



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Mendocino County Library Advisory Board (“LAB”) will hold its regular Board Meeting at:

1:00 P.M. - Wednesday, September 23, 2020

Via Zoom

Due to COVID-19 the LAB meetings will be conducted virtually and not available for in person public participation (pursuant to State Executive Order N 29 20). The public may participate digitally in meetings by sending comments to libtechservices@mendocinocounty.org, or register for the zoom meeting at <https://mendocinocounty.zoom.us/meeting/register/tJMpfuCsrzIuGdOGnn3g1AkruPNR0J4Xc6Jr>, in lieu of personal attendance. All email comment must be received by 8:00 A.M. the morning of the meeting in order to be published online prior to the meeting.

AGENDA

1. Call to Order
2. Introductions
3. Approval of the Agenda
4. Approval of the Minutes from the January 15, 2020 meeting
5. Public Expression

Note: The Library Advisory Board welcomes public and government participation at its meeting. Items can be added to the official agenda up to 72 hours in advance of the meeting date and time. For items not on the Agenda, comments within the jurisdiction of the Board shall be limited to three minutes per person so that everyone may be heard. No more than ten minutes will be devoted to any non-agenda subject. No official action on non-agenda items will be taken by the LAB at the meeting where presented. Individuals wishing to address the Board under Public Expression are welcome to do so throughout the meeting at the appropriate points in the approved Agenda.

6. Library Director’s report
 - A. County Library Director position
 - B. Branch reports
 - C. YTD budget
7. Subcommittee
 - A. Measure A—Michael, Dolly, Lynn
8. Unfinished Business
 - A. Budget: Update on Auditor A-87 Meeting
 - B. Update: Joint Meeting with Board of Supervisors
 - C. Ukiah Library Long-term Improvement
 - D. Laytonville Satellite update, MOU
 - E. Fort Bragg expansion and fundraising efforts

9. New Business
 - A. Reopening COVID-19 response phases – input from LAB
 - B. DRAFT - Library Annual Report for FY 2019-2020 for public
 - C. Budget: Clarification on FEMA re-imbusement for library staff salaries re-assigned to other county tasks during pandemic crisis. Will the 75% reimbursement for those salaries be returned to library budget?

10. Next Meeting November 18, 2020, at 1:00 - Zoom

11. Announcements and Comments

[Attachments:](#)

Meeting Minutes of January 15, 2020
Director's Report
Newspaper Articles
YTD Budget Report
Measure A Meeting Notes of August 24, 2020
LAB Questions for Auditor re: A-87
DRAFT Library Annual Report for FY 2019-2020

**Mendocino County Library Advisory Board
Minutes of January 15, 2020
Ukiah Library**

Meeting called to order: 1:05pm by Vice-Chairperson Lynn Zimmermann

Introductions: All present introduced themselves.

Members Present: Lynn Zimmermann, Dolly Riley, Olga O'Neill, Carolyn Schneider and Janice Marcell.

Others Present: CSA Director/County Librarian, Karen Horner, Administrative Services Manager I, Barbra Chapman, Ukiah Librarian, Melissa Carr, Third District Representative Elect, Shawn Haven.

Approval of the Agenda: Dolly moved, Olga 2nd, carried.

Approval of November 20th minutes: Dolly moved, Carolyn 2nd, carried. (With correction: the Ukiah library work was an 'upgrade' not a 'remodel'.

Public Expression: None

Library Director's Report: Ukiah Librarian, Melissa Carr, announced the addition of the new children's librarian, Samantha White ("Sam") who has started a baby storytime event on Wednesdays at 10:30am. The Fratello Marionette event hosted 65 attendees. There are new and ongoing activities for teens and adults. Additionally, a jacket/sweater giveaway table has been added during the cooler season.

Karen stated that all branches are very busy. The First Annual Library Report was produced and made available to the public in November. Several grants for a variety of programs have been approved by the BOS. The 2020 Census information and applications will be available at each library and can be accessed online. In February the seed librarians will be visiting Comptche, Boonville and Willits. National Children's Oral Health Month will be promoted with applicable literature in February at all branches.

Subcommittee

A. Measure A – Michael, Lynn and Dolly: This committee plans to meet February 3rd in Ukiah to discuss a time frame and confirm the petition process.

Unfinished Business

A. Election of new officers

Motion by Dolly, Olga 2nd for slate of new officers to be nominated and elected, carried.

Chair: Lynn Zimmermann

Vice-Chairperson: Dolly Riley

Recording Secretary: Olga O'Neill

B. 2020 LAB meeting dates/locations

Motions made by Dolly, Carolyn 2nd to approve a tentative LAB calendar of meeting dates and locations, carried.

Tentative 2020 LAB Calendar

March 18	Willits
May 20	Covelo
July 15	Fort Bragg
September 16	Point Arena
November 18	Ukiah

C. Fort Bragg expansion discussion: Janice stated that the Friends of the Fort Bragg library had a special meeting on January 10th with their disassembly contractor, Windspirit Aum, as he had not met the January 31st completion date due to inclement weather and Waste Management not allowing it's dumpsters to be placed on the muddy lot. Agreement was reached regarding an extension of the contract until February 29th. Several fundraising events are planned for 2020.

D.Laytonville update: Shawn stated there was a discrepancy with the previous contractor. The Friends are seeking a new contractor. Four sci-fi movies will be shown in February. Several fundraising activities are planned for the near future. A town hall discussion with Supervisor John Hashek is scheduled for February 21st, 6:30pm at the Community Room of the Old High School.

E. 2020 Budget: Library reserves discussion: Much discussion ensued and many questions were answered, primarily by Barbra and Karen. Karen stated that some of the costs were unanticipated such as the new HVAC unit need for the Willits Library. Lynn requested Barbra to add a library reserve line item to the budget.

F. 2020 Budget: A-87 costs: We reviewed the cost allocation plan. Karen mentioned that the budget may be changed by the BOS in future. There was a concern about the increase of the building and grounds line item. Karen stated that this was due to the Ukiah upgrade. We plan to discuss staffing formulas during our March meeting.

G: Library operations during power outages: Everyone agreed we need creative ways to deal with this situation. Karen is researching this topic. The County has rented generators in the past for other departments. We discussed other alternative everygy resources.

New Business:

A. Pearl Watts resignation, City of Point Arena Representative: Pearl has resigned and has recommended a potential representative.

B. Monday holiday closurers/staff: Karen stated the library could save up to \$60,000 annually if each library had designated holidays on Tuesdays, Saturdays or Sundays instead of Mondays to accommodate Mendocino County employee holidays.. **Motion made by Dolly, 2nd by Carolyn that library branches may choose different days of the week to honor holidays, carried.**

C. Update on Brown Act Training: Coast training will be held at the Mendocino Volunteer Firehouse on January 22nd from 10-12pm. Inland training will be held in Ukiah at the Mendocino County Board Meeting room on January 29th from 10-12pm.

Next Meeting will be March 18, 2020 at the Willits Library.

Announcements and Comments: None

Adjourned at 3:02pm

Director's Report June-August 2020:

Despite everything that is going on and all the restrictions that are placed on us Mendocino County Library has continued to provide services and be there for the community as best we can. All branches and the Bookmobile have offered curbside services, provide library assistance via the telephone, e-mail and social media. Summer reading was offered at every branch, along with creative social media programs to keep us engaged with our patrons. This year I was able to secure some grants and funding for Mendocino County Library with some of these wonderful resources having to be delayed during COVID while others helped our library during our closures. Mendocino County Library was awarded a Census Grant through the ALA allowing us to purchase wonderful hands on activities, storytime kits and books. In the beginning of the year, Mendocino County Library was part of a Mental Health Initiative program through the State Library, Branch Librarians from Willits, Fort Bragg and Ukiah participated in online learning and communication, while our library was awarded many books on various mental health topics to add to our collection and included offering an online program to finish the grant. Another grant was done for the Willits Branch, a Design Grant, which allowed us to work with a Design firm to rethink and imagine how to redesign the Willits Branch to better utilize the space. Design firm worked with Library Director and the Branch Librarian to provide space plans for the Library with potential furniture options for a later grant. Also during COVID we received extra funding to increase our online resources for our patrons along with allowing patrons to request more books through the Zip Book program.

Bookmobile:

The Bookmobile began service again on June 1st after the Covid-19 service break which began on March 18th. After the two and a half month break Hunter and I revised the Bookmobile schedule and revamped our whole way of doing things. Our main goal was to get back out and provide services for all our patrons, while staying consistent and maintaining proper social distancing and masking protocols for everyone's safety.


With new procedures in place we began making our stops, every patron transaction happened outside the Bookmobile at a table and we were closed to onboard service. Our patrons were so glad to see us, to return items and get some new materials. Hunter and I had to condense our stops to limit interactions but for the most part our patrons were glad to have us back in some capacity even as limited as it was.



Since no one can come aboard and browse we keep telling everybody our new motto “Go online and order away”. Our patrons are back in the groove and our checkouts are almost at pre-covid levels. We are excited to be out on the road, let’s get through this and see you out there! Stay safe!

Coast Community Branch:

Due to the pandemic, all of the branches are closed and this year’s Summer Reading Program was conducted long distance, using the online program, Beanstack. Pre-covid times, our summer reading events included weekly programs and crafts and this year we were still able to provide weekly craft go-bags and free Scholastic books for the children to pick up. The Time-Capsule booklet craft was designed by a mother sheltering-in-place with her daughters and she made it available on the web, saying, “because we’re living through history right now I thought a "time capsule" would be an amazing way to document this experience.”



DIG DEEPER
READ INVESTIGATE DISCOVER

LLEGA AL FONDO
LEE INVESTIGA DESCUBRE

**Summer Reading Challenge 2020 - for all ages
@ Coast Community Library**

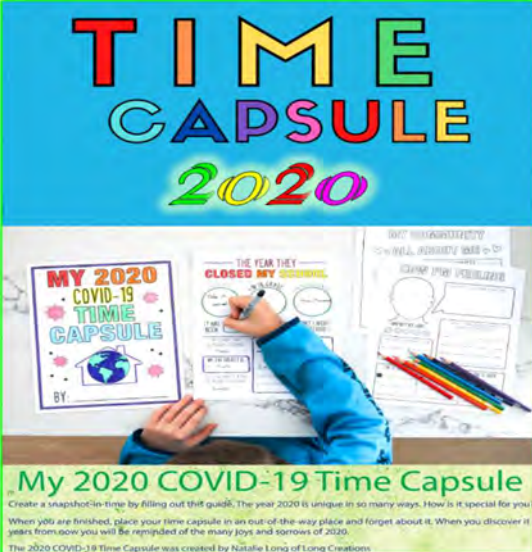
Join in Mendocino County Library’s One-Million-Minutes Summer Reading Challenge and it’s for all ages. Beginning June 29 and ending August 10, keep track of the books you read (the minutes you read), either online or by using a paper reading log.

Besides the enjoyment of reading and adding to the community’s reading goal, you can win a Kobo Clara eReader (adult and teen raffle prizes) or a Kid’s Kindle (children’s raffle prize), and there are Four-Eyed-Frog Books gift certificate prizes.

There are two ways to register: either go to mendolibrary.beanstack.org (link goes live June 29th) and create an account for yourself or for a family; or you can register at the library and pick up a reading log, beginning Monday, June 29.

For children, we’ll have weekly craft activity bags and free Scholastic Books to pick up at the library, also beginning Monday, June 29.

Coast Community Library, 225 Main St., Point Arena, CA
If you have questions, please call the library at 707 882-3114
www.mendolibrary.org



TIME CAPSULE 2020

MY 2020 COVID-19 TIME CAPSULE

THE YEAR THEY CLOSED MY SCHOOLS

BY

My 2020 COVID-19 Time Capsule

Create a snapshot-in-time by filling out this guide. The year 2020 is unique in so many ways. How is it special for you? When you are finished, place your time capsule in an out-of-the-way place and forget about it. When you discover it years from now you will be reminded of the many joys and sorrows of 2020.

The 2020 COVID-19 Time Capsule was created by Natalie Long of Long Creations





Our Community Room is now called the quarantine room. Items are returned to the library and quarantined, at first it was for 4 days and then 5 days, and beginning 9/10/20, we are quarantining all items for 7 days before checking them in.

Julia Larke, branch librarian, with virus ward-off mask.



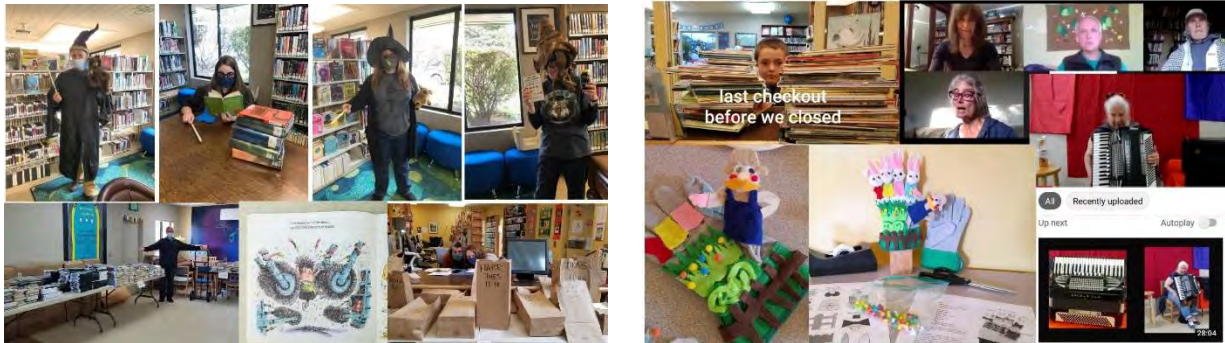
Coast's library assistant, Oliver Grin, shown preparing curbside requests for patrons.

In August, we had a Zoom Poetry and Collage Workshop presented by Blake More. It was attend by twelve people and it worked out quite well.



Fort Bragg Branch:

Fort Bragg adapted well to the limitations caused by COVID-19. Since closure in March, we've promoted online resources and done virtual programs. After curbside service began in mid-May, we've remained virtually engaged on Facebook and YouTube and Fortbragglibrary.org. Kids were offered stories and crafts from Wild about Wombats to Paul Bunyan Day! Virtual programs keep us connected to those we serve. Nearly 700 follow Fort Bragg Library on Facebook. One story on Youtube has 330 views. Children's Librarian, Kim, didn't miss the chance to celebrate Harry Potter's July birthday, getting all staff to dress up as we served curbside and entertained patrons returning books.



YA Wednesdays provided connection for teens through posts and films on Instagram. One post dedicated to YA Romance that showed staff member, Valerie, in her wedding dress with a cart of books! Adult book group and poetry open mic continued to meet through Zoom. Poetry Writing workshop has stayed steady via email. Dan filmed a living room concert with local accordionist Jan Kessner that has had over 100 Youtube views. Her rollicking performance is medicine for the soul, especially her good-natured whack at the pandemic: Covid-19 Blues. The library plans a living room Oktoberfest, where she will play requests submitted by patrons through our Facebook Events page.

Our outward focus has kept us busy, moving over 6000 items to and from our patrons since mid-March. About 2300 items checked out before closure remain in patrons' homes. Dan recently called for those items to be returned in a Fort Bragg newspaper article, noting that no overdue fines would accrue.

<https://www.advocate-news.com/2020/09/03/library-to-host-virtual-storyfest-craft/>

Closed doors gave staff plenty of time to clean and do careful weeding of material that was outdated or in poor condition. These projects have continued since March—with recent focus on the children's room. Inward focus makes the whole staff eager for that "library expansion." We need more space!



We're not the only ones to have faith in the future. Patrons take the long view, too. The Friends' Thousand Dollar Club saw four more \$1,000 donations since the closure, upping the group to 72. Friends Board and Fundraising Committee continue to

hold Zoom Meetings, planning their next steps. They were forced to cancel the annual Labor Day booksale that raised over \$8,000 last year. The beloved bookstore in Noyo Harbor is shut, as well. However, online sales continue to bring in funds and the outlook is not dire because the library has cut spending on programs and refreshments.

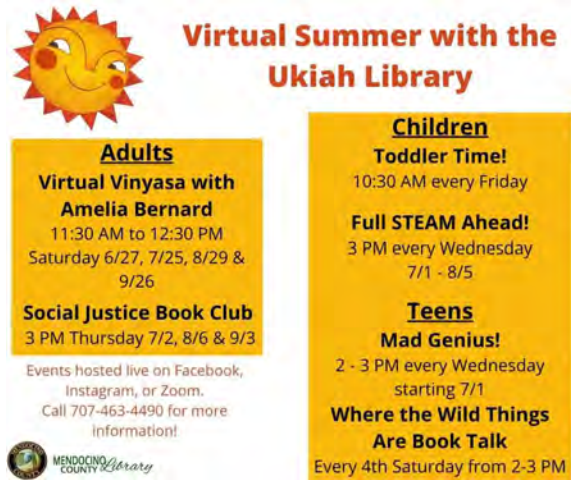


It was hard to see how we'd do summer reading through closed doors, but we had 140 participants this summer. We invited all kids and teens who'd played in prior years, buy a mass mailing sponsored by the Friends. Kids received huge bags of books through curbside and kept our library staff hopping to keep up with the need. Kids also played an online version of the game thanks to a free license to use Beanstack, overseen by our tech wiz in Admin, Amelia Hisely. When families finished the game, they received Cowlicks ice-cream coupons, free books, tee-shirts—all at the Returns Room Door. What a joy to see the masked winners appear at our door!

Round Valley Branch:

- **Curbside pickup.** All Mendocino County Libraries, including the Round Valley Branch are now offering Curbside Pickup for Books, Audiobooks, movies and seeds. Ordering is easy--do it online at mendolibrary.org or call the library at 983-8736. We are ready to serve you Monday through Friday 10:00 am to 5:00 pm.
- **Requests from other libraries.** Our branch is now receiving library materials from other branches in Mendocino as well as from Lake and Sonoma Counties. Ordering through the catalogue is easy—you just need your library card and pin number (usually the last 4 digits of your phone number). You will be notified when the item is received in Round Valley. Please call us to arrange curbside pickup.
- **Summer Reading Program.** The Summer Reading Challenge was offered at the Round Valley Public Library! (by curbside pickup). Participants logged their reading online or with a paper log, got a sticker, book mark, or DIY "Craft Packs" with each weekly curbside request. Kids who met their goal received completion prize in August. We provided more info at <https://www.mendolibrary.org/.../libra.../summer-reading-program> or call the RV branch at 983-6736.
- **Library Programs.** While The Round Valley Public Library is closed to the public, Library Staff members are working behind closed doors preparing programs and services that can be offered during the Shelter in Place order. The following programs are up and running: Reading Radio, a program for all ages but geared for families, airs on KYBU on Thursdays at 9:00 am and on Saturday at 7:00 pm. Zoom Storytime (for ages 2 to 5) happens on Fridays at 2:00 pm. Both programs are intended to promote reading and help Kids feel less isolated during the shelter in place order.
- **Wildfire preparedness tabling** On July 10th, Brent Bassler and Shannon Barney from the Sheriff's Office of Emergency Services were the guests on our radio program. This was the last engagement in a series on wildfire preparedness. Thank you Friends of the Round Valley Public Library and North Coast Opportunities for your support with this program.

Ukiah Branch:



Virtual Summer with the Ukiah Library

Adults
Virtual Vinyasa with Amelia Bernard
11:30 AM to 12:30 PM
Saturday 6/27, 7/25, 8/29 & 9/26

Social Justice Book Club
3 PM Thursday 7/2, 8/6 & 9/3

Events hosted live on Facebook, Instagram, or Zoom.
Call 707-463-4490 for more information!

Children
Toddler Time!
10:30 AM every Friday

Full STEAM Ahead!
3 PM every Wednesday
7/1 - 8/5

Teens
Mad Genius!
2 - 3 PM every Wednesday starting 7/1

Where the Wild Things Are Book Talk
Every 4th Saturday from 2-3 PM

MENDOCINO COUNTY Library

Last year, we kicked off Summer Reading with over 150 participants & the Flynn Creek Circus at Alex Thomas Plaza. This year, we hosted a fully online program with the help of Beanstack: a virtual reading challenge platform made available to libraries for free during the COVID-19 pandemic.

Using Beanstack, we had a healthy level of engagement with kids, teens, and adults logging over 86,832 minutes of reading!

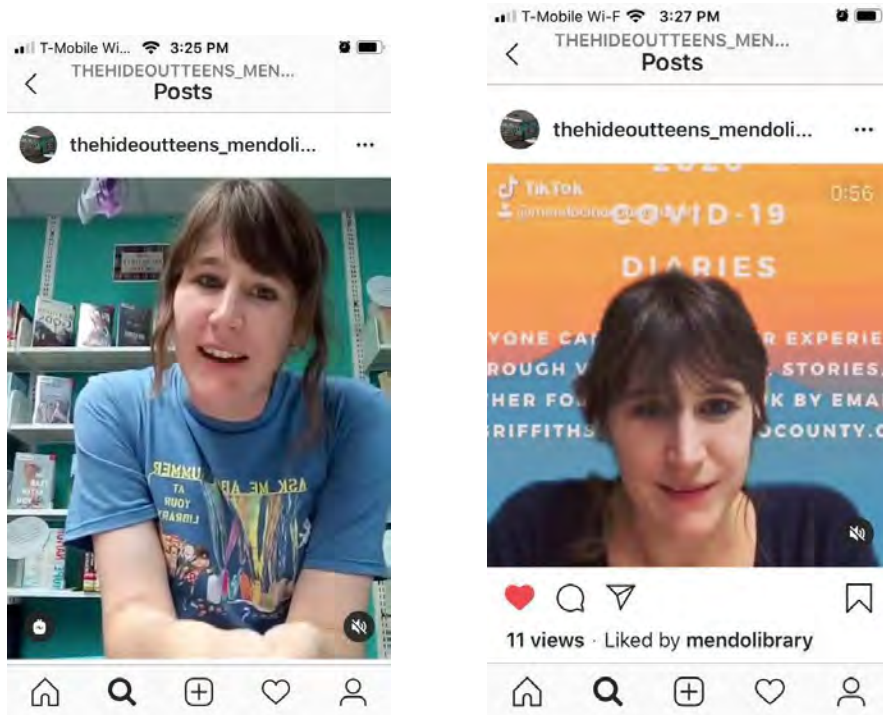
Children's Library Highlights



- Sam has also been busy this summer reaching kids and families with her popular Toddler Story-Time and Full STEAM Ahead programs via Facebook Live.
- 79 total Beanstack participants age 10 & under
- 37 participants (children) logged at least 600 minutes, with 18 logging at least 1000 and one participant who logged a whopping 18,138!

- 39 activity participants (indoor activities & outdoor activities, to get the kids playing outside and making creative fun indoors)
- Additional prize drawing for 10 goody bags with coloring books/crayons/grow your own crystal kit/spy glasses/Feed the Bees Seed packets/other little toys & prizes.

Teen Program Highlights



- Kat has been using this time as an opportunity to reach out to teens where they are: TikTok & Instagram! As such, she has been maintaining connections with our dear teen community, while building a following on the library's new teen social media accounts.
- In conjunction with Summer Reading, she created virtual programs including Mad Genius (STEM-based crafts and activities) & Where the Wild Books Are (teen book talks showcasing new YA books)
- COVID-19 Diaries – Kat has been working with the CA State Library to collect stories, poems, and personal accounts from local community members interested in documenting this pivotal moment. Entries will be accepted until December 31st.

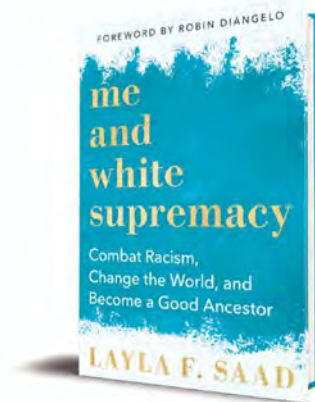
Staff Storytime via Zoom



Ukiah Library staff have continued to meet weekly via Zoom to discuss urgent matters, offer a space for staff to reconnect and share ideas, & de-stress when necessary. We have also adopted the fun ritual of doing a staff storytime where staff take turns reading a new children's book. This both familiarizes staff with new collections, and boots morale with feel-good stories!

Adult Program Highlights:

Social Justice Book Club via Zoom



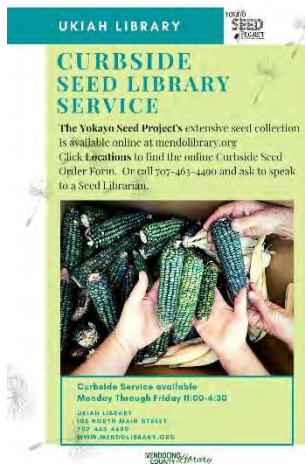
In June, we formed a new book club dedicated to promoting social & racial justice in our respective communities of action. Several members of Wines & Spines have joined in, and we have been meeting monthly. Last month, the group voted to continue. October's book club pick is *Blindspot: Hidden Biases of Good People*.

Curbside Services



While our libraries have been closed to the public, our staff have continued to work in various capacities. Some staff have worked behind the scenes at the branches answering reference and readers' advisory requests from patrons; fulfilling contact-free curbside orders services; and preparing for when we can reopen and what that will look like. Other library staff have been working as disaster workers - answering calls at the call center, checking temperatures, performing contact tracing - you name it! We're all so grateful that we can continue to provide services to our patrons, and help our community and county thrive during these difficult times.

Seed Library



Curbside Seed Library Service for Fall Seed Pack Bundles.

The Yokayo Seed Project is taking the guesswork out of seed requests for fall vegetable gardening and free seed will be available from the project's extensive seed collection. Place a seed order online at mendolibrary.org by clicking on the Seed Library icon to find the Ukiah Seed Library Request Form. Or call the Ukiah Library at 707-463-4490 and ask to speak to a Seed Librarian and they can assist you with your order.

Willits Branch:

Services

Curbside Pick-up— the Mendocino County Library began offering curbside pick-up services in the middle of May. Curbside Pick-up also included grab-and-go seed packs.

- Total number of curbside pickups completed
 - May: 57
 - June: 123
 - July: 314
 - August: 368

Library Returns—The Willits Library began accepting returns at the beginning of June two times a week. The returns window was expanded in July to four days/nights per week. All returned items undergo a five day quarantine period before being checked in.

Programming - All current programming is virtual. The library hosts up to three Facebook Live videos per week.

- Nicole's Test Kitchen-Craft Edition started in mid-April. To date, there have been 16 videos posted to Facebook Live
- Nicole's Test Kitchen-STEAM Edition started in late April. To date, there have been 15 videos posted to Facebook Live.
- Make it Own it Work it started in mid-July. To date, there have been 7 videos posted to Facebook Live

Grants

- **Maximizing Library Spaces Grant**— County Librarian, Karen Horner, applied for this grant through the California State Library on behalf of the Willits Library. The grant awarded the library \$10,000 dollars to contract with an architect to design a library space plan. We chose Anderson Brulé Architects for our project. We chose to get a library space plan and a furniture basis of design for a total of \$12,000. We were able to get the additional funds from the generous Friends of the Willits Library.

Donations

- **American Library Association Women's Suffrage Centennial Book Donation**— "In commemoration of the 100th anniversary of women's right to vote, ALA partnered with the Women's Suffrage Centennial Commission to distribute books about suffrage to public and school libraries across the country." The Willits Library applied for the donation in July and received it. We received 3 sets of women's suffrage titles. Each set consists of 3 copies. Other Mendocino County Library locations received the donation as well. We'll be able to distribute copies to the entire library system.

COAST SPORTS

World dog surfing championships to go live



The World Dog Surfing Championships are going LIVE September 26 as a global sporting event. Photo courtesy of TasteTV.

By David Torres
sports@mendonoma.com
The World Dog Surfing Championships are going live and worldwide on Sept. 26, 9 a.m. to 12:30 p.m., as a global sporting event.

The Livestream version of the 2020 World Championships for Dog Surfing takes place in

multiple live locations — bringing together dog surfing talent for charity. Dog surfers are invited to bring home the gold.

Heats for this event will be live-streamed directly by the entrants to the viewing audience and judges, and watched on Zoom, Facebook Live,

YouTube live, and the WDSC and TasteTV websites, reaching thousands of fans worldwide and in real-time.

More details are coming soon on how to view, when to view, partners, sponsors, and more, hosted by World Dog Surfing Championships and TasteTV.



Two competing dog surfers shoot the curl in last year's World Dog Surfing Championships held in Pacifica. Photo courtesy of TasteTV.

Your Home is Custom—
Designed *and* Built.
Should Your Home Insurance be Custom Also?

Here on the Mendocino-Sonoma coast no two homes are alike. There are no housing developments where “cookie-cutter” houses are the norm. Therefore, home insurance coverage requires customization to properly protect your investment.

A key factor in making sure your home is properly covered is your relationship with your agent. At Phillips Insurance Agency we make an extra effort to truly understand your insurance needs. And, we live here, so we understand this very unique area. We help answer the critical questions — “How much insurance is ‘enough?’” “What is the right type of policy or combination of policies?”

PHILLIPS INSURANCE AGENCY

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jaimegonestrada22@gmail.com

Wonder Woman's younger sister, who's in library school, says:

SEPTEMBER is library card sign up month.

Mendocino County Public Library
www.mendolibrary.org

Bookmobile, 234-2874
Coast Community Library, 882-3114
Fort Bragg Library, 964-2020
Round Valley Library, 983-6736
Willits Library, 459-5908
Ukiah Branch, 463-4490
(all (707) area code)

Get a library card!

Only having a library card can truly save the world!

Wonder Woman quote: "...only love can truly save the world. So I stay, I fight, and I give, for the world I know can be."

graphic art, mara cole icpl.org, photoshop, j. larke

acute, a facility in reported a Depart- Health "a death lent with ccurred." illa also ate that had 14 e for CO- onfirmed least one aff mem- w spikes out the said on

our best efforts to contain the virus locally." "My goal is to not go backward," Mase said, "to keep businesses open and isolate the hotspots as they are discovered to close businesses or activities individually and only when necessary." Sonoma County has 1,136 cases as of Wednesday, 509 of whom are still active and 620 recovered with the now seven deaths. The county has performed about 50,000 tests in total.

both of which were groups of 12, down to six. Doohan explained this as shifting from "social bubbles" to "stable bubbles." The order makes an exception for places of worship, however, which are still allowed to hold gatherings that follow the restrictions of previous health orders.

Additional facial

their stance in regards to this pandemic," Doohan said. "It is only going to be through each of our individual actions that we are going to get through this very dangerous time."

Doohan was discouraged by reports she received of heavy tourism traffic on the coast leading to crowding in bars

be placed on the Latino community itself.

"Every evidence I have is that our Latino and Spanish-speaking population is doing everything to follow the orders," Doohan said. "I think we have issues around better communicating and with the work

See Mendocino...
Continued on Page 12

PHYSICAL GYM

& FITNESS CENTER

GYM IS OPEN!

Keep us here. Join the gym.
is your safety and good health.
safety protocols in place.

A number of people at a time
asks to workout
asks required
ious cleaning

Current Hours:

Monday - Friday: 8 am - 6 pm
Saturday: 8 am - 12 pm
Closed on Sunday



884-1555
physicalgymgualala.com

DIG DEEPER
READ. INVESTIGATE. DISCOVER



LLEGA AL FONDO
LEE INVESTIGA. DESCUBRE

Summer Reading Challenge - for all ages @ Coast Community Library

Beginning June 29 and ending August 10, keep track of the books you read (the minutes you read), either online or by using a paper reading log.

Besides the enjoyment of reading and contributing to the county's community reading goal: the One-Million-Minutes Summer Reading Challenge, it's a chance to win a Kobo Clara eReader (adult and teen raffle prizes) or a Kid's Kindle (children's raffle prize), and there are Four-Eyed-Frog Books gift certificate prizes.

You can register online at <https://mendolibrary.beanstack.org/> for yourself or for a family and download the free "Beanstack Tracker" app; or register at the library and pick up paper reading logs and library staff can log your progress.

For children, we'll also have weekly craft activity bags and free new Scholastic Books to pick up at the library.

Dig Deeper, read, investigate, discover! Take up this reading challenge!

Coast Community Library, 225 Main St., Point Arena, CA
If you have questions, please call the library at 707 882-3114
www.mendolibrary.org

Ukiah Library - Virtual - Ukiah Daily Journal (CA) - July 11, 2020 - page 1

July 11, 2020 | Ukiah Daily Journal (CA) | By Karen Rifkin for the Ukiah Daily Journal | Article | Page 1

Although the **Ukiah library** is closed to the public, staff continues to create programs, clean, order new books, answer phone calls and provide curbside pickup service by scheduled appointment.

The **summer reading** program challenges are underway at all county **library** branches and **Ukiah's**, begun on June 29, open to children, teens and adults, like most everything else, has gone **virtual**.

Children's librarian Sam White says the program has been scaled back from previous years taking into consideration the extraordinary circumstances created by the pandemic and the resultant universal stress.

Previously, participants would pick up a paper **reading** log and keep track of time or books read and submit the form for prizes. This year it is all online; downloadable **reading** logs are accessible at mendolibrary.beanstack.org or by calling White at 234-2865 or the main **library** number, 463-4490.

The program ends on Aug. 6, only six weeks in duration, and this year's goal for children 10 and under is 10 hours or 600 minutes of **reading**, and the goal for teens and adults is 20 hours of **reading**. "If children read two picture books a night, they will reach their goal in a month," says White.

The program started later than usual because staff decided it would be good for students to have some time between the end of the **virtual** school year and the beginning of another **virtual** program.

"We have scaled the program down... we don't need any extra stress in our lives right now."

Last year the program had 500 participants, including 350 children. So far this **summer**, and only beginning, there are about 50 people who have signed up.

Enrollment is ongoing and prizes for completion of the required **reading** time include

free books for all children, teens and adults and opportunities for children to enter drawings for more prizes.

Children who read an additional five or 10 hours, submit a book review or complete certain activities are eligible for drawings with prizes for up to 10 winners.

"I have quite a few children who are getting curbside books very frequently since we began the challenge," says White. "Two of them have already reached their goal."

For the first time, the **reading** challenge has a community goal of 1 million collective **reading** minutes.

In addition to setting up the **reading** program, White has been facilitating Facebook programs on Fridays at 10:30 a.m., telling stories and singing songs geared for young school age children. She has a live audience of between 50 and 100, and by the time she takes the video down the following week, a total of 200 have seen it.

“I get lots of likes and lots of hearts and lots of comments,” she says.

On Wednesday at 3:30 p.m., she presents science experiments through Full Steam Ahead, a science, technology, engineering and math program—originally planned to begin prior to COVID—with an audience participation of about 45.

“Last week we did balloon rockets; it didn’t go so well,” she smiles.

She has cleaned and reorganized the children’s room and ordered new books that she posts on Facebook so people can see what is available.

For teens, Katrina Griffiths, teen librarian, runs a weekly science program on Instagram on Wednesdays from 2 to 3 p.m. and presents a book talk, “Where the Wild Books Are,” every fourth Saturday of the month from 2 to 4 p.m.

For those interested, branch librarian Melissa Eleftherion Carr presents a **virtual** vinyasa yoga class led by Amelia Bernard on Saturdays—July 25, Aug. 29 and Sept. 26 — from 11:30 a.m. to 12:30 p.m.

Eleftherion Carr also facilitates a social justice book club on Zoom starting on Thursday, July 9 at 3 p.m. The book, “Stamped from the Beginning: The Definitive History of Racist Ideas in America” by Ibram X. Kendi, is available for curbside pickup at the **library**. For more information, go to carrm@mendocinocounty.org or call 234 2862.

Now that the **Ukiah Library** is again shipping books between Sonoma and Lake counties and branches throughout Mendocino County, the online **library** ordering catalogue is up and running at normal speed; however, people are limited to five books a week for curbside pickup.

Staff is kept busy with the demand for books and accepting returned books—through the outside book drop—that require a period of quarantining before being returned to circulation.

Phone calls are coming in from those who need help accessing the **library**’s digital services as many people are using eBooks and eAudio books for the first time.

“I have one little girl, a prolific reader, who calls me once a week and we talk for half an hour figuring out what she wants to read next; I love it; it’s the best part of my day when she calls.

“Call if you need anything; our patrons are the whole reason we do what we do. We are happy to

spend time with you; we miss seeing you," she says.

CITATION (AGLC STYLE)

By Karen Rifkin; for the Ukiah Daily Journal, 'Ukiah Library Virtual Summer Reading Challenge', *Ukiah Daily Journal*(online), 11 Jul 2020 1 <<https://infoweb.newsbank.com/apps/news/document-view?p=NewsBank&docref=news/17C2632945459818>>

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Coronavirus - Ukiah Library presents Covid-19 - Ukiah Daily Journal (CA) - July 16, 2020 - page 3

July 16, 2020 | Ukiah Daily Journal (CA) | Article | Page 3

The Ukiah Library is pleased to announce our partnership with the California State Library (CSL) in the creation of the Covid-19 Diaries. CSL is working with local libraries to collect COVID-19 stories from across the state. From July 31 through Dec. 31, submit your essays, poems, letters, photographs, artworks or videos about your experiences during this time.

The Ukiah Library invites participants of all ages to contribute so that we can preserve these memories for future Californians. We have all been impacted irrespective of background. This project strives to bring unity through our common experiences during these hard times; your work will be preserved for future generations to experience and learn from.

If you would like to share, please submit your experience by email to griffiths@mendocinocounty.org. For more information, visit their website <https://www.library.ca.gov/>.

If you have any questions, contact Katrina at the Ukiah Library, 707-463-4490; Office, (707) 463-4490 or by writing 105 N. Main St., Ukiah CA 95482.

CITATION (AGLC STYLE)

'Coronavirus Ukiah Library presents Covid-19 Diaries', *Ukiah Daily Journal*(online), 16 Jul 2020 3
<[https://infoweb.newsbank.com/apps/news/document-view?
p=NewsBank&docref=news/17C40A1738B12348](https://infoweb.newsbank.com/apps/news/document-view?p=NewsBank&docref=news/17C40A1738B12348)>

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Reporter's Notebook - Ukiah library offering easy - Ukiah Daily Journal (CA) - August 22, 2020 - page 2

August 22, 2020 | Ukiah Daily Journal (CA) | By Justine Frederiksen udjff@ukiahdj.com | Article | Page 2

I recently checked out a few items from the Ukiah Library's curbside pickup and found their system efficient and easy to use.

The process begins the same way as requesting items online was before the pandemic: You search for the item you want through the Mendocino County library's catalog of materials and request a pickup location, which for me was the Ukiah Library.

Once you are notified that your items are ready, however, you no longer head straight to the library to checkout your items. Instead, you fill out a "pick-up request form" that is included in the email and provide your name, email, library card number and a phone number staff members can use to reach you.

The form advised me that it might take up to three days for a staff member to contact me to arrange a pickup time, but I filled out my request late one weekday afternoon and got a call the next morning.

Then I made an appointment to pick up my materials later that same day.

I had been told early on that you couldn't get same-day pickup appointments, but the staff member I spoke to this week said it did take longer to get items when the library was making pickup appointments every 15 minutes, but now that they are making appointments every 10 minutes, the backlog has cleared and people are easily making same-day appointments.

Once you arrive for your appointment, you are asked to park in the clearly marked yellow loading zone and call library staff to let them know you are there. I arrived a few minutes early, parked in the loading zone and called a staff member, who within 30 seconds was opening the door with my items.

Wearing gloves and a mask, she pushed out a cart with only a paper bag on it. The paper bag had my name, the last four digits of my library card number, and was stapled shut. There was no need to present my library card, since the items were checked out before they were bagged, as the process is designed to have as little contact as possible between library staff and patrons.

To ensure the proper physical distancing, there is a blue line on the sidewalk in front of the library door that patrons are asked to stay behind while staff is pushing out the cart.

Once staff has closed the door, patrons can then retrieve their items.

Patrons who don't have a device with Internet access, or prefer to not order their items online, can

call the Ukiah library at 707-463-4490 to request items for curbside pickup and complete the entire process on the phone.

CITATION (AGLC STYLE)

By Justine Frederiksen; udjff@ukiahdj.com, 'Reporter's Notebook Ukiah library offering easy, efficient curbside pickup', *Ukiah Daily Journal*(online), 22 Aug 2020 2
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Mendocino County - September is Library - Ukiah Daily Journal (CA) - September 4, 2020 - page 2

September 4, 2020 | Ukiah Daily Journal (CA) | Submitted | Article | Page 2

September is **Library Card Sign-up Month**, a time when Mendocino County joins the American **Library** Association (ALA) and libraries nationwide to remind parents, caregivers and students that signing up for a **library card** is the first step on the path to academic achievement and lifelong learning.

There is nothing more empowering than signing up for your own **library card**. Through access to technology, media resources and educational programs, a **library card** gives students the tools to succeed in the classroom and provides people of all ages opportunities to pursue their dreams and passions.

Libraries offer everything from preschool storytimes to craft lessons to ebooks online, helping transform lives and communities through education. At Mendocino County **Library** (www.mendolibrary.org), you'll find a wide variety of educational resources and activities, including Britannica School, Ebsco Learning Express, Lingo Lite language resource, and ArtistWorks online music lessons.

Mendocino County **Library** continues to adapt and expand services to meet the evolving needs of our community. During this time of closure due to COVID-19, the **library** has added a new way to sign up for a **library card** online and/or over the phone. To sign up for a **library card**, visit www.mendolibrary.org and click on the **Library Card** icon.

This year, DC's Wonder Woman is embarking on a mission to champion the power of a **library card** as **Library Card Sign-up Month** Honorary Chair. In her new role, Wonder Woman will promote the value of libraries and encourage everyone to get their very own **library card**. During September, the Mendocino County **Library** will host many virtual activities on Facebook, Youtube, and Instagram. The online calendar can be seen here: **Library Calendar**.

Since 1987, **Library Card Sign-up Month** has been held each September to mark the beginning of the school year. During the **month**, the ALA and libraries unite together in a national effort to ensure every child signs up for their own **library card**.

For more information, visit us online at www.mendolibrary.org or call your local branch: **Ukiah Library** at 463-4490, **Fort Bragg Library** at 964-2020, **Willits Library** at 459-5908, **Coast Community Library** at 882-3114, **Round Valley Library** at 983-6736, or the Bookmobile at 234-2874.

CITATION (APA STYLE)

Submitted. (2020, September 4). Mendocino County September is Library Card Sign-up Month.

Ukiah Daily Journal (CA), p. 2. Available from NewsBank: America's News:
[https://infoweb.newsbank.com/apps/news/document-view?
p=NewsBank&docref=news/17D48258BAD02AE8](https://infoweb.newsbank.com/apps/news/document-view?p=NewsBank&docref=news/17D48258BAD02AE8).

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ENTERTAINMENT

Library to host virtual storyfest, craft time

By **CONTRIBUTED** |

September 3, 2020 at 10:47 a.m.

FORT BRAGG — The Fort Bragg Library staff and friends will miss our role in Paul Bunyan Days. For the past five years, we've hosted the Kiddie Parade that covers a rectangular route from City Hall to Bainbridge Park. "Paul Bunyan" leads the way with a police escort. Participating children wear costumes, winning prizes in several age groups. One grand prize is given for the best costume overall.

The weather is always spectacular, though the sun can be blazing and hot! Luckily, otter pops await the marchers.

Staff members and Honored Guests judge the event and Friends of Fort Bragg Library sponsors great prizes from Spunky Skunk or Bookwinkles. Kids show up in western gear, storybook characters and one year, Broadway Musicals. Sometimes a family will take a theme, decorate their wagon or bicycles and play different characters. A group prize was awarded to a fantastic Harry Potter ensemble.

Our children's librarian emcees the show and families eat snacks and admire each other in the park after the prizes. One highlight of the parade is the chance to pose with Paul Bunyan and his axe.



You may see our 6'5 giant (local field biologist, Mike Stephens) and a mighty 3-foot axe at his side. This year we'll do a virtual Paul and Babe storyfest online and hand out a Western-themed craft from Friday, Sept. 4 through Friday, Sept. 11. The craft will be available through a curbside request or at our Returns Door.

Though the library building at 499 E. Laurel has been closed since mid-March, we've been steadily serving the public through curbside checkouts. People request books, movies, music or games from our online catalog and we fill the requests. For those who can't search the catalog and place requests, we take orders over the phone or make the selections for you.

It's hard for parents to go author by author and choose books, so we're more than happy to fill up a grocery bag of kids' books if we know the children's ages and likes. We still have nearly 3000 items checked out from before the closure. Though we're completely fine-free at this time, we'd love to get the material back.

The Returns Room is open Tuesday through Friday, 11 a.m.-3 p.m. (Check-in is delayed for four days while material sits in quarantine.) Call Mon-Fri between 10 a.m. and 5 p.m. if you have questions about curbside requests or returns.

We want to commend our patrons for their resilience, patience and cooperative spirit during the closure. 125 amazing youth participated in Summer Reading Game although there were no wild animals, puppeteers and magicians to entertain them. Beyond the reading program, our whole community participated in the curbside game—allowing books and movies to transport them far from “sheltering-in-place.”

The true magic of the library lies in the imagination; the pathway is an open mind.



Contributed





Share your news with your family, friends and neighbors in the Telescope column. Send your items and jpeg photos to telescope@mendonoma.com



THE TELESCOPE

...
The Sea Ranch Association Board of Directors chose KGUA 88.3FM, Gualala, as one of the recipients of this year's annual awards for the station's work in providing "essential services" to The Sea Ranch and broader community during the shelter-in-place orders.
The annual awards are usually presented at the annual members meeting in May. This year, because of shelter-

in-place conditions, the awards were presented in a virtual venue, with certificates shown on-screen.
"We have depended and continue to depend upon you, the essential members of our community, who provide such valuable support to your coastal neighbors," said the letter to General Manager Peggy Berryhill and Editor, Producer, and Co-Host Leigh Anne Lindsey announcing the award.

...



Library assistant Oliver Grin and librarian Julia Larke show some of the summer activities for kids at the Coast Community Library. Steve McLaughlin photo.



Star Brightman (center) of Willits and formerly of Point Arena, came off the shooting line at the Lakeport Rod & Gun Club's Round Robin competition on Sunday alongside Point Arena Rod & Gun Club members Eric Bloyd and Lou Langlamet, showing off her first Brass Buckle. She won at the PAR&G Club's Round Robin last month. David Torres photo.

Protests... from Page 1

pandemic to make their voices heard.

"Sadly, if they're not in the streets, the political systems don't move, because when you just send an email or a tweet, they ignore it," he said.

The Strike for Black Lives was organized or supported by more than 60 labor unions and social and racial justice organizations, which held a range of events in more than two dozen cities. Support swelled well beyond expectations, organizers said, although a precise participation tally was not available.

Where work stoppages were not possible for a full day, participants picketed during a lunch break or dropped to a knee in memory of po-

lice brutality victims, including George Floyd, a Black man killed in Minneapolis police custody in late May.

Dozens of janitors, security guards and health care workers observed a moment of silence in Denver to honor Floyd.

In San Francisco, 1,500 janitors walked out and marched to City Hall. Fast-food cooks and cashiers in Los Angeles and nursing home workers in St. Paul, Minnesota, also went on strike, organizers said.

At one McDonald's in Los Angeles, workers blocked the drive-thru for 8 minutes and 46 seconds, about how long prosecutors say a white police officer held his knee on Floyd's neck as he pleaded for air.

Jerome Gage, 28, was among a few dozen Lyft

and Uber drivers who joined a car caravan in Los Angeles calling on companies to provide benefits like health insurance and paid sick leave to gig workers.

"It's basic stuff, and it creates a more profitable economic environment for everyone, not just the companies," Gage said.

Glen Brown, a 48-year-old wheelchair agent at the Minneapolis-St. Paul International Airport, said his job does not give him the option of social distancing. Brown and fellow workers called for a \$15 minimum wage during an event in St. Paul, and he said workers were "seizing our moment" to seek change.

"We are front-line workers, [and] we are risking our lives, but we're doing it at a wage that doesn't even match the risk," Brown said.

In Manhattan, more than 150 union workers rallied outside Trump International Hotel to

demand that the Senate and President Donald Trump adopt the HEROES Act, which provides protective equipment, essential pay and extended unemployment benefits to workers who cannot work from home. The House has already passed it.

Elsewhere in New York City and in New Jersey and Connecticut, organizers said 6,000 workers at 85 nursing homes picketed, walked off the job or took other actions to highlight how predominantly Black and Latinx workers and the residents they serve are at risk without proper protective gear during the pandemic.

In Massachusetts, about 200 people, including health care workers, janitors and other essential employees, joined Democratic U.S. Senate candidates in front of the Statehouse in Boston.

"We're just being

See Protests...
Continued on Page 19

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San Francisco Timber Cove The Sea Ranch

LIBRARY BUDGET FY 2020/2021

OBJECT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	YTD as of 9/17/20	% used	Notes
821500 SALES & USE TAX	-2,140,000	-204,159	9.5%	Measure A funds (est. 16% less)
824100 INTEREST	-34,954	0	0.0%	
826370 LIBRARY SERVICES	-30,885	-598	1.9%	Fine revenue and Bookmobile stops in Sonoma
827600 OTHER SALES	-8,000	0	0.0%	Photocopy Fees
827707 DONATION	-800	-213	26.6%	Donations to MCL
827801 GRANT REVENUE	0	0	0.0%	GRANTS
827802 OPERATING TRANSFER IN	-1,379,826	0	0.0%	Property Tax from Assembly Bill 3027 in 1992 (appx. 5% less)
Total Revenue	-3,594,465	-204,970	5.7%	
861011 REGULAR EMPLOYEES	1,603,207	266,302	16.6%	
861012 EXTRA HELP	50,000	0	0.0%	
861013 OVERTIME REG EMP	20,000	508	2.5%	
861021 CO CONT TO RETIREMENT	469,535	79,007	16.8%	
861022 CO CONT TO OASDI	88,409	14,900	16.9%	
861023 CO CONT TO OASDI-MEDIC	22,303	3,722	16.7%	
861024 CO CONT TO RET INCREMEI	85,102	14,412	16.9%	
861030 CO CONT TO EMPLOYEE INS	206,581	33,316	16.1%	
861031 CO CONT UNEMPLOYMENT	4,033	0	0.0%	
861035 CO CONT WORKERS COMPI	73,561	0	0.0%	
Total Salaries & Benefits	2,622,732	412,168	15.7%	
862060 COMMUNICATIONS	244,187	4,203	1.7%	Phone and data lines
862090 HOUSEHOLD EXPENSE	125,000	2,846	2.3%	Janitorial & garbage - all branches
862101 INSURANCE-GENERAL	35,164	0	0.0%	
862120 MAINTENANCE-EQUIPMEN	15,000	0	0.0%	Equipment maintenance (incl. Bookmobile)
862130 MAINT-STRC IMPR & GRN	30,000	0	0.0%	Building maintenance
862150 MEMBERSHIPS	1,000	0	0.0%	CLA, ALA, ARSL
862170 OFFICE EXPENSE	35,000	2,670	7.6%	Office supplies including paper and toner
862185 MEDICAL & DENTAL SVCS	2,500	0	0.0%	Pre-employment physicals, screenings
862187 EDUCATION & TRAINING	3,000	0	0.0%	Classes
862189 PROF & SPEC SVCS-OTHR	250,000	439	0.2%	Sonoma, Delivery, IS support, Security guard, NeoGov
862190 PUBL & LEGAL NOTICES	2,000	0	0.0%	Classified ads for job postings
862194 A-87 COSTS	514,440	0	0.0%	
862210 RNTS & LEASES BLD GRD	39,000	0	0.0%	Round Valley, Laytonville MOU
862230 INFO TECH EQUIP	30,000	0	0.0%	Computer replacements & software

862239	SPEC DEPT EXP	300,000	12,724	4.2%	Library collection materials and databases
862250	TRNSPRTATION & TRAVEL	20,000	148	0.7%	Bookmobile gas and maintenance, mileage
862253	TRAVEL & TRSP OUT OF CO	4,000	0	0.0%	Hotel, airfare, per diem conferences/trainings
862260	UTILITIES	77,000	4,944	6.4%	Water, sewer, electricity, gas, etc.
Total Services & Supplies		1,727,291	27,975	1.6%	
864370	EQUIPMENT	0	0	0.0%	
865802	OPERATING TRANSFER OUT	73,000	0	0.0%	
Revenue Total		-3,594,465	-204,970	5.7%	
Expense Total		4,423,023	440,143	10.0%	
Total Fund Contribution		828,558	235,173	28.4%	
Reserves at FY start		1,202,866	1,202,866		
Reserves after FY		374,309	967,693		

Sub-Committee on Measure A Renewal
ZOOM Meeting
August 24, 2020

Present: Dan Gjerde, Dolly Riley, Michael Schaeffer, John McCowen, Lynn Zimmermann

DRAFT DISCUSSION NOTES

1. **Measure A Renewal**

A. Citizen Initiative Process : Check with county counsel re status of appellate court decision regarding percentage of votes required to pass a citizen initiative creating a new revenue stream

Dan

B. Time Line for 2022 Initiative

- October 2020 Revise Measure A Michael
- January 2021 Planning to include: Bringing public awareness to purpose;
develop talking points; petition -gathering signatures

C. Discussion of Equitable Formula for Distribution of Designated Reserves for Capital Improvement

- Equitable formula for distribution of 40% designated reserves for capital improvement Suggested elements: circulation per capita; map to identify geographic area served by each branch; under-served locations

2. **New Hire for Director of the Cultural Services Agency**

- County counsel to clarify selection of County Librarian

John, Dan

LAB Questions for Auditor

1. Context : A key goal in The Library Strategic Plan is to build a reserve for long term improvements for all libraries in the county. We would like to understand the principles that guide the A-87 charges to the library as we watch them rise significantly from one year to the next.
2. Categories: Building and Equipment:
 - a. What is the the justification for the county charging the library budget for these categories?
 - b. Is our understanding correct that these same funds are not available for library improvements?
3. All Categories: Can you give us the specific charges in each of the thirteen categories? For example in the 20/21 budget, the Executive Office charges the Library budget \$5532. What services are provided to the Library by the Executive Office for this projected amount?
 - a. Are we sure that none of these charges have not been duplicated in other areas of the budget, especially in Information Services?
4. Roll Forward Line of Budget: It appears that these amounts represent allocations that exceeded actual expenditures and are added to the planned allocation for the next year. If this assumption is correct, where are those roll forward funds applied in the library budget?

DRAFT #2

MENDOCINO COUNTY *Library*

2019-2020 Annual Report



COAST COMMUNITY LIBRARY

- ◆ Library Director's Message
- ◆ Branch Highlights
 - ◆ Bookmobile
 - ◆ Coast Community Library
 - ◆ Fort Bragg Library
 - ◆ Round Valley Library
 - ◆ Ukiah Library
 - ◆ Willits Library
- ◆ Finances and Statistics
- ◆ CENIC Broadband
- ◆ Technology & Zip Books
- ◆ Digital Resources and Pandemic Response
- ◆ Message from the Chair

MENDOCINO COUNTY
CULTURAL SERVICES AGENCY - LIBRARY



FORT BRAGG LIBRARY



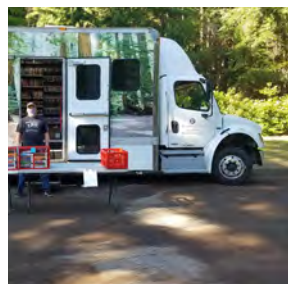
ROUND VALLY LIBRARY



UKIAH LIBRARY



WILLITS LIBRARY



BOOKMOBILE

Message from the County Librarian



Welcome to our second Annual Report for Mendocino County Library (MCL) and my last year as Cultural Services Agency Director and County Librarian. Last year, our first ever Annual Report paid tribute to passage of the Measure A tax and allowed MCL to increase staff, services, hours, and library programs. The Measure A tax provided funding to let MCL develop into an amazing library system providing dynamic programming, quality customer service and relevant materials and resources.

As the County Librarian, I began 2020 with a plan for more programming and outreach throughout the County, but what a difference a year makes. This year has proven to be a different type of challenge; the year started out strong, with our county library being awarded grants to allow us to develop literacy kits, kits for aging adults, a census grant, a design grant and a mental health initiative grant.

Mendocino County Library and its entire staff were poised for another year filled with creative programming, an increase in county-wide

outreach, and a strengthening of resources for all our patrons. Instead, on March 17th, 2020, MCL was required to shut our doors to the public due to the COVID-19 pandemic.

We began a new journey into uncharted territory; we had to learn to negotiate providing services to the community without allowing the public to walk through our doors. Despite COVID-19 response restrictions, Mendocino County Library never stopped providing services, and staff have worked diligently behind the scenes not only in the library, but contribute staff hours to the emergency call center and other assignments to assist with the COVID-19 response.

MCL got to work and increased our online and social media presence as staff worked diligently to serve our patrons. As the year progressed, staff increased interactions through YouTube, Zoom, social media, email, phone assistance, and instituted

curbside service for checking out of library materials.

Our second annual report highlights the Mendocino County Library's five amazing branches, the Bookmobile and the wonderful services provided to the public. The report will explain the increase in online resources as a response to COVID, and the start of a new partnership with CENIC as a solution to providing better internet service to our libraries and patrons. This report will also address a major hurdle, the library budget; an especially important facet as we are facing an increase in expenses and the need to address how to handle continued growth with limited funding.

Lastly, I would like to say thank you to Mendocino County, Friends of the Library, Library Advisory Board, patrons and library staff, for the years of support. It has been a wonderful experience serving as the County Librarian and I treasure my time spent in Mendocino County. The Mendocino County Library System is a true gem in the county and I hope it can continue to develop and serve at the heart of Mendocino County.

-Karen Horner, County Librarian



DRAFT #2

The Bookmobile



The Bookmobile is a vital presence in Mendocino County, and the current bookmobile is one of the first hybrid bookmobiles in the whole country. The Bookmobile travels all over our beautiful County delivering books, music CDs, audiobooks, DVDs and magazines to its loyal patrons.

The Bookmobile's six scheduled routes provide library services to patrons in remote communities at stops in the redwoods of northern Mendocino County, west to the inland valleys, through the vineyards of Anderson Valley and over to the ocean from Westport in the north to as far south as Sonoma County. The average distance the Bookmobile is driven monthly is between two and three thousand miles. The longest route is to the South Coast and is just over 200 miles and lasts 11 hours.

We have made improvements and additions to the Bookmobile this last year. The Spanish and large type sections have been renewed and the children's, teen's and toddler sections have been upgraded. In addition to expanding the Bookmobile collections, there are also DIY Toolkits made available for checkout which have free items and tools to make patrons' homes more energy efficient. Also, we have upgraded the mobile seed library kit to provide a wider variety of seeds for patrons.

Highlights from our year include visits from children dressed up for Halloween and handing out toothbrushes for National Children's Dental Health Month.

The Covid-19 pandemic caused the Bookmobile to be out-of-service from March 18th through June 1st. We were

determined to figure out a way to resume services once restrictions were lifted. New safety protocols and schedule modifications were investigated, and several workable solutions that would allow service to our patrons were implemented. These modifications include: patrons are not allowed in the confined space on board, all service transactions take place outside on a table, a strict six foot social distancing rule is enforced, and facial coverings are required in the immediate vicinity of the bookmobile.

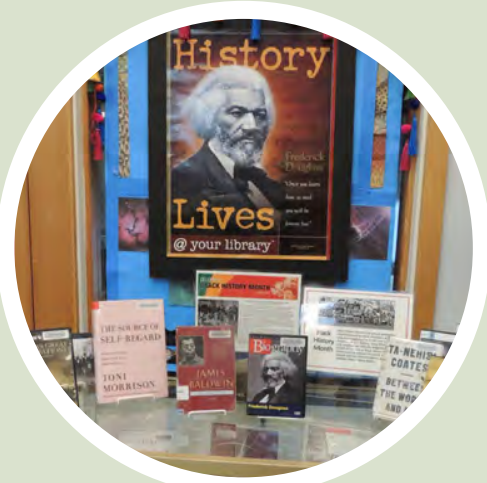
We are proud to say that the Bookmobile has stayed up to speed with our ever changing world, accommodating customers and continuing to provide the best possible materials and services.

- Dave Frick, Library Associate



DRAFT #2

Coast Community Library Highlights from the Branch



Coast Community Library is a community-oriented small branch located in Point Arena, CA. In pre-pandemic times patrons visited the branch not only to check out materials, but to take classes, like quilting, tai chi, and Great Courses, and to attend programs on a variety of subjects, such as, “Living with Mountain Lions,” “A Trip to the Galapagos,” and “Collapse of the Kelp Forest.” People liked to hang out and read newspapers and magazines or use the public computers. Also, visiting with each other is (was) very popular!

Our excellent volunteers provide help in so many ways, pulling hold lists, shelving, covering and mending books, organizing the Great Courses classes, and handling book donations. Storytime and crafts for preschoolers with volunteers Marilyn Alderson and Donna Stornetta was so popular. Our online program, “Pika’s Storytime” is now in production. The people and the library add up to a wonderful sense of community feeling.

This year’s celebration of National Black History Month at Coast Community Library took place just before we closed because of the pandemic. The striking poster of the American social reformer, writer, and statesman, Frederick Douglass, highlighted our display. This year’s theme for Black History month, “African Americans and the Vote,” recognized the struggle for voting rights among black men and women throughout American history.

An especially fun and different event at our branch was the Fire Cider Community Medicine Making Circle given by Jacqueline Strock, of Roots Herbal Apothecary in Point Arena. Chopping herbs together is a lovely way to spend a time with people

and everyone created delicious and healthy herbal works of art.

Last year’s Summer Reading Program, so different than this year, was about the Universe! At left is a terrific example of a blackout poem in which you choose words from a magazine page and blackout the others to make a poem. Twelve year old Miles Cross did his own variant of a blackout poem in our SRP poetry class with poet Blake More.

Seed asteroid mud pies at our Stardust Gardens program were a big hit. They were created from mud from the Garcia River and local



wildflower seeds were added to the mix. When the seed balls dry they can be tossed in a garden and when the rains come the seeds sprout. It looks really messy but we all cleaned up well!

We’re looking forward to reopening so that we can once again function as a library community center, as a place where individuals can gather to share and to explore, learn, and create!

-Julia Larke, Branch Librarian

DRAFT #2

Fort Bragg Library

Wild About! Monthly Programs

Wild About . . .



Fort Bragg Branch Library is located in an amazing coastal setting surrounded by forests filled with animals and rivers that flow into the ocean. Library patrons of all ages seek to protect the biodiversity of our area and the library plays a vital role promoting ecology.

In 2019 we took our teaching role to a whole new level with a monthly series called, Wild About! Each month featured a different animal--most of them found in our area, some far afield. The programming included Saturday story times and craft programs, followed by afternoon films or talks for adults and school-aged youth. Occasionally we tied-in adult crafts and Weird Science for kids.

In the course of a year we've partnered with the Salmon Restoration Association, Mendocino Coast Audubon, Woodland Wildlife, field biologists and the State Parks. Animals ranged from endangered species to familiar faces: owls, salmon, whales, mice, coastal raptors, mountain lions, bats, butterflies, spiders, sea turtles, pigs, wolves, wombats, elephants and--believe it or not--dragons! (We squeezed in dragons for fantasy fans and showed *The Voyage of the Dawn Treader* which features a dragon-shaped boat and a boy who turns into a dragon!)

During Fort Bragg's Whale Week we had an excellent talk about Pacific whales and migration, adult crafters made whale tails from corks and adult poets read poems about whale protection at Town Hall. The month on wolves kicked off with a marionette version of *Peter and the Wolf* and ended with an impromptu talk by a ranger who'd worked with wolves in Yellowstone. On Big Cat day, kids made mountain lion paw print art in the morning and adults heard (and shared!) stories about living safely with mountain lions. The Butterfly month featured noted children's author, Elisa Kleven, doing a craft celebrating her book: *Glasswing Butterflies*. Adults attended an informational talk about butterfly pollinators led by local gardening expert, Katy Pye. An adult book group read Julia Alvarez's novel, *In the Time of the Butterflies*,

coinciding with the U.N.'s International Day Against Violence directed toward women. Each program promoted people's responsibility to protect the featured animal, but did the teaching in fun and creative ways.

All of the Fort Bragg Library staff were involved, serving the library's central mission: to educate and entertain. The Wild About! programs focused our energies and programming, but we also had time to host a life-sized Monopoly game, a fall carnival for 70 kids and our



annual Kiddie Parade during Paul Bunyan Days.

Our amazing Friends of the Fort Bragg Library co-sponsored all these well-attended programs and provided food and prizes. The Friends gave generously to back our goals, while raising money for the new expansion in the lot north of our library. Over \$75,000 has been raised by those who joined The Thousand Dollar Club. That sum has paid for the disassembly of buildings and reclamation of redwood from the purchased property adjacent to the library.

All forces combined to make a spectacular 2019-2020 for Fort Bragg Library, putting us in good shape with ample public support as we rolled into March 2020. Then, we encountered a species no one was Wild About: the coronavirus. To be continued, we hope!

-Dan Hess, Branch Librarian

Ukiah Library

Highlights from the year

DRAFT #2

The Ukiah Library serves as a community-gathering place and a connectivity hub for all patrons. Connecting patrons with information, educational resources, myriad learning opportunities, & with one another, patrons discover new ways to inhabit their worlds. Prior to the necessary closures due to COVID-19, the Ukiah branch served 500+ people on an average day. Patrons of all ages visit our libraries to access Wi-Fi & public computers, borrow library materials including Chromebooks, and attend regular events such as Children's Story-Time, Teen Maker Squad, & First Fridays. Following are some highlights pre- & post-COVID:

Seed Library

In late 2019, Yokayo Seed Project staff traveled to both the Seed & Sci-on Exchange & the North Coast Farmers Convergence, where they gave presentations about seed-saving, connected & shared resources with farmers, & learned about innovative ways to educate our local communities about storing, cleaning and saving seed.

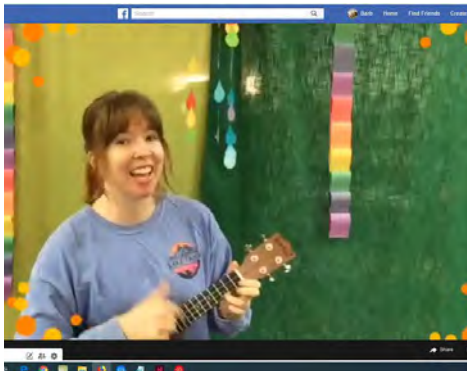
We kicked off the New Year with a very popular Teen Lock-In! Local teens hung out in the library until midnight under the care of our Teen Services staff where they learned some new dance moves, played games, ate pizza, and made new friends.

First Friday

In February 2020, the Ukiah Library hosted 450 people at our largest First Friday Art Walk gathering to date. This was a beautiful collaboration with the Dharma Realm Buddhist University, the Developing Virtue Girls School at the City of Ten Thousand Buddhas, and our dear, dedicated Friends of the Library. The DRBU showcased a photography and calligraphy exhibit celebrating forty years of education and community, and also led lantern making and brush calligraphy crafts; there was live music and dancing by

Developing Virtue Girls School, delicious vegetarian refreshments, and the Friends of the Library book sale.

Community Resiliency



In May, we facilitated a virtual Lend an Ear workshop led by local therapist, Jo-Ann Rosen. Jo-Ann taught community resiliency skills to 20 participants via Zoom, where she focused on how to support yourself and others in difficult times. This workshop was funded by a grant received from the CA State Library's Mental Health Initiative.

Summer Reading

Last year, we kicked off Summer Reading with over 150 participants & the Flynn Creek Circus at Alex Thomas Plaza. This year, we hosted a fully online program with the help of Beanstack: a virtual reading challenge platform made available to libraries for free during the COVID-19 pandemic. Using Beanstack, we had a healthy level of engagement with kids, teens, and adults logging over 86,832 minutes of reading! Children's Services staff have also been busy reaching kids and families with a popular Toddler Story-Time and Full STEAM Ahead programs via Facebook Live. Teen Services staff have catalyzed this opportunity to reach teens where they are – Instagram & TikTok – and have developed fun, virtual programs including Foodie Finds and Where the Wild Book Talks Are.

While our libraries are temporarily closed to the public, our staff have continued to work in various capacities. Some staff have worked behind the scenes at the branches answering reference and readers' advisory requests from patrons; fulfilling contact-free curbside orders services; and preparing for when we can reopen and what that will look like. Other library staff have been working as disaster workers - answering calls at the call center, checking temperatures, performing contact tracing - you name it! We're all so grateful that we can continue to provide services to our patrons, and help our community and county thrive during these difficult times.

-Melissa Carr, Branch Librarian



The Willits Library

Resilience at the Willits Branch

Before the Covid-19 pandemic hit, the Willits Branch was a source of fun and community. Our Halloween, holiday, and summer reading events were always a big hit. People loved to come to the branch, and enjoy what performance we were offering. Our branch is smaller but our heart is big. We had regular patrons who came in daily for the newspaper, for internet access, for charging their devices, and to socialize.

While we cannot recreate all of those experiences with our doors closed to the public, we have tried to create an online presence that is meaningful to both staff and our patrons at large.

Our crafting programs are where you can see the resilience of the Willits staff more than anywhere else. Staff are always looking for new ways to reach and engage our patrons. We

have found crafting to be an area where we can find not only comfort and normalcy for ourselves, but offer it to our patrons as well.

We now have multiple Facebook Live programs each week, reaching out to people for fun crafts, STEAM experiments, and practical crafting (crafts that are more than decorative). We are working every day to produce content that is enjoyable and engaging to all age levels for our patrons. Everyone here is dedicated to providing some semblance of the thriving community that has always defined the Willits Branch. We are also working to continue adding to the number of programs

that we conduct. We are looking into adding a Facebook Live or recorded version of our Calming Stretches Program, and we are revamping our Saturday Write Live program to reach a digitally engaged audience.

No one here is letting the doldrums of the lockdown keep our energy or our spirits down. We are all plagued by uncertainty but have found that keeping connected with each other and our patrons in these small ways has made enduring the isolation of the pandemic much easier to endure. We hope that our programs are doing the same for our patrons.

-Nicole Bird, Branch Librarian

Check out our online events!

Willits Library and all of the other branches post online events on the library calendar here: www.mendolibrary.org/locations/library-calendar

- ◆ How to Crafts and STEAM
- ◆ Reading Radio Programs
- ◆ Book Clubs
- ◆ Virtual Story Times
- ◆ Poetry and more!



DRAFT #2

Round Valley Public Library

Community Center for Information

In the Fall of 2019 the Round Valley Public Library provided a program of offering free legal consultations in collaboration with the Superior Court of California, County of Mendocino. A representative for the Family Law Facilitator's Office provided one-on-one legal help for families by appointment.

Additionally, the Round Valley Branch was selected for the Rural Libraries Tour 2020. The Rural Libraries Tour is a partnership between the California Center for the Book, the American Library Association, and Poets and Writers Magazine. Poet Susan Wooldridge visited the branch in February to facilitate a writing workshop and to share her poetry.

Round Valley Public Library has remained committed to helping families stay entertained, inspired and informed during all phases of the COVID-19 response. Since branches closed to the public in March, the Round Valley branch has produced a radio show for KYBU Community Radio called Reading Radio, as well



as producing a weekly virtual storytime. Both programs are intended to promote reading and help kids feel less isolated during the shelter-in-place order.

Despite considerable limitations due to COVID-19, the Round Valley branch has collaborated with a few partners to bring critical information and services to the community. On consecutive Farmers' Market Fridays in June, the branch hosted representatives from the Mendocino County Sheriff's Office, Firesafe Council Mendocino, and the HALTER Project to raise awareness about wildfire preparedness. All tabling happened outside while practicing social distancing guidelines. Topics during one-on-one conversations included evacuation preparedness, family communication plans, fire safe councils, "ranch readiness" and livestock evacuation. Giveaways included emergency address plates, rain gutter scoops, document holders and zip drives for go-bags. Funding and preparedness materials were provided by the North Coast Opportunities' Emergency Preparedness in Communities (EPIC) Grant and the Friends of the Round Valley Public Library.

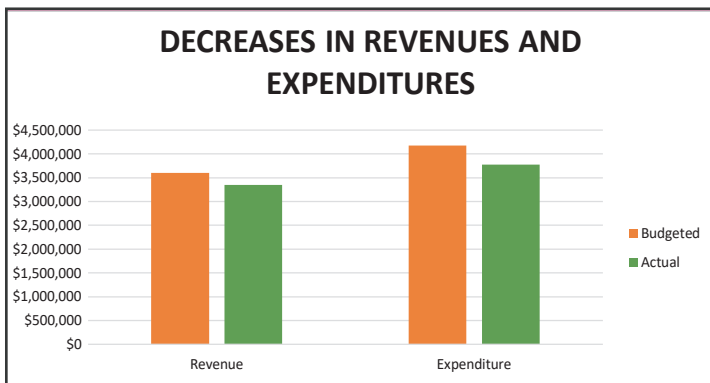
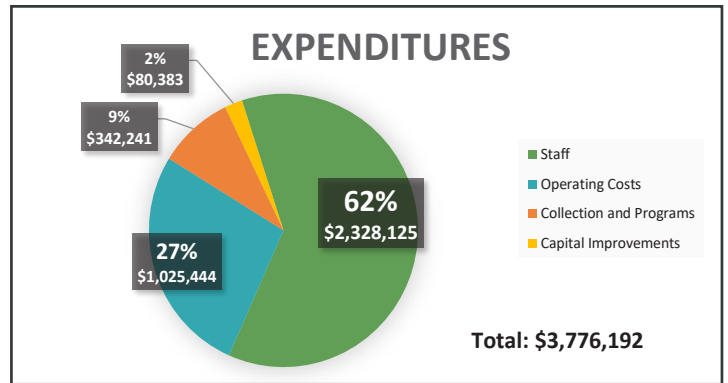
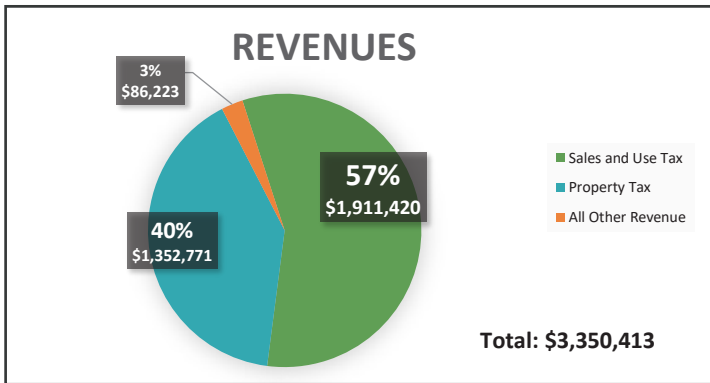
movies, and seeds 5 days a week from 10:00 am to 4:30 pm. This service, along with providing assistance via the telephone and WiFi for those outside the library, has been an important resource for the Round Valley community during the shelter-in-place order as well as during multiple wildfire events.

-Josh Bennett, Branch Librarian



Finally, the branch has been providing curbside check-outs of books,

Library Revenues and Expenditures



Project	Estimated Cost
Ukiah Library non-slip concrete entrance & exterior bookdrop	\$55,000
Ukiah Library community room & smoke alarm system	\$140,000
Ukiah Library roof replacement	\$900,000
Willits Library new carpet	\$60,000
Willits Library community room kitchen removal	\$1,500
Willits Library staff kitchen remodel	\$18,000
Willits Library roof replacement	\$300,000
Total	\$1,474,500

Fiscal year 2019-2020 saw a lot of changes for the Library budget. Expenses continue to rise faster than revenue is being taken in. County staff, including the Library staff, received long awaited raises due to cost of living adjustments and salary increases.

That along with increasing operating costs such as A-87 and facility projects and maintenance have caused the Library to use some reserves. As of July

1, 2020 the Library reserve balance is \$1,203,259.

Due to the COVID-19 pandemic and the decrease in funding from taxes as well as library fines and fees, the total revenue was \$254,410 less than budgeted

Although there was the unexpected facility project of replacing Willits Library's HVAC unit, the Library was able

to save on expenses and decreased expenditures by \$399,425 from the budgeted amount

The CSA is working hard to reduce spending, including evaluating every position vacancy, while providing the best service possible. However, from the list of deferred facility projects, it is clear that additional funding resources will be necessary.

Total Circulation



Digital Checkouts



Visitors



305,352

Programs for age 0-5: 331



Attendance: 5,074

Programs for age 6-11: 379



Attendance: 6,783

Programs for age 12-18: 206



Attendance: 1,289

Total Programs:

1,555

Total Program Attendance

19,652

Programs for adults: 629



Attendance: 6,506

New Items Added to Collection



13,074

Total Zip Book requests filled



885

New Library Cards Issued



2,139

INTERLIBRARY LOANS Items Borrowed from other Libraries



72,109

INTERLIBRARY LOANS Items Loaned to other Libraries



83,609

Library Webpage Views



140,270



Mendocino County Library to Connect to the CENIC Broadband Network

Library Tech

The Library is served by the County IS Dept.

We would like to send a big thank you to the IT staff who set up new equipment, keep our computers updated, troubleshoot problems, and who will be working with the CENIC staff on upgrading the broadband connections.

Some IT facts:

- ◆ 64 staff computers
- ◆ 37 public internet computers
- ◆ 12 catalog and newspaper computers
- ◆ 16 printers
- ◆ 12 wireless access points

Thank you to: Greg Foster, Cody Snider, Gary Henning, Zack Polston, Tony Rakes, Beth Keech and all others behind the scenes!



The California non-profit organization, the Corporation for Education Network Initiatives in California (CENIC), aims to ensure that all California residents have access to high speed networks at their public libraries and educational institutions, and so far has connected over 70% of public libraries in the State to the network as well as the CSU and UC education systems.

The CENIC network consortium also applies for E-rate (Universal Service Program for Schools and Libraries) discounts as well as California Teleconnect Fund (CTF) discounts on behalf of participating libraries.

The Mendocino County Library system, CENIC, and the California State Library through the Califa Group are partnering to provide direct connection of 1 Gbps at Ukiah Library, Fort Bragg Library, Willits Library, Coast Community Library, and the future Laytonville Library, and a connection of 100 Mbps at Round Valley Public Library. Due to the necessity of upgrading circuits at some locations, it may take up to two years to complete all connections.

In the long run, by joining this network consortium, the Library branches will have excellent broadband connections and save money at the same time.

Zip Books

The Zip Book Project is a program developed by the California State Library in partnership with North Net Library system, allowing participating libraries to have additional funding to provide books shipped from a vendor to Library patrons. Normally, these items would be provided by an interlibrary loan request or the purchase of a new book. Restrictions on the types of books allowed were lifted as well as how many requests could be made. Patrons could request copies of bestsellers to be mailed directly to them at their home.

Given that funding, the Mendocino County Library allowed patrons to have up to five Zip books per per-

son. Further restrictions were lifted making it possible to request items which were owned by our library system but unavailable due to County Library closures.

As a result we saw an increase in usage from an average of 50-60 Zip requests filled per month, to a whopping 200 Zip requests filled in the month of June! When we received the next year's funding in July, it was a nice surprise to have received more than we had been given in previous years.

This funding is a wonderful recognition of how much this program is utilized by the Library patrons of Mendocino County.



Did you know?

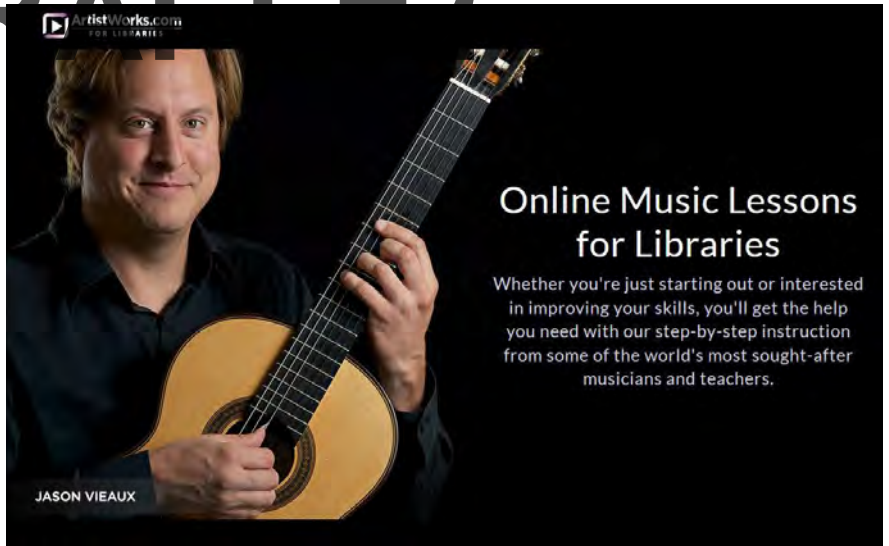
Your Mendocino County Library card provides online access 24/7!

There are many online resources available to Mendocino County Library card holders. Some of our online resources include:

- ◆ OverDrive eBooks and Audiobooks
- ◆ Enki and Enki biblioboard eBooks
- ◆ Hoopla digital
- ◆ Kanopy streaming
- ◆ Discover Books with Novelist plus
- ◆ A to Z Travel databases
- ◆ ArtistWorks for Libraries - video music instruction
- ◆ Auto Repair Source
- ◆ Britannica School
- ◆ Ebsco Resources
- ◆ New York Times online
- ◆ Newsbank - local newspapers online



Check out our library app at www.mendolibrary.org



ArtistWorks Online Music Lesson Videos

Online Resources Increased

When the COVID-19 pandemic came to Mendocino County, the library endeavored to increase existing digital checkout limits and find additional digital resources for MCL borrowers.

MCL successfully increased the digital check out limits on our existing OverDrive platform from 10 to 20 checkouts per month and increased Hoopla limits from 4 to 10 checkouts per month from March through June; supplementary funding for Hoopla was provided by the California State Library.

MCL was able to promote ad-

ditional free checkouts offered through our popular streaming platforms. These resources included Hoopla's Bonus Borrows and Kanopy's Free Play movie list both of which allowed MCL borrowers additional free checkouts from curated lists on a variety of intriguing subjects, which were updated every two weeks.

MCL was also able to add a number of free databases to increase borrower resource acquisitions during the shelter in place order which are listed below. These were provided through a grant, a gift, or through the State Library.

New Databases

1. Enki Biblioboard: ebooks
2. TumbleBooks: ebooks, audiobooks and TumbleBook Math: learning math resource (temporary resource)
3. A-Z Travel Databases: US and International travel, food, culture, language and business information
4. Westlaw Legal: a legal document access database (temporary resource)
5. Beanstack: for reading programs
6. ArtistWorks: online music tutorial database

Library Advisory Board

- ◆ District 1 - Dolly Riley
- ◆ District 2 - Lynn Zimmermann, Chair
- ◆ District 3 - Shawn Haven
- ◆ District 4 - Janice Marcell
- ◆ District 5 - Michael Shaeffer
- ◆ City of Fort Bragg - Carolyn Schneider
- ◆ City of Point Arena - Larry Riddle
- ◆ City of Willits - Olga O'Neill, Secretary
- ◆ City of Ukiah - Maureen Mulheren

Board of Supervisors

- ◆ District 1 - Supervisor Carre Brown
- ◆ District 2 - Supervisor John McCowen
- ◆ District 3 - Supervisor John Haschak, Chair
- ◆ District 4 - Supervisor Dan Gjerde
- ◆ District 5 - Supervisor Ted Williams

Friends of the Library Presidents

- ◆ Bookmobile - Michael Shaeffer
- ◆ Coast Community Library - Nancy Morin
- ◆ Fort Bragg Library - Susan Peakall
- ◆ Round Valley Library - Ed TePas
- ◆ Ukiah Library - Michele Savoy
- ◆ Willits Library - Kimbal Dodge



Ukiah Library - Traditional Chinese music and dance performed by the students of the Developing Virtue Girls School

Message from the Chair of the Board of Supervisors

As the Chair of the Board of Supervisors, I would like to thank our Mendocino County Library community for all the incredible efforts made to engage, inform, educate, and provide recreation to our residents. As a veteran educator of 30 years, I know the importance and wonder that libraries are to our families. In these times of Covid-19, the roles that our libraries play in our lives is even more pronounced.

The work of the Library Advisory Board and the many Friends of the Library groups is very impressive. The Friends of the Laytonville Library are ready to open a branch after having worked tirelessly for many years. Fort Bragg's Friends of the Library have raised money to do a much needed expansion to the library. Friends of the Coast Community Library in Pt. Arena funded a new roof for the Pt. Arena Library this year. The \$300,000 seismic retrofit that was completed last year was also raised by the

FOL. The Friends of the Ukiah Valley Library raised half the money for a needs assessment for the Ukiah Library. The remaining funds were contributed by: County of Mendocino, City of Ukiah, District Attorney's Office and the Mendocino County Sheriff's Office. The needs assessment will begin in 2021. These efforts enhance the role of the library as an integral community hub. Our communities are stronger because of these vital roles provided by caring people.

Measure A funding has allowed the libraries to expand hours and services. The list of services include seed banks, broadband connectivity, crafting programs, legal consultations, family entertainment, and tai chi classes. The continuation of Measure A funding is necessary to maintain this level of services and do needed infrastructure work. The Library Advisory Board presented a long-term plan for Mendocino County libraries that was modified and then ap-



proved by the Board of Supervisors last year. The first of its three goals is to work to extend Measure A funding in perpetuity. Under the direction of the BOS, a subcommittee dedicated to this purpose was formed. It is composed of two supervisors and three LAB members. I look forward to greater collaboration between the Board of Supervisors and the passage of an extension of Measure A. Together we can continue supporting the great work of our libraries!

-Supervisor John Haschak, Chair

**Mendocino County
Cultural Services Agency**
880 N. Bush St.
Ukiah, CA 95482
707-234-2873

Ukiah Library
105 N. State St.
Ukiah, CA 95482
707-463-4490

Willits Library
390 E. Commercial St.
Willits, CA 95490
707-459-5908

Round Valley Public Library
23925 Howard St.
Covelo, CA 95428
707-983-6736



Fort Bragg Library
499 E. Laurel St.
Fort Bragg, CA 95437
707-964-2020

Coast Community Library
225 Main St.
Point Arena, CA 95468
707-882-3114

Bookmobile
707-234-2874

www.mendolibrary.org

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and Karen Horner, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its guidance and oversight of the Library and Museum; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this AGREEMENT and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit "A", and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A Definition of Services
- Exhibit B Payment Terms
- Exhibit C Insurance Requirements
- Exhibit D Mendocino County ePayables Information

The term of this Agreement shall be from August 24, 2020 (the "Effective Date"), and shall continue through December 31, 2020.

The compensation payable to CONTRACTOR hereunder shall not exceed sixteen thousand dollars (\$16,000) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

Carmel J. Ayler 08/21/2020
DEPARTMENT HEAD DATE

Budgeted: Yes No

Budget Unit: 90% 6110; 10% 7110

Line Item: 862189

Grant: Yes No

Grant No.: _____

INSURANCE REVIEW:

By: Carmel J. Ayler
Risk Management

Date: 08/21/2020

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Janette Rau
Deputy CEO

Date: 08/21/2020

CONTRACTOR/COMPANY NAME

By: Karen Horner

Date: 8/19/20

NAME AND ADDRESS OF CONTRACTOR:

Karen Horner

32850 Odom Lane

Fort Bragg, CA 95437

karen.horner@sbcglobal.net

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: Brina Blanton
Deputy

Date: 08/21/2020

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed _____

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: _____

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold County harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and County laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the County agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), Contractor shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR'S performance or its obligations under this AGREEMENT, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR'S performance" includes CONTRACTOR'S action or inaction and the action or inaction of CONTRACTOR'S officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.

- b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
 - c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit "B" hereto as funding permits.

If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other agreement.

In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other agreement.

All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.

7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.

8. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit "A" of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. **CONFLICT OF INTEREST:** The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. **NOTICES:** All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. **Certified Mail:** When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
880 N. Bush Street
Ukiah, CA 95482
Attn: Accounts Payable

To CONTRACTOR: Karen Horner
32850 Odom Lane
Fort Bragg, CA 95437
karen.horner@sbcglobal.net

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use County property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.

- b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.
 - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. DRUG-FREE WORKPLACE: CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a County facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the County department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. ENERGY CONSERVATION: CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. COMPLIANCE WITH LICENSING REQUIREMENTS: CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.

CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

16. AUDITS; ACCESS TO RECORDS: The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and

other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with County requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. **DOCUMENTS AND MATERIALS:** CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. **TERMINATION:** The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in writing and may be issued by any county officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should

abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its guidance and oversight of the Library and Museum shall not exceed \$16,000 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. **NON APPROPRIATION:** If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR'S receipt of the termination notice.
21. **CHOICE OF LAW:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. **VENUE:** All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. **ADVERTISING OR PUBLICITY:** CONTRACTOR shall not use the name of County, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. **ENTIRE AGREEMENT:** This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter

thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.

26. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.

31. **SEVERABILITY:** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. **INTELLECTUAL PROPERTY WARRANTY:** CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this AGREEMENT, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this AGREEMENT.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. **ELECTRONIC COPIES:**

The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.

34. **COOPERATION WITH COUNTY**

Contractor shall cooperate with County and County staff in the performance of all work hereunder.

35. **PERFORMANCE STANDARD**

Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. ATTORNEYS' FEES

In any action to enforce or interpret the terms of this agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

Library

- Provide guidance and oversight in regards to Library reopening phases, providing oversight of current grants and future upcoming grants, implementation of annual library report to the Board of Supervisors and public.
- Provide direction to Branch Librarians and administrative staff to maintain the operating functions of the library.
- Provide guidance and oversight to the Acting Assistant Librarian and Administrative Services Manager regarding personnel matters including evaluations and payroll.
- Provide direction to staff on any issues and concerns related to the daily operational questions from staff.
- Available to provide updates to Board of Supervisors regarding Library activities.

Museum

- Provide guidance and direction on Museum projects, re-opening plans and staffing.
- Available to provide updates to Board of Supervisors regarding Museum activities.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

A. COUNTY will pay CONTRACTOR:

1. Eighty dollars (\$80.00) per hour for up to ten (10) hours per week for services as described in Exhibit A.

B. CONTRACTOR will submit invoices no more than once every thirty (30) days, detailing the specific services provided and clearly explaining any direct charges. Invoices will be reviewed by the department within seven (7) days.

C. Upon approval by the department, invoices will be submitted to the Auditor's Office for payment.

[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage is waived.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D

MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making credit card payments to all of our vendors and suppliers who qualify. To qualify, vendors need to currently accept credit card payments. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic credit card payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic credit card payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please email Auditorap@mendocinocounty.org.

Additional information regarding the Bank of America Program is also available at:

http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general_-vanity_-sq01vn000r_epayablesvendors_-na