Mendocino County Library Advisory Board
***DRAFT MINUTES* FOR LIBRARY ADVISORY BOARD MEETING OF Sept. 9, 2026**
Coast Community Branch Library, 25 Main Street, Point Arena, CA

Members Present: **Michele Savoy** - Chair; **Olga O'Neill** - Vice Chair, **Jody Nyberg** - Secretary; **Lew Chichester**; **Megan Riley**, **Susan Sher**; **Linda Thornquist Stumpf**; **Mellisa Hannum** - County Librarian/Director , **Kelly Hansen**, Administrative Services Manager

Absent Members: **Carole Poma**; **Larry Riddle**; and **David Spradlin**

Guests Present: Terra Black Coast Community Branch Manager, Charles Higgins - Community Coast Friends of the Library President and Host, Alan Foss, Friends of the Fort Bragg Library

1. Call to Order: 1:00 P.M

2. Approval of the Agenda
   Addition of one item made by Michele
   Motion to approve the agenda as amended; 1st by Susan 2nd by Olga
   Motion approved

3. Approval of the Minutes from the July 8, 2026 meeting
   Motion to approve the minutes as presented : 1st by Linda, 2nd by Lew
   Motion approved

4. **Public Expression:** None

5. County Librarian/Director report: Mellisa Hannum
   - Mellisa will attend the Association of Rural and Small Libraries convention in Montgomery, Alabama. She will be in the California Rural Libraries Director Cohort.
   - The new library software has been updated and staff are adjusting with a learning curve which is to be expected.
   - September is library card sign up month (since 1987) It is a month long celebration. The theme is "A library card hits all the notes".

6. Administrative Services Manager's updates: Kelly Hansen
   a. FY25-26 Budgets - The Auditor is accepting FY25-26 invoices until the end of September so the FY25-26 budget is not yet closed. The FY25/26 employee

costs coming in are just under budget and transportation is just over budget due to an unexpected 25% increase in fuel prices. For the Capital Investment budget two projects will be deferred to FY26-27; the Ukiah Roof and Bookmobile purchase.

b. YTD FY26-27 Budgets - As previously discussed the Library faces a structural deficit for FY26–27. The deficit has grown from a projected $364,455 in FY25-26 to an estimated $829,018 for FY26-27, driven primarily by the downward recalculation of the Operating Transfer In (OTI) revenue and increases in expenses that are out pacing revenue for FY26-27. The FY26–27 gap will be covered by the Library's fund balance. There was further discussion that the recent MOU Agreement with SEIU includes a 3% COLA which could have an impact of an estimated additional $75,000 in staff costs in FY26-27. The agreement also calls for increases in COLA for the next 2 years as well. The MOU agreement with management is upcoming in October. There was a discussion regarding whether or not the County was "supplanting the budget with Measure O funds rather than supplementing it".

c. Grant & Funding Request Updates - The Library is wrapping up the 2026 Lunch at the Library grant. The Library was informed in September that it was not selected for the Carl Moyer grant and is waiting to hear on the status of the Congressional Appropriation submitted by Congressman Huffman's office as federal appropriation legislation is currently stalled.

d. Capital Improvement project updates -
    - The Bookmobile project is moving forward. The Library has a signed contract with the vendor and a project timeline set. The body production is scheduled for spring, the fabrication for May/June and delivery is set for the Fall of 2027.
    - County Facilities is currently working through the consultant procurement process necessary to begin design on the Ukiah Roof Project.
    - The Willits Remodel & ADA Upgrade Project is moving forward. Facilities is involved and it should go out to bid in the next few months, and work should begin in approximately 1-11/2 years which gives staff time to adjust to the anticipated closure period.
    - For the Community Coast generator the Library is working with the Coast Community Friends of the Library on a lease agreement before a facility improvement project can begin. A discussion of how lease agreements can be structured to possibly allow for improvements on non-County owned buildings followed.

7. Coast Community Branch Manager's Report: Tara gave an annual highlights presentation with media for the library programs and events including the Summer Reading Program and the "Get Ready for El Niño Storms" workshops along with numerous additional programs. The Friends of the Library increased their collections budget from $4000 to $10,000 to support the purchase of new books in light of the severe budget cuts made this year. Chas added that the Friends of the Coast Community Library funded the roof replacement. Their fundraising campaign raised over $90,000 through an anonymous donor and a matching grant.

8. Unfinished Business:
   a. Ukiah Feasibility Study Ad-Hoc Committee Report - Madeline Cline is still working on this and there are no updates to report.

9. **New Business:**
   a. Discussion and Possible Recommendation to Allocate Measure O (40%) Capital Investment Funds Toward a 10-Year Capital investment Plan that supports fair and equitable distribution across all areas of the County through a distribution methodology that targets investments in Library branches based on the Population of their Service Areas - Mellisa Hannum

      i. Distribution Methodology: Consider and support the proposed population based methodology designed to ensure fair and equitable distribution of funds across all areas of the county and across all branches.
      Lew made a motion that the Library Advisory Board approve the proposed 10 year Capital Investment Plan for basic maintenance with a planned fund year balance based on population. Linda 2nd and the motion was approved.

      ii. Ten-Year Capital Investment Plan: Review and support the proposed 10 year plan that applies the agreed upon distribution methodology acknowledging that while exact proportional distribution of funds may not always be achievable due to facility improvement needs, it remains the guiding goal.

      Lew made a motion that the Library Advisory Board approve the proposed 10 year Capital Investment Plan . Linda 2nd and the motion was approved.

b. Discussion and Possible Recommendation to Use Capital Investment Funds in FY26-27 for:
    i. Willits Interior Refresh & ADA Upgrades - Budget Adjustment (+55,393, Total Project cost = $2,591,393)
    The Library received a request to formally include Mendocino County Facilities Department's staff time, who are currently working with the project's architect and will later work with project contractors and provide project management, in the total authorized project budget. Lew made a motion to use capital investment funds in FY26-27 for Willits Interior Refresh & ADA Upgrades budget adjustments as recommended. Susan 2nd Motion Approved

c. Discussion and possible Recommendation to amend LAB bylaws - Mellisa Hannum- Currently the LAB representatives are from 4 cities and 5 districts. Considering the larger make up of our county Mellisa asked if we should approach the 10 Rancherias and/or Reservations in Mendocino County to see if we get a response regarding the open Board position. The group recommended outreach for the open position.

d. Discussion of Interest Income on Capital Improvement Fund from Measure O Kelly Hansen – Staff discussed use of Capital Improvement Fund Interest Income and its allowable uses with both the County Auditor and County Counsel in August. Both confirmed that any funds allocated to the Capital Improvement Fund, including interest earnings, should remain with the capital fund and be utilized for facility improvements. They noted there is nothing in Measure O indicating the Library should do something different.

10. Announcements, Comments and Adjournment - Michele reported on current and upcoming vacant positions on the Board. Megan recently learned they will be relocating to Portland for her husband's new job. This is her last meeting. She is working to recruit her neighbor to apply for the D5 position. Alan Foss, a member of the Friends of the Fort Bragg Library, is considering applying for an open position. He was present at this meeting and was informed of the board application process.

Michele also asked for assistance with the annual LAB report. Susan offered to edit the report and Olga said she will assist as well. Michele will seek input from the Presidents of the county's Friends of the Library groups.

Motion to adjourn the meeting 1st by Olga, 2nd by Lew
Motion Approved

The meeting adjourned at 2:55 p.m.