



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, July 19, 2023
At the Fort Bragg Branch Community Room**

Agendas and attachments available at <https://www.mendolibrary.org/about/library-advisory-board/lab-agendas-and-minutes>

AGENDA

1. Call to Order
2. Introductions and Welcome
3. Approval of the Agenda
4. Approval of the Minutes from the May 17, 2023, 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
7. Library Budget Report
8. Fort Bragg Branch Report by Dan Hess
9. Measure O capital improvements ad hoc committee report
10. Friends of the Library groups’ Committee for outreach and collaboration
11. Facility improvements: updates from working groups to improve library branches
 - a. Willits – roof repair
 - b. Ukiah – feasibility study
 - c. Fort Bragg – expansion grant news
 - d. Laytonville
 - e. Round Valley

- f. Coast Community
- g. Bookmobile

12. Unfinished Business

- a. Carolyn and Richard report on meeting with Glenn McGourty, Chair of BOS
- b. Discussion of previous approved motion to send letter to BOS regarding finding a space for library administrative staff outside of the Ukiah Branch
- c. LAB strategic plan committee report
- d. By-law amendments

13. New Business

14. Next Meeting, September 20, 2023 (Coast Community Branch)

15. Announcements and Comments

Attachments:

Minutes
Director's Report
Budget Report

Draft Minutes LAB meeting May 17, 2023

Attendees: Olga O'Neil, Carol Poma, Carolyn Schneider, Richard Towle, Larry Riddle, Michele Savoy, Lew Chichester, Josh Bennet Branch librarian, Pat Sobrero, Deb Fader Samson

Meeting called to order 1:00

Agenda approved: Carol moved to approve and Larry seconded.

Richard clarified that the minutes should note that Richard and Carolyn attended meeting with Supervisor McCourty. Deb is a member of Lab, minutes amended.

Richard moved, Carol Seconded. Minutes approved with changes.

Library Director's report – see attached. Please note that the civil service meeting was cancelled. Deb stated that the Admin Budget Report ARPA money was received (almost \$150,000).

Round Valley Branch Report. Approximately 20,000 items circulated, 150 new patrons, 2000 visits this month/ Users like the easy access to reading, public computers, printing, scanning and comping. There are 4 employees. As part of the CENIC County Library grant, improved wi-fi for the community has been great. The new system is working really well. Also included wired connection. They now offer free Tech help 2x a month for the public. Linda Noel, Poet Laureate, did a reading in April. There was a talk with Julia Dalkin, Seed Librarian at Ft. Bragg. She talked about locally grown seed. Volunteer report that Pat has started with the seed library. Large undertaking. They have distributed about 3,000 packets of seeds to the community. Volunteer program has started back up with 2 regular volunteers. Live Power Farm was there for a talk and there was a good turnout. Earth Day Event was put on by the FOL. Community tables, dancers, they had about 300 visitors and 25 children participated. There is now a teen internship being taught on how the library works. Six teens have finished the program. There is a new reader for children's story time. They worked with the Wildfire Safety Council who held a woodchipper day which served 8 properties. Upcoming events include a planting party at the farmer's market, Summer Reading starting June 16th. Logging reading all summer event. To Honor One is Honor All, - for all Round Valley graduations. (Pre-school, kindergarten, high school, GED). See the written report.

Richard moved to amend the agenda to add the Mendocino County Library Five Year Strategic plan as an item. Larry Seconded. (See attached).

Measure O Committee met last Friday. Discussed the strategic plan. Key to ask questions about pending project that are starting now. (For example; the Willits roof). There is a grant award of \$240,000. Measure O matching funds will be used to for that. Measure O meeting it was discussed have the RFP done next summer. The roof did get a tarp on it. Good to have regular meeting. The Coast Community Library may be interested in buying the building next to their library. Possible uses of the Measure O funds. Possible other funds may be available, Asset Forfeiture, etc. Estimated income from Measure O approximately \$2 million. We won't have good information until later this year.

Ft. Bragg expansion grant is due tomorrow (5-18), The BOS approved the transfer of ownership and merging of the lot adjacent to the Library. County Project Manager is pending the awarding of the grant. Estimated at \$2.9 million, BOS concerned as the jail project has gone over budget. County Counsel and Facilities advised increasing to a \$5 million grant. (We will know the results of the grant in September). It is for 2/3 of the costs. – 3,456 sq. feet is being added. Community meeting was held in Ft. Bragg to show

**LIBRARY DIRECTOR'S REPORT
to ADVISORY BOARD
JULY 19, 2023**

- MCL offered a series of four online cooking classes led by John Farais of [Indigenous Edibles](#) to finish out our Book to Action grant for Six California Kitchens by Sally Schmidt.
- May 18 the Director attended the staff meeting at the Willits Branch and was informed of a few needs that she was able to meet for them regarding Facilities.
- May 31 the Director removed three adult chairs from storage in the basement of the Ukiah branch that the staff no longer wanted and delivered them to the Willits Branch.
- Director checked with Megan Barber Allende of the Community Foundation of Mendocino County about the requirements to start a Library Endowment fund that would help with long term funding like the Museum Endowment fund helps with Museum funding. \$10,000 is required to start one. LAB decided not to do this as it was most likely an effort to secure funds for capital projects.
- June 1 the Director and Administrative Services Manager met with County Counsel and IT department to begin working out what IT purchases can be made with capital improvement funds.
- Two employees of MCL (one from Fort Bragg and one from Willits) attended the California Library Association conference in Sacramento and will share what they learned with other staff.
- June 6 the Board of Supervisors ratified the MCL's application for the Building Forward Library Infrastructure grant to fund the Fort Bragg Branch expansion and renovation project which was submitted on May 18 and passed a resolution regarding the possible grant award.
- Library is working with General Services Agency, Supervisor Dan Gjerde, and the Evergreen Clean Energy Program to promote Evergreen and create Climate Change and Clean Energy displays at each branch in succession; the first one started in Willits at the beginning of July. Sonoma Clean Power is paying \$1,000 towards the purchase of a floating collection of books for this purpose.
- Ukiah Branch, through the Lunch at the Library grant, is purchasing a bicycle attached to a blender that makes smoothies, which they will share with Outreach and the other branches after the end of SRP.
- Laytonville RFIDs are installed and working. This is the first branch to be fully equipped with this technology.
- June 15 MC Blue Zones gave a presentation at the Branch Managers' meeting to discuss ways to collaborate on programming that keeps Mendocino County residents healthy and active.
- June 20 the Board of Supervisors passed the Library's Five-Year Strategic Plan
- H.R. is delaying the updating of job classifications for Branch Managers that was scheduled to be heard on the 21st by the Civil Service Commission.
- June 28 the director attended the Northnet Library System's Administrative Council Annual Meeting virtually from Ohio.
- July 5 Supervisor Dan Gjerde interviewed library staff regarding plans for the new Measure O funds on Citizen U on KZYX.
- August 2 the Director is scheduled to attend a Round Valley Branch Staff meeting
- October 4-6 The Director is planning to attend [Liber International Book Fair](#) in Madrid and make purchases for MCL's new floating Spanish language collection.

the design. Community room, garden area, ADA bathrooms, and updating the HVAC. Solar panels, and battery back-up, staff room, team space, and landscaping.

Discussed the Feasibility Study for the Ukiah Main Branch, to included reconfiguring the current building, RFP on the list for the fall (maybe).

Ad hoc committee Friends of the Library report. Met with the Coast Community Branch. Had a fun meeting talking about raising funds, buying building and retrofitting. Michele brought some things examples of things that other FOL groups are doing, like the license plate frames for Ukiah, the newsletter for Ukiah, the Website, See's Candy sales at Valentines Day, Easter Sunday.

Coast Community does a mailing to all the postal zip codes as a fundraiser. Every occupant but it's been very effective for them. Ukiah has a Facebook page, and does a newsletter.

Bookmobile Friends board is dying out. We put it up on the Facebook page and flyers were made and are being distributed for the bookmobile FOL board open positions. Michele still wants to meet with Laytonville and Round Valley Friends groups.

Laytonville is now open 3 days a week. And Denise (from Willits) goes there. NCO volunteers, too. Pt. Arena (Coast Community) is interested in buying the building next door to expand. For \$270,000. Noting that their building is 95 years old. (It'll be 100 years on in 2028. Discussed on-line classes and library programs.

Discussion on the working groups.

Strategic Plan, added a glossary of acronyms.

Ft. Bragg expansion and renovation. Reconfigure the Ukiah Library.

Olga, Deb and Barb are on the Strategic Plan committee.

Michele moved to approved, Olga seconded. Motion to accept passed.

LAB Strategic plan, add by-laws, review and revise.

Measure O changed to ad hoc instead of standing committee. Olga moved, Carol seconded. Approved.

Action Item Deb requested that the LAB members provide a bio and a photo for the website. Also a paragraph on why we are on the LAB.

Michele offered to help the Bookmobile by being the interim Treasurer, so that checks can be written.

Next meeting July 19th in Ft. Bragg.

Adjourned at 2:50.

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2023-2024 BUDGET

ACCOUNTS FOR:
LIBRARY

		QUANTITY	UNIT COST	2024 DEPARTMENT
821500	SALES & USE TAX			
LB	821500 -			
	60% of total for operating expenses	1.00	2,964,323.00	-4,940,539.00 *
	40% of total for capital investments.	1.00	1,976,216.00	-2,964,323.00
				-1,976,216.00

From State of CA Legislative Analyst (LAO) Feb. 2023 recommendation of anticipated revenues being 20% higher than pre-pandemic actuals (\$2,058,558 in 2019) (<https://lao.ca.gov/reports/2023/4687/Multiyear-Assessm ent-021523.pdf>). Tax increasing from 1/8% to 1/4% by Measure O in April, 2023.

824100	INTEREST			
LB	824100 -			
	Estimated from previous years	1.00	15,000.00	-15,000.00 *
				-15,000.00

825496	STATE LIBRARY GRANT			
LB	825496 - LBIG1			
	willits branch project - roof & battery backup	1.00	222,336.00	-247,040.00 *
	willits branch final reimbursement	1.00	24,704.00	-222,336.00
				-24,704.00

Transfer from unearned revenue account 1205-610001 \$222,336 plus \$24,704 reimbursement after project completion

825670	FEDERAL OTHER REVENUE			
LB	825670 - LBEC2			
	Reimbursement for hotspot data	1.00	8,998.00	-8,998.00 *
				-8,998.00

Emergency Connectivity Fund - hotspot data for patrons with unmet needs

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2023-2024 BUDGET

ACCOUNTS FOR: LIBRARY		QUANTITY	UNIT COST	2024 DEPARTMENT
826370 LIBRARY SERVICES				
LB	826370 - Fee revenue & library services	1.00	15,000.00	-15,000.00 * -15,000.00
827600 OTHER SALES				
LB	827600 - Photocopy fees, earbuds, memory sticks	1.00	5,000.00	-5,000.00 * -5,000.00
827707 DONATION				
LB	827707 - Patron and local donations	1.00	1,000.00	-1,000.00 * -1,000.00
827802 OPERATING TRANSFER IN				
LB	827802 - Per Auditor	1.00	1,463,719.00	-1,463,719.00 * -1,463,719.00
861011 REGULAR EMPLOYEES				
LB	861011 - Per Auditor's salary projection	1.00	1,867,497.00	1,941,613.00 *
	Changes/new hires	1.00	74,116.00	1,867,497.00 74,116.00
861012 EXTRA HELP				
LB	861012 - EH to cover absences and vacancies	1.00	40,000.00	40,000.00 * 40,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2023-2024 BUDGET

ACCOUNTS FOR:
LIBRARY

			QUANTITY	UNIT COST	2024 DEPARTMENT
861013	OVERTIME REG EMP				
LB	861013 -				
	OT has decreased		1.00	5,000.00	5,000.00 *
					5,000.00
861021	CO CONT TO RETIREMENT				
LB	861021 -				
	Per Auditor's salary projection		1.00	614,690.00	621,377.00 *
	Changes/new hires		1.00	6,687.00	614,690.00
					6,687.00
861022	CO CONT TO OASDI				
LB	861022 -				
	Per Auditor's salary projection		1.00	104,062.00	107,582.00 *
	Changes/new hires		1.00	3,520.00	104,062.00
					3,520.00
861023	CO CONT TO OASDI-MEDIC				
LB	861023 -				
	Per Auditor's salary projection		1.00	26,232.00	27,321.00 *
	Changes/new hires		1.00	1,089.00	26,232.00
					1,089.00
861024	CO CONT TO RET INCREMENT				
LB	861024 -				
	Per Auditor's salary projection		1.00	35,009.00	35,371.00 *
	Changes/new hires		1.00	362.00	35,009.00
					362.00
861030	CO CONT TO EMPLOYEE INSURANCE				
LB	861030 -				
	Per Auditor's salary projection		1.00	355,053.00	367,912.00 *
	Changes/additions		1.00	12,859.00	355,053.00
					12,859.00

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2023-2024 BUDGET

ACCOUNTS FOR:
LIBRARY

			QUANTITY	UNIT COST	2024 DEPARTMENT
861035	CO CONT WORKERS COMPENSATION I				
LB	861035 -				
	Per Risk Management		1.00	29,409.00	29,409.00 *
					29,409.00
862060	COMMUNICATIONS				
LB	862060 -				
	Phones, broadband, hotspot data		1.00	50,000.00	50,000.00 *
					50,000.00
	Decrease because E-rate is expected to provide credits on previous bills.				
862062	COMM MICROWAVE				
LB	862062 -				
	Enterprise cost from IT		1.00	7,253.00	7,253.00 *
					7,253.00
862090	HOUSEHOLD EXPENSE				
LB	862090 -				
	County custodial services		1.00	105,000.00	112,000.00 *
	Garbage & recycling pick up		1.00	5,000.00	105,000.00
	Miscellaneous		1.00	2,000.00	5,000.00
					2,000.00
862101	INSURANCE-GENERAL				
LB	862101 -				
	Per Risk Management		1.00	40,885.00	40,885.00 *
					40,885.00
862120	MAINTENANCE-EQUIPMENT				
LB	862120 -				
	Repairs and maintenance of vehicles		1.00	20,000.00	20,000.00 *
					20,000.00

NEXT YEAR BUDGET DETAIL REPORT

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ACCOUNTS FOR: LIBRARY		QUANTITY	UNIT COST	2024 DEPARTMENT
862130 MAINT-STRC IMPR & GRN				
LB	862130 - Facilities charges for maintenance	1.00	65,000.00	65,000.00 * 65,000.00
862150 MEMBERSHIPS				
LB	862150 - Decrease in membership fees	1.00	1,500.00	1,500.00 * 1,500.00
862170 OFFICE EXPENSE				
LB	862170 - Copies, toner, Covid supplies, library-by-mail	1.00	35,000.00	35,000.00 * 35,000.00
862185 MEDICAL & DENTAL SVCS				
LB	862185 - For hiring screenings	1.00	1,000.00	1,000.00 * 1,000.00
862187 EDUCATION & TRAINING				
LB	862187 - Staff training	1.00	5,000.00	5,000.00 * 5,000.00
862189 PROF & SPEC SVCS-OTHR				
LB	862189 - Northnet delivery	1.00	95,000.00	311,000.00 * 95,000.00
	Sonoma Library -tri county shared services	1.00	70,000.00	70,000.00
	Security guard for Ukiah branch	1.00	70,000.00	70,000.00
	Coast branch custodial	1.00	16,000.00	16,000.00
	Round valley branch custodial	1.00	10,000.00	10,000.00
	IT billing	1.00	50,000.00	50,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2023-2024 BUDGET

ACCOUNTS FOR: LIBRARY QUANTITY UNIT COST 2024 DEPARTMENT

862190 PUBL & LEGAL NOTICES

LB 862190 - Billed by Hr 1.00 500.00 500.00 *
500.00

862194 A-87 COSTS

LB 862194 - Based on FY 2023 Actual 1.00 137,325.00 137,325.00 *
137,325.00

862210 RNTS & LEASES BLD GRD

LB 862210 - Rent for Laytonville and Round valley branches 1.00 46,000.00 46,000.00 *
46,000.00

862227 SOFTWARE-LONG TERM

LB 862227 - Long term databases 1.00 5,000.00 5,000.00 *
5,000.00

862228 SOFTWARE-SHORT TERM

LB 862228 - Library databases 1.00 60,000.00 60,000.00 *
60,000.00

862229 SOFTWARE-MAINTENANCE

LB 862229 - Database maintenance 1.00 5,000.00 5,000.00 *
5,000.00

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2023-2024 BUDGET

ACCOUNTS FOR: LIBRARY QUANTITY UNIT COST 2024 DEPARTMENT

862230 INFO TECH EQUIP

LB	862230 -	Enterprise fund - billed by IT -capital investment	1.00	109,659.00	129,659.00 *
		Additional technology for branches	1.00	20,000.00	20,000.00

"Capital investments" may include computer upgrades for all branches. Measure O Capital investment funds for branch improvements to cover the IT Enterprise fund of \$109,658.74 for upgrading computers and technology.

862239 SPEC DEPT EXP

LB	862239 -	Library collection and programming supplies - all	1.00	200,000.00	200,000.00 *
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862250 TRNSPRTATION & TRAVEL

LB	862250 -	Mileage for Bookmobile, staff, outreach vehicle	1.00	20,000.00	20,000.00 *
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862253 TRAVEL & TRSP OUT OF COUNTY

LB	862253 -	Travel to conferences, outreach van repair	1.00	3,000.00	3,000.00 *
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862260 UTILITIES

LB	862260 -	Increasing projected 2023 by 8%	1.00	86,000.00	86,000.00 *
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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2023-2024 BUDGET

ACCOUNTS FOR: LIBRARY QUANTITY UNIT COST 2024 DEPARTMENT

865802 OPERATING TRANSFER OUT

ACCOUNTS FOR:	LIBRARY	QUANTITY	UNIT COST	2024 DEPARTMENT
LB	865802 -			
	Estimated cost for Willits Cap. Imp. Project	1.00	494,080.00	494,080.00 *

willits roof, solar & battery back-up project paid from Measure O capital improvement funds and Building Forward State CA Library grant funds of \$247,040

GRAND TOTAL -1,685,509.00

** END OF REPORT - Generated by Barbra Chapman **