

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 10, 2025

MEETING LOCATION: Coast Community Library Branch, 225 Main St. Point Arena, CA 95468

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 July 9, 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/Director report – Mellisa Hannum
6. Administrative Services Manager updates – Barb Chapman
 - a. YTD Report for Library and Capital Investment budgets
 - b. 6-month statistics
 - c. Capital investment updates:
 - Bookmobile – working with consultant for RFP specifications
 - Willits roof project in process
 - Willits interior refresh design – working on RFP
 - Ukiah front door entry project – contract to go before the BOS
 - Library self-checkout and RFID RFP currently open
7. Coast Community Branch Manager's report – Mellisa Hannum
8. LAB Plan of action for processes for expired memberships and outgoing (incoming) members: Point Arena and 5th District remain unfilled. Updates on possible interest.

9. Unfinished Business:

- a. Ukiah Feasibility Study Scope - Ad Hoc Committee meeting
- b. A87 costs from 2024/25 fiscal report

10. New Business

- a. LAB Report for the Board of Supervisors in November. Agenda and report deadlines below:

BOS Date	Agenda Deadline
November 4	October 20
November 18	November 3

- b. New Capital Investment Request – Request for four upgraded 3D printers (two for Ukiah, one for Willits, and one for Round Valley) Estimated to be around \$11,000. Vote on recommending moving forward to BOS for purchase approval.
- c. Branches are all updating their Emergency Action Plans and having a visit by the County Safety officer to review and provide recommendations with possible drills for active shooter awareness training

11. Announcements and Comments, Adjournments

Attachments:

- Minutes
- YTD Report
- 6-month Statistics
- 3D Printers in MCL



Mendocino County Library Advisory Board

MINUTES for LIBRARY ADVISORY BOARD MEETING OF July 9, 202
Corrected 10/20/25

Members Present: Michele Savoy - Chair; Olga O'Neill - Vice Chair, Secretary; Linda Thornquist Stumpf; Susan Sher; Lew Chichester; and Jody Nyberg

Unfilled Seats: Point Arena, 5th District

Absent Members: Mellisa Hannum

Guests Present: Barb Chapman - Administrative Services Manager, Nayo Sicard, Outreach Librarian, Dan Hess, Fort Bragg Branch Manager; Sofia Mitchell, Bookmobile Friends

1. Call to Order: 1:05 PM
2. Approval of the Agenda
Motion to approve agenda: 1st by Lew, 2nd by Carole - Approved
3. Approval of the Minutes from the May 14, 2025 meeting
Motion to approve agenda with the correction in Section 10 from council to counsel: 1st by Susan, 2nd by Linda - Approved
4. Public Expression: None
5. County Librarian/Director report - Nayo Sincard for Mellisa Hannum:
Nayo read Mellisa's report which included communication with the LAB between meetings. One suggestion that is in place is Friends' groups staying informed through monthly meetings with Branch Managers as most current LAB members are also involved in those groups. Discussion ensued including desire for current updates on current projects, board presentations and bigger issues. We discussed the Brown Act and not being able to communicate as a whole, including not replying to all in any emails. One possibility that arose was the County Librarian and the LAB chair meeting during the month between meetings. Olga will follow up.
6. Draft of Collection Development Policy process to be shared

Mellisa's report also included updates on the Collection Development Policy which is ready for approval and the steps taken in creating it. Informational, no action required.
7. Administrative Services Manager's updates - Barb Chapman
 - a. FY 25-26 Branch budget -
Reviewed the budget and again the A-87 costs were discussed. The projected total is \$563,870. Susan will bring up the LAB's concerns regarding A-87 costs with BOS chair at their upcoming meeting.
 - b. FY 25-26 Collection budget-
Reviewed updated branch information and distribution of collection budget of each branch. This budget is less robust than some years. Any unspent money from FY 24-25 will be added back to the budget.

- c. FY 25-26 Capital investment budget
Reviewed - informational

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. The budget will be adjusted to reflect final roof costs as prior projected amounts included solar and battery backup.
- Ukiah front door entry project - delayed due to Friends request to keep the non-ADA accessible bench Revision with bench was accepted by the City of Ukiah. Will go out to bid soon.

A donor to the Friends of the Ukiah Library had earmarked her gift for a new book drop as a memorial has asked to have her donation returned as it has taken so long to be installed.

Ukiah ADA accessible parking space and ramp almost completed.

- Ukiah feasibility study - update and discussion

Jody moved that by next meeting an ad hoc committee would be formed to address the needs and scope of the feasibility study for Ukiah. The committee will include stakeholders from: City of Ukiah, County Admin, the LAB, Library admin staff branch manager, Friends of the Ukiah Library and a branch patron. Lew 2nd, approved unanimously

Michele and Carole will serve on this committee and others volunteered to contact possible members from each of the groups. Barb will help with coordinating.

- Fort Bragg expansion - Discuss the possibility of using Measure O funds for FB expansion

Discussed pros and cons of using Measure O money for this phase of expansion and after discussion the Friends will continue the work as planned.

The City of Fort Bragg is going to make the corners around the Library ADA accessible.

8. Fort Bragg Branch Manager's Report - Dan Hess

Dan submitted a written report included in the agenda packet. An overall theme is the many ways the Fort Bragg Branch is an integral part of the community and its focused outreach efforts. At the meeting, Dan also voiced his appreciation of the staff and the hard work of the Fort Bragg Friends of the Library with a special shout out to Janice Marcell, Carole Poma and Linda Thornquist Stumpf.

9. Letter to State Auditor regarding A87 Costs reflected in budgets vs. actual year invoiced and requesting detailed explanation of costs

Letter included in agenda packet - informational

10. MOU template for County Library's relationship with Friends of the Library groups

Base template was reviewed and discussed. Each MOU will need to be adjusted accordingly. Use of the buildings will be a separate agreement for the three groups that own them. We will revisit and share information from Friends' Groups.

11. Bookmobile update: Friends group re-start

Sofia Mitchell and others are interested in a Friends group for the Bookmobile. We discussed possible options such as re-starting the one that existed, but has been dormant for some time. They could also start a new group. Nayo will be in contact with Sofia with any information and support that she may be able to provide.

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

Jody Nyberg has been officially sworn in. Officers will remain the same with Olga completing the year as secretary. Jody has expressed interest in being nominated for that role in 2026.

Point Arena and 5th District remain unfilled. Michele reported that Ted Williams may have an interested party, she will follow up. Everyone is encouraged to think of possibilities.

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

No updates or topic was covered in other agenda items.

14. New Business

None

15. Announcements and Comments, Adjournments

Michele made a motion that we adjourn the meeting at 2:58, Susan 2nd; motion approved

Respectfully submitted,

Olga O'Neill
Secretary

LIBRARY OPERATING BUDGET FY 2025/2026

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD 9/2/2025	Encum-brance	Available Budget	YTD % used	Notes
821500	SALES & USE TAX	-2,831,023	-223,224	0	-2,607,799	7.9%	Measure O Tax
824100	INTEREST	-50,000	0	0	-50,000	0.0%	
825496	STATE LIBRARY GRANT	0	0	0	0	0.0%	
826370	LIBRARY SERVICES	-18,453	-1,809	0	-16,644	9.8%	Fees & services
827600	OTHER SALES	-4,393	-888	0	-3,505	20.2%	Photocopy/earbud fees
827700	OTHER	0	-39	0	39	0.0%	Tranfer funds from bank
827707	DONATION	-5,000	-1,001	0	-3,999	20.0%	
827801	GRANT REVENUE	0	0	0	0	100.0%	
827802	OPERATING TRANSFER IN	-2,205,887	0	0	-2,205,887	0.0%	Property Tax
Total Revenue		-5,114,756	-226,961	0	-4,887,795	4.4%	
861011	REGULAR EMPLOYEES	2,342,502	278,026	0	2,064,476	11.9%	
861012	EXTRA HELP	30,000	10,544	0	19,456	35.1%	
861013	OVERTIME REG EMP	20,000	2,418	0	17,582	12.1%	
861021	CO CONT TO RETIREMENT	700,291	81,443	0	618,848	11.6%	
861022	CO CONT TO OASDI	126,292	14,226	0	112,066	11.3%	
861023	CO CONT TO OASDI-MEDIC	33,909	4,067	0	29,842	12.0%	
861024	CO CONT TO RET INCREME	180,386	20,938	0	159,448	11.6%	
861030	CO CONT TO EMPLOYEE IN	386,281	49,576	0	336,705	12.8%	
861035	CO CONT WORKERS COMP	4,196	0	0	4,196	0.0%	
Total Salaries & Benefits		3,823,857	461,238	0	3,362,619	12.1%	
862060	COMMUNICATIONS	37,358	7,164	0	30,194	19.2%	Phones, broadband, hotspot data
862090	HOUSEHOLD EXPENSE	123,630	8,547	0	115,083	6.9%	County custodial, sewer
862101	INSURANCE-GENERAL	52,365	0	0	52,365	0.0%	
862120	MAINTENANCE-EQUIPMEN	27,500	1,819	0	25,681	6.6%	Bookmobile & Outreach van maintenance
862130	MAINT-STRC IMPR & GRN	80,000	3,742	0	76,258	4.7%	Building & grounds maintenance
862150	MEMBERSHIPS	1,000	0	0	1,000	0.0%	CLA, ALA, ARSL
862170	OFFICE EXPENSE	15,710	654	0	15,056	4.2%	Office supplies-paper, toner, etc.
862185	MEDICAL & DENTAL SVCS	1,500	0	0	1,500	0.0%	Pre-employment screenings
862187	EDUCATION & TRAINING	1,000	0	0	1,000	0.0%	Staff education
862189	PROF & SPEC SVCS-OTHR	329,332	15,647	0	313,685	4.8%	Catalog, Delivery, IT staff,Uk guard, NeoGov, contracted custodians
862190	PUBL & LEGAL NOTICES	1,500	0	0	1,500	0.0%	Classified ads for job postings, outreach
862194	A-87 COSTS	563,870	0	0	563,870	0.0%	
862210	RNTS & LEASES BLD GRD	51,290	0	0	51,290	0.0%	Round Valley, Laytonville leases
862227	SOFTWARE LONG-TERM	1,577	0	0	1,577	0.0%	> than 1 year license
862228	SOFTWARE SHORT-TERM	45,683	6,999	0	38,684	15.3%	Databases & software

862230	INFO TECH EQUIP	73,570	0	0	73,570	0.0%	Computer replacements (Enterprise) & software
862239	SPEC DEPT EXP	100,000	12,615	0	87,385	12.6%	Library collection materials, programs
862250	TRNSPRTATION & TRAVEL	10,600	1,018	0	9,582	9.6%	Bookmobile and staff mileage
862253	TRAVEL & TRSP OUT OF CO	1,000	387	0	613	38.7%	Hotel, airfare, per diem conferences/trainings
862260	UTILITIES	120,701	3,199	0	117,502	2.7%	Water, electricity, gas
Total Services & Supplies		1,639,186	61,792	0	1,577,394	3.8%	
Revenue Total		-5,114,756	-226,961	0	-4,887,795	4.4%	
Expense Total		5,463,043	523,030	0	4,940,013	0	
Balance		348,287	296,069	0	52,218	0	
LIBRARY CAPITAL INVESTMENT BUDGET FY 2025/2026							
OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD 9/2/2025	Encum-brance	Available Budget	YTD % used	Notes
821500	SALES & USE TAX	-1,887,348	-148,816	0	-1,738,532	7.9%	40% Measure O Tax
825496	CILW1-Willits Roof Project	-245,584	0	0	-245,584	0.0%	Grant Revenue
862189	CILU1-Ukiah Feasibility Study	100,000	0	0	100,000	0.0%	
862227	CILA2-MS Licenses for Programs	6,957	0	6,957	0	100.0%	
862230	CILA1-20 Laptops for Programs	18,270	0	18,262	8	100.0%	
864355	CILU2-Ukiah Roof Design	80,000	0	0	80,000	0.0%	
864355	CILU4-Ukiah Storefront Project	65,000	0	0	65,000	0.0%	
864360	CILF1-FB Future Planning	10,000	0	0	10,000	0.0%	Facility staff time
864360	CILF2-FB Sidewalk Project	60,000	0	0	60,000	0.0%	
864360	CILW1-Willits Roof Project	980,000	4,565	0	975,435	0.5%	Will be reduced.
864360	CILW2-Williter Interior Refresh Design	50,000	0	0	50,000	0.0%	
864370	CILA3-Self Checkout PCs	36,000	0	0	36,000	0.0%	
864370	CILB1-New Bookmobile	656,193	0	0	656,193	0.0%	
864370	CILC2-Coast Generator	10,040	0	0	10,040	0.0%	
864370	CILC3-Coast Coin Machine	4,500	0	0	4,500	0.0%	
864370	CILR2-RV RFID Project	27,100	0	0	27,100	0.0%	
864370	CILR3-RV Coin Machine	4,500	0	0	4,500	0.0%	
Revenue Total		-1,887,348	-148,816	0	-1,738,532	7.9%	
Expense Total		1,862,976	4,565	25,219	1,833,192	1.6%	
Balance		-24,372	-144,252	25,219	94,661	488.4%	

FUND BALANCES FY 2025/2026 AS OF 9/2/2025

Endowment Funds (updated 3/2025)	Balance
2710-760 Fort Bragg Principal	12,875
2710-760 Fort Bragg Interest	24,100
2710-760 Ukiah Principal	114,513
2710-760 Ukiah Interest	83,955
2710-760 Bookmobile Principal	4,290
2710-760 Bookmobile Interest	4,252
2710-760 Willits Principal	6,234
2710-760 Willits Interest	3,283
2710-760 Library/Hallam Principal	20,382
2710-760 Library/Hallam Interest	2,774
Total	276,660

Operating Fund Balance (beginning FY)
-2,701,674

Capital Inv Fund Balance (beginning 24/25 FY)
-2,425,026
Capital Inv Fund Balance (Additional YTD)
-1,911,225
Capital Inv Total Funds
-4,336,251

Please note: Fund balances for the start of this fiscal year are not completed.

BRANCH STATISTICS

JAN 1 – JUN 30, 2025

DOOR COUNT	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Ukiah	11,959	11,032	12,098	11,435	11,335	9,433	67,292
Fort Bragg	5,860	5,338	5,397	5,715	5,799	5,694	33,803
Willits	5,090	4,380	5,434	5,634	5,243	4,873	30,654
Coast	2,958	1,982	2,569	3,468	2,499	2,855	16,331
Round Valley	1,765	1,841	1,958	2,056	2,405	1,843	11,868
Laytonville	641	524	580	596	708	579	3,628
Bookmobile	445	234	459	464	248	281	2,131
Total	28,718	25,331	28,495	29,368	28,237	25,558	165,707

CHECKOUTS	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Ukiah	14,549	11,522	11,944	11,838	11,487	10,513	71,853
Fort Bragg	12,112	9,496	9,982	10,678	10,442	9,183	61,893
Willits	6,277	5,274	5,494	5,588	5,357	5,000	32,990
Coast	2,403	1,776	1,706	1,787	1,777	1,631	11,080
Round Valley	1,930	1,324	1,401	1,420	1,424	1,258	8,757
Laytonville	872	701	868	754	698	691	4,584
Bookmobile	1,864	1,371	1,696	1,832	1,181	1,050	8,994
Physical Checkouts	40,007	31,464	33,091	33,897	32,366	29,326	200,151
Digital Checkouts	18,613	16,991	18,508	17,677	18,724	18,257	108,770

NEW PATRONS	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Ukiah	140	253	192	145	134	106	970
Fort Bragg	94	59	87	51	75	55	421
Willits	43	47	54	33	49	32	258
Coast	15	16	18	24	15	22	110
Round Valley	10	8	6	16	11	8	59
Laytonville	5	3	6	2	3	3	22
Bookmobile	9	27	14	5	0	0	55
Total	316	413	377	276	287	226	1,895

BRANCH STATISTICS

JAN 1 – JUN 30, 2025

STAFF ALLOCATED	STAFF FTE	EXTRA HELP FTE*
Ukiah	9.0	0.30
Fort Bragg	6.0	0.30
Willits	6.25	0.26
Coast	2.5	0.02
Round Valley	2.3	0.21
Laytonville	.75	0
Bookmobile	2.0	0
Acquisitions, Tech Svcs, Outreach, & Admin	5.5	0
Total Staff	34.3	1.09

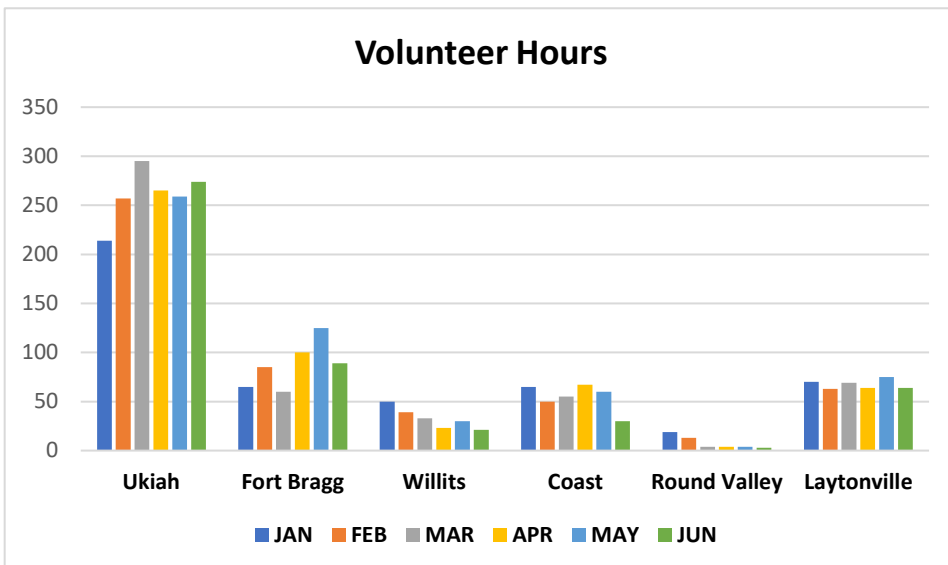
STAFF HOURS	STAFF HOURS	EXTRA HELP	TOTAL
Ukiah	9,346	318	9,664
Fort Bragg	6,211	308	6,519
Willits	6,117	273	6,390
Coast	2,666	19	2,685
Round Valley	2,510	221	2,731
Laytonville	679	0	679
Bookmobile	2,136	0	2,136
Acquisitions, Tech Svcs, Outreach, & Admin	5,844	0	5,844
Total Staff	35,509	1,139	36,648

County Librarian Mellisa Hannum splits time between Coast Branch and Administration.

Laytonville receives oversight and help from Willits staff.

*Extra Help is calculated in terms of FTE.

VOLUNTEERS	JAN	FEB	MAR	APR	MAY	JUN	AVG/MONTH
Ukiah	38	47	46	46	45	48	45
Fort Bragg	12	17	14	16	25	15	17
Willits	7	8	7	5	6	5	6
Coast	6	5	6	6	6	4	6
Round Valley	7	5	1	1	1	1	3
Laytonville	13	11	13	13	12	10	12
Total Volunteers	83	93	87	87	95	83	89



3D Printing at Mendocino County Library

Once a futuristic concept, 3D printing is now an integral force in emerging economies. 3D printers range from small home models suitable for making primarily small toys¹ to advanced models printing human tissue structures², to giant printers printing houses³. NASA has even 3D printed rocket engines⁴. Once a novelty, 3D printers are now firmly ensconced in manufacturing, allowing small businesses to quickly and cheaply prototype models and locally produce products on demand⁵.

Integrating 3D printers into libraries is a natural fit, as it supports our commitment to advancing literacy in its many forms—whether in reading, digital information, or technological skills. Many patrons haven't encountered a 3D printer before. Offering printing services introduces patrons to the concept of 3D printing and its many uses, educating both children and adults alike in how 3D printers work, and engaging their imagination as they consider what they could make with 3D printers. Programs centered around the 3D printers teach basics of CAD (computer aided design) software, used not only in 3d printing, but in almost all current manufacturing and in many artistic endeavors. Children, especially, may be inspired by their introduction to 3D printers early in life to pursue education and degrees that make advanced use of 3D printers later in their lives. The printers are also a draw in and of themselves, engaging the interest of patrons who otherwise may show little interest in the library. They remind and demonstrate to the community that our libraries provide resources beyond books.

Currently, Ukiah Branch Library is the only library in the Mendocino County Library system with 3D printers, Makerbot Sketches – 3d printers focused on and designed for the educational market⁶. The Ukiah Branch's 3D printers have gained in popularity each year the Ukiah Branch has had them, serving approximately 205 patrons in 2024 and 212 patrons to date in 2025, with a quarter of the year remaining. Patrons have printed everything from toys, to parts needed to fix various products, to custom storage solutions. Staff regularly print pieces to aid them in programs.

Unfortunately, the printers are older models reaching the end of their lifespan. Only one of the two Makerbot Sketches is working and even when both are working they are insufficient to keep up with patron demand. To continue to meet patrons' educational and entertainment needs we are asking to replace our old 3D printers with the newest Makerbot model, the Sketch Sprint⁷, a larger and much faster model of 3D printer. We also want to expand the 3D printer program to other Branches in the Mendocino County Library system, so that their patrons can also benefit from access to the technology. Rural communities, unfortunately, tend to lag behind their urban counterparts in technology access. This is true of their libraries as well⁸. Extending the 3D printing program to more library branches in Mendocino County helps bridge this gap. ~Katherine Marmer, Teen & Tween Services Librarian

¹ See for example the Toybox, built for children: <https://toybox.com/collections/frontpage/products/toybox-starter-bundle-alpha-two>

² Ricci G, Gibelli F, Sirignano A. Three-Dimensional Bioprinting of Human Organs and Tissues: Bioethical and Medico-Legal Implications Examined through a Scoping Review. *Bioengineering* (Basel). 2023 Sep 7;10(9):1052. doi: 10.3390/bioengineering10091052. PMID: 37760154; PMCID: PMC10525297. <https://pmc.ncbi.nlm.nih.gov/articles/PMC10525297/>

³ <https://www.youtube.com/watch?v=vL2KoMNzGTo>

⁴ <https://www.nasa.gov/technology/tech-transfer-spinoffs/printed-engines-propel-the-next-industrial-revolution/>

⁵ <https://www.businessnewsdaily.com/9297-3d-printing-for-business.html>

⁶ <https://www.makerbot.com/3d-printers/sketch-standard/>

⁷ <https://www.makerbot.com/3d-printers/sketch-sprint/>

⁸ <https://www.ala.org/sites/default/files/pla/content/data/PLA-2020-Technology-Survey-Summary-Report.pdf>