



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 11, 2024

MEETING LOCATIONS:

In-Person at: Coast Community Library, 225 Main St, Point Arena, CA 95468

Online at:

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Meeting ID: 256 318 086 972

Passcode: 9VmJ5Q

Join a meeting in Microsoft Teams - Microsoft Support

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

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes from the July 17, 2024, meeting
4. 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 on the approved Agenda.

5. County Librarian’s report

6. Administrative Services Manager's updates
 - a. YTD budget report
 - b. Strategic plan progress attached
 - c. Date to request for BOS agenda item for LAB and Library Annual Reports
 - Nov. 5th – deadline for agenda and all reports is October 21 [LAB can't review library annual report first]
 - Or December 3rd – deadline for all reports is November 15th
 - d. Student Success Cards - long-term project requires MOUs with school districts. Starting with Point Arena and Fort Bragg. Any LAB connections with Superintendents?
<https://www.library.ca.gov/services/to-libraries/success-cards/>
7. Coast Community Library Branch Librarian report – Mellisa Hannum
8. Unfinished Business:
 - a. LAB member bios, optional photo, few lines about why on LAB
 - b. Updates on Friends of the Libraries Outreach
 - c. District Updates
9. New Business
 - a. Round Valley Public Library Best Small Library in America – Lew Chichester
<https://www.libraryjournal.com/>
 - b. LAB Bylaws – processes for expired LAB memberships
10. Next Meeting, November 13, 2024, Outreach, Bookmobile (at Ukiah Branch Library)
11. Announcements and Comments, Adjournments

Attachments:

- Minutes July 17, 2024
- YTD Budget
- Strategic Plan Progress
- LAB Bylaws



Minute Meeting Notes
7-17-24

Mendocino County Library Advisory Board

Library Advisory Board Minutes from Fort Bragg Branch Library on 7-17-24

Members Present: Lew Chichester, Michael Schaeffer, Olga O'Neill - Vice Chair, Michele Savoy - Chair, Carole Poma, Linda Thornquist Stumpf, Mellisa Hannum – County Librarian, Roseanne Wetzel – Recording Secretary, Larry Riddle

Guests Present: Lily Rojo – Department Application Specialist, Barbra Chapman – Administrative Services Manager, Dan Hess – Fort Bragg Branch Librarian, Janice Marcell – President Friends of the Library of Fort Bragg, Caroline Shneider – Secretary Friends of the Library of Fort Bragg, Nancy – a Friends of the Library of Fort Bragg

1. Call to Order at 12:58 PM by Michele
2. Motion by Michele Savoy to amend agenda to add under new business changing week/days of the LAB meetings
 - a. Agenda amended approval motion 1st by Rosie, 2nd by Olga. Approved
3. Motion to approve previous minutes: 1st by Carole, 2nd by Linda. Approved
4. Public Comment: N/A
5. County Librarian/Director Report: Mellisa Hannum: Read, Renew, Repeat is the summer reading theme. The CA State Library has been asking libraries to hand out more books and to keep track of how many books each library is giving out. Round Valley has a new program, Senior Exploration, giving seniors an opportunity to relax and visit with one another. Willits Library has been focusing on offering a Senior Dance program. Coast Community Library has a Summer Reading Backpack prize that they will be giving away so children are equipped for school. Ukiah Library is participating in the 35th year of the Kids Farmers Market where children learn skills of Entrepreneurial and math skills and are partnering with the City of Ukiah. Board and Mellisa discussed the work balance of being the librarian of Coast Community Library and Director at the same time.

Request: Michael would like Mellisa to write a formal statement about what is working and not working with the position being combined into one as an ongoing situation as there is money in the budget for two separate positions.



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**Mendocino
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6. Administrative Services Manager Report: Barb Chapman
 - a. Looked over the 6-month statistics paperwork, branch budgets, collections and programs budgets. The documents will be presented to the LAB once a year in the summer. Appreciated the very clear and concise documentation.
 - B. Capital Investment Updates:

The Willits Roof and solar panel project: Currently a grant and the County is working on a contract with Energy Efficiency Company, Ameresco. This contract won't go through until earliest September as the Board of Supervisors has to approve the contract. The contract has to show that the roof and solar panel project will save money in the long run.

Ukiah Feasibility and the Willits Refresh/Willits Interior Design: There are many approved contractors for this and there will be informal RFPs for contractors to work on the projects. The County has a new system for working on these that is approved by County Council. This year, the Ukiah Feasibility and Willits Interior Design should be completed. Will not have the final Capital Investment balance until after September.
7. Fort Bragg Branch Librarian Report: Dan Hess. Summer reading: 323 sign-ups with 43 individuals who have finished. Have a trifold with information on Summer Reading that they pass out to all the schools before the summer commenced. Helped to get more families participating in the Summer Reading program. Standouts: Activities for Seniors, Book group has a consistent 35 ppl participating and had Lisa See participate in February's Book group. Read her book "Lady Tan's Circle of Women," and had a discussion about the book on Zoom. There were so many participants that they capped out the limits of Zoom.
8. Unfinished Business:
 - a. Lab member bios & photos: Linda just sent hers in.
 - b. Friends of the Library Outreach updates:

Ukiah Library mural is approved and selected, now the County is process of signing the contract and this was through a grant from the Community Foundation.

Ukiah FOL took a page from Fort Bragg FOL and put in a bid to the Co-op to receive the extra funds from purchases for a month. They received \$4,361.00.

Ukiah FOL will be receiving 20% of funds from Panda Express purchases on August



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3rd

c. LAB member district updates/switching for Roseanne and Michele will stay on the agenda due to waiting on a response from the Board of Supervisors

9. New Business

a. Letter/Request regarding future loan/funds for the Fort Bragg Library expansion. Ideas were thrown out, but Lew brought up the need to establish a willful intent that this is what the Fort Bragg Library, Friends of the Library of Fort Bragg and the Library Advisory Board want. Linda and Fort Bragg FOL President Janice will talk to Dan Gjerdy and Bernie Norvell before the next Board of Supervisors meeting.

Motion 1st by Michael, 2nd by Lew: LAB is on record supporting the Friends of the Library of Fort Bragg, exploring ways Measure O funds can be used to fund the expansion and meet within the next 30 days with Dan Gjerde and Bernie Norvell to discuss getting the proposal on the September Board of Supervisors Agenda.

Approved

Request by Barb: A letter from the LAB explicitly written in support to this, and to be attached to the agenda item for the September Board of Supervisor's meeting.

A committee to write this letter after 30-day meeting with Dan Gjerde and Bernie Norvell. Friends of the Library of Fort Bragg to write the letter with Carole as the point person on the LAB.

b. Changing the day of the Library Advisory Board so board members can attend: per our last meeting, Susan Sher had requested we change the board meeting dates from the 3rd Wednesdays of the month to the 2nd Wednesdays.

Motion 1st by Michele, 2nd by Carole to change to the 2nd Wednesday of the month.

Approved.

Next Meeting: Wednesday, September 11th, 2024: Coast Community Library 1-3 PM

Meeting Adjourned at 2:34 PM by Michele

Agenda for Next Time:

1. FOL Outreach Check-in



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Mendocino County Library Advisory Board

2. District Updates

LIBRARY YTD BUDGET FY 2024/2025

OBJECT	ACCOUNT DESCRIPTION	BUDGET	YTD 8/30/24	Encum- brance	Available Budget	YTD % used	Notes
821500	SALES & USE TAX	-2,980,024	-429,731.80	0	-2,550,292	14%	Sales tax revenue
824100	INTEREST	-30,000	0	0	-30,000	0%	
826370	LIBRARY SERVICES	-18,400	-1,710	0	-16,690	9%	Fees
827600	OTHER	-6,720	-1,096	0	-5,624	16%	Photocopy/earbud fees
827707	DONATION	-6,050	-5,026	0	-1,024	83%	
827802	OPERATING TRANSFER IN	-2,009,647	0	0	-2,009,647	0%	Property tax
Total Revenue		-5,050,841	-437,564	0	-4,613,277	9%	
861011	REGULAR EMPLOYEES	2,205,774	249,035	0	1,956,739	11%	
861012	EXTRA HELP	40,000	21,065	0	18,935	53%	
861013	OVERTIME REG EMP	10,000	3,730	0	6,270	37%	
861021	CO CONT TO RETIREMENT	631,959	74,079	0	557,880	12%	
861022	CO CONT TO OASDI	136,755	13,154	0	123,601	10%	
861023	CO CONT TO OASDI-MEDIC	31,983	3,812	0	28,171	12%	
861024	CO CONT TO RET INCREMEN	152,711	17,412	0	135,299	11%	
861030	CO CONT TO EMPLOYEE INS	400,585	48,364	0	352,221	12%	
861031	CO CONT UNEMPLOYMENT IN	0	0	0	0	0%	
861035	CO CONT WORKERS COMPENS	30,024	0	0	30,024	0%	
Total Salaries & Benefits		3,639,791	430,652	0	3,209,139	12%	
862060	COMMUNICATIONS	41,902	1,476	0	40,426	4%	Phones, broadband, hotspot data
862062	COUNTY-WIDE MICROWAVE	0	0	0	0	0%	Billed by County
862090	HOUSEHOLD EXPENSE	123,985	950	0	123,035	1%	Custodial billing and supplies
862101	INSURANCE-GENERAL	51,410	0	0	51,410	0%	
862120	MAINTENANCE-EQUIPMENT	22,000	3,171	0	18,829	14%	Bookmobile & Outreach van maintenance
862130	MAINT-STRC IMPR & GRN	83,000	0	0	83,000	0%	Building & grounds maintenance
862150	MEMBERSHIPS	2,000	0	0	2,000	0%	CLA, ALA, ARSL
862170	OFFICE EXPENSE	12,900	900	0	12,000	7%	Office supplies-paper and toner
862185	MEDICAL & DENTAL SVCS	2,000	0	0	2,000	0%	Pre-employment screenings
862187	EDUCATION & TRAINING	2,950	0	0	2,950	0%	Staff education
862189	PROF & SPEC SVCS-OTHR	354,100	14,838	0	339,262	4%	Sonoma, Delivery, IT support, security guard, NeoGov, custodians
862190	PUBL & LEGAL NOTICES	1,500	300	0	1,200	20%	Classified ads for job postings
862194	A-87 COSTS	367,432	0	0	367,432	0%	
862210	RNTS & LEASES BLD GRD	49,948	7,960	0	41,988	16%	Round Valley, Laytonville Contracts
862227	SOFTWARE LONG-TERM	5,500	0	0	5,500	0%	More than 1 year

862228	SOFTWARE SHORT-TERM	102,181	5,014	6,383	90,784	5%	Databases & software
862229	SOFTWARE MAINTENANCE	4,000	0		4,000	0%	
							Computer replacements (Enterprise) & software
862230	INFO TECH EQUIP	96,276	0	3,637	92,639	0%	
862239	SPEC DEPT EXP	200,000	8,238	0	191,762	4%	Library collection materials, programs
862250	TRNSPRTATION & TRAVEL	20,900	471	0	20,429	2%	Bookmobile gas and maintenance, mileage
862253	TRAVEL & TRSP OUT OF CO	15,000	2,721	0	12,279	18%	Hotel, airfare, per diem conferences/trainings
862260	UTILITIES	119,025	2,459	0	116,566	2%	Water, sewer, electricity, gas, etc.
Total Services & Supplies		1,678,009	48,498	10,020	1,619,491	3%	
864370	EQUIPMENT	0	0	0	0	0%	
	Revenue Total	-5,050,841	-437,564	0	-4,613,277	9%	
	Expense Total	5,317,800	479,150	10,020	4,828,630	9%	
	Balance	266,959	41,586	10,020	215,353	16%	

Next LAB meeting will have updated Library fund amounts after FY 23/24 is closed.

STRATEGIC PLAN PROGRESS

September 2024

FISCAL YEAR 23/24 - QUARTER 1

- Help Facilities put out request for proposal for Willits Branch Roof project (completed)
- Begin more staff classification updates (in HR queue)
- Finish Round Valley Agreement (completed)
- Set up floating Spanish collection with Sonoma County Library (still fine-tuning process)
- Set up Books by Mail process (completed)
- Create and launch a Chromebook lending program for patrons (completed)
- Increase staff training so that staff are confident in their ability to help patrons with routine technology queries (ongoing)
- Search for grants to help fund our technology services (ongoing)

QUARTER 2

- Deposit Fort Bragg Friends of Library funds to library savings account, if grant awarded (N/A)
- Begin ordering Spanish language materials (completed)
- Initiate Books by Mail process (completed)
- Complete replacements of all computers 5 years or older at each branch (complete)
- Develop additional programming to teach technology skills to patrons (ongoing)
- Laytonville branch should be RFID operative (completed, but not satisfactory)

QUARTER 3

- Ukiah Friends of the Library MOU, Coast Friends of the Library MOU (TBA)
- Search for grants to help fund our technology services (ongoing)
- Expand the Wi-Fi hotspot lending program by purchasing additional devices and allocate funds for replacing lost/damaged hotspots (in process)
- Increase staff training so that staff are confident in their ability to help patrons with routine technology queries (ongoing)
- Start RFID at Coast Community Branch (delayed)

QUARTER 4

- Willits branch roof should be complete (delayed – possibly in winter FY 24-25)
- Start request for proposal for Ukiah branch feasibility study (FY 24-25)
- Complete upgrade of wireless network at all branches to CENIC to ensure quality broadband connectivity (completed)
- Have Coast Community Branch RFID operative (delayed)

FISCAL YEAR 24/25 - QUARTER 1

- Have feasibility study conducted for Ukiah branch (should happen this FY)
- Increase staff training so that staff are confident in their ability to help patrons with routine technology queries (ongoing)
- Search for grants to help fund our technology services (ongoing)



BYLAWS OF THE MENDOCINO COUNTY LIBRARY ADVISORY BOARD

Purpose of Organization

The Mendocino County Library Advisory Board, hereinafter referred to as the “Advisory Board,” was established in 1970 by the Mendocino County Board of Supervisors by Resolution No. 70-191. The Board of Supervisors has since adopted Resolutions amending and superseding this Resolution to further clarify their intent with the most recently adopted being Resolution No. 24-090 adopted on June 4, 2024.

The Advisory Board shall act in an advisory capacity to the Board of Supervisors to make recommendations to the County Librarian and the Board of Supervisors regarding issues of County Library operations, policy, services, and programs, review of budget programs and recommendations, consideration of proposals or requests submitted by citizens or groups pertaining to the County Library operations and matters affecting public library service in Mendocino County.

The passage of Measure O in November 2022, making permanent a one-quarter cent (0.25%) sales tax for library services with at least forty percent (40%) reserved for capital investments, requires the LAB to determine a fair and equitable distribution of funds to all areas of the county. Proceeds from this tax shall be allocated by the Board of Supervisors in consideration of recommendations of the Advisory Board.

The Advisory Board seeks input from the public and will make time for public comment at its meetings. The Advisory Board shall be governed by the Brown Act and all applicable State Laws.

Time and Place of Regular Meetings

The Advisory Board shall set their annual calendar at their January meeting. There will be at least six (6) meetings a year to be rotated between the individual library sites. Dates, times, and locations of meetings shall be posted on the County Library website. A notice of Advisory Board meetings will be posted at the meeting venue at least seventy-two hours in advance of each meeting. The meetings and agendas shall be announced by email or other means to Advisory Board members, the Board of Supervisors, and other interested parties. Advisory Board members shall be reimbursed for mileage to and from a regular scheduled meeting upon request of the Advisory Board member, at an amount as determined by the Mendocino County Auditor Controller and pursuant to County travel policy. This charge shall be borne by the County Library budget.

Special Meetings

Special meetings may be called with the approval of a majority of the Advisory Board or by the Chair. Notification of such special meetings shall be made to Advisory Board members, the Board of Supervisors, and to other interested parties at least 24 hours before they occur. The special meeting information shall be posted on the County Library website.

Membership

There are to be no more than nine voting members of the Advisory Board. The Advisory Board shall be composed of a) a resident nominated by each Supervisor from their respective supervisorial district, or neighboring district, if necessary, and appointed by the Board of Supervisors to serve a four (4) year term, or if no resident in a Supervisor's district is willing to accept appointment, a Supervisor may nominate a resident from a different supervisorial district; b) a resident of each City appointed by their respective City Council to serve a two (2) year term; and (c) the County Librarian, who shall be an ex officio member of the Advisory Board but shall have no vote, nor be part of a quorum. d) A member of the Library Advisory Board not wishing to serve another term may continue to serve until a successor is appointed; and e) A member whose term is completed and volunteers to serve another term must reapply and be appointed by the Board of Supervisors or City Council for another term. The members of the Board of Supervisors and City Councilmembers are encouraged to attend Advisory Board meetings. No current Supervisor shall be appointed to the Advisory Board.

Quorum

A majority of the current voting membership shall constitute a quorum for the transaction of business. Each Advisory Board member shall have one vote. Only an action or decision, taken or made by a majority of members present at a meeting at which a quorum is present, shall be regarded as the action or decision of the Advisory Board. The Chair may adjourn meetings with less than a quorum.

Annual Report to the Board of Supervisors

The Mendocino County Library Advisory Board shall submit an annual written report to the Board of Supervisors in November of each year, to be presented as an agenda item by Advisory Board members at a regular Supervisors meeting or in a joint meeting. The report shall include results of Advisory Board recommendations, budget issues and funding data analysis, and considerations for the following year.

Notification of Intent to be Absent

A member who intends to be absent from a regular meeting shall so notify the Chair or Secretary of the Advisory Board at least four hours prior to the time of the meeting. If a member has missed 50% of meetings in one calendar year, the Advisory Board may recommend that the appropriate Supervisor or City Council appoint a replacement.

Elections

Election of the Chair, Vice Chair, and Secretary shall be held at the regular January meeting, or the next regularly scheduled meeting should a quorum not be present. Election of these officers shall be by a majority vote.

Chair

The Advisory Board shall elect a Chair from its members at its regular January meeting for a term of one year unless the Chair shall resign from the office or from the Advisory Board at an earlier date. It shall be the duty of the Chair to preside at meetings of the Advisory Board and to represent the Advisory Board as occasion demands. The Chair shall have the power to appoint temporary or permanent committees as the need arises. The Chair, with input from the Secretary and the County Librarian, shall prepare agendas for the meetings of the Advisory Board.

Vice Chair

The Advisory Board shall elect a Vice Chair for a one-year term. The Vice Chair shall, in the absence of the Chair, or when a vacancy occurs in the office of the Chair, perform the duties of the Chair.

Secretary

The Advisory Board shall elect a Secretary for a one-year term. The Secretary will assist the Chair in the preparation of the agenda and shall collaborate with the Chair to prepare official communications. Library staff shall support the Secretary in all tasks requiring online information and communication.

It shall be the duty of the Secretary to take minutes of the meetings. The Secretary shall have the draft minutes proof-read by the Chair and Library administrative staff, and then make available to the Advisory Board within 14 days specifying Actions decided on, who is responsible for them, and a plan for the time frame. The complete draft minutes shall then be sent to the County Librarian within one week of the upcoming Advisory Board meeting for inclusion in the publication of all meeting materials.

Changes to the Bylaws

An Advisory Board member may propose revisions to the Bylaws as an agenda item to form a committee and the committee shall report their recommendations as an agenda item at the next regularly scheduled or special meeting. If approved, the Bylaws will be presented to the Board of Supervisors for approval.

Ayes: 9
Noes: 0
Absent: 0

Whereupon, the Chair declared the Bylaws adopted, and SO ORDERED.

Date: 5/16/2024

Signature: Michele Savoy

Michele Savoy, Chair
Mendocino County Library Advisory Board