

Library Tax Advisory Committee Regular Meeting Agenda

Mt. Shasta Library – 515 East Alma Street
Thursday, October 19, 2023; 2:00 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 Roll Call
	2. Consent Agenda: Approval of Minutes: April 20, 2023 Regular Meeting, June 12, 2023 Special Meeting
	3. 2022-2023 Final Financial Statement
	4. Update from Library Expansion Ad Hoc Committee
	5. Friends of the Library Update on Library Operations
	6. Discuss Proposals for Permanent Operations
	7. Adjourn: The next regular meeting is scheduled for April 2024 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 at City Hall at the same time as they are made available to the members of the legislative body. 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

**MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
DRAFT MINUTES
APRIL 20, 2023**

1. Call to Order

The meeting was called to order by Chairman, Dennis Johnson, at 1:30 PM.

2. Roll Call:

Present: Chairman Dennis Johnson, Ted Marconi, Cheryl Bauer, Dean Whetstine, and Eleanor Mauro

Also Present: Courtney Lavery, Executive Director, Community Staffing Solutions 12 members of the general public

3. Public Comment: There was no public comment.

4. Consent Agenda: Approval of Minutes: Special Meeting October 27, 2022

Minutes were approved with no changes.

5. Selection of New Officers

The committee unanimously approved the selection of Dennis Johnson as Chairman; Ted Marconi as Vice-Chairman, and Eleanor Mauro as Secretary

6. Library Expansion Update and Ad Hoc Committee Plans:

Library Expansion Update:

Dennis reported that the Ad Hoc Committee members are Tessa Clure and John Stackfleth from the City Council, Dennis and Ted from LTAC, Evelyn Callas and Julie Bennett from Friends of the Library and Jeff Butzlaff, the at-large member representing Rotary. Ted chairs the committee. They have chosen two RFP's for further review and will conduct site visits.

Dennis reported that the project may be eligible for a "Building Forward" Grant of up to \$10 million. In response to questions from the public he explained that a previous expansion plan had been dropped because the final design did not fit the Library's requirements and would have been larger and more expensive than anticipated.

7. Financial Report

Dennis reported a current balance of \$1,005,000. He explained that during the

Covid pandemic the library was closed, resulting in fewer expenses, and income from the .25% sales tax (Library Transactions and Use Tax) greatly increased due to an increase in online purchases.

7. Executive Director's Report

April 13, 2023

Circulation Report:

July-September 2022 9,422

October-December 2022 9,185

January – March 2023 11, 321

We continue to increase our circulation as more people are returning to the library. We received a generous donation of DVDs from James Cannon of Couch Critics. We have a new documentary DVD section that is very popular! For comparison, the combined circulation for Dunsmuir, Weed and Yreka for the period of January-March 2023 was 12, 590.

We are in the midst of doing inventory of all library materials.

Our public computer reservation software will be updated sometime in May to a more efficient system. Our current system crashed over a year ago and has never worked properly since.

Information Table:

In order to make up for the demise of the local newspaper and to combat disinformation-misinformation, we have a table with articles about pertinent news stories, research, publications from the WHO, CDC, World Economic Forum, United Nations, pending legislation in the US Congress, Executive Orders, as well as Mt. Shasta City Council Agendas and other documents for public comment. Patrons have found this to be very informative and helpful.

School Visits:

Northern United Charter school has returned to visiting the library monthly. I read stories to the younger students and help the older students with resource location. The IAM Pre-K also schedules visits.

Building Forward Grant Opportunity:

I discovered and have been working on the Building Forward Grant Opportunity for the past 2 months. The grant deadline is May 18th and the application is very involved. It will take a concerted effort to get this ready to submit. I contacted the State Library with some questions because of our unique situation, and as long as Michael Perry is fine with the expansion project (he is), there is no problem submitting.

Meetings:

I have been attending Siskiyou County Library Council Meetings, the Building Expansion Committee meetings, and Friends of the Library meetings.

8. Discussion

The group briefly discussed which library resources were the most popular. Courtney stated that DVD's are the most frequently checked out items. Cheryl answered a question about the Library's ongoing book sale, explaining that the Friends of the Library is responsible for the sale, and that funds that the Friends raise are used to support library projects. She added that a large portion of these funds will be used to purchase items such as shelving or furniture needed when the library expansion is complete.

Dennis explained that the Expansion Committee will be applying for the Building Forward grant and that Courtney currently has a key role in this endeavor. He indicated there is strong support for the expansion and mentioned that, even if we do not receive the grant, we have funds to pay for the expansion. He expects that we will have a response to our grant application in the fall.

9. Adjournment and Closed Session

The regular meeting was adjourned at 2:35 PM by Chairman Johnson.

LTAC members then met in closed session to discuss the proposed new contract for The Executive Director.

MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
DRAFT MINUTES
JUNE 12, 2023

1. Call to Order

The meeting was called to order by Chairman Dennis Johnson at 2:04 PM.

2. Roll Call:

Members Present: Chairman Dennis Johnson, Ted Marconi, Cheryl Bauer, Dean Whetstine, and Eleanor Mauro.

Also Present: Todd Juhasz, City Manager

Public Comment:

Members of the general public were present to make comments.

3. Discussion and Possible Action: Hiring of a contractor to run the Library

Dennis opened the discussion by expressing that candidates for the position should not only have expertise in running a library but also have skills related to community outreach, fund-raising, and providing programs. The group also discussed the importance of encouraging volunteers in the library, and the role they play in presenting new ideas and strengthening the connection of the library to the community.

It was noted that, because there are multiple duties of this position, it was important to articulate the minimum requirements. Dean queried: What are the metrics for success? What are the characteristics of the population the library serves? What do we need and what do we want?

The group discussed the advantages of having the library open at least six hours a day, Monday through Saturday. For example, this would allow individuals to come to the library after work, and would improve after- school access for students and tutors. Ted mentioned that the contractor would have flexibility in hiring employees.

The discussion then moved to the role a contractor plays as opposed to that of a city employee. Todd explained that the city can terminate a contract at any time for any reason, and that if the contractor is not acting in accordance with LTAC's guidance the only recourse is to terminate the contract. Todd recommended that to avoid miscommunication and confusion there be one point of contact so that the contractor does not have multiple people telling him/her what to do. It was suggested that there be more contact between LTAC and the City Manager and

that it would be desirable to include in the new contract a stipulation for periodic meetings of LTAC, the City Manager, and the contractor.

Todd Juhasz stated that he will work on the RFP and incorporate needed changes. LTAC will then hold an additional meeting.

Adjourn:

The meeting was adjourned at 4:10 PM by Chairman Johnson

Submitted by Eleanor Mauro, Secretary



LIBRARY OPERATIONS REPORT

STAFF:

After a one-day closure on June 2, the library reopened with two paid employees and volunteers from the Friends of the Library. On June 30 a third employee was added. The library requires two desk staff during open hours: five hours per day, five days per week. Additional time is scheduled for opening and closing duties. Present desk staffing is provided by employees working a total of 43 hours per week, supplemented by 11 hours of volunteer time.

VOLUNTEERS:

In addition to members of the Friends, four experienced volunteers immediately resumed their relationships with the library and are supplying desk staffing, shelving tasks, and pre-school story time programs. Four new volunteers are providing hours for these and other roles.

PROGRAMS AND EVENTS:

We have hosted a forum meeting sponsored by the W.A.T.E.R. group, monthly meetings of the Star Gazers astronomy club, and the Songs and Stories children's program every Wednesday morning. A presentation on self-publishing is scheduled in November. Adult and child tutoring and literacy programs have continued without interruption.

MAINTENANCE:

The ADA doors were serviced in August; the HVAC system was serviced in September. Window washing on October 16 and carpet cleaning on November 11 are scheduled. Bids for repair or replacement of the security system are being obtained.

CLEARANCE AND REORGANIZATION:

Many hours of volunteer work during closed hours have been invested in removing discarded equipment, un-useable materials and non-functional furniture, and reorganizing supplies and spaces. The museum staff can now access their dedicated shelves in the storage vault. Hours of expert work were donated by a software engineer to reconstitute the library's email address, website, and Facebook page and to replace usernames and passwords on multiple accounts. The entrance foyer has been cleared to meet fire safety standards. Emergency lights have been installed in the restrooms. There remains a significant amount of work to complete clearance of the library's shelves in the vault and in the work area and office.

PUBLIC AND PATRON USAGE:

Seven computers are available for public use. Color copying is now offered and color printing from the public computers can be provided.

Monthly circulation statistics have been steady year to date. Individual patron checkouts have increased from 394 per month January through May to 416 per month June through September. In May, the door count of visitors per day averaged 282; in September the average was 297.

Respectfully submitted,

Evelyn Callas, Secretary of the Board
Friends of the Mt. Shasta Library, Inc.