



**BOARD OF LIBRARY TRUSTEES
APRIL 15, 2025 AT 6:00PM
CITY HALL LARGE CONFERENCE ROOM
THIRD FLOOR
1400 5TH AVE, SAN RAFAEL, CALIFORNIA**

This meeting will be held in person. The meeting is being streamed live via Zoom:
<https://bit.ly/BLT-04-15-2025>

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 811-5794-7289#

How to participate in the meeting:

- Provide comments in-person at the meeting. You are welcome to come to the meeting and provide public comment in-person. Each speaker will have 2-minutes to provide public comment.
- Submit your comments by email by 4:00 p.m. the day of the meeting. Comments can be submitted to jinder.banwait@cityofsanrafael.org.

AGENDA

CALL TO ORDER – 6:00PM

MINUTES

1. Approve regular meeting minutes of March 11, 2025
Recommended Action – Approve as submitted

OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the Library Board at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than 2 minutes and should be respectful to the community.

SPECIAL PRESENTATIONS

2. Creando Enlaces Conference – Lea Aschkenas and Alejandra Barrios

OTHER AGENDA ITEMS

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. Update on Library Programming
Recommended Action: Receive and Comment

STAFF LIAISON REPORT

4. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff.

COMMISSIONER REPORTS

5. Other brief reports on any meetings, conferences, and/or seminars attended by the Board members.

ADJOURNMENT

Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting, shall be available for inspection online and in the city hall large conference room, third floor, 1400 5th Avenue, San Rafael, California placed with other agenda-related materials on the table in front of the location prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing city.clerk@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.



SAN RAFAEL

LIBRARY AND RECREATION

BOARD OF LIBRARY TRUSTEES

MINUTES

City Hall Large Conference Room, Third Floor

1400 5th Ave, San Rafael, CA

March 11, 2025 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=q5Y73OZQ3G0>

CALL TO ORDER

Chair Andow called the meeting to order at 6:02 P.M.

Roll Call

Present:

Trustee Kyle
Trustee Lee
Trustee Vahdat
Chair Andow

Absent:

Trustee Cortes

Also Present:

Daniel Avalos, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst
Catherine Quffa, Library & Recreation Director

MINUTES

1. Approve Regular Meeting Minutes of January 14, 2025

Trustees provided comments.

The minutes of January 14, 2025 were approved as submitted.

Trustee Vahdat moved, and Trustee Lee seconded to approve the minutes of the January 14, 2025 meeting.

Ayes: Trustees: Kyle, Lee, and Andow

Noes: Trustees: None
Absent: Trustees: Cortes
Abstain: Trustees: Vahdat

Minutes approved as submitted.

Chair Andow invited public comment; however, there was none.

OPEN TIME FOR PUBLIC EXPRESSION

Public Comment from the audience regarding items not listed on the agenda.

None

SPECIAL PRESENTATIONS

2. N/A

OTHER AGENDA ITEMS

3. Introduction to Library Policy Review Process

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Andow invited public comment; however, there was none.

4. Update on Library Organizational Structure

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Andow invited public comment; however, there was none.

STAFF LIAISON REPORT

5. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff.

Presentation by Daniel Avalos, Assistant Library & Recreation Director/City Librarian and Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

COMMISSIONER REPORTS

6. Other brief reports on any meetings, conferences, and/or seminars attended by the Board members.

Trustees provided comments.

Chair Andow invited public comment for agenda item five and agenda item six; however, there was none.

NEXT MEETING: April 15, 2025

ADJOURNMENT

The meeting was adjourned at 6:57 P.M.

DRAFT



**April 15, 2025
Item #3**

TITLE: UPDATE TO LIBRARY PROGRAMMING

RECOMMENDATION:

That the Board receive the report and provide comment.

BACKGROUND:

Over the past year, the library has continued to provide meaningful programs and events while operating with limited staff capacity and adapting to the temporary relocation of our Downtown Library due to renovations. Despite these challenges, we have remained committed to delivering core services and ensuring our community has access to engaging and educational opportunities. In the 2023-2024 fiscal year, we successfully offered 361 programs and events, serving 11,138 participants. These programs supported literacy, lifelong learning, and community engagement, reinforcing the library's role as a vital resource for residents of all ages.

DISCUSSION:

We are actively strengthening partnerships, exploring innovative programming opportunities, and strategically expanding our offerings to create a more dynamic and enriching library experience. Building on last year's programs, we are committed to developing a robust schedule of events that foster learning, creativity, and connection. As of the end of March 2025, in the 2024-2025 fiscal year, we have provided 331 programs and events, serving 11,801 participants, and we aim to further enhance our offerings to better meet the needs and interests of our community.

New and Ongoing Programming

Throughout the 2024-2025 fiscal year, the library has continued to offer a diverse range of programs that engage, educate, and inspire the community. Recent programs such as *Write Your Legacy*, *Art Talks*, and *Marin Master Gardeners* have provided opportunities for lifelong learning and creativity, while hands-on experiences like *Stargazing* have brought science and discovery to life. For younger patrons, in addition to our regularly scheduled *Storytimes*, our *Reading Buddies* and *Math Club* programs have supported literacy and numeracy skills, reinforcing the library's commitment to student success.

Building on this foundation, we have introduced several new programs designed to expand access and support learning. The *Student MyCard* initiative provides students with easy access to library resources, while *After School Reading and Homework Help*

offers much-needed academic support. The Filmmakers in Focus series highlights the art of storytelling through film, and the *Quarterly Classics Book Club* for adults invites readers to explore timeless literature. Additionally, passive programs like *Valentine's Day Cardmaking Craft Bags* and *STEM Kits* offer creative and educational take-home activities, allowing patrons to engage with library resources in a flexible, self-directed way.

Programs and Services Supporting Newcomers, Multilingual Families, and Immigrant Communities

The library is committed to supporting newcomers, multilingual families, and immigrant communities by offering programs and services that foster language development, literacy, and social connection. The *ESL Conversation Club*, available both online and in person at Pickleweed Library, provides a welcoming space for English learners to practice their verbal skills with confidence. For families, *Bilingual Storytime* and *Pickleweed Preschool Visits* introduce young children to English while celebrating their home languages. Literacy initiatives such as *Reading Buddies* and the *Community Clinic Book Project* ensure that children from diverse backgrounds have access to books and reading support, strengthening their early learning experiences.

In addition to language-focused programs, the library offers culturally inclusive opportunities for engagement. The *Adult Spanish Book Club – Sabores Literarios* and *Books Beyond Borders* youth book club create spaces where Spanish-speaking and first-generation readers can explore literature that reflects their experiences. The *Vietnamese and Spanish Senior Club*, in collaboration with Recreation staff, fosters social connections for older adults, while *Drop-In Tech Help in Spanish* empowers patrons by bridging the digital divide. With dedicated programs like *Math Club* and *After School Homework Help*, the library continues to provide educational support that meets the unique needs of multilingual and immigrant communities, ensuring equitable access to learning and growth opportunities.

Submitted by:



Daniel Avalos
Assistant Library & Recreation Director