

Mt. Shasta Library Tax Advisory Committee Special Meeting Agenda

Mt. Shasta Library – 515 East Alma Street
Thursday, April 20, 2017; 2:30 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item
	1. Call to Order and Flag Salute
	2. Roll call
	3. Approval of Minutes: October 20, 2016
	<p>4. Public Comment:</p> <p>This is an opportunity for members of the public to address the Committee on items within the jurisdiction of the Committee and not listed on the agenda. The public will have an opportunity to comment on any agenda item during Committee discussion of that item. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period. The Committee reserves the right to limit the length of individual comments. If you desire a written response, please provide your mailing address.</p>
	5. Welcome new member Ray Nobriga
	6. Election of Chair, Vice Chair, Secretary, Liaison Committee Members
	7. Feedback on City Council Presentation
	8. Executive Director’s Report
	9. Approval of Contract Extension and Upgrades
	10. Approval of Library Building Extension Project
	11. Approval of Adding \$150,000 into Building Reserve Fund
	12. Approval of Budget
	<p>13. Future Agenda Items/Comments by Committee Members:</p> <p>At this time, members of the Committee may ask questions of staff, request that reports be made at a later date, or ask to place an item on the agenda, on any subject within the Committee’s jurisdiction. In addition, the members may take this opportunity to make comments on any topic which is not on this agenda, provided however, that no deliberation may be conducted, and no decision may be made on such topics.</p>
	<p>14. Adjourn: The next regular meeting is scheduled for October 19, 2017</p> <p>Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.</p> <p>The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age</p>

Mt. Shasta Regular Library Tax Advisory Committee Meeting Agenda

Thursday, April 20, 2017

Page 2 of 2

	or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting
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MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
SPECIAL MEETING DRAFT MINUTES
Mt. Shasta Weed Unified School District Education Center
595 E. Alma Street
Thursday, October 13 at 2:30 PM

1. CALL TO ORDER:

The meeting was called to order at 2:30 PM by Chair Michael Murray.

2. ROLL CALL:

Present: Chair Michael Murray, Secretary Evelyn Calls, Dean Whetstine

Absent: Dennis Johnson, Barbara Wagner (arrived at 2:35)

Also present: Cheryl Bauer (Friends of the Mt. Shasta Library board member), Geoff Harkness (City Council member) and Courtney Laverty (Executive Director of the Mt. Shasta Library).

3. REVIEW AND APPROVAL OF MINUTES:

The draft minutes of the May 26, 2016 Special Meeting were tabled until later.

4. PUBLIC COMMENT:

None

5. EXECUTIVE DIRECTOR'S REPORT: Presented by Courtney Laverty

A mid-year correction to the Janitorial Supply budget category (7770) was requested. Evelyn Callas made a motion to increase the 2016-2017 budget for janitorial supplies by \$1,500 for a total budget of \$2,000. The motion was seconded by Dean Whetstine. Motion passed unanimously.

6. COMMITTEE REPORTS:

a. Oversight Committee

- i. Request to change name to "Liaison Committee". Discussion of the workings of the committee to support change. Name change approved by consensus

- ii. Budget Spending Approval Process – presented by Chair Michael Murraray. Evelyn Callas made a motion to approve the Budget Spending Approval Process with amendments. Dean Whetstine seconded the motion. Motion passed unanimously. See attached amended Budget Spending Approval Process.
- b. Mission/Values Committee
 - i. No report at this time
- c. Building Committee
 - i. Chair Michael Murraray reported on behalf of Dennis Johnson.

7. LTAC AGENDA PROCESS:

- a. Chair Michael Murray presented a draft agenda process for review/discussion.
- b. Evelyn Callas made a motion to approve the LTAC Agenda Process. Motion was seconded by Dean Whetstine. Motion passed unanimously.

8. NEW BUSINESS:

None

9. FUTURE AGENDA ITEMS:

- a. Building Committee Report
- b. Technology Committee Report
- c. Budget Report/Preliminary Budget discussion

10. APPROVAL OF DRAFT MINUTES:

Barbara Wagner made a motion to approve the draft minutes of the May 26, 2015 LTAC Special Meeting, as distributed. Michael Murray seconded the motion. Motion passed unanimously.

11. ADJOURN:

The meeting was officially adjourned at 3:55 PM by Chair Michael Murray.

The next regular meeting of the LTAC is April 20, 2017.

Respectfully submitted by Courtney Laverty

Budget Spending Approval Process

(Amended 10/13/2016)

The following process will be used, and hopefully improved, to ensure we stay within budget, have LTAC involvement in “discretionary funds” spending, and raise budgeting issues in advance of running out of money. Here are the guidelines.

- The Contractor or LTAC cannot spend money that has not been appropriated via the city council approval process.
- The Contractor can spend the following ledger items as long as within budget and will notify oversight committee when they reach 80% of budget AND it's not within the last 2 month of the fiscal year.
7110,7470,7475,7710,7770, 7790,7990.
- The Contractor needs LTAC oversight committee member approval when spending ledger items: 7100, beyond amount allocated in contract to contractor and excluding snow removal and internet, 7470(>\$1,000),8801
- The Technology Committee approves \$10,000 technology fund spending
- An approval email from LTAC Liaison Committee member is acceptable
- All expenses for reimbursement, and items paid for by city, will meet the city guidelines for purchasing and reimbursement. These items will be classified under the appropriate ledger category when submitted to the city.

The oversight and/or LTAC defines the above “discretionary” funds as mainly training, professional services contracts, capital building outlays, and other special funds designated for programs or improvements during the budgeting process.

MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
REGULAR MEETING DRAFT MINUTES
MT. SHASTA LIBRARY
515 East Alma Street
Thursday October 13, 2016 at 2:30 p.m.

1. CALL TO ORDER:

The meeting was called to order at 2:30 p.m. by Chair Murray

2. ROLL CALL:

Present: Chair Michael Murray, Secretary Evelyn Callas, Dean Whetstine

Arrived at 2:35: Barbara Wagner

Absent: Dennis Johnson

Also present: City Council member Geoff Harkness, Executive Director Courtney Laverty,
Friends of the Library Board member Cheryl Bauer.

3. REVIEW AND APPROVAL OF MINUTES: MAY 26, 2016, SPECIAL MEETING DRAFT MINUTES:

The minutes were tabled until later in the meeting.

4. PUBLIC COMMENT:

None

5. LIBRARY DIRECTOR'S REPORT—Courtney Laverty.

An adjustment to the janitorial budget was requested. A motion was made by Evelyn Callas to increase the 2016-2017 budget for janitorial supplies by \$1500. Dean Whetstine seconded. The vote was 4 aye, 0 no, 1 absent.

County Library broadband service at 100MBPS by the end of December, 2016 was announced.

6. COMMITTEE REPORTS:

a. Oversight Committee

i. The committee requests change of name to Liaison Committee to more accurately reflect their responsibilities. The change was approved by consensus.

ii. The Budget Spending Approval Process was reviewed.

Emendations offered included:

In the third paragraph the amount requiring approval for line item 7470 is over \$1000.

In the fourth paragraph the Technology Committee approves \$10,000

In the fifth paragraph the email approval is obtained from a member of the Liaison Committee.

Evelyn Callas made a motion to accept The Budget Spending Approval Process as amended. The motion was seconded by Dean Whetstine. The vote was 4 aye, 0 no, 1 absent.

- b. Mission/Values Committee Report—none
- c. Building Committee Report—Michael Murray reported for Dennis Johnson on the progress of the Building Committee

7. LTAC AGENDA PROCESS

- a. The LTAC Agenda Process was approved on a motion by Evelyn Callas; seconded by Dean Whetstine. The vote was 4 aye, 0 no, 1 absent.

8. NEW BUSINESS—none presented

9. FUTURE AGENDA ITEMS

- a. Building Committee report
- b. Technology Committee Report
- c. Budget report

10. APPROVAL OF DRAFT MINUTES OF SPECIAL MEETING May 26, 2016

The minutes of the meeting on May 26, 2016 were approved as distributed on a motion by Barbara Wagner; seconded by Michael Murray. The motion carried.

11. ADJOURN

The meeting adjourned at 3:55 p.m. by consensus. The next regular meeting of the LTAC was set for April 20, 2017.

Submitted by Evelyn Callas, Secretary

Executive Director's Report – 2rd Quarter

December 31, 2016

Circulation: 14,891 items

Computer Sign Ups: 3033

Programs: 764 Attendees

1. Poetry Workshop
2. Poetry Reading
3. Songs & Stories
4. Recycled Art
5. Food for Thought
6. Read to a Dog
7. "Meditation for Joyful Living" Presentation
8. Halloween Movie Night
9. "Messages from Water" Presentation
10. After School Book Club
11. Global Read aloud
12. Early Start Readiness Program

School Visits:

-Mattole Valley Charter School Monthly Visits

Community Collaboration:

-Mt. Shasta Elementary School Library

Professional Development:

-Attended California Library Association Annual Conference

-Attended "Libraries Lead the Way" Training- learned "community conversation Skills". -

Conducted a branch library conversation with the County Librarian, Michael Perry.

Year End Stats:

-1,830 Open Hours in 2016

-503 new library card sign ups

-1326 active patrons Mt. Shasta patrons

-1744 patrons county wide checked materials of our branch

-51,024 items circulated

-29,093 books, 18,294 DVDS, 2,920 BOCD, 717 magazines

Building Committee:

-Worked on plans with Dennis and Chris Schneider

Executive Director's Report – 3rd Quarter March 31, 2017

Circulation: 16,387 items

Active Patrons: 775 Adult, 140 Children

New Patrons: 65 Adults, 24 Children

Public Computer Logons: 2,634

Chromebook checkouts: All of the Chromebooks are being used by students after school

Programs: (Program Attendance: 758)

1. Vision Boards (2 sessions)
2. Movie Night – *Selma* (Martin Luther King, Jr.)
3. "Walking On" presentation by Marah Winslow
4. Women's March Community Huddle (2 meetings)
5. "How to Start Seeds Indoors" presentation by Micah Dobrush
6. Movie night – *Pursuit of Happyness* (Black History Month)
7. "Fruit Tree Pruning" presentation by Micah Dobrush
8. Movie Night – *Suffragette* (Women's History Month)
9. "Healing and Ceremonial Traditions of Peru" presentation by Ray Nobriga
10. Poetry workshop for Teens with Ana Ramana (10 sessions)
11. Early Start Readiness Program with Truly Hutchinson (12 sessions)
12. Songs & Stories (13 sessions)
13. Recycled Art (26 sessions)
14. After School Book Club (13 sessions)

School Visits:

- Mattole Valley Charter School Monthly Visits (2)
- Alternative Middle School – Jackie's Class Visit (1)

Website Update: New updated website completed by Ryan Marchand – one more training session to be completed.

Professional Development:

- Began graduate school at San Jose State University for MLIS
- Attended Outcome Measurement Made Easy Webinar
- Attended "LLAMA Thought Leaders Series: Miguel Figueroa" Webinar

Community Collaboration:

- Boys & Girls Club
- First 5 Siskiyou
- Siskiyou Land Trust
- Mt. Shasta Elementary School Library

Building Committee:

- Worked on plans with Dennis and Chris Schneider

City:

- Met with Rod to do a building assessment for capital improvements