

Library Tax Advisory Committee Special Meeting Agenda

Wednesday, June 17, 2020; 2:30 p.m.

Please note that this meeting is being agendized to allow Committee Members, Staff, and the public to participate in this meeting via ZOOM, pursuant to the Governor's Executive Order N-29-20. Members of the public may remotely listen to and participate in the meeting via the information below:

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82095099116>

Meeting ID: 820 9509 9116

Dial by your location

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Meeting ID: 820 9509 9116

"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. 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.
	3. Consent Agenda: a. Approve Regular Meeting Minutes: October 17, 2019
	4. Executive Director's Report
	5. Discussion of Current Budget and Approval of Fiscal Year 2020/21 Budget
	6. Library Expansion Project Update
	7. 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.

8. Adjourn: The next regular meeting is scheduled for October 15, 2020

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.

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
MT. SHASTA LIBRARY
515 East Alma Street
Thursday, October 17, 2019, 2:30 PM**

“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.”

1. Call to Order

The meeting was called to order by Chairman Dennis Johnson at 2:35 P.M.

2. Roll Call:

Present: Chair Dennis Johnson, Evelyn Callas, Ray Nobriga, Ted Marconi

Absent: Merle Anderson

Also present:

Courtney Laverty, Executive Director, Community Staffing Solutions, LLC.

Muriel Terrell, City Finance Officer

Cheryl Bauer, Secretary, Friends of the Library Board

3. 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.

Cheryl Bauer asked for details of the costs for Mt. Shasta Engineering. Muriel Terrell will respond at that agenda item.

a. Approve Regular Meeting minutes: April 18, 2019.

The minutes were approved on a motion by Ray Nobriga; seconded by Evelyn Callas. The vote was 4 yes, 0 no, 1 absent.

4. Election of New Officers:

Election of officers was postponed by consensus until the board is reconstituted by appointment of three members to replace those whose terms expire in January 2020.

5. Executive Director's Report:

The report is included in the agenda packet. It was presented by Courtney Laverty who added details of book purchasing funding from the Friends of the Library, ZIP books program and the County.

6. Overview: Financial Budget and Reserves:

Muriel Terrell provided the 2018-2019 year and First Quarter 2019 financial statements. A significant increase in the charge for public liability insurance was noted. The income for fiscal 2018-2019 was satisfactory. The costs paid to Mt. Shasta Engineering were \$104,188 in 2018-2019. The Contract Services allocation was increased to \$160,000 by vote of the City Council to increase the Executive Director's compensation by \$10,000. Her contract was amended to include this amount retroactive to July 1, 2019.

7. Library Expansion Update:

It was reported that the 60% plans have been finished and discussed. The plans are to go before the Planning Commission at their November meeting; then to the City Council in December.

8. Future Agenda Items/Comments by Committee Members:

A special meeting may be needed to appoint a sub-committee to work with the City on grant preparation for building funding.

9. Adjourn.

The meeting was adjourned at 3:50 P.M. by consensus.

10. Next meeting:

Next regular meeting: Thursday, April 16, 2020 at 2:30 P.M.

Submitted by Evelyn Callas, Secretary

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BUDGET WORKSHEET

City of Mt. Shasta

Month: 6/30/2020	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	Proj. Baseline	Recommended	Final
Fund: 68 - Library Fund								
Revenues								
Function:								
Dept: 000 General								
Acct Class: 1TX Taxes								
4050.00 Sales and Use Taxes	280,309	275,000	211,000	188,196	0	190,000		
Taxes	280,309	275,000	211,000	188,196	0	190,000	0	0
Acct Class: 5RNT Interest and Rental Revenues								
4505.00 L.A.I.F. Interest Earnings	5,333	4,000	4,000	3,354	0	4,000		
Interest and Rental Revenues	5,333	4,000	4,000	3,354	0	4,000	0	0
Acct Class: 8MSC Other Miscellaneous Revenues								
5795.00 Contributions -Non-Govt Source	0	0	0	0	0			
Other Miscellaneous Revenues	0	0	0	0	0	0	0	0
General	285,642	279,000	215,000	191,550	0	194,000	0	0
Function:	285,642	279,000	215,000	191,550	0	194,000	0	0
Total Revenues	285,642	279,000	215,000	191,550	0	194,000	0	0
Expenditures								
Function:								
Dept: 000 General								
Acct Class: 1PER Personnel Salaries & Benefits								
6001.00 Salaries - Regular Time	0	0	0	0	0			
6003.00 Salaries - Overtime	0	0	0	0	0			
6005.00 Compensated Absences Earned	0	0	0	0	0			
6007.00 Salary Diff In Lieu of Benefit	0	0	0	0	0			
6009.00 Miscellaneous Labor Cost	0	0	0	0	0			
6010.00 F.I.C.A.	0	0	0	0	0			
6015.00 P.E.R.S.	0	0	0	0	0			
6020.00 Worker's Compensation Ins.	0	0	0	0	0			
6025.00 Health Insurance	0	0	0	0	0			
Personnel Salaries & Benefits	0	0	0	0	0	0	0	0
Acct Class: 3SVC Services - Personal & Profess								
7100.00 Professional Services	7,657	10,000	10,000	6,558	0	1,000		
7110.00 Contract Services	145,000	160,000	120,000	120,060	0	160,000		
7150.00 Public Notice Publication	0	0	0	0	0			
Services - Personal & Profess	152,657	170,000	130,000	126,618	0	161,000	0	0
Acct Class: 4INS Insurance, Licenses, & Taxes								
7280.00 County Property Taxes	63	70	70	63	0	100		
7200.00 Public Liability Ins. - SCORE	9,927	6,000	2,708	1,354	0	3,312		
Insurance, Licenses, & Taxes	9,990	6,070	2,778	1,417	0	3,412	0	0
Acct Class: 5FAC Facilities Expenses								
7310.00 Utilities - Elec & Heating Oil	8,172	8,000	8,000	7,519	0	8,500		
7311.00 Utilities - Security Alarms	527	650	650	515	0	700		

BUDGET WORKSHEET

City of Mt. Shasta

Month: 6/30/2020	Prior	Current Year			(6)	(7)	(8)	
	Year	Original	Amended	Actual Thru	Estimated	Proj. Baseline	Recommended	Final
	Actual	Budget	Budget	June	Total			
Fund: 68 - Library Fund								
Expenditures								
Function:								
Dept: 000 General								
Facilities Expenses	8,699	8,650	8,650	8,034	0	9,200	0	0
Acct Class: 6MNT Maintenance and Repairs								
7470.00 Building Maintenance	19,323	15,000	15,000	12,542	0	16,500		
7475.00 Grounds Maintenance	242	500	500	445	0	600		
Maintenance and Repairs	19,565	15,500	15,500	12,987	0	17,100	0	0
Acct Class: 7SUP Materials and Supplies								
7710.00 Office Supplies	481	1,000	1,000	3,913	0	1,500		
7770.00 Janitorial & Cleaning Supplies	838	1,000	1,000	1,070	0	2,000		
7790.00 Miscellaneous Supplies	1,727	3,000	3,000	1,632	0	2,000		
7800.00 Equipment Expenses	0	5,000	5,000	0	0	2,000		
7810.00 Expensed Equip. <\$1000	0	0	0	0	0			
Materials and Supplies	3,046	10,000	10,000	6,615	0	7,500	0	0
Acct Class: 90TH Other Miscellaneous Expenses								
7990.00 Special Department Expenditure	5,338	8,000	8,000	4,870	0	3,000		
Other Miscellaneous Expenses	5,338	8,000	8,000	4,870	0	3,000	0	0
Acct Class: 95CO Capital Outlay								
8801.00 Capital Outlay	104,185	25,500	85,000	85,113	0	27,000		
Capital Outlay	104,185	25,500	85,000	85,113	0	27,000	0	0
Acct Class: 99TR Transfers Out to Other Funds								
9801.00 Administrative Overhead Alloc.	5,000	3,440	3,440	2,870	0	5,000		
Transfers Out to Other Funds	5,000	3,440	3,440	2,870	0	5,000	0	0
General	308,480	247,160	263,368	248,524	0	233,212	0	0
Function:	308,480	247,160	263,368	248,524	0	233,212	0	0
Total Expenditures	308,480	247,160	263,368	248,524	0	233,212	0	0