

# Mt. Shasta Library Tax Advisory Committee Special Meeting Agenda

Mt. Shasta Library – 515 East Alma Street  
Thursday, October 13, 2016; 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: May 26, 2016 Special Meeting
	4. Public Comment:  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.
	5. Library Director's Report – Courtney Laverty a. Approve mid-year budget corrections – janitorial expenses
	6. Committee Reports: a. Oversight Committee Report – Michael i. Change name of Committee to Liaison Committee ii. Approve financial approval process b. Mission/Values Committee Report – None c. Building Committee Report - Dennis
	7. LTAC Agenda Process a. Approve agenda process
	8. New Business
	9. Future Agenda Items/Comments by Committee Members:  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.
	10. Adjourn: The next regular meeting is scheduled for April 20, 2017  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.

Mt. Shasta Regular Library Tax Advisory Committee Meeting Agenda

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	<p>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 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</p>
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MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE  
SPECIAL MEETING DRAFT MINUTES  
MT. SHASTA LIBRARY  
515 East Alma Street  
Thursday, May 26, 2016 at 2:00 p.m.

1. CALL TO ORDER:

The meeting was called to order at 2:07 p.m. by Chair Murray

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2. ROLL CALL:

Present: Chair Michael Murray, Vice-chair Dennis Johnson, Secretary Evelyn Callas, Barbara Wagner  
Absent: Dean Whetstine  
Also present: City Council member Geoff Harkness, Operations Manager Courtney Lavery, Technology Committee member John Cumming, Friends of the Library Board member Cheryl Bauer.

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3. REVIEW AND APPROVAL OF MINUTES: MAY 19, 2016, REGULAR MEETING DRAFT MINUTES:

The minutes were approved as corrected on a motion by Dennis Johnson, seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent.

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4. PUBLIC COMMENT:

John Cumming commented that he wished to encourage participation of outside experts in committee work.

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5. APPROVAL OF LIBRARY BUDGET RECOMMENDATION FOR COUNCIL APPROPRIATION:

The library budget for the fiscal year 2016-2017 was approved on a motion by Dennis Johnson, seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent.

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6. APPROVAL OF CONTRACT SERVICES FOR THE MT. SHASTA LIBRARY:

The Professional Services Agreement for Library Management Services between the City of Mt. Shasta and Community Staffing Services, LLC, was approved on a motion by Dennis Johnson, seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent,

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7. APPROVAL OF DRAFT MINUTES OF MAY 19, 2016 AND DISCUSSION REGARDING MINUTES FORMAT:

The minutes of May 19, 2016 were corrected and approved under item 3 of this agenda. The Committee considered options for format of the minutes. A motion was made by Dennis Johnson to record the minutes in action-oriented form. The motion was seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent.

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8. FUTURE AGENDA ITEMS:

Reports from:

1. Mission and Values Committee
  2. Oversight Committee
  3. Building Committee
  4. Executive Director
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9. ADJOURN AND NEXT MEETING:

The next regular meeting was set for October 13, 2016, at 1:00 P.M. on a motion by Michael Murray, seconded by Evelyn Callas. The vote was 4 aye, 0 no, 1 absent. The meeting was adjourned at 3:10 P.M.

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Submitted by Evelyn Callas, Secretary

## Executive Director Report July 31, 2016

1. Completed review of internal processes and currently updating policies and procedures.
2. Completed evaluation of staffing needs and currently adjusting to meet those needs.
3. Working with the city to complete repairs of the library ceiling. I have called several contractors seeking bids.
4. Following up on the Tech Committee meeting, I have met with Vince Reinig of Northland Cable and Kevin Allard of Mt. Shasta IT to improve our WiFi capabilities. Kevin has presented his proposal to Muriel (to add us to the city IT contract) and is awaiting response.
5. Soliciting new janitorial service – our previous contractor unexpectedly quit last week.
6. Working with staff to update various collections in the library.
7. Evaluating current program portfolio using criteria from the Public Library Association’s “Project Outcome”. Attending a webinar on August 11<sup>th</sup>.
8. Engaged in community outreach:
  - a. Booth at the Farmer’s Market (registered new patrons, passed out brochures, signed up children for summer reading program and checked out library books).
  - b. Read-Aloud for the summer lunch program at Mt. Shasta Elementary School.
9. Finance Report: These are for the expenses that I see- there are some that only go through Muriel. The top number is the budget category, the middle number is the budgeted amount and the bottom number is the expense to date. One item that will need to change is 7770 – Janitorial Supplies. This number was based on the previous 2 years but we are so busy this year we are going through toilet paper/paper towels quickly.

7110	7200	7310	7470	7475	7710	7770	7790	7990
124,000	1405.00	9,000.00	10,500.00	200.00	1,500.00	500.00	3,000.00	7,500.00
8975.78		83.92	480	56.89	56.92	256.21	30.48	429.99

## Budget Spending Approval Process

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, 7470,8801
- The Technology Committee approves 10k technology fund spending
- An email approval 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.

## LTAC Agenda Process

Items may be placed on the LTAC agenda via the following process. This mirrors the city council process.

- 1) The Chairman of LTAC may place an item on the agenda,
  
- 2) The Contractor/Librarian may place an item on the agenda,
  
- 3) Two board members in agreement may place an item on the agenda

The agenda items and supporting material needs to be delivered to the Chairman and city clerk 10 days prior to the meeting so that all material can be included in the agenda packet sent to members.