



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, November 15, 2023
At the Ukiah Main Branch in Ukiah, CA

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 September 20, 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. Acting County Librarian’s report – Mellisa Hannum
7. Acting Director’s report – Barb Chapman
 - a. 1st quarter budget report
 - b. Fort Bragg expansion grant update
8. Bookmobile and Library Outreach report – Nayo Sicard
9. Measure O Capital Investments Ad Hoc Committee report
 - a. Equipment grant application for Coast Community
 - b. Ukiah basement staff area conversion
 - c. Ukiah grounds beautification request
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. LAB annual report to BOS on October 17th
- d. District 1 LAB member vacancy
- e. Ukiah feasibility study
- f. Zoom capability Ad Hoc Committee

13. New Business

- a. Officer elections at the LAB January 2024 meeting
- b. Brown Act and Ethics Training

14. Next Meeting, January 2024 location & date TBD

15. Announcements and Comments, Adjournments

Attachments:

LAB Meeting Minutes - September 20, 2023

Director's Report

FY 23-24 1st Quarter Report

Minutes from LAB meeting 9-21-2023

Called to order: 1:05

Introduction of attendees. Melissa Hannum Branch Librarian, Chas Higgins, President Coast Community Friends guest, Carolyn Schneider, Lew Chichester, Olga O'Neill, Carole Poma (Zoom), Michele Savoy, Larry Riddle (Zoom), Michael Schaefer and Barb Chapman Acting Director

District 1 position remains vacant

Absent Josephina Duenas

Carol and Larry attended via zoom, so they are non-voting for this meeting.

Michael moved to approve the agenda; Lew seconded. The agenda was approved.

The minutes from the previous meeting were discussed. It was noted to change action item to tasks. Olga made a motion to approve, Lew seconded, the previous minutes were approved.

Barb Chapman gave the Library Director's report, since Deb resigned. She stated that the job description needs to change (when it is reposted). To remove the parks, possibly remove the museum and go back to a full time Library Director. That could take several months. Meanwhile Barb will be the Acting Director. There is expected to be an Acting County Librarian. The Branch managers have stepped up to focus on the programs, etc. A Search committee comprised of different people including the LAB has been involved previously, usually the Chairperson. The final candidate is approved by the BOS. See attached Fiscal Year Annual report for 2022-2023. Lew has some questions, the revenue vs. total didn't match the pie chart. Barb will proofread and verify. A87 costs were discussed, more detail was requested.

Barb and Melissa worked out an area for 2 staff admins. to be moved to the basement at the Ukiah Library. No news yet on the Ft. Bragg expansion grant. A grant will be applied for to provide Robotics programs at each branch. Programs were discussed, i.e., lunch at the library and author talk. Broadcasting book talks with screening.

Capital Investment amount to be determined. The County Auditor will transfer into a special account. It will be listed separately, about a year later. BOS will need to approve.

Coast Community Branch Report – See attached.

Measure O Capital Funds discussed. Lew gave us a background on the Covelo library. The Friends group purchasing the building, renovating and a Memorandum of Understanding (a lease). Noting that the Friends charge rent to the library that is used for maintenance, utilities, insurance etc. A profit is not being made. The Friends group spends money on programs and sets aside some for reserve for capital expenses for example a new roof, or furnace. The concept of Measure O Capital Funds is for all the libraries, not just county owned branches. Discussion on the delay on the roof repair/replacement for the Willits Library. The Coast Community Friends do not charge the county rent. The Measure O ad Hoc committee recommended that the LAB recommend to the BOS to proceed with the Feasibility Study for the Ukiah Library and that it should be paid for by the Measure O funds. The second recommendation is to NOT spend money on a hybrid equipment for the libraries. Estimate was \$10,000 for each branch from the County IT. Michele made a motion to request the BOS approve GSA proceeding with the Feasibility Study, Michael seconded, passed.

Discussion on how to have zoom available for the public to listen in to Zoom meetings.

2nd motion to not purchase hybrid equipment. Michael made the motion, Michele seconded. Tabled with input. Ad hoc committee Lew, Carol and Larry to make recommendations (Action Item).

Outreach for coordination with other Friends group. Michele did a posting for District One representation. Book mobile Friends group is still trying to get new members. Michele has met with Willits, Ft. Bragg and Coast Community. Laytonville, Round Valley and Bookmobile Friends groups pending. (Next meeting revisit).

Ukiah Working Group are working on a mural and a landscape project. Committee has been formed and met. Willits Improvement Pending, Ft. Bragg pending, Coast Community possible buying the building next door, not a push to do that.

Bios – photos to Carolyn for Barb to post.

By-laws amendments (Action Item Carolyn and Olga ad hoc committee for By-Laws). Changes are needed for instance. Meet every other month in Library locations.

Response from letter to BOS, regarding overcrowding. Barb and Melissa handled it.

Possible strike effects on Covelo. Unknown, it remains a concern. The Round Valley Branch fills a lot of needs in town.

BOS meeting 10/17 LAB as a possible agenda item.

Action Items: Ad hoc committee for Zoom access to LAB meetings Lew, Carol, and Larry

Action Item: By-laws amendments Carolyn and Olga

Acting County Librarian Report
Mellisa Hannum
November 2023

There have been a few changes in Mendocino County Library since the last Library Advisory Board meeting at Coast Community Branch. I am now the Acting County Librarian. The Board of Supervisors appointed me for this position on October 17, 2023. In more staffing news, the Willits Branch Librarian position has been filled. Denise Jessie, who was serving as Acting Branch Supervisor for Willits and Laytonville, is now the Branch Librarian for these locations.

Monthly Branch Manager Meetings have started up again, occurring on the third Thursday of each month. These regular meetings are an important part of the library's open communication and allows the Branch Librarians to share challenges and successes, discuss what changes may be taking place in the county, and offer an opportunity for the branches to support each other.

Mendocino County Library will be offering new digital resources for patrons, Pronunciator, Library Author Talks, and Alexander Street. [Pronunciator](#) is a user-friendly tool that is used to learn a new language. [Alexander Street](#) was provided by the California State Library and is a collection of audio and video options that focus on the performing arts. Options include videos from the Royal Shakespeare Company, dance performances, opera, and so much more. The [Library Author Talk](#) program will be a series of events that can be streamed live. Bestselling and award-winning authors from around the world will discuss their books in real-time, allowing the library to interact with these writers while in the comfort of various branches or from home.

The library is also participating in some county-wide programs and displays during the month of November including celebrating [Native American Heritage Month](#) and showcasing books provided by Sonoma Clean Power as part of a climate awareness campaign. The [Climate Corners](#) found in each branch contain climate-related books and Do-It-Yourself (DIY) Energy and Water Saving Toolkits.

The holiday season is almost upon us, and the library will have some holiday closures coming up. Branches will be closing at 2:00 p.m. on Wednesday, November 22 and closed on Thursday, November 23 and Friday, November 24 for Thanksgiving. Branches will also be closed the week of December 24, reopening in the New Year on Wednesday, January 3.

I would like to thank the Library Advisory Board for another year of generosity and support. Your insight and ideas are appreciated by the Mendocino County Library system.



City of Ukiah

Winter Fair

December 2022



The Grinch gets a library card

Libraries are for everyone



FEMA Outreach



February 2023



Redwood Valley

Rancheria

April 2023



April 2023



***Earth Day at Grace
Hudson***





Community Center of Mendocino

Outreach and, Bookmobile and Fort Bragg staff Amie McGee partner for an event with the afterschool program of Mendocino May 2023



Lunch at the Library

Todd Grove Park

June - August 2023

A partnership with the
Ukiah Branch



STEAM Crafts

Lunch at the Library 2023



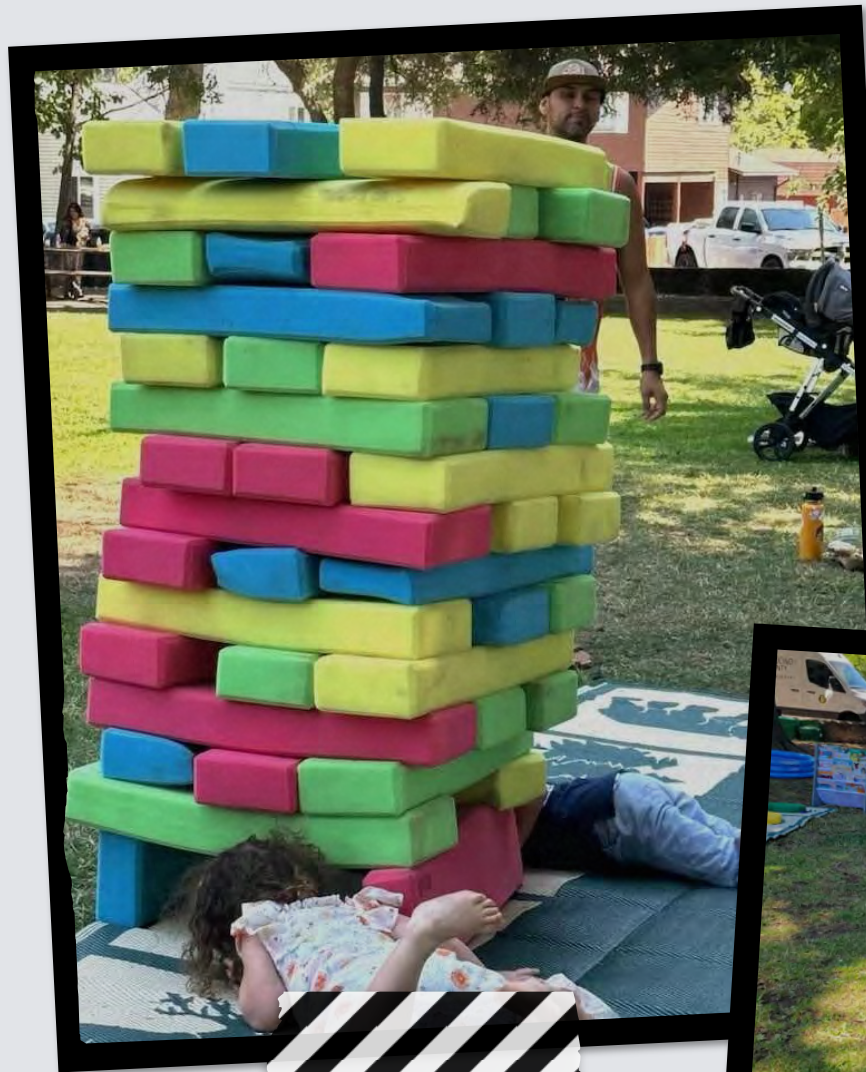
Water Play &

STEM



Lunch at the Library 2023





Lunch at the Library 2023



Reading and STEM



Bookmobile Storytime in Anderson Valley

Dave and Mellisa from the Coast Community branch partner to offer storytime in Anderson Valley every other week.





Outreach at health
and job fairs
July



Redwood Valley
Rancheria &
Coyote Valley





Adventist Howard

Hospital Health Child

Health/Vaccination

Fair

July 2023



Round Valley Indian Days

September 2023



Nicole Mann at

Round Valley

Indian Days

September 2023



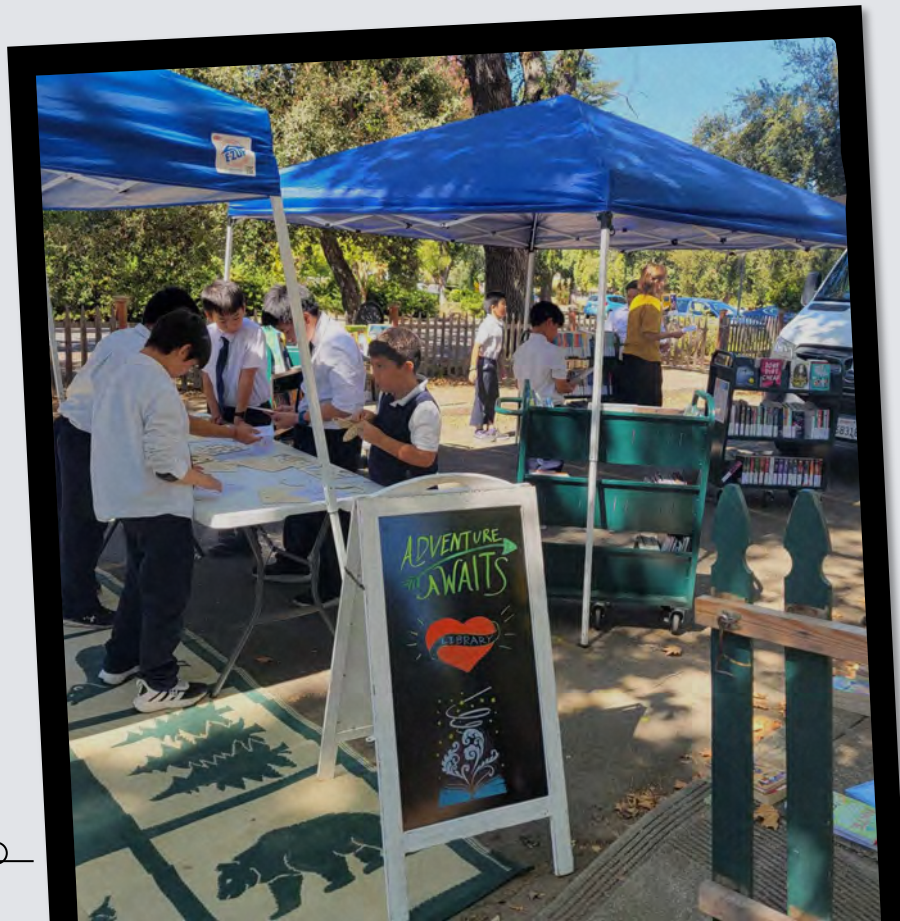
Smoothie bike

shenanigans

Lunch at the Library and Round
Valley Indian Days 2023



Instilling Goodness Buddhist School



STEAM crafts and
storytimes September 2023

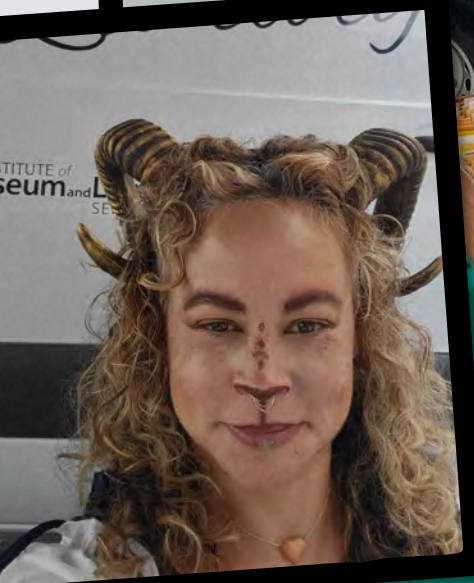




Ukiah

Pumpkinfest 2023

October 2023



Bookmobile

Elk School

Storytime

Dave reads to children at the
Elk School October 2023



FY 2023-24 1st Quarter Year to Date and Projections

Budget Unit	Description	2023-24 Revised Budget	2023-24 1st Quarter Actuals	Department Projections for 6/30/24	Difference
6110	Library				
1000 Series	Salaries and Benefits	3,175,585	662,708	3,074,207	101,378
2000 Series	Services & Supplies	1,341,122	89,365	1,323,412	17,710
3000 Series	N/A				-
4000 Series	N/A				-
5000 Series	Capital Projects	494,080	-	494,080	-
Revenue	Revenue Estimates	(6,696,859)	(361,663)	(6,717,296)	20,437
Library Total		(1,686,072)	390,410	(1,825,597)	139,525

Library Fund Balance \$2,517,168.11

Endowment Funds		
2710-760844	Fort Bragg Principal	12,875.47
2710-760845	Fort Bragg Interest	22,000.68
2710-760846	Ukiah Principal	114,512.90
2710-760847	Ukiah Interest	72,686.42
2710-760856	Bookmobile Principal	4,290.44
2710-760857	Bookmobile Interest	3,767.33
2710-760858	Willits Principal	6,233.92
2710-760859	Willits Interest	2,742.78
2710-760870	Library/Hallam Principal	20,382.04
2710-760871	Library/Hallam Interest	1,555.76
	Total	261,047.74