



## *Mendocino County Library Advisory Board*

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### **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, November 18, 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](mailto:libtechservices@mendocinocounty.org), or **register** for the zoom meeting at <https://mendocinocounty.zoom.us/meeting/register/tZUkce2grjstEtWy2o7iUrQbU8zmmLOrJJxm> 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 September 23, 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. Branch reports
  - B. Progress on Plan for Library Re-openings
  - C. YTD budget
7. Subcommittee
  - A. Measure A—Michael, Dolly, Lynn
8. Unfinished Business
  - A. Recognition of Pearl Watts of Coast Community Library
  - B. Board of Supervisors correspondence - Attachments
  - C. Meeting with Auditor on A-87 charges to Library – Michael
  - D. Laytonville Satellite update, MOU – Shawn

- E. Ukiah Library long-term Improvement – Lynn
  - F. Fort Bragg expansion and fundraising efforts- Janice
  - G. Joint Workshop with Board of Supervisors update - Lynn
9. New Business
- A. Grant Awards
    - [CA State Library Broadband grant](#) in coordination with CENIC - Barb
    - Financial Industry Regulatory Authority (FINRA) [Investor Education Foundation Award](#) - Nicole
  - B. DRAFT - Library Annual Report for FY 2019-2020 for public
10. Next Meeting January 20, 2020, at 1:00
11. Announcements and Comments

Attachments:

Meeting Minutes of September 23, 2020

Director's report

YTD budget report

Newspaper articles

Correspondence Board of Supervisors: Zimmerman; Haschak

Grant award notifications

**Mendocino County Library Advisory Board**  
**Minutes of September 23, 2020**  
**Via Zoom**  
**DRAFT**

**Meeting called to order:** 1:08 by Chairperson Lynn Zimmermann

**Introductions:** None needed

**Members Present:** Shawn Haven, Janice Marcell, Maureen “Mo” Mulheren, Olga O’Neill, Dolly Riley, Michael Schaeffer, Carolyn Schneider, Lynn Zimmermann

**Not Present:** Larry Riddle

**Others Present:** Nicole Bird, Willits Librarian and Acting Assistant County Librarian; Melissa Carr, Ukiah Librarian; Barbra Chapman, Administrative Services Manager, CSA

**Approval of the Agenda:** S. Haven moved, D. Riley 2<sup>nd</sup>, carried

**Approval of Minutes from January, 15, 2020 meeting:** M. Schaeffer moved, J. Marcell 2<sup>nd</sup>, carried

**Public Expression:** None

**Library Director’s Report:**

A. **County Library Director position-**The LAB was aware of Ms. Horner’s new position and move out of the area, but had expected her at the meeting, however she was unable to attend and Nicole Bird, Acting Asst. County Librarian was present. Ms. Bird informed us that Ms. Horner would continue working with the library as a consultant through the end of the year. Ms. Bird described her position as working outside of her class, that it was largely supervisory and temporary.

The County BOS would be deciding when they would recruit for the position.

Discussion ensued, details of the contract with Ms. Horner were discussed and B. Chapman will send it to LAB members in its entirety. Missing from the contracted services provided was attending LAB meetings as the county liaison.

*Motion by M. Schaeffer*

*Move that the LAB write a letter to the Board of Supervisors asking that they appoint a staff liaison to the LAB and recommend that Nicole Bird be appointed*

*J. Marcell 2<sup>nd</sup>, passed*

A detailed Director’s Report for June – August was included in the Agenda Packet. B. Chapman also shared information about new resources the library has made available. During various parts of the meeting, she answered questions about budget, staffing and procedures.

**A. Branch reports -**

- Melissa Carr presented highlights of the Ukiah Branch Report including Social Justice Book Club, staffing, curbside pickup, summer reading and STEAM activities.

- Nicole Bird presented highlights of the Willits Branch Report including FaceTime Live and the seed library. She discussed the design grant Willits received and augmented by the Friends of the Willits Library (\$10,000 and \$2,000 respectively). She or Barbra will send LAB members a copy of the plan. A Women's Suffrage grant was also received and sets of books are available in Willits and other branches.
- Both librarians stressed the fact that library staff are busy and working very hard. There is a great deal of behind the scenes work that occurs. They also reported that during the shutdown of the library, some staff members have been redirected to work in other capacities addressing the county emergencies.
- Shawn Haven reported on current activities by Laytonville Friends and their work with Healthy Start. The Laytonville Friends sent out a direct mailer with information and invited new members and renewals which raised \$3700. Ms. Haven also reported that Covelo wants everyone to know how hard they are working.

**C. Year to Date Budget** - Reviewed and discussed the budget, projections, diminishing reserve and concerns about future revenue from Measure A.

**Subcommittee on Measure A** - M. Schaeffer, D. Riley and L. Zimmermann reported that the planned timeline of a 2022 ballot measure will remain the same. They reported on a proposed tax increase of

$\frac{1}{4}$  of one cent, 40% of which will be specifically to address capital improvements and as a resource to borrow against if needed.

### **Unfinished Business**

**A. Budget: Update on Auditor A-87 Meeting** – L. Zimmermann and M. Schaeffer have a scheduled meeting on October 1, 2020 with the assistant auditor for a general overview of A-87, not specific to the library; it is not a presentation. She was also informed that the county considers the property tax the library receives as part of general fund. M. Schaeffer reminded us that was not the case based on previous court findings. L. Zimmermann will ask if B. Chapman, O. O'Neill, and D. Riley can join the meeting.

**B. Update on Joint Meeting with Board of Supervisors** – Nothing scheduled yet

**C. Ukiah Library Long-term improvement** -?

**D. Laytonville Satellite update, MOU** – Discussion of progress on MOU and need to finalize

*Motion by M. Schaeffer*

*Move that the LAB write a letter to the Board of Supervisors asking that they craft a MOU proceeding with the Laytonville Satellite project*

*D. Riley 2<sup>nd</sup>, passed*

**E. Fort Bragg expansion and fundraising efforts** - Fort Bragg has suspended their regular fund raising, but are pursuing grants and continuing with \$1,000 club. They are also working on a brochure and doing outreach to maximize awareness and input for their expansion project. The purchased property has been completely cleared.

### **New Business**

- A. **Re-opening phases for Covid-19 Responses – input from LAB** - There was discussion of reopening plans and how that may be different for a public meeting place such as the library vis-a-vis administrative offices. The library falls under the category of retail by the state for Covid-19 concerns. Topics included cleaning, bathrooms, monitoring capacity, monitoring masks and sanitizers, ventilation systems and personnel to perform those duties. One suggestion was for the branches to create a list of what will need to be in place in order to re-open safely and maintain appropriate levels of services. *Another suggestion was made that libraries be opened to the public at the same time that the BOS holds opens meetings in their chambers to the public.*
- B. **Draft of Library Annual Report for FY 2019-2020** – B. Chapman presented a draft of the Annual Report which includes messages from the director, the chair of the BOS, Branch Highlights, Finances and Statistics, and information on CENIC Broadband, Tech and Zip Books, Digital Resources and Pandemic Response. Once it is approved it will be primarily available on line. Discussion about presenting concurrent with board workshop arose, but at this time securing a specific agenda item on the calendar is months out. The report will be submitted soon as part of a consent calendar agenda item.
- C. **Budget: Clarification on FEMA re-imburement 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?** Discussed issue

*Motion by M. Schaeffer*

*Move that the LAB write a letter to the Board of Supervisors asking that they reimburse the library budget for full salary and benefit costs incurred for re-directing library staff to work in other departments during county emergency.*

*O. O'Neill 2<sup>nd</sup>, passed*

### **Announcements and comments**

D. Riley commented on interest some members had expressed about investigating special district designations and suggested that those interested might do that individually

C. Schneider commented that she was doing some research on JPAs

During the meeting, members were asked if they could extend the meeting time as it had been so long since the last formal meeting and there was much on the agenda. Most members were able to do so and a quorum was maintained.

**Next Meeting Scheduled for November 18, 2020 at 1:00 via Zoom**

Meeting adjourned at 3:30

## Director's Report Sept-Oct 2020

Here is the Mendocino County Library Director's Report for the November LAB meeting and my last official report for the LAB. It has been an amazing experience to work for Mendocino County and to be able to work with some amazing people in my capacity as CSA Director and County Librarian. I will look back fondly with wonderful memories and I know that the Mendocino County Library will continue to provide excellent service to the community. Hopefully soon you will have a replacement County Librarian who will continue to grow and develop the library system. Even despite the restrictions the library continues to be the heartbeat of our communities and I am honored to have been a part of the library. Thank you for the support

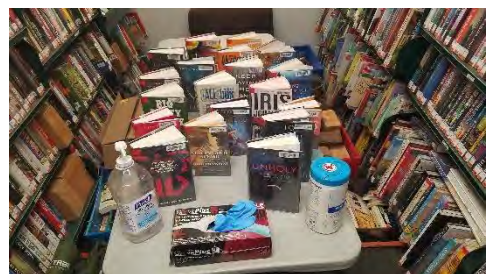
The past 2 months all the libraries have been working on reopening plans so when it is time to reopen with restrictions and guidelines each library is prepared to do so with safety precautions and guidelines in place. Our second Annual Library Report was finished and approved by the BOS and is currently on our website to view. This report provides a wonderful yearly report and highlight to the community about how the library serves them and I hope this report continues under the new leadership. Our online resources continue to expand during our closure along with each library continuing to expand their virtual programming.

I want to give a last thank you to 3 special staff who really are key in making everything happen. Yoshiko, Barb and Nayo, our library system is truly lucky to have these amazing employees, the amount of work, time and devotion is inspiring and any new Director will be lucky to have them on their side.

### Bookmobile:

The Bookmobile has steadily been making the rounds much to our patrons delight, keeping both Hunter and myself very busy over the end of summer months. Patrons have been very responsive to our COVID procedures --facemasks and hand sanitizing when approaching our table. The bookmobile is encouraging everyone to use the online catalog to order items; this gives them more choices than relying on our table.

Over the last few months we've had quite a few new patrons' sign up for library cards which is heartening. Every time we go out, patrons tell us how great it is that we have extended our services throughout COVID. At every stop we put out a table with our newest items -- books, movies, magazines and of course our traditional crate of freebie paperbacks. We also offer book to table



services for our patrons as we are not yet open for on-board service; Hunter and I can bring a selection of items out from our shelves to increase borrowing opportunities.





The Bookmobile is looking forward to finalizing a reopening plan. It will be exciting to be able to provide on board services to our community once again!

**Coast Community Branch:**

**Honoring Women’s suffrage** and celebrating Mendocino County Libraries’ award of a grant from ALA and Women’s Suffrage Centennial Commission in commemoration of the 100th anniversary of the ratification of the 19th amendment.

**Open for Curbside Pickup & Returns:**

Though we’ve been closed to the public for browsing the collections, we have been busy with curbside pickup and returns. Many of our patrons are continuing to shelter-in-place and stay close to home and they’ve been glad of the opportunity to take advantage of the bookmobile’s south coast stops.



|                            | Jul-20        | Aug-20        | Sep-20        | Oct-20        | Nov-20   | Dec-20   | 1st Half      |
|----------------------------|---------------|---------------|---------------|---------------|----------|----------|---------------|
| <b>Number of checkouts</b> |               |               |               |               |          |          |               |
| Ukiah                      | 2,807         | 8,382         | 6,597         | 4,957         |          |          | 22,743        |
| Ft Bragg                   | 3,330         | 6,643         | 6,029         | 5,022         |          |          | 21,024        |
| Willits                    | 1,592         | 3,846         | 3,228         | 2,421         |          |          | 11,087        |
| Coast                      | 740           | 1,495         | 1,262         | 962           |          |          | 4,459         |
| Round Valley               | 463           | 1,035         | 1,052         | 692           |          |          | 3,242         |
| Bookmobile                 | 1,091         | 1,700         | 2,085         | 1,944         |          |          | 6,820         |
| <b>Total Checkouts</b>     | <b>10,023</b> | <b>23,101</b> | <b>20,253</b> | <b>15,998</b> | <b>0</b> | <b>0</b> | <b>69,375</b> |

We’re a small branch with one full time and one half time staff but I’m always pleased to see that our collection is valued and is unique, as revealed by the number of requests lent outside the county.

| <b>Requests lent out of Co (to Sonoma &amp; Lake)</b> | Jul-20       | Aug-20       | Sep-20       | Oct-20       | Nov-20   | Dec-20   | 1st Half      |
|---|--------------|--------------|--------------|--------------|----------|----------|---------------|
| Ukiah   | 1,191        | 1,671        | 2,065        | 2,554        |          |          | 7,481         |
| Ft Bragg  | 851          | 1,733        | 1,571        | 2,096        |          |          | 6,251         |
| Willits   | 686          | 917          | 989          | 1,306        |          |          | 3,898         |
| Coast   | 677          | 1,042        | 1,070        | 1,463        |          |          | 4,252         |
| Round Valley  | 581          | 990          | 944          | 1,362        |          |          | 3,877         |
| Bookmobile  | 65           | 86           | 138          | 109          |          |          | 398           |
| <b>Requests lent total</b>                            | <b>4,051</b> | <b>6,439</b> | <b>6,777</b> | <b>8,890</b> | <b>0</b> | <b>0</b> | <b>26,157</b> |

Coast Branch is beginning to produce **video storytimes** (at a snail's pace, but still!!) The two books below were part of the Census book grant the library received this year. Julia Larke, branch librarian, reads the ladybug book and library assistant, Oliver Grin, reads the ten little rabbits book. We're proud of our first efforts and it's fun to see them posted on YouTube! We're working on having a radio story time at KGUA-Gualala.

<https://www.youtube.com/watch?v=NzXPIcSdXh4&t=73s>



<https://www.youtube.com/watch?v=ge6qMjw4iFy>

Here's our flyer for **Library card signup month!** I received permission from the artist (at the Iowa Public Library) to use the background design and then photoshopped it to add in the Mendocino County library card and elements of the Wonder Woman theme. Wonder Woman was the County Library's honorary chair for signup month.



### Banned Books Week: Top 10 Challenged Books of 2019



This year's **Halloween and Day of the Dead**, a quieter celebration...



Photos of Point Arena's Halloween in previous years are posted in the window and people are enjoying the display. ###



### **Fort Bragg Branch:**

Fort Bragg has focused on serving our long-term customers with the best curbside service possible. This requires coordination between all members of our team. 6,000 monthly checkouts and many curbside orders for seeds have provided welcome diversion and helped people plant gardens during the pandemic. Our circulation numbers are parallel to the largest branch in our system, showing that there is parity in usage between Fort Bragg and Ukiah. All patrons appreciate access to eBooks and the shared collections of our county partners.



**September** is usually Paul Bunyan weekend, so we celebrated “COVID-style” with online programming and crafts. We adapted to the sad fact of no parade and prizes, by going back to the roots of the celebration. Dan read the tall tale of Paul Bunyan and passed out Paul and Babe puppet craft bags. We had more serious artistic pursuits, as well. Fort Bragg High School Senior, Kenly Reyes, had planned to display her art this spring but the library building was closed. Thanks to mentor, Carolyn Schneider, Kenly was able to hold her show online at <https://fortbragglibrary.org/kenly-reyes-artist/>

We helped patrons with voter information provided by the League of Women Voters and the Secretary of State. Children's Librarian Kim and Library Assistant Valerie did an adorable instructional film for the U.S. Census, counting our library's stuffed animals to illustrate what the census is all about. Kim then recorded fun counting stories to bolster the concept of counting to our preschool friends!



In **October**, we read spooky and funny stories to celebrate Halloween. Our incomparable children’s librarian dressed as Rapunzel –the perfect costume for month seven of library lockdown! She lowered her yellow braid only to make sure people got their curbside pick-ups. No one was permitted to scale the tower walls! Adult book group and poetry open mic continued to meet through Zoom. Poetry Writing workshop remains a source of creativity and encouragement for the poets in our library community. Wherever there’s poetry, music is not far away! Dan filmed a living room Oktoberfest with local accordionist Jan Kessner on the branch Youtube channel. She took special requests submitted on our Facebook Page. The 18-song concert is a foot-stomping good time and gave needed income to a performer whose gigs dried up for eight months due to safety precautions at restaurants and farmer’s market.

### Round Valley Branch:

- **Library Closure/reopening.** Branch managers at each of the Mendocino County library branches have been working on a plan for re-opening.
- **Fighting COVID fatigue.** Library staff are continuing to follow all guidelines for staying safe during COVID. Visitors to the library are asked to do the same. We will require anyone entering the building to wear a mask and observe social distancing. For patrons who are unable or unwilling to wear a mask, we will still be offering curbside checkout.
- **Reading Radio,** The library’s radio show on the theme of books and reading airs on KYBU on Thursdays at 9:00 am and on Saturday at 7:30 pm. The program consists of interviews or audiobooks. Recently I interviewed Dane Downing about various projects including the Forrest Reciprocity Group (FRG) and his work as a board member at the Sewer district in Round Valley. To stream the interview online, visit [kyburadio.org/library/libradio.mp3](http://kyburadio.org/library/libradio.mp3)
- **Zoom Storytime** (for ages 2 to 5) happens on Fridays at 2:00 pm. We currently have a devoted following of 5 kids.
- **Free Legal Help.** The library helped facilitate Virtual Free Legal Help on Wednesday October 7<sup>th</sup>. Cristina Lopp of the Superior Court of California provided free legal help on behalf of the family law center via zoom video or call.

- **Wildfire preparedness materials** have been available at the library in a variety of formats this year. Info on home hardening, “ranch readiness”, family communication, and evacuation preparedness were available via tabling, social media posts, videos, posters, an online resource tree, and radio interviews. In September and October, our branch coordinated Chipper Days in collaboration with Mendocino County Firesafe Council, helping over 10 households improve defensible space.
- **Poetry at the High School.** Through a partnership between Round Valley High School English teacher Susan Brady and the Round Valley Public Library, poet Susan Wooldridge will be working with H.S. English classes this month. This event is supported in part by Poets & Writers. A follow-up program for all ages is in the works for the end of November.

## Ukiah Branch:

### *Children’s Library Highlights*

- This Fall, Sam has expanded virtual programs for children to include Kids’ Corner: book talks & recommendations for kids & their caregivers. It airs on the last Tuesday of the month at 4 pm on Facebook Live.
- Sam has also continued to lead children & their families on interesting discoveries each week with Full STEAM Ahead: Science, Technology, Engineering, Art, and Math Crafts for Kids! Various learning activities have included how to make your own geodes, salt painting, DIY Bouncy Balls, and Make Your Own Kaleidoscopes.
- Sam has also been leading a system-wide library effort to create a virtual version of 1000 Books Before Kindergarten using Beanstack, our online platform for the summer reading program.

The poster is titled "UKIAH LIBRARY VIRTUAL EVENTS" in large, bold, white letters on a blue background. Below the title are three colored banners: a green one for "Kids", a blue one for "Teens", and a red one for "Adults". The poster is divided into three columns corresponding to these age groups. The "Kids" column lists "Full STEAM Ahead Projects" (Wednesdays at 3PM), "Toddler Time" (Fridays at 10:30AM), and "Kids' Corner - New Books" (Last Tuesday of the month at 4PM). The "Teens" column lists "Mad Genius Science Projects" (Wednesdays at 2PM), "Foodie Finds - Cooking" (Thursdays at 4PM), and "Book Talks" (Third Tuesday of the month at 4PM). The "Adults" column lists "Social Justice Book Club" (First Thursday of the month at 3PM). At the bottom, there is contact information for Zoom sign-up (call (707) 234-2862 or email carrm@mendocinocounty.org), the event calendar website (mendolibrary.org), and the Mendocino County Library logo.

### *Teen Program Highlights*

- This Fall, Kat has expanded virtual programs for teens to include Foodie Finds: an educational cooking program teaching teens how to make various savory & sweet snacks using simple ingredients.
- Book Talks for Teens is another new fall program on Instagram Live where Kat offers recommendations for teens & their caregivers. It airs on the third Tuesday of the month at 4 pm.
- Kat coordinated a system-wide library effort to host Free Comic Book Day at all the branches to provide access to free comics for all ages.



## Seed Library Highlights

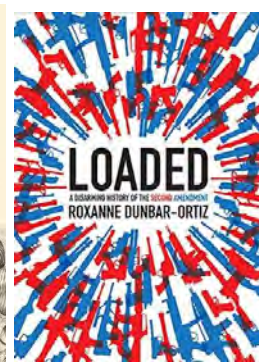
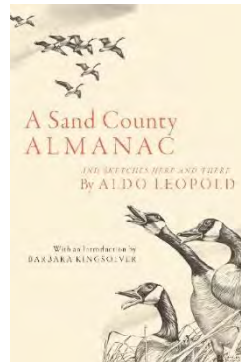
- Seed Pack Bundles for Fall Planting via Curbside Checkout!
- In addition to maintaining our Seed Library nearly single-handedly & creating seed fall bundles for planting through curbside checkout, Jen Lyon has been collaborating with NCO Gardens Project to create seed saving videos for patrons to learn the basics on saving seed.
- Very Hungry Hornworms: Jen fostered Tomato Hornworms in our Seed Library this Fall where staff delighted in finding their camouflaged selves among the leaves. One morning, a staff person found Mr. Hornworm all the way over by the Hold Shelves from where he was promptly returned to safety. If you'd like to share in the delight, feel free to watch the videos on FB Live here: <https://www.facebook.com/UkiahLibrary/videos/>

## Adult Program Highlights:

### Social Justice Book Club via Zoom

In June, we formed a 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. We discussed *Blindspot: Hidden Biases of Good People* in October, and *A Sand County Almanac* in November. December's book club pick is *Loaded*, by Roxane Dunbar-Ortiz.



new

## Willits Branch:

**Curbside Pick-up**— the curbside pick-up service continues to be successful and highly popular. The Willits schedule is often filled to capacity.

- Total number of curbside pickups completed
  - September: 340
  - October: 407

**Library Returns**-The Willits Library return hours were increased in response to patron needs. The hours for returns is from Monday at 10 AM until Friday at 5 PM.

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

- Nicole's Test Kitchen-Craft Edition offered 8 Facebook Live videos in September and October
- Nicole's Test Kitchen-STEAM Edition offered 8 Facebook Live videos in September and October

- Make it Own it Work offered 8 Facebook Live videos in September and October.



### Grants:

- **Census Grant** — The Willits Library offered a special Census-themed Nicole’s Test Kitchen-STEAM Edition to fulfill requirements for the Census grant.

### Census Lesson -People of Library Town



**Oak Fire**—Curbside pickup services were suspended for four days during the fire due to smoke and hazardous air conditions and evacuations. Two Willits library staff were evacuated from their homes.

### Halloween—

- **Virtual Programs**-The Willits Library offered three Halloween-themed Facebook Live videos. There were two Nicole’s Test Kitchen-Craft Edition videos and one Nicole’s Test Kitchen-STEAM Edition videos.
- **Trick-or-Treat Bags**-The Willits Library gave out 37 trick-or-treat bags filled with books, stickers, and toys.





**Fiscal 2016 Statistics**

|  | Jul-20        | Aug-20        | Sep-20        | Oct-20        | Nov-20   | Dec-20   | 1st Half       |
|--|---------------|---------------|---------------|---------------|----------|----------|----------------|
| <b>Number of checkouts</b>                                   |               |               |               |               |          |          |                |
| Ukiah  | 2,807         | 8,382         | 6,597         | 4,957         |          |          | 22,743         |
| Ft Bragg   | 3,330         | 6,643         | 6,029         | 5,022         |          |          | 21,024         |
| Willits  | 1,592         | 3,846         | 3,228         | 2,421         |          |          | 11,087         |
| Coast  | 740           | 1,495         | 1,262         | 962           |          |          | 4,459          |
| Round Valley   | 463           | 1,035         | 1,052         | 692           |          |          | 3,242          |
| Bookmobile   | 1,091         | 1,700         | 2,085         | 1,944         |          |          | 6,820          |
| <b>Total Checkouts</b>                                       | <b>10,023</b> | <b>23,101</b> | <b>20,253</b> | <b>15,998</b> | <b>0</b> | <b>0</b> | <b>69,375</b>  |
| <b>New Library Patrons</b>                                   |               |               |               |               |          |          |                |
| Ukiah  | 3             | 3             | 10            | 4             |          |          | 20             |
| Ft Bragg   | 10            | 7             | 20            | 9             |          |          | 46             |
| Willits  | 1             | 0             | 2             | 1             |          |          | 4              |
| Coast  | 1             | 8             | 2             | 0             |          |          | 11             |
| Round Valley   | 5             | 2             | 4             | 1             |          |          | 12             |
| Bookmobile   | 1             | 0             | 5             | 3             |          |          | 9              |
| <b>Total New Library Patrons</b>                             | <b>21</b>     | <b>20</b>     | <b>43</b>     | <b>18</b>     | <b>0</b> | <b>0</b> | <b>102</b>     |
| <b>ILL: Items loaned</b>                                     |               |               |               |               |          |          |                |
| Lake Co  | 980           | 1,068         | 1,142         | 1,085         |          |          | 4,275          |
| Sonoma   | 3,071         | 5,371         | 5,635         | 7,805         |          |          | 21,882         |
| ILL Requests Filled (Loan)                                   | 2             | 2             | 3             |               |          |          | 7              |
| ILL Requests Filled (Copy)                                   | 0             | 0             | 0             |               |          |          | 0              |
| <b>Grand total - all ILL loaned</b>                          | <b>4,053</b>  | <b>6,441</b>  | <b>6,780</b>  | <b>8,890</b>  | <b>0</b> | <b>0</b> | <b>26,164</b>  |
| <b>ILL: Items borrowed</b>                                   |               |               |               |               |          |          |                |
| Lake Co  | 573           | 1,083         | 1,319         | 1,187         |          |          | 4,162          |
| Sonoma   | 2,600         | 4,611         | 5,089         | 5,165         |          |          | 17,465         |
| Requests Filled (Loan)                                       | 6             | 4             | 3             |               |          |          | 13             |
| Requests Filled (Copy)                                       | 0             | 0             | 0             |               |          |          | 0              |
| ILL Zip Books "borrowed"                                     | 10            | 53            | 39            | 42            |          |          | 144            |
| <b>Grand total - all ILL borrowed</b>                        | <b>3,189</b>  | <b>5,751</b>  | <b>6,450</b>  | <b>6,394</b>  | <b>0</b> | <b>0</b> | <b>21,784</b>  |
| <b>Requests lent out of Co (to Sonoma &amp; Lake)</b>        |               |               |               |               |          |          |                |
| Ukiah  | 1,191         | 1,671         | 2,065         | 2,554         |          |          | 7,481          |
| Ft Bragg   | 851           | 1,733         | 1,571         | 2,096         |          |          | 6,251          |
| Willits  | 686           | 917           | 989           | 1,306         |          |          | 3,898          |
| Coast  | 677           | 1,042         | 1,070         | 1,463         |          |          | 4,252          |
| Round Valley   | 581           | 990           | 944           | 1,362         |          |          | 3,877          |
| Bookmobile   | 65            | 86            | 138           | 109           |          |          | 398            |
| <b>Requests lent total</b>                                   | <b>4,051</b>  | <b>6,439</b>  | <b>6,777</b>  | <b>8,890</b>  | <b>0</b> | <b>0</b> | <b>26,157</b>  |
| <b>Requests borrowed from out of county (from S &amp; L)</b> |               |               |               |               |          |          |                |
| Ukiah  | 993           | 2,013         | 2,058         | 2,083         |          |          | 7,147          |
| Ft Bragg   | 987           | 1,704         | 1,907         | 1,879         |          |          | 6,477          |
| Willits  | 606           | 1,060         | 1,131         | 1,158         |          |          | 3,955          |
| Coast  | 224           | 327           | 374           | 368           |          |          | 1,293          |
| Round Valley   | 62            | 85            | 303           | 161           |          |          | 611            |
| Bookmobile   | 301           | 505           | 635           | 703           |          |          | 2,144          |
| <b>Requests Borrowed Total</b>                               | <b>3,173</b>  | <b>5,694</b>  | <b>6,408</b>  | <b>6,352</b>  | <b>0</b> | <b>0</b> | <b>21,627</b>  |
| <b>New items added</b>                                       |               |               |               |               |          |          |                |
| Ukiah  | 127           | 311           | 138           | 270           |          |          | 846            |
| Ft Bragg   | 95            | 169           | 65            | 298           |          |          | 627            |
| Willits  | 117           | 171           | 38            | 148           |          |          | 474            |
| Coast  | 71            | 132           | 29            | 84            |          |          | 316            |
| Round Valley   | 83            | 42            | 44            | 106           |          |          | 275            |
| Bookmobile   | 76            | 53            | 62            | 103           |          |          | 294            |
| <b>New items total</b>                                       | <b>569</b>    | <b>878</b>    | <b>376</b>    | <b>1,009</b>  | <b>0</b> | <b>0</b> | <b>2,832</b>   |
| <b>Online Resources</b>                                      |               |               |               |               |          |          |                |
| Ebsco all searches (Database Report 1[R5])                   | 561           | 290           | 368           |               |          |          | 1,219          |
| Overdrive--Circ Activity - total CKOs                        | 5,471         | 5,579         | 5,069         | 5,137         |          |          | 21,256         |
| Hoopla Total Circulations                                    | 1,500         | 1,432         | 1,340         | 1,354         |          |          | 5,626          |
| Enki - 10% of Sonoma's CKOs                                  | 45            | 45            | 51            | 54            |          |          | 195            |
| Newsbank Searches (full text)                                | 658           | 586           | 615           | 631           |          |          | 2,490          |
| Discover and Go Log-Ins                                      | 1             | 1             | 0             | 0             |          |          | 2              |
| Learning Express Library Page Hits Total                     | 1             | 1             | 52            | 1             |          |          | 55             |
| Ancestry.com - total   | 0             | 0             | 0             | 0             |          |          | 0              |
| Axis 360 -Circ. List Summary Report                          | 0             | 0             | 0             | 0             |          |          | 0              |
| Lynda.com total logins                                       | 0             | 0             | 0             | 0             |          |          | 0              |
| Odilo visits   | 0             | 0             | 0             | 0             |          |          | 0              |
| Kanopy Plays   | 1,152         | 812           | 870           | 832           |          |          | 3,666          |
| <b>Totals</b>  | <b>9,389</b>  | <b>34,768</b> | <b>35,487</b> | <b>40,511</b> | <b>0</b> | <b>0</b> | <b>120,155</b> |
| <b>Total Checkouts (eBooks, eAudio, Kanopy, Hoopla)</b>      | <b>8,168</b>  | <b>7,868</b>  | <b>7,330</b>  | <b>7,377</b>  | <b>0</b> | <b>0</b> | <b>30,743</b>  |

**LIBRARY BUDGET FY 2020/2021**

| <b>OBJECT ACCOUNT DESCRIPTION</b>    | <b>ORIGINAL BUDGET</b> | <b>YTD as of 11/12/20</b> | <b>% used</b> | <b>Notes</b>   |
|--------------------------------------|------------------------|---------------------------|---------------|--|
| 821500 SALES & USE TAX               | -2,140,000             | -681,709                  | 31.9%         | Measure A funds                                      |
| 824100 INTEREST                      | -34,954                | -2,318                    | 6.6%          |  |
| 826370 LIBRARY SERVICES              | -30,885                | -942                      | 3.1%          | 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             | -1,379,826                | 100.0%        | Property Tax from Assembly Bill 3027 in 1992         |
| <b>Total Revenue</b>                 | <b>-3,594,465</b>      | <b>-2,065,008</b>         | <b>57.4%</b>  |  |
| 861011 REGULAR EMPLOYEES             | 1,603,207              | 469,012                   | 29.3%         |  |
| 861012 EXTRA HELP                    | 50,000                 | 277                       | 0.6%          |  |
| 861013 OVERTIME REG EMP              | 20,000                 | 2,492                     | 12.5%         |  |
| 861021 CO CONT TO RETIREMENT         | 469,535                | 140,959                   | 30.0%         |  |
| 861022 CO CONT TO OASDI              | 88,409                 | 26,204                    | 29.6%         |  |
| 861023 CO CONT TO OASDI-MEDIC        | 22,303                 | 6,580                     | 29.5%         |  |
| 861024 CO CONT TO RET INCREMEN       | 85,102                 | 25,812                    | 30.3%         |  |
| 861030 CO CONT TO EMPLOYEE INS       | 206,581                | 58,958                    | 28.5%         |  |
| 861031 CO CONT UNEMPLOYMENT II       | 4,033                  | 4,033                     | 100.0%        |  |
| 861035 CO CONT WORKERS COMPEN        | 73,561                 | 73,561                    | 100.0%        |  |
| <b>Total Salaries &amp; Benefits</b> | <b>2,622,732</b>       | <b>807,889</b>            | <b>30.8%</b>  |  |
| 862060 COMMUNICATIONS                | 244,187                | 8,380                     | 3.4%          | Phone and data lines                                 |
| 862090 HOUSEHOLD EXPENSE             | 125,000                | 4,840                     | 3.9%          | Janitorial & garbage - all branches                  |
| 862101 INSURANCE-GENERAL             | 35,164                 | 35,164                    | 100.0%        |  |
| 862120 MAINTENANCE-EQUIPMENT         | 15,000                 | 33                        | 0.2%          | 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                 | 10,149                    | 29.0%         | 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                | 41,208                    | 16.5%         | 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                 | 25,347                    | 65.0%         | Round Valley, Laytonville MOU                        |
| 862230 INFO TECH EQUIP               | 30,000                 | 0                         | 0.0%          | Computer replacements & software                     |

|                           |                         |            |            |       |  |
|---------------------------|-------------------------|------------|------------|-------|--|
| 862239                    | SPEC DEPT EXP           | 300,000    | 49,542     | 16.5% | Library collection materials and databases     |
| 862250                    | TRNSPRTATION & TRAVEL   | 20,000     | 945        | 4.7%  | 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     | 15,729     | 20.4% | Water, sewer, electricity, gas, etc.           |
| Total Services & Supplies |                         | 1,727,291  | 191,337    | 11.1% |  |
| 864370                    | EQUIPMENT               | 0          | 0          | 0.0%  |  |
| 865802                    | OPERATING TRANSFER OUT  | 73,000     | 0          | 0.0%  |  |
| Revenue Total             |                         | -3,594,465 | -2,065,008 | 57.4% |  |
| Expense Total             |                         | 4,423,023  | 999,226    | 22.6% |  |
| Budgeted Reserves Use     |                         | 828,558    |            |       |  |
| Reserves at FY start      |                         | 1,202,866  |            |       |  |

## **Fort Bragg Seed Library launches fall and winter program**



By [CONTRIBUTED](#) |  
October 2, 2020 at 2:02 p.m.

No one expected the lockdown to last as long as it has, so when Fort Bragg Seed Library enforced parameters of 20 packets of seed per individual, they only planned it to last through spring. Now we're at the six-month mark and it's time to start planning our fall and winter gardens and Fort Bragg Seed Library is resetting the parameters. Those who already collected 20 packets are now free to request 20 more.

They have quite a selection of seeds for fall and winter: root vegetables, lettuces, spinach and other greens. Instructions for requesting seeds can be found at [mendolibrary.org/services/seed-libraries](https://mendolibrary.org/services/seed-libraries).

Questions? Call the library, Monday through Friday, 10 a.m. to 5 p.m., 707-964-2020 or shoot them an email at [fortbraggbranchlibrary@gmail.com](mailto:fortbraggbranchlibrary@gmail.com).

Need help getting started with your fall/winter garden? The library has tons of gardening books, DVDs and lots of online resources. Tons of gardening information is available on their online library.

Mendocino Seed Libraries are online with links to tips for gardening, seed saving and much more at [mendolibrary.org/services/seed-libraries](https://mendolibrary.org/services/seed-libraries).

Happy gardening!

## Willits Library continues to serve community during pandemic



Giselle Delotch places library materials on a table for the library's curbside pickup service, which has been keeping staff busy.

By **JACLYN LUNA** | The Willits News

PUBLISHED: September 28, 2020 at 11:27 a.m. | UPDATED: September 28, 2020 at 11:27 a.m.

Many local businesses and organizations have adapted to find a new way to operate during the ongoing COVID-19 pandemic. The Willits Library is no different. Branch Librarian, Nicole Bird said the library staff continues to offer most services they had previously offered before the coronavirus altered daily life, aside from community members being able to physically come into the library and browse for materials or use the computers. Bird said, "In this unknown time, we are doing the best we can to ensure we can serve the people as best as possible." Bird added that ensuring patron and staff safety is imperative.

Bird said the library staff has been "trying to keep as many people happy as possible" while adhering to protocols based on recommendations from the Health Department. They are also in line with the protocols utilized by Sonoma and Lake County Libraries, as all three county's libraries exchange materials. They are additionally basing protocols on a recent REALM Study



that was conducted over the summer and examined library materials in regards to the coronavirus. Bird said, “It’s better to be safe than sorry.”

Checking out materials, for now, looks different than it used to. Library card holders can request materials online, when they receive an email that materials are ready for pickup, they must contact the library staff to arrange a time for curbside pick. Bird said that if one is without internet access; they can call the library to request materials and arrange a pickup time. Curbside pickup is available from 11:30 a.m. to 4:30 p.m. Mondays-Fridays. Bird explained that while the service keeps library staff and patrons safe, it is quite time consuming for the staff.

Library patrons can return materials Monday-Friday. The book drop opens at 10 a.m. on Monday. All materials then enter a quarantine that lasts at least seven days. Materials are checked in on Fridays after they have been in the book drop for a minimum of seven days. The REALM study determined that the virus would not be alive after such a quarantine. Items are put back on the shelves on Mondays. Due to the quarantine, library fines are not applicable at this time.



The Willits Library continues to offer most services during the Coronavirus pandemic. The Willits Library has also been posting Facebook Live videos. They are currently hosting three different series. Nicole’s Test Kitchen STEAM (Science, Technology, Engineering, Arts and Math) edition is aimed at children and Nicole’s Test Kitchen Craft edition is aimed at families and/or adults. Library staff Julie Castillo and Giselle Delotch host ‘Make it, Own it, Work it,’ which is aimed at teenagers and is DIY. Castillo and Delotch have shown how to make rose water, bath bombs and t-shirt modifications. A schedule is available at the library’s calendar online.

With the future of the pandemic unknown, and no timeline of when the library will physically be able to open again, Bird said, “We keep trying to ramp up our virtual offerings.” The library has added more databases and e-resources for community members to access. Free WiFi is available from 6 a.m. – 10 p.m. daily which patrons can access from the parking lot.

Bird stated that staff is always happy to help patrons over the phone, although staff has been very busy with curbside pickup and they might have to arrange a call-back time. She encouraged patrons to be patient with library staff. There are currently four staff members who have been very busy working throughout the pandemic and learning to adapt to the new protocols. Bird said, "It has been a huge learning curve."

The Willits Library continues to offer most services during the Coronavirus pandemic. Photos by Jaclyn Luna

Bird mentioned that some community members have expressed frustration with the new protocols. She said, "We appreciate our library patrons, we understand that the current procedures can be frustrating. We ask that people be patient with us." If staff is unable to do something a patron requests, it is not because they do not want to, they have rules they must follow in regards to COVID safety. Bird encouraged library patrons to bear with the new procedures and keep utilizing the library services, and also keep in mind that library staff are Willits community members, too. They are living with the challenges imposed by the pandemic, wildfires and evacuations, while providing all library services to the community to the best of their ability.

The Willits Library is located at 390 East Commercial Street and library staff can be reached at (707) 459-5908. Follow them on Facebook for up to date information.

CARMEL J. ANGELO  
Chief Executive Officer  
Clerk of the Board



**COUNTY OF MENDOCINO  
BOARD OF SUPERVISORS**

CONTACT INFORMATION  
501 Low Gap Road • Room 1010  
Ukiah, California 95482  
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Web: [www.mendocinocounty.org/government/board-of-supervisors](http://www.mendocinocounty.org/government/board-of-supervisors)

October 20, 2020

Ms. Lynn Zimmermann  
Library Advisory Board  
204 North Dora Street  
Ukiah, CA 95482

RE: October 1, 2020 Library Advisory Board Recommendations

Dear Chair Zimmerman:

On October 5, 2020, the Board of Supervisors received your correspondence regarding three recommendations for Board consideration. On behalf of the Board of Supervisor, please see the below response to the recommendations.

**Recommendation 1: “Appoint a library staff person to act as liaison to the Library Advisory Board. Exhibit A of Ms. Horner’s contract with the Board of Supervisors does not include this responsibility among her duties. We recommend that Nicole Bird, Acting Assistant County Librarian, be appointed to that role.”**

Nicole Bird, Acting Assistant County Librarian, will be attending Library Advisory Board meetings representing the Department until a CSA Director is hired.

**Recommendation 2: “Approve the process to complete an MOU with the Laytonville Friends of the Library so that their work to develop a Laytonville Satellite Library may move forward. This project has been under discussion for approximately eight years.”**

The CSA has been actively engaged in the process to develop a Laytonville satellite library and a MOU is currently in development. In September, I had a call with Shawn Haven and Karen Horner regarding the library in Laytonville where we discussed the next steps in working together on an MOU. The CSA is working closely with the Laytonville Friends group and they are aware of the MOU process. A draft MOU is under development and the CSA anticipates having an approved MOU completed this Fiscal Year, with hopes to open up the location in Fiscal Year 2021-2022.

**Recommendation 3: “Restore 100% of employee costs, for library staff re-assigned by the county to other tasks during the pandemic and fire crises, to the library budget. The authority of the County to re-assign library staff to other tasks during public health and safety crises is without question. We also understand that FEMA reimburses the county at 75% of employee costs for library staff who are so re-assigned. We recommend that the full amount of FEMA reimbursement**

**THE BOARD OF SUPERVISORS**

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funds be restored to the library budget. In addition, we recommend that the remaining 25% of those employee costs be restored to the library budget through other funding sources.”

During the initial response to the COVID-19 pandemic non-essential government activities were suspended and departments with employees assigned to non-essential activities worked closely with Human Resources to find alternative work including emergency response as Disaster Service Workers. This enabled workers providing “non-essential” duties to continue working instead of having to take leave, be furloughed or laid off. This avenue of working with Human Resources was utilized by the Cultural Services Agency because the libraries and museum were closed to the public. Those assigned to COVID-19 response tracked their hours via timesheets and completed 214 forms, which in turn will be submitted as documentation to FEMA with a request for reimbursement.

Documented COVID-19 response work by CSA employees that is approved by FEMA for reimbursement will be repaid to the CSA. At this time, we do not know if all reimbursement request will be approved by FEMA. As the County receives FEMA reimbursement the Disaster Recovery unit will review what portion of the funds are related to work performed by CSA staff and work with the department on returning funds to the appropriate budget unit. Repayment of CSA staff time not reimbursable by FEMA will need to be evaluated to determine if other funding sources are available for reimbursement. While the work by staff as Disaster Service Workers was not direct support to the libraries it did allow employees to continue to work rather than requiring furloughs, layoffs or use of incurred leave.

Thank you for your thoughtful recommendations and dedication to our libraries.

Sincerely,



John Haschak, Chair  
Mendocino County Board of Supervisors

Lynn Zimmermann, Chair  
Library Advisory Board  
204 North Dora Street  
Ukiah, CA 95482

October 1, 2020

Dear Members of the Mendocino County Board of Supervisors,

Greetings from the members of the Library Advisory Board. On September 23rd, the LAB held its first formal meeting since January. The purpose of this letter is to bring to your attention three recommendations that were unanimously approved by the LAB at that time.

1. Appoint a library staff person to act as liaison to the Library Advisory Board. Exhibit A of Ms. Horner's contract with the Board of Supervisors does not include this responsibility among her duties. We recommend that Nicole Bird, Acting Assistant County Librarian, be appointed to that role.
2. Approve the process to complete an MOU with the Laytonville Friends of the Library so that their work to develop a Laytonville Satellite Library may move forward. This project has been under discussion for approximately eight years.
3. Restore 100% of employee costs, for library staff re-assigned by the county to other tasks during the pandemic and fire crises, to the library budget.

The authority of the County to re-assign library staff to other tasks during public health and safety crises is without question. We also understand that FEMA reimburses the county at 75% of employee costs for library staff who are so re-assigned. We recommend that the full amount of FEMA reimbursement funds be restored to the library budget. In addition, we recommend that the remaining 25% of those employee costs be restored to the library budget through other funding sources.

A 100% reimbursement of these costs to the library budget demonstrates a commitment to the future of Mendocino County libraries. The first goal of the Library Strategic Plan is to develop a reserve fund dedicated to the long term capital improvement of all library facilities in Mendocino County. This goal cannot be sustained without a commitment to dedicated reserves



Measure A is a primary funding source for the library. Taxpayers approved Measure A funds for clear and explicit purposes. Employee costs for library staff re-directed to assignments related to public health and safety crises are not among them. It is imperative that those monies are used to maintain the services that the library provides to the community. Given its myriad responsibilities and limited resources, it is unlikely that the county will contribute funding to the library in the near future. It would be judicious and ethically sound to restore the costs incurred to the library budget.

Sincerely,

*Lynn Zimmermann*

Lynn Zimmermann, Chair  
Mendocino County Library Advisory Board



November 6, 2020

Karen Horner, County Librarian  
Mendocino County Library  
105 N Main Street  
Ukiah, CA 95482-4403

Re: High-Speed Broadband in California Libraries Grant – Year 6

Dear Ms. Horner,

This letter constitutes State Library approval of the grant application by the Mendocino County Library in the following amount(s) for the above-named project:

Technology and Hardware funding: \$65,741.24  
Upgrades to Inside Wiring funding: \$19,599.39  
Construction Support funding (i.e., circuit non-recurring costs): \$9,467.85

Total award: \$94,808.48

The grant is effective immediately for the period beginning July 2019 and ending June 2021.

Congratulations on being among the public libraries in California to benefit from this program!

Please note that your jurisdiction's Funding Commitment Decision Letter (FCDL) from USAC is still pending and your grant award may need to be adjusted to an amount less than listed based on the amount approved in the FCDL. The FCDL will indicate the amount of Category 1 E-rate funding that will be provided for the Non-Recurring Costs on circuit construction to the Round Valley & Long Valley branch locations. Any adjustments will be handled between Califa and CENIC and will not require any action on Mendocino's behalf.

Please work with Christian DeLay, Broadband Project Manager for Califa, who is the administrative and fiscal agent for this project. He may be contacted at [cdelay@califa.org](mailto:cdelay@califa.org). You should expect payment of this grant in whole from Califa.

Periodic narrative and fiscal reports will be required and forms and instructions will follow shortly. The reports should include how funds were expended and a summary of the progress made in fulfilling grant requirements.

Respectfully yours,

A handwritten signature in cursive script that reads "Greg Lucas".

Greg Lucas  
California State Librarian

Cc: Paula MacKinnon, Executive Director, Califa  
Christian DeLay, Broadband Project Manager, Califa



**Geraldine M. Walsh**  
**President**  
**(202) 728-8348**

October 20, 2020

Nicole Bird  
Acting Assistant County Librarian  
Mendocino County Library  
105 N. Main Street  
Ukiah, CA 95482

**Grant #2020-LDR-26**

Dear Ms. Bird:

I am pleased to inform you that the FINRA Investor Education Foundation (the "Foundation") has approved a grant up to \$5,000 to the Mendocino County Library (the "Library") for the purpose of enhancing the Library's personal finance collections.

The Foundation recognizes that many patrons of the Library are confronting important financial decisions resulting from the recent disaster event affecting the community and will look to the Library for reliable, unbiased information resources to guide such decisions. The grant helps to ensure that the Library's personal finance collections are adequate to meeting this critical need.

This letter agreement sets forth the terms of the grant for your review and acceptance.

### **Grant Period**

The grant period begins with the execution of this letter agreement and concludes October 31, 2021, unless terminated earlier in accordance with this letter agreement. The Library may request in writing a change to the grant period, which the Foundation at its discretion may approve.

### **Grant Project**

The Library will enhance its personal finance information resources by purchasing relevant books, eBooks, serials, and subscriptions for use by patrons and by Library staff who are helping patrons find answers to their personal finance questions. In building its personal finance collections, the Library may make use of the personal finance [libguide](#) prepared by the American Library Association and the Foundation. The Library may also purchase titles that are not included in this libguide, provided such titles are directly related to patrons' personal finance information needs.

### **Other Resources**

The Foundation produces print publications about personal finance suitable for distribution to library patrons. A number of these publications address the issue of financial fraud, which is often of major concern in communities recovering from disaster events. The Library may order these in bulk at no charge (quantities may be limited).

Library staff have free access to the Foundation's online, self-paced professional development courses, which prepare staff to assist library patrons with their personal finance information needs. Among other topics, these courses address coping with difficult financial times (such as challenges that arise following disasters) and avoiding financial fraud.

### **Communications**

Upon acknowledging and accepting this letter agreement, the Library will promptly identify and provide contact information to the Foundation for a member of its staff to serve as a contact person for all communications related to this grant so that, among other things, the Foundation can provide the Library with: (1) a digital copy of the Foundation's logo for use in grant-related communications; and (2) a news release template for use by the Library in announcing the grant (if the Library chooses to depart substantively from this template, it must obtain prior approval from the Foundation for wording to describe the Foundation and the nature of the grant commitment; the Foundation will review promptly any draft copy submitted to it).

The Library's communications relevant to this grant will include the following statement: "This service is made possible by a grant from the FINRA Investor Education Foundation."

### **Payment**

The Foundation will reimburse the Library for personal finance collection purchases made in compliance with this grant. The Library must provide the Foundation with an invoice that complies with the instructions in Exhibit A. Invoices must be received within 30 days of the conclusion of the grant period. The total amount of all invoices may not exceed \$5,000. Unless otherwise stated in writing, this grant is made with the understanding that the Foundation has no other obligation to provide any additional support to the Library.

The Library agrees to (1) maintain separate records related to this grant; (2) keep records of expenditures for at least three years following the completion of the grant period; and (3) make records available to the Foundation upon request. The Foundation or its designee may examine expenditures related to this grant. If there is concern about the progress of the effort or the use of the grant funds, the Foundation will notify the Library and if matters cannot be resolved satisfactorily, the Foundation may terminate the grant.

### **Required Report**

Within 30 days of the conclusion of the grant period, the Library will provide a one-page report to the Foundation using the template provided in Exhibit B to describe grant outcomes.

### **Confidentiality**

The parties may disclose information they consider confidential to the other party. Each party will use all reasonable efforts to treat and keep confidential—and cause its officers, employees, agents, subcontractors, or other persons to treat and keep confidential—any such information.

### **General Terms**

This letter agreement in no way authorizes either party to enter into any commitment or agreement binding the other. This letter agreement may not be modified or amended nor will any waivers be effective, unless in writing and signed by a duly authorized representative of each party. If any provision is found by a court of competent jurisdiction to be unenforceable or invalid, that provision will be limited to the minimum extent necessary. The prevailing party in any action to enforce this letter agreement will be entitled to recover reasonable attorneys' fees. No party will be liable for delay or failure in performance under this letter agreement when the delay or failure arises from circumstances beyond the reasonable control of the party (including, without limitation, acts of God, fire, flood, war, or terrorism). The section concerning confidentiality will survive expiration or termination of this letter agreement.

If this letter agreement is satisfactory to you, please have it signed, and dated by a duly authorized representative of the Library with the authority to enter into this agreement and return it to [Robert.Ganem@finra.org](mailto:Robert.Ganem@finra.org).

Sincerely,

Geraldine M. Walsh, President  
FINRA Investor Education Foundation

**ACKNOWLEDGED AND AGREED BY:**

*Mendocino County Library*

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## EXHIBIT A

### **Invoice Instructions**

The Library will enhance its personal finance information resources by purchasing relevant books, eBooks, serials, and subscriptions for use by patrons and library staff. The Foundation will reimburse the Library for such personal finance information resources upon receipt of an invoice that complies with these instructions.

- **Amount:** Up to \$5,000. The Library may submit more than one invoice, provided the total of all invoices does not exceed \$5,000.
- **Timing:** All invoices must be received within 30 days of the conclusion of the grant period.
- **Important:** The first invoice must be accompanied by a completed IRS Form W-9 ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)). The address on the Form W-9 must match the payment address on the invoice.
- **Attachment:** Include a list of items and costs for which the Library seeks reimbursement. An itemized receipt from a vendor is sufficient.
- **The invoice must state the following:** “Reimbursement of personal finance information resources pursuant to Grant #2020-LDR-26.”
- Invoices must be on the library’s letterhead.
- Invoices must be dated and signed by an authorized Library representative.
- Indicate the payment address. (The payment address must match the Form W-9 address.)
- Email the signed invoice and completed IRS Form W-9 to [Robert.Ganem@finra.org](mailto:Robert.Ganem@finra.org).
- Retain a record of relevant expenses for a period no less than 36 months from the date of the invoice.

**Questions:** Contact the Foundation’s Robert Ganem (202-728-8362; [Robert.Ganem@finra.org](mailto:Robert.Ganem@finra.org)).

EXHIBIT B

**Grant Report Form**

|   |              |                     |  |
|---|--------------|---------------------|--|
| <b>Grant Number:</b>  |              | <b>#2020-LDR-26</b> |  |
| <b>Library:</b>   |              |                     |  |
| <b>City:</b>  |              | <b>State:</b>       |  |
| <b>Contact:</b>   |              | <b>Phone:</b>       |  |
|   |              |                     |  |
| <b>Summarize how the Library promoted availability of its new personal finance collections:</b>   |              |                     |  |
| Response:   |              |                     |  |
| <b>Did the Library consult ALA's personal finance <a href="#">libguide</a> before ordering new items for the collection? Was this libguide helpful in the collection development process? Explain.</b>                      |              |                     |  |
| Response:   |              |                     |  |
| <b>Did the Library order any free information materials from the FINRA Foundation, including materials related to preventing financial fraud? How were these materials used?</b>  |              |                     |  |
| Response:   |              |                     |  |
| <b>Has the Library experienced any change or trends in patron use of personal finance collections and/or the number and types of personal finance reference inquiries since the announcement of the grant? Explain.</b>     |              |                     |  |
| Response:   |              |                     |  |
| <b>Summarize the Library's role in helping the community respond to disaster events. Before this grant, did the Library emphasize its capacity to help residents cope with financial challenges arising from disasters?</b> |              |                     |  |
| Response:   |              |                     |  |
|   |              |                     |  |
|   | <b>Date:</b> |                     |  |

Please return the completed form to  
[Robert.Ganem@finra.org](mailto:Robert.Ganem@finra.org).