

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 9, 2025

MEETING LOCATION: Fort Bragg Branch, 499 E. Laurel St. Fort Bragg, CA

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 Minutes of May 14, 2025, 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. Draft of Collection Development Policy process to be shared
7. Administrative Services Manager's updates
 - a. FY 25-26 Branch budget
 - b. FY 25-26 Collection budget
 - c. FY 25-26 Capital investment budget
 - d. Capital investment updates:
 - Bookmobile – finalizing contract with consultant, progressing towards an RFP
 - Willits project (out to bid) and costs to date \$9,772: 50% paid by grant
 - Ukiah front door entry project – delayed due to Friends request to keep the non-ADA accessible bench. Revision with bench accepted.
 - Ukiah feasibility study – update & discussion
 - Fort Bragg expansion – Discuss the the possibility of using Measure

O funds for the Fort Bragg expansion

8. Fort Bragg Branch Manager's report
9. Letter to State Auditor regarding A87 Costs reflected in budgets vs. actual year invoiced and requesting detailed explanation of costs.
10. MOU template for County Library's relationship with Friends of the Library groups
11. Bookmobile update: Friends group re-start
12. LAB Plan of action for processes for expired Memberships and outgoing (incoming) members, (Michael, Larry, new Ukiah representative Jody Nyberg), confirm officers, positions
13. 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
 - d. Fort Bragg Building Updates
14. New Business
15. Announcements and Comments, Adjournments

Attachments:

- Minutes
- Collection Development Policy (Draft)
- Brown Act Notes
- FY 25-26 Branch Budget
- FY 25-26 Collection Budget
- FY 25-26 Capital Investment Budget
- Fort Bragg Report
- Letter from LAB to State Auditor



Mendocino County Library Advisory Board

Corrected and approved MINUTES for LIBRARY ADVISORY BOARD MEETING OF MAY 14, 2025

Members Present: Michele Savoy - Chair; Olga O'Neill - Vice Chair, Interim Secretary; Linda Thornquist Stumpf; Susan Sher; Lew Chichester; Jody Nyberg; Mellissa Hannum– County Librarian/Director

Absent Members: Larry Riddle, Michael Schaeffer, Carole Poma

Guests Present: Barb Chapman - Administrative Services Manager, Mellisa Carr (virtual) - Ukiah Branch Manager, Lily Rojo – Department Application Specialist, Josh Bennett, Round Valley Branch Manager; Pat Sobrero, Round Valley Senior Library Tech

1. Call to Order: 1:05 PM
2. Approval of the Agenda

Motion to approve agenda: 1st by Susan, 2nd by Linda - Approved

3. Approval of the Minutes from the January 8, 2025 meeting

Motion to approve minutes: 1st by Linda, 2nd by Lew– Approved

4. Public Expression: None
5. County Librarian/Director report - Melissa Hannum:

Melissa reported on the approximately \$50,000 cuts the library made to services. The decisions were based on use and duplication. Pronunciator, Pro Citizen, and Grant Finder have been used minimally. Hoopla and Kanopy will not be available, but there are other library services that duplicate these services.

Melissa also reported on the various grant funded Story Walks. They were well received by the community members and businesses involved in displaying the book pages.

By the end of the calendar year, Melissa and committee will have completed the process of Collection Development Guidelines which are reviewed by County Counsel, approved by BOS and then approved by State Library.

All of the branches are incredibly busy addressing the interests and needs of their service area. Melissa highlighted some of the activities and programs of each branch. Some of these services are common to all branches and each branch has unique offerings.

6. Round Valley Branch Manager's Report - Josh Bennett

Josh shared background, activities, and the Library Journal publication featuring Round Valley Branch as the Best Small Library in America 2024. As he did with the Journal, Josh delineated the various features and activities of the Library, The Friends of the RV Library, and community services involved in this center which are separate, but involved in countless collaborations. Josh expressed high appreciation for his wonderful staff and support of all involved in the library.

The branch offerings include the Seed Library, excellent internet services, story times, adult and children's programs, hosting community services presentations such as Preparedness for Wild Fires, local Authors, and Lunch at the Library. They were able to present their story walk at the local elementary school and included other activities with it.

7. Administrative Services Manager's updates - Barb Chapman
 - a. Year to Date Budget Report - Reviewed printed report
 - b. Capital improvement updates

The BOS decided to eliminate the solar panel/battery option as part of the Willits roof project. The long-term savings was not at the threshold they had wanted. The roof will now be a stand-alone project. Barb reported that Hazmat testing was the current step being taken. The library is hopeful that the project will be considered an Emergency Project which could speed up the process to secure a contract to build the roof. The change of scope in the project does require updating of the grant and of the costs involved in the roof.

The Ukiah Storefront Entry project is in the works, new sidewalks and ADA concerns being addressed will make it a much safer environment.

8. Ukiah feasibility board of Supervisors discussion

- 2021 Progress Assessment recommendations completed (Ukiah Expansion Ad Hoc requested)

We discussed the steps taken in this written report which included the conversation of the service area of the Ukiah branch. Usage and the Zip code map data was part of the conversation.

- b. Architect Abe Jayson presentation and discussion about the Ukiah expansion/feasibility study. Abe Jayson led the presentation (LAB agenda packet) and answered questions. Discussion about Ukiah expansion/feasibility followed. This architect specializes in libraries and recently made a presentation to BOS. We need to narrow scope of feasibility study options to be more affordable. Options presented of either starting from scratch or using existing site are each close to 38 million dollars. We discussed other options such as a second story. The 2021 needs assessment concluded that the current library is too small.

The next steps are figuring out what we can afford and loan options. Library director and Barb will arrange a meeting with the County Executive Office.

9. A-87 costs reflected in budgets and costs to date for BOS requests on the Willits Roof project.

Lengthy discussion of A-87 costs which at the end of April were \$587,955 and reflected a 60% increase from the original budgeted amount of \$354,200. This amount is out of a budget that was \$1,720,634 after salaries and benefits. The Administrative Service Manager had been asked by the LAB to find out why there was such an increase and how we could lower those costs. She was unable to get a definitive concrete answer to the former and to the latter was told that we could not. It appears that there are very complicated and convoluted formulas that make it difficult for others to understand how these costs are assessed. A second concern was all the time spent at the request of the BOS for combining the Willits Library roof project with the direction from the BOS to combine it with their energy saving vision. After several years of revisions and postponements, the BOS decided to separate the two projects. The LAB would like to know how the costs of country services expended were charged. Were the charges shared with the Executive branch?

Linda moved that Olga and Michele write a letter from the LAB asking the California State Auditor to include A-87 costs assessment procedures, transparency and accessibility to the Comprehensive Audit of Mendocino County they will be doing. Lew 2nd. Motion approved unanimously

10. MOU request from County Library for Ukiah FOL and other Friends groups

Discussed MOU status which is now at County Counsel's office. Many questions about insurance ensued as well as need for unique MOUs depending on who owns the buildings. Item will be revisited.

11. Bookmobile update, community meetings, Friends group re-start, process for the RFQ

Discussed survey, current needs and the Specialty Vehicle Services, LLC (SVS) 2010 Bookmobile Specifications report, and next steps in the procurements of a new Book Mobile.

Olga moved that the library use \$20,000 in securing the services of SVS in their RFP process, Linda 2nd, Motion Approved unanimously

12. LAB Plan of action for processes for expired Memberships and outgoing (incoming) members, (Michael, Larry, new Ukiah representative Jody Nyberg). Confirm officers

Jody Nyberg has been approved as Ukiah rep and is ready to take her oath to be a voting member. Welcome!

At this time, officers will remain the same.

13. 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
 - d. Fort Bragg Building UpdatesNo updates at this time
14. New Business
 - a. BOS approved letter supporting Senate Bill 239 allowing advisory board members to attend remotely. Informational, LAB is hoping that it is helpful in attracting new members.
15. Announcements and Comments, Adjournments

Michele made a motion that we adjourn the meeting at 3:35, Susan 2nd; motion approved

Respectfully submitted,

Olga O'Neill
Interim Secretary



MENDOCINO COUNTY *Library*

Collection Development Policy

Mission, Vision, and Values

The mission of Mendocino County Library is to enrich lives through free and equitable access to materials and programs centered on education, culture, and entertainment.

Its vision is an informed, connected, inclusive, and creative community where opportunities for discovery are celebrated.

Values

- Equity
- Inclusion
- Free access to information
- Serving others
- Social justice

Role of the Public Library

Public libraries play a unique role in the preservation of democracy by providing an open, nonjudgmental institution where individuals can pursue their interests and gain an understanding of diverse opinions. Libraries must continue to play an essential role in safeguarding the intellectual liberty of the public and must recognize, understand, and support freedom of access.

Mendocino County Library Collection Development Guidelines

General Principles

It is important for all Mendocino County Library visitors to feel a sense of belonging and connection with their Library. To cultivate this sense of belonging for patrons, Mendocino County Library works diligently to build and maintain a myriad, robust, and relevant collection comprised of various materials.

Materials to be added to the collections of Mendocino County Library are selected on the merits of a particular work concerning the needs, interests, and demands of this community.

Children and teens are encouraged to read and become lifelong learners by visiting and borrowing books and other materials from their local libraries.

Responsibility for reading rests with the individual or legal guardians. Selection should not be inhibited by the possibility that books may inadvertently come into the possession of those under 18 years of age.

Based on the services the public library is expected to perform, it is the Library's responsibility to provide circulating, reference, and research materials for both the diverse community as well as students at all levels of formal and informal education.

This Policy is created in accordance with the terms of the California Freedom to Read Act.

Specific Principles For Selection

- Contemporary significance or permanent value
- Accuracy
- Authority of Author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Availability of material elsewhere in the community
- Popular demand
- Representation of various community demographics
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted through examination of professional reviews (e.g. Library Journal, Booklist, Kirkus, etc.)
- Date of publication
- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs
- Mendocino County Library serves as a center for voluntary inquiry and the dissemination of information and ideas

- Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole
- It is the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences

Online Databases and other Digital Resources

Selection of and access to electronic resources are integral to fulfilling the mission and objectives of Mendocino County Library. Digital resources, including eBooks, eAudiobooks, streaming video and audio, government documents, databases, vendor curated databases, virtual tutorials, and language databases are subject to the same general selection criteria as other materials. Vendor curated databases may contain material that falls outside the regular Mendocino County Library's selection criteria.

Audio/Visual Policy

Mendocino County Library maintains a broad selection of entertainment, informational, and audiovisual collections. These collections include digital video discs (DVDs), audio compact discs (CDs), unabridged audiobooks on CD, and multimedia kits. Audiovisual materials complement the library's other collections and public programs.

Self-Published and Donated Titles

Mendocino County Library may purchase materials by local authors or accept these materials for consideration for the Library's collection in accordance with the Library's collection development policy guidelines. The Library accepts donated copies of self-published books but does not guarantee inclusion in the collection; each submission will be decided on a case-by-case basis. Items donated to the Library become the property of the Library and cannot be returned to the donating party. Donated titles and local author titles are subject to Library policies regarding deselection due to condition, lack of use, or space constraints.

Adult Non-Fiction

Chief points considered are readability of material, authenticity of factual matter presented, quality of writing, cost, and format, existing library holdings, and suitability of material to the community.

Nonfiction may be excluded because of inaccurate information, lack of integrity, sensationalism, intent to incite hatred or intolerance, and text material of too limited or specialized a nature. Titles are selected based on the content as a whole and without regard to the personal history of the author. Important books of all persuasions are carried. In the case of controversial questions, variety and balance of opinion are sought whenever available.

Adult Fiction

Selection is made with reference to one or more of these criteria:

- It contributes positively to an individual's awareness of self, community, and social heritage.
- It contributes to the value of the library's collection by representing all types and styles of literature.
- It represents authors from a myriad of cultural, socioeconomic, and racial backgrounds.
- It provides pleasant reading for recreational and creative use of leisure time.
- Serious works which present an honest aspect of life are not necessarily excluded for frankness of experience.

Children's Materials

The first objective in selecting children's materials is to share the joy of reading and being read to, and as such books are selected which offer diverse perspectives and lived experiences so that as many children as possible see themselves represented in the material. Special attention may also be given to acquiring works of value to guardians, teachers, and other adults working with children.

The children's collection provides materials suitable for children 0-12, and it is the responsibility of the child's parent or guardian to ensure that material is appropriate for the child

A public library does not provide basic textbooks or materials needed in quantity for schoolwork; it accepts as its responsibility the provision of supplemental materials of varied kinds to enrich the resources available to the individual student and teacher.

Teen Collection

The Teen or Young Adult (YA) collection is designed to meet the needs of teenagers (ages 12-18) during this time of rapid changes in their physical, intellectual, psychological, and social development. Emphasis is on materials that widen the teens' boundaries of thinking, enrich their lives, and help fulfill their diverse range of recreational, educational, or emotional needs.

The Teen collection follows the specific principles of selection laid out under general principles. It aligns with the Adult Non-Fiction and Fiction selection criteria, while focusing more on popular culture and other teen interests, along with youth health.

The Teen collection provides materials including fiction, nonfiction, graphic novels, manga, audiobooks, DVDs, video games, and magazines.

Due to the wide age range of adolescents and their different maturity levels, some materials in the teen collection might not be considered appropriate by all adults for all teens. While some books are too mature for one teen, other teens may be ready for

them. Only an individual teen and their caregivers can decide what material is suitable for that specific teen to read. Library staff are not responsible for determining which materials may be appropriate for a specific teen. A teen's choice of Library materials is ultimately the responsibility of their caregiver or legal guardian.

Video Games

Mendocino County Library provides access to video games for various consoles at the discretion of the library card holder. These video games are selected for purchase based primarily on community appeal and popularity, with particular attention paid to games for which there have been many requests.

The Library does not purchase video games based on ESRB ratings, nor is it the responsibility of Library staff to restrict access to video games based on ESRB ratings. If library card holders under the age of 18 wish to borrow video games, it is the responsibility of the legal guardian or caregiver to ensure that appropriate items are selected.

Patron Recommendations and Requests

Patrons may request items that the Library does not presently own. Each request is reviewed for inclusion in the collection and will follow the collection maintenance guidelines and selection criteria listed in this policy. Requests can be made in person, over the phone, or online.

Collection Management Overview

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes are withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in each subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

The final authority for the Library collection rests with the Library Department Head. Implementation of collection development policy and management of the collection is assigned to Library staff. The Mendocino County Library disposes of materials that have been withdrawn according to the criteria for weeding and maintenance.

Postconsumer Recycled Content

Mendocino County Library purchases books, microfiche, microfilm, and periodicals (including magazines and newspapers) that are publications procured at a significantly high volume. Information regarding the recycled content for these products is not available due to the high purchasing volume of these products. In addition, many of

these items can only be purchased by one vendor. Purchases of other paper products, including printing and writing paper, are included separately in the implementation record. The goal is to continually seek out postconsumer recycled-content products when available.

Criteria Applicable to All Library Materials.

In accordance with the California Freedom to Read Act (AB 1825), Library materials in public libraries shall not be excluded, and access to library materials shall not be limited, solely on the bases of any of the following:

- (i) The race, nationality, gender identity, sexual orientation, religion, disability, political affiliation, or any other characteristic listed in subdivision (a) of Section 12940 of the Government Code, or the socioeconomic status of a subject of the library materials, an author of the library materials, the source of the library materials, or the perceived or intended audience for the library materials.
- (ii) The library materials contain inclusive and diverse perspectives.
- (iii) The library materials may include sexual content unless that content qualifies as obscene under United States Supreme Court precedent.

Labeling of Materials

To permit free and convenient access to materials, the Library endorses an open shelf policy. Therefore, no materials shall be either removed from open shelves or kept in a restricted area because of their controversial nature or because they are more suitable for one age group than another because of their subject matter, viewpoint, or the possibility that they might be opposed to by certain individuals or groups. Library materials are not marked or identified in such a way as to indicate approval or disapproval, and materials are not sequestered, except for the purpose of protecting such materials from damage or theft.

Maintenance and Weeding of Collection

Collections are maintained and weeded to increase the relevance of Library materials and facilitate its display and circulation. Materials are withdrawn regularly, using guidelines such as the CREW method (Continuous Review, Evaluation, and Weeding).

Most Library materials are processed in such a way as to ensure their maximum use under normal circumstances. Damaged but still usable materials are mended according to an established set of procedures. Materials may be withdrawn because they are worn, obsolete, or seldom used; superseded by a newer edition or better work on the subject; or physically damaged or in poor condition.

Responsibility

The County Librarian is responsible for the deselection of library materials, delegating tasks to staff members as needed. Patron and staff suggestions are considered in maintaining broad and relevant collections of interest to all. Questions that arise in the weeding process are referred to Branch Managers who may consult with the County Librarian as needed.

Weeding Process

Mendocino County Library follows guidelines of The American Library Association, which recommends that annual withdrawals average 5% of the total collection. Removals allow room for new purchases, keep the collection current, and make shelves easier to browse. Lack of demand, obsolete or erroneous information, and poor condition are the main reasons for deselection.

The Library offers breadth and depth in its collections including standard titles whose condition may deteriorate with frequent use. The Library may replace these items with newer copies or editions if funds and space permit.

Damaged or stolen materials will be replaced if the items continue to meet selection criteria. Subject areas may be refreshed with the latest materials rather than specific older items.

Gift materials will be subject to the same standards for inclusion and weeding as purchased materials.

Local and Archival Materials

The Library retains local material of community interest and attempts to preserve it over time. Local collections may sometimes need weeding for poor condition or dated information.

Archival material (e.g., the County Annual Report) shall be kept for two years. Historical documents are also available at the Mendocino County Historical Society or by contacting the County of Mendocino Executive Office.

Removal from Collection

The County Librarian and deputized staff are responsible for the disposition of weeded material. This may include, but is not limited to, the sale of valuable items, donations to Friends or community groups and recycling and discarding material.

Collection Audits

The Library routinely performs an audit of the collection to identify gaps in subjects and equitable representation of voices.

The results of the collection audit are used by library staff to purchase titles to fill in gaps of the collection. The budget for these purchases is the standard annual collection budget unless a grant or other one-time funds are used.

Statement of Concern

If a patron has a concern about the inclusion, classification, or location of library material, a statement of concern of materials form is available at a library branch or by requesting by mail. For a statement of concern to be considered, the form must be completed in full. The patron submitting the statement must have a Mendocino County Library (MCL) card and reside within Mendocino County, California.

Community members can also share their concerns regarding library materials and request that library materials be reconsidered for inclusion in the library's collection.

A committee that includes at least one professional librarian from outside Mendocino County will review the details of the statement. MCL will respond, in writing, within 30 days of receiving the statement. The response will indicate the action to be taken and the reasons for or against the statement of concern. The library director will consider any statement to appeal the committee's decision. An item will be evaluated for reconsideration only once in a 12-month period.

MCL incorporates, as part of this policy, the principles contained in the First Amendment to the Constitution of the United States of America, the California Freedom to Read Act Assembly Bill 1825, American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements.

Collection development selection criteria include, but are not limited to the following

- representation of an important movement, genre, trend, or national culture
- artistic presentation and experimentation
- entertainment value
- representation of challenging points of view
- accuracy

Appendix of the Collection Development Policy

- American Library Association “Freedom to Read Statement”
- American Library Association “Freedom to View”
- American Library Association “Library Bill of Rights”

American Library Association- The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must

jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the

diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state

these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

American Library Association - Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council

American Library Association - Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Brown Act Notes

July 3, 2025

A helpful publication on Brown Act requirements is located here:

<https://www.cacities.org/UploadedFiles/LeagueInternet/86/86f75625-b7df-4fc8-ab60-de577631ef1e.pdf>

Some of the reminders for the Library Advisory Board **and** Library staff include:

Serial meetings: on the top of p. 19 there is a note: “Particular care should be exercised when staff briefings of legislative body members occur by email because of the ease of using the “reply to all” button that may inadvertently result in a Brown Act violation.”

Informal gatherings: on p. 19 informal Board gatherings may violate the Brown Act if members discuss any Board business, and it is recommended to avoid this kind of situation.

Non-Agenda items: from p. 26 - items not on the posted agenda may only be added in the following three situations.

1. When a majority of the Board decides there is an “emergency situation” defined as when prompt action is needed because of actual or threatened disruption of public facilities.
2. When something urgent comes to the attention of members of the board after the agenda is posted and there is a two-thirds vote.
3. When an item is continued from a meeting held not more than five days prior to the current meeting.

Responding to the public: on p. 27 it is stated that public commenters may talk about anything “within the jurisdiction of the legislative body, but the legislative body generally cannot act on or discuss an item not on the agenda.”

LIBRARY BUDGET BY BRANCH FY 2025-2026

Object	Account Name	Ukiah	Fort Bragg	Willits	Coast	Round Valley	Bookmobile	Laytonville	Outreach	Total
	TOTAL REVENUES	-2,426,226	-1,013,944	-785,058	-428,327	-154,557	-118,195	-132,491	-55,957	-5,114,755
	TOTAL SALARIES & BENEFITS	1,270,938	811,702	527,512	302,720	349,932	222,165	169,631	169,257	3,823,857
862060	COMMUNICATIONS	10,831	6,978	4,590	2,779	6,563	2,589	1,291	1,738	37,358
862090	HOUSEHOLD EXPENSE	68,700	19,000	34,000	670	1,080	80	100	0	123,630
862101	INSURANCE-GENERAL	17,405	11,116	7,224	4,146	4,792	3,042	2,323	2,318	52,365
862120	MAINTENANCE-EQUIPMENT	0	0	0	0	0	25,000	0	2,500	27,500
862130	MAINT-STRC IMPR & GRN	40,000	24,000	16,000	0	0	0	0	0	80,000
862150	MEMBERSHIPS	332	212	138	79	92	58	44	44	1,000
862170	OFFICE EXPENSE	5,492	3,219	2,617	1,341	1,441	621	559	419	15,710
862185	MEDICAL & DENTAL SVCS	499	318	207	119	137	87	67	66	1,500
862187	EDUCATION & TRAINING	332	212	138	79	92	58	44	44	1,000
862189	PROFESSIONAL SERVICES	150,357	46,723	30,364	32,650	36,943	12,788	9,764	9,743	329,332
862190	PUBL & LEGAL NOTICE	499	318	207	119	137	87	67	66	1,500
862194	A-87 COSTS	187,414	119,694	77,787	44,639	51,601	32,761	25,014	24,959	563,870
862210	RNTS & LEASES BLD GRD	0	0	0	0	33,386	0	17,904	0	51,290
862227	SOFTWARE-LONG TERM	524	335	218	125	144	92	70	70	1,577
862228	SOFTWARE-SHORT TERM	15,184	9,697	6,302	3,617	4,181	2,654	2,027	2,022	45,683
862229	SOFTWARE-MAINTENANCE	0	0	0	0	0	0	0	0	0
862230	INFO TECH EQUIP	24,453	15,617	10,149	5,824	6,733	4,274	3,264	3,256	73,570
862239	SPEC DEPT EXP (100,000 IN MU	29,258	19,770	13,898	9,254	10,229	7,590	6,505	3,497	100,000
862250	TRNSPRTATION & TRAVEL	432	272	198	139	152	8,058	104	1,244	10,600
862253	TRAVEL & TRSP OUT OF COUNT	332	212	138	79	92	58	44	44	1,000
862260	UTILITIES	57,710	21,270	27,541	13,213	967	0	0	0	120,701
	TOTAL SERVICES & SUPPLIES	609,753	298,965	231,716	118,872	158,761	99,897	69,191	52,031	1,639,186
	TOTAL REVENUES	-2,426,226	-1,013,944	-785,058	-428,327	-154,557	-118,195	-132,491	-55,957	-5,114,755
	TOTAL EXPENDITURES	1,880,691	1,110,667	759,228	421,592	508,693	322,062	238,822	221,288	5,463,043
	TOTAL FUND USE/CONTRIBUTIO	-545,535	96,723	-25,830	-6,734	354,135	203,867	106,331	165,331	348,288

Percentages to divide

Revenue - population of service area	47.60%	19.80%	15.40%	8.40%	3.00%	2.10%	2.60%	1.10%	100.00%
Expenses - collection formula	34.43%	20.33%	13.90%	7.72%	9.31%	5.90%	4.37%	4.05%	100.00%

All Branch Expenses Before System Distribution

Object	Account Name	SYSTEM	Ukiah	Fort Bragg	Willits	Coast	Round Valley	Bookmobile	Laytonville	Outreach	Total
	TOTAL REVENUES	-5,087,010	-4,810	-6,716	-1,659	-1,018	-1,947	-11,368	-228	0	-5,114,755
	TOTAL SALARIES & BENEFITS	3,823,857	0	0	0	0	0	0	0	0	3,823,857
862060	COMMUNICATIONS	29,102	1,158	800	575	475	3,900	898	0	450	37,358
862090	HOUSEHOLD EXPENSE	0	68,700	19,000	34,000	670	1,080	80	100	0	123,630
862101	INSURANCE-GENERAL	52,365	0	0	0	0	0	0	0	0	52,365
862120	MAINTENANCE-EQUIPMENT	0	0	0	0	0	0	25,000	0	2,500	27,500
862130	MAINT-STRC IMPR & GRN	0	40,000	24,000	16,000	0	0	0	0	0	80,000
862150	MEMBERSHIPS	1,000	0	0	0	0	0	0	0	0	1,000
862170	OFFICE EXPENSE	8,100	2,800	1,500	1,500	700	700	150	200	60	15,710
862185	MEDICAL & DENTAL SVCS	1,500	0	0	0	0	0	0	0	0	1,500
862187	EDUCATION & TRAINING	1,000	0	0	0	0	0	0	0	0	1,000
862189	PROFESSIONAL SERVICES	220,107	77,200	0	0	15,225	16,800	0	0	0	329,332
862190	PUBL & LEGAL NOTICE	1,500	0	0	0	0	0	0	0	0	1,500
862194	A-87 COSTS	563,870	0	0	0	0	0	0	0	0	563,870
862210	RNTS & LEASES BLD GRD	0	0	0	0	0	33,386	0	17,904	0	51,290
862227	SOFTWARE-LONG TERM	1,577	0	0	0	0	0	0	0	0	1,577
862228	SOFTWARE-SHORT TERM	45,683	0	0	0	0	0	0	0	0	45,683
862229	SOFTWARE-MAINTENANCE	0	0	0	0	0	0	0	0	0	0
862230	INFO TECH EQUIP	73,570	0	0	0	0	0	0	0	0	73,570
862239	SPEC DEPT EXP (100,000 IN MUNIS)	18,000	23,275	15,949	11,415	7,829	8,582	6,544	5,706	2,700	100,000
862250	TRNSPRTATION & TRAVEL	1,000	100	60	60	60	60	8,000	60	1,200	10,600
862253	TRAVEL & TRSP OUT OF COUNTY	1,000	0	0	0	0	0	0	0	0	1,000
862260	UTILITIES	0	57,710	21,270	27,541	13,213	967	0	0	0	120,701
	TOTAL SERVICES & SUPPLIES	1,019,374	270,943	82,579	91,091	38,172	65,475	40,672	23,970	6,910	1,639,186
	TOTAL REVENUES	-5,087,010	-4,810	-6,716	-1,659	-1,018	-1,947	-11,368	-228	0	-5,114,755
	TOTAL EXPENDITURES	4,843,231	270,943	82,579	91,091	38,172	65,475	40,672	23,970	6,910	5,463,043
	TOTAL FUND USE/CONTRIBUTION	-243,779	266,134	75,863	89,432	37,154	63,528	29,304	23,742	6,910	348,288

Collection and Program Budget FY 25-26

UPDATED NUMBERS

Cardholders	6 months	
BKM	1111	2.8%
Coast	2414	6.0%
Fort	8345	20.8%
Round	1484	3.7%
Ukiah	17324	43.2%
Willits	6040	15.0%
Laytonville	393	1.0%
Outreach	3037	7.6%
Total	40148	100.0%

Circulation	6 months	
BKM	9805	5.0%
Coast	11280	5.7%
Fort	57951	29.3%
Round	8815	4.5%
Ukiah	72717	36.8%
Willits	32274	16.3%
Laytonville	4286	2.2%
Outreach	500	0.3%
	197628	100.0%

Population of Service Area	Census	
BKM	2000	2.1%
Coast	7904	8.4%
Fort	18608	19.8%
Round	2775	3.0%
Ukiah	44742	47.6%
Willits	14478	15.4%
Laytonville	2470	2.6%
Outreach	1000	1.1%
	93977	100.0%

Average of Categories

BKM	0.0580997
Coast	0.0791662
Fort	0.2122732
Round	0.0915128
Ukiah	0.3323707
Willits	0.1379527
Laytonville	0.0443612
Outreach	0.0442634
	100.00%

Poverty level	Census	
BKM	25	16.2%
Coast	14.04	9.1%
Fort	14.03	9.1%
Round	29.77	19.3%
Ukiah	17.73	11.5%
Willits	11.45	7.4%
Laytonville	23.05	15.0%
Outreach	19	12.3%
	154.07	100.0%

Size of Collection	CSL Stats	
BKM	4524	3.0%
Coast	15767	10.3%
Fort	41358	27.1%
Round	23369	15.3%
Ukiah	41361	27.1%
Willits	22514	14.8%
Laytonville	2202	1.4%
Outreach	1400	0.9%
	152495	100.0%

\$3,000 to each Branch first (except Outreach)

Library Collection & Programs Fiscal Year 2025-2026

			Percent	2025
		Total	100.00%	100,000
Branches		Percent of Total	82.00%	61,000
Ukiah			33.24%	23,275
	M1A	Mendo Ukiah Adult	50.00%	11,637
	M1J	Mendo Ukiah Juvenile	30.00%	6,982
	M1Y	Mendo Ukiah Young Adult	20.00%	4,655
Fort Bragg			21.23%	15,949
	M2A	Mendo Fort Bragg Adult	70.00%	11,164
	M2YO	Mendo Fort Bragg Youth	30.00%	4,785
Willits			13.80%	11,415
	M3ALL	Mendo Willits All	100.00%	11,415
Coast			7.92%	7,829
	M4ALL	Mendo Coast All	100.00%	7,829
Round Valley			9.15%	8,582
	M5ALL	Mendo Round Valley All	100.00%	8,582
Bookmobile			5.81%	6,544
	M6ALL	Mendo Bookmobile All	100.00%	6,544
Laytonville			4.44%	5,706
	M7ALL	Mendo Laytonville All	100.00%	5,706
Outreach			4.43%	2,700
	M8ALL	Mendo Outreach all	100.00%	2,700
Countywide		Percent of Total	18.00%	18,000
	M8E	Mendo Programs	33.00%	5,940
	M13E	Mendo LT & BOCD - ALL	28.00%	5,040
	M14E	Mendo Materials/Processing	16.00%	2,880
	M15E	Mendo Spanish Books	16.00%	2,880
	M16E	Seed Library Supplies	7.00%	1,260
			100.00%	100,000

CAPITAL INVESTMENTS - LIBRARY	
FY 25/26 BUDGET	
ACCOUNTS FOR:	Current Fund Balance
CAPITAL INVESTMENTS - LIBRARY	\$ (3,973,567.70)
821500 - SALES & USE TAX	\$ (1,887,348.00)
40% of Measure O Revenue	
825496 - CILW1 STATE LIBRARY GRANT	\$ (245,584.00)
Building Forward Grant for Willits Roof and Solar project	
Revenue TOTAL	\$ (2,132,932.00)
862189 - CILU1 PROF & SPEC SVCS-OTHR	\$100,000.00
Ukiah Branch Feasibility Study	
862227 - CILA2 SOFTWARE LONG TERM	\$6,957.00
MS Perpetual Licenses for Public Programs	
862230 - CILA1 INFO TECH EQUIPMENT	\$18,270.00
20 Laptops for all County Tech Programs	
2000 Total	\$125,227.00
864355 - CILU2 LEASEHOLD IMPRVMENTS	\$80,000.00
Ukiah Roof Design if Feasibility Study Recommends	
864355 - CILU4 LEASEHOLD IMPROVEMENTS	\$65,000.00
Ukiah Storefront Entry Project	
864360 - CILW1 STRCTURS & IMPRVMENTS	\$980,000.00
Willits Branch Roof and Solar Project	
864360 - CILW2 STRCTURS & IMPRVMENTS	\$50,000.00
Willits Interior Refresh Design Phase	
864360 - CILF1 STRCTURS & IMPRVMENTS	\$10,000.00
Fort Bragg Future Project Planning	
864360 - CILF2 STRCTURS & IMPRVMENTS	\$60,000.00
Fort Bragg Sidewalk Project	
864370 - CILC2 EQUIPMENT	\$10,040.00
Coast Generator	
864370 - CILR2 EQUIPMENT	\$27,100.00
Round Valley RFID Conversion	
864370 - CILC3 EQUIPMENT	\$4,500.00
Coast Coin Machine	
864370 - CILR3 EQUIPMENT	\$4,500.00
Round Valley Coin Machine	
864370 - CILB1 EQUIPMENT	\$656,193.00
New Bookmobile	
864370 - CILA3 EQUIPMENT	\$36,000.00
6 Self-checkout PC RFID upgrades	
4000 Total	\$1,983,333.00
All Expenses Total	\$2,233,787.00
TOTAL- revenue and expenses	\$100,855.00

Fort Bragg Branch Library Report - LAB Meeting on July 9, 2025
Dan Hess, Library Branch Manager

Building Connections

Fort Bragg Branch has made great strides over the last year, improving connections with the people we serve. This growth has unfolded in three ways: programming, displays and outreach.

It takes creativity to draw patrons to the library. Most visits are driven by a person's own research quest or reading interests. But great programs and displays attract people as well.

The best programs tap into existing interests and communities. In January we held a Mystery Night whodunit that was a real hit. Members of our Friends Board and LAB were the suspects and the most innocent-looking person on the panel was the killer! Guests were highly entertained and the food was fabulous! Seed Library exchanges, the Seed Scion fair in Boonville, planting and harvesting classes with a local gardening guru have built connections around gardening. Ocean Wave Quilters includes us on their Quilt Walk, attracting tourists and local quilters to the library. The quilts add incredible color to our walls in summer and winter. This long-term relationship with local quilters has been fostered for many years, especially by LAB member, Carole Poma!

Book & DVD Displays are a real draw, too. New books are showcased on our front-facing shelves and are the first stop for most visitors. Our display table is up front, too. Over the last year, we've celebrated American diversity with monthly displays featuring Asian Heritage, Black History, Hispanic Heritage and Native American Heritage. The Library's Save the Children grant provided a StoryWalk® which expanded this connection to local businesses, with a bilingual Spanish-English StoryWalk® for small children. The final page was hosted by Mendocino Cookie Company where families were given free cookies. We also celebrate our LGBTQ+ community with a vibrant display and a film showing of The Celluloid Closet. The Banned Books Display invited patrons to hold up a favorite Banned Book in a photo-frame. This features a Proclamation from City Council and a chance to promote The Right To Read in our community. We get a lot of comments, photos and checkouts from our displayed material. The California State Library's Park passes, and the hotspots are additional items from Library Administration that build connection to our branch.

School connections are at an all-time high. Both Mendocino and Fort Bragg Unified welcome our summer reading publicity and kids from both systems attend our programs. K-2 classes Preschool connections are great with monthly Storytime Outreach to Headstart and Children's Garden. We promote activities to Glass Beach Preschool and all three preschools generate a lot of library visits for books and programs. TK, K and 1st graders did class visits and got cards. We participated in the state-wide Student Success Cards which register public school students for library cards, after agreements are signed with the

school districts. Fort Bragg and Point Arena are the first to roll out this program. Our branch participates in Lunch at the Library in a unique way. We do pop-up programs at summer school lunchrooms, serving around 75 kids per program.

There are many more ways we interact with schools and youth. We attend Wellness Fairs and Career Panels, Registration Fiestas at Mendocino Community College, Neighborhood Night Out and Trunk or Treat. Each year we host the Paul Bunyan Days Kiddie Parade and award prizes and free bicycles purchased by the Police Activity League. The Library partners with California State Parks each year to do Read with A Ranger on Big River Beach, with hundreds in attendance.

Our most recent outreach event built connections with youth who need physicals for team sports. Peggy distributed seed packs and Reading Game Logs to youth and their families who were very eager to come play the game (and win Cowlicks Ice Cream coupons). One eighteen-year-old athlete with her mom said, “We love the Library!” Her mom said she had just published a poetry book and her love of writing was sparked by participation in Nanowrimo in her early teens. This is how library love is passed on from generation to generation! A final form of outreach is tabling twice a month at Farmers Market. We give away donated books for free and promote the library to new residents and tourists.

Circulation stats show how well our collection connects with patrons. This is true of all county branches, but the break down between branches shows specific strengths. Our card registration is about 8000, with users come from Elk to Westport. Last year’s annual checkouts were 110,661, about 23,000 behind our colleagues in Ukiah whose card registrations are around 16000. Fort Bragg’s outbound lending to libraries in Sonoma and Lake Counties is 28000, surpassing Ukiah by about 5000. We’re not competing for funding or recognition, just offering proof to the Board that Fort Bragg shares the county library’s vision of connecting people and building community through Circulation and Book Selection.

Fort Bragg Branch has played a vital role in the lives of our community members. A final proof of that connection are the many financial donations and bequests received by the library and our Friends group in the last year. Richard Kilday, the owner of a curiosity shop called For the Shell of It, donated \$100,000 to the library, which will go into our branch endowment fund. Several years ago, a patron bequeathed her estate to the Friends, valuing about \$700,000. We had recent notice of a bequest for \$25,000 to the Friends from a member who’d been active in Mendocino Study Club—the group that kicked off funding for the library expansion. Finally, a person who treasured the library over four decades donated her estate to the Friends, including her home. Once the Friends sell the home, the total value of her gift is likely to exceed a million dollars. Lifetime library users give so that future generations have a place to build connections and celebrate each other.

We thank the LAB and Library Administration for your leadership and advocacy to protect and preserve each branch and foster connections between us and the public we serve.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
MENDOCINO COUNTY LIBRARY AND
THE FRIENDS OF THE BRANCH LIBRARY**
(2025 Template)

This Memorandum of Understanding is dated for identification this _____(date) and is made by and between the MENDOCINO COUNTY LIBRARY, a department of the County of Mendocino, whose address is 105 N. Main Street, Ukiah, CA 95482 (hereinafter "LIBRARY" or "COUNTY") and FRIENDS OF THE BRANCH LIBRARY, a nonprofit 501(c)(3) organization (hereinafter "FRIENDS").

RECITALS

WHEREAS, FRIENDS' purpose, as more fully expressed in their bylaws, is to foster close relations between the LIBRARY and the citizens of location and environs; to promote knowledge of the functions, resources, services and needs of LIBRARY; to support the mission and goals of the library and to aid in the development of programs for the extension of LIBRARY services; to aid in the development of additional funding for LIBRARY; and WHEREAS, FRIENDS is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, as an organization described in Section 509 (a) (2) of the Internal Revenue Code; and WHEREAS, LIBRARY benefits from the relationship with and funding support of FRIENDS for programs and services provided at LIBRARY; and WHEREAS, the parties enter into this Memorandum of Understanding ("MOU") to establish the roles and responsibilities between FRIENDS and COUNTY, concerning FRIENDS' support of the BRANCH Library, and the use of space within LIBRARY by FRIENDS.

AGREEMENT

1. OBLIGATIONS OF FRIENDS.

A. Fundraising.

- i. The primary purpose of FRIENDS is to engage in activities, such as selling donated and used books to raise funds for use by LIBRARY. Each fiscal year, FRIENDS shall provide funds to LIBRARY for the provision of LIBRARY services and purchase of LIBRARY materials and equipment.
- ii. FRIENDS will accept donations of books and other materials and make them available for sale either through an online process or at book sales held on or off COUNTY property. It is the sole responsibility of FRIENDS to accept, organize and provide these materials for sale.

- iii. FRIENDS and COUNTY agree that all of FRIENDS' fundraising efforts shall be under the direction of FRIENDS and that COUNTY shall not have any responsibility for, or control over, the actions of FRIENDS, except to the extent that FRIENDS conduct fundraising activities on COUNTY property and would be required to abide by COUNTY rules associated with the use of such property. FRIENDS agree to act in a manner that is prudent and reasonable.
- iv. Book Sales.
 - i. FRIENDS will sell books and other related items on FRIENDS Bookshelf, as further described in Exhibit A. FRIENDS shall determine which items to sell and the pricing of such items.
 - ii. FRIENDS will be responsible for all aspects of the sale of books and other items from the FRIENDS Bookshelf. COUNTY shall not be responsible for items placed on FRIENDS Bookshelf or for payments made to FRIENDS for items on FRIENDS Bookshelf.
 - iii. FRIENDS may also hold book sales. FRIENDS are entirely responsible for all aspects of FRIENDS books sales. If FRIENDS wish to use COUNTY property to hold a book sale, such use must be in accordance with any applicable County policies and procedure, including but not limited to the Mendocino County Library Meeting Room Policy.
- v. FRIENDS will provide proof of donation to donors as requested.

B. Nonprofit Status.

- i. During the entire term of this MOU, FRIENDS shall remain a private educational and charitable corporation which is recognized by State and Federal tax authorities as authorized to accept contributions which are deductible from income tax. Future changes in Federal or State law reducing tax deductions for such contributions shall not result in a breach of this Agreement unless FRIENDS fails or refuses to make changes in its organization, operation or legal authority to operate, which would result in the retention of nonprofit status.

C. Reporting on Use of Funds and Examination of Documents.

- i. FRIENDS' Board of Directors will approve a budget each fiscal year (January 1 through December 31) and provide COUNTY with a copy of the current budget and a written report for the prior fiscal year identifying the amount and source of funds generated or received, reserves, expense and the amount and purpose of funds given to LIBRARY.
- ii. FRIENDS shall make available all of its financial records at any reasonable time for examination by the County Librarian or their designee, and shall, upon request, provide copies of such records to COUNTY's representative.

D. Insurance and Indemnification.

- i. Commercial General Liability/ Automobile Liability Insurance: FRIENDS agrees to

obtain and maintain during the term of this Agreement Commercial General Liability and Automobile Liability (any auto) insurance in the amount of One Million Dollars (\$1,000,000) per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit.

- ii. FRIENDS' insurance coverage shall be written on an occurrence basis. The County of Mendocino, its officers, officials, employees and volunteers are to be covered as additional insured by means of an endorsement for both Commercial General and Automobile Liability coverage. FRIENDS' insurance coverage shall be primary, and any insurance or self-insurance maintained by COUNTY shall not contribute to it. Insurance is to be placed with insurers with a current Best Rating of A: VII unless otherwise acceptable to COUNTY. Each insurance policy required shall be endorsed that a thirty (30) day notice be given to COUNTY in the event of cancellation or modification to the stipulated insurance coverage.
- iii. Accident Insurance: FRIENDS agrees to obtain and maintain accident insurance for their volunteers in an amount no less than Fifty Thousand Dollars (\$50,000).
- iv. Indemnification: FRIENDS shall defend, indemnify and hold COUNTY, its officers, employees and agents harmless from any liability for damage or claims of same, including, but not limited to, personal injury, property damage and death, which may arise from FRIENDS or FRIENDS' contractors, subcontractors, agents, volunteers or employee's operations under this MOU. COUNTY shall cooperate reasonably in the defense of any action, and FRIENDS shall employ competent counsel, reasonably acceptable to the County Attorney.
- v. FRIENDS shall maintain workers compensation insurance for all FRIENDS volunteers, covering all work performed pursuant to this agreement.

E. Independent Contractor

- i. FRIENDS agrees that FRIENDS and FRIENDS volunteers will be considered Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.
- ii. FRIENDS volunteers shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

F. Adherence to LIBRARY and COUNTY Policies.

- i. FRIENDS will follow LIBRARY and COUNTY policies and procedures regarding communication with LIBRARY staff, access to LIBRARY building and areas thereof, use of equipment, recycling, fundraising activities and other events while utilizing LIBRARY attached hereto as Attachment A. The Library Director

Commented [BC1]: Friends would like to know if them signing into the library volunteer sign-in sheet allows them to be covered by the county insurance.

Commented [BB2R1]: Individuals would only be covered under the County's insurance if they are separately signed up to volunteer for the County through the County's volunteer policy, and doing work as directed by County staff.

If Friends are volunteering pursuant to this agreement, and working on behalf of the Friends, they would not be covered by the County's insurance and would need to have their own insurance.

Commented [BC3]: Some Friends don't use their vehicles during Friends work - may this be removed for them?

Commented [BB4R3]: This agreement is for the Friends organization as a whole. The Friends non-profit would have this insurance to cover vehicle use for Friends business.

Commented [BC5]: Friends would like indemnification to go both ways.

Commented [BB6R5]: This request was reviewed by Risk Management, and Risk did not approve of the request. The County being required indemnify the Friends creates liability for the County and takes away from the benefit to the County being provided by the Friends.

Commented [BC7]: Is this really necessary and can it be removed?

Commented [BB8R7]: This section is necessary. The Friends needs to cover their own volunteers because the work performed by the Friends under this agreement, is done for, and at the direction of the Friends, not the County.

Commented [BC9]: Friends don't believe they are independent contractors.

Commented [BB10R9]: The Friends group is an independent contractor, not an employee or volunteer of the County. This agreement is with the Friends as a group, not individual members.

shall provide FRIENDS with access to policies or procedures and any amendments.

- ii. Storage: FRIENDS will adhere to all applicable building and fire codes, COUNTY policies and procedures, and shall comply with direction from the COUNTY Safety Officer regarding storage of items on COUNTY property.
- iii. Community Awareness: FRIENDS will strive to increase the community awareness of LIBRARY through publicity and fundraising efforts. Such efforts should reflect LIBRARY in a positive way and be coordinated as appropriate with LIBRARY staff.
- iv. Volunteers: FRIENDS agree to maintain a list its members who may access LIBRARY with emergency contact information and to provide that list to the Ukiah Branch Manager on an annual basis. FRIENDS also agrees to provide updates to this list to the Branch Manager as volunteer staffing changes.
- v. Access: With the exception of the designated FRIENDS' storage and work areas, FRIENDS will minimize movement through staff areas and disruption of the staff in nonpublic areas of LIBRARY. FRIENDS' volunteers are required to sign in and out of LIBRARY using a log sheet provided by FRIENDS if needed for emergency evacuation. FRIENDS shall vacate LIBRARY by closing time.
- vi. FRIENDS Liaison: FRIENDS shall designate a primary liaison through which communications other than formal notices required by this agreement shall occur. If communication through the FRIENDS' designated liaison is ineffective, the COUNTY may request that FRIENDS designate a different liaison.

2. OBLIGATIONS OF COUNTY.

- A. "FRIENDS Work Area:" COUNTY agrees to permit FRIENDS to use FRIENDS' Work Area (see Exhibit A) to receive, store, organize and prepare donations of used books and other items for sale and conduct online sales for these books and items. In addition, LIBRARY storage requirements may necessitate the removal of FRIENDS' storage from this space. In the event LIBRARY requires this space for its own storage needs, LIBRARY shall provide FRIENDS with at least sixty (60) days' notice of the need to remove its storage from the area. FRIENDS understands and agrees that the nature of the use of this space is a nonexclusive, revocable license for the term of this MOU.
- B. Retail Space: COUNTY agrees to permit FRIENDS to use a portion of the lobby space known as FRIENDS' Bookshelf, for the FRIENDS to place up to two bookshelves, for retail. FRIENDS understands and agrees that the nature of the use of this space is a nonexclusive, revocable license for the term of this MOU. However, either party may terminate or modify the use of the retail space without cause by giving the other party written notice which clearly expresses the party's intent to terminate the license. The termination shall become effective no less than thirty (30) calendar

Commented [BC11]: This is the County volunteer sign-in sheet- are Friends considered Library volunteers?

Commented [BB12R11]: Then this section should be removed, or modified. The Friends members could sign in just as check in so people know they are there, but should not be signing in on the regular volunteer sign-in sheet. The Friends, when doing Friends work, are Friends volunteers, not library volunteers.

Commented [BC13]: We need to know who is in the building in case of an emergency. Friends may also like to track their own volunteer hours.

days after the other party receives such notice. COUNTY is not responsible for providing shelving for the FRIENDS' Bookshelf.

- C. Use of Other LIBRARY Space: FRIENDS may hold monthly meetings of its Board of Directors and one annual meeting of the membership in LIBRARY's Community Room at no charge. Dates and times for such meetings shall be mutually agreeable to FRIENDS and LIBRARY. FRIENDS are subject to the same rules and regulations for use of LIBRARY including but not limited to the [Meeting Room Policy](#).
- D. FRIENDS may use the LIBRARY Community Room and other areas of LIBRARY for events at no charge pursuant to the Meeting Room Policy. Events may not interfere with normal LIBRARY operations.
- E. COUNTY Facilities and Equipment: COUNTY will maintain LIBRARY space that is provided for the use of FRIENDS in good working order and at a level comparable to the rest of LIBRARY building. COUNTY will provide regular cleaning on the same schedule and level as the other spaces in LIBRARY at no charge. COUNTY will provide a mailbox, Internet access, reasonable use of copy machine and other equipment to FRIENDS at no charge.
- F. LIBRARY Liaison: LIBRARY will maintain a liaison to FRIENDS, either Branch Manager or other designated staff, who may attend board meetings as available, and maintain effective communication and operations between COUNTY and FRIENDS.
- G. Publicity for Shared Events: LIBRARY will publicize LIBRARY's and FRIENDS' shared events using a variety of publicity channels, including LIBRARY's web page and social media, outdoor signs, in-house flyers, and other material, as determined by LIBRARY.

3. TERM OF MEMORANDUM OF UNDERSTANDING.

- A. This Agreement shall commence on _____ and automatically renew each year unless terminated by either party.
- B. Termination: This MOU may be terminated, in the event of dissolution of FRIENDS or by either party, without cause, with sixty (60) days' advance notification to the other party in writing.

4. MISCELLANEOUS PROVISIONS.

- A. Amendment: This Agreement may be amended in writing and signed by both parties.
- B. Notices: Any notice required to be given by this Agreement shall be sufficient if hand delivered, mailed or sent prepaid by commercial overnight delivery services as follows or to such other addresses as the affected parties shall specify in writing.

To COUNTY: Mendocino County Library
105 N. Main Street

Ukiah, CA 95482
Attn: Library Administration

To FRIENDS: Friends of the Branch Library

_____, CA 95____
Attn: Friends President

- C. No Assignment. This Agreement is personal to FRIENDS and shall not be assigned by FRIENDS at any time without the express written consent of COUNTY. Neither shall FRIENDS assign any of its rights hereunder without such consent. COUNTY retains the rights to approve or deny such an assignment in its sole and absolute discretion.
- D. Authorized Signatures. Unless otherwise specified in this Agreement, COUNTY's Library Director or his/her written designee shall be the sole party authorized to act on behalf of COUNTY regarding this Agreement. Unless otherwise specified in this Agreement, FRIENDS President, or his/her written designee, shall be the sole party authorized to act on behalf of FRIENDS.
- E. Entire Agreement. This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings (whether oral or written) between or among the parties relating to the subject matter of this MOU which are not fully expressed herein.

Mendocino County Library Advisory Board

105 N. Main Street
Ukiah, CA 95482

June 16, 2025

California State Auditor
Attn: Audit Team
621 Capitol Mall, Suite 1200
Sacramento, CA 95814

RE: Mendocino County

Dear Audit Team,

I am writing today on behalf of the Mendocino County Library Advisory Board. We are contacting you to respectfully request that the A-87 costs accounting systems be included in Mendocino's current State Audit. Presumably these cost and accounting systems pertain to all departments, and we are especially concerned about their impact on the library system.

The county library system is funded by property taxes and largely by Measure O. In addition to providing advice and consultation to the Board of Supervisors regarding the County Library System, the Advisory Board determines distribution of Measure O funds as stated in the most current county resolution regarding the Advisory Board, No.24-090 adopted and so ordered on June 4, 2024.

" Measure O states that the Mendocino County Library Advisory Board shall determine a fair and equitable distribution of Measure O funds to all areas of the County, and proceeds from this tax shall be allocated by the board of Supervisors acting in consideration of recommendations of the Mendocino County Library Advisory Board."

In order for the Advisory Board to fulfill the mandate of Measure O and to provide appropriate advice based on budgetary resources, it is imperative that information provided by the County Librarian and the Services Manager are understandable and accurate. We know that the county can and does charge fees for "specific services" they provide. However, this year's A-87 costs to date are sixty percent (60%) more than projected and the county fiscal team has been unable to successfully provide the library administrative staff clear and definitive answers to what the costs represent and why they are so much more than projected. After salaries and benefits, the A-87 costs represent thirty four percent (34%) of the remaining budget. It would be helpful in planning and analyzing for the Advisory Board, as well as for the library administration, to know

what services the A-87 costs represent and to have a better understanding of how each separate department's charges impact the library budget.

The County Fiscal office should be able to report clear, accessible and transparent information to the library administration who can then share that information with the Advisory Board. As your office is already involved, it seems timely to address this concern to you. Regarding these costs, the Advisory Board thinks that everyone would benefit from an outside organization helping to identify accounting practices and procedures that are either outdated or overly complicated and offer recommendations to improve these practices. The members of the Advisory Board desire to do the best job they can for the Mendocino County Library and the Board of Supervisors, and to fulfill the mandates of Measure O. In order to do an effective job, the Advisory Board needs to be well informed.

Thank you for your consideration in this matter. Please do not hesitate to contact me if you would like more information or care to discuss any of these points.

Sincerely,

Michele Bisson Savoy, Chair
Mendocino County Advisory Board
mbsavoy@gmail.com

by: Olga O'Neill, Secretary (Original letter signed)

CC: John Haschak, Chair, Mendocino County Board of Supervisors
Darcie Antle, Chief Executive Officer, Mendocino County
Mellisa Hannum, Mendocino County Librarian
Barbra Chapman, Administrative Services Manager, Mendocino County Library