

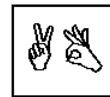
MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, September 13, 2023
4:00 p.m.

CIVIC CENTER MEETING ROOM #410B
3501 Civic Center Drive, San Rafael, CA 94903

Directions: Travel Highway 101, taking the San Pedro exit north of San Rafael, proceed east to the traffic light, turn left at the light. Turn left to main Civic Center Administration Building. Ample parking available close to the building, with no evening time limitations. Take elevator to the fourth floor, exit right, and continue to first hallway **Room 410B** at end of hallway. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

“Autumn is a second spring when every leaf is a flower.”
Albert Camus

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of June 7 & August 9 meeting minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File Information	Ream	
	7. President's Report for August	Ream	Information
	8. Old Business		
	9. New Business		
	a. Measure A Fund Review & Facilities Overview	Galiani & Chan	Information
	10. Director's Report for August	Adlawan	Information
	11. Announcements	Ream	Information
5:30	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.

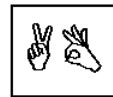
All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) **at least 72 hours**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

Numbered List of attachments:

- 4. Minutes for June 7 and Notes for August 9, 2023
- 9.a. Measure A Fund Review & Facilities Overview
- 11. Library Director's Report for August, 2023

Unnumbered Attachments:

MARINet Board minutes of July 6, 2023 held online



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Marin County Free Library
3501 Civic Center Drive, Suite #414, San Rafael CA 94903
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

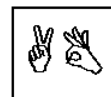
Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, 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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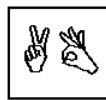
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LIBRARY COMMISSION AGENDA FOR 09/13/23 MTG

MARIN COUNTY FREE LIBRARY
The Mcinnis Park Golf Club Restaurant
350 Smith Ranch Road, San Rafael, CA 94903

--PROPOSED MINUTES--
Wednesday, June 7, 2023

(1) CALL TO ORDER

Meeting called to order @ 5:07 pm.

(2) ROLL CALL

Present

Sue Ream	Nick Javaras	Loretta Farley
Ann Kaplan	Anya Schandler	Sally Hauser
Claudia Wilson	Linda Ward	Ali Iqbal
Daniel Sherman	Margaret Kathrein	Glynda Christian

Absent with Notification

Alison Blume

Also Present

Lana Adlawan, Director of County Library Services
Ann Bertucci, Librarian I
Madeline Bryant, Sr. Librarian – Education Initiatives Coordinator
Leching Chan, Administrative Services Associate
Jennifer Christinsen, Librarian I/Digital Archivist
Alejandra Cruz, Learning Bus Project Coordinator
Janet Doerge, Sr. Librarian – Branch Manager
Kathleen Fitzhugh Remitz, retired Children's Librarian
Leslie Galiani, Administrative Service Manager
Edna Guadiana, Administrative Services Associate
Stephanie Hartwell – Mandella, Sr. Librarian – Branch Manager
Michelle Hirsch, Administrative Services Associate
Elisa Lacerda, Mobile Library Assistant
Raemona Little Taylor, Deputy Director of County Library Services
Kerry Livingston, Community Library Specialist
Jesse Lumb, Mobile Library Assistant
Lynn McDermott, Friends of the Marin County Free Library
Margaret Miles, Sr. Librarian – Branch Manager
Julia Noble, Friends of the Marin County Free Library
Eva Patterson, Retired Sr. Librarian – Branch Manager
Ginny Schultz, Friends of the Marin County Free Library
Suki Sennett, Friends of the Marin County Free Library
Brooklyn Swanson, Mobile Library Assistant
Susan Topor, Friends of the Marin County Free Library
Keith Waye, Media Specialist
Penny Wells, Friends of the Civic Center Library

- (3) ADOPTION OF AGENDA M/S/C – Javaras/Schandler Agenda approved as submitted
- (4) ADOPTION OF May 10, 2023 MINUTES - M/S/C Hauser/Farley Minutes approved as submitted.
- (5) OPEN TIME FOR PUBLIC EXPRESSION – None
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting
- (7) PRESIDENT'S REPORT MAY
President Ream announced and thanked everyone for the accomplishments for the past year including:
 - Measure B passed
 - Fairfax Garden Project is terrific
 - 7 FTE added to MCFL staff
 - Completed the radio frequency ID projects for checking out materials
 - All library hours have been reinstated
 - BOS recognition during National Library Week
 - Library Commission is back in person
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
 - a. Elections of Officers: Commissioner Kaplan presented the slate of officers for 2023-2024.
The slate is:
 - (1) Sue Ream, President
 - (2) Linda Ward, Vice-PresidentM/S/C Schandler/Javaras--Slate of officers for 2023/2024 accepted as presented
 - b. President Ream acknowledged and thanked all recent retirees, and presented a small gift to those present, including Eva Patterson, Kathleen Fitzhugh Remitz, and Kerry Livingston.
- (10) DIRECTOR'S REPORT FOR MAY – Director Adlawan reported on the following:
 - Lana reported on the FY 2022-23 Goals & Progress Report for the Library Commission
- (11) ANNOUNCEMENTS –
 - The County Fair is coming up soon, and volunteers are still needed
- (12) ADJOURNMENT – M/S Ward/Javaras Meeting adjourned @ 5:14 pm

MARIN COUNTY FREE LIBRARY
NOVATO LIBRARY

1720 Novato Boulevard, Novato, CA 94947

Directions: Highway 101 to DeLong Avenue/Downtown exit. Cross over the freeway continue to Novato Blvd (4th stop light), turn right. Continue north on Novato Blvd going through next traffic light. Pass intersection, the Library is on the right-hand side with a red tile roof. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**). NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

--PROPOSED NOTES--
Wednesday, August 9, 2023

(1) CALL TO ORDER

This meeting was informational, due to a lack of quorum. Meeting started @ 4:07 pm. Since it had been a long time that the Library Commission had met in person in Novato, President Ream requested that we go around and have everyone introduced themselves.

(2) ROLL CALL

Present

Sue Ream	Nick Javaras	Ann Kaplan
Sally Hauser	Glynda Christian	

Absent with Notification

Alison Blume	Loretta Farley	Anya Schandler
Claudia Wilson	Linda Ward	Ali Iqbal
Daniel Sherman	Margaret Kathrein	

Also Present

Lana Adlawan, Director of County Library Services
Daniel Avalos, Library Desk Supervisor, Novato Library
Hector Garcia, Community Library Specialist, South Novato Library
Edna Guadiana, Administrative Services Associate
Raemona Little Taylor, Deputy Director of County Library Services
Francine Allen, Inverness

- (3) ADOPTION OF AGENDA M/S/C – Unable to approve, due to a lack of a quorum.
- (4) ADOPTION OF June 7, 2023 MINUTES – Unable to approve, due to a lack of a quorum.

- (5) OPEN TIME FOR PUBLIC EXPRESSION – Francine Allen, Member of the Public expressed her concerns regarding staffing and hours at the Inverness library.
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (7) PRESIDENT’S REPORT JUNE AND JULY
President Ream announced the following:
 - We had a great annual meeting, and Sue thanked the planning committee for a job well done;
 - We had a very successful booth at the County Fair this year.
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
 - a. Spanish Services Report: Daniel Avalos, Library Desk Supervisor at the Novato Library and Hector Garcia, Community Library Specialist at the South Novato Library reported on the following:



Who are we?

Héctor García | Community Library Specialist | South Novato | Chair
Daniel Avalos | Circulation Supervisor | Novato | Co-Chair
Mildred Arencibia | Librarian | TEC Services
Silvia Molina | Library Assistant II | Novato
Victor Avalos | Circulation Supervisor | Civic Center
Annemarie Russo | Community Library Specialist | West Marin
Alejandra Cruz | Learning Bus Program Coordinator
Alex Porrata | Community Library Specialist | West Marin
Ruth Itzun | Library Assistant II | Novato
Anthony Puga | Circulation Supervisor | Fairfax
Kristine Augestad | Library Assistant | Corte Madera

Nuestra misión

Aims to develop ways to inform our Spanish-speaking community about the library and its services, and work to better understand and fulfill the needs of our patrons.

What do we do?

- **Representation**
Connecting with our Spanish-speaking communities.
- **Outreach and Marketing**
Making our services and resources visible and accessible outside of our branches through community events and social media.
- **Programming**
Initiatives that provide exposure to new experiences, highlight our resources and services, and address patron needs.
- **Collections**
Maintaining a variety of relevant, engaging, and popular Spanish and bilingual collections.

What guides our work?

2018 Patron Survey Highlights

- Over 100 responses.
- Novato, Civic Center, and South Novato were the most visited libraries.
- Print material is the most borrowed, followed by DVDs, and Books on CD.
- 70% were unfamiliar with our eResources.
- Most attended programs are family oriented.
- 22% did not have internet at home.
- Would like to see ESL, tech classes, educational programming, etc.

What guides our work?

2023 Patron Survey Highlights (April-August)

- 51 responses (ongoing) most of them collected during Primavera. Second surge once new school year begins, Reading Buddies.
- Most visited libraries. SNO 52.9%; NOV 37.3%; Other ~2%
- Would like to see at **South Novato**: shade, seating area at courtyard, immigration and citizenship workshops, ESL, tech classes, educational programming, leadership workshops (community organizing, etc.), computers for children



How do we Connect with our Spanish-speaking communities?

• Representation

Visibility leads to representation.

- Labels in Spanish
- Signage

- Recommendation:
Language justice and accessibility
TRANSLATIONS= Equity at work.
- Marketing and Outreach





President Ream thanked Daniel and Hector for their presentation.

(10) DIRECTOR'S REPORT FOR JUNE AND JULY – Director Adlawan reported on the following:

- We continue to work on Noll & Tam interior refresh projects; hoping to make a final decision on what the layouts will look like soon;
- Started Strategic Plan and want to have ready by January 2024;
- DPW will do assessment of the Library's 4 owned properties

(11) ANNOUNCEMENTS –

- Next Library Commission meeting will be on Wednesday, September 13 at 4pm in room 410B in the Civic Center building.

(12) ADJOURNMENT – Meeting ended at @ 5:01 pm

MARIN COUNTY FREE LIBRARY														
2470 & 2480	0	1	2	3	4									
5 Year Projection	Actuals FY 2016-17	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Adopted Budget FY2023-24	Projected FY 2023-24	Projected FY 2024-25	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28	Projected FY 2028-29
Property Taxes	\$ (12,658,651)	\$ (13,083,655)	\$ (13,726,973)	\$ (14,300,383)	\$ (14,898,529)	\$ (16,106,558)	\$ (16,608,851)	\$ (15,794,295)	\$ (16,043,428)	\$ (16,284,079)	\$ (16,528,340)	\$ (16,776,265)	\$ (17,027,909)	\$ (17,283,328)
Measure A	\$ (2,466,059)	\$ (2,519,181)	\$ (2,575,190)	\$ (2,628,357)	\$ (2,689,034)	\$ (2,718,156)	\$ (2,791,066)	\$ (2,845,000)	\$ (2,906,403)					
Measure B										\$ (4,700,000)	\$ (4,803,400)	\$ (4,909,075)	\$ (5,017,074)	\$ (5,127,450)
Other Revenue	\$ (960,282)	\$ (1,327,027)	\$ (2,800,054)	\$ (3,117,738)	\$ (3,583,764)	\$ (2,829,858)	\$ (1,834,940)	\$ (3,017,660)	\$ (3,254,367)	\$ (3,643,645)	\$ (4,063,459)	\$ (4,533,489)	\$ (5,057,675)	\$ (5,642,495)
Total Revenue	\$ (16,084,992)	\$ (16,929,863)	\$ (19,102,217)	\$ (20,046,478)	\$ (21,171,327)	\$ (21,654,572)	\$ (21,234,857)	\$ (21,656,955)	\$ (22,204,198)	\$ (24,627,725)	\$ (25,395,199)	\$ (26,218,829)	\$ (27,102,659)	\$ (28,053,273)
								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 11,067,637	\$ 10,984,029	\$ 11,458,067	\$ 11,448,501	\$ 11,361,377	\$ 12,347,887	\$ 11,682,984	\$ 14,846,312	\$ 14,950,236	\$ 15,054,888	\$ 15,160,272	\$ 15,266,394	\$ 15,373,259	\$ 15,480,872
Services and Supplies	\$ 3,544,562	\$ 3,346,768	\$ 3,273,044	\$ 3,674,271	\$ 3,849,098	\$ 4,020,302	\$ 4,151,505	\$ 4,780,113	\$ 4,238,687	\$ 4,327,699	\$ 4,418,581	\$ 4,511,371	\$ 4,606,110	\$ 4,702,838
Capital Assets	\$ 48,987	\$ 396,326	\$ 729,032	\$ 396,775	\$ 1,660,234	\$ 696,130	\$ 467,422	\$ 2,148,016	\$ 1,809,609	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Other Expenses	\$ 667,245	\$ 380,737	\$ 493,666	\$ 1,002,795	\$ 1,381,186	\$ 1,681,854	\$ 1,111,629	\$ 2,256,834	\$ 1,332,843	\$ 1,598,079	\$ 1,916,096	\$ 2,297,400	\$ 2,754,582	\$ 3,302,744
Total Expenses	\$ 15,328,431	\$ 15,107,860	\$ 15,953,809	\$ 16,522,342	\$ 18,251,895	\$ 18,746,173	\$ 17,413,540	\$ 24,031,275	\$ 22,331,375	\$ 23,480,666	\$ 23,994,949	\$ 24,575,164	\$ 25,233,951	\$ 25,986,454
Net Library Costs	\$ (756,561)	\$ (1,822,003)	\$ (3,148,408)	\$ (3,524,136)	\$ (2,919,432)	\$ (2,908,399)	\$ (3,821,317)	\$ 2,374,320	\$ 127,176	\$ (1,147,059)	\$ (1,400,250)	\$ (1,643,665)	\$ (1,868,709)	\$ (2,066,820)
as of 6-30-2023														

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

MEASURE A (Actuals Through 06/30/2023)
NOVATO LIBRARY PROJECT FY 21/22

									Expenditures by Fiscal Year							
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY23	FY22	FY21	FY20	FY19	Total Expended to Date	Remaining Balance	
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Asbestos Inspection	32000653	Monte Deignan and Associates	\$ 1,902.00				\$ 1,902.00		\$ 1,902.00	\$ -	
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Fire schematic design	32001057	WSP USA Buildings Inc.	\$ 32,700.00			\$ 6,000.00	\$ 26,700.00		\$ 32,700.00	\$ -	
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Water line for Fire suppresant	non-po inv.	North Marin Water District	\$ 1,049.45				\$ 1,049.45		\$ 1,049.45	\$ -	
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Life Safety Improv	32100177	WSP USA Buildings Inc.	\$ 24,750.00	\$ 7,472.00		\$ 11,940.00			\$ 19,412.00	\$ 5,338.00	
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Engineering labor	PO 22100472	North Marin Water District	\$ 8,500.00			\$ 8,500.00			\$ 8,500.00	\$ -	
														\$ -	\$ -	
									\$ 68,901.45	\$ 7,472.00	\$ 26,440.00	\$ 29,651.45	\$ -	\$ 63,563.45	\$ 5,338.00	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Water test/ Repairs	PO 22000131	Western Roofing Service	\$ 2,376.50				\$ 2,376.50		\$ 2,376.50	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Recover at Rear flat	32000796	Western Roofing Service	\$ 24,038.00				\$ 24,038.00		\$ 24,038.00	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Water test/ Repairs	non-po inv.	Western Roofing Service	\$ 1,270.13				\$ 1,270.13		\$ 1,270.13	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24746661	540210	Fire & Sprinkler Alarm	32100515	A&E Emaar Co. 24746661	\$ 434,400.00		\$ 4,553.40	\$ 429,846.60			\$ 434,400.00	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Fire & Sprinkler Alarm		A&E Emaar Co. 24826661	\$ 5,827.96		\$ 5,827.96				\$ 5,827.96	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Inspection, air sample/mold testing	PO 22100923	Monte Deignan & Assoc.	\$ 3,140.00			\$ 3,140.00			\$ 3,140.00	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Abatement	PO 22100936	Janus Corp.	\$ 8,629.00			\$ 8,629.00			\$ 8,629.00	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Fire hydrant underground wk	PO 22100420	North Marin Water district	\$ 74,299.39		\$ 74,299.39				\$ 74,299.39	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Fire Alarm/Sprinkler Monitoring Sys.	PO 22101385	Intrepid (Need Inv)	\$ 4,268.00	\$ 640.00	\$ 3,628.00				\$ 4,268.00	\$ -	
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Shelving	PO 22200149	Demco	\$ 40,408.35		\$ 40,408.35				\$ 40,408.35	\$ -	
									\$ 620,253.42	\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.63	\$ -	\$ 598,657.33	
									\$ -	\$ -	\$ -	\$ -	\$ -			
54LP05ROOF	LBP1720	PWLABOR	24826661	561110	Quarter 1		DPW Capital Projects	\$ 33,947.03		\$ 7,288.42	\$ 19,595.59	\$ 7,063.02		\$ 33,947.03		
54LP05ROOF	LBP1721	PWLABOR	24826661	561110	Quarter 2		DPW Capital Projects	\$ 17,218.47		\$ 738.50	\$ 12,079.87	\$ 4,400.10		\$ 17,213.33		
54LP05ROOF	LBP1722	PWLABOR	24826661	561110	Quarter 3		DPW Capital Projects	\$ 53,976.90		\$ 19,809.93	\$ 28,666.84	\$ 5,500.13		\$ 41,606.74		
54LP05ROOF	LBP1723	PWLABOR	24826661	561110	Quarter 4		DPW Capital Projects	\$ 26,820.08			\$ 15,785.50	\$ 11,034.58		\$ 26,717.50		
									\$ 131,962.48	\$ -	\$ 27,836.85	\$ 76,127.80	\$ 27,997.83	\$ -	\$ 131,962.48	
SUMMARIZED BY LIBRARY SITE																
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	FY23	FY22	FY21	FY20	FY19	Expended	Balance		
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Novato Library	Professional Services	\$ 68,901.45	\$ 7,472.00	\$ -	\$ 26,440.00	\$ 29,651.45	\$ -	\$ 63,563.45	\$ 5,338.00		
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Novato Library	Construction	\$ 620,253.42	\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.63	\$ -	\$ 598,657.33	\$ 21,596.09		
54LP05ROOF	LBP1720	MISCSUPP	24826661	522310	Novato Library	Miscellaneous Costs	\$ -	\$ -	\$ -	\$ -						
54LP05ROOF	LBP1720	PWLABOR	24826661	561110	Novato Library	Project Management	\$ 131,962.48	\$ -	\$ 27,836.85	\$ 76,127.80	\$ 27,997.83	\$ -	\$ 131,962.48	\$ -		
Total Costs:							\$ 821,117.35	\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 85,333.91	\$ -	\$ 794,183.26	\$ 26,934.09		

Project Completed and Closed out.

MEASURE A (Actuals Through 06/30/2023)
CORTE MADERA LIBRARY MEASURE A 22/23

									Expenditures by Fiscal Year				Total	Remaining
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY23	FY22	FY21	FY20	Expended to Date	Balance
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Asbestos inspection	32000654	Monte Deignan & Assoc.	\$ 2,120.00				\$ 2,120.00	\$ 2,120.00	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Life Safety Improvments	32100761	BRW Architects	\$ 22,488.00	\$ 3,648.00	\$ 1,374.00	\$ 17,466.00		\$ 22,488.00	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Printing	non-po inv.	BPX	\$ 97.24				\$ 97.24	\$ 97.24	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Architectural design & Eng. Svcs.	32001242	BRW Architects	\$ 56,120.00				\$ 56,120.00	\$ 56,120.00	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Architectural design & Eng. Svcs.	non-po inv. SPLIT	BRW Architects	\$ 4,039.06				\$ 4,039.06	\$ 4,039.06	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	HVAC design	32100496	BRW Architects	\$ 25,000.00			\$ 25,000.00		\$ 25,000.00	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Life Safety Improvements	32001058	BRW Architects	\$ 9,912.00			\$ 4,520.00	\$ 5,392.00	\$ 9,912.00	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Mulching 7 shrubs installation	22300850	Gardener's Guild Inc	\$ 7,978.00	\$ 7,978.00				\$ 7,978.00	
								Remaining Balance					\$ -	
								\$ 128,788.94	\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30	\$ 127,754.30	\$ 1,034.64
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Temporary roof repairs	32000844	M3 Integrated Services, Inc.	\$ 11,337.20				\$ 11,337.20	\$ 11,337.20	
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Replace roof flats	32000827	Western Roofing Srvc.	\$ 41,326.00				\$ 41,326.00	\$ 41,326.00	
54LP06ROOF	LBP707	CONSTRUCT	24746631	540210	Roof, life safetyimprov. 24746631	32100584	Jonathan Wickman Dev.	\$ 1,010,000.00	\$ 140,748.10	\$ 371,355.48	\$ 554,808.45		\$ 1,066,912.03	\$ (56,912.03)
54LP06ROOF	LBP708	CONSTRUCT	24746631	540210	Roof, life safetyimprov. 24746631	Change Order	Jonathan Wickman Dev.	\$ 136,734.00					\$ 136,734.00	
54LP06ROOF	LBP707	CONSTRUCT	24746631	540210	Roof, life safetyimprov.24846631	Change Order / Decr	Jonathan Wickman Dev.	\$ (22,734.00)					\$ (22,734.00)	
54LP06ROOF	LBP707	CONSTRUCT	24746631	540210	Roof, life safetyimprov.24846631	Change Order / Decr	Jonathan Wickman Dev.	\$ 29,302.57					\$ 29,302.57	
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Inspection, air sample/mold testing	PO 22101383	Monte Deignan & Assoc.	\$ 4,465.00			\$ 4,465.00		\$ 4,465.00	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Inspection, air sample/mold testing	PO 22101015	Monte Deignan & Assoc.	\$ 4,341.00			\$ 4,341.00		\$ 4,341.00	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Abatement	PO 22101022	Janus Corp.	\$ 18,807.00			\$ 18,807.00		\$ 18,807.00	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Drywall work	PO 22101364	A & E Emaar Co.	\$ 4,000.00		\$ 4,000.00			\$ 4,000.00	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Corridor Abatement	PO 22200219	Janus Corp.	\$ 18,352.00		\$ 18,352.00			\$ 18,352.00	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Fire safety line piping (deduct fr Wickman)	PO 22200224	MMWD	\$ 14,712.00		\$ 14,712.00			\$ 14,712.00	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	HVAC design	32200778	BRW Architects	\$ 35,500.00	\$ 8,300.00	\$ 21,000.00			\$ 29,300.00	\$ 6,200.00
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Smoke detectors	PO 22200522	Mike Brown Electric Co	\$ 56,360.00		\$ 56,360.00			\$ 56,360.00	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Life Safety Improvements \$3648 fr 32100761	32200793	BRW Architects	\$ 10,648.00		\$ 7,000.00			\$ 7,000.00	\$ 3,648.00
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Building permit fee		County Of Marin	\$ 3,190.71		\$ 3,190.71			\$ 3,190.71	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Sash window blind pole hood/telescopic pole	Non PO Inv	Amazon	\$ 166.26		\$ 166.26			\$ 166.26	\$ -
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	CMA: Geotechnical services 5/1		Miller Pacific Engr Grp	\$ 458.50		\$ 458.50			\$ 458.50	\$ -
								\$ 1,376,966.24	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20	\$ 1,280,727.70	\$ 96,238.54
		MISC	24826631	522310	Security System	Non Po Inv	Redwood Security	\$ 370.00		\$ 370.00			\$ 370.00	\$ -
		MISC	24826631	522310	Pipe sealers for sewage (DH CalCard)	Non Po Inv	Odor Hog	\$ 476.00		\$ 476.00			\$ 476.00	\$ -
		MISC	24826631	522310	HoneyComb shades	Non Po Inv	3 Day Blinds	\$ 1,129.39		\$ 1,129.39			\$ 1,129.39	\$ -
54LP06ROOF	LBP707	MISC	24826631	522310	Removal rental carts and debris clean up	PO 22200567	Ahmed's Moving Express	\$ 5,360.25		\$ 5,360.25			\$ 5,360.25	\$ -
54LP06ROOF	LBP707	MISC	24826631	561215	Printing Services	Interfund Charge	PS-DPW	\$ 279.38				\$ 279.38	\$ 279.38	\$ -
								\$ 7,615.02	\$ -	\$ 7,335.64	\$ -	\$ 279.38	\$ 7,615.02	\$ -
54LP06ROOF	LBP707	PWLABOR	24826631	561110	Quarter 1		DPW Capital Projects	\$ 70,237.74		\$ 39,568.84	\$ 20,475.30	\$ 10,193.60	\$ 70,237.74	
54LP06ROOF	LBP708	PWLABOR	24826631	561110	Quarter 2		DPW Capital Projects	\$ 30,760.70		\$ 5,667.91	\$ 25,092.79		\$ 30,760.70	
54LP06ROOF	LBP709	PWLABOR	24826631	561110	Quarter 3		DPW Capital Projects	\$ 56,800.73		\$ 13,104.14	\$ 39,223.16	\$ 4,473.43	\$ 56,800.73	
54LP06ROOF	LBP710	PWLABOR	24826631	561110	Quarter 4		DPW Capital Projects	\$ 75,239.61		\$ 27,153.83	\$ 34,885.40	\$ 13,200.38	\$ 75,239.61	
							Available	\$ 0.04					\$ -	
								\$ 233,038.82	\$ -	\$ 85,494.72	\$ 119,676.65	\$ 27,867.41	\$ 233,038.78	\$ 0.04
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget	FY23	FY22	FY21	FY20	Expended	Balance	
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Corte Madera Library	Professional Services	\$ 128,788.94	\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30	\$ 127,754.30	\$ 1,034.64	
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Corte Madera Library	Construction	\$ 1,376,966.24	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20	\$ 1,280,727.70	\$ 96,238.54	
54LP06ROOF	LBP707	MISCSUPP	24826631	522310	Corte Madera Library	Miscellaneous Costs	\$ 7,615.02		\$ 7,335.64	\$ -	\$ 279.38	\$ 7,615.02		
54LP06ROOF	LBP707	PWLABOR	24826631	561110	Corte Madera Library	Project Management	\$ 233,038.82		\$ 85,494.72	\$ 119,676.65	\$ 27,867.41	\$ 233,038.78	\$ 0.04	
Total Costs:							\$ 1,746,409.02	\$ 160,674.10	\$ 590,799.31	\$ 749,084.10	\$ 148,578.29	\$ 1,649,135.80	\$ 97,273.22	

MEASURE A (Actuals Through 06/30/2023)
FAIRFAX LIBRARY PROJECT FY 22/23

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget
54LP07ROOF	LBP2097	PROFSVCS	24826641	522510	New fire alarm & fire Supp Sys.	32100170	WJE	\$ 25,800.00
54LP07ROOF	LBP2097	PROFSVCS	24826641	522510	FAI garden - (Parks)	32001420	Jeff George	\$ 29,970.00
							Available	\$ 16,130.00
								\$ 71,900.00
54LP07ROOF	LBP2097	CONSTRUCT	24826641	540210	Tearing off roof shingles.	PO 22001361	Henris Supply Inc.	\$ 58,980.00
54LP07ROOF	LBP2097	CONSTRUCT	24826641	540210	Work and flasing around skylight	PO 22001478	Henris Supply Inc.	\$ 22,403.29
54LP07ROOF	LBP2097	CONSTRUCT	24826641	540210	Work and flasing around skylight	Non PO Inv	Henris Supply Inc.	\$ 353.48
54LP07ROOF	LBP2097	CONSTRUCT	24826641	540210	Repair of Skylight Glazing	PO 22001502	Glass & Sash	\$ 18,690.00
								\$ 100,426.77
54LP07ROOF	LBP2097	MISC	24826641	522310				
54LP07ROOF	LBP2097	PWLABOR	24826641	561110	Quarter 1		DPW Capital Projects	
54LP07ROOF	LBP2097	PWLABOR	24826641	561110	Quarter 2		DPW Capital Projects	
54LP07ROOF	LBP2097	PWLABOR	24826641	561110	Quarter 3		DPW Capital Projects	
54LP07ROOF	LBP2097	PWLABOR	24826641	561110	Quarter 4		DPW Capital Projects	
								\$ 92,834.05

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service	
54LP07ROOF	LBP2097	PROFSVCS	24826641	522510	Fairfax Library	Professional Services	\$ 71,900.00
54LP07ROOF	LBP2097	CONSTRUCT	24826641	540210	Fairfax Library	Construction	\$ 100,426.77
54LP07ROOF	LBP2097	MISCSUPP	24826641	522310	Fairfax Library	Miscellaneous Costs	\$ -
54LP07ROOF	LBP2097	PWLABOR	24826641	561110	Fairfax Library	Project Management	\$ 92,834.05
Total Costs:							\$ 265,160.82

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.
Project Completed and Closed out.

Expenditures by Fiscal Year					Total	Remaining
FY23	FY22	FY21	FY20	FY19	Expended to Date	Balance
\$ 2,000.00	\$ 5,500.00	\$ 18,300.00			\$ 25,800.00	\$ -
\$ 5,830.00	\$ 3,135.00	\$ 21,005.00			\$ 29,970.00	\$ -
						\$ 16,130.00
\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$ 55,770.00	\$ 16,130.00
			\$ 58,980.00		\$ 58,980.00	
		\$ 22,403.29			\$ 22,403.29	
		\$ 353.48			\$ 353.48	
		\$ 18,680.00			\$ 18,680.00	\$ 10.00
		\$ 41,436.77	\$ 58,980.00		\$ 100,416.77	\$ 10.00
	\$ 22,137.58	\$ 18,522.76			\$ 40,660.34	
	\$ 5,739.19	\$ 5,532.35			\$ 11,271.54	
		\$ 8,393.94	\$ 1,613.37		\$ 10,007.31	
		\$ 7,058.49	\$ 4,986.79		\$ 12,045.28	
\$ -	\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 73,984.47	\$ 18,849.58
FY23	FY22	FY21	FY20	FY19	Expended	Balance
\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$ 55,770.00	\$ 16,130.00
		\$ 41,436.77	\$ 58,980.00		\$ 100,416.77	\$ 10.00
\$ -	\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 73,984.47	\$ 18,849.58
\$ 7,830.00	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16	\$ -	\$ 230,171.24	\$ 34,989.58

MEASURE A (Actuals Through 06/30/2023)
FAIRFAX LIFE & SAFETY PROJECT FY 21/22

									Expenditures by Fiscal		Total	Remaining
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY23	FY22	Expended to Date	Balance
54LP10FAI	LBP2097	PROFSVCS	24826641	522510	Change Order	32100170	Wiss, Janney, Estner	\$ 15,600.00	\$ 3,222.00		\$ 3,222.00	\$ 12,378.00
54LP10FAI	LBP2097	PROFSVCS	24826641	522510	Limited Asbestos Monitoring	Non PO	Monte Deignana & Ass	\$ 2,550.00	\$ 2,550.00		\$ 2,550.00	\$ -
								\$ 23,250.00				\$ 23,250.00
									\$ 5,772.00		\$ 5,772.00	\$ 35,628.00
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Install Fire Suppression & Smoke Detect	32300858	DMR Builders	\$ 506,244.00	\$ 198,591.80		\$ 198,591.80	\$ 307,652.20
54LP10FAI	LBP2097	CONSTRUCT	24826641	540210	Permits/Engineering	Non PO	MMWD	\$ 24,616.00	\$ 24,616.00		\$ 24,616.00	\$ -
							Available	\$ 23,928.08				\$ 23,928.08
									\$ 223,207.80		\$ 223,207.80	\$ 331,580.28
54LP10FAI	LBP2097	MISC	24826641	522310								
54LP10FAI	LBP2097	PWLABOR	24826641	561110	FY 21-22 DPW Proj Managemnt			\$ 248,266.92		\$ 41,266.92	\$ 41,266.92	\$ 207,000.00
54LP10FAI	LBP2097	PWLABOR	24826641	561110	FY 22-23 DPW Proj Managemnt				\$ 68,678.61		\$ 68,678.61	
41CLIBFAI1												
									\$ 68,678.61	\$ 41,266.92	\$ 109,945.53	\$ 138,321.39
54LP10FAI	LBP2097	TRANSOUT	24826641	580110	Move Funds to Library Trust			\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
								\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service		FY23	FY22	Expended	Balance
54LP10FAI	LBP707	PROFSVCS	24826641	522510	Fairfax Library	Professional Services	\$ 41,400.00	\$ 5,772.00		\$ 5,772.00	\$ 35,628.00
54LP10FAI	LBP707	CONSTRUCT	24826641	540210	Fairfax Library	Construction	\$ 554,788.08	\$ 223,207.80	\$ -	\$ 223,207.80	\$ 331,580.28
54LP10FAI	LBP707	MISCSUPP	24826641	522310	Fairfax Library	Miscellaneous Costs	\$ -				\$ -
54LP10FAI	LBP707	PWLABOR	24826641	561110	Fairfax Library	Project Management	\$ 248,266.92	\$ 68,678.61	\$ 41,266.92	\$ 109,945.53	\$ 138,321.39
54LP10FAI	LBP2097	TRANSOUT	24826641	580110	Fairfax Library	Transfer Out	\$ 5,545.00	\$ 5,545.00		\$ 5,545.00	\$ -
Total Costs:							\$ 850,000.00	\$ 303,203.41	\$ 41,266.92	\$ 344,470.33	\$ 505,529.67

MEASURE A (Actuals Through 06/30/2023)
CMA HVAC PROJECT FY 22/23

									Expenditures by Fiscal		Total	Remaining
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY24	FY23	Expended to Date	Balance
54LP13HVAC	LBP707	PROFSVCS	24826631	522510							\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
\$ 30,000.00									\$ -	\$ -	\$ -	\$ 30,000.00
54LP13HVAC	LBP707	CONSTRUCT	24826631	540210							\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
\$ 553,000.00									\$ -	\$ -	\$ -	\$ 553,000.00
54LP13HVAC	LBP707	MISC	24826631	522310							\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
\$ -									\$ -	\$ -	\$ -	\$ -
54LP13HVAC	LBP707	PWLABOR	24826631	561110	DPW Labor FY 22/23			\$ 117,000.00		\$ 38,449.60	\$ 38,449.60	\$ 78,550.40
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -
\$ 117,000.00										\$ 38,449.60	\$ 38,449.60	\$ 78,550.40
SUMMARIZED BY LIBRARY SITE												
Project No.	Site	Type	Org	Obj	Library Site	Service			FY24	FY23	Expended	Balance
54LP11HVAC	LBP707	PROFSVCS	24826631	522510	Corte Madera Library	Professional Services		\$ 30,000.00			\$ -	\$ 30,000.00
54LP11HVAC	LBP707	CONSTRUCT	24826631	540210	Corte Madera Library	Construction		\$ 553,000.00	\$ -		\$ -	\$ 553,000.00
54LP11HVAC	LBP707	MISCSUPP	24826631	522310	Corte Madera Library	Miscellaneous Costs		\$ -				\$ -
54LP11HVAC	LBP707	PWLABOR	24826631	561110	Corte Madera Library	Project Management		\$ 117,000.00	\$ -	\$ 38,449.60	\$ 38,449.60	\$ 78,550.40
Total Costs:								\$ 700,000.00	\$ -	\$ 38,449.60	\$ 38,449.60	\$ 661,550.40

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

MEASURE A
S NOVATO LIBRARY PROJECT FY 21/22

									Expenditures by Fiscal Year				Total	Remaining
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY22	FY21	FY20	FY19	Expended to Date	Balance
		PROFSVC	24846541	522510	SNO Mural		Joh McCleod	\$ 36,000.00		\$ 36,000.00			\$ 36,000.00	
								\$ 36,000.00		\$ 36,000.00			\$ 36,000.00	
								\$ -						
		PWLABOR		561110	Quarter 1		DPW Capital Projects							
		PWLABOR		561110	Quarter 2		DPW Capital Projects							
		PWLABOR		561110	Quarter 3		DPW Capital Projects							
		PWLABOR		561110	Quarter 4		DPW Capital Projects							
								\$ -						
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service		Budget	FY22	FY21	FY20	FY19	Expended	Balance
				522510	S Novato Library	Professional Services		\$ 36,000.00						
				540210		Construction		\$ -						
				522310		Miscellaneous Costs								
				561110		Project Management		\$ -						
						Total Costs:		\$ 36,000.00		\$ 36,000.00				

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

MEASURE A
MISCELLANEOUS PROJECT FY 21/22

									Expenditures by Fiscal Year				Total	Remaining
Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	FY22	FY21	FY20	FY19	Expended to Date	Balance
54LPMISC	LBP707	PROFSVCS	24826631	522510	Mold spore trap analysis	31901734	Monte Diegnan & Assoc.	\$ 5,423.00				\$ 1,248.00	\$ 1,248.00	\$ 4,175.00
								\$ 5,423.00				\$ 1,248.00	\$ 1,248.00	\$ 4,175.00
54LPMISC	LBFLGSHP	CONSTRUCT	24836581	540210	FLAGship EV Charging station	PO 22000141	Sares Regis Mgmt. Co.	\$ 23,812.95				\$ 23,812.95	\$ 23,812.95	
								\$ 23,812.95				\$ 23,812.95	\$ 23,812.95	
								\$ -				\$ -	\$ -	
								\$ -				\$ -	\$ -	
SUMMARIZED BY LIBRARY SITE														
Project No.	Site	Type	Org	Obj	Library Site	Service		Budget	FY22	FY21	FY20	FY19	Expended	Balance
54LPmisc		PROFSVCS	24846541	522510		Professional Services		\$ 5,423.00	\$ -	\$ -	\$ -	\$ 1,248.00	\$ 1,248.00	\$ 4,175.00
		CONSTRUCT	24846541	540210		Construction		\$ 23,812.95	\$ -	\$ -	\$ -	\$ 23,812.95	\$ 23,812.95	\$ -
		MISCSUPP	24846541	522310		Miscellaneous Costs								
		PWLABOR	24846541	561110		Project Management		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs:								\$ 29,235.95	\$ -	\$ -	\$ -	\$ 25,060.95	\$ 25,060.95	\$ 4,175.00

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

MEASURE A CAPITAL PROJECTS SUMMARY FY 22/23

Project No.	Project Title	Service	BUDGET 22/23	Budget 21/22	Budget 20/21	Budget 19/20	BUDGET 18/19	Total Expended
			1 MIL	1 MIL	2 MIL	500K	500K	FY 18/19 to 22/23
		CONSTRUCTION	\$ 900,000.00	\$ 900,000.00	\$ 1,500,000.00	\$ 400,000.00	\$ 400,000.00	
		PROF. SRVC.	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
		MISC	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
54LP05ROOF	Novato Measure A Project	Professional Services 522510	\$ 7,472.00		\$ 26,440.00	\$ 29,651.45		\$ 63,563.45
		Construction 540210	\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.63		\$ 598,657.33
		Miscellaneous Costs 522310						\$ -
	Project Completed	DPW Labor 561110		\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$ 131,962.48
			\$ 8,112.00	\$ 156,553.95	\$ 544,183.40	\$ 85,333.91		\$ 794,183.26
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510	\$ 11,626.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		\$ 127,754.30
		Construction 540210	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20		\$ 1,280,727.70
		Miscellaneous Costs 522310		\$ 7,335.64		\$ 279.38		\$ 7,615.02
		DPW Labor 561110		\$ 85,494.72	\$ 119,676.65	\$ 27,867.41		\$ 233,038.78
			\$ 160,674.10	\$ 590,799.31	\$ 749,084.10	\$ 148,578.29		\$ 1,649,135.80
54LP07ROOF	Fairfax Measure A Project	Professional Services 522510	\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$ 55,770.00
		Construction 540210			\$ 41,436.77	\$ 58,980.00		\$ 100,416.77
		Miscellaneous Costs 522310						\$ -
	Project Completed	DPW Labor 561110		\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 73,984.47
			\$ 7,830.00	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16		\$ 230,171.24
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510	\$ 5,772.00					\$ 5,772.00
		Construction 540210	\$ 223,207.80					\$ 223,207.80
		Miscellaneous Costs 522310						\$ -
		DPW Labor 561110	\$ 68,678.61	\$ 41,266.92				\$ 109,945.53
		Transout 580110	\$ 5,545.00					\$ 5,545.00
			\$ 303,203.41	\$ 41,266.92	\$ -	\$ -		\$ 344,470.33
54LP13HVAC	Corte Madera HVAC Project	Professional Services 522510						
		Construction 540210						
		Miscellaneous Costs 522310						
		DPW Labor 561110	\$ 38,449.60					\$ 38,449.60
			\$ 38,449.60					\$ 38,449.60
	S Novato Measure A Project	Professional Services 522510			\$ 36,000.00			\$ 36,000.00
		Construction 540210						
		Miscellaneous Costs 522310						
		DPW Labor 561110						
			\$ -		\$ 36,000.00	\$ -		\$ 36,000.00
54LPMISC	Measure A MISC Proj	Professional Services 522510					\$ 1,248.00	
		Construction 540210					\$ 23,812.95	
		Miscellaneous Costs 522310						
		DPW Labor 561110						\$ -
					\$ -		\$ 25,060.95	\$ 25,060.95
9/13/2023			\$ 518,269.11	\$ 825,131.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$ 3,117,471.18

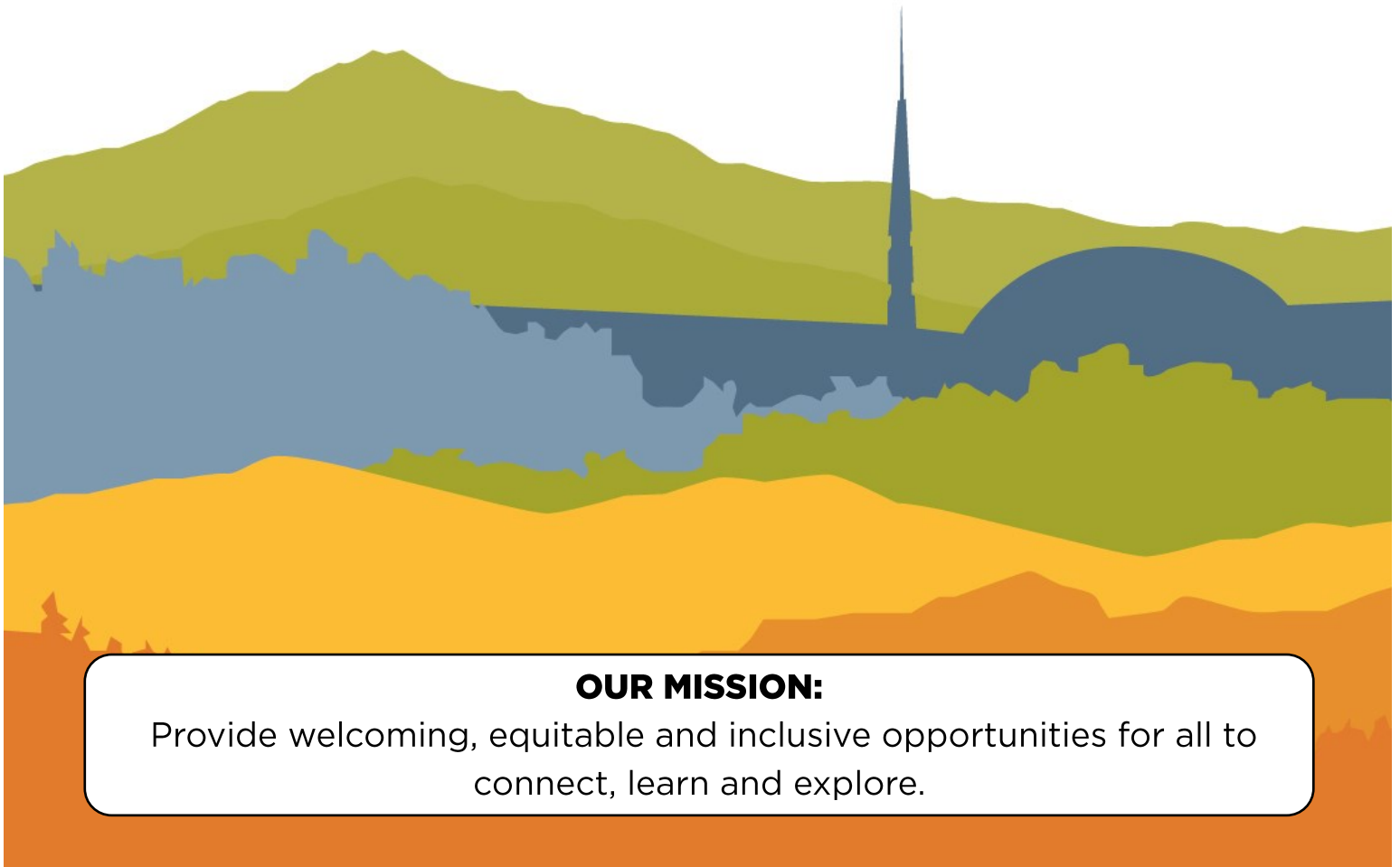
REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE A																			
FUNDING SOURCE:	Measure A Tax Revenue (2480)								Measure A Totals	Grant Funding	County Contribution	ADA Funding	MCFL Fund Balance (2470)	ADA Funding	MCFL Fund Balance (2470)	Garden Project Community Contributions & Trust	Garden Project Community Contributions & Trust Fund	MCFL Fund Balance (2470)	Grand Totals
Fiscal Year	FY 15-16	FY 16-17	FY 17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	as of 6/30/2023	FY17-18	FY 17-18	FY 20-21	FY 20- 21	FY 21-22	FY 21-22	FY21-22	FY22-23	FY 22-23	
CAPITAL IMPROVEMENT PROJECTS:	\$500K	\$500K	\$500K	\$500K	\$500K	\$500K	\$1M	\$1M		\$175K	\$100K	\$50K	\$1.5M	\$76K		\$360K		\$700K	\$7.961M
CA Room (Annex)	\$ 134,372	\$ 11,195	\$ 9,421						\$ 154,988										\$ 154,988
CCE Raker Assessment	\$ 11,102								\$ 11,102										\$ 11,102
CCE Lobby Upgrades	\$ 5,675								\$ 5,675										\$ 5,675
CCE Electrical Panels		\$ 35,595	\$ 24,779						\$ 60,374										\$ 60,374
CCE: Café Counter Project	\$ 19,180								\$ 19,180										\$ 19,180
CCE Friends: Café Counter Project									\$ -	\$ 10,000									\$ 10,000
CMA Racker Assessment	\$ 11,102								\$ 11,102										\$ 11,102
CMA Study Improve and/or Replace	\$ 6,500								\$ 6,500										\$ 6,500
CMA: Bike Rack Project	\$ 37,991								\$ 37,991										\$ 37,991
CMA Electrical Panels		\$ 35,595	\$ 24,779						\$ 60,374										\$ 60,374
CMA Air Quality					\$ 1,248				\$ 1,248										\$ 1,248
CMA Children's Pit Construction									\$ -					\$ 35,534					\$ 35,534
CMA Children's Rm Shelving									\$ -					\$ 40,613					\$ 40,613
CMA PROJECTS: Roof Repairs, Fire Safety					\$ 148,578	\$ 194,276	\$ 219,444	\$ 19,926	\$ 582,224				\$ 554,808		\$ 371,356			\$ 140,748	\$ 1,649,136
CMA HVAC Project - Meas A								\$ 38,450	\$ 38,450										\$ 38,450
FAI Racker Assessment	\$ 11,102								\$ 11,102										\$ 11,102
FAI Lobby Upgrades	\$ 5,675								\$ 5,675										\$ 5,675
FAI Electrical Panels		\$ 35,595	\$ 24,779						\$ 60,374										\$ 60,374
FAI Path of Travel			\$ 43,533	\$ 64,630					\$ 108,163										\$ 108,163
FAI ADA Parking Spot									\$ -			\$ 49,989							\$ 49,989
FAI Roof					\$ 65,580	\$ 120,249	\$ 36,512	\$ 7,830	\$ 230,171										\$ 230,171
FAI Garden Design									\$ -						\$ 12,540				\$ 12,540
FAI Garden Project - Non Meas A									\$ -						\$ 2,662	\$ 68,324	\$ 327,997		\$ 398,983
FAI Life & Safety							\$ 41,267	\$ 303,203	\$ 344,470										\$ 344,470
NOV Racker Assessment	\$ 11,102								\$ 11,102										\$ 11,102
NOV Lobby Upgrades	\$ 5,675								\$ 5,675										\$ 5,675
NOV Friends: Landscape									\$ -	\$ 15,000									\$ 15,000
NOV Electrical Panels		\$ 35,595	\$ 24,779						\$ 60,374										\$ 60,374
NOV HVAC		\$ 35,624	\$ 43,240	\$ 780,238					\$ 859,102										\$ 859,102
NOV PROJECTS: Roof, Fire Safety, Children's Rm					\$ 85,334	\$ 114,336	\$ 152,001	\$ 8,112	\$ 359,783				\$ 429,847		\$ 4,553				\$ 794,183
MCI - Furniture	\$ 2,664								\$ 2,664										\$ 2,664
SNO: Landscape & Hardscape	\$ 21,700								\$ 21,700										\$ 21,700
SNO Hardscape						\$ 36,000			\$ 36,000										\$ 36,000
Learning Bus: Marin Community Foundation									\$ -	\$ 100,000									\$ 100,000
Learning Bus: Marin County Library Foundation									\$ -	\$ 50,000									\$ 50,000
Learning Bus: General Fund									\$ -		\$ 100,000								\$ 100,000
New Learning Bus			\$ 100,000						\$ 100,000										\$ 100,000
Los Gamos: EV Charging Station					\$ 23,813				\$ 23,813										\$ 23,813
Los Gamos: Automated Mat'ls Handling (AMH)									\$ -									\$ 4,560	\$ 4,560
Radio Frequency Identification (RFID)-ALL						\$ 500,000			\$ 500,000						\$ 8,877			\$ 30,924	\$ 539,801
Refresh Project (All Branches)									\$ -						\$ 140,839			\$ 78,408	\$ 219,247
Refresh Project (All Branches) Non N&T Funds																		\$ 39,611	\$ 39,611
TOTALS as of 6-30-23	\$ 283,840	\$ 189,199	\$ 295,310	\$ 844,868	\$ 324,553	\$ 964,861	\$ 449,224	\$ 377,521	\$ 3,729,376	\$ 175,000	\$ 100,000	\$ 49,989	\$ 984,655	\$ 76,147	\$ 540,827	\$ 68,324	\$ 327,997	\$ 294,251	\$ 6,346,566

Branch Totals	
CALIF ROOM (CA)	\$ 154,988
CIVIC CENTER (CCE)	\$ 106,331
CORTE MADERA (CMA)	\$ 1,880,948
FAIRFAX (FAI)	\$ 1,221,467
NOVATO (NOV)	\$ 1,745,436
MARIN CITY (MCI)	\$ 2,664
SOUTH NOVATO (SNO)	\$ 57,700
LEARNING BUS	\$ 350,000
LOS GAMOS	\$ 28,373
RADIO FREQUENCY IDENTIFICATION (All Branches)	\$ 539,801
REFRESH PROJECT (All Branches)	\$ 258,858
TOTAL PROJECT EXPENDITURES	\$ 6,346,566



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

AUGUST 2023 ACTIVITIES



OUR MISSION:

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

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services



In August, MCFL's Summer Adventure continued! Families learned and explored with interactive programs about butter making, slime, computer coding, and nature crafts with the Tam Van.

MCFL partnered this summer with Marin County Parks, Golden Gate Parks Conservancy and the National Park Service to offer trips for families to McNear's Beach (Marin City & Novato), Stafford Lake (Bollinas, Stinson Beach & Pickleweed), and Alcatraz (Marin City). The final Parks trip of the summer took place on Saturday, August 19. Families from Point Reyes, Inverness, and South Novato embarked on a journey to the newly opened Presidio Tunnel Tops National Park in San Francisco. <https://presidio.gov/explore/attractions/presidio-tunnel-tops>. 75 people attended total. The hub of activity, including lunch, took place all around the interactive Presidio Field Station, where hands-on natural science for all ages was offered. There was a giant playground for children, a ranger led-marsh tour, and plenty of time to relax, explore and take in the magnificent views. This was a highly successful partnership which linked families from different areas of Marin, offered engaging education in natural sciences, and introduced them to a Parks location in the bay area.

Teen Services



Corte Madera Library tried to make volunteer opportunities for teens more meaningful and targeted this summer. We created several sign ups for volunteering: hosting LEGO Club and Story Corner, and support jobs for our various events. Overall we had more than 30 slots filled by one-time and returning teens. We created a 3-day Scratch programming camp for ages 9+, developed, presented and run by 3 teens. Another teen volunteer has created and is managing a trial teen book bundle effort. Our teen/tween tie dye and engineering challenges were popular: tie dye offered experience using natural dyes, and our marble run demonstrated the importance of trial and error and a little physics! We also saw some new faces at our Teen Advisory Group, and hope that fall will see some retention of new members.

South Novato's Webstars continued to make magic in The Shop, our community creative space. These paid high school interns built a picnic table (from scratch!), perfected the art of crocheted bunnies, and taught community members of all ages how to paint, draw, and woodwork with the materials in The Shop.

Adult Services



**FIRE
SAFE
MARIN**

Adapting to Wildfire

In August the Marin County Free Library branches hosted a variety of events from technology to crafts to nature appreciation and preparation for disasters. Fairfax Library hosted Marin County Park Ranger Shannon Burke for a presentation about reptiles in Marin. Attendees learned about why reptiles are important to the health of our ecosystems and communities and about how to encourage and invite them into your garden spaces. Naturalist and author Jack Gedney presented an illustrated talk on the backyard birds of Marin County to a very crowded Novato house! Attendees learned how to identify, attract, and enjoy the twenty most common backyard birds they see around their homes and neighborhoods. They also discovered which birds visit feeders and which nest in bird houses, and learned about the everyday kaleidoscope of finches and sparrows, titmice and towhees, hummingbirds and orioles in Marin. Speaker Jack Gedney is a Marin IJ columnist, author of *The Private Lives of Public Birds*, and co-owner of Wild Birds Unlimited in Novato. This event was sponsored by the Friends of the Novato Libraries. Marin Master Gardener Gary Bartl shared tips and know-how to grow healthy, gorgeous succulents at the Fairfax Library.

Technology4Life presented on Zoom a workshop to teach about online security, why it is so important, and offered an opportunity for attendees to learn best practices to keep themselves and their information safe. The session was recorded and posted to MCFL's YouTube channel.

Novato Library patrons were invited to come and make an origami accordion book with a few very simple folding techniques and a few dots of glue! All materials were provided.

Fairfax Library joined Fire Safe Marin and Ross Valley Fire to learn how to prepare for emergencies and wildfires. Disasters don't plan ahead, but you can. What's your preparedness plan? It should include the following: get alerts, make a wildfire evacuation plan, pack a go bag, assemble a stay box, and help friends and neighbors get ready. Fairfax Library also hosted a Marin Master Gardener seminar on how to create a fire-smart landscape. Patrons Joined Master Gardener Bob Mauceli to learn what steps he has taken in his garden as work-in-progress examples of implementing Marin Master Gardener recommended fire-smart principles to reduce wildfire hazard risk in an established garden. He also discussed why use of native plants is important to both increasing the landscape's wildfire resilience and improving its health, biodiversity, and sustainability. A large portion of the home gardens and landscapes in Marin County are well-established and/or mature. However, many are not now designed to deal with wildfire risk effectively. Homeowners need to transition to a fire-smart landscape design that protects structures while retaining or improving garden health, support of beneficial wildlife, efficient use of water, and development of a healthier natural environment. Bob taught them: Where to begin? And how to progress?

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Adult Services

(Continued)



Corte Madera hosted a very successful puzzle swap on August 10 from 12-5 pm. Patrons were able to bring in puzzles they had already done and swap them for a new challenge. Patrons could stay awhile to chat, snack or work on a puzzle. This event was so popular and the response so enthusiastic, they'll be offering another event in the fall. The Friends of the Corte Madera Library generously sponsored the snacks.

Collection Development & Management



MCFL's Acquisitions Team is currently collecting magazine and newspaper renewals for all locations. You could see some new publications coming to a library branch near you! Print magazine publications have been declining the last few years and increasing in cost. Magazines and newspapers are wonderful browsing collections in our branches, with back issues also available. If you don't see a magazine that you want in your local branch collection, place a hold and request one! Magazines will happily travel. In support of these collections, we also subscribe to a number of databases if you prefer e-versions of these items: marinlibrary.org/magazines.

Conscious Kids Kits are back! Conscious Kids Book Kits include a selection of books along with discussion guides to support parents/caregivers as they talk about race and other topics with their children. We rolled out the refreshed kits with new titles, as well as some new topics, in August. The Children's Services Team worked with our Children's Selector to create these 9 kits:

- Belonging
- Celebrating & Centering Kids of Color
- Discussing Hard Histories
- Diverse Abilities
- Everybody Needs Help Sometimes (a kit about poverty, food insecurity and homelessness)
- Immigration
- Let's Talk About Race
- Pride (a kit about LGBTQIA pride and gender expressions)
- Social Justice Stories

Books and other media are a good way to teach kids about the world outside of themselves and their communities. Since we first launched them in February 2020, feedback has been consistent about expanding the number of Book Kits available. In response we have added more kits and increased the number of digital copies of all the books available from each of the kits as well as placing the discussion guides online to support parents and caregivers as they share the books with children in their lives.

Educational Equity



South Novato

South Novato Library was thrilled to welcome new Youth Services Librarian, Brian Campbell-Miller. Originally from the state of Michigan, Brian has a BA in Political Science and a Juris Doctorate (AKA law degree) as well as his Masters in Information and Library Sciences. He looks forward to working with Marin County Library staff to help our patrons grow, learn, broaden and actualize. In his short time at the South Novato Library, Brian has built relationships with staff and patrons, succeeded in getting many patrons to learn about and check out MCFL's Conscious Kids Kits, and created fabulous new book displays. He is starting a new Saturday storytime this month and hopes to start a Rainbow book club for teens in the Fall or Winter.

Marin City

Marin City had a busy month of fun and learning as we prepared to help our community get ready to go back to school! Fun events for local families included opportunities to do some "household chemistry" by making slime and a library sponsored trip to Alcatraz, in partnership with The Golden Gate National Parks Conservancy. We also participated in the Sausalito Marin City School District's Back to School backpack giveaway, where we were able to distribute over 90 books to local families through the Book Rich Environment initiative that Marin City Library is hosting in partnership with Marin Housing Authority. We had a table set up at Martin Luther King Jr Bayside Academy's Phillips Campus where Kayla Thompson, our Community Library Specialist, greeted returning families while getting their school year started with some great books! At the branch, we had families leaving the school to participate in the Gateway shopping center's back to school giveaway event by stopping in to the library to pick up more free books as well as bookmarks, stickers and temporary tattoos.

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Educational Equity (Continued)

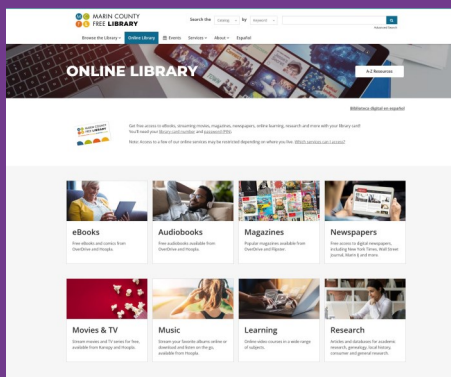


West Marin

Reading on the Ranches wrapped up another successful summer of book delivery and reading engagement for children in West Marin. Three teen interns assisted with book selection and delivering the books to West Marin summer camp and the following remote ranches: Giacomini, Bivalve, Mendoza, Nunes, Ocean Breeze, and McClelland. Almost 150 children between the ages of 4-16 were served. Approximately 500 books were checked out from the Point Reyes Library and delivered to children who otherwise would not have had access. Many thanks to JoAnn Kempf who has been on the road facilitating Reading on the Ranches for over 17 years.

On Friday, Aug 28, The Botanical Bus debuted in Bolinas offering a Spanish-language herbal workshop focused on self-care for caregivers. The target audience was parents of young children under the age of 5. Locally made Guatemalan tamales and aguas frescas were provided as well as engaging activities for children, with help from the Learning Bus. 23 people total attended. This event was made possible through the generous support of the West Marin Fund.

Communications & Publicity



The Marin County Free Library was featured in an article in the Pacific Sun in August, “Checking Out Marin’s Libraries”. Our director was interviewed and was able to share the many resources available in the library to connect with the community, including programs to promote education and equity, our mobile preschool The Learning Bus, technology you can check out like Chromebooks and wifi hotspots, 3D printers for those interested in exploring new tech, citizenship and literacy support for the naturalization process with Spanish-speaking staff, and video games.

There was a flurry of activity at the library during the dog days of summer. While Summer Adventure continued with outings for kids, and fun in the sun included activities like reading at the beach/pool/backyard and while on those last-minute vacation trips, back-to-school information became hard to ignore. As part of the library’s efforts to be a learning partner to all students, we’ve created a new Online Library portal on our website to help navigate all the resources we offer, just in time for fall. Accessible from our top menu, the Online Library provides a visual, easy to browse lay-out for all digital services, from ebooks to learning and research.

To celebrate and promote the refreshed Conscious Kids Book Kits that were just re-introduced to the library, we spread the word through our Savannah newsletter, website blog/page, digital signage, on our social media, and through posters and bookmarks in our library locations and vehicles.

We launched a new app for the LOTE4Kids multi-language digital storybook collection. LOTE4Kids allows kids to enjoy the magic of books in LOTE (Languages Other Than English) in library branches, at home, and now while on the go, with the app. Kids can also watch each LOTE title translated and narrated in English to help engage with reading, literacy development, and learning a language. The app is easy-to-use, ad-free, and secure, enabling parents and caregivers to conveniently and safely provide picture books to children while on the go. Choose from thousands of picture books aimed at children 3-8 years in over 60 languages, including Arabic, Cantonese, French, Farsi, Mandarin, Portuguese, Spanish, Vietnamese, and American Sign Language. Every book is fully animated, with English or LOTE subtitles and fully voiced narration.

We added a video featuring The Learning Bus to the website! Beyond Books: The Learning Bus – Tinkering Together, is part of a four-part Exploratorium miniseries that looked at the value of tinkering in early childhood. The Tinkering Together Visual Stories miniseries showcases tinkering in action by real-world early learning practitioners. The series highlights family child care providers, informal care providers, librarians, and museum educators. The miniseries was produced and directed by Kurt Keppeler.

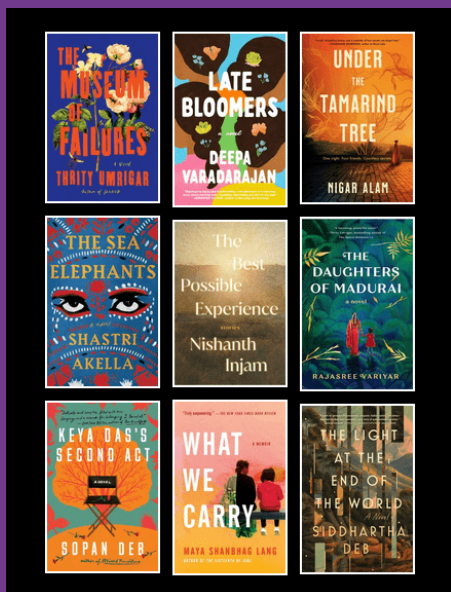
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Communications & Publicity (Continued)



To promote access to new and timely materials at the library, we highlighted resource lists created by library staff, including Angles That Circle The World: South Asian voices in fiction - perspectives from across the diaspora; Contemptuous & Cantankerous Romance; Center For Fiction First Novel Prize Longlist; Books to Explain California: a project of California Today & The New York Times; Advance Planning: End of Life Planning Resources; Spark Your Creativity; the Conscious Kids Book Kit lists in print and ebooks; Summer Picks from NPR; Summer Thrillers, La Bella Vita – Armchair Travel to Italy; a refresh of the Kindergarten, 1st, 2nd, 3rd, 4th, & 5th Grade Book Picks; Mystery Books for Kids; Sci-Fi & Fantasy for Kids; Historical Fiction for Kids; as well as new books, recent debuts, and hidden jewels by promoting our collections through curated lists on our website and social media. We also featured Kanopy movie collections of Silver Screen Summer and Action Films in August.

We sent out three Savannah email messages about events at Corte Madera, Fairfax and Novato Libraries, as well as a system-wide Savannah to all library patrons to share library news for the month.





PERSONNEL UPDATE



MCFL's newly created employee onboarding and orientation tour with staff members!

Thank you to the MCFL interview panel members, hiring managers, administrative staff, and Finance, Accounting and Human Resources (FAHr) team members for helping us to recruit, promote and onboard new staff.

Please welcome the following staff members to MCFL and to new roles *within* MCFL!

Civic Center – **Charmaine Bonner** (California Room Librarian II & Archivist),
Ann Bertucci (Librarian II), **Daniela Leyva** (Librarian I), **Jennifer Cherry** (Library Aide), **Rowan Tabor** (Library Aide)

Corte Madera – **Emma Thompson** (Librarian I)

Library Administration – **Gina Turrini** (Administrative Assistant I)

Marin City – **Rashida Skaar** (Senior Librarian / Educational Equity Coordinator),
Amanda Kondrashova (Librarian I)

Novato – **Natalie Chase** (Library Aide)

South Novato – **Brian Campbell-Miller** (Librarian I), **Cece Trifoso** (Library Aide)

Stinson Beach – **Sophie Brinker** (Community Library Specialist)

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PERSONNEL UPDATE

(Continued)

VACANCIES UNDER REVIEW OR IN PROGRESS

- Assistant Director of Library Services 1.0 FTE, Library Administration
- Community Library Specialists (3) 1.0 FTE Marin City, 1.0 FTE South Novato, 1.0 FTE Library Beyond Walls
- Library Aide (3), (2) 0.5 FTE Novato, 0.62 FTE Fairfax
- Library Assistant II (2), 1.0 FTE Civic Center, 1.0 FTE Corte Madera
- Library Assistant I 1.0 FTE, Marin City
- Librarian II (3), 1.0 FTE Civic Center, 1.0 FTE Marin City, 1.0 FTE West Marin
- Library Services Manager 2.0 FTE, Technical Services & Public Services
- MARINet Systems Administrator 1.0 FTE, MARINet
- Mobile Library Assistant 1.0 FTE, Learning Bus
- Technology Systems Specialist II 0.5 FTE, Technology Support, TEC

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN



Celebrating Alex Porrata's creative Barbie display at the Inverness Branch in August! From left to right: Library Director Lana Adlawan, Community Library Specialist Alex Porrata, West Marin Branch Manager Madeline Byrant.

MCFL has been working on hiring, hiring, hiring for the last few months, as you can see from the information provided on our "Personnel Update." We've had a number of new staff join our team, along with several promotions to new positions. It's an exciting time for us as we fill these vacancies and continue to build a strong collective team of incredible individuals. Along with filling vacant positions, two teams of staff have been reviewing and making improvements to our current recruitment and hiring processes. I want to take a moment to recognize our internal and external Human Resources team of **Alisa Samuel, Diana Barrera, Edna Guadiana, and Jose Rodas**, for dramatically decreasing the time it takes to hire and bring a new employee to our team. Their work impacts our entire organization in helping to welcome new employees quickly and ensure that we don't have prolonged vacancies which can lead to service interruptions and staff workload issues.

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MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

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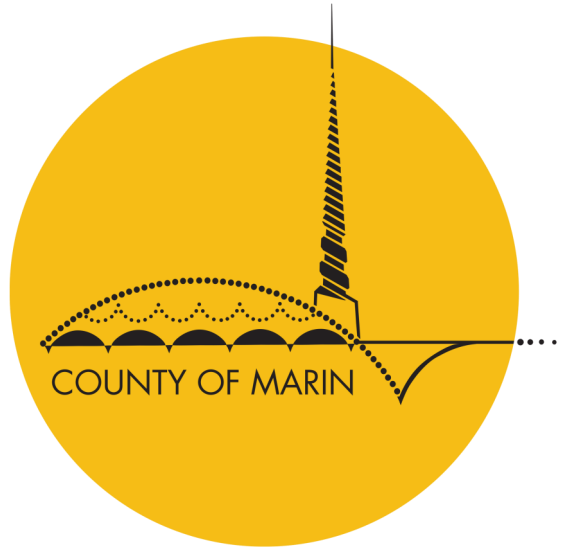
I also want to share that we've created a pilot new employee onboarding program and the core staff involved in this work are **Natalie McCall, Jose Rodas, and Grant Tigrett**. Our onboarding program includes an orientation and welcome from Library Administration, in-depth coverage of employee resources and County and MCFL processes, and a new employee website that covers commonly asked questions and links to necessary resources. Our onboarding program also includes tours of all our locations over several days to understand the full scope of services that MCFL provides to our county. The initial feedback we've received has been very positive and we're excited to continue to develop this program.

As we head into a new school year and fall season, our team will also be taking a moment to reflect at All Staff Day on Friday, September 22. All library locations and administrative offices will be closed this day. A team of staff have been busy planning this day for several months and I want to take a moment to acknowledge them for their leadership, creativity, and teamwork skills in planning a terrific day for our entire team. Thank you, **Alejandra Cruz, Elisa Lacerda, Brooklyn Swanson, Chris Dowd, Jose Rodas, Sarah Broderick, Ruth Itzun, Sarah Koenig, Daniel Oleson-Wheeler, Simon Woodard and Maile Lilinoe**.

In community,

Lana Adlawan
Director, County Library Services





COMMISSION MEMBERS:

MCFL and the County of Marin

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

MARINet Board Meeting Minutes

Thursday, July 6, 2023



Present:

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Jill Tokutomi (San Rafael), and Abbot Chambers (Sausalito).

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:34 am.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests – David “Coop” Cooper of Marin IT and Eric Meade, staffing consultant, of Whole Mind Solutions.
- III. Public Comment Period – None
- IV. Approval of Minutes from Previous Meeting(s) (*Action*) – **Duran moves to approve the June 2023 meeting minutes, Chamber seconds. Unanimously approved by a voice vote.**
- V. Business Topics
 - A. David Cooper, Marin IT – CENIC planning (*Discussion*) – Trenary gave a brief overview of the CENIC project’s past and present, highlighting the improved bandwidth speeds and the incredible cost savings over the retail price for connection. Cooper gave an overview of the current state of MARINet’s CENIC equipment. He recommended putting current eligible equipment back under SmartNet contracts (possible 3 or 6 months) and replacing aging hardware. Chambers asked about possibility of cities joining CENIC and about any future jumps in bandwidth pricing. Board was supportive of Trenary working with Cooper to put together replacement equipment pricing for future Board meeting. Trenary said she will also connect with CA State Library about grant information and CTC about Chambers’ questions. Cooper said vendor Cisco may give discounts if hardware is purchased before July 31, the end of their fiscal year. Adlawan said Board could hold a special meeting, if discounts are substantial and approval is needed before August Board meeting.
 - B. Eric Meade, Staffing Consultant – Project Overview (*Discussion*) – Meade gave an overview of the state of the project and spoke about the next steps. Meade and project partner, Linda Braun, are making progress meeting with both internal and external stakeholders. Their tentative goal is to finish report and schedule Board retreat for early September. Tokutomi asked if the JPA would be part of the report consideration and Meade said yes, it will be included in their recommendations to the Board.
 - C. Preferred Pronouns in Patron Record (*Discussion*) – Trenary explained Circulation Working Groups thoughts around adding a patron’s pronouns to their patron record.

Trenary explained that CWG is asking for more direction from the Board. The Board thinks that MARINet-wide training would be essential to a smooth roll-out of the technological aspects (changes to the patron record, online forms). Tokutomi and Brenner will put together a trainer recommendation for the Sept. Board meeting. Trenary should ask CWG if they know of other libraries that have implemented. Trenary should ask the CWG to put together a formal recommendation of patron record changes for the Sept. Board meeting.

- D. Hoopla Integration in BiblioCommons (*Discussion*) – The Board would like Trenary to explore the costs around adding a consortium-wide Hoopla subscription. Trenary explained that BiblioCommons, for a fee, can add Hoopla Cloud records, which would save staff time adding/deleting records. Board discussed positives (discoverability, ease of selection) and downsides (cost, lower quality material) of adding records to the catalog. Trenary should determine if all records must be added by BiblioCommons, or if records can be excluded based on type or publisher.
 - E. RFID AMH (*Discussion*) – Tokutomi said that SRPL has released their AMH RFP. They will keep the Board updated on progress. Adlawan said MCFL’s AMH project is on hold because of staffing shortages. Adlawan asked Trenary to connect with Lori Ayre, RFID consultant, about pausing her consulting contract.
 - F. State Library “Virtual” Circulation (*Discussion*) – Trenary explained “virtual” circulation in the Decision Center report for yearly physical circulation. Chambers also clarified that if libraries pull reports of their item’s circulation (checked out from any location), they do not need to include “virtual” circulation.
 - G. Palace Project (*Discussion*) – Tokutomi wanted to confirm that all MARINet public libraries have access to the Palace app. Trenary confirms that she set up all authentication. Tokutomi says that SRPL purchased \$10K worth of eBooks in Palace and the titles are available for any MARINet patron to check out.
 - H. Statistic Reporting for the App (*Discussion*) – Trenary gave an update of the BiblioCommons App statistics. Apple statistics are low because they require users to opt-in, but the app usage is growing each month, with May and June the highest monthly downloads since launching the app. Adlawan would like Trenary to see if demographic user information is available.
 - I. August Board Meeting (*Discussion*) – The Exec Comm will review the proposed August agenda and decide if the Board meeting in August is necessary. In prior years the August meeting had been cancelled for low attendance.
- VI. Standing Agenda Items
- A. Collaboration/Partnership (*Discussion*) –

MARINet Board Meeting Minutes

Thursday, July 6, 2023



- Dolly's Imagination Library – Adlawan says that MCFL is moving ahead with this program and invites other MARINet libraries or community partners to team up with them.
 - County Park Passes – Adlawan shared that the Marin County Board of Supervisors recently approved the elimination of entry and parking fees at some parks. MCFL will contact patrons with a hold on those park passes. *[Trenary note: Parks include: McNears Beach in San Rafael, Paradise Beach in Tiburon, Stafford Lake in Novato and the Miller Boat Launch on Tomales Bay.]*
- B. Equity (*Discussion*) – Adlawan led a discussion on how MARINet libraries are connecting with, representing, and meeting the needs of Indigenous communities in Marin.
- C. Systems Administrator Report (*Discussion*) – Trenary highlighted ease of access with Novato Unified School District Student IDs and College of Marin Student IDs being transformed into valid barcodes for online resources and to log in to the catalog. She also noted the growing demand for Quipu's online library cards signs up program, with 470 sign ups in June. Not mentioned in the written report, Trenary told the Board that Overdrive had its highest monthly circulation ever with 65,685 circulations in June! Trenary mentioned two upcoming trainings of note – 1) Innovative's Sierra 6.0 release update and 2) BiblioCommons "Trends in Tech" which will focus on A.I. in the library.
- D. Topics for Future Agenda (*Discussion*)
- CENIC Hardware Plan (*Action*)
 - Staffing Consultant Update (*Discussion*)
 - Sept Meeting: Pronouns – Training and CWG Recommendations (*Action*)
- E. Library Announcements (*Discussion*)
- Duran – Recruiting for both full-time and part-time staff positions.
 - Brenner – Next "Naked Truth" event is on Friday, July 21st. Over 325 people have registered to attend!
 - Tokutomi – Working on a tentative reorg of the staff and filing an open position.
 - Adlawan – MCFL's beautiful summer adventure journal is out. They also printed t-shirts for staff and library partners using a local Mill Valley print shop.

Adlawan adjourned meeting at 11:50 a.m.

Minutes respectfully submitted by MARINet Staff