

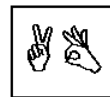
**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, June 7, 2023**  
**5:00 p.m.**

**THE MCINNIS PARK GOLF CLUB RESTAURANT**  
**350 Smith Ranch Road, San Rafael, CA 94903**

**DIRECTIONS:** One mile east of HWY 101 at the Lucas Valley Smith Ranch Road exit. From the SOUTH or the NORTH Take HWY 101 to the Lucas Valley / Smith Ranch Rd exit east onto Smith Ranch Rd, travel 1 mile. Continue straight through our entrance gate. **NOTICE:** In order to assure a quorum, please let Administration know if you are unable to attend the meeting (415-473-3222).

“I like to travel in the summer. That’s why I read.”  
*Unknown*

<b><u>ITEM</u></b>	<b><u>PRESENTER</u></b>	<b><u>STATUS</u></b>	
5:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of May 5 meeting minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President’s Report for May	Ream	Information
	8. Old Business		
	9. New Business		
	a. FY23-24 Election	Nominating Committee	Action
	b. Retiree Acknowledgement	Ream	Information
	10. Director’s Report for May	Adlawan	Information
	11. Announcements	Ream	Information
	12. Adjournment	Ream	Action



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

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

*Numbered List of attachments:*

4. Minutes for May 10, 2023
11. Library Director's Report for May 2023

**Marin County Free Library**

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

**Brown Act:**

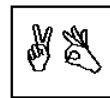
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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

The teleconferenced meeting must meet the following requirements:

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

**Meeting Locations**

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



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MARIN COUNTY FREE LIBRARY  
Meeting in person

--PROPOSED MINUTES--  
Wednesday, May 10, 2023

- (1) CALL TO ORDER  
Meeting started at 4:02 pm
- (2) ROLL CALL -  
Present  
Amelia Lahn Anya Schandler Claudia Wilson  
Daniel Sherman Glynda Christian Linda Ward  
Margaret Kathrein Nick Javaras Sally Hauser  
Sue Ream  
  
Absent with Notification  
Ali Iqbal Alison Blume Ann Kaplan  
Loretta Farley  
  
Also Present  
Lana Adlawan, Director of County Library Services  
Diana Barrera, Administrative Services Technician, Library Administration  
Alejandra Cruz, Sr. Community Library Specialist  
Elisa Lacerda, Mobile Library Assistant  
Jesse Lumb, Community Library Specialist  
Jill Perkin, Member of the Public  
Brooklyn Swanson, Mobile Library Assistant
- (3) ADOPTION OF AGENDA M/S/C – Christian/Schandler Agenda  
approved as submitted
- (4) ADOPTION OF February 8, March 8, & April 12, 2023, MINUTES -  
M/S/C – Christian/Schandler Minutes approved as submitted
- (5) OPEN TIME FOR PUBLIC EXPRESSION – None
- (6) READING & CORRESPONDENCE FILE – Reading file was emailed in  
advance of this meeting to all Library Commissioners.

(7) PRESIDENT'S REPORT FOR APRIL

Commissioner Ream reported the following:

- The Board of Supervisors did a wonderful Resolution for the Library on April 25<sup>th</sup> during National Library Week.

(8) OLD BUSINESS

- a. Library Commission Nominating Committee recommends Linda Ward for Interim Vice President through June 2023 – Christian/Hauser
- b. FY23-24 Nominating Committee Sally Hauser & Ann Kaplan – Javaras/Schandler
- c. Reschedule 6-13-23 mtg to 6-7-23 – Javaras/Schandler

(9) NEW BUSINESS –

- a. Bookmobile & Learning Bus Reports
- b. FY2023-24 Annual Meeting Schedule – The Commission approved the FY2023-24 schedule. – Christian/Javaras
- c. Review of Draft Library Commission Recruitment Flyer for any additional feedback.

The Learning Bus



Library Commission  
May 10, 2023

Delivering bilingual activities that support early childhood learning and development through play, exploration, stories, songs, art, and joy



Supporting parents as their children's primary teachers and getting them ready for kindergarten

<div> <div> </div> <div> <b>THE LEARNING BUS MAY 2023</b>  <b>DES DEL APRENDIZAJE MAY 2023</b> </div> <div> </div> </div>			
MONDAY / LUNES	TUESDAY / MARTES	WEDNESDAY / MIÉRCOLES	THURSDAY / JUEVES
<b>NOVATO "TRUCKET" SUMMER PAUSE</b> 1:00 PM - 1:45 PM 400 E. Main Ave., Novato City <b>NOVATO SUMMER PAUSE</b> 1:00 PM - 1:45 PM 400 E. Main Ave., Novato City <b>NOVATO SUMMER PAUSE</b> 1:00 PM - 1:45 PM 400 E. Main Ave., Novato City	<b>SAN RAFAEL VALLEY COM. LIBRARY</b> 1:00 PM - 1:45 PM 10000 San Rafael Valley Blvd. <b>CONCEPCION LASSERRE PAUSE</b> 1:00 PM - 1:45 PM 10000 San Rafael Valley Blvd. <b>CONCEPCION LASSERRE PAUSE</b> 1:00 PM - 1:45 PM 10000 San Rafael Valley Blvd.	<b>MARIN LIBRARY</b> 1:00 PM - 1:45 PM 14 Phyllis Rd., Marin City <b>MARIN LIBRARY</b> 1:00 PM - 1:45 PM 14 Phyllis Rd., Marin City <b>MARIN LIBRARY</b> 1:00 PM - 1:45 PM 14 Phyllis Rd., Marin City	<b>POINT REYES LIBRARY</b> 1:00 PM - 1:45 PM 10000 Point Reyes Blvd., Bolinas <b>POINT REYES LIBRARY</b> 1:00 PM - 1:45 PM 10000 Point Reyes Blvd., Bolinas <b>POINT REYES LIBRARY</b> 1:00 PM - 1:45 PM 10000 Point Reyes Blvd., Bolinas
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¡Nos vemos en el verano! See you in the summer! ¡Nos vemos en el verano!

Call or text us! Llámonos o envíenos mensaje: (415) 457-1000 Visit: [marinlibrary.org/learning-bus/](http://marinlibrary.org/learning-bus/)

Reserva tus participaciones en el evento de verano 2023 en [marinlibrary.org/learning-bus/](http://marinlibrary.org/learning-bus/) o en [marinlibrary.org/learning-bus/](http://marinlibrary.org/learning-bus/). Admisión gratuita. Espacios limitados. Se requiere reserva anticipada. Se requiere reserva anticipada. Se requiere reserva anticipada.

## Serving more than 50 families weekly

- Novato
- San Rafael
- Canal
- Marin City
- San Geronimo
- Point Reyes
- Bolinas



## The wheels on the bus go round and round!



## Día del Niño 2023

Celebrating children with books, performances, and lots of joy!





## Summer Learning Preschool Backpacks

- Annual Partnership with First 5 Marin
- 1500 Backpacks and lunch bags
- Books, school supplies and developmental toys
- 10 events across Marin County during the month of June
- Music and movement, stories, play and more!
- Try it Truck! Bay Area Discovery Museum

## Furthering the Reach

- Creating three new classes starting in August
  - 2-3 new classes
  - Visit preschool and West Marin Ranches
- Strengthening our partnerships and creating new ones



Thank you!



<https://marinlibrary.org/learning-bus/>  
Call or Text (415) 497-1666

## The Bookmobile



### OUR STAFF



**Carolyn Botts**

Extra Hire Support

**Jesse Lumb**

Community Library Specialist  
-full time-



**Brookdyn Swanson**

Mobile Library Specialist  
-full time-



**Terry Jones**

Community Library Specialist  
-extra hire support -



### OUTREACH ACROSS THE COUNTY

Who We Serve

All Five Districts of Marin Including:

- Child Development Centers
- Senior Living Communities
- Remote schools and neighborhoods
- Civic Center Farmer's Market
- Community Pop-up Events
- Patrons with accessibility barriers
  - Library Beyond Walls Program



## READER'S ADVISORY FOR ALL AGES



## LINCOLN + LAGUNA

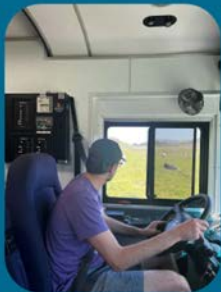


Lincoln School  
Since 1872

Laguna School  
Since 1902



## REACHING THE RANGES



# ANIMALS ON THE BUS



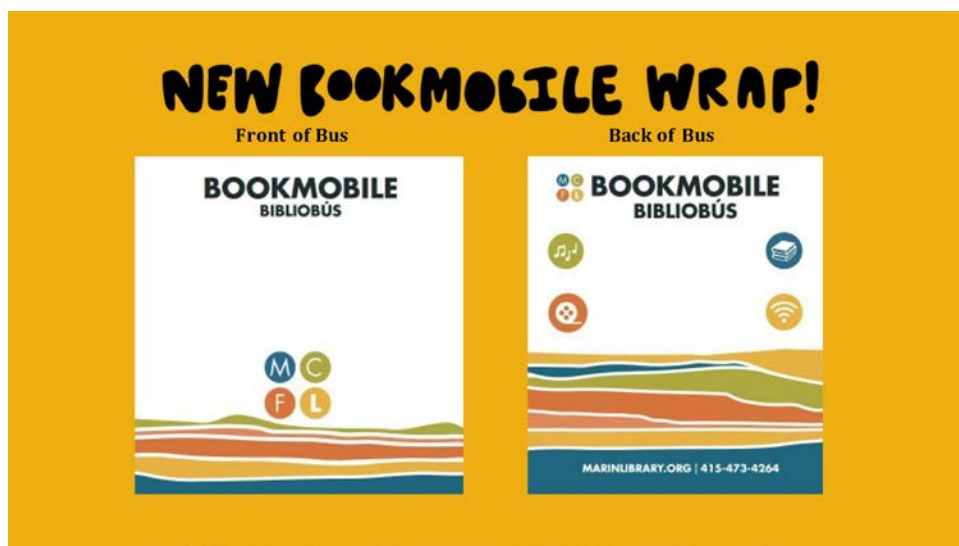
# BLACK HISTORY MONTH CELEBRATION



Vallecito Elementary School  
and Terra Linda Community Center

# ACCESSIBILITY IS EVERYTHING!





## BOOKMOBILE WRAP



## LOOKING ★ GOALS + INTENTIONS AHEAD



- Re-evaluate our schedule using an equity lens
- Continue to expand Library Beyond Walls
- Patron Pen-pals
- Read to a Dog
- Add ukuleles to the bus for patrons to check-out
- ABOS conference in Hershey, PA. October 2023
- Enhance our Social Media presence
- Future collaborations with MCFL branches, and the Learning Bus
- Celebrating the Bookmobile's anniversary of...



## 75 YEARS OF OUTREACH



2023



Celebrating This Fall!



After a brief question and answer period, Commissioner Ream thanked Alejandra, Jesse, Brooklyn, and Elisa for their presentations.

- (9) DIRECTOR'S REPORT FOR APRIL 2023 – Director Adlawan reported on the following:
- She thanked the Commissioners for their support in the celebration of Library National Week. In the personnel section, there is a photograph from the Board of Supervisors Chambers. The Friends of the Civic Center Library provided a wonderful reception for the staff following the event.
  - The Board of Supervisors recognized the volunteer team of the year for the California Room; Aaron Fong was honored as Staff Supervisor of Interns for the year; a Corte Madera Teen Intern who started the Homework Program; and a group of high school students who worked and examined historic records and deeds from the library.
  - She invited the commissioners to the County Fair, which is going to have the Bookmobile, the Learning Bus, and the Try it Truck.
- (10) ANNOUNCEMENTS – The next meeting will be on Wednesday, June 7, at the McInnis Park Golf Club Restaurant.
- (11) ADJOURNMENT – M/S – Meeting ended at 5:02 pm – Javaras/Christian

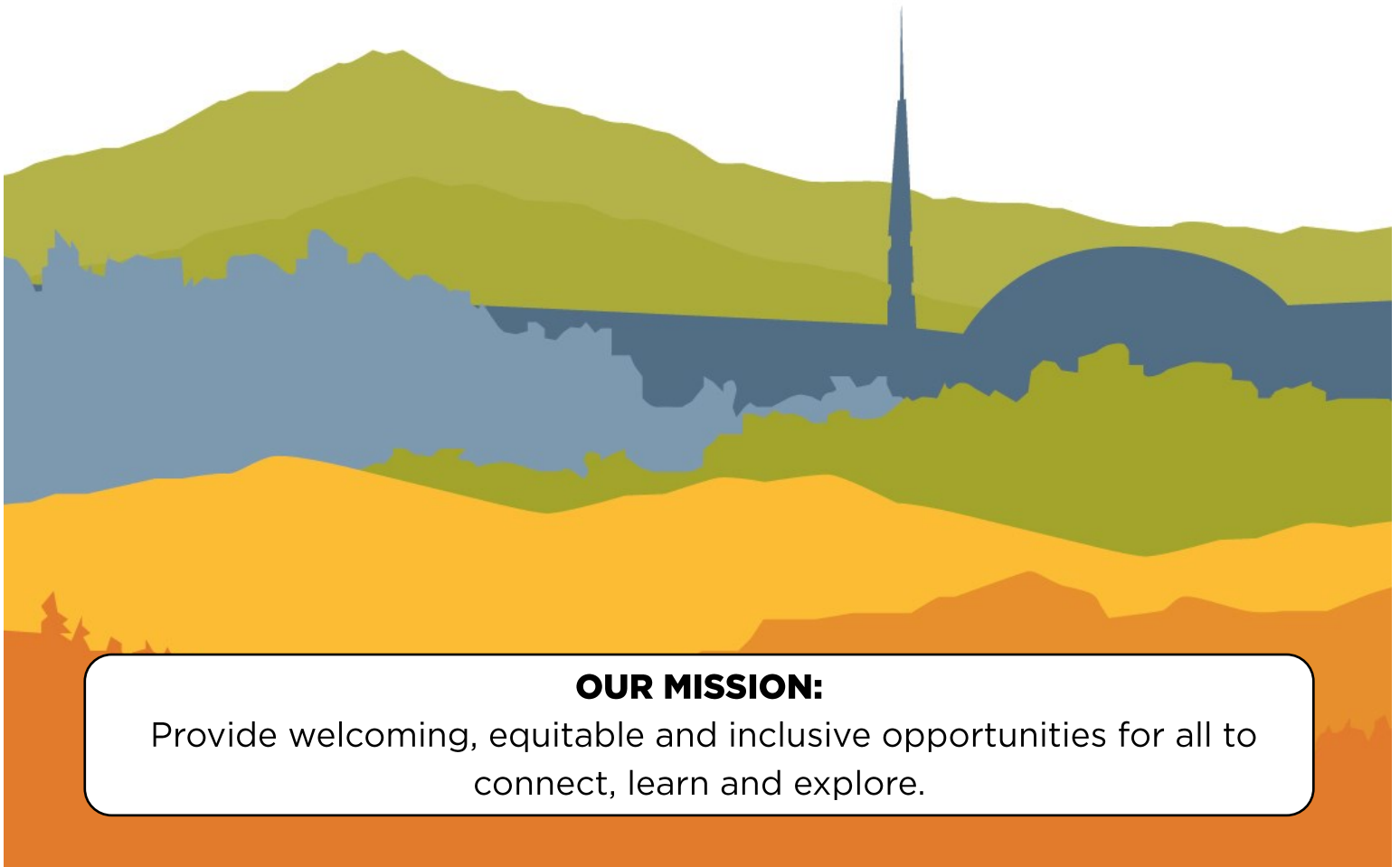


**Marin County Free Library Commission Report**  
**Lana Adlawan, Director of County Library Services**

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## **FY 2022-23 GOALS & PROGRESS REPORT**

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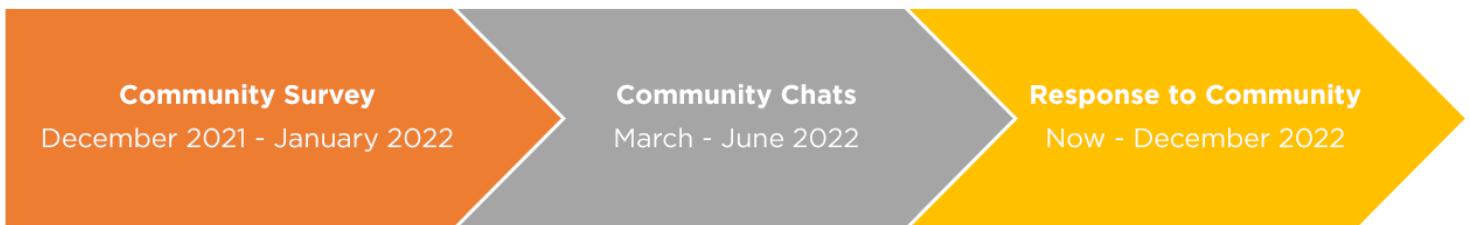
**OUR MISSION:**

Provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore.

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

Greetings, Library Supporters and Friends -

As we head towards a busy summer, we also wind down the library's fiscal year and we have much to report on. The library issued a countywide community survey in late 2021, early 2022. We gathered more than 5,000 responses and followed up with conversations in each of our branches, including numerous one-on-one meetings with me. I learned so much from those meetings as your new Director of County Library Services and continue many of those conversations today. As a library system, we are always looking for ways to listen and respond to our community, and we did just that as a result of our community survey.



As we completed our listening sessions, each library team reviewed community feedback and created goals in response. We tried out new goals, changed them, threw goals away and listened to community again to better hear the needs. As we worked through this exercise, staff and priorities changed, which also impacted goal creation and completion. Where we landed as a result of this positive, iterative process is included in the pages of this report. The Marin County Free Library team is dedicated to excellent service, and we are proud of this work in coming together as a team in response to your feedback. Thank you for this opportunity to showcase some of our daily work.

In community,

Lana Adlawan  
Director, County Library Services



## Civic Center



## MARIN COUNTY CIVIC CENTER 60TH ANNIVERSARY

**YOU'RE INVITED!**  
THURSDAY, OCT 13  
10AM-5PM

Activities ranging from FREE docent tours, drop in photography workshops, scavenger hunt, vintage cars and much more.

**11am** "Working Wright" panel discussion

**Noon-2pm** Live music, cake-cutting ceremony

**3:30pm** Gattaca film screening



CLICK  
HERE  
FOR FULL  
SCHEDULE

*Frank Lloyd Wright*



## Civic Center Goals

1. Increase event and outreach programming in the Civic Center area.
2. Support digital literacy.
3. Create a partnership with Mount Tamalpais College at San Quentin.

## Programming

### Adult Services:

- Book Clubs shifting from virtual to in-person, with author event May 9 to mark the transition
- Veterans Connect Resource Center: resumed monthly drop-in program
- Introduction to Chinese Calligraphy Workshop (AAPI Heritage Month)
- Film Screening & Discussion: Our America, Low-Balled (hosted by and simulcast from Marin City Library)

### Youth Services:

- Outdoor Family Storytime: weekly, Thursdays, Farmers Market
- Stay and Play: Monthly craft/activities for children 5-8 and their families
- Homework Helpers: Led by Teen Volunteers, weekly support for school-age children
- Taiko Drumming (All ages / AAPI Heritage Month)
- School Visits
- Outreach at High School Resource Fairs
- College Financial Aid Workshop

### California Room:

- 60<sup>th</sup> Anniversary Open House
- China Camp State Park: Moments in History
- Author Talk: Capital Punishment & San Quentin
- Film Screening: Epic Bill
- 2023 Volunteer Team of the Year Award
- Contributor: Marin City 80 Exhibition
- Sonoma County Finding History Day
- Expansion of open hours as of May 24, 2023: 9-6, Mon-Fri

(Continued on next page)

## Civic Center (Continued)



## Supporting Digital Literacy

### Adult Services:

- Educational Program: how to avoid scams and fraud in the internet age. All ages/geared towards older adults (April 2023)
- Ongoing digital literacy support to be provided to individuals experiencing incarceration, in partnership with Mount Tamalpais College (beginning July 2023)

### California Room:

- Teen Interns introduced to digital archives

## San Quentin Library Partnership

Partnership with Mount Tamalpais College (MTC) is on track and progressing.

- MTC working group established, to develop and implement library skills workshops
- Planning field trip to MTC with Admin and MTC working group
- Dates for library workshops set for 12 July and 26 July
- Awaiting approval of MCFL website by California Department of Corrections, to enable next step of issuing Library Cards to MTC students

## Corte Madera



### Corte Madera Goals

1. Increase event programming in the Corte Madera area.
2. Explore new partnerships and strengthen existing ones.
3. Expand marketing of in-branch materials.

### Programming

- 2 flourishing family storytimes, regular attendance 50+
- Inclusive (sensory) Storytimes – new for families with young ones with sensory sensitivities or other disabilities to enjoy instead of the more crowded one
- Colors of Spanish – Monthly Spanish language storytime
- Homework Helpers – successful teen-driven weekly volunteer program providing help with classwork for kids in grades 3-10
- Listening parties during Black History Month, to highlight the library's record player and collection for check-out!

### Partnerships

The branch focused on expanding partnerships in their area and were very successful in connecting, even during the COVID-19 pandemic. They strengthened partnerships with existing partners, such as the Marin Master Gardeners and local schools, pop-up library spaces in the local laundromat, and formed new partnerships, such as providing services to kids with developmental differences at the Golden Gate Regional Center. The branch also focused on partnerships for older adults, such as the Alzheimer's Association of Northern California, The Integrated Clinic, and Sisters in Crime.

### Marketing

The branch wanted to make popular materials more attractive for patrons, so they created a new graphic novel and periodicals location, and relocated their popular classics collection to make it more visible. They added new signage throughout the branch, creating interactive displays such as library bingo game and added more thematic monthly displays in the front entry way. The branch also prioritized facing out titles throughout the library, to encourage browsing.

## Fairfax



### Fairfax Goals

1. Continue to develop and maintain the Community Seed Exchange.
2. Increase offerings of bilingual storytime.
3. Promote awareness of existing programs and services in new ways.

### Community Seed Exchange

In the Community Survey conducted last year, Fairfax received more comments to bring back the Seed Exchange than on any other topic. This service fits well with our goal to become a resiliency center and encourage sustainability practices. We have received donations of seed packets from 6 different seed companies; Friends of the Fairfax Library supported shipping costs and have agreed to purchase additional seeds. Of the 474 packets we received, 343 have been taken by patrons!

### Bilingual Storytime

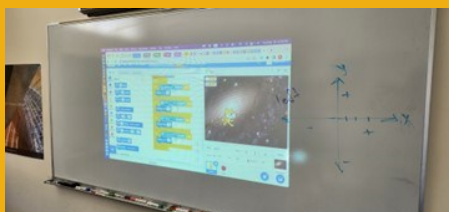
Our goal is to serve Spanish speaking families, and we started offering programs every other Saturday in February. We are planning to start offering Bilingual storytime weekly in August!

### Promoting Services on Social Media

Fairfax library now has Facebook, Instagram and NextDoor accounts. Our Instagram account has 372 followers, and we receive “likes” for photos of our displays, notifications of our programs, and progress on the Library garden project. With the help of Library Marketing we are now sending out a monthly Savannah email to Fairfax patrons about our events and services.



## Marin City



### Marin City Goals

1. Explore opportunities for a larger library space.
2. Increase event programming for adults and older adults in the Marin City area.
3. Develop a Marin City Makerspace (Digital Initiative) with community partnerships.

### Programs for Adults/Older Adults

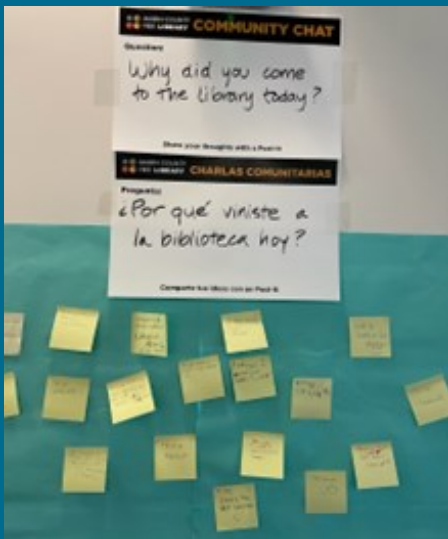
- Hosted Film Screening & Discussion: Our America, Low-Balled (live from Marin City, simulcast at all library locations)
- Film screening: Against All Odds the Fight for a Black Middle Class

### Develop Marin City Makerspace (Digital Initiative)

- Developed a Memorandum of Understanding with MCFL, Friends of the Marin City Library, and St. Andrew Presbyterian Church to create the Marin City Makerspace
- Partnered with Marin County IST to develop a Marin City Makerspace funding proposal
- Secured \$63,000 in funding from Marin Community Foundation to fund the Marin City Makerspace Digital Initiative
- Makerspace programming launched in May 2023

# Novato

## Novato Library



### Novato Goals:

1. Promote existing services and launch a library services awareness campaign.
2. Conduct a Novato community needs assessment.
3. Make services more accessible and convenient.

### Promote Awareness of Library Services

Staff was looking for a way to spread the good word about our programs and services. So many times we talk with patrons who have no idea of the many wonders of their public library. Thanks to the beauty and ease of Instagram (and the dedication of a few staff members who are clever and savvy), Novato Library grew a fan base of over 932 followers in a very short span of time. Although most of our 412 posts are about library programs and the promotion of programs & services, these two campaigns were a bit more whimsical and are two of the most liked Instagram posts of all.

### Conduct a Novato Community Needs Assessment

The MCFL patron survey completed in early 2022 and the follow up Community Chats revealed a lot about the wants and needs of our patrons. To learn more, Novato created an interactive wall for our patrons to continue to share their responses to questions (asked in English and Spanish) like: Why Did You Come to the Library Today? What have you discovered at your library? How could your library experience be improved? Some common themes emerged.

Novato staff learned that our patrons love us as much as the books and materials we provide, but missed some of the regular programs that we'd been offering prior to the pandemic, including kids storytimes and creative programs, museum docent talks, craft programs, book clubs, tech help.

And we're happy to report that what Novato wants, Novato gets, as we've been steadily adding back all the programs that they missed.

(Continued on next page)

## Novato (Continued)



### Make Services More Accessible and Convenient

During the pandemic, MCFL made great strides in bringing the library to the people by way of curbside services, Book Bundles for kids and Personalized Picks for adults. Once our doors reopened, Novato wanted to continue to offer ease of service and deliver materials in safe and convenient ways to our patrons.

Our children's librarians and staff engaged in a complete overhaul of their room and collections. New low shelving was installed to increase sightlines and open up the space and collections were shifted to make finding things easy and intuitive. The room now flows the way a reader grows! Spanish picture books now have a front and center location as you walk into the room.

Adult librarians and staff then repurposed some of the old children's room shelving to create monthly displays highlighting important parts of our collections for patrons to see upon immediate entrance to the library. The books in this ever-changing collection fly off the shelves. We also gave our classic titles a shelving unit of their own, as they are one of the most requested items from students and adults alike.

## South Novato



## South Novato Goals

1. Improve services to Spanish speakers.
2. Perform school outreach and deepen relationships with teachers and families.
3. Reimagine, rebuild and reopen Makerspace.

## Improve Services to Spanish Speakers

Reading Buddies Spring 2023: Finalized another successful semester of Reading Buddies including our first bilingual cohort in partnership with Dominican University.

**Primaveras (April 14th - 15th):** Our first bilingual outreach initiative collaborating with the Novato Branch to celebrate and honor the diverse Latinx diasporas and Spanish speaking communities. Primaveras represents the symbolism of life, flourishing, and above all the resilience of our communities. The events and activities were all bilingual with an emphasis on Spanish. Our branch strengthened and established new partnerships.

## Events

### Soccer with the Penguins; Dominican University Women's Team

We jumpstarted our Primaveras celebration with community building playing soccer with the Penguins, Dominican University's Women's Soccer team. The SNO team (yellow) won 9 - 5 against The Makerspace team (orange). Reading Buddies student Gisele scored 5 goals. More than 30 NUSD children participated teaming up with parents and DU players.

### Opening Ceremony: Colección Liberación

Opening ceremony for our Colección Liberación (Collection Liberation) and Spanish language collections at South Novato Library honoring leaders in our communities, for their efforts in providing services for Spanish speaking and Latinx descent communities. (Organizations represented by community leaders included Dominican University, MCFL Spanish Services Working Group, San Rafael Public Library, North Marin Community Services, Rotary Club International, and Raising a Reader).

### Primaveras Celebration

The final celebration of the festival happened on the big lawn of the Novato branch. There were several bilingual storytimes, a Drag Story Hour and music provided by Chulita Vinyl Club and catering by Tacos El Cuñado.

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## South Novato (Continued)



## Perform School Outreach and Deepen Relationships with Teachers and Families

**Art with a Purpose:** A series of 4 Art programs led by Teen Leadership Crew member Sofia Casano. Sofia gave a short presentation at the start of each program discussing an important social issue (including the LGBTQ+ movement, our oceans and the environment, bullying, and cultural diversity) before leading families in a related art project.

**NUSD Library Card Project:** Every student in the NUSD system will receive a card that is linked to their student ID number. Youth Services Librarian Rashida Skaar and Extra Hire Librarian Jennifer Livingston visited Hamilton School to distribute the first batch of library cards to students

**Outreach and Class Visits:** Youth Services Librarian Rashida Skaar and Spanish Services Community Library Specialist Héctor Garcia host class visits from Hamilton School every Friday. They worked with Kerry Bacho of Raising a Reader who has been taking the visiting classes on a journey to countries around the world! Kids had a chance to listen to a story and music, learn fun facts, make art, and play a game from each of the countries. Afterwards, they got passports stamped to show the places they “visited”.

## Reimagine, Rebuild and Reopen Makerspace

The Makerspace in South Novato has been busy the last few months in completing outreach, assessing community need, and forming new partnerships. Outreach to local schools and participation in class activities have been successful, as well as new partnerships with the Marin Humane Society, North Marin Human Services, Fun with Academics and Divine Electric. The Makerspace is excited to reopen to the public this summer, with new branding and a changed focus.

### Webstars:

- New Hires: Hired three new teens to work in the Makerspace (and Library)
- Total Interns working and building in Makerspace currently – 7
- Total Interns fully trained on tools and appliances currently - 5

### Rebuild and Reimagine:

- Community Survey - total number reached ~ 60
- Focus: sustainability, woodworking, handcrafts, intergenerational usage
- Total amount spent on makerspace ~ \$15,655.86
- Possible rebranding: From “Makerspace” to “Shop”
- Opening date – Summer of 2023

## West Marin



### West Marin Goals

1. Provide technology help in English and Spanish to adults and older adults in conjunction with broader MCFL programs and partnerships.
2. Conduct an audit of physical spaces to ensure a safe and welcoming environment for everyone, with a focus on user experience and accessibility.
3. Partner with local schools to issue library cards to all students.

### Provide Tech Help in English and Spanish for Adults and Older Adults

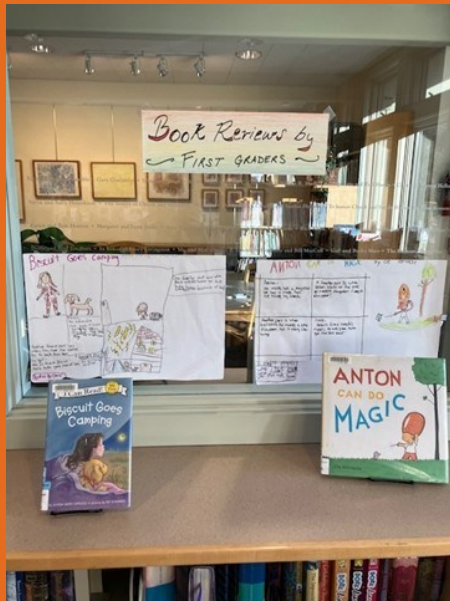
Point Reyes created regular bilingual tech help hours on Thursday evenings and Friday mornings. Demand is high for this service and ranges from help with basic assistance with email and wifi connections to more advanced inquiries regarding personal electronic devices such as phones and laptops. All West Marin locations have made a concerted effort at digital literacy instruction and do so on a daily basis.

### Conduct an Audit of Physical Spaces

- Point Reyes Library ensured that dim lighting and nonworking light fixtures were corrected before daylight savings time ended, ensuring that the library was well-lit and welcoming for all. Point Reyes also got a new clock with larger, high contrast numbers on it.
- Bolinas Library relocated a self-check machine that was blocking a pathway and opened up access to the service desk.
- Inverness Library installed and relocated a “book drop” (outdoors materials return) which is now ADA accessible. Inverness also eliminated a messy “flyer table” and created an up-to-date attractive bulletin board with current community information.
- Stinson Beach created colorful, topical signage for school children who were visiting and working on a nonfiction reading project.

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## West Marin (Continued)



### Partner with Schools to Issue Library Cards to All Students.

**Tomales Elementary School:** 146 library cards were issued to students in grades K-8 for the first time. Point Reyes Library staff created physical cards, provided a packet of information and had a day of instruction for teachers and students on the use of the cards, highlighting the libraries digital resources for students in a rural and remote area.

**Bolinas-Stinson School:** Stinson Beach Library partnered with the first graders and coordinated a series of visits to the public library. Students created art based on the books they read, which culminated in an exhibit at the library. Bolinas and Stinson libraries are on track to issue library cards to all students (K-8) by the end of this academic year. Bolinas library staff also regularly attends a new Cafecito at the school, increasing parent engagement with the library.

**Nicasio School:** In addition to all K-8 students receiving library cards, students had regular visits by the Bookmobile and separate visits by Senior Librarian Madeline Bryant, who shared books, literacy activities and library information with all grades.

**Community Schools (Shoreline Unified):** Library staff played a key role as a community partner by participating in planning meetings for the Community Schools grant application, identifying key areas of focus for implementation. Those areas are Chronic Absenteeism, Family Engagement, Safety, and Social and Emotional Health.

## **Finance, Accounting, and Human Resources (FAHr)**

### **FAHr Goals**

1. Prepare a list of FAHr staff outlining their job duties to help staff know whom to contact for questions.
2. Create Parcel Tax informational documents to provide patron support in English and Spanish.
3. Update all FAHr forms, policies, and procedures.

### **Staff Matrix for Job Duties & Contracts**

Completed! The team recently designed a workflow that clearly communicates which members of the team to contact for Finance, Accounting, and Human Resources needs. The new matrix will be shared with all library staff in June and posted to Backstage.

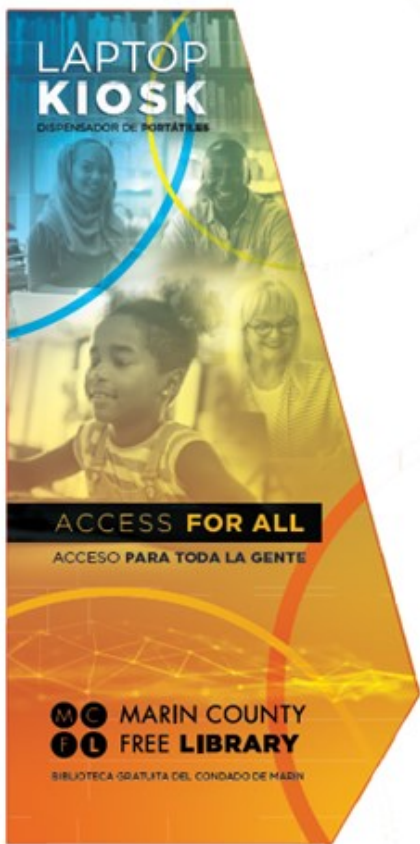
### **Parcel Tax Supports in English & Spanish**

The Senior Library Parcel Tax Exemption & Contiguous Exemption application forms and parcel tax information on MCFL's website are all NOW available in both English & Spanish. The Senior Library Parcel Tax Exemption application form has also been updated to make it ADA accessible.

### **Update All FAHr Forms, Policies, Procedures**

Many forms have been updated, digitized and are currently available on Backstage. This goal was to streamline information as well as share helpful tutorials and training in the completion of the work.

## TEC/Tech Support & Marketing



### TEC Services/Tech Support/Marketing Goals

1. Assess needs for non-traditional kits in conjunction with public services staff, including system communication of goals and projects.
2. Coordinate RFID implementation for MCFL's collection, supporting ongoing tagging, deployment of readers/sensors in branches, and planning for an automated materials handling system.
3. Complete application of shelf-ready processing (from Baker & Taylor, Midwest Tapes) to the majority of MCFL's collection.

### Add Non-Traditional Kits to Meet Community Needs

Be responsive to branch/system goals in adding non-traditional items/kits that meet community needs and library goals. Work on system communication of goals and projects.

Some recent examples of unique items and projects to support adding them to the library:

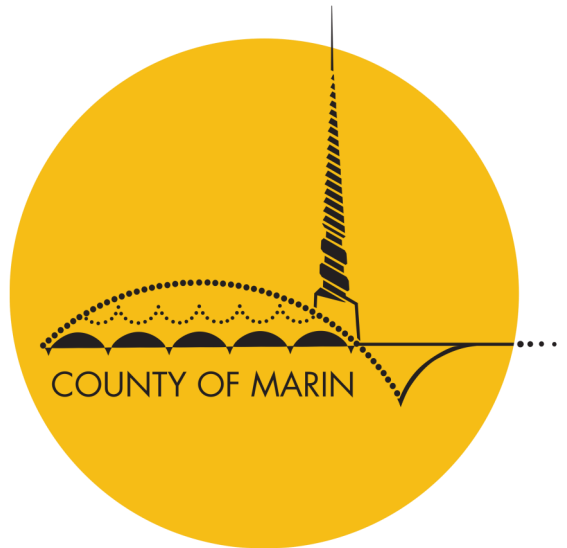
- Tec Services, Tech Support and Marketing staff have collaborated on preparing for installation of a new laptop lending kiosk pilot at the Novato Library, which kicked off in May.
- Support for a new community art lending project has meant collaboration between Tec Services, Public Services, and eServices with the project team to create a way to include artwork records with images in the catalog. Projected time-frame for lending art to the community is later in 2023.
- In response to community interest, we've begun a pilot project of circulating video games from 6 branches as we track popularity and possible expansion.

### RFID Implementation

Completed! The next part of the project to begin is the installation of the Automated Materials Handling Machine at Technical Services.

### Shelf-Ready Processing

The majority of adult, teen, and children's materials are now arriving with processing directly from the vendors. This decreases the amount of time from purchase to library borrower.



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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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