



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, September 20, 2023
At the Coast Community Branch in Point Arena

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 July 19, 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. Admin Services Manager report
 - a. (1st quarter budget report not yet available)
8. Coast Community Branch Report by Mellisa Hannum
9. Measure O capital improvements ad hoc committee report
 - a. Ukiah Branch feasibility study recommendation
10. Committee for outreach and collaboration with Friends of the Library groups report
11. Facility improvements/working groups report
12. Unfinished Business
 - a. LAB member bios, optional photo, few lines about why on LAB
 - b. By-law amendments ad hoc committee

- c. Response to letter to BOS about Ukiah Branch overcrowding
 - d. Possible effect of potential strike on Covelo
 - e. Announcement sent of district 1 LAB member vacancy
 - f. Possible meeting with County Counsel regarding Ukiah feasibility study
13. New Business
- a. Joint meeting with BOS Tuesday October 17th
 - b. Recommendation to BOS regarding funding for Ukiah feasibility study
 - c. BOS looking at County Advisory Boards and Councils
14. Next Meeting, November 15, 2023 at Ukiah Branch (Bookmobile, Outreach Van)
15. Announcements and Comments, Adjournments

Attachments:

LAB Meeting Minutes - July 19, 2023
Director's Report
Library FY 22-23 Annual Report

Minutes from LAB meeting 7-19-2023

Called to order: 1:12

Introduction of attendees. Dan Hess Branch Librarian, Carolyn Schneider, Lew Chichester, Olga O'Neill, Carole Poma, Michele Savoy, Larry Riddle, Michael Schaeffer, and Deb Fader Samson

Richard has resigned from the District 1 position. Michele will post the opening on Facebook and email to Ukiah FOL gmail list. (Carolyn will write the copy).

Absent Josephina (she is out of the country for the month of August).

Michael made the motion to approve the agenda. Carole seconded. Agenda passed.

Correction to the minutes Carol's name has an e at the end. And Olga has two els in O'Neill.

Larry made the motion to approve the minutes with corrections. Lew seconded. Minutes approved.

No public expression.

Library's Director's report, see attached.

Lew had a question about library staff in union not getting a cost-of-living raise, and what would happen if they went on strike. Deb was not able to comment on it. She had asked HR but has not heard a response. She promised to ask again and let the LAB know if she received a reply. Lew expressed concern about how it would affect Covelo, where the library serves as a cooling center and a community center.

There was a question about what RFID's (see Library Director's report) for Laytonville is. RFID stands for radio frequency ID. The gate at the door will sound an alarm if anyone tries to leave with an item that hasn't been checked out. . (Anti-theft and should make inventory easier, wand the shelf and it picks up the IDs). We don't have a wand yet. Deb said that Round Valley or Coast will be next.

Library Budget report, details were requested on the Willits Roof, solar and battery. It was noted that the RFP is pending. Based on budgeted estimate. Michael would like to see the breakout on costs for Willits. Questions on carryover from previous years, not noted in new current report. And the library endowments are not listed. 2022/2023 is not closed out yet.

Clear definition of capital improvements needed. County Counsel will only address one item at a time.

Library has filled all open positions.

Dan Hess printed out previous year end summaries from the annual report for us.

Dan Hess gave his library branch report. See attached.

Will the RFP for the Willits roof be done by the end of September? Deb said it was with County Counsel, and no commitment has been made.

Quarterly report information is pending.

MOU questions remain, Coast Community currently does not charge rent. Possible purchase of the building next door would open the opportunity to rent out the building.

The strategic plan did not include the Reconfigure of the Ukiah Library branch. Deb doesn't want to commit to it if she doesn't think it makes sense financially.

After discussion, Deb agreed to attempt to arrange a meeting with County Council for the Feasibility Study funding. Can Measure O funds be used if the lead is taken by the LAB, etc.

The Ukiah Working Group is still trying to find a date to meet.

Coast Community FOL is working on a web site.

Carolyn and Richard met with Glenn McGourty, update on the roof RFP, and the Ukiah library branch staff overcrowding. He said it was up to Deb.

Discussion on sending letter to BOS has per previous meeting motion. Michele will review and revise if necessary and will work with Carolyn on sending the letter about the staff overcrowding at the Ukiah Library.

Feasibility study was discussed, should include the re-configuration of the Ukiah Library branch.

Carolyn has contacted Glenn McGourty re: Joint meeting with LAB and BOS.

Meeting was adjourned at 3:30. Larry moved, and Michele seconded.

Task: Deb will check with HR and let us know what the plan would be if there is strike; how that would affect the library branches. (If it would close the Covelo library).

Task: Deb will attempt to arrange a meeting with County Council for the Feasibility study funding. Can Measure O funds be used if the study is done by the LAB.

Action Item: Letter to BOS re: staff overcrowding at the Ukiah library branch.

Task: Carolyn will write the copy for the District 1 Vacancy. Michele will post to the Ukiah FOL gmail list.

LIBRARY DIRECTOR'S REPORT

2023.09.20

- The Zip Book program is being offered again this year but with reduced funding, so we are limiting patrons to one book at a time.
- Just in time for the library card sign up month, we purchased supply of new cards with Baby Yoda and with a Heart “tattoo” for new card holders that were distributed to all the branches.
- All branches of the MCL now have emergency boxes with 4 doses of Narcan so library staff and/or community members can help anyone who may overdose while at the branch. Many staff have been trained to use the nasal spray and there are instructions on the metal box.
- Most of the climate books have arrived that have been donated by Sonoma Clean Power for the Climate Corner displays at the branches.
- The Climate Corner Display kicked-off at the Willits branch on August 31 with photos.
- Director urged members of the LAB to watch BOS mtgs. to keep up on relevant developments.
- On August 3rd, Supervisor Gjerde and Chair McGourty toured the Ukiah branch library ground floor & basement, have pledged to work with the Ukiah Branch FOL to remove their future book sales materials to ensure the safety of County staff and to make room should any staff who feel crowded upstairs want to work downstairs.
- The new supervisor of operations at the Willits Branch has done an amazing job cleaning out closets and organizing materials that had been in disarray for years. In one of the closets, we found a box of tea bags with an-expiration date of 1991 printed on it.
- Director attended a Coast Community Branch staff meeting on August 18 in Point Arena.
- Library Administration is working with GSA to determine the best way to move forward with a Books by Mail program we would like to institute to help get library materials to homebound patrons.
- Library Staff will outreach at the Pumpkin Fest on October 14 and 15.



MENDOCINO COUNTY *Library*

2022-2023 Annual Report

- County Librarian’s Message
- Branch Highlights
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MENDOCINO COUNTY
CULTURAL SERVICES AGENCY - LIBRARY



KIDS' FARMERS' MARKET AT UKIAH



BILINGUAL OUTREACH AT FORT BRAGG



CHROMEBOOKS FOR CHECK OUT

Message from the County Librarian

All of us at the Mendocino County Library (MCL) wish to extend our gratitude to the community for passing Measure O last November, which will enable us to take on some much-needed capital improvements at the library branches.

After a decade of planning, we were finally able to open the Laytonville satellite branch to the public this past spring; it is open three days each week and staffed by a local employee and the Willits branch.

During the last fiscal year, the staff and I made multiple visits to other branches and even the Bookmobile to learn from each other. We held our first post-pandemic All Staff Training Day in November and got more comfortable embracing change. We had a dynamic speaker illustrate defining our own future vision of the library.

Staff are collaborating and supporting each other more instead of operating in isolated pockets around the county. Seed library specialists met regularly over the past year to streamline the seed borrowing process and youth services specialists now meet monthly to share ideas.

In November, Round Valley and Ukiah branch staff assisted the University of South Carolina's Master of Library

and Information Science program professors with a disaster preparedness study by informing a group of researchers about our past handling of wildfires in Mendocino County. Hopefully, our experience will make it easier for other public libraries in the country to be resilient in the face of possible climate disasters.

We received word last year that we were awarded \$247,000 from the first Building Forward Library Infrastructure grant to contribute towards replacing the leaking roof on the Willits Branch and installing photovoltaic panels and battery back-up so we can serve the community even during catastrophic events and public safety power shutoffs. Measure O funds will match that amount in our first capital improvement project that should be finished in Summer 2024.

Another capital improvement project is the Fort Bragg Branch expansion and renovation. In April, the Board directed us to move forward with the transfer of the property to the County which was purchased by the Fort Bragg Branch Library Friends north of the current building. We have applied for a second Building Forward Library Infrastructure grant from the California State Library to help us complete that work. Measure O funds would round out the Library's share of the

expense along with an additional donation from the Friends of the Fort Bragg Branch.

We developed a survey and received nearly 500 responses from county residents who gave feedback regarding the library services most important to them. [Results of the survey](#) helped to lay the foundation for our first ever [Library Five-Year Strategic Plan](#) that was passed by the Board of Supervisors in June. A lot of work and community meetings went into the plan that prioritizes what we hope to accomplish through 2028.

Upcoming endeavors include expanding our Spanish language collection, instituting a Library-by-Mail program for homebound library patrons, and having a feasibility study conducted regarding the best option for gaining space at the main branch of the library in Ukiah. Options to be considered are expanding the current location on Main Street, moving to a different building that is already standing and can be adapted to serve our needs, or purchasing a lot and building a brand-new larger building. We look forward to keeping you all apprised of the progress.

Thanks again for supporting the MCL! Our future looks bright.

-Deb Fader Samson



The Bookmobile

Draft



Greetings! The Bookmobile continues to serve the Mendocino County community as well as the northern coast of Sonoma County with its 24 regular stops which include seven schools, a senior home, and the Parlin Fork Conservation Camp. The Bookmobile is as popular as ever with Gualala, Boonville, and Laytonville being the top three most visited stops.

The Bookmobile stays well utilized by providing all our local patrons with the resources they need, which often includes helping with ordering and delivering requested items.

In addition to the continually updated collection of books, audiobooks, and DVDS, the Bookmobile is proud to offer State Parks Passes, Wi-Fi Hotspots, Chromebooks, DIY Toolkits, and a Seed Library for our patrons' needs. The Bookmobile also provides a free Wi-Fi connection at most stops.

This year the Bookmobile had several amazing highlights. We

started collaborating with the Coast Community Branch to offer story times in Anderson Valley twice each month. We continued our community partnerships, offering outreach and bookmobile services to the Mendocino Community Center's after school program on an as-needed basis, and providing library services at the Laytonville branch during the "Pop-up Library Days" before the

new branch opened for business. Staff always welcome new patrons as well as tourists who like to come aboard and check out our collection.

Our continuing goal is to provide valuable library, digital, and literacy resources to the Mendocino County community in a safe, friendly, and timely manner.

-Dave Frick



Coast Community Branch

The last year has shown how important Point Arena Branch is as a community hub. The Local Fire Safe Council meets monthly in the Community Room, discussing ways to create a more resilient environment. The Point Arena Independence Day Parade returned, and library staff walked with the Hana Hou Ukulele Club that regularly meets at the branch. People cheered and exclaimed about how much they love the library! Tech Help Tuesdays offered a drop-in program each week for people who needed help with their devices. We even gathered formal wear for high school students for prom.

After receiving feedback from our patrons, Coast staff ramped up the programs offered. The Friends of Coast Community Library Branch (FOCCL) brought back their popular Great Courses series. Through the year, attendees got to “Tour England, Scotland, and Wales,” discover the “Foundations of Eastern Civilizations,” discussed “The Federalist Papers,” dug into the “Origins of Great Ancient Civilizations,” and learned about “Modern Homesteading.” A popular collage art program called Pasted Paper is offered by Coast’s librarian each Saturday at 2:00 p.m. where



people of all ages are welcomed to create art crafted from old magazines and book pages. Teens began a storytelling group that met each Thursday during the school year. They spun spooky stories and drank hot chocolate while sitting in a circle and listening to each other’s tales.

Staff also reached out to the community more often. Story time was held at the Manchester-Point Arena Band of Pomo Indians Reservation. Staff visited both Point Arena and the Pacific Community Charter High Schools. Book discussions in English classes were a big hit. Staff helped the Bookmobile with Coast’s librarian providing a popular story time every-other Tuesday in Boonville. Local elementary students visited the branch for tours, activities, and story times.

Coast was heavily involved with two major grants this year. The Book-to-Action grant focused on Sally Schmitt’s *Six California Kitchens*. A farm tour and book discussion occurred at the Apple Farm in Philo, one of the California kitchens written about in the book. Local eateries gave demonstrations, offered tastings, and/

or tours of their facilities, including Pelican Bread, Franny’s Cup & Saucer, Little Green Bean Roastery, and Arena Market & Café. Patrons learned more about the Seed Library, farming, and gardening. Nutrition literacy continued with the Lunch at the Library grant. The branch offered free lunches during the summer break to children and teens. When school is no longer in session, children and families may struggle to find food to fill the gap. With Lunch at the Library, youth in Point Arena could find nutritious meals and enriching programs to help their minds and bodies grow strong throughout the summer. Thanks to a partnership with the high school cafeteria and dedication from their Food Director, USDA balanced meals were offered at the library every Tuesday through Friday during the Summer Reading Program.

Coast Community Branch is dedicated to serving its community in as many ways as possible and looks forward to bringing even more opportunities for service in the coming year.

-Mellissa Hannum

Fort Bragg Branch



community through outreach to public schools, farmers' markets, and events in City parks. Adults have participated in monthly book groups, open mic poetry events, trivia nights, walking challenges, harp, lute, and poetry concerts, and our annual open house featuring a local accordionist.

Fort Bragg Branch Library Friends have done fabulous work with a consultant and helped Library Administration to apply for the Building Forward Library Infrastructure grant from the California State Library. The submission included draft plans that incorporate features that would better serve patrons on the northern Mendocino Coast. Friends have held successful fundraisers, ranging from a Flynn Creek Circus performance, quarterly book sales, and musical evenings in local restaurants. Our Friends and volunteers enhance everything we do. Thank you!

We are grateful to our patrons for attending programs and using our collections. Thanks, especially, to the community members for their advocacy of Measure O, which will provide a steady source of funding for years to come.

-Dan Hess

"Put your whole self in, put your whole self out. Put your whole self in and shake it all about. Do the hokey pokey and turn yourself around; that's what it's all about!" Each member of the Fort Bragg Branch staff jumps in and gives their all. We checked out 135,000 physical items in the last year and have wonderful conversations at the checkout desk with our patrons. Add to that reader recommendations, in-depth reference, and helping with copies and public computers, and you can see how busy we've been.

We lent 22,000 items out of county and borrowed about the same in return. The branch added 3,000 new items in the last year and our door count was about 72,000 last year. Eight hundred forty-five of those visitors got new cards!

Programs were well-attended throughout the year. Summer Reading Program 2023 had 360 readers registered, with prizes from CV Starr Swim Center, Cowlick's Ice Cream, and Scholastic Books. All prizes are funded by our fabulous Friends of the Library. We've had stellar Kids Programs in the past year. In the Sinister Science program series, we shot off rockets in Bainbridge Park to study

flight, experimented with fizzy substances for chemistry, and partnered with Noyo Center for Marine Science to learn about marine life. Xtreme Science Magic wowed 60 people with a light show and electricity lessons. Fratello Marionettes brought Jack and the Beanstalk to life for an enchanted crowd. Bi-weekly crafts let parents and preschoolers dive into the world of hands-on art. Regular Friday and Saturday story times were complemented with Pajama Story Time, Dr. Seuss Stories, and a Stuffed Animal Sleepover. Kids wore their costumes to our annual fall carnival. We served families in the



Laytonville Branch

Draft



The long-awaited Grand Opening of the Laytonville Branch took place on March 25, 2023 with a great showing of patrons and special guests. The Friends of the Long Valley Library had the honor of cutting the ribbon that signified the official opening of the branch.

Since then, it has become a popular spot; not just for check-

ing out material and picking up holds, but for Wi-Fi and computer use as well. In addition to the books, audiobooks, and DVDs to checkout, the library has cooking kits for kids and adults, as well as Chromebooks for check out and California State Parks passes to allow for free entrance to more than 200 participating state parks.

Laytonville Branch enjoyed a school class visit and staff hope that more teachers will make regular trips to the library with their classes. The branch is now featuring story times on Wednesdays at noon and a “Creation Station” on Saturdays, where we provide the supplies and you bring the imagination!

This sixth branch of the County Library was made possible by the Friends of the Long Valley Library, a grant from the USDA Community Facilities Direct Loan and Grant Program, and the Mendocino County Library. Fiberoptic internet connectivity was provided through a grant from the California State Library, the Corporation for Education Network Initiatives in California, and the Mendocino County Library.

- Denise Jessie & Barb Chapman



Round Valley Branch

U.S. Forest Service archaeologist Curtis Fair shared a presentation in December on the topic of the Round House and its use by Northern California Tribes. The presentation was hosted in partnership with the Round Valley Indian Tribes' Native Way Program and was followed by a lively question and answer session.

In April, a thoughtful group gathered in the branch's Community Room to listen to poet Linda Noel's wonderful poems. This reading happened on a Friday afternoon and took advantage of foot traffic from the nearby farmers' market. Noel's powerful delivery and stage presence had the crowd rapt with attention.

The Library's Summer Reading Program kickoff in June was a performance of Jack and the Beanstalk by the well-loved Fratello Marionettes, well-received as always by an audience of all ages.

This year saw a reboot of the volunteer program at the Round Valley Branch. In January, February and March, new volunteers answered the call for help by sorting and packing seeds for springtime circulation, and in April, two weekly volunteers started faithfully helping with circulation, shelving, and pulling library materials.

The Branch began hosting a Craft

Drop-in on the third Thursday of each month. Attendees have decorated holiday cards, folded and pasted paper icosahedrons, decorated journals, and quilled strips of paper into colorful images. "Grab and Go" kits were offered for patrons who would rather work at home or who could not attend in-person.

Staff hosted programs that provided critical services in times of need. In late 2022, the branch offered a recurring Free Legal Help session in partnership with the Superior Court of California, Free Tech Help continued twice a month, and in May, the branch worked with Mendocino County Firesafe Council to bring Chipper Days to Round Valley.

The branch partnered with the Round Valley Municipal Advisory Board's Fire and Disaster Preparedness Working Group to accept orders for and distribute reflective address signs to community members who are seniors, U.S. veterans, disabled, or low income, providing signs to over 100 residents, helping first responders quickly deliver care in emergencies.

The Round Valley Branch welcomed families each Saturday at 11:00 for story time, featuring books that included counting, colors, or the alphabet, and a craft or activity. This year, special story times included The Valley



Voices singing group, a therapy dog that listened to kids read, the First 5 California's *Dragon Song* and *Roar The Dragon Coloring Book*, and teens reading to children.

Interest in seeds was high again with over 3,800 packets distributed. The seed library hosted several talks including how to breed plant varieties to adapt to local conditions, planning your garden to facilitate seed saving, and planting in summer to harvest in fall and winter. Tomato breeder Fred Hempel gave away hundreds of tomato starts and talked about growing delicious tomatoes.

Monthly seed planting parties at the farmers' market during the growing season allowed folks to plant in-season vegetables and flowers "to go." During the growing season, the seed library provided the local food bank with seed packets to distribute to community members experiencing food insecurity.

In its twelfth year, the documentary film series continued to inform and entertain. Films featured the topics of firefighting, trauma and healing, women working in astronomy, climate activism, and indigenous traditional knowledge. The most popular selection was *Tending the Garden*, a film about three northern California farms growing food and cannabis using regenerative farming techniques. Local farmers from the film attended the screening, which attracted a large crowd to the branch's Community Room.

-Josh Bennett & Pat Sobrero



Ukiah Main Branch



October 2022 marked the 50th year of library services at this location. Staff and patrons dressed up in clothing of the 1970s, made Shrinky Dinks crafts, and listened to the music of the era by Steve Hahm, while viewing a slideshow from the library's archives. This milestone was commemorated with gift bags and a cake provided by the Friends of the Ukiah Branch Library.

Children's Librarian Sam White started a weekly Pajama Story Time on Saturday evenings from December through March and took an American Sign Language (ASL) class. She now incorporates signs into story times. Thanks to a strong volunteer group, the branch was able to have an engaging presence reading at the weekly Farmers' Market, while our Kids Farmers' Market (now in its 35th year) has become a highlight of the community. Other fun children's programs included Find Marti the Monkey, a Swashbuckling Treasure Hunt, and Catch the Gingerbread Man – all thanks to Library Assistant Jenny Chang-Chien.

Young Adult Librarian Katherine Marmer joined the Branch in October, leading weekly STEAM-based activities and convening a new Teen Leadership

Council (TLC). Roseanne, Sam, and Katherine led a Halloween-themed Teen Lock-In at the branch where activities included a scavenger hunt, zombie shamble, obstacle course, candy relay, and costume parade.

A hands-on fall seed cleaning workshop taught patrons how to clean, dry, and store vegetable seeds from their garden. Kitchen Garden Design with Seed Saving in Mind featured longtime educator Carolyn Brown from Mendocino College's Agriculture Department for a comprehensive presentation on garden tips and techniques that will help participants plan their own plots.

The LOBA Poetry Series continued via Zoom through December with a reading of *Plagios/Plagiarisms Vol. II*, a bilingual book of poems by the late Ulalume González de León, Napa County poet Eileen R. Tabios, and Point Arena Poet Laureate Blake More. In January, meetings were moved back to the branch with Lake County Poet Laureate Georgina Marie Guardado and monthly poets and open mic opportunities. Branch Librarian and Ukiah Poet Laureate Melissa Eleftherion Carr led a Haiku Walk in the Wild Gardens of the Grace Hudson Museum and collaborated to co-host the annual "ukiahHaiku" Festival in May.

Gallery exhibitions were: "The Comfort of Home," mixed-media by Rose Easterbrook; "Mixed Reflections" by Alexandra Villarreal, watercolor portraits in celebration of Hispanic culture; "Balance of the Earth, Air, Water, & Light," acrylic paintings by Ginger O'Shea; "Assemblage: Artists Making Fun," a group show of collage works; "Making Space for a Changing Mind," mixed-media by Michael Eich; and "Art is Made Here," local artists' portraits by Janet Rosen, and the annual quilt exhibit.

Roseanne Wetzel led new music pro-

grams including a local concert series featuring Wendy DeWitt and Barney McClure and formed the 101s, where participants learned the art of songwriting and ukulele.

The Lines and Spines Book Club met on Zoom monthly to discuss *Finding the Mother Tree* by Suzanne Simard, *Atlas of the Heart* by Brene Brown, and *How the Word is Passed* by Clint Smith. In October, a new book club option was added for those wishing to meet in person - Amble & Ramble: a walking any book club for busy adults on the move, which meets on the Great Redwood Trail at noon on the last Saturday of every month.

Other special events included an Introduction to 3D Printing and Design workshop led by Lily Rojo, two community forums for residents to share their visions for the future of the Mendocino County Library for our first Five-Year Strategic Plan, and an Everyday Herbal Remedies Workshop with Donna d'Terra, local herbalist and Founder and Director of Motherland Botanical Sanctuary and Herb School as part of the Book to Action: Mendocino County Reads 2023 grant.

-Melissa Carr



Willits Branch



adults seeking to learn more. Creative opportunities for adults included Art Night, Writer’s Block, Crafty Winter Weekends, and Take & Make kits to get the creative juices flowing.

We had an exciting spring with our Book to Action Grant, and we were pleased to provide great cookbooks for adults, teens, and children. Three local restaurateurs gave presentations about their businesses and shared cooking tips. Children and adults enjoyed learning about the great food available here in Willits. Patrons were also excited about our Seed Swap that was part of the Book to Action grant.

We ended the fiscal year with a great start to the Summer Reading Program, which keeps children reading during the break from school to prevent “summer slide.” We hosted a great show of Xtreme Science Magic and the Fratello Marionettes were, as usual, very popular.

-Denise Jessie

We have begun to catch up with the numbers that were lost due to the pandemic. Since last year, new patron library cards have grown by 50%, computer use has gone up 40%, and checkouts have increased 10%. We are happy to see patrons back in the branch reading the newspaper, meeting with tutors, browsing the collection, and reading books. Teens are taking advantage of having their own space and hanging out with friends.

popular with adults of all ages. We hosted a Who’s Who in History program where we discussed people who have had an impact on world, American, and local history. We have a weekly coffee klatch called Penny University where discussions are always lively. Touch of Mendocino and Paranormal discussion group are two more programs that feature different speakers and bring together

When children come in for books, they also are likely to find a creation station with a self-guided craft like card making or coloring pages. We cater to children in many of our programs, hosting story times five times a week (four in branch and one at the farmers’ market), and kids love to attend Paws & Tales, where they listen to animal-themed stories with special guest Casey the therapy dog. We want to encourage children to think like engineers, so we have hosted Building Buddies, a STEM challenge, and have weekly Lego nights for them to expand on their building and designing skills. Several local teachers bring their classes to get cards, check out books, and learn about the library.

Staff also host programs that are



Library Outreach Program



Nayo Sicard is our Acquisitions and Programming Librarian and drives the "Library Outreach" van to community events. Nayo coordinates with other staff to provide pop-up library services all over the county which includes ordering, stocking, and bringing books and other materials and activities to the events.

Library Outreach staff continue to serve local school events and after school programs such as the Community Center of Mendocino and the Ukiah Independent Study Academy by bringing a lending library, library cards, reference services, craft programs, story times,

and digital literacy services.

Upon request, staff also attend local tribal events and collaborate with our community partners at city events around the county such as Ukiah's Moonlight Movie Madness, Country PumpkinFest, Earth Day festivals, and health, back-to-school, and local job fairs.

This summer, Library Outreach had the privilege to collaborate with the Ukiah Children's Librarian for a summertime Lunch at the Library program held at Todd Grove Park with overwhelming success. The Ukiah Unified School District provided the nutritional component (lunch) to the Lunch at the Library program and the library provided arts and crafts, STEAM activities, story times, Summer Reading Program access, and books for participants to support our community in growing its health, wellness, literacy, and socio-emotional learning, giving families and children a solid base

for success in school and later in life. The program was also held at Coast Community Branch.

In the coming year, Nayo looks forward to implementing the new Library-by-Mail service, which will provide library materials to home-bound individuals residing within Mendocino County.

If you are interested in the Outreach van visiting your event please fill out the [Library Outreach form](#).

-Barb Chapman & Nayo Sicard



Information Technology News

Lily Rojo is the new Department Application Specialist for library technical services. She has ten years of experience working at the Ukiah Branch and received her Master of Library and Information Science from San Jose State University in 2015. Lily is enthusiastic about expanding technology services and programming for library patrons, as well as supporting staff development and training.

She is also helping in other areas such as creating content for the library website. That website www.mendolibrary.org has new sections

to streamline information, including Learning Tools for discovering online resources, Technology Training for in-person and online tech help, and an Educator page for teachers.

Lily created a Mendocino County Library email newsletter that she sends out monthly which promotes events happening at each branch. Please [sign up](#) if you are interested!

The County IT department finished replacing all computers five years and older at the Fort Bragg Branch with other branches scheduled to receive computer replacements as

the year goes on.

The Chromebook lending program has kicked off and all branches and the Bookmobile have Chromebooks provided by the Emergency Connectivity Fund for check out. The hotspot program continues to be very popular with patrons, and additional hotspots will be purchased soon to supplement the collection.

New online resources were added: [Kovels](#), an antiques and collectibles database, and [Palace](#), an eBook reading app.

-Barb Chapman

Book to Action: *Six California Kitchens*



Kitchens distributed; 25 story times; 3 community connections; 17 food and cooking programs; 5 book clubs; 7 STEAM-focused programs for children and teens; and 20 seeds and gardening programs were held. Thirty-seven farmers markets' outreach events took place. The programs aligned with anticipated outputs including food & cooking programs that taught about local food and nutrition literacy, training workshops, and indigenous/cultural food classes. Four cooking programs were presented live on Zoom and are still available for viewing on Youtube.

Mendocino County Library went big with the Book to Action grant this year! The focus was on Sally Schmitt's *Six California Kitchens: A Collection of Recipes, Stories, and Cooking Lessons from a Pioneer of California Cuisine*. The Golden Poppy Award-winning cookbook and memoir served as the main ingredient in the smorgasbord of programs offered.

All in all, Mendocino County Library found success and connection through the programs, creation of cooking kits, and literacy events held during the 2023 Book to Action grant. Librarians and staff showed a breadth of creativity and dedication to community-building that not only supported and enriched its current patrons, it also created new interest in the library. In fact, almost 38% of surveyed participants stated that a Book to Action event was their first-time taking part in a library program! A diverse segment of the local population learned about the ways in which libraries are serving their communities and are as vital as ever.

The kickoff event was a discussion and tour at the Apple Farm in Philo with Karen Bates, Sally Schmitt's daughter. Bates talked about how the book came to be, organizing the recipes, and the focus on local food. Attendees got to learn about the history of apple farming in the valley and even tried samples of cider, vinegar, and syrup. Discussing a book with such a local focus brought the attendees a stronger sense of community. They returned to their homes in Boonville, Sea Ranch, Ukiah, Willits, Fort Bragg, and Point Arena to enjoy more Book to Action programming.

Mendocino County Reads was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

-Mellisa Hannum

The grant also gave branches the opportunity to showcase local eateries, chefs, specialty markets, bakers, community gardens, and other food hubs, helping the Board of Supervisors Strategic Plan priority of a thriving economy. Seed libraries were the center of many programs, and circulation statistics for Mendocino County's seed library showed an 18% increase in seeds checked out during the grant period compared with the same time the previous year.



The project outputs for Book to Action were impressive. Statistics reported at the end of the grant cycle included the following: 220 copies of *Six California*

YEAR IN REVIEW - STATISTICS

Visitors:

287,200

Digital Checkouts:

152,931

Physical Checkouts:

434,614

Total Checkouts:

587,545

New Items Added:

11,205

New Cardholders:

3,920

Programs for Adults & General Audience: 997

Attendance: 14,924

Programs for ages 0-18: 1,265

Attendance: 19,320

Total Programs: 2,262
Total Program Attendance: 34,244

Library Webpage Visits:

205,993

Seed Packets Checked Out:

10,587

Total Zip Requests Filled:

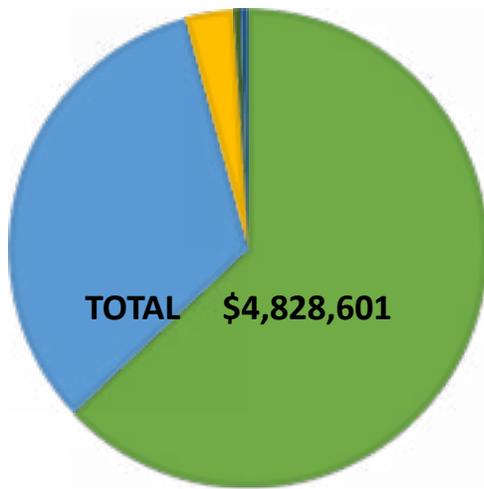
616

Fiscal Year 2022-2023 Finances*

Draft

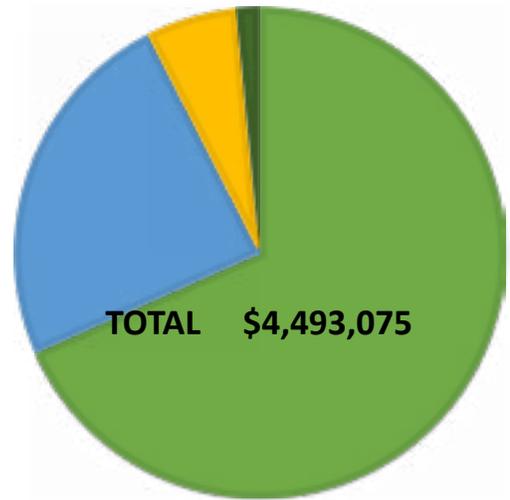
REVENUE

- Sales and Use Tax
\$3,040,894
- Property Tax
\$1,584,854
- Grant Revenue
\$157,180
- Library Services and Fees
\$23,111
- Interest in Investments
\$21,448
- Donations
\$1,114



EXPENDITURES

- Salaries & Benefits
\$3,070,863
- Operating Costs
\$1,084,863
- Collections and Programs
\$270,156
- Capital Outlay
\$67,474



EXPENSES*

REGULAR EMPLOYEES SALARY	\$1,876,907
EXTRA HELP	\$67,185
OVERTIME REG EMP	\$6,771
CO CONTRIBUTION TO RETIREMENT	\$605,198
CO CONT TO OASDI	\$103,177
CO CONT TO OASDI-MEDIC	\$27,156
CO CONT TO RET INCREMENT	\$36,817
CO CONT TO EMPLOYEE INSURANCE	\$312,130
CO CONT UNEMPLOYMENT INSURANCE	\$3,337
CO CONT WORKERS COMPENSATION I	\$31,903
COMMUNICATIONS	\$72,856
COMM MICROWAVE	\$7,041
HOUSEHOLD EXPENSE	\$124,558
INSURANCE-GENERAL	\$37,287
MAINTENANCE-EQUIPMENT	\$9,403
MAINTENANCE-BUILDNGS & GROUNDS	\$85,049
MEMBERSHIPS	\$1,879

OFFICE EXPENSE	\$31,317
MEDICAL & DENTAL SVCS	\$51,783
EDUCATION & TRAINING	\$2,657
PROF & SPEC SVCS-CONTRACTS	\$226,183
PUBL & LEGAL NOTICE	\$828
A-87 COSTS	\$148,017
RNTS & LEASES BLD GRD	\$42,953
SOFTWARE-SHORT TERM	\$3,206
SOFTWARE-MAINTENANCE	\$5,472
INFO TECH EQUIP	\$136,894
SPEC DEPT EXP	\$261,478
TRNSPRTATION & TRAVEL	\$14,374
TRAVEL & TRSP OUT OF COUNTY	\$943
UTILITIES	\$90,843
EQUIPMENT	\$66,546
CAPITAL EXPENSE	\$928
TOTAL	\$3,408,655

*Amounts based on reports as of August, 2023 before close of fiscal year accounting.

Fiscal Year 2022-2023 Grants

Mendocino County Library had a very successful year of grant applications and awards. Grants awarded include: Zip Books in the amount of \$12,728 from the CA State Library, Book to Action funding of \$20,000 for *Six California Kitchens* programming from the Library Services and Technology Act, Lunch at the Library funding of \$19,862 from the CA State Library, federal Emergency Connectivity Funding for hotspot data and Chromebooks in the amount of \$39,932, and the USDA Community Facilities Grant for the new Laytonville Branch in the amount of \$64,209 totalling \$156,731. Additionally \$247,040 of matching funds has been awarded by the CA State Library for the Willits Roof and Solar Panel Project planned for 23/24 fiscal year.

Any Library funds not spent during the fiscal year are always held in the

Library fund account and *do not* get transferred into the County General Fund. It takes a few months to close out the previous fiscal year budget, since accrued revenue and expenses still trickle in after July 1st. After the 22/23 fiscal year is officially closed, we expect there to be approximately \$2,517,000 remaining in the Library fund savings account. Library savings are important for filling the gaps when there is a shortfall of expected revenue, as well as to provide a source of matching grant funds.

A California State Library grant for the renovation and expansion of the Fort Bragg Branch has been applied for in the amount of \$3,043,224 which would require a matching contribution of \$1,521,611.

Thanks to the supportive community, Measure O Library tax will ensure

long-term funding for the Library as well as set aside designated funds for capital improvements.

The Library is also thankful for the ongoing financial and volunteer support from the Friends of the Library groups for all of our branches.

- Barb Chapman



Library Advisory Board (LAB)

The Library Advisory Board (LAB) was created by the Mendocino County Board of Supervisors in 1970 to advise, advocate, and make recommendations to the Supervisors, the County Library Director, and the County Chief Executive Officer regarding library operations, services, budget, and needs.

The LAB has nine active members: one from each of the five supervisorial districts and one from each of the four cities.

In 2022 the citizens of Mendocino passed Measure O to increase the sales tax percentage dedicated to libraries from 1/8 cent to 1/4 cent and make that change permanent

for library services, materials, and much needed building improvements and expansions.

The LAB is assisting the County Library Director to determine use of these additional funds in the Library Five-Year Strategic Plan

The LAB supports the Library's Five-year Strategic Plan envisioning future projects and programs to enhance users' educational and community-based activities in all six branches and the Bookmobile. The plan also prioritizes use of the Measure O funds earmarked for library capital investments such as a new roof and other improvements for the Willits Branch Library, the expansion of the Fort Bragg Branch Library, and

a feasibility study to determine the expansion or relocation of the Ukiah Branch Library.

The LAB also supported the opening of the Laytonville Branch Library in 2023, a project of the Friends of the Long Valley Library.

Members of the public are always welcome to attend LAB meetings, which are held on the third Wednesday every other month at 1:00 pm rotating between the branch locations. If you are interested in serving on the LAB, please contact the Supervisor of your district or your City Council to request an application.

-Carolyn Schneider, Chair

Behind the Scenes

The administrative team, headed by Manager Barb Chapman, works hard to equip, support, and enable Mendocino County Library (MCL) staff to provide valuable services to their communities. The following is an abbreviated list of these tasks:

- Follow County purchasing Policy 1 rules; research, conduct comparison studies, make purchases, create purchase orders, requests for proposal (RFPs), and quotes (RFQs) for library material vendors and services.
- Coordinate purchase of county-wide supplies such as library cards, barcode printers and labels, receipt printers and rolls, licenses for use of digital services and subscriptions, as well as other library materials for processing and mending.
- Through consortiums and partnerships (with Sonoma and Lake County Libraries, NorthNet, and Califa), contract for services such as databases, delivery of shared materials, and the library catalog.
- Administer and coordinate the acquisition of the purchase of thousands of collection items (books, DVDs, audiobooks, etc.) for all branches and provide training to branch staff in use of vendor and library purchasing applications.
- Administer the purchase of larger items such as furniture, book trucks, and other equipment, coordinate the delivery of items, and file fixed asset requests and reports annually.
- Process all billing from County departments that charge us for their services, i.e. IT, Facilities & Fleet, Human Resources, and Mendocino Transit Authority, and other organizations that provide services to the library.
- Coordinate purchasing, installation, and integration of new technological equipment with the County IT team and/or Sonoma County Library IT, including replacement computers and the high-speed CENIC connection.
- Use the website content management system (CMS) and library applications to create, update, and maintain library website and social media with new resources and information.
- Create technical training materials and show staff and the public how to make use of Library services.
- Submit and follow up on work orders for information technology (IT) and facilities and grounds for branches.
- Coordinate participation in community events offered by cities, the County, and other organizations to reach out to new users.
- Coordinate, write, and proofread press releases for branch and county-wide events.
- Oversee the Bookmobile and Library Outreach van collections and programs.
- Coordinate county-wide library programs such as Summer Reading and Book-to-Action events.
- Provide cohesive, consistent, and centralized cataloging and training for MCL in coordination with Sonoma County library cataloging.
- Administer Interlibrary Loan (ILL) requests and return items to the material providers according to their requirements.
- Administer payroll for all library staff, coordinating with County payroll and HR.
- Respond to and act on various inquiries from library staff.
- Prepare and submit personnel documents for new hires, merit raises, change of address/name, etc. according to the required timeline.
- Plan conference and educational seminar registration for staff and assist with out-of-county travel requests.
- Coordinate interviews for job applicants and coordinate the onboarding process for the successful candidate.
- Create annual budget, compile, and complete required reporting for the department.
- Prepare and submit BOS agenda items (grant applications and awards, annual budget hearing, personnel classification and/or position modifications, policy modifications, budget adjustments, etc.)
- Work with the Library Advisory Board (LAB) on agendas and provide support for the meetings.
- Collect and regularly report annual and quarterly statistics to the California Library Association.
- Coordinate grant applications, process grant expenditure tracking and reporting, and ensure grant compliance.
- According to County Counsel and Executive Office guidance, create or update policies such as the Standards of Behavior and Meeting Room Policy for final Board approval.

Each MCL branch does an excellent job of serving the community with an extensive array of material and services, and the administrative team provides cohesiveness to the MCL system, sparing the branch staff from having to spend their time and energy on departmental requirements.

-Yoshiko Stephens, Nayo Sicard, Amelia Hiseley-LaValley, Lily Rojo, and Barb Chapman



Library Advisory Board

- ◆ District 1 - Vacant
- ◆ District 2 - Michele Savoy, Secretary
- ◆ District 3 - Lew Chichester
- ◆ District 4 - Carole Poma
- ◆ District 5 - Michael Schaeffer
- ◆ County Librarian - Deb Fader Samson
- ◆ City of Fort Bragg - Carolyn Schneider, Chair
- ◆ City of Point Arena - Larry Riddle

- ◆ City of Willits - Olga O'Neill, Co-chair
- ◆ City of Ukiah - Josefina Duenas

Board of Supervisors

- ◆ District 1 - Supervisor Glenn McGourty, Chair
- ◆ District 2 - Supervisor Maureen Mulheren
- ◆ District 3 - Supervisor John Haschak
- ◆ District 4 - Supervisor Dan Gjerde
- ◆ District 5 - Supervisor Ted Williams

Message from the Chair of the Board of Supervisors



With a history in education myself, I am delighted that the citizens of our County passed additional funding last fall to keep the library branches going strong. We have a lot of physical needs in our facilities that this revenue will help to address.

The Board approved the [Mendocino County Five-Year Strategic Plan](#) put together by the Library's Strategic Planning Committee over the past year. It's a forward-thinking document that builds on our strengths as a team

and enumerates for everyone the priorities for limited resources through 2028.

I'd like to tell you about some of the newer services available at the Mendocino County Library. All branches have [hotspots](#) and [Chromebooks](#) for patrons to check out with their library cards to keep them connected to the internet even when they don't receive stable connections at home. This is helping the students and small businesses immensely to overcome some of the disadvantages of living in a rural community.

[California State Library Parks Pass](#) is a new initiative that anyone can take advantage of to get their family out into the wide-open spaces our beautiful State has to offer without having to pay at the gate.

I was surprised to learn that the library offers [cooking kits](#) to borrow that include cookbooks along with the equipment necessary to try pasta-making, kids' cooking, baking, and even gluten-free baking! I think it's a great idea to try something out before investing in it if it might not be something you use frequently.

Old favorites you may not know about are [online databases](#) available with a card that you don't even need to visit the library to use. These help students of all ages find peer-reviewed scholarly articles on many topics and help our kids succeed in school.

[Book Club sets](#) with multiple copies of the same title can be checked out to groups so members can read and talk about the book together rather than waiting for copies to be returned by other readers. This facilitates lively discussions that can bring our community together so we become stronger and more resilient.

Mendocino County Library has an app that is available to download to your phone so you can take advantage of its many offerings on the go. You can access the app at <https://www.mendolibrary.org/borrow/library-app>

If you haven't been to your local branch lately, I suggest you stop in and see what's on offer. We're looking forward to helping the library reach its enumerated goals in the coming years.

-Glenn McGourty, Chair

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

Laytonville Branch
44960 N. HWY 1
Laytonville, CA 95454
707-234-6390

Ukiah Branch
105 N. Main St.
Ukiah, CA 95482
707-463-4490

Bookmobile
707-234-2874

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

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

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

**Cultural Services Agency
Library Administration**
707-234-2873
105 N. Main St.
Ukiah, CA 95482



2023

COAST COMMUNITY BRANCH REPORT

Mellisa Hannum, Branch Librarian

COAST COMMUNITY BRANCH'S FOCUS IN 2022/2023:

COMMUNITY HUB

The library has proven itself to be an integral part of the community, offering impactful options like school visits, Community Conversations with other public entities, hot spots, computer access, State Park passes, free formal wear for prom, a wide range of events for children, teens, and adults, the Summer Reading Program, and Lunch at the Library. Operating as a hub has allowed Coast's librarian to engage with the community in new ways.

OUTREACH

Regular visits were made to the local high schools. The librarian became a member of Point Arena Fire Safe and started a Storytime for families in Anderson Valley who don't have a library of their own. She also visited locations in the Bookmobile and was active in local events like the Independence Day Parade and Point Arena High School's Health Fair. Trips to the Manchester Band of Pomo Indians' Rancheria offered access to early literacy for children and reading, gardening, and crafting options for elders.

LOCAL PROGRAMS

Thanks to the Book to Action grant, Coast was able to offer a series of local food programs focused on businesses including the Philo Apple Farm, Franny's Cup & Saucer, Pelican Bread, Little Green Bean Coffee, and Arena Market & Cafe.

PARTNERSHIPS

*schools
local businesses
community organizations
government groups*

BY THE NUMBERS:

2022/2023 STATISTICS

- 510 PROGRAMS WITH 7,028 ATTENDANCE
 - 19 OUTREACH EVENTS WITH 2,081 ATTENDANCE
 - 2,333 CHILDREN AND TEENS SERVED THROUGH PROGRAMS & CLASS VISITS
 - 1,519 PATRONS ACCESSED LIBRARY COMPUTERS
 - 2 MAJOR GRANTS: BOOK TO ACTION & LUNCH AT THE LIBRARY
 - OVER 32,000 PATRONS WALKED THROUGH THE LIBRARY'S DOORS
-

COMMUNITY INVOLVEMENT

SPECIAL EVENTS, OUTREACH, AND PLENTY OF SUCCESSFUL PROGRAMS



WE WOULD LOVE TO HEAR FROM YOU.

HAVE A QUESTION? FEEDBACK IS WELCOME!

COAST COMMUNITY BRANCH SERVES THE
MENDONOMA COAST FROM ELK TO SEA RANCH
AND EVERYTHING IN BETWEEN, WITH REGULAR
OUTREACH TO ANDERSON VALLEY.

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www.mendolibrary.org