



Mendocino County Library Advisory Board

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, January 20, 2021

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 by registering and attending online. All email comments must be received by 8:00 A.M. the morning of the meeting in order to be published online prior to the meeting.

Register for attendance at the Zoom meeting at:

https://mendocinocounty.zoom.us/meeting/register/tZMufu6grjgpH9YdrPV-CEIkV-m_NwpmHkdX

AGENDA

1. Call to Order
2. Introductions
3. Members Present
4. Approval of the Agenda
5. Approval of the Minutes from the Nov. 18, 2020 meeting
6. 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.
7. Annual Election: Library Advisory Board Officers
8. Acting Assistant County Librarian report
 - A. Update on Library Director position
 - B. Branch Reports
 - C. YTD budget and Budget Projection
 - D. FEMA potential reimbursement to Library for staff hours re-directed to pandemic response
 - E. Progress on Plan for Library Re-openings
 - F. CENIC broadband grant improvements – becoming a “Public Project”

9. Measure A Subcommittee
 - A. Measure A Renewal 2022 campaign timeline – see attachment
 - B. Establish steering committee for Measure A Renewal campaign
 - C. Discussion: Talking points for county-wide presentations on Measure A Renewal

10. Unfinished Business
 - A. Update: Joint Meeting with Board of Supervisors scheduled for May 24, 2021
 - B. Ukiah Library Long-term Improvement (5 mins.)
 - C. Laytonville Satellite update (5 mins.)
 - D. Fort Bragg expansion and fundraising efforts (5 mins.)
 - E. Pearl Watts Proclamation

11. New Business
 - A. 2021 Meeting dates: March 17; May 19; July 21; September 15; November 17
 - B. Meeting organization: Discussion: One library branch per meeting highlighted

12. Next Meeting March 17, 2021, at 1:00 P.M.

13. Announcements and Comments

[Attachments:](#)

Meeting Minutes of November 18, 2020

Acting Assistant County Librarian's Report

Budget report

Measure A Renewal Subcommittee Meeting notes Dec. 30, 2020

Mendocino County Library Advisory Board
Minutes of November 18, 2020
Via Zoom

Meeting called to order: 1:02 by Chair 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; Nayo Sicard, Department Application Specialist

Approval of the Agenda: D. Riley moved, S. Haven 2nd, carried

Approval of 11.18.20 Minutes: J. Marcell moved, D. Riley 2nd, carried

Public Expression: None

Prior to Library Director’s report, B. Chapman clarified that all agendas, supporting documents and registration for Zoom link could be found on website.

Chair Zimmermann added that branch reports are included in the thorough Director’s Report so only key highlights for branch reports are needed. However, specific items which need to be discussed/reported, can be included in agenda.

Library Director’s Report:

A. Library Director’s report

Nicole Bird read Ms. Horner’s last report, gave highlights of branch reports, and answered questions about current status of library. The staff at all libraries are very busy and working hard.

- The Bookmobile has been able to provide services while addressing COVID procedures; compliance and utilization are high.
- The Coast Community Branch with only 1.5 staff maintains a high level of check outs and books lent out of county.
- Fort Bragg Branch had 6,000 monthly checkouts focusing on providing the best curbside service possible. Modified Paul Bunyan weekend was celebrated with on-line programming, crafts, reading of tall tale and Paul and Babe puppet craft bags.
- Round Valley has started Reading Radio (also available to stream) consisting of interviews or audiobooks as well as a Zoom Storytime
- Willits Branch was impacted with closures from the Oak Fire and evacuations. Curbside services are very successful and return hours were increased. Current programs are virtual.
- Ukiah Branch – M. Carr shared highlights which included expansion of STEAM virtual program, Comic Book Day, Seed Library, and Social Justice Book Club as well as coordination with other branches to address 1,000 Books before Kindergarten effort.

B. Progress on Plan for Library Re-openings- N. Bird suggested B. Chapman report.

There have been regular collaborative meetings to discuss and draft plan for reopening. At this time the library would like to base their services as if it were one tier more restricted than actual tier, e.g., if in tier orange, proceed as if in tier red. To begin, they would be open 2 days for 4 hours a day at 25% capacity

for check out only. As appropriate, services would progressively increase. All safety measures such as sneeze guards, masks, hand sanitizer, social distancing, no bathrooms, etc. are part of the plan. Branches have some specific needs addressed in plans such as Security Guard for Ukiah.

Plan has been submitted to Sarah Dukett, Deputy Chief Executive Office who is overseeing this effort and all plans will go through environmental health. After go-ahead, promotion and information will continue virtually and via press releases. There will be opportunities for flexibility in duties so that health issues may be accommodated.

In the interim period:

- All fines are waived
- 10 pages of free printing per patron per week can be requested
- Books will be quarantined 3 days (For all Consortium)

C. Year to Date Budget - Reviewed and discussed the budget, projections, diminishing reserve and future revenue from Measure A. We are spending less and will have carry over. In regards to FEMA reimbursement, personnel costs are tracked by time sheets codes. B. Chapman reports that any reimbursement will not be immediate and could take a very long time. Some budgeted expenses will be reimbursed from grants and E rate and the library is delaying hiring. B. Chapman said that she could give the LAB an update in Jan. with quarterly projections.

Subcommittee on Measure A - D. Riley, M. Schaeffer, L. Zimmermann

- Planned timeline of a 2022 ballot measure will remain the same
- Political Action Committee will be formed
- 51% to pass measure
- Slow and deliberate effort enlisting other groups such as Friends Groups
- County Council can give an opinion on measure even if it's a Citizens Initiative

Unfinished Business

A. Recognition of Pearl Watt of Coast Community Library – L. Zimmerman has sent communication to Ted Williams, Supervisor but has not received a response at this time. M. Schaeffer offered to follow up.

B. Board of Supervisors Correspondence/Attachments

N. Bird to be LAB liaison

MOU with Laytonville in process

During this discussion, LAB learned that the CSA Director position had been posted and interviews are progressing.

Motion by M. Schaeffer

Move that the LAB request that LAB chair be included in the final interviews for CSA position as past practice when hiring County Librarians

J. Marcell 2nd, passed

O. O'Neill will make written request for chair to be on hiring panel to Barb Chapman to share with HR and EO

C. Auditor A-87 Meeting M. Schaffer and L. Zimmermann

Auditors did not want to include more participants

History of A-87

- Indirect Costs
- Both Investment and depreciation are charged, but none returned to library
- State Auditors have approved their practice

There is still some difference of interpretation of the property tax funding for the library following agreements made post Prop 13 and which involved a court order. This is something that can be reviewed post COVID.

D. Laytonville Satellite update, MOU S. Haven

B. Chapman and Consultant K. Horner have worked together with Laytonville Friends and have been extremely helpful in the process of getting MOU which is now being reviewed by County Counsel. S. Haven gave an update on services being offered and the Friends collaboration with other community entities to support schools and community

E. Ukiah Library Long-term improvement L. Zimmermann

Friends of the Ukiah Library has received Asset Forfeiture Funds as promised; special thanks to Supervisor McCowan for his assistance. The Friends now have the \$20,000 to conduct a Needs Assessment.

F. Fort Bragg expansion and fund-raising efforts – J. Marcell, C. Schneider

The Friends have \$80,000 in funds and will be restructuring their budget. Their on line book sales made \$700 in one month. Currently they are researching possible grants to help with their efforts. Their brochure is in the final stages and features ways to contribute to expansion as part of financial planning.

G. Update on Joint Meeting with Board of Supervisors – Nothing to report

New Business

A. Grant Awards

In coordination with CENIC - High-Speed Broadband California

Libraries Grant for \$94,808.48 effective immediately after Board Approval. The library will be off the County circuit, speed will be ten times faster than current system and should address the library's needs for years to come. County IT very supportive of this move. Much time and effort were put into this endeavor and the LAB recognizes Barb Chapman and staff for seeing this to fruition.

Financial Industry Regulatory Authority (FINRA)

N. Bird applied for and was awarded a \$5,000 grant to enhance the Library's personal finance collections. With current pandemic crisis and recent disasters in the area, resources addressing financial decisions are timely.

Copycat Grant – California State Library

In coordination with Karen Mattson of the County Museum, N. Bird has been authorized to submit a grant proposal for The Memory Lab, portable equipment for digitalizing photos and slides.

C. Draft Library Annual Report for FY 2019-2020 for public

- BOS approved
- Will be posted on line and press release will be submitted
- Limited number will be published

Announcements and comments - none

Next Meeting Scheduled for January 20, 2021 at 1:00 via Zoom

Meeting adjourned at 2:58 p.m.

Acting Assistant County Librarian's Nov-Dec 2020 Report

Here is the Mendocino County Library's Report for the January 2021 LAB meeting.

In November, the Library completed a tiered plan for reopening the library. The plan was completed in consensus with the branch librarians and Barb Chapman. In essence, the library branches will have a phased reopening that corresponds to the County's current risk level tiers (Widespread-Purple, Substantial-Red, Moderate-Orange, and Minimal-Yellow). The tiered reopening plan has been forwarded to Environmental Health for review.

Mendocino County Libraries are offering a Winter Reading Challenge this January. *Cozy up with a Book!* honors the comfort that can be had when stuck inside on a cold wintry day and being entertained by a wonderful book, whether it be a graphic novel, mystery, biography, romance, or anything else. Winter Reading participants can read any books they like during the challenge, and each participant is asked to read five or more books to complete their individual challenge. The Winter Reading Challenge runs through from January 1-31. Readers can participate online (<https://mendolibrary.beanstack.org>) and/or contact their [local branch](#) to get a paper reading log.

The Mendocino County Library has a new online resource for residents: a [YouTube channel](#), the place to go for stories, songs, crafts, poetry and more! The YouTube channel will be updated regularly and will include Mendocino County Librarians performing children's story time programming and STEAM/STEM craft programs for children and young adults, special guests providing craft instruction, and informational and instructional videos! To find and subscribe to the channel search YouTube for 'Mendocino County Library' and subscribe.

Bookmobile:

It's been business as usual onboard the Bookmobile through these winter months; Hunter and I have been very busy. Winter is a nice change from the hot weather and the fire danger we experienced all summer. However, rain brings its own challenges when we are out on the road.

The Bookmobile lost one of its regular stops in December, the Chamberlin Creek-Cal-Fire complex closed down. This has been a dedicated stop for over 13 years and we are sad to see it go. It was a pleasure to bring books, music and knowledge to the guys there who helped fight fires, remediate brush and complete storm clean-up. The Bookmobile will still be going to Parlin Forks camp as soon as the Covid-19 restrictions are relaxed and they allow outside



visitors. With the loss of the Chamberlin Creek stop, we added a new stop at Cleone. The Bookmobile will be stopping in Cleone every other Wednesday from 930 am till 1000 am. We also tweaked our Anderson Valley stops. We had originally had after our lunch the Floodgate stop and then Boonville but after review we found it necessary to remove floodgate and change that stop to Philo due to lack of use. We also switched the times of the stops, putting the Philo stop before Boonville and we are hoping this reorganization will even out usage, as our patrons now have two options to meet us.

The holiday break saw the Bookmobile out of service for two weeks as we always take the weeks of Christmas and New Year's off. We encouraged our patrons to "stock up" for the break and they sure listened to us and we have been very busy filling requests and accepting returns.

The New Year is off to a great start, the Bookmobile can be found at all our usual stops with full Covid-19 protocols in place.

C-YA OUT THERE!

Coast Community Branch

Blue is in the house! My cat, named Blue, visited the library last week and gave his paw of approval after exploring the stacks, and he then took a daylong nap! Blue purred upon being introduced to library assistant Oliver Grin...a cat person.



Increase in COVID-19 cases: In November, the library was considering plans for partial reopening of the branches if the county had remained in the Red Tier for COVID-19 cases. However, the Thanksgiving and Christmas holidays resulted in a turn for the worse and county moved back into the Purple Tier where we have remained.

New Library procedures at Coast Community Library
12/10/20 – due to an increase in COVID-19 cases:

- Please return all items to the book drop during open hours, Mon-Fri, 11-5; book drop is also open Weds night.
- If you have a pickup, ring doorbell and your items will be brought to the door. If possible, please call ahead.

Thank you.



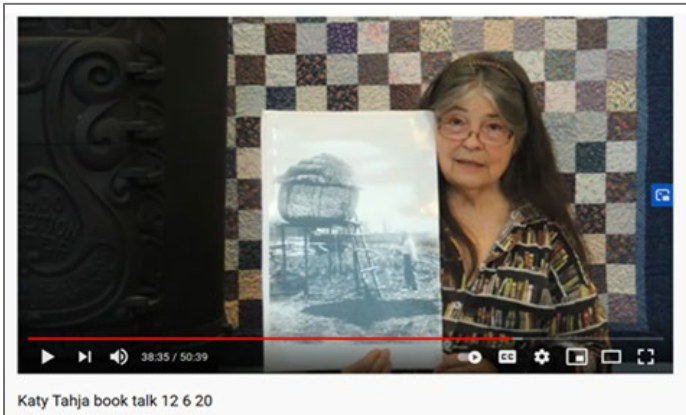
Italian wine windows, employed in Tuscany during outbreaks of bubonic plague in the mid-1600s, are in use again during this pandemic.



Curbside Pickup & Returns: Many patrons have adjusted amazingly well to the curbside pickup process. They place their requests online and have a steady stream of items arriving every week for them to pick up. For those without internet, people hand us lists (through the door) that they've prepared, or they call on the phone and we place their requests. We aim to please. All items continue to be quarantined after being returned to the library and we're airing them during the three day quarantine period.



A Sunday @ the Library book talk in early December: I filmed (with appropriate social distancing!) a video of a Sunday @ the Library book talk with local author, Katy Tahja. Katy did a great job of sharing photos and stories that are included in her latest book, *An Eclectic History of Mendocino County*. The video is posted on YouTube <https://www.youtube.com/watch?v=CPbOY7U5C0>. Copies are available at Four-Eyed Books in Gualala.



Facebook post: It was a nice surprise to see this Facebook post by department application specialist, Nayo Sicard, who had requested information from all of the branch managers a while ago. Besides wearing many other hats, she does a very nice job of posting Facebook and YouTube items for all of the branches.

Coast Community - Mendocino County Library
Published by Nayo Gipson · December 8, 2020

Branch Manager Monday

Meet Julia Larke
Branch Manager of
Coast Community Library

I have an undergraduate degree from UC Berkeley, a Masters in Biology from Sul Ross State University in Alpine, Texas, and a Masters of Library and Information Science from the University of Texas in Austin. I moved to Mendocino County in 2000 and began work at the Fort Bragg Library. In 2011, I transferred to Coast Community Library in Point Arena where I am the Branch Librarian.

It's a pleasure to work in a community-oriented small branch like Coast Community Library, where the people and the library add up to a wonderful sense of community feeling. We're looking forward to reopening so we can once again function as a community center, as a place where individuals can gather to explore, learn, and create!

The library during the holidays:



B.O.B., the box of books: People love BOB and the free books and bookmarks. The Friends book sale volunteers are keeping it refilled. A young cousin of a volunteer did the artwork for the bookmark and I contributed a few book quotes for the reverse side.

PAGE 2 INDEPENDENT COAST OBSERVER

Free books now available in wooden box in Point Arena

B.O.B. has arrived in Point Arena. The Box of Books, a box housing free books, is located in front of the Point Arena Pharmacy parking lot at 235 Main Street.

"The books inside are free to keep," said Paula Smith, who, with her husband Steve, developed the idea of a book box that could be continuously filled with free books for the taking. Steve Smith designed and built the box, which he secured to its permanent home on Saturday, December 5.

"These books are gifts and are not expected to be returned," said Kate Todd, Friends of the Coast Community Library Book Sale Chair. "Take as many as you can use."

Ever since the beginning of the COVID-19 crisis when, in order to avoid public gatherings, the group could no longer offer its book sales, the FOCCL book team worked toward having a little library of free books.

"FOCCL is glad that books can once again be made available to people in the community and we're deeply grateful to Paula and Steve for taking on the project," said Todd.

As long as they'll last, each book will contain a free bookmark with artwork designed by Sophie Nikkel, cousin of FOCCL volunteer Jinx McCombs, and book quotes provided by Julia Larke, Coast Community Library branch librarian.

Neither book nor monetary donations will be accepted until the library re-opens. In the meantime, B.O.B. will be restocked often and is available for book pick up 24-hours a day.

"Think of B.O.B. this way," said Paula Smith. "If B.O.B. could talk, it would say, 'I'm a little Box of Books. Open me up, and you open up the world!'"

For more information, contact Julia Larke, Coast Community Library Branch Librarian, 707-882-3114 larkej@mendocino-county.org.

Left to right: Julia Larke, Coast Community Library Branch Librarian, Kate Todd, Friends of Coast Community Library book sale chair, and Paula Smith and Steve Smith of The Sea Ranch, creators of B.O.B., the little free library now located in Point Arena. Photo courtesy of Charlotte

FREE BOOK

Artwork by
Sophie Nikkel

A gift for you from the
Friends of Coast Community Library
225 Main St.
Point Arena, CA

"It is not true we have only one life to live, if we can read, we can live as many lives and as many kinds of lives as we wish" — S.I. Hayakawa

"The more you read, the more you know. The more you know, the smarter you grow. The smarter you grow, the stronger your voice, when speaking your mind or making your choice."
— National Library Association take on a Dr. Seuss quote

"Think before you speak. Read before you think."
— Fran Lebowitz

"Many people, myself among them, feel better at the mere sight of a book."
— Jane Smiley

"I could spend the rest of my life reading, just satisfying my curiosity..."
— Malcom X

"Let's be reasonable and add an eighth day to the week that is devoted exclusively to reading."
— Lena Dunham

"Outside of a dog, a book is man's best friend. Inside of a dog it's too dark to read."
— Groucho Marx

"So many books, so little time."
— Frank Zappa

Fort Bragg Branch

November and December 2020 continued to show the importance of library services during the pandemic. As colder weather drove people indoors, and gatherings were reduced due to COVID restrictions, our patrons need library material to help them cope with loneliness and distance from friends and family. We saw circulation of 5000 items in December and heard many *thank-yous* and socially-distanced greetings through the door. We promoted voting and provided info on Election Day.



Staff continued online programming. Adult Book Group read and discussed two books over Zoom: *On Earth We're Briefly Gorgeous* (a novel about the child of Vietnamese immigrants growing up on the East Coast and coming out as a gay writer. Next we discussed *H is for Hawk*, a British memoir about grief and recovery, seen through the lens of falconry. Over ten attend the zoom book group. Poetry Open mic on Zoom is a strange new world, but still meets the profound need to gather and to speak our minds. It was an honor to hear a young writer from Ukiah (studying at Davis) share their poetry--especially a poem of growing up in the family auto repair shop. We hope to have this writer's published work in our library someday!



Staff has great fun promoting the collection to our patrons. We've been doing Wednesday Watchpick for two months. We've continued to serve a lot of families and children with curbside bags and literacy backpacks. One 4 year old sitting in his car-seat saw a Zebra-Striped Backpack in our children's room window and asked his mother call us to check that out, too, in addition to her bag of books. Talk about Window Shopping! Staff included traditional corn in our Thanksgiving Day Curbside Bags. Kim and Dan read stories online for the Winter Holidays. Valerie's been engaging nearly 600 people with lively Instagram Posts and Fort Bragg Library Facebook is reaching around 700 followers.

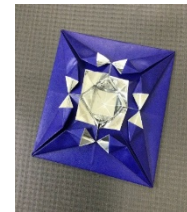


Our Annual Friends of Fort Bragg Library Newsletter was posted at year's end, with record of this wonderful wacky year. 2020 saw the Thousand Dollar Club grow to 77 members with over 25,000 in donations this year alone. In the last week of December we received the astonishing news of a bequest from a former patron we enjoyed serving. LaVon Taylor had also worked as a volunteer and paid extra- help at the library over the years and wanted to support the library expansion project. She left an estate to the Friends in the amount of \$470,000. This made it a Happy New Year beyond our wildest dreams!

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. There are tentative plans for opening two afternoons a week for browsing and checkouts while in the red tier. For the following Tier (orange), the RV branch would be open 5 afternoons a week with computers available. Limits will be placed on the number of people allowed in the building at a time as well as how long they can stay.
- **Zoom Story time** (for ages 2 to 5) happens on Fridays at 2:00 pm. We currently have a devoted following of 5 kids.
- **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.
- **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.
 - Content- Interview with 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.
 - Reading tips from the Round Valley Elementary School's Title 1 Reading Program. Short story by William Steig.
 - Interview with local poet Michelle Peñaloza.

- **Be Here Now Origami.** In November, the Round Valley branch produced an instructional video showing how to fold an origami compass (pictured). The community were invited to pick up double-sided colored origami paper beforehand at the Round Valley branch, or use materials found at home. The library had "grab and go" origami packs available for curbside pickup. In December, the Round Valley



branch produced an instructional video showing how to fold an origami kusudama (pictured). The community were invited to pick up origami paper beforehand at the Round Valley branch. The video and materials are still available for curbside pickup. The folding exercise is intended for folders 9 years old and older.

- **COVID safety at the library.** Library staff are continuing to follow all guidelines for staying safe during COVID. Visitors to the library are asked to do the same. Out of an abundance of caution, we are asking anyone who needs library staff to please wait at the door after knocking or calling and we'll come to you. Please refrain from entering the inside of the library, either by the front door or from the hallway door. While we have made a few exceptions in the past, we will accept deliveries only at the front door. Boxes, etc. will be dropped off immediately inside the front door. At this time, we will not be inviting partners inside the building for making videos, etc.

Upcoming:

- **Writing Workshop:** This virtual workshop will happen on Zoom on Saturday January 16th from 3:00 to 4:30 pm.
- **Grab- and- Go Community Seed Give-Away.** Planting calendars, gardening and seed saving information, and an assortment of seeds for planting in February and March. Friday February 5th, 12-3 pm at the farmers market.

Ukiah Branch

Winter Reading – it's what All the Cool Kids are Doing

Mendocino County Library invites you to participate in a Winter Reading Challenge, *Cozy up with a Book!*, from January 1st through 31st, 2021. Winter Reading participants can read any books they like during the challenge, and each participant is asked to read five or more books to complete their individual challenge. Sign up & help us reach our community reading goal!

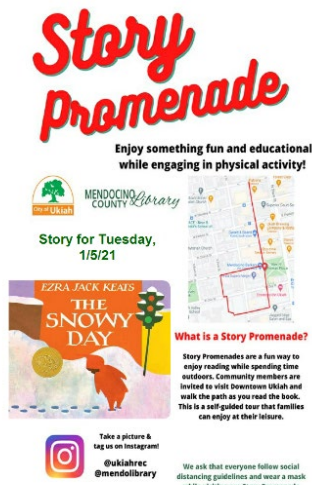
Good News from our Patrons – they really, really like us

A patron called in to say: "the Ukiah Library should be running the vaccination program, because you are so organized, efficient, and give such great customer service." The caller also said they would talk to Mr. Biden about it when he takes office ;)

Another patron wrote in: "I just looked at the video about the year 2020 at the library. Congratulations to you and your staff for offering such diverse -- and fun -- opportunities to the community, and helping us get through the Time of Covid. It's hard to appreciate all you've done when I just see the newsletter month-to-month. Putting it all together was a great idea. Maybe you'll do this every year!"

Our staff have been super busy providing curbside checkout, building our library's social media & virtual presence, & actively planning new ways to keep us connected & thriving.

Children's Library Highlights



A Winter Walk in the Woods



Saturday – January 9, 2021
 10:00 am – 10:45 am
 Zoom ID: 647 574 1580 Password: winter
 Story-telling * Circle Games * A Puppet Play
 All are welcome to attend this free, family-friendly event.
 Sponsored by
 Ukiah Valley Friends of the Library & River Oak Charter School

- **Sweet Saturdays with River Oak:** We have continued our partnership with River Oak to host the yearly Sweet Saturdays events this winter. The first one (A Winter Walk in the Woods on Saturday) was successful!
- **Story Promenade:** The Ukiah Library and City of Ukiah Recreation Department collaborated to provide a new reading opportunity to the community: a month-long Story Promenade! Story promenades are a fun way to enjoy reading while spending time outdoors. This Story Promenade was a temporary exhibit of children’s books displayed on discrete boards along a path in Downtown Ukiah, where families could enjoy a new book each week. Books included *The Snowy Day*, *Corduroy*, & *Unicorns are the Worst!* Sam is planning for future installations of semi-permanent Story Promenades.
- **Kids' Corner:** learn about 4-5 new books currently available for curbside pick-up. Each episode may include material for various reading interests and reading levels, from picture books and early readers to non-fiction and chapter books. Included books recommended for ages 0-11.
- **Full STEAM Ahead:** Science, Technology, Engineering, Art, and Math Crafts for Kids! This quarter, various learning activities have included creating stalactites & stalagmites, making snowflakes, watercolor drop painting, making ooblek, & DIY Thermometers.

Teen Program Highlights

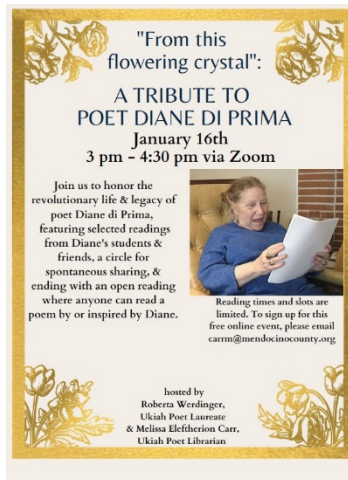
- **Mad Genius Science Projects for Teens:** This quarter, various learning activities have included making snow, smartphone holders (using paper cups, popsicle sticks & hot glue), paper lanterns, & slime!

- Foodie Finds: an educational cooking program teaching teens how to make various savory & sweet snacks using simple ingredients. This quarter, Kat has taught the teens how to make Irish soda-bread & red velvet cake.
- Where the Wild Books Are: Book Talks for Teens offers recommendations for teens & their caregivers. It airs on the third Tuesday of the month at 4 pm.
- Kat is coordinating a new virtual teen hangout using a popular service called Discord. She is actively seeking teen volunteers, and has contacted teachers about teen volunteer opportunities to earn community service credit.

Seed Library Highlights

- The Ukiah Library is 1 of 400 seed hubs with the [Co-Op Gardens Commission](#), a grassroots collective working toward food sovereignty in response to the COVID-19 pandemic, and persistent injustice.
- In addition to maintaining our Seed Library nearly single-handedly & filling seed orders 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. Here is the first Mendo Seed Talks video about planting garlic: <https://www.facebook.com/MendoSeedLibraries/videos/193165055683738>

Adult Program Highlights:



A Tribute to Poet Diane di Prima, January 16th at 3 pm

In collaboration with the Poet Laureate Committee of Ukiah, the Ukiah Library will host a memorial tribute & poetry reading to honor the late poet, Diane di Prima.

Social Justice Book Club via Zoom



In December, the Social Justice Book Club for Adults discussed *Loaded: A Disarming History of the Second Amendment*, by Roxane Dunbar-Ortiz. January's book club pick was *Disability Visibility: First Person Stories from the Twenty-First Century*, an essay collection edited by Alice Wong. We will be discussing *When they Call You a Terrorist: A Black Lives Matter memoir* by Patrisse Khan-Cullors & Ashe Bandele in February.

Willits Branch

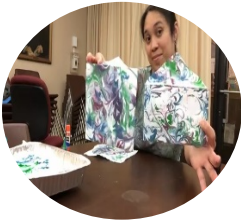
Curbside Pick-up— the curbside pick-up service continues to be successful and highly popular. The Willits schedule is often filled to capacity.

- Total number of curbside pickups completed
 - November: 338
 - December: 357

Library Returns-The Willits Library return hours were increased in response to patron needs and a shorter quarantine period. The book drops are now open 24/7

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

- Nicole's Test Kitchen-Craft Edition offered 4 Facebook Live videos in November and December
- Nicole's Test Kitchen-STEAM Edition offered 4 Facebook Live videos in November and December
- Make it! Own it! Work it! offered 8 Facebook Live videos in November and December.



Holidays

- Virtual Programs-The Willits Library offered several holiday themed videos. There were two Thanksgiving themed Nicole's Test Kitchen videos and two December holiday themed videos from Make it! Own it! Work it! and Nicole's Test Kitchen.



LIBRARY BUDGET FY 2020/2021

OBJECT ACCOUNT DESCRIPTION	REVISED BUDGET	YTD as of 1/13/21	YTD % used	End of Year Projection	Projection %	Notes
821500 SALES & USE TAX	-2,140,000	-1,073,041	50.1%	-2,146,082	100.3%	Measure A funds
824100 INTEREST	-34,954	-2,318	6.6%	-34,954	100.0%	
825496 STATE LIBRARY GRANT	-85,341	-85,341	100.0%	-85,341	100.0%	
826370 LIBRARY SERVICES	-30,885	-1,009	3.3%	-9,000	29.1%	Fine revenue and Bookmobile stops in Sonoma
827600 OTHER SALES	-8,000	0	0.0%	-400	5.0%	Photocopy Fees
827707 DONATION	-800	-213	26.6%	-500	62.5%	Donations to MCL
827802 OPERATING TRANSFER IN	-1,379,826	-1,379,826	100.0%	-1,379,826	100.0%	Property Tax from Assembly Bill 3027 in 1992
Total Revenue	-3,679,806	-2,541,747	69.1%	-3,656,103	99.4%	
861011 REGULAR EMPLOYEES	1,603,207	469,012	29.3%	1,441,551	89.9%	
861012 EXTRA HELP	50,000	277	0.6%	20,000	40.0%	
861013 OVERTIME REG EMP	20,000	2,492	12.5%	6,000	30.0%	
861021 CO CONT TO RETIREMENT	469,535	140,959	30.0%	422,190	89.9%	
861022 CO CONT TO OASDI	88,409	26,204	29.6%	79,495	89.9%	
861023 CO CONT TO OASDI-MEDIC	22,303	6,580	29.5%	20,054	89.9%	
861024 CO CONT TO RET INCREMEN	85,102	25,812	30.3%	76,521	89.9%	
861030 CO CONT TO EMPLOYEE INS	206,581	58,958	28.5%	185,751	89.9%	
861031 CO CONT UNEMPLOYMENT I	4,033	4,033	100.0%	4,033	100.0%	
861035 CO CONT WORKERS COMPEI	73,561	73,561	100.0%	73,561	100.0%	
Total Salaries & Benefits	2,622,732	807,889	30.8%	2,329,156	88.8%	
862060 COMMUNICATIONS	244,187	8,380	3.4%	120,000	49.1%	Phone and data lines
862090 HOUSEHOLD EXPENSE	125,000	4,840	3.9%	100,000	80.0%	Janitorial & garbage - all branches
862101 INSURANCE-GENERAL	35,164	35,164	100.0%	35,164	100.0%	
862120 MAINTENANCE-EQUIPMENT	15,000	33	0.2%	15,000	100.0%	Equipment maintenance (incl. Bookmobile)
862130 MAINT-STRC IMPR & GRN	30,000	0	0.0%	25,000	83.3%	Building maintenance
862150 MEMBERSHIPS	1,200	0	0.0%	1,200	100.0%	CLA, ALA, ARSL

862170	OFFICE EXPENSE	35,000	10,149	29.0%	30,000	85.7%	Office supplies including paper and toner
862185	MEDICAL & DENTAL SVCS	2,500	0	0.0%	2,000	80.0%	Pre-employment physicals, screenings
862187	EDUCATION & TRAINING	3,000	0	0.0%	2,500	83.3%	Classes
862189	PROF & SPEC SVCS-OTHR	250,000	41,208	16.5%	185,000	74.0%	Sonoma, Delivery, IS support, Security guard, NeoGov
862190	PUBL & LEGAL NOTICES	2,000	0	0.0%	1,500	75.0%	Classified ads for job postings
862194	A-87 COSTS	514,440	0	0.0%	519,993	101.1%	From state approved invoice
862210	RNTS & LEASES BLD GRD	39,000	25,347	65.0%	35,000	89.7%	Round Valley, Laytonville MOU
862230	INFO TECH EQUIP	30,000	0	0.0%	20,000	66.7%	Computer replacements & software
862239	SPEC DEPT EXP	300,000	49,542	16.5%	210,000	70.0%	Library collection materials and databases
862250	TRNSPRTATION & TRAVEL	20,000	945	4.7%	5,000	25.0%	Bookmobile gas and maintenance, mileage
862253	TRAVEL & TRSP OUT OF CO	4,000	0	0.0%	1,000	25.0%	Hotel, airfare, per diem conferences/trainings
862260	UTILITIES	77,000	15,729	20.4%	72,000	93.5%	Water, sewer, electricity, gas, etc.
Total Services & Supplies		1,727,491	191,337	11.1%	1,380,357	79.9%	
864370	EQUIPMENT	0	0	0.0%	0	0.0%	
865802	OPERATING TRANSFER OUT	73,000	0	0.0%	60,000	82.2%	Ukiah non-slip entryway
Revenue Total		-3,679,806	-2,541,747	69.1%	-3,656,103	99.4%	
Expense Total		4,423,223	999,226	22.6%	3,769,513	85.2%	
Budgeted Reserves Use		743,417	0	0.0%	113,410	15.3%	
Reserves at FY start		1,202,866					

Fiscal 20/21 Statistics

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	1st Half	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	2nd Half	Total
Number of checkouts															
Ukiah	2,807	8,382	6,597	4,957	4,281	3,830	30,854							0	30,854
Ft Bragg	3,330	6,643	6,029	5,022	4,494	5,172	30,690							0	30,690
Willits	1,592	3,846	3,228	2,421	2,141	2,164	15,392							0	15,392
Coast	740	1,495	1,262	962	1,022	1,096	6,577							0	6,577
Round Valley	463	1,035	1,052	692	716	777	4,735							0	4,735
Bookmobile	1,091	1,700	2,085	1,944	1,887	1,993	10,700							0	10,700
Total Checkouts	10,023	23,101	20,253	15,998	14,541	15,032	98,948	0	0	0	0	0	0	0	98,948
New Library Patrons															
Ukiah	3	3	10	4	4	4	28							0	28
Ft Bragg	10	7	20	9	12	12	70							0	70
Willits	1	0	2	1	4	1	9							0	9
Coast	1	8	2	0	0	2	13							0	13
Round Valley	5	2	4	1	5	2	19							0	19
Bookmobile	1	0	5	3	1	2	12							0	12
Total New Library Patrons	21	20	43	18	26	23	151	0	0	0	0	0	0	0	151
ILL: Items loaned															
Lake Co	980	1,068	1,142	1,085	1,008	1,130	6,413							0	6,413
Sonoma	3,071	5,371	5,635	7,805	6,775	6,471	35,128							0	35,128
ILL Requests Filled (Loan)	2	2	3	6	1	0	14							0	14
ILL Requests Filled (Copy)	0	0	0	0	0	0	0							0	0
Grand total - all ILL loaned	4,053	6,441	6,780	8,896	7,784	7,601	41,555	0	0	0	0	0	0	0	41,555
ILL: Items borrowed															
Lake Co	573	1,083	1,319	1,187	1,157	1,298	6,617							0	6,617
Sonoma	2,600	4,611	5,089	5,165	4,746	4,954	27,165							0	27,165
Requests Filled (Loan)	6	4	3	3	6	0	22							0	22
Requests Filled (Copy)	0	0	0	0	1	0	1							0	1
ILL Zip Books "borrowed"	10	53	39	42	21	40	205							0	205
Grand total - all ILL borrowed	3,189	5,751	6,450	6,397	5,931	6,292	34,010	0	0	0	0	0	0	0	34,010

Fiscal 20/21 Statistics

Requests lent out of Co (to Sonoma & Lake)												
Ukiah	1,191	1,671	2,065	2,554	2,127	2,073	11,681				0	11,681
Ft Bragg	851	1,733	1,571	2,096	2,023	2,155	10,429				0	10,429
Willits	686	917	989	1,306	1,190	1,158	6,246				0	6,246
Coast	677	1,042	1,070	1,463	1,272	1,159	6,683				0	6,683
Round Valley	581	990	944	1,362	1,112	1,004	5,993				0	5,993
Bookmobile	65	86	138	109	59	52	509				0	509
Requests lent total	4,051	6,439	6,777	8,890	7,783	7,601	41,541	0	0	0	0	41,541
Requests borrowed from out of county (from S & L)												
Ukiah	993	2,013	2,058	2,083	1,831	1,752	10,730				0	10,730
Ft Bragg	987	1,704	1,907	1,879	1,838	2,027	10,342				0	10,342
Willits	606	1,060	1,131	1,158	1,052	1,045	6,052				0	6,052
Coast	224	327	374	368	395	411	2,099				0	2,099
Round Valley	62	85	303	161	141	171	923				0	923
Bookmobile	301	505	635	703	646	846	3,636				0	3,636
Requests Borrowed Total	3,173	5,694	6,408	6,352	5,903	6,252	33,782	0	0	0	0	33,782
New items added												
Ukiah	127	311	138	270	141	135	1,122				0	1,122
Ft Bragg	95	169	65	298	52	140	819				0	819
Willits	117	171	38	148	46	75	595				0	595
Coast	71	132	29	84	35	91	442				0	442
Round Valley	83	42	44	106	63	145	483				0	483
Bookmobile	76	53	62	103	33	30	357				0	357
New items total	569	878	376	1,009	370	616	3,818	0	0	0	0	3,818
Online Resources												
Ebsco all searches (Database Report 1[R5])	561	290	368	396	785	686	3,086				0	3,086
Overdrive--Circ Activity - total CKOs	5,471	5,579	5,069	5,137	5,053	5,387	31,696				0	31,696
Hoopla Total Circulations	1,500	1,432	1,340	1,354	1,378	1,314	8,318				0	8,318
Enki - 10% of Sonoma's CKOs	45	45	51	54	52	42	289				0	289
Newsbank Searches (full text)	658	586	615	631	576	666	3,732				0	3,732
Discover and Go Log-Ins	1	1	0	0	0	0	2				0	2
Learning Express Library Page Hits Total	1	1	52	1	0	0	55				0	55
Ancestry.com - total	0	0	0	0	0	0	0				0	0
Axis 360 -Circ. List Summary Report	0	0	0	0	0	0	0				0	0
Lynda.com total logins	0	0	0	0	0	0	0				0	0
Odilo visits	0	0	0	0	0	0	0				0	0
Kanopy Plays	1,152	812	870	832	776	982	5,424				0	5,424
Totals	9,389	34,768	35,487	40,907	36,732	38,015	195,298	0	0	0	0	52,602
Total Checkouts (eBooks, eAudio, Kanopy, Hoopla)	8,168	7,868	7,330	7,377	7,259	7,725	45,727	0	0	0	0	45,727

Measure A Ad Hoc Subcommittee Meeting
Dec. 30, 2020

Dolly, Michael, Lynn

Michael reported on time-line for Measure A renewal for November 2022 ballot

- Jan. 20, 2021 LAB agenda: Establish steering committee
- Dec.13, 2021 File petition with county
- Dec. 28, 2021 County approval of petition
- Jan. 01, 2022 Recruit team to gather petition signatures in five districts
- June 13, 2022 Submit minimum of 3,993 signatures to county

Additional:

- Jan. 20 , 2021 LAB agenda: Develop talking points to market measure A renewal
- Jan. 10, 2021 Extend ad hoc sub-committee for Measure A renewal with an additional supervisor (Lynn to send letter)
- Jan.10, 2021 Supervisor McCowen report on informal meeting with county counsel re petition language (Michael to contact)
- Jan 10, 2021 Supervisor-elect Muherrren, who will relinquish her role as city of Ukiah rep to LAB, to be contacted re: her role on committee as District 2 supervisor. (Lynn will contact)

Next Meeting: February 3, 10 AM.