



MENDOCINO COUNTY LIBRARY ADVISORY BOARD
AGENDA
January 18, 2012
Willits Library - 1:30 P.M.

Public Expression: Please review note below.

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes from November 16, 2011 meeting.
4. Public Expression
5. Library Director's report
 - A. Statistical Reports
 - B. Branch Reports
6. Correspondence
7. Reports from Sub-Committees:
 - A. Library Future Sub-Committee
8. Reports from Friends of the Library
9. Unfinished Business
 - A. 1st District LAB Rep - Jonathan Middlebrook
 - B. Bookmobile replacement
 - C. Budget
 - D. Ukiah Library Draft EIR
 - E. Liability Insurance
10. New Business
 - A. A-87 Costs
 - B. New Ukiah Library Building
 - C. Bookmobile reception
 - D. Status of Library as Special District
11. Next meeting
12. Announcements and comments
13. Adjournment

Note on the public expression: *The Library Advisory Board welcomes public and government participation at its meeting. Items can be added to the official agenda up to 72 hours in advance of the meeting date and time. For items not on the Agenda, comments within the jurisdiction of the Board shall be limited to three minutes per person so that everyone may be heard. No more than ten minutes will be devoted to any non-agenda subject. No official action on non-agenda items will be taken by the LAB at the meeting where presented. Individuals wishing to address the Board under Public Expression are welcome to do so throughout the meeting at the appropriate points in the approved Agenda.*



**MENDOCINO COUNTY LIBRARY ADVISORY BOARD
REGULAR MEETING ~ NOVEMBER 16, 2011 ~ UKIAH LIBRARY
SUMMARY/ACTION MINUTES**

AGENDA ITEM #1 - CALL TO ORDER: The Mendocino County Library Advisory Board met in regular session on Wednesday, November 16, 2011, 1:15 p.m., at the Ukiah Library.

Members in attendance: Valerie Frey - presiding Chair, Lori Hubbard -Vice-Chair, Kirk O'Dwyer, Carol Howlett - Corresponding Secretary, Marc Komer, Benj Thomas and Michael Schaeffer. Absent: none.

Also present: Melanie Lightbody - County Librarian, and Barbra Chapman - meeting secretary, Carmel Angelo - County CEO, and Kristin Fraser - 1st district LAB candidate.

AGENDA ITEM #2 - APPROVAL OF AGENDA:

ACTION TAKEN: Motion made by Benj Thomas seconded by Kirk O'Dwyer and carried unanimously.

AGENDA ITEM #3 - APPROVAL OF MINUTES: October 19, 2011, meeting.

ACTION TAKEN: Motion made by Kirk O'Dwyer seconded by Lori Hubbard and carried unanimously.

AGENDA ITEM #4 - PUBLIC EXPRESSION:

- A) Melanie Lightbody - Thank you to BOS and Carmel for support of libraries.
- B) Carmel Angelo - Thanked the BOS and commended the members of the LAB for their work towards getting Measure A passed.

Agenda Item #10 B) Budget discussed out of order. (See below for details).

Agenda Item #10 D) General Liability Insurance discussed out of order. (See below for details)

AGENDA ITEM #5 - LIBRARY DIRECTOR'S REPORT:

- A) Statistical Report - distributed.
- B) Branch Reports - distributed.
- C) eBooks and Libraries fact sheet - distributed.
- D) Draft thank you letter to the BOS for their support of Measure A - Marc Komer will work on and distribute for signatures.
- E) Branch Holiday Hours - distributed.
- F) Increase of Branch hours with funds from 12.5% salary pay cut was discussed.

AGENDA ITEM #6 - CORRESPONDENCE: *See Agenda Item #5 D) above.* No letters reported received.

AGENDA ITEM #7 - REPORT FROM STEERING-COMMITTEE: Vote Yes on Libraries Steering Committee report given by Michael Schaeffer.

- A) Successful campaign with a 75% yes vote for Measure A.
- B) Michael praised the work of the Measure A workers.
- C) \$70,000 was raised and they will be giving the remaining money (approximately \$10,000) to the Friends groups.



**MENDOCINO COUNTY LIBRARY ADVISORY BOARD
REGULAR MEETING ~ NOVEMBER 16, 2011 ~ UKIAH LIBRARY
SUMMARY/ACTION MINUTES**

AGENDA ITEM #8 – REPORTS FROM SUB-COMMITTEE:

- A) Annual Budget Sub-Committee: None provided.
- B) Library Future Sub-Committee: Will meet immediately after this meeting and discuss combining the Budget and Future Sub-Committees.

AGENDA ITEM #9 – REPORTS FROM FRIENDS OF THE LIBRARY:

- A) Fort Bragg – none provided.
- B) Coast Community – Lori Hubbart provided the following updates:
 - 1) Circulation is increasing and all age programs are happening.
 - 2) Looking forward to being open Dec. 2 on Fridays.
 - 3) Termidor will be applied to spots for termites.
- C) Willits – None provided.
- D) Covelo – The Commons has been completed.
- E) Ukiah – Carol Howlett provided the following updates:
 - 1) The Friends continue monthly book sales. Last weeks sale made \$750.00.
 - 2) Books will be picked up from San Rafael for future book sales.
 - 3) Magazine subscriptions are a popular way to show support for the library.
- F) Bookmobile – Michael Schaeffer provided the following update:
 - 1) A graphic artist for the bookmobile design was hired by the Friends and distributed for review by email.
 - 2) The new bookmobile is supposed to be ready by mid-December.
 - 3) Michael is working on the infrastructure for Satellite.

AGENDA ITEM #10 – UNFINISHED BUSINESS:

- A) Bookmobile replacement – *see Agenda Item #9 F) above.*
- B) Budget – Mel is going to continue pursuing information regarding when we will be able to start receiving tax money. Increasing open hours and staffing levels discussed.
- C) Ukiah Library Draft EIR – Discussion included drafting a response from the LAB to be submitted by Dec. 14, 2011. Mel will compose a letter and email LAB members.
- D) General Liability Insurance – Discussion ensued.
- E) FOCCL MOU – Mel reported it was passed by everyone and will be on the consent calendar on Dec. 6, 2011.

AGENDA ITEM #11 – NEW BUSINESS:

- A) 1st District LAB Rep – Appointment of Interest Application distributed. Benj Thomas will write letter of recommendation for Jonathan Middlebrook and provide him with an application.
- B) Broadband Access Survey through the libraries- Lori Hubbart reported that the survey is online and needs to be completed by as local residents as possible by mid



**MENDOCINO COUNTY LIBRARY ADVISORY BOARD
REGULAR MEETING ~ NOVEMBER 16, 2011 ~ UKIAH LIBRARY
SUMMARY/ACTION MINUTES**

December. Broadband Alliance will send representatives to the Public Utilities Commission meeting in December.

AGENDA ITEM #12 - NEXT MEETING: The next meeting is scheduled for January 18, 2012, Library at 1:30 at the Willits Library.

AGENDA ITEM #13 - ANNOUNCEMENTS AND COMMENTS: none presented.

**THERE BEING NOTHING FURTHER TO COME BEFORE THE BOARD, THE
MENDOCINO COUNTY LIBRARY ADVISORY BOARD ADJOURNED AT 2:57 P.M.**

Proposed Staff Hours per Week
Wednesday, January 11, 2012 revision(draft)

Branch	Hours open per week 7/1/12	Beginning July 1st Total staff hours per week	Current Staff Hours	Restored Positions	New Professional	LA regular Help	Staff per open hour
Bookmobile*	28	80	40	40	0	0	n/a
Coast Community**	41	68	32	8	8	20	1.7
Round Valley†	35	68	40	0	0	28	1.9
Willits	39	146	80	36	0	20	3.7
Fort Bragg††	44	202	80	50	32	40	4.59
Ukiah	48	234	120	64	0	70	4.87
Total			392	198	40	178	

* Bookmobile will be calculated by number of stops

** Coast Community will gain an additional 8 Library Associate Hours on July 1st. This is noted under Restored Positions.

†The majority of Round Valley's extra help is for collection entry help through July 1st.

††Fort Bragg will have additional 22 hours of extra help per week through June 30th; Fort Bragg's extra help is paid at tech level, the only library to have tech level extra help.

**MENDOCINO COUNTY LIBRARY
ADVISORY BOARD**

COUNTY OF MENDOCINO REPRESENTATIVES - (3 YR. TERMS)

DISTRICT 1 - BROWN
Jonathan Middlebrook
7580 Black Bart Trail
Redwood Valley, CA 95470
485-7370
suspiry@gmail.com

DISTRICT 2 - MCCOWEN
Carol Howlett, *Secretary*
165 Calvert Court
Ukiah, CA 95482
462-0116
carolouise@sbcglobal.net

DISTRICT 3 - PINCHES
Marc Komer
17400 Shafer Ranch Road
Willits, CA 95490
459-2775
mkomer@pacific.net

DISTRICT 4 - SMITH
Valerie Frey
PO Box 1019
Fort Bragg, CA 95437
964-0649
vfrey@mcn.org

DISTRICT 5 - COLFAX
Michael Schaeffer
PO Box 347
Comptche, CA 95427
937-1353
comptche@hotmail.com

LIBRARY DIRECTOR
Melanie Webber Lightbody
105 N. Main Street
Ukiah, CA 95482
463-4492 - *Mel* or 467-2590
lightbom@co.mendocino.ca.us

CITY REPRESENTATIVES - (2 YR. TERMS)

CITY OF FORT BRAGG
Kirk O'Dwyer
164 Woodland Dr.,
Fort Bragg, CA. 95437
961-0589
odwyerk@mcn.org

CITY POINT ARENA
Lori Hubbart, *Vice Chair*
PO Box 985
Point Arena, CA 95468
882-1655
lorih@mcn.org

CITY OF WILLITS
Kristin Fraser
11 Hawthorne Court
Willits, CA 95490
fraserkristin@yahoo.com

CITY OF UKIAH
Benj Thomas
621 Capps Lane
Ukiah, CA 95482
468-8478 - home
972-3949 - cell
ukiahguy@yahoo.com

FRIENDS OF THE LIBRARY PRESIDENTS

BOOKMOBILE
Michael Schaeffer
(Address indicated under
5th District Rep)

POINT ARENA
Alix Levine
41860 Signal Port Cr Rd
Gualala, CA 95445
884-3492
alixlevine@mcn.org

WILLITS
Beth G. Rosen
3775 Ridgewood Road
Willits, Ca 95490
459-6453
aster@willitsonline.com

COVELO
Ed TePas
20851 Locust Street
Willits, CA 95490
456-0908
ehlepas@yahoo.com

FORT BRAGG
Josh Richardson
116 Spring Street
Fort Bragg, CA 95437
964-0556
kelosh1@gmail.com

UKIAH
Annie Gould
PO Box 643
Ukiah, CA 95482
513-9634
annia@pacific.net

Library Open Hours beginning on January 1st and July 1st

DRAFT

Library Branch	As of January 1st	As of July 1st
Ukiah	Tuesday, 12 to 8 Weds, 10 to 5 Thursday, 12 to 8 Saturday, 10 to 5pm	Tuesday, 10 to 8 Weds, 10 to 8 Thursday, 10 to 8 Friday, Saturday 10 to 5pm Sunday, 1 to 5pm
Total Hours	30	48
Fort Bragg	Tuesday, 10 to 6 Weds, 12 to 8 Thursday, 10 to 6 Saturday, 10 to 5	Tuesday, 10 to 6 Weds, 10 to 8 Thursday, 10 to 6 Friday, 10 to 5pm Saturday, 10 to 5pm <i>Sunday, 1 to 5pm</i>
Total Hours	31	40 (44)
Willits*	Monday, 10 to 6 Weds, 10 to 8 Thursday, 10 to 5 Saturday, 10 to 5pm	Monday, 10 to 6 Weds, 10 to 8 Thursday -Saturday 10 to 5
Total Hours	31	39
Coast Community Library*	Monday: 12pm-6pm Tuesday: 10am-6pm Wednesday: 10am-8pm Thursday: 12noon - 8pm Friday 12noon - 6pm Saturday: 12-3pm	unchanged
Total Hours	41	41
Round Valley Library	Tues 10:00-5:00 Thurs -Sat 10:00-5:00	Summer Hours Tuesday, Thursday 12 – 7 Wed, Friday, Saturday 10-5
Total Hours	28	35
Bookmobile	Three days per week routing	Three and a half days per week routing

*Begun new operating hours in December.

Kristin McMenomey, Director
Risk Manager/Purchasing Agent
Telephone: (707) 463-4291
FAX: (707) 463-4673



Purchasing/Stores
Telecommunications
Information Services
Facilities & Fleet
Printing/Duplicating
Risk Management

COUNTY OF MENDOCINO
GENERAL SERVICES AGENCY
841 LOW GAP ROAD
UKIAH, CALIFORNIA 95482

January 9, 2012

Melanie Lightbody
Mendocino County Library-Ukiah Branch
105 N. Main St.
Ukiah CA 95482

RE: Liability Costs for Library District

Dear Ms. Lightbody,

According to our records, the Library District's experience from the claim incurred in FY 07/08 will be dropped from the cost allocation calculations for FY 12/13. This should decrease the Library's contribution payments from over \$100K to somewhere between \$10K-\$15K. An exact contribution amount for FY 12/13 will be available around the end of April.

As for the payments that were covered by another department, this question should be directed to the Executive Office, as the General Services Agency was not involved in the reallocation of funds for individual department's liability payments.

If you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kristin McMenomey".

Kristin McMenomey
General Services Agency Director/Risk Manager

KM/hec