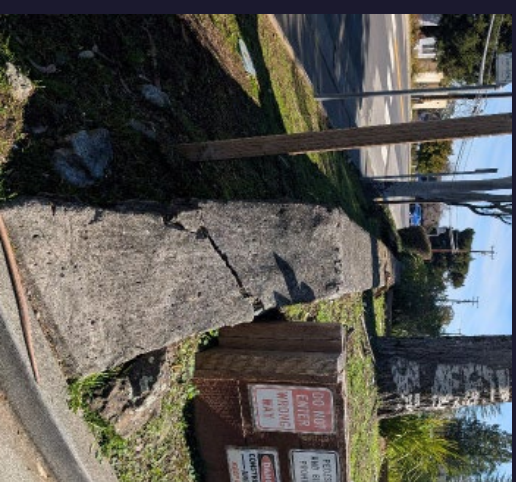


# Rock Wall along Meadowsweet Drive

**Maintain Existing Wall:** Patch and grout locally; does not improve stability. Annual upkeep needed.

**Remove and Regrade:** Eliminate failing wall and regrade the berm to a gentle slope. Revegetation is possible. A small retaining wall may be needed at the west end.

**Construct New Wall:** If a wall is still desired, design of a new structure can be supported in future phases.



# Communication Efforts

- Created a real-time webpage with current updates and impacts to the community; sent branch newsletters to patrons regarding closures
- Regular community service updates
- Branch Newsletters
- All Library Savannah from Lana
- Messages to MARINet Libraries
- Framed renderings and added these to a front-entrance "gallery" for patrons to view
- Listened to comments and feedback from community members
- Press releases in partnership with Department of Public Works





# Noll & Tam Interior Refresh Project

## Estimated \$2.5 million in improvements

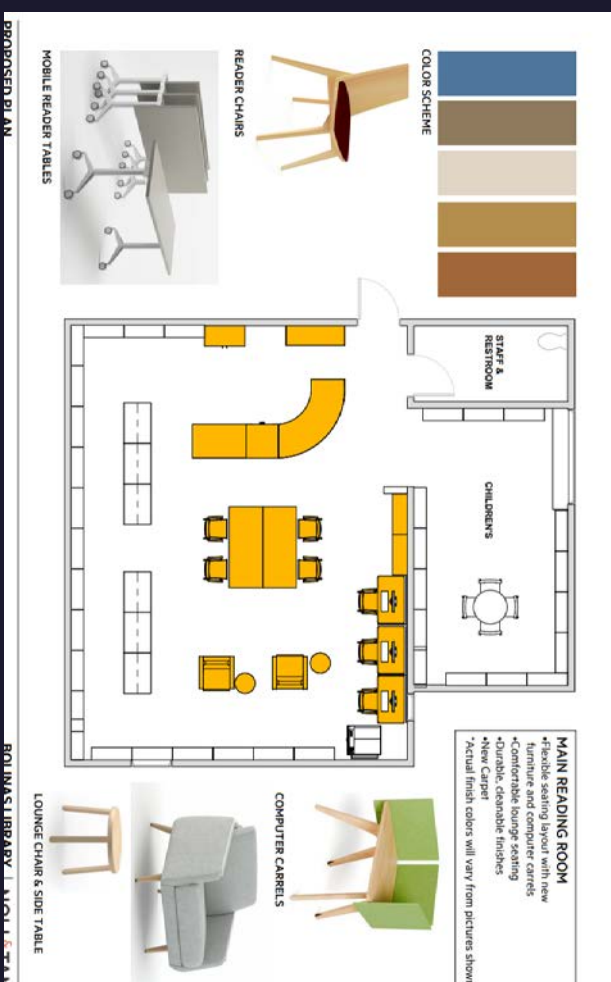
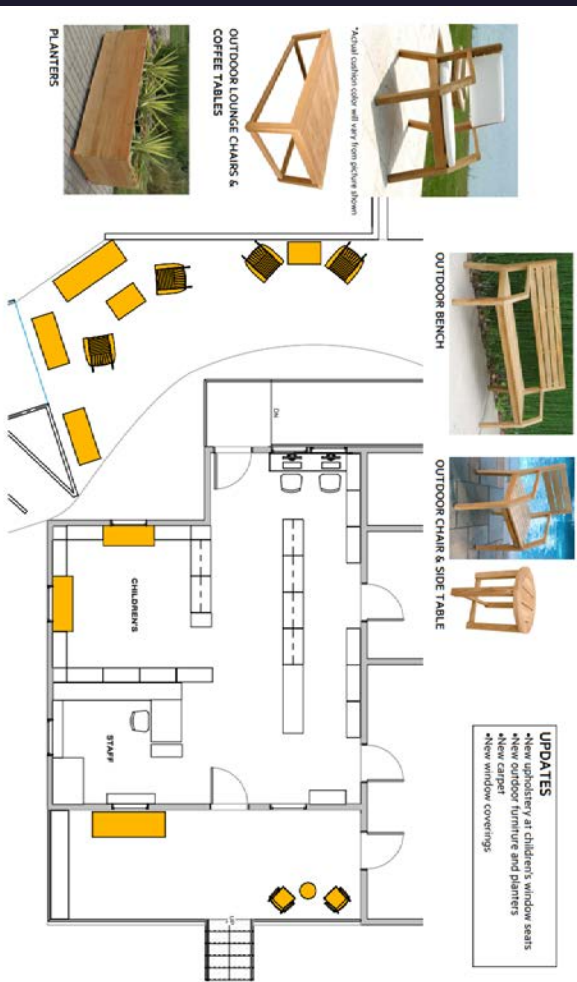
### Implementation in 2025-2026

## Outdoor & Interior Improvements

- Stinson Beach
- South Novato
- Point Reyes
- Inverness
- Fairfax

## Interior Improvements

- Bolinas
- Civic Center
- Corte Madera
- Marin City
- Novato



# We launched an outreach strategy for the 10-branch Interior Refresh Project:

- Overall purpose of refresh project on [webpage](#)
- Plans per branch (each branch has designs, photos, and updates)
- Invitation for community comments through [online](#) and physical forms
- Received dozens of comments from community members! Some of these informed changes or additions to project
- Finalized furniture packages
- Working on timeline and schedule!

# LIBRARY REFRESH 2025-2026

[Versión en español / Spanish version](#)



The refresh project for all ten branches of the Marin County Free Library will revamp our interior spaces for library patrons and staff, with improvements ranging from new furniture, paint, and accessible technology. This project is a direct outcome of the voter-approved 2022 Measure B funding for library services, operations, and facility improvements.

This project makes recommended improvements to better serve the local communities of each library branch consistent with the MCFL Anti-Racism & Equity Strategic Plan.

Upgrades will vary from branch to branch. You can find more details for each branch below. Click on the designs to get a closer look at the plans.

As the project starts to take shape, we'll be sharing more information here - including updates and any service impacts.

## Bolinas Library



[View Bolinas Design Plan](#)

### Bolinas Library Upgrades:

- **New Service Desk:** A new service desk to replace the existing desk and cabinetry, opening up the space to create a more efficient and welcoming service area.
- **Improved Shelving Layout:** Relocated shelving to make the space more organized and accessible to enhance the browsing experience.
- **Updated Furniture:** New tables, chairs, and lounge areas to provide more comfortable spaces for reading, studying, and relaxing.
- **Interior Paint:** A fresh coat of paint to brighten up the library and create a more inviting atmosphere for all.
- **New Carpet:** Fresh new carpet throughout the library to brighten the space.

# 2030 - CAPITAL IMPROVEMENTS

INTERIOR  
10-BRANCH  
REFRESH  
PROJECT

HEALTH &  
SAFETY  
BUILDING  
IMPROVEMENTS

COUNTY-  
OWNED  
BUILDING  
RENOVATIONS



*From October 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



# PROJECTS IN MOTION

## Los Gamos (Technical Services Office)

### Marin City Staff Office



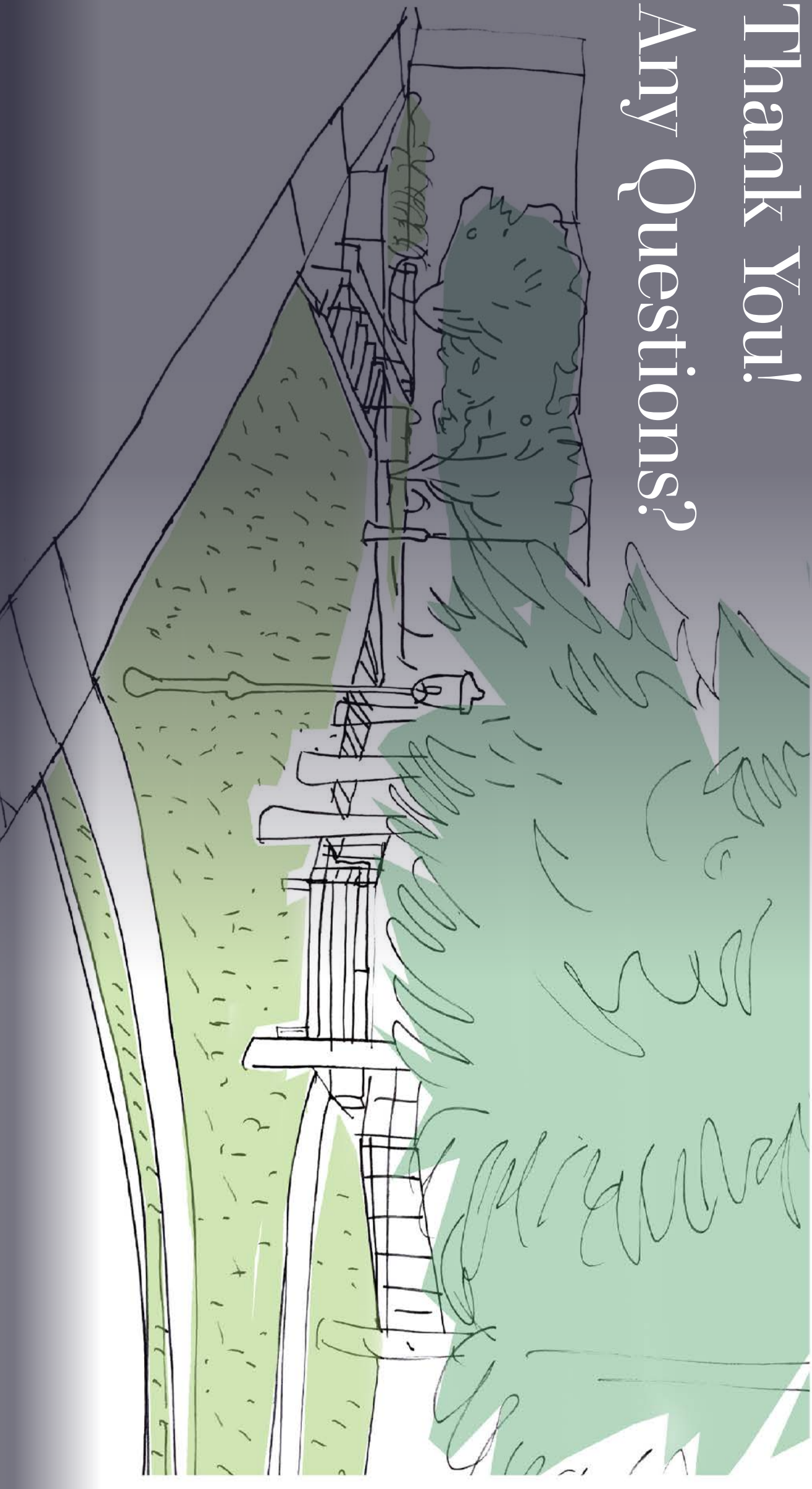
# SITE PIECES PROJECTS IN MOTION South Novato Library (Future Project)



## COLLAGE IMAGES



# Thank You! Any Questions?





**MARIN COUNTY FREE LIBRARY  
COMMISSION MEETING SCHEDULE  
JULY 2025- JUNE 2026**

<b>MONTH</b>	<b>DATE</b>	<b>LOCATION</b>	<b>PRESENTATIONS</b>	<b>PRESENTER(S)</b>
JULY	9		NO MEETING	
AUGUST	13	LOS GAMOS 4 PM	MOBILE OUTREACH SERVICES	CRUZ & LUMB
SEPTEMBER	10	CORTE MADERA 4 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN, MERZA & SCHILLER
OCTOBER	8	CIVIC CENTER 4 PM	STRATEGIC PLAN UPDATE / RACIAL EQUITY ALLIANCE	ADLAWAN, LITTLE TAYLOR, SCHILLER & BERTUCCI
NOVEMBER	12	NOVATO 4 PM	NOVATO LIBRARY - FACILITIES PRESENTATION	SCHILLER & MERZA
DECEMBER	10	LOS GAMOS 4 PM	WINTER CELEBRATION	
JANUARY (FRIDAY)	16	THE SHOP 4 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN, MERZA & SCHILLER
FEBRUARY	11	FAIRFAX 4 PM	MARIN HOUSING AUTHORITY PARTNERSHIP	SCHILLER, SADLER & MERZA
MARCH	11	POINT REYES 2 PM	YEAR-ROUND LEARNING	LITTLE TAYLOR
APRIL	8	CORTE MADERA 4 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN, MERZA & SCHILLER
MAY (FRIDAY)	15	MARIN CITY 10 AM	STRATEGIC PLAN UPDATE / RACIAL EQUITY ALLIANCE	ADLAWAN, LITTLE TAYLOR, SCHILLER & BERTUCCI
JUNE	10	LOCATION TBD 5 PM	ANNUAL MEETING & ELECTIONS / SOCIAL EVENT	



**MARIN COUNTY FREE LIBRARY**  
**COMMISSION MEETING SCHEDULE**  
**JULY 2024- JUNE 2025**

MONTH	DATE	LOCATION	PRESENTATIONS	PRESENTER(S)
JULY	10		NO MEETING	
AUGUST	16	MARIN CITY 10 AM	TEEN SERVICES / WEBSTARS	BARRAGAN, DOUGLAS & RUSSO SNELL
SEPTEMBER	13	THE SHOP 4 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN, SCHILLER & MERZA
OCTOBER	9	LOS GAMOS 4 PM	CALIFORNIA ROOM & ANNEX	MAES
NOVEMBER	13	NOVATO 4 PM	COLLECTION DEVELOPMENT	SADLER & ARENCIBIA
DECEMBER	13	FAIRFAX 4 PM	WINTER CELEBRATION STRATEGIC PLAN UPDATE / RACIAL EQUITY ALLIANCE	ADLAWAN, SCHILLER, LITTLE TAYLOR & BERTUCCI
JANUARY	8	CORTE MADERA 4 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN, SCHILLER & MERZA
FEBRUARY	12	LOS GAMOS 4 PM	COMMUNICATIONS & MARKETING	CLEMONS & WAYE
MARCH	12	CIVIC CENTER 4 PM	MOBILE OUTREACH SERVICES	CRUZ & LUMB
APRIL	9	FAIRFAX 4 PM	MEASURE A/B FUND REVIEW FACILITIES OVERVIEW	GALIANI, CHAN, SCHILLER & MERZA
MAY	14	POINT REYES 2 PM	STRATEGIC PLAN UPDATE / RACIAL EQUITY ALLIANCE	ADLAWAN, SCHILLER, LITTLE TAYLOR & BERTUCCI
JUNE	11	LOCATION TBD 5 PM	ANNUAL MEETING & ELECTIONS / SOCIAL EVENT	

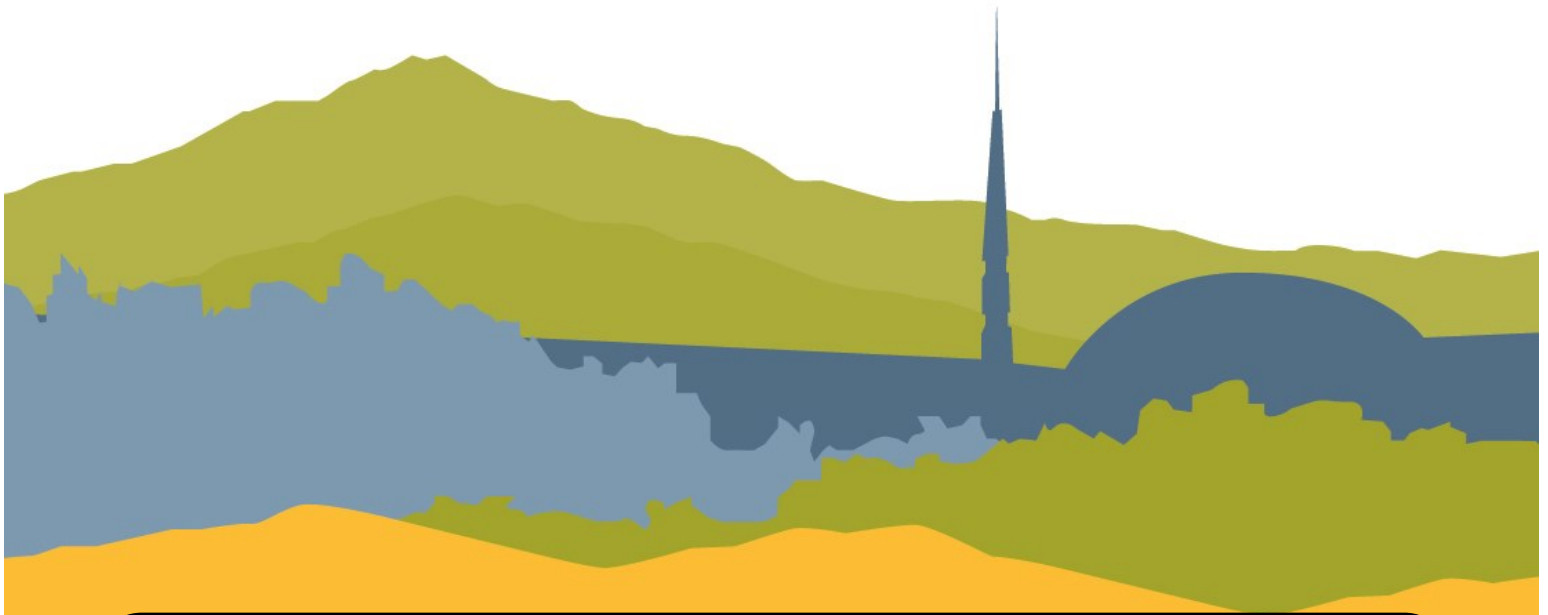


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

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## **FEBRUARY 2025 ACTIVITIES**

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**OUR MISSION:**

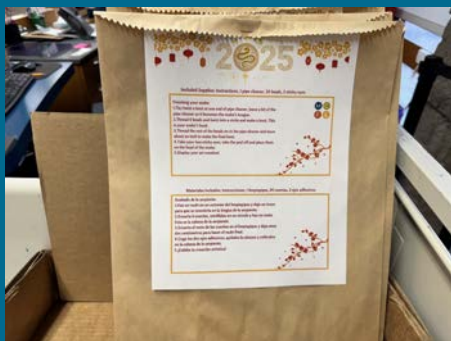
We provide welcoming, equitable, and inclusive opportunities for everyone.

**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



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](http://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](http://marinlibrary.org/zip-books).

The team also launched a complete revamp of the Library Beyond Walls webpage ([marinlibrary.org/lbw](http://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.

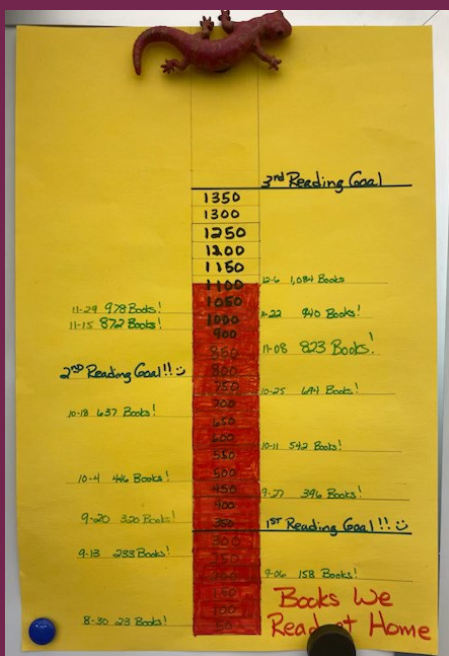
Reading Buddies at Point Reyes reconvened after the holiday break for another busy month. In January, we celebrated the Chinese Lunar New Year with stories and writing activities.

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

(Continued on next page)



## 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.

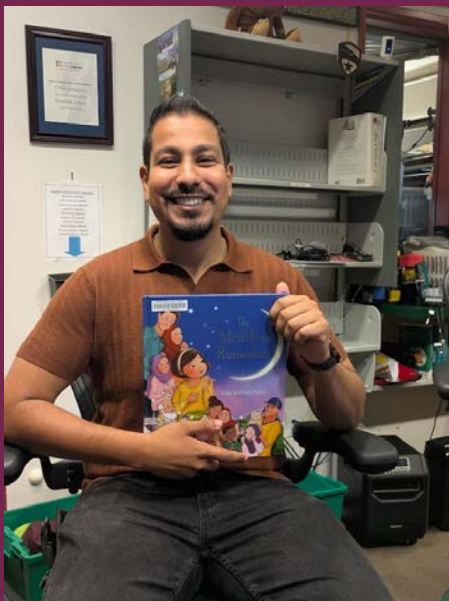
## Marin City

**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!

(Continued on next page)

## 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!

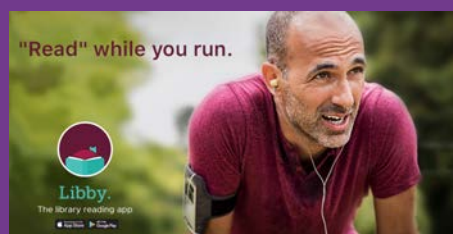
Later this week, we'll be hosting the League of Women Voters as they welcome new members! And, of course, our busy weekly schedule of storytimes, class visits, Lab creations, and tech help continues.

**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](https://bit.ly/4hbwHVT))
- [Black History Celebrations](#) – Announcing programs, discussions, and book lists honoring Black History Month. ([bit.ly/48ZZdGF](https://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.

(Continued on next page)



# 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](https://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](https://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](https://bit.ly/3F7ao6m) (page 5).

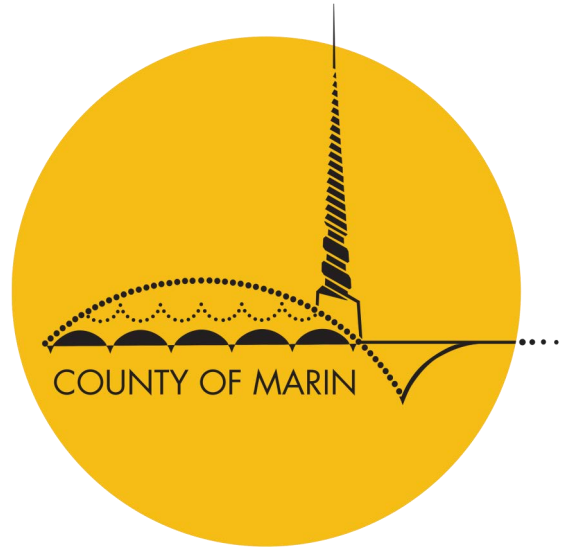
In times of tremendous uncertainty, now and to come, I encourage you to remember the value of your public library in providing free access to information, representation, reflection of local issues and, above all, helping to develop a well-informed society. Your local library is here for you, and we 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](https://ilovelibraries.org/take-action-for-our-libraries)

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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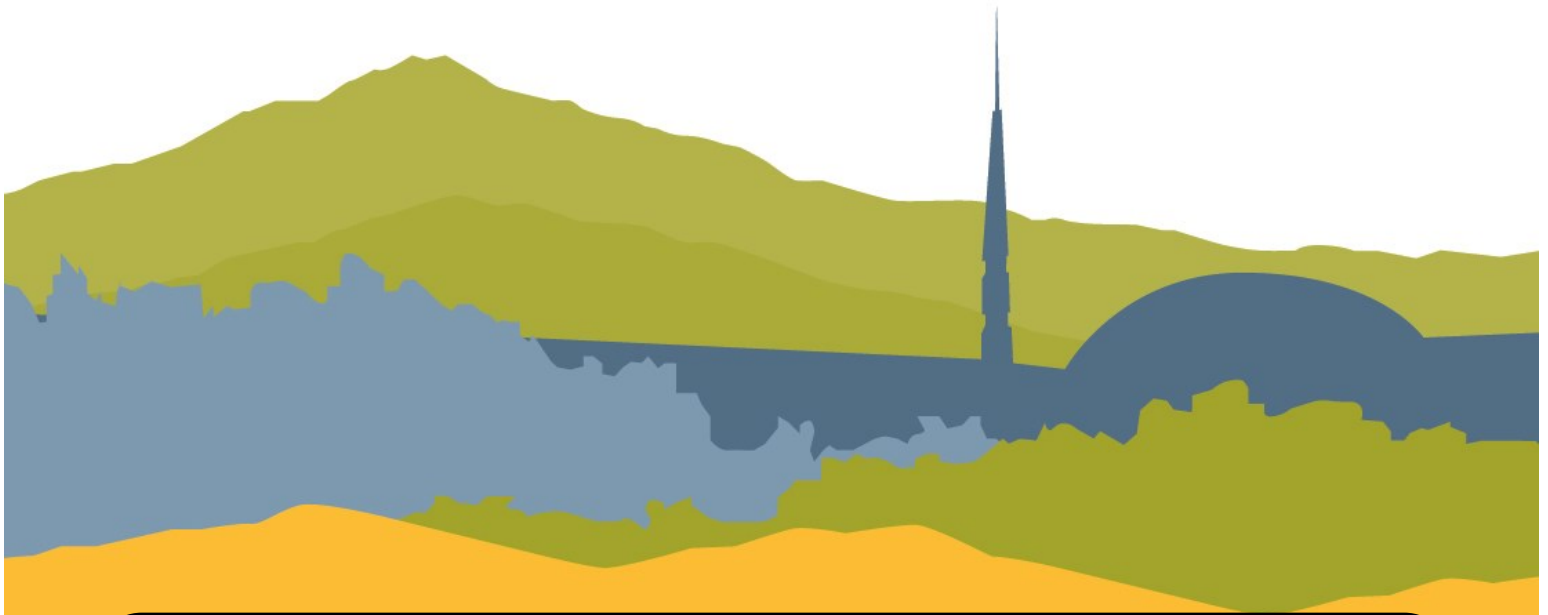


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

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## **MARCH 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



The Learning Bus partnered with the Marin City Library to host an incredible Ramadan storytime. In collaboration with community members, they prepared activities from stained glass paintings, prayer hands where each child could list what they were grateful for, and filling kindness jars. Storytime was a partnership between staff and community members where Ramadan gift books were provided to nearly 100 people.

Events this month consisted of a Free Day of Outreach at the Bay Area Discovery Museum, an Equi-Tea Party (in honor of Women's History Month), Spring into Reading Class Visits at Venetia Valley School and Coleman Elementary.

Amidst the rain, the Corte Madera library hosted the bi-weekly LEGO Clubs and Crafternoons and stayed cozy during the monthly Read to a Dog program with Stinson, the labradoodle.

The Bookmobile (BKM) and Learning Bus visited the Bay Area Discovery Museum for their Free Admissions Day. BKM hired Keenan Webster to perform for the students at North Marin Community Services in Novato (Wilson Ave). BKM has also been braving the narrow roads to the Fairfax San Anselmo Children's Center for the first time since 2020.



## Teen Services



The Point Reyes Library hosted a teen art event in collaboration with Marin 9-25 (a collective of Marin youth and adults committed to making equitable change) and their mental health and wellness fair. Patrons had a great time getting creative with sculpting clay and face painting on canvas.



The Civic Center Library celebrated women this month with a display in the teen section and hosted outreach program at Terra Linda High School making friendship bracelets. Teen volunteers have helped a lot with the seed library and onboarding new interns.



South Novato Library hosted The Rainbow Tween book club at Hamilton School, gave out the book *Heartstopper Vol. 1* along with snacks, and Webstars assisted with the Writing and Reading Buddies programs.

The Fairfax Library partnered with the Period Project at Archie Williams High School to provide free menstrual products at the library. This project serves to inform the public of period (menstrual) supply poverty.





## Adult Services



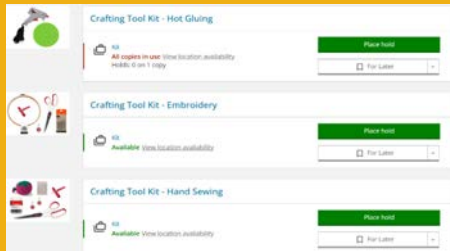
Novato Library hosted a Craft Supply Swap, where patrons had an opportunity to exchange new and gently used art and craft supplies. The Marin County Civil Grand Jury also presented an informational session where patrons learned about who the Civil Grand Jury is and what they do.

The Civic Center Library offered a full March programming schedule, starting with lunch inside of the library, where MCFL's own Jose Rodas demonstrated how to make Huevos Rancheros using the library's new [induction cooktops](https://bit.ly/4kbhOWp) ([bit.ly/4kbhOWp](https://bit.ly/4kbhOWp)). Two volunteer veterans from Veterans Connect provided information about available veterans' benefits. Another MCFL-er, Amanda Tomlin, taught patrons how to make their own Chapbooks, which are small books or pamphlets containing poems, ballads, stories, and recipes.

The Superfest Showcase was hosted by the Fairfax Library, which presented a selection of short films featured by the Superfest Disability Film Festival. This enthusiastic hybrid event featured eight short films that were created by and about people with disabilities and was followed by a facilitating discussion with a filmmaker, as well as a member of the San Francisco Disability Cultural Center. American Sign Language translation and captioning were available to make the event accessible for a broader audience.



## Collection Development & Management



The Collection Development Librarians for Adult & Spanish language materials spent \$5,000 on give-away books for adults in English and adults and teens in Spanish, thanks to the County Friends of MCFL. This is a fantastic way of giving back to the community by spreading the joy of reading with new, diverse, and popular titles that people 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.

The Collection Development Librarian for Children and Teens spent \$6,000 on give-away books for the Lunch at the Library program. This program which is sponsored through a grant from the California State Library accomplishes concrete help to the community in alignment with our strategic plan goals:

- Helps libraries provide free summer meals and programming at library sites
- Takes pop-up libraries to other community-based meal sites like parks and schools
- Provides free books to help children build home libraries
- Delivers summer reading and learning programs for children and teens, and health and wellness programs for families
- Creates volunteer opportunities for teens
- Connects public libraries with school districts and local community-based organizations
- Connects families to community services and resources

The team also updated the Patron Materials Reconsideration Form ([bit.ly/4iQODXg](https://bit.ly/4iQODXg)) and recreated it as a JotForm so that people who wish to do so can access, fill it, and submit it online. The team also developed a brand-new Staff Materials Reconsideration form whereas none existed before. These represent two new avenues to give input and choice into our collections for both the community and personnel.

### Acquisitions & Cataloging

Cataloging added photos to the records for each of the new [Craft Kits](https://bit.ly/4co8UkS) ([bit.ly/4co8UkS](https://bit.ly/4co8UkS)) that are offered for checkout at the Corte Madera Library. With this we hope to attract more patrons to the kits and expand the range of our Library of Things.

### Digital Library

The team developed and launched the Library Branch Refresh pages in English and Spanish ([marinlibrary.org/refresh](https://marinlibrary.org/refresh)).

The refresh project for all 10 branches of MCFL will revamp our interior spaces for library patrons and staff, with improvements ranging from new furniture, paint, and accessible technology. This project is a direct outcome of the voter-approved 2022 Measure B funding for library services, operations, and facility improvements. This project makes recommended improvements to better serve the local communities of each library branch consistent with the MCFL Anti-Racism & Equity Strategic Plan. The page features a detailed description of upgrades by branch as well as an opportunity to take a closer look at the plans.

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## Collection Development & Management

### RENOVACIÓN DE LA BIBLIOTECA 2025-2026

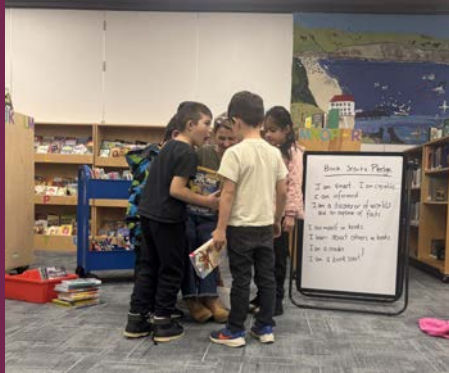


The beautiful artwork design by Keith with the Marketing team, really makes the pages pop with joy!

The team also onboarded an exciting new online resource: The History Makers. In their own words "This Digital Archive, developed by Carnegie Mellon University, provides unique access to thousands of African American lives...a virtual "Who's Who" of the African American community. More importantly, it takes you inside these lives to learn more about its history, organizations, communities and careers. Out of these stories is emerging a new and more accurate version of Black history. The largest oral history collection documenting the Black experience in the United States. This nationally acclaimed digital archive features interviews, videos, images, transcripts, and the stories of thousands of Black people from a broad range of backgrounds and experiences"

It is a fantastic resource, content rich, high-quality, and very user friendly that is now available to MCFL patrons free with a library card. With the addition of this database, we continue to offer a wide and diverse variety of resources, and ensure that our library is welcoming, inclusive, and reflective of all communities in Marin.

## Educational Equity



### South Novato

As Spring approaches and makers season begins, The Shop continues steady engagement with as many as 86 people visiting in one day. With new patrons primarily from San Marin High School and Novato High School, the increased teens visits are credited to the high school interns who work in the space promoting it to their peers. Additionally, The Library Technology Program Coordinator's strategic outreach and classroom visits to the schools continues to boost teen engagements—a big win!

The Shop has also resumed programs with the Helix School, an institution for students on the spectrum—building small props for a short film they are making. Many other field trips are currently on the calendar including schools, girls scout troops, and adult clubs for sewing and woodworking.

### West Marin

Book Scouts, a weekly after-school reading support program in Point Reyes, is going strong. Much library joy happened as children received handmade (by Mattie Ivy Leeds) mini books featuring their favorite titles from this year.

Point Reyes Reading Buddies experience a lively and scenic springtime Giacomini Wetlands Walk and Storytime with Point Reyes National Seashore Association (PRNSA) while Children and caregivers engaged in a nature scavenger hunt, searching for shapes in the great outdoors.

Keenan Webster presented an engaging musical tour of African instruments for an all-ages crowd of 50 at the Bolinas Library/Community Center.

Father and daughter duo Dave and Safia Wright gave an overview of Ramadan and Eid-al-Fitr (the feast to celebrate the end of Ramadan) and generously answered questions at Reading Buddies Storytime. Safia, age 12, read My First Ramadan and guided the group in making Ramadan angels using colorful construction paper.

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## Educational Equity (Continued)



### Marin City

At the fourth annual, and largest turnout, Ramadan Storytime welcomed over 110 members of the community to share a story, engage in activities, and had a beautiful day of fun. Special thanks to the Learning Bus and the Golden Gate Parks Conservancy for explorative play stations, and for lovely giveaway books!

Russian Storytime continues to grow, with enthusiastic community support! Each week, we share a mix of translated English-language favorites (like *The Gruffalo*) and classic Russian-language stories—currently translating Jon Klassen's *Hat* trilogy.

Preparing for the Seed Library kickoff this April, an information binder of the actual seed-holding cabinet that packages thousands of seeds, is being put together. We look forward to spreading a love of gardening, self-sufficiency, and connection with the outdoors to Marin City!

Marin City Library attended the grand re-opening of the MC Arts and Culture Gallery and will bring programming to Marin City community members soon!

Marin City Library represented MCFL at the Marin Teen Girls Conference, reintroducing a love of leisure reading and opening a world of possibilities to an audience of high-achieving high school students.

The Lab program coordinator attended the North Bay Science Discovery Day with two Webstars, observing how PG&E uses 3D scanning technology to scan parts and then recreate them with a 3D printer. Or learning how magnets and fluorescent powders help detect crack in pipes—A great opportunity to share what The Lab does.

The Coding Club is back at The Lab, thanks to a renewed partnership with Branson High School. During the kickoff session, two Branson students teamed up with two Marin City students to start building a game using Scratch, a colorful and intuitive visual coding tool designed for young learners. The program will now run weekly at The Lab.

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**Educational  
Equity**  
(Continued)

In the School, Marin City Library celebrated Women’s History Month at Martin Luther King Jr. Elementary with hands-on projects highlighting influential women in history. Students explored the legacy of Chef Alice Waters, who helped design their Conscious Kitchen lunch program, built rocket ships inspired by Dr. Mae Jemison, and cracked codes while learning about pioneering cryptologists Agnes Driscoll and Genevieve Grotjan.

# Communications & Publicity



The Marketing & Communications (MarCom) team continued to broaden outreach efforts in March, ensuring MCFL's mission, programs, and values reach a wide and diverse audience. The month was marked by internal workflow improvements and expanded engagement across print and digital platforms.

Reaching nearly 60,000 subscribers each month, our newsletters connect readers to timely events, community initiatives, and library resources.

The March newsletter content spotlighted images of women throughout the topics— highlighting Women's History Month and honoring the lasting impact of women's contributions. Trans Day of Visibility was a key focus this month, offering an opportunity to reflect on how language shapes identity and perception. We shared an American Library Association Call to Action about the executive order to eliminate the Institute of Museum and Library Services (IMLS), promoted Library Night at the Giants Game, and featured upcoming events across Civic Center, Corte Madera, Fairfax, and Novato branches.

The team advanced visual storytelling efforts by creating promotional materials for the Marin City Bus Shelter Art Installation and designing a new, weather-resistant outdoor sign for the Stinson Beach Library to enhance visibility and durability. Marketing supported Civic Learning Week by formatting provided graphics, promoting the event on social media, and publishing a related blog post. MarCom supported the Library Beyond Walls program by designing a printed brochure in partnership with a state-wide initiative, created custom graphics, and proved branded table covers to ensure a cohesive and professional visual presence at outreach events.

Simultaneously, the team continued refining the Marketing & Communications strategy to ensure efficiency, strengthen storytelling, and expand impact. A key milestone included the purchase of new photo and video equipment to support high-quality content creation, allowing us to better document events and amplify community voices.

Looking ahead to April, our focus will remain on community-centered storytelling, audience engagement, and strategic messaging. Upcoming priorities include engaging patrons during Día de los Niños celebrations, connecting with audiences during National Library Week, and enhancing our digital outreach through improved automation and engagement strategies.

# PERSONNEL UPDATE

## Celebrating New Beginnings and Promotions

We are delighted to welcome new and familiar faces to the Marin County Free Library following recent successful recruitments:

- **Jennifer Nguyen** has been fully onboarded as contingent hire **Librarian I**, she will begin her training at the *Civic Center branch*, effective April 13, 2025.
- **Sanaa Wiley** has been promoted from contingent **Student Intern -High School (Webstar)** at the *South Novato branch* to contingent **Student Intern – Undergraduate** in *Administration*, effective April 1, 2025.

## Honoring Retirement: A Fond Farewell and Heartfelt Thanks

After 13 years of dedicated and inspiring service, Margaret Miles, *Senior Librarian at the Fairfax branch* sent a heartfelt message to all staff on Friday, March 28, 2025, to announce her retirement officially as of June 5, 2025. Her last day in the office will be May 9, 2025.

Margaret's leadership has made a profound and enduring impact on the Fairfax community and across the Marin County Free Library system. Under her guidance, the Fairfax branch blossomed into a dynamic center of learning, creativity, and community connection. Her steadfast dedication to public service and her deep commitment to equitable access to information has made her a trusted colleague and a powerful advocate for the values we cherish. Through her vision and compassion, Margaret not only supported the professional growth of staff but also enhanced the reach and quality of our services. While her departure is bittersweet, we honor and celebrate the remarkable legacy she leaves behind.

Margaret, thank you for every story shared, every challenge met, and every life touched. We wish you peace, joy, and adventure in your well-deserved retirement.

## Recruitment in Progress

We continue to strengthen our services through active recruitment for key roles:

- **Librarian I** at the Novato branch – A candidate was selected, and onboarding will begin shortly.
- **Librarian I** at the Marin City branch – A candidate was selected, and onboarding will begin shortly.
- **Library Assistant II** – Fairfax branch - A recruitment plan is in progress. This position is open until April 11, 2025.

## Workforce Trends & Vacancy Update: A New Normal

We're proud to highlight the many positions recently filled across our department and within individual units—milestones that reflect our ongoing focus on staff development and operational excellence.

Throughout 2024, MCFL successfully maintained a 10% vacancy rate. As of this month, we're now entering our fourth consecutive month at a reduced 8% rate, marking a positive shift toward long-term staffing stability. This progress has been made possible through the collective efforts of many and our shared commitment to equity, collaboration, and high-quality public service. Together, we continue to build a stronger, more resilient, and more responsive library system.

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



The Library wrapped up its public engagement campaign for the 10-branch refresh on March 16. We made survey forms available in English and Spanish at all 10 branches for a period of three weeks, for the public to provide feedback on the proposed changes for their neighborhood library. We also created a robust webpage that showcased detailed changes at each of the branches and a concise list of improvements to the branch: [marinlibrary.org/refresh](https://marinlibrary.org/refresh). The webpage will continue to share information and reflect our progress as we work on the implementation schedule for each of the branches in 2025, with this work to continue through early 2026. We will minimize service interruptions for our library patrons and staff with this project while improving our physical spaces. We anticipate work will begin in branches in late summer / early fall while we await receipt of new furniture and coordinate paint and carpet installation.

The Institute of Museum and Library Services (IMLS) [www.ims.gov](https://www.ims.gov) was targeted in a March 14 Executive Order which reduced funding to the minimum required by law. The Institute of Museum and Library Services is the sole federal agency dedicated to funding libraries, distributing \$267 million in library support to libraries across the United States last year alone. In the weeks following the March 14 Executive Order, all IMLS staff were placed on a 90-day administrative leave and no longer able to access their emails or work site without an escort. Libraries across the United States also began receiving notice that their current or future IMLS grant applications were cancelled. At this writing, we have not received a response from the California State Library on the collective results of these actions for California libraries. Marin County Free Library is supported by local property taxes, and we do, and have, received IMLS funding in the past to support grant initiatives and other projects. At this time, our funding for our current grant initiative, Zip Books, is secure. For those reading, if you're interested in finding out more about these impacts, please visit [ala.org/advocacy/show-up-for-our-libraries](https://ala.org/advocacy/show-up-for-our-libraries)

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

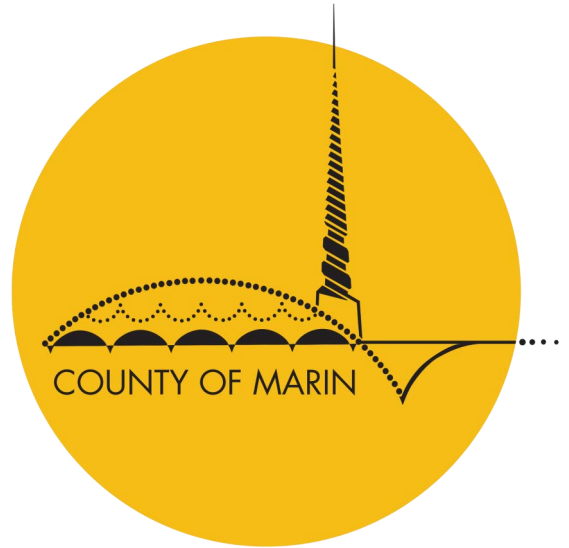
The Corte Madera Library continues to head toward completion in its construction journey, which consists of the installation of an HVAC unit, to allow the library to be properly cooled and heated for community members; American Disability Act (ADA) paths of travel for easier and safe access from our parking lot and Meadowsweet Dr; new single-stall restrooms and EV parking stations, along with a beautiful new outdoor wooden deck! We've had a number of unexpected discoveries along the way with this project that have led to a longer construction period than expected, and we thank our patrons and staff for their flexibility and patience. We cannot wait to celebrate when the work is complete and enjoy this beloved library once again and our new outdoor spaces as we embrace spring and head into summer.

The Library's FY 2025-26 Budget will be adopted in May 2025 by the Board of Supervisors. With our increase in revenue with Measure B, capital expenditures, and rising operational costs in both services and supplies, as well as staffing and benefits, we have continued to keep a close eye on our revenues and expenditures and plan appropriately. Our team of managers and supervisors have been deeply engaged in this budget process, utilizing our new Anti-Racism & Equity Strategic Plan, as well as the County's Racial Equity Budget Tool, to guide our services where our community members need them the most and make the greatest impact. We look forward to sharing the improvements that we've planned for FY 2025-26 after adoption by the Board of Supervisors in May 2025.

In community,

Lana Adlawan  
Director, County Library Services





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## **COMMISSION MEMBERS:**

MCFL and the County of Marin

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

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# MARINet Board Meeting Minutes

Thursday, 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.

## MARINet Board Meeting Minutes

Thursday, February 6, 2025



- 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 3<sup>rd</sup>. She also shared an update on the Onyx Storm title mentioned in the report. As of Monday 02/03,



## MARINet Board Meeting Minutes

Thursday, February 6, 2025



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 13<sup>th</sup>. 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*