

MARIN COUNTY FREE LIBRARY COMMISSION



Lana Adlawan
Director of County Library Services

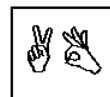
Library Administration
3051 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
Fax: 415. 473.3786
CRS 711

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

Fairfax Library
2097 Sir Francis Drake Boulevard, Fairfax CA 94930
Directions: Take the Sir Francis Drake Blvd to Fairfax; continue past the town center, the library is on left side of the road, past Azalea Street. St. Rita's church is across the road from Library. If you reach Olema Rd, you have gone too far.

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

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00pm			
(1 min) 1.	Call to Order	Christian	Action
(5 min) 2.	Welcome, Introductions & Meeting Agreements	Christian	Information
(1 min) 3.	Approval of Agenda	Christian	Action
(5 min) 4.	Approval of September 10, 2025 and October 8, 2025 meeting minutes	Christian	Action
(varies) 5.	Open Time for Public Expression	Christian	Information
(10 min) 6.	Announcements/Book Recommendation(s)	Christian / Javares	Information
(5 min) 7.	Reading & Correspondence File Comments	Christian	Information
(10 min) 8.	President's Report	Christian	Information
(10 min) 9.	Director's Report for October	Adlawan	Information
(15 min) 10.	Old Business		
	a. Library Commission Packet & Attendance	Christian	Information
	b. Establishment of Ad Hoc Strategic Plan Committee	Christian	Information



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

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

(20 min)	11. New Business		
	a. Mobile Outreach Services	Cruz, Lumb	Information
(5 min)	12. Adjournment	Christian	Action
<u>5:30pm</u>			

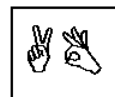
Numbered List of attachments:

4. Minutes for September 10, 2025 and October 8, 2025
5. Library Director's Report for October 2025

Unnumbered Attachments:

MARINet October 2025, No Meeting

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



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Corte Madera Library
707 Meadowsweet Drive, Corte Madera, CA 94925

Directions: From Highway 101 exit west on Tamalpais Dr. Turn left on Sanford & left on Meadowsweet. Library is on the right. (It is just behind the Peet's Coffee)

--PROPOSED MINUTES--

Wednesday, September 10, 2025

- (1) CALL TO ORDER
Meeting was called to order at 4:01 pm. Glynda Christian welcomed everyone to the meeting and started with introductions.

- (2) ROLL CALL

In Attendance

Sue Ream	Glynda Christian	Nick Javaras
Sally Hauser	Linda Ward	Ann Kaplan
Claudia Wilson	Amelia Lahn	Doug Sides

Absent with Notification

Absent Without Notification

Ted Ridgeway
Crystal Lewis

Also Present

Lana Adlawan, Director of County Library Services
Raemona Little Taylor, Assistant Director of Public Services
Juliet Schiller, Assistant Director of Support Services
Leslie Galiani, Administrative Services Manager
Ahmad Merza, Library Services Manager
Gina Turrini, Administrative Assistant I
Gracie Leon, Administrative Assistant II
Anyia Schandler, Member of the Public

- (3) ADOPTION OF AGENDA M/S/C – Sally Hauser/Nick Javaras approved as submitted.
- (4) ADOPTION OF August 2025 MINUTES M/S/C – Sue Ream/Glynda Christian Minutes approved as submitted
- (5) OPEN TIME FOR PUBLIC EXPRESSION – No member of the public.

- (6) ANNOUNCEMENT / BOOK RECOMMENDATION(S) – No announcements. This month it was Amelia Lahn. Amelia spoke about the book *The Familiar* by Leigh Bardugo and a bonus book *Whitcraft for Wayward Girls* by Grady Hendrix.
- (7) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (8) PRESIDENT’S REPORT – Glynda spoke on seeing kindness in the community, reiterating that this is a time for the community to come together. Glynda announced a protest for Saturday, September 13th at Novato City Hall. She brought up Banned Books Week. October 8th, Glynda will be speaking at Rebound Books in San Rafael about banned books issues. She spoke on Proposition 50 and the importance of civic duty. Glynda stressed the importance of interconnectedness and the responsibility of the commission to appreciate each other and members of the community. Announces that October 14th is All Staff Day and the possibilities for members to attend, with more information to be shared soon. Announced birthday of Sally Houser, September 30th. Invited Sue Ream to share information on the national partnership with the League of Women Voters and the American Library Association. Sue announced she is a member of the League of Women Voters, and that they are working with the libraries to disseminate info, do civic courses and continue to distribute voter registration forms and nonpartisan info on propositions that will be distributed to the MCFL branches. Lana asked for additional announcements. None, but Doug had positive comments on the new remodel. Lana introduced Gracie as new assistant and liaison to the commission. Commission offered introductions.
- (9) DIRECTOR’S REPORT FOR JUNE & JULY – Lana highlighted Lunch at the Library program, and how it has reached about 800 children in Marin County. Dates to highlight, Friday, September 12 Celebrating library card design winners at the Civic Center Library. In October along with banned books week it will be National Friends of the Library week. Board of Supervisors will be recognizing Friends’ groups on October 21st, with a light refreshment after. Final business piece, County Executive has mentioned changes may be coming down the road for commission structure. Lana will keep the Commission informed on changes as they arise. Glynda announced training for the Brown Act to take place on September 23rd. Lana stressed the importance of attending to be updated on any changes.
- (10) NEW BUSINESS –
 - a. Measure A/B Fund Review– Leslie Galiani, Juliet Schiller

MEASURE A CAPITAL PROJECTS SUMMARY FY 24/25										
Project No.	Project Title	Service	BUDGET 24/25	BUDGET 23/24 1 MIL	BUDGET 22/23 1 MIL	BUDGET 21/22 1 MIL	BUDGET 20/21 2 MIL	BUDGET 19/20 500K	BUDGET 18/19 500K	Total Expended FY 18/19 to 24/25
		CONSTRUCTION PROF. SRVC. MISC		\$ 900,000.00 \$ 75,000.00 \$ 25,000.00	\$ 900,000.00 \$ 75,000.00 \$ 25,000.00	\$ 900,000.00 \$ 75,000.00 \$ 25,000.00	\$ 1,500,000.00 \$ 400,000.00 \$ 75,000.00	\$ 400,000.00 \$ 75,000.00 \$ 25,000.00	\$ 400,000.00 \$ 75,000.00 \$ 25,000.00	
54LP05ROOF	Novato Measure A Project	Professional Services 522510			\$ 7,472.00		\$ 28,440.00	\$ 29,651.45		\$ 63,563.45
		Construction 540210			\$ 640.00	\$ 128,717.10	\$ 441,615.60	\$ 27,684.63		\$ 598,697.33
		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		\$ 794,183.28
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	\$ 6,015.00	\$ 56,646.20	\$ 149,048.10	\$ 496,594.95	\$ 582,421.45	\$ 52,663.20		\$ 1,343,388.90
		Miscellaneous Costs 522310				\$ 7,335.64		\$ 279.38		\$ 7,615.02
	Project Completed	DPW Labor 561110			\$ 10,072.00	\$ 85,494.72	\$ 119,676.65	\$ 27,867.41		\$ 243,110.78
			\$ 6,015.00	\$ 56,646.20	\$ 170,748.10	\$ 590,799.31	\$ 748,084.10	\$ 148,578.29		\$ 1,721,889.00
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			\$ 2,376.12	\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$ 76,390.59
					\$ 10,206.12	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16		\$ 232,547.36
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510		7,640.95	\$ 5,772.00					\$ 13,412.95
		Construction 540210		322,615.23	\$ 223,207.80					\$ 545,823.03
		Miscellaneous Costs 522310								\$ -
		DPW Labor 561110		25,042.65	\$ 68,678.61	\$ 41,266.92				\$ 134,958.18
	Project Completed	Transit 560110			\$ 5,545.00					\$ 5,545.00
				\$ 355,298.83	\$ 303,203.41	\$ 41,266.92	\$ -	\$ -		\$ 699,799.16
54LP13HVAC	Corte Madera HVAC Project	Professional Services 522510	\$ 16,080.47							\$ 16,080.47
		Construction 540210	\$ 731,458.51	3,346.50						\$ 734,805.01
		Miscellaneous Costs 522310	\$ 17,377.56							\$ 17,377.56
		DPW Labor 561110	\$ 35,246.80	51,652.01	\$ 38,449.60					\$ 125,348.41
			\$ 800,163.34	\$ 54,998.51	\$ 38,449.60					\$ 893,611.45
	S Novato Measure A Project	Professional Services 522510					\$ 36,000.00			\$ 36,000.00
		Construction 540210								\$ -
		Miscellaneous Costs 522310								\$ -
	Project Completed	DPW Labor 561110					\$ 36,000.00	\$ -		\$ 36,000.00
54LPMISC	Measure A MISC Proj	Professional Services 522510							\$ 1,248.00	
		Construction 540210							\$ 23,812.95	
		Miscellaneous Costs 522310								\$ -
	Project Completed	DPW Labor 561110								\$ -
							\$ -	\$ 25,060.95		\$ 25,060.95
9/10/2025			\$ 806,178.34	\$ 466,943.54	\$ 530,717.23	\$ 825,131.95	\$ 1,448,516.81	\$ 289,492.36	\$ 25,060.95	\$ 4,403,041.18

MEASURE B CAPITAL PROJECTS SUMMARY FY 24/25										
Project No.	Project Title	Service	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET 25/26	BUDGET 24/25	Total Expended FY 24/25 9/10/25
		FURNITURE 540510							Measure B 2.5 ML	
	Refresh Project 10 Libraries	PROF. SRVC. MISC & DPW LABOR								
54LP16RFMB	Measure B	Furniture /Carpet / Painting						\$ 13,353.00	\$ 275,912.08	\$ 289,265.08
	Non Measure B	Professional Services 522510						\$ 25,418.00		\$ 25,418.00
	Non Measure B	Miscellaneous Costs 522310								\$ -
	Non Measure B	DPW Labor 561120						\$ 13,353.00	\$ 301,330.08	\$ 314,683.08
9/10/2025			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,353.00	\$ 301,330.08	\$ 314,683.08

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE B																		
2																			
3	FUNDING SOURCE:					Measure B Tax Revenue (3550)									3550 Measure B Totals	2480 MEASURE A EXPENDITURES TO DATE	2470 OPERATION EXPENDITURES TO DATE	TOTAL EXPENDITURES TO DATE	
4																			
5																			
6	Fiscal Year					FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	as of				
7	CAPITAL IMPROVEMENT PROJECTS:					\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	\$2.6M	9/10/2025				
8	CMA HVAC Project (Measure A)															\$ 893,611		\$ 893,611	
9	Los Gatos Renovation (Operations)																\$ 70,725	\$ 70,725	
10	Refresh Project (All Branches) Design & Consulting N&T																\$ 347,165	\$ 347,165	
11	Refresh Project (All Branches) Non N&T Funds																\$ 91,084	\$ 91,084	
12	Refresh Project (All Branches) Measure B					\$ 275,912	\$ 13,353									\$ 289,265		\$ 289,265	
13																			
14	TOTALS as of 9-10-2025					\$ 275,912	\$ 13,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289,265	\$ 893,611	\$ 438,249	\$ 1,691,850

MARIN COUNTY FREE LIBRARY																		
2470, 2480 & 3550																		
5 Year Projection		Actuals FY 2023-24	Actuals FY 2024-25	Adopted Budget FY2025-26	Projected FY 2025-26	Projected FY 2026-27	Projected FY 2027-28	Projected FY 2028-29	Projected FY 2029-30	Projected FY 2031-32								
Property Taxes	\$	(17,158,317)	\$	(17,865,972)	\$	(17,520,540)	\$	(18,133,962)	\$	(18,405,971)	\$	(18,682,061)	\$	(18,962,291)	\$	(19,246,726)	\$	(19,535,427)
Measure A	\$	(2,861,932)																
Measure B			\$	(4,564,804)	\$	(4,784,755)	\$	(4,700,000)	\$	(4,841,000)	\$	(4,986,230)	\$	(5,135,817)	\$	(5,289,891)	\$	(5,448,588)
Other Revenue	\$	(2,713,445)	\$	(2,262,753)	\$	(1,842,645)	\$	(2,138,705)	\$	(2,376,406)	\$	(2,652,299)	\$	(2,958,856)	\$	(3,301,002)	\$	(3,682,695)
Total Revenue	\$	(22,733,694)	\$	(24,693,529)	\$	(24,147,940)	\$	(24,972,667)	\$	(25,623,377)	\$	(26,320,590)	\$	(27,056,964)	\$	(27,837,619)	\$	(28,666,709)
					\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Salaries and Benefits	\$	13,555,251	\$	14,298,571	\$	16,099,737	\$	15,840,096	\$	15,950,977	\$	16,062,634	\$	16,175,072	\$	16,288,297	\$	16,402,316
Services and Supplies	\$	4,932,645	\$	5,539,346	\$	5,254,129	\$	5,655,672	\$	5,254,129	\$	5,364,466	\$	5,477,119	\$	5,592,139	\$	5,709,574
Capital Assets	\$	500,148	\$	1,070,646	\$	2,757,750	\$	2,776,492	\$	2,600,000	\$	2,600,000	\$	2,600,000	\$	2,600,000	\$	2,600,000
Other Expenses	\$	4,606,949	\$	3,425,097	\$	4,286,979	\$	4,286,979	\$	4,106,691	\$	4,923,923	\$	5,903,784	\$	7,078,636	\$	8,487,285
Total Expenses	\$	23,594,993	\$	24,333,660	\$	28,398,595	\$	28,559,239	\$	27,911,797	\$	28,951,022	\$	30,155,975	\$	31,559,073	\$	33,199,175
Net Library Costs	\$	861,299	\$	(359,869)	\$	4,250,655	\$	3,586,573	\$	2,288,420	\$	2,630,432	\$	3,099,011	\$	3,721,453	\$	4,532,465
as of 9-10-25																		

5 YR Growth Rate	
Property Taxes	1.5%
Measures B	3.0%
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%

At the end of the presentation there was time for the commission to ask questions and give comment.

b. Facilities Overview – Ahmad Merza, Juliet Schiller, and Lana Adlawan presented.

Marin County Free Library Commission

Facilities Overview

September 10, 2025



FACILITY IMPROVEMENT GOALS

MARIN COUNTY BOARD OF SUPERVISORS WORKPLAN FY 2024-2026

Revamp the interior space for library patrons and staff at all 10 branches in FY 2024-26, with improvements ranging from new furniture, paint, and accessible technology.



MEASURE B – Approved by voters at 76.59%

Upgrade library facilities



BIENNIAL LIBRARY COMMISSION GOALS FY 2024-26

Complete a facility assessment of four County-owned branches to identify a Multi-Year Capital Plan for Measure B funds. The priority of improvements will be determined by community need through a racial equity lens. The Library Commission, as the fiscal oversight committee for Measure A and B, will approve an allocation of Measure B funds to complete necessary capital improvements for the library system.

Complete interior refresh project for all 10 branches of the Marin County Free Library system. Upgrades to our spaces include additional support for technology access and use; new furniture, carpet and paint; and flexible shelving to allow for additional program and event space.

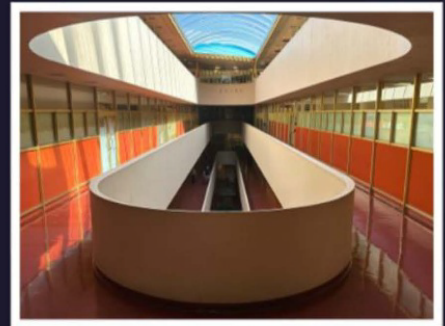


Photo by Terry Peck

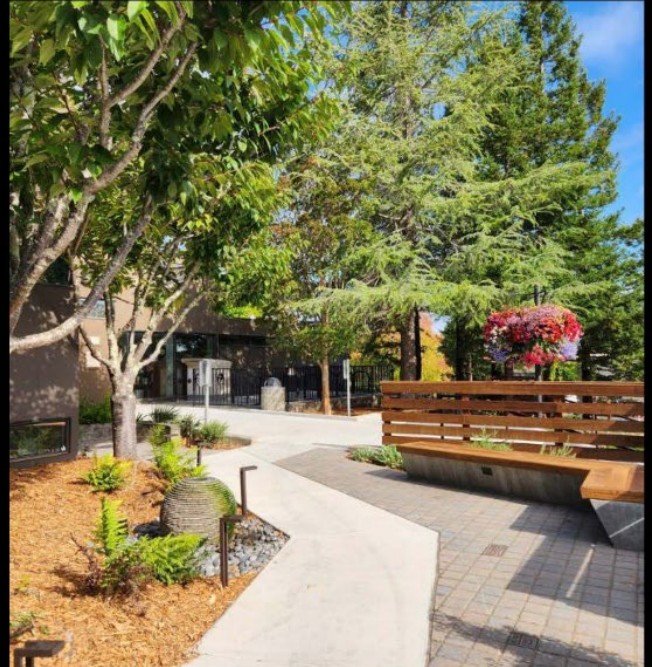


Overview of Corte Madera Library Improvements

- Project Completed: June 2025

- Estimated Final Cost: \$2.6 million

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



Scope of Work

Pathway Upgrades:

- New accessible concrete paths, sidewalks
- Accessible wooden deck/boardwalk
- New signage, lighting, and metal railings

Landscaping:

- Drought-resistant planting near decks and walkways
- Sustainable Water Feature in the Garden
- Reutilizing Engraved Pavers purchased by Friends and community members.

Restroom Upgrades:

- 4 new single-room restrooms, including two family restrooms and one staff restroom
- The Americans with Disabilities Act – (ADA) improvements

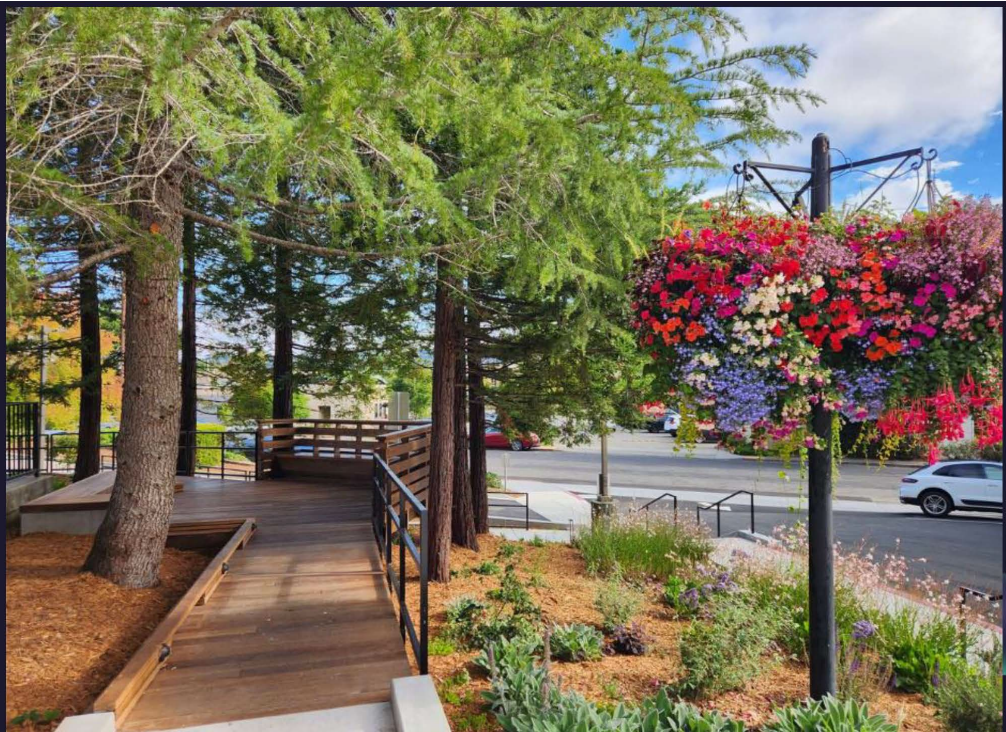
Electric Vehicle Chargers:

- Two Level 2 EV chargers

Parking Lot Improvements:

- Resurfacing and new parking lines

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



2030 - CAPITAL IMPROVEMENTS

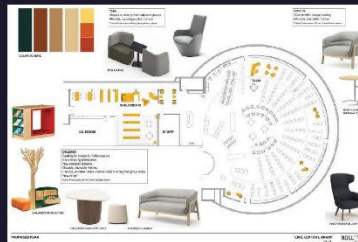
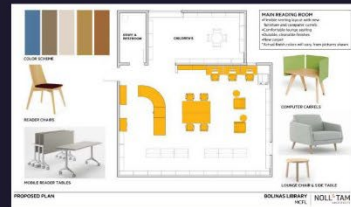
INTERIOR
10-BRANCH
REFRESH
PROJECT

HEALTH &
SAFETY
BUILDING
IMPROVEMENTS

COUNTY-
OWNED
BUILDING
RENOVATIONS

Noll & Tam Interior Refresh Project Implementation

10 Branch Refresh



Communication strategy for the 10-branch Interior Refresh Project:

- Overall purpose of refresh project on [webpage](https://marinlibrary.org/refresh/) – (<https://marinlibrary.org/refresh/>)
- Plans per branch (similar to Corte Madera, each branch will have designs, photos, and updates)

LIBRARY REFRESH 2025-2026

[Version en español / Spanish version](#)



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

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

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

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

Fairfax Library



[View Fairfax Design Plan](#)

Fairfax Library Upgrades:

Nature-Themed Children's Area: A nature-inspired theme with new shelving and engaging, interactive elements.

New Seating & Workstations: New tables, chairs, and lounge areas to provide quiet reading and study spaces for all age groups.

Outdoor Seating: New outdoor seating options, including tables and lounges, to create a relaxing outdoor space.

New Carpet: Fresh new carpet to rejuvenate the space and create a more welcoming atmosphere.

10 Branch Draft Refresh Timeline



Outdoor Furniture -Fairfax, Point Reyes, Inverness, and Stinson Beach

Fairfax



Point Reyes



Inverness



Stinson Beach



From May 2024 Multi-Year Capital Plan Review

Total Cost Estimate – Four County Facilities

BRANCH	ESTIMATED IMPROVEMENT COSTS
CIVIC CENTER	\$3,525,088.00
CORTE MADERA	\$5,619,437.00
FAIRFAX	\$4,427,583.00
NOVATO	\$7,000,358.00
TOTAL	\$20,572,466.00

Novato Capital Improvement Project – Overview

- Architect: Siegel & Strain
- Kickoff with full architectural team + DPW + Library Staff
- Multi-phase, community-driven design process
- Budget: \$7M+ Construction anticipated to start: Fall 2026



Novato Capital Improvement Project – Scope Highlights

Interior Renovation & Expansion

- Updates to staff offices, storage, circulation, and lobby
- New modern, fully accessible restrooms with improved visibility & safety

Building Envelope & Waterproofing

- New roof, rodent proofing
- Drainage repairs; mitigation prevent water intrusion

Exterior & Landscaping

- Outdoor community space and children's story-time area
- Improvements to inner atrium and site drainage at building perimeter

Accessibility Upgrades

- ADA/CA Building Code compliance for path of travel and building entry

Mechanical & Electrical Systems

- Mechanical ducts; updated roof-top equipment
- Lighting upgrades, new exterior signage, and potential new electrical service

Sustainability & Infrastructure

- Electrical/Vehicle Charging Stations (EVCS) in parking lot

Novato Capital Improvement Project – Engagement Plan

PROGRAMMING & PLANNING PHASE (JULY–OCT 2025)

- Staff work sessions
- Informational interviews
- Open house community session
October 30th 4-6pm (Harvest Festival)

SCHEMATIC DESIGN PHASE (NOV 2025–JAN 2026)

- Staff engagement meetings
- Second open house
- Architects will connect with Library commissioners in the fall for design update.



VIEWS

Thank You!
Any Questions?



At the end of the presentation there was time for the commission to ask questions and give comment. At the end of the questions and presentations. Juliet asked about the reading from the last meeting and let the commission know she would bring books for those who had a continued interest.

(12) ADJOURNMENT – Glynda adjourned the meeting at 5:24pm

Library Technical Services
1600 Los Gamos Drive, Suite 180, San Rafael, CA 94903

Directions: Highway 101 Take Lucas Valley Road to 1600 Los Gamos Drive. Follow the signs reading "Main Lobby" or "Sheriff" until once past the second building on the left you turn left into the driveway leading into the parking lot (If you reach the YMCA you've gone too far). Continue down the driveway until past the edge of the building on the left, then turn left and find a parking spot in front of the building. Enter through Lobby B and immediately on the left is the entrance to Suite.

--PROPOSED MINUTES--

Wednesday, October 8, 2025

- (1) CALL TO ORDER
Meeting was called to order at 4:01 pm. Glynda Christian welcomed everyone to the meeting and started with introductions.

- (2) ROLL CALL

In Attendance

Crystal Lewis	Glynda Christian	Ann Kaplan
Sally Hauser	Doug Sides	

Absent with Notification

Ted Ridgeway	Sue Ream	Linda Ward
Claudia Wilson	Amelia Lahn	Nick Javaras

Absent Without Notification

Also Present

Lana Adlawan, Director of County Library Services
Raemona Little Taylor, Assistant Director of Public Services
Ahmad Merza, Library Services Manager
Gracie Leon, Administrative Assistant II
Anyia Schandler, Member of the Public
Emy Macal, Member of the Public
Rich Panter - Member of the Public

- (3) ADOPTION OF AGENDA M/S/C – No Action. Quorum not met.
- (4) ADOPTION OF August 2025 MINUTES M/S/C – No Action. Quorum not met.

- (5) OPEN TIME FOR PUBLIC EXPRESSION – Rich Panter spoke about 50th anniversary of Rod Serling’s death, and his writing “Monsters on Elm [*sic*, *Maple*] St” in this episode, he had aliens manipulate people to hate each other so that the aliens did not have to fight at all. Highlighted how that reflects the current climate.
- (6) ANNOUNCEMENT / BOOK RECOMMENDATION(S) – No announcements. This month’s book recommendation was from Doug Sides. Doug spoke about the book *Frankenstein* by Mary Shelley, and a bonus book *The Heart of Islam* by Seyyed Hossein Nasr.
- (7) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
- (8) PRESIDENT’S REPORT – Glynda recognized Doug on his upcoming birthday (10/27). Spoke on the importance of kindness and stepping out of your comfort zone when situations demand it, especially as library leaders and supporters. ALA has filed lawsuit to counteract the loss of funding for the Institute of Museum and Libraries Services. There is a need to sing praises of libraries with the public, at every opportunity. Glynda recognized banned books week and how it is a banner to see things anew. There are fewer banned books available now than in the last year due to increased scrutiny and book challenges that keep TEC from purchasing with confidence. There are not 2 sides to this issue. We have to resist and be ready to argue all rights, including the right to read. Glynda Reminds members to Vote on November 4th. Commented on the 3 vacancies on the board (2,3,5) and reminded commissioners to invite others to join.
- (9) DIRECTOR’S REPORT FOR September – Lana mentioned the format has changed and feedback is welcome. Highlighted the Brown Act training that occurred on September 23rd as well as the Banned Books Week (October 5-11) Resolution that was brought by the Board of Supervisors. Lana brought a copy of the resolution for attendees to see. Lana mentioned the start of the 10-branch refresh, Inverness has been completed, Stinson Beach branch is next, followed by Pt Reyes and Marin City. Shared that on October 21st there is another Board resolution, recognizing the Friends of Marin County, brought on by District 5 Supervisor Lucan, with an invitation for the commission to join. Freedom Lifted training update and invited Raemona to speak on the subject for commission to understand how it fits with the strategic plan. During the Directors’ Report, a question was raised regarding Commission Packet ink usage and the need for printed copies. Lana suggested it be agendaized for a vote in the next meeting so members can decide if they want a digital copy only or to keep receiving print copies. Another question regarding new library cards and popularity was asked. Additional public comment from Emy (who arrived late) and wanted to mention that libraries were where she was first welcome when she came to the US 25 years ago. She now works in Novato Library during the summer and has seen increase in interest in new card designs.
- (10) NEW BUSINESS –
 - a. Year-Round Learning – Raemona Little Taylor presented.



Library Commission Presentation Year-Round Learning at Marin County Free Library

October 8, 2025

Raemona Little Taylor, Assistant Director of Library – Public Services



Year-Round Learning at MCFL

REA Meeting Agreements & Trust Building
Principles (3 min)

Share Year-Round Learning Updates (8 min)

Q & A (5 min)

SAFE, BRAVE, AND INCLUSIVE SPACE: MEETING AGREEMENTS

Speak Your Truth

Embrace Discomfort

Practice Active Listening

Acknowledge Power
Dynamics

Assume Positive Intent,
Address Harmful Impact

Step Up / Step Back

Focus on Systems, Not
Individuals

Stay Solution-Oriented

Hold Each Other
Accountable with Care

Speak Your Truth

- Share your thoughts and experiences honestly, using "I" statements to own your perspective (e.g., "I feel..." or "In my experience...").

Embrace Discomfort

Acknowledge that growth and understanding often require discomfort. Be willing to lean into challenging conversations.

Practice Active Listening

- Listen to understand, not to respond. Allow others to finish their thoughts without interruption.
-

Acknowledge Power Dynamics

- Recognize that people's lived experiences, positional power, and identities influence how they engage in dialogue. Be mindful of how privilege and marginalization operate within the group.
-

Assume Positive Intent, Address Harmful Impact

- Trust that others are trying their best, but also address words or actions that cause harm. Apologize and course-correct if needed.
-

Step Up / Step Back

-
-
- Be mindful of how much you speak. Create space for quieter voices, especially for staff who may feel less comfortable speaking up.
-

Focus on Systems, Not Individuals

- While personal accountability is important, prioritize discussing how organizational structures, policies, and practices shape culture and outcomes
-

Stay Solution-Oriented

-
- While acknowledging problems, also focus on envisioning actionable solutions and collective steps forward.
-
-

Hold Each Other Accountable with Care

- When naming problematic behaviors or dynamics, do so respectfully and constructively, focusing on mutual growth.
-
-

TRUST BUILDING PRINCIPLES

Principles of Trust and Care

- **Consistency and reliability**
 - Be dependable and listen empathetically
 - Show care through actions and demonstrate reliability
- **Advocacy and support**
 - Stand up for others when necessary
- **Vulnerability and admission**
 - Show vulnerability and admit past mistakes
- **Reciprocity and mutual respect**
 - Ensure team support and help one another achieve shared goals

Commitments

- **We commit to build and sustain systemic processes that support:**
 - Open and honest communication
 - Regular check-ins to discuss progress and concerns
 - Holding each other accountable with care for upholding these principles



Our Commitment to Anti-Racism & Equity

COMMUNITY POWER

We prioritize the voices of Marin's diverse communities to guide civic engagement.

Community Power

JOYFUL LEARNING

We provide joyful and inclusive learning experiences for everyone.

Joyful Learning

COLLECTIVE IMPACT

We cultivate trust and center relationship building with partners to create positive changes in our communities.

Collective Impact

We provide joyful and inclusive learning experiences for everyone.

• ANTI-RACISM & EQUITY GOALS

- Expand Library offerings to create an environment that supports self-expression and celebration of all cultures.
- Explore unconventional program models to reach a broad audience and make Library offerings more accessible.
- Revise Library staffing models and classifications to align staff strengths in service to our communities.
- Enhance outreach and partnerships to make joyful learning experiences accessible for all community members.

• WHAT DOES SUCCESS LOOK LIKE?

- Align funding and resources to increase educational success for all youth of color.
- Learning experiences are accessible to all ages and abilities and are centered around the passions and interests of our diverse communities.
- The community experiences joy-based journeys to learning about anti-racism and equity through uplifting and educational experiences.
- The Library is seen as a place to engage in cultural exchanges and celebrations that foster respect for other cultures.

MCFL Year-Round Learning Programs: Joyful Learning



Year-Round Learning in Action

- [Year-Round Learning Video](#) (3 minutes)
- [Homework Helpers Video](#) (20 seconds)
- [Learning Bus Program Video](#)



Year-Round Learning Programs: Overview



Homework Helpers

What: [Free homework help](#) for 3rd-10th graders

Where: 5 Branches – Corte Madera, Civic Center, Fairfax, Novato, South Novato (new)

Why: To close the opportunity gap with free education support. Provide opportunities for teen leadership.

Reading Buddies, Book Scouts, Smarty Ants

What: 1:1 and small group reading support

Where: 4 Library Branches – Point Reyes, South Novato, Bolinas, Marin City.

Why: To build a love of reading and close the opportunity gap in literacy.

Year-Round Learning Programs: Overview

The Lab

What: makerspace, creator-space, hackerspace, coding-space, gaming-space, idea-space, and much more.

Where: Marin City

Why: To create access and inspire creativity, entrepreneurship, design, play, mentorship, and collaboration.



The Shop

What: space for making, learning, and building community.

Where: South Novato

Why: To provide access and a place for learning, community, and creativity.



ESL Classes in South Novato

FY 24-25 Year-Round Learning: Data Highlights

- **Homework Helpers:** 429% increase in homework help minutes
- **Reading Buddies:** Marin City & South Novato increased reading minutes by 200% and 60%, respectively
- 89% of **Learning Bus** participants reported they are more deeply engaged with their child and they read and play together at home.
- 90 students enrolled in South Novato's **ESL classes**.



Year-Round Learning Partnerships: Collective Impact

- First 5 Marin
- Bay Area Discovery Museum
- Sausalito Marin City School District
- Novato Unified School District
- Shoreline Unified School District
- Bolinas-Stinson School Union School District
- League of Women Voters
- Marin 9 to 25



New Learning Resource Pages

- [Immigration and Legal Resources | Marin County Free Library](#)
- [Community Resources | Marin County Free Library](#)
- [Voting & Election Resources | Marin County Free Library](#)



Year-Round Learning: Branding & Communications

Fall 2025 | [Marin County Free Library](#)



Video Links are below:

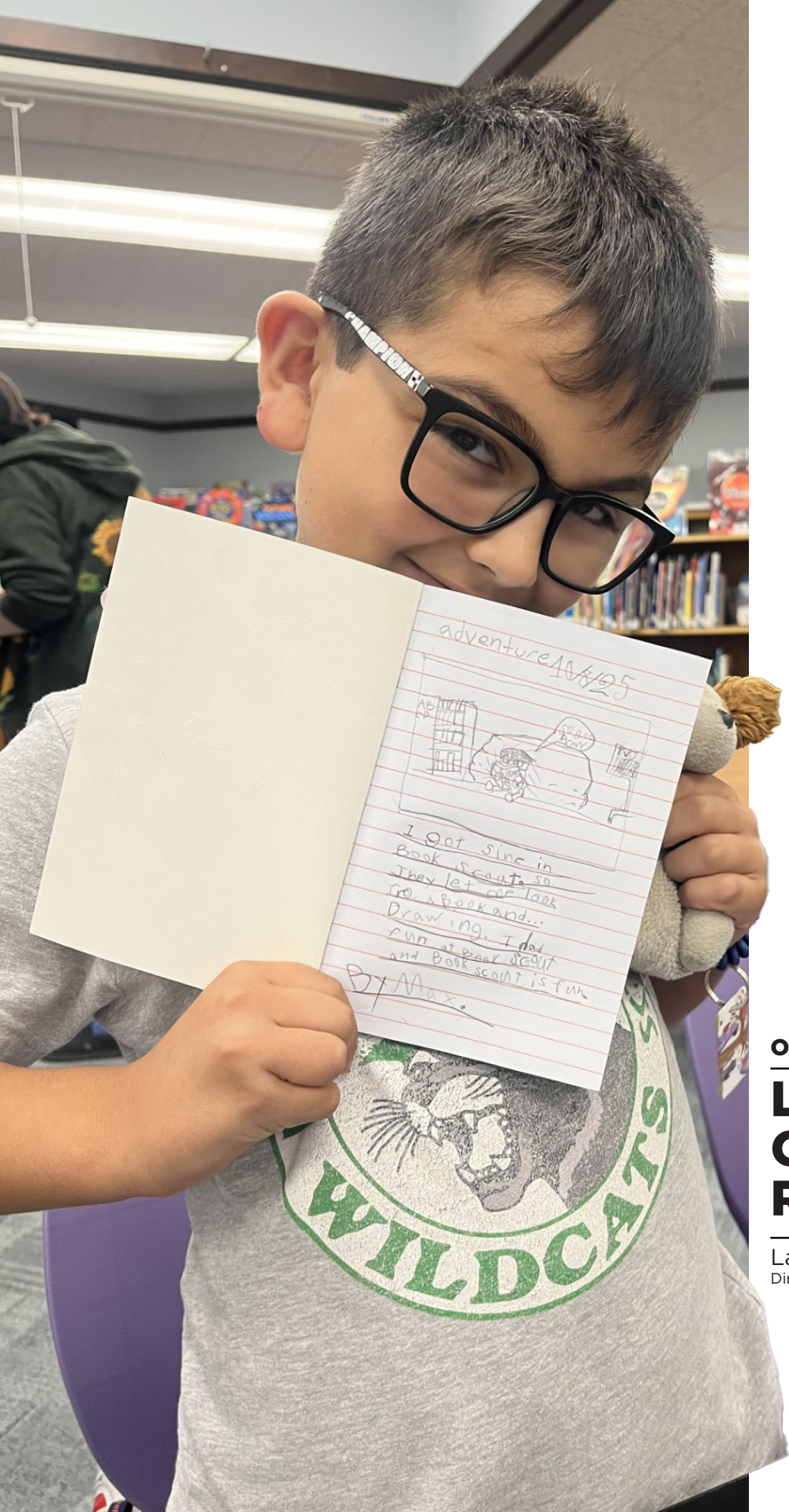
[Year-Round Learning Video](#)

[Homework Helpers Video](#)

[Learning Bus Program Video](#)

At the end of the presentation there was time for the commission to ask questions and give comment. At the end of the questions and presentations Crystal spoke about the importance of showing these videos to the public so that they recognize the importance of library work in light of the recent parcel tax increases.

(12) ADJOURNMENT – Glynda adjourned the meeting at 5:28pm



October 2025

Library Commission Report

Lana Adlawan,
Director of County Library Services



Our Story

The Marin County Free Library continues to connect people, ideas, and resources across Marin through services that inspire Joyful Learning, Collective Impact, and Community Power. Each month, our libraries reflect the values of our Strategic Plan through programs, partnerships, and outreach that bring learning and belonging to life in every community we serve.

In October, the system's energy was focused on connection and access, from Marin City's Courage Club empowering young voices to the continued success of the Learning Bus and Bookmobile programs reaching families where they live, learn, and gather. Across all regions, branches, and outreach teams strengthened partnerships with local schools, early childhood programs, and community organizations, reinforcing our role as a trusted partner in learning and equity.

The work of the library continues to evolve beyond traditional walls. From digital literacy workshops and bilingual storytimes to wellness events, creative arts programs, and civic engagement initiatives, MCFL staff are building bridges to community resources and ensuring that every resident, regardless of geography, language, or circumstance, can access information and opportunity.

This month's Commission Report highlights the ways in which MCFL staff, volunteers, and community partners are living the mission of the library: to provide welcoming spaces, equitable access, and lifelong learning for all. Together, we are shaping a library system that not only serves its communities but grows with them, a system that continues to reflect Marin's collective story of connection, creativity, and care.

Our Mission

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

Our Vision

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

PARTNERSHIPS

Across Marin County Free Library, partnerships flourished this month, strengthening our shared commitment to community connection, lifelong learning, and equitable access.

Collaboration for Learning and Belonging

Marin City Library deepened its partnership with the East Bay Children's Book Project, expanding a Reading Skills Collection at MLK Jr. Academy, while co-leading Courage Club, a weekly LGBTQ+ support and advocacy space for elementary students.

Civic Center Library partnered with the Marin Housing Authority and Library Beyond Walls to connect older adults with resources and new library cards at the Kruger Pines Service Fair.

Reaching Further Together

The Bookmobile strengthened ties with YMCA afterschool programs and brought library joy to Stinson Beach during its branch closure. The Learning Bus built new relationships with the Marin Child Care Council and Health & Human Services Home Visitors Program, aligning early literacy with family wellness.

Art, Culture, and Celebration

Partnerships with Wayfinder Books, DrawBridge, and Layla Collective brought stories and art to life during Litquake SF and Diwali celebrations. Each event reflected how collaboration fuels creativity and connection across the library system.



Ms. Shayla Reading At MLK Academy



Coffee Klatch at Stinson!



Spirit of Diwali with librarian volunteer, 10/4.

PROGRAMMING

October's programs invited our community to explore and collaborate through culture, creativity, and shared joy.

Celebrating Culture and Light

Branches across the system celebrated Diwali, the Festival of Lights. Fairfax, Marin City, and Corte Madera transformed into vibrant cultural spaces filled with music, dance, and color. In West Marin, Inverness and Bolinas wove seasonal and Indigenous themes into children's storytimes, connecting families through art and storytelling.

Creating and Expressing Together

At Civic Center, poetry workshops and a Seed and Plant Exchange brought together gardeners and artists. The Veterans Connect @ the Library and Wright Place, Write Time writing group continued to provide supportive spaces for healing and creative expression.

Novato's All Abilities Club, Teen Crafternoon, and Spirit of Diwali drew record participation, while partnerships with the League of Women Voters, Fire District, and Master Gardeners expanded community reach.

Playful Learning in Motion

The Bookmobile joined community festivities at Autumnfest and Halloween at Pickleweed Park, while the Learning Bus engaged children with sensory play, language games, and stories of "farm life, monsters, and pumpkins."



Crafts and outreach at the Hispanic heritage fiesta at the West Marin School.



A collection of plants and seeds from the Seed & Plant Exchange on 10/15.



Sensory play with the Learning Bus!

OUTREACH & COMMUNITY EDUCATION

Outreach this month connected communities through access, belonging, and joyful learning.

Libraries on the Move

Inverness and Bolinas partnered with Health & Human Services for the West Marin Fall Health Fair, offering free books, flu shots, and bilingual storytimes. Library Beyond Walls and the Bookmobile extended service to senior housing, care facilities, and remote stops—issuing cards, sharing digital resources, and fostering connection.

Schools and Families First

From Fairfax's kindergarten orientations to Civic Center's storytime visits at Coleman and Venetia Valley Schools, young learners experienced the library as a place of discovery. Each student left with a library card—and a sense of belonging.

Civic Learning in Action

South Novato and Novato hosted League of Women Voters information tables and voter registration drives to promote civic engagement. At Lotería Night in Point Reyes, the Learning Bus connected with Spanish-speaking families through laughter, language, and shared culture.



Coleman Elementary School students listen to a story about democracy and using your voice.



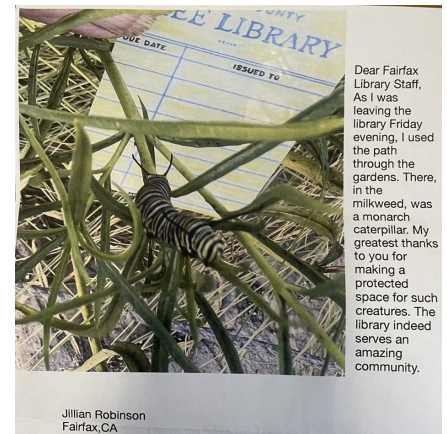
Miriam & Carrie attending a Wellness Fair at San Marin High School on 9/19, serving 80 teens.

PATRON STORIES

Every month, our patrons remind us what the library means to them—and to Marin.

- A Fairfax visitor thanked staff for creating “a protected space for monarch caterpillars” in the garden.
- A Civic Center child “called Ms. Rebecca” from home, eager for storytime—proof of the connections that spark lifelong learning.
- A Bookmobile teacher shared how a relaxation activity helped a restless child nap peacefully for the first time.
- Inverness patrons described their branch’s autumn décor as “festive and inviting.”
- A Novato teen volunteer returned a lost \$50 bill, inspiring a patron’s “faith in humanity.”
- And through Library Beyond Walls, a senior wrote: “Thank you for this wonderful mailing service. I received both the printouts and the DVDs!”

Each story highlights what makes our libraries remarkable—the care, creativity, and community spirit that people bring to life.



Letter from a Fairfax Patron.

JOYFUL LEARNING

MCFL works hard to ensure that joyful learning is at the heart of every program, storytime, and gathering across our system.

Learning Through Play

In Bolinas, preschoolers “played library” after storytime, creating handmade library cards and proudly checking out pretend books.

Inverness offered bilingual Colors of Spanish storytime and hosted WildCare animal visitors—bringing wonder and new vocabulary to young learners.

Creative Expression and Curiosity

Marin City’s Banned Books Week inspired intergenerational conversations about representation and freedom of expression. Civic Center’s Pressed Flower Bookmark workshop blended nature and art, with students making extras to share as gifts.

Inclusive and Imaginative Spaces

Novato’s All Abilities Club and Corte Madera’s STEMfinity and Dungeons & Dragons clubs nurtured confidence, collaboration, and imagination—demonstrating that learning is for everyone.



Wildcare visit on Oct 8, at Inverness



Banned Books Wanted Posters at MLK Academy



Middle School Dungeons and Dragons inaugural meeting

COLLECTIVE IMPACT

The strength of MCFL lies in its collaboration—each branch, program, and outreach effort contributing to a shared mission of equity and access.

Systemwide Support

The Bookmobile and Library Beyond Walls ensured continuous service during branch renovations, maintaining access for rural and homebound patrons. Fairfax staff trained new hires for West Marin, while the Learning Bus partnered with the Postpartum Support Center for car seat giveaways and parenting workshops.

Empowering Youth

Corte Madera and Novato created space for the Youth Poet Laureate Program to discuss how to support young incarcerated writers and celebrate their creativity through mentorship and performance.

Together, these collaborations show how the library system amplifies impact by sharing knowledge, resources, and heart.



Library Beyond Walls at the Senior Health Fair in San Geronimo.

COMMUNITY POWER

Our focus is community power—our work reflects creativity, connection, and care.

Stories that Shape Us

- In Marin City, filming began for Reel Marin City: Past is Present, a project honoring the community's heritage through local storytelling.
- At Civic Center, residents voted on lighting designs for the Dome's Holiday Light Spectacular, transforming civic architecture into community art.
- South Novato's Repair Fair united neighbors to repair everyday items, diverting hundreds of pounds of waste and sparking sustainable habits.
- And when the Bookmobile got stuck in the mud at Autumnfest, the community literally came together to lift it out—an act of teamwork that perfectly captures Marin's spirit (though, a tow truck later came to save the spirit of the people).



Jesse looks back from behind the wheel at the tow truck pulling Large Marge (Bookmobile) out of the grass/mud!

COMMUNICATIONS & PUBLICITY

Strengthening MCFL's Presence

The Marketing Team continued its work to strengthen the Library's public presence and internal cohesion through clear, purposeful, and community-centered design.

Library Refresh Communications

In preparation for the Library Refresh Project, the team developed a series of public communications to keep patrons informed about branch closures. Email notifications were sent to subscribers, and clear signage was displayed at affected branches. These efforts supported transparency, minimized disruption, and reinforced MCFL's commitment to consistent service.

Capturing Community Joy

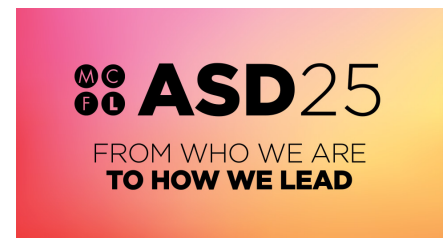
The team documented the joy and connection of Autumnfest in Novato, capturing the event through photography that celebrates the community spirit. These visual stories enrich the library's archives and future campaigns, honoring the Strategic Plan pillars of Joyful Learning and Community Power.

All Staff Day Branding

Internally, the team developed a cohesive visual identity for All Staff Day, including the All Staff Day Brand Kit, an urban-inspired MCFL Swag Collection, and a custom-branded Selfie Frame. A five-minute State of the Library video was also produced and distributed to all staff, highlighting achievements and goals for the year ahead. Together, these elements reflected collaboration, creativity, and a sense of belonging.

Equity and Solidarity Campaign

To close out the month, the team resurfaced the We Stand With You statement and shared it through email and a short video on social media. The campaign reaffirmed MCFL's commitment to equity, inclusion, and solidarity—ensuring our voice stands firmly against hate and in support of community care.



TECHNICAL SERVICES

True Partnerships Make the Difference

The Collection Development team met with Brodart to explore new shelf-ready and lease programs in anticipation of Baker & Taylor's closure. When the news became official, the team swiftly transitioned to Brodart and onboarded additional vendors—Ingram and Children's Plus/Libraria—to ensure uninterrupted ordering and diverse collections. These partnerships maintain a seamless flow of materials and preserve the richness of our offerings.

Support for Language Needs of our Community

The Digital Library launched a Community Languages webpage to highlight multilingual collections, language events, and resources. A new Google Translate feature now allows visitors to view the website in 28 supported languages, strengthening access and inclusivity across Marin.

Maintaining the Digital Catalog

Digital Library staff updated the Branch Refresh Project webpage and added new Vietnamese-language children's books to the catalog. These updates expand cultural representation and maintain connections with Marin's multilingual communities.

Digital Tools & Resources

The team reviewed Smartsheet and Asana to enhance workflow coordination and launched a project to convert hotspots into Lucky Day browsing hotspots, improving access to high-demand digital resources.

Voice of the People

Selectors hosted tabling sessions at branches and Drop-In Conversations for staff, creating open dialogue about collection development. These gatherings empowered patrons and staff to help shape collections that reflect community interests and diversity.

LIBRARY COMMISSION HR INSIGHTS

Building and Retaining Our Team

Growth is at the heart of our mission. October was all about recruitment as we continued working hard to fill each open position across the library. For the first time this year, we didn't welcome any new team members—but that little pause gave us something valuable: space to regroup, refocus, and get ready for what's ahead.

This extra time allowed us to fine-tune our hiring efforts and prepare for an exciting November filled with fresh energy and new faces. Stay tuned—there are great introductions coming soon to the Marin County Free Library!

On the Horizon: Opportunities in Progress

The next chapter of our team is unfolding. From pending roles to active recruitments, we're welcoming new talent that brings energy, ideas, and dedication.

- Technology Systems Specialist II at Technology Support Services – Third interview was conducted October 8, 2025. We selected a candidate, and we will soon begin onboarding.
- Library Aide at the Fairfax branch – Second interviews were held October 20, 2028. A candidate was selected.
- Librarian II at the Marin City – Second interviews were held October 28, 2028. We are currently awaiting which candidate will be selected.
- Librarian I in the California Room – We are awaiting to start first interviews.
- Library Assistant II at the Fairfax branch – A recruitment is in progress.

Celebrating Our Community Support Team: A Story Worth Telling

Every week, our libraries are strengthened by the dedication and flexibility of our contingent team members. They step in right when they're needed most—bringing their expertise, kindness, and commitment to serving our community. Their willingness to help and their embrace of the library's mission and values can be seen and felt in every branch they support!

October was a busy month of recruitment as we looked to add new Community Library Specialists and Student Interns (Webstars)—all essential roles that help us connect with and serve our communities every day.

We'd like to share a glimpse into the work happening across our branches:

At South Novato, the ESL program has been a wonderful success story. Word has spread quickly about this welcoming and community-focused program, which has become a favorite among patrons. As classes continue to fill and interest grows, the need for additional support became clear. Through a timely recruitment, we were able to welcome a new Community Library Specialist to the team—just in time to help the program continue to grow and thrive.

How can we help our youth grow and learn? At the Marin County Free Library, we are committed to finding a pathway to library work, and what better way to do that than with a work readiness program? For more than 29 years, since its inception in 1996, the library has been committed to the Webstar Program. Through the Student Interns (Webstars) program, we have helped countless students have

their first work experience, something they can take with them for years to come. Every summer/fall, we begin recruitments for students to help in our Makerspace and The Shop, our two hands-on spaces supporting the creative and practical arts. These student interns help these areas with guidance on how to use and make the best of the equipment and services.

DIRECTOR'S REPORT



2025 All Staff Day – From Who We Are to How We Lead

WOW. What an incredible day All Staff Day was this year. It was a day centered in joy, introspection, MCFL voices and, always a needed favorite – connection. Over 100 staff members gathered at Peacock Gap in San Rafael on a rainy day around a lovely central fireplace to interact across branches and work units, focused on the same goal of realizing our strategic plan in action for our entire team. The day was filled with creativity, local performers, lots of dancing and karaoke and centering the voices of staff in reflecting on our strategic plan process over the last year. We are moving forward as one team with shared purpose to lead with thoughtful, community-centered and empowered library programs and services. It took a village for this success! I'd like to especially thank our two All Staff Day Co-Leads, Ahmad and Ann; our Racial Equity Alliance Steering Committee members and Racial Equity Alliance members as a whole; front office assistant extraordinaires Gina and Gracie and student intern, Sanaa; our IT team; Diana from our Finance Accounting and Human Resources team; our incredible Be Present Consulting team members; and, of course, our two Assistant Directors, Juliet and Raemona. MCFL is one of the most amazing teams I have had the pleasure to work with, and we all shined on All Staff Day 2025. The momentum we built on this day will continue to carry us forward through 2025 and beyond.

Measure B is at Work! 🚧

MCFL's 10-Branch Refresh Project is fully in motion! With Inverness completed with new carpeting, Stinson Beach and Point Reyes are in process for the months of October-December, with both being lengthier closures than Inverness Library, due to the scope of the projects. Just a reminder that all details on the closures and work to come can be found at: <https://marinlibrary.org/refresh/>. Thank you again for all the community support of Measure B, the Library's parcel tax, which enables us to bring your dreams to reality.

DIRECTOR'S REPORT (Continued)

Baker & Taylor

There has been a flurry of news about one of the largest book vendors shutting their doors in October. This has had an impact on libraries nationally. MCFL had been experiencing distribution delays over the last few months and staff had started to explore other vendors well ahead of the Baker & Taylor shutdown. I want to applaud our full Collections Team under the leadership of our Library Services Manager, Katrina, for quickly pivoting to establishing contracts with well-trusted and known alternate vendors to ensure that our delivery of materials (especially the newest John Grisham and Dan Brown!) would not be in jeopardy for our library patrons. We have navigated what could have been an enormous supply issue fiasco in an incredibly seamless way, for the benefit of all communities.

Urban Libraries Council Annual Leadership Forum

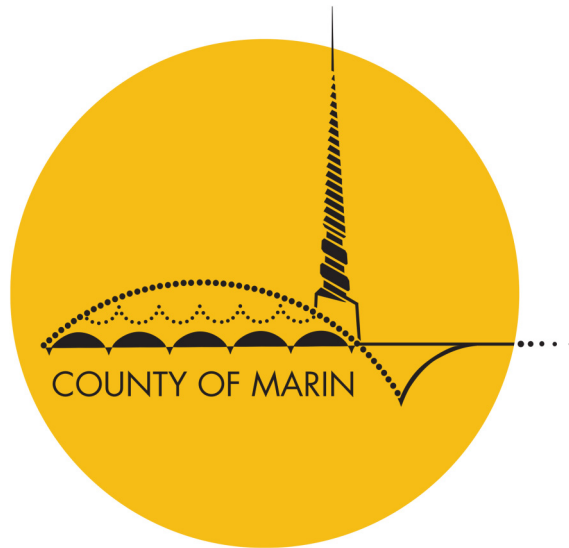
I had the opportunity to attend the annual Leadership Forum for the Urban Libraries Council in Cincinnati, Ohio this month. This is the premier leadership conference targeting library directors and other executive leaders for libraries. This year's theme was Leading with Advocacy: Championing Urban Libraries. We were joined by the Honorable Mitch Landrieu former Mayor of New Orleans for a conversation on how libraries can center themselves and their services to foster a strong democracy in an era of divided party lines. This session left a roomful of library leaders, me included, with hope for how we can better create access and agency locally in our communities in our current political environment. Libraries are more than just books and the time is now to strategize how libraries and our services are essential institutions to the democratic process. (As an aside, I did not get a moment to enjoy Cincinnati's infamous Skyline Chili but hope to on another trip!)

Food Insecurity in Marin – MCFL's Collective Impact

MCFL and a host of community and County partners rapidly responded to the ceasing of Supplemental Nutrition Assistance Program (SNAP) / CalFresh benefits to approximately 15,000 impacted community members in Marin County. The Board of Supervisors approved supplemental funding in its November 4 meeting to shore up the loss of federal funding, to the tune of \$200,000 per week to ensure residents, including furloughed federal employees, can feed themselves and their families. MCFL quickly worked with other County staff in response to identify a local nonprofit to support libraries as collection sites for dry goods, ensuring that our communities have a central space to bring food donations in support of residents in need. We also created a resource page to communicate information to the general public on this crisis and assistance available: <https://marinlibrary.org/food-insecurity/>. I applaud the heart and soul of MCFL for their quick activation in these efforts, led by our dynamic Public Services team, Assistant Director Raemona and Library Services Manager, Ahmad. More to come as we support these emerging needs in our communities and harness our collective energy in support.

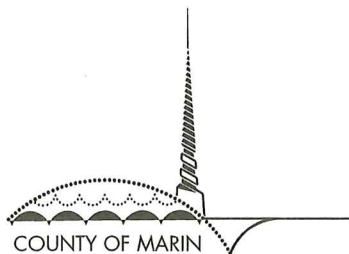


Lana Adlawan,
Director of County Library Services



THANK YOU

As we reflect on another season of growth, creativity, and connection, we are grateful for the continued guidance and support of the Library Commission. Your dedication helps us expand opportunities, nurture equity, and celebrate the voices of our diverse communities. Thank you for championing the work of MCFL and for walking alongside us as we bring joy, learning, and belonging to Marin. Together, we are building a stronger, more vibrant library for all.



MARIN COUNTY FREE LIBRARY



Lana Adlawan

Director of County Library Services

October 18, 2022

Honorable Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94901



SUBJECT: Library Commission Updated Bylaws.

Library Administration

3501 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
Fax: 415.473.3726
CRS Dial 711
www.marinlibrary.org

Dear Board Members:

RECOMMENDATION: Approve the updated Library Commission Bylaws

SUMMARY: The Marin County Free Library Commission (Library Commission) requests Board of Supervisors approval of the Library Commission's updated Bylaws.

Library Commission was established by Board Resolution No. 83-144 to serve as an advisory and resource body to the Marin County Free Library, liaison to the Board of Supervisors, the Director of County Library Services, and the Community as well as enlist community support to improve library services in Marin. With your approval of the updated Library Commission Bylaws, the Library Commission will

- maintain its current service role;
- better align its internal structures to its operational needs with a focus on term of service and subcommittee structure; and
- highlight its role in the oversight of time limited revenue generating tax measures dedicated to fulfilling the mission of the Marin County Free Library.

The attached Bylaws have been reviewed and approved by the Library Commission with guidance from the Office of the County Counsel to assure that all changes and revisions conformed to proper legal authority. The Library Commission unanimously approved the recommended revision on August 10, 2022 at its regularly scheduled meeting.

EQUITY IMPACT: The Library Commission supports the Marin County Free Library to pursue its mission, *provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore*. Library Commission members observe, learn through data and encourage the maximum use of all Library resources to meet the needs of Marin County public with an equity lens that focuses on community success and full engagement. The Library

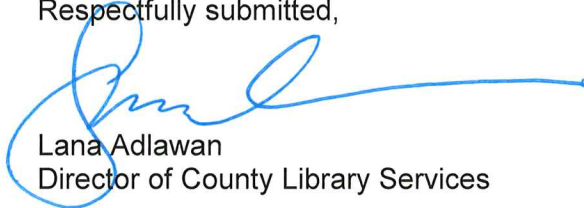
Commission's 2 Year Plan include the following equity and inclusion milestones:

- Strengthen partnerships to support library services that prioritize digital literacy needs in Marin County (Goal #4).
- Support educational equity goals for children up to eight years old in Marin County by continuing to deepen existing partnerships and increase connections to community- and County-based organizations (Goal #5).

FISCAL/STAFFING IMPACT: NONE

REVIEWED BY:	☒	County Administrator	☐	N/A
	☐	Department of Finance	☒	N/A
	☒	County Counsel	☐	N/A
	☐	Human Resources	☒	N/A

Respectfully submitted,



Lana Adlawan
Director of County Library Services

cc: Sue Ream, Library Commission President
Library Commission Members
Carlos Robles, Administrative Analyst, County Administrator's office
Chantel L. Walker, Assistant Director
Kerry Gerchow, Deputy County Counsel
Raemona Little Taylor, Deputy Director

MARIN COUNTY FREE LIBRARY COMMISSION

BY-LAWS OF THE COMMISSION

ARTICLE I: NAME

This organization shall be called "The Marin County Free Library Commission" existing by virtue of Resolution No. 83-144 of the Board of Supervisors of the County of Marin and exercising the powers and authority and assuming the responsibilities delegated to it under said Resolution.

ARTICLE II: PURPOSE

The Commission shall (1) serve as an advisory and resource body and liaison to the Board of Supervisors, the Director of County Library Services, and the Community and (2) find ways and means of enlisting public interest in supporting and improving library services to the citizens of the County of Marin in alignment with the Marin County Free Library's Mission. The Commission shall serve as the Oversight Committee for any time-limited revenue generating tax measures if needed.

ARTICLE III: MEMBERSHIP

The Commission shall consist of fifteen (15) members, who shall be residents of the County, appointed by the Board of Supervisors. Each Supervisor shall nominate for appointment, by the Board of Supervisors, three members who shall reside in the Supervisorial district and shall be generally representative of the district.

ARTICLE IV: TERM OF OFFICE

1. Term of Appointment

Each member shall serve a three-year term to conclude at the end of the fiscal year of the third year. A member may serve a maximum of four complete consecutive three-year terms or a maximum of 12 years whichever is lower.

2. Mid-term Appointment

If a Commissioner, whose term has not yet expired, resigns, or does not complete his term, the Board of Supervisors shall appoint a new Commissioner for the completion of that term. Appointees may serve three full terms in addition to the partial term to which they were originally appointed.

3. Reappointment

Following the lapse of one year, any former Commissioner may reapply for appointment.

4. Staggered Terms

Commissioners from a single Supervisorial District shall have terms that are staggered, such that no two Commissioners *terms shall expire* in the same year. Any current terms served that are not staggered shall be adjusted by the Board of Supervisors.

5. Resignation

A resignation of a Commissioner shall be in writing and filed with the Clerk of the Board of Supervisors with a copy to the Director of County Library Services.

ARTICLE V: MEETINGS

1. General

All meetings of the Commission shall be open to the public and the public shall be notified in accordance with the provisions of the Brown Act.

2. Meeting Frequency

Meetings shall be held at least once a month unless otherwise determined by the Commission.

3. Meeting Time and Place

Meetings shall be held at a regular time and place to be established by the Commission.

4. Special Meetings

Special meetings of the Commission may be called by the order of the President or by order of the majority of the Commission by delivering written notice to each member of the Commission at least twenty-four hours before time of such meeting.

5. Annual Meeting

The annual meeting of the Commission shall take place during the last quarter of each fiscal year. The purpose of the annual meeting shall be for the election of officers for the succeeding year unless changed by resolution of the Commission.

6. Quorum

A majority of the appointed membership of the Commission shall constitute a quorum for the transaction of business and the adoption of action items.

7. Conduct of Meetings

Proceedings of all meetings shall be governed by the current edition of Robert's Rules of Order. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure, for this Commission, not specifically covered in these by-laws.

8. Voting

An affirmative vote of the majority of all members of the Commission present at the time shall be necessary to approve any action item before the Commission. If requested by any member, in attendance, a roll call vote must be held.

ARTICLE VI: OFFICERS

1. Officers of the Commission

The officers of the Commission shall be elected at the annual meeting of the Commission and shall be as follows: President and Vice President.

2. Duties of Officers and Library Staff

President – the President shall preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties and functions of the presiding officer. The president shall be an ex-officio member of all committees.

Vice-President – the Vice-President, in the event of the absence or disability of the President, or a vacancy in the office of the President, shall assume and perform the duties of the presiding officer.

Library staff - Library staff shall maintain an accurate record of attendance at all meetings and the meeting minutes of the Commission

3. Executive Committee

The executive committee shall consist of the President, Vice-President and two at-large members from the Commission one of whom may be the Immediate Past President if available.

The at-large member(s) shall be elected by the Commission and will serve a two-year term; election and term shall coincide with that of the Commission officers.

The executive committee shall in consultation, with the Director of County Library Services, be responsible for the general conduct of Commission matters in the interim between regular Commission meetings.

4. Term of Office

The officers and members of the executive committee shall serve for two years or until their successors are elected.

The term of office shall begin immediately following the adjournment of the annual meeting at which they are elected.

No officer shall hold more than one office at a time.

No member shall be eligible to serve more than three consecutive terms in the same office, not to exceed 6 years.

ARTICLE VII: COMMITTEES

1. Ad Hoc Committee

a. Nominating Committee

A nominating committee shall consist of three members and be appointed by the President.

b. Strategic Planning Committee

Members shall be appointed by the President.

2. Other Committees

Such other committees, standing, ad hoc or special, shall be appointed by the President.

ARTICLE VIII: BYLAWS

1. Amendment

These bylaws may be amended by a majority vote of all Commission members.

2. Notice

Written notice of any proposed amendment shall be mailed to all members at least ten calendar days prior to the meeting at which such action is proposed to be taken.

3. Effective Date of Amendment

No amendment to these bylaws shall take effect or be binding until said amendment(s) are ratified by the Board of Supervisors.

Adopted by the Marin County Free Library Commission, 10/17/83
Ratified by the Marin County Board of Supervisors, 11/8/83

Amendment adopted by the Marin County Free Library Commission, 1/4/84
Ratified by the Marin County Board of Supervisors, 1/31/84

Amendment adopted by the Marin County Free Library Commission, 5/30/86
Ratified by the Marin County Board of Supervisors, 6/17/86

Amendment adopted by the Marin County Free Library Commission, 8/31/88
Ratified by the Marin County Board of Supervisors, 9/13/88

Amendment adopted by the Marin County Free Library Commission, 8/12/92
Ratified by the Marin County Board of Supervisors, 8/25/92

Per Cover Letter:

“The Library Commission revised their Bylaws in order to make the language clearer and to clarify some fine points in the document. No major changes have been introduced.”

Amendment adopted by the Marin County Free Library Commission, 9/08/99
Ratified by the Marin County Board of Supervisors, 09/28/99

Changes include: Corrected title of County Librarian to Director of County Lib. Services

Defined Article IV: TERM OF OFFICE

1. Term of Appointment (clarified first sentence)
2. Mid-term Appointment (revised full paragraph)
4. Staggered Terms (renumbered only)
5. Resignation (renumbered only)

ARTICLE VI: OFFICERS

3. Executive Committee (third paragraph, corrected title, Director of County Library Services)

ARTICLE VII: COMMITTEES

1. Standing Committees, through 3. Other Committees (fully reworded/revised)

Amendment adopted by the Marin County Free Library Commission, 11/13/02
Ratified by the Marin County Board of Supervisors, 11/26/02

Changes include:

Defined Article V: QUORUM

A majority of the appointed membership of the Commission shall constitute a quorum for the transaction of business and the adoption of action items (clarified full paragraph)

Amendment adopted by the Marin County Free Library Commission, 8/10/22
Ratified by the Marin County Board of Supervisors, 10/18/22

Changes include:

ARTICLE II: PURPOSE

1. Clarified tax measure oversight role
2. Added Marin County Free Library Mission

ARTICLE IV: TERM OF OFFICE

1. Term of Appointment - expanded the number of terms members can serve
2. Added maximum number of years members can serve (12)

ARTICLE VI: OFFICERS

1. Officers of the Commission - Secretary role removed
2. Duties of Officers and Library Staff - clarified that notes and attendance records are the responsibility of library staff; Secretary role removed
3. Executive Committee – Clarified that at-large members serve for two years
4. Term of Office – Extended term for Officers and Executive Committee members to two years; Expanded term limit to 3 consecutive terms or 6 years

ARTICLE VII: COMMITTEES – All Standing Committees removed

1. Strategic Planning Committee converted to Ad Hoc Committee