

Library Tax Advisory Committee Special Meeting Agenda

Thursday, December 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/86019072393>

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“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: June 17, 2020 Special Meeting, September 24, 2020 Special Meeting
	3. Discussion and Possible Action: Request for Proposals for Library Services Committee will discuss the RFP for Library Services.
	4. Library Budget Update Finance Director Muriel Howarth Terrell will give a budget update.
	5. Library Expansion Plan Update City Planner Juliana Lucchesi will give a verbal report on the status of the project.
	6. Adjourn: The next regular meeting is scheduled for April 15, 2021 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 SPECIAL MEETING
MT. SHASTA LIBRARY
515 East Alma Street
Wednesday, June 17, 2020
The meeting was conducted via Zoom**

The purpose of the Committee is to review and make recommendations to the City Council of the City of Mt. Shasta on the expenditure, investment, or encumbrance of revenues raised from the Library Transactions and Use Tax. The Committee will also review and make recommendations to the City Council on the operations of the Library as they may relate to the expenditure of those revenues. The Committee will serve as a forum for the free exchange of information and ideas relating to Library issues.

1. Call to Order

The meeting was called to order by Chairman Dennis Johnson at 2:35 PM

2. Roll Call:

Present: Chairman Dennis Johnson, Vice-Chairman Merle Anderson, Betty Kreeger, Ray Nobriga.

Absent: Ted Marconi

Also Present: Courtney Laverty, Executive Director, Community Staffing Solutions, LLC; Muriel Howarth Terrell, City Finance Director

3. Public Comment: There was no public comment.

4. Consent Agenda: Approval of Minutes: Regular meeting October 17, 2018.

The minutes of the listed meetings were approved on a motion by Ray Nobriga, seconded by Merle Anderson. The vote to approve was 4-0. Ted Marconi absent.

5. Appointment of New Officers

Dennis Johnson agreed to continue to serve as Chairman and Merle Anderson agreed to serve as Vice-Chairman without objections. Dennis asked for volunteers to serve as Secretary since Evelyn is no longer on the board having moved outside the City. Dennis thanked her for her years of service. Betty Kreeger volunteered and was appointed.

6. Executive Director's Report:

Courtney Laverty reported the library closed to the public on March 18th per state guidelines and the stay-at-home order. She continued to work full-time through the end of March fulfilling her contractual obligations. Staff continued to work until laid off on April 1st. Her contract had to be renegotiated because of the change in tax revenue. She could have continued to work and bill hours, but she decided to file for unemployment and still come in and check on various things. As an employee of her business she is laid off. As the boss she is taking care of business. It saves tax revenue by doing it that way.

All branch managers are having weekly conferences to talk about how to move forward under Covid-19. Weed and Dunsmuir also have tax revenue and started curbside service a couple of weeks. A lot of libraries offer curbside. Courtney has a backlog of book requests and is contacting people to pick them up for curbside service. She empties the book drop and puts everything aside for 72 hours before checking them in. What to do next? According to county guidelines Mt. Shasta Library could reopen per usual schedule. If the library is opened, curbside pickup could continue.

If we open some changes in the building need to be made; how strict is the question. Will have to take 3/4 of computers off line. Our building is so small that the guidelines of 25% occupancy would mean only 10 people at a time. There is a reservation system in place. The library doesn't yet have plexi-glass. She contacted Rod and hasn't received an answer. Muriel will discuss with Rod to see if maintenance can install and will ask the City to order cleaning supplies for library so it has things necessary to open. A lot of cleaning needs to be done.

Lots of questions. What is the legality of turning off the water fountain and closing restrooms? Courtney is having staff meeting Friday to see who wants to return to work. She doesn't know how strict or lenient she wants to be. People can't hang out as before. Can people bring in own computers? Should the backroom book sale be available? There are so many challenges because people touch everything especially DVDs. Does she make everything available only through a hold? What do people need from the library? Monterey is doing an online survey to see what people want. People want the library to open because they have library holds. She is very flexible about when people come to pick up holds. She is at the library 12-5. Hoping to open July 1st, but need to see how things go.

7. Discussion and possible action: Executive Director's contract

Courtney's contract expires soon. City Council has to approve a new contract. She has been in contact with Bruce and let him know about curbside. There probably should be a more formal discussion about this. Muriel pointed out that the first date they can do contract is the first meeting of the City Council in July. LTAC could make recommendation to City Council to continue contracting with Courtney's company to move forward. Current contract only says that the assumption is that unless something has changed that we just roll over into the new contract, except that the contract number is what must be set. The budget was made months ago before the current situation and that budget is same this year (\$60K), but if that isn't sustainable with the tax revenue, etc. we'd have to modify that number.

Muriel said the way she projected revenue is to basically take as stair-step look to see how sales tax recovery would happen. At each second City Council meeting she will report financial for the previous month on a monthly basis. At that point we can make adjustments if necessary. If the Hero Act goes through and we get the bailout we're going to be fine. If we don't and things get worse then difficult decisions will have to be made by both library and the City. It would mean a reduction of services because we won't have the means to support going forward.

8. Discussion and possible action: FY 2020/2021 Budget

Dennis stated according to the budget worksheet so far this year we've taken in \$191,550. That does not include all of May or June tax revenue or interest rates on our bank account. Muriel confirmed that is true because sales tax lags behind 3 months. The final expenditure as of the end of May was \$248,524, so we have only one month left of expenditures. Payment to Mt. Shasta Engineering shows \$85,113 in this budget but it will come out of

next budget, and they will then be paid in full. Actual expenditures as of the end of May is \$163,411. That means we are already running a \$28,139 surplus for the fiscal year. With only minor upcoming June expenditures, Dennis projects we will be running a surplus at the end of the year of about \$30,000 to \$40,000, and maybe more depending on what happens in June. So we're going to be in excellent shape in terms income. And we're going to be putting more back into the fund. We have \$424,000 in the bank. As of June the fund balance is \$198,541. Based on this Dennis feels we should get the library back in operation to as much as 100% as we can.

Muriel had projected a 90% reduction in April, May and June. She expects April and May to be at 90% and June may be about 50% and not as bad as she thought then.

The proposed budget for 20/21 came to basically \$215,000 which was \$63,600 less than the 19/20 proposed budget. That difference is because of Mt. Shasta Engineering. It is really approximately \$30,000 less than this year's budget.

Courtney may need to adjust the janitorial budget due to the Covid issue. Supplies may cost more, but don't know what that will be yet. Staff costs could be more if they need to hire another person.

Motion to approve the budget by Merle Anderson
Seconded by Ray Nobriga.
Approved 4-0, Ted Marconi absent

9. Library Expansion Update:

How do we fund the expansion of the library since the City Council's vote for a 1/4% tax ballot initiative failed? The last thing Courtney heard was that the expansion was tabled for now due to finances. Dennis pointed to get to the point of permit approval funding will have to be done through some other process such as grants. He suggested we find a grant writer to research grant proposals. City finances don't figure into it if we look at separate funding sources.

The library has reserves and could provide some money to build the new structure so it meets the standards we need. The community is more than willing to provide everything else that goes into the library. Friends of the Library has a fairly large sum to contribute. Rotary is willing to contribute as well.

Dennis would like to see a cost estimate broken down into the various phases. Courtney says the cost estimate that has been floating around is \$3.5 million, but she hasn't seen a document to that effect. Courtney will ask Bruce for the document.

The building needs to be done in phases. First, get the new building structure up so we can open the new building and move the current library in. The second phase is getting the community involved to paint, finish floors, etc. The third phase is to do remodeling on the existing building.

Merle suggested we resurrect the building subcommittee. We need a strategy for raising the funds. The City said it would come up with the funds, so we need to know their strategy and help advise them. Dennis will ask Bruce if he wants to reconvene the committee.

Courtney doesn't have the Mt. Shasta Engineering report and doesn't know if it was issued. Dennis heard they are still waiting for CEQA. Why have we paid out the full amount of the

contract \$215,000 when the contract isn't complete? As of a couple of months ago Courtney had not received the permit. Basically LTAC has not been given an update. The City needs to be more forthcoming with information as to the status of this project.

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

The meeting was adjourned at 3:44 PM by Chairman Johnson.

Submitted by: Betty Kreeger, Secretary.

MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
DRAFT MINUTES SPECIAL MEETING
MT. SHASTA LIBRARY
515 East Alma Street
Wednesday, September 24, 2020 Special Meeting
The meeting was conducted via Zoom

The purpose of the Committee is to review and make recommendations to the City Council of the City of Mt. Shasta on the expenditure, investment, or encumbrance of revenues raised from the Library Transactions and Use Tax. The Committee will also review and make recommendations to the City Council on the operations of the Library as they may relate to the expenditure of those revenues. The Committee will serve as a forum for the free exchange of information and ideas relating to Library issues.

1. Call to Order

This special meeting was called to order by Chairman Dennis Johnson at 2:38 PM

2. Roll Call:

Present: Chairman Dennis Johnson, Vice-Chairman Merle Anderson, Betty Kreeger, Ray Nobriga, Ted Marconi,
Also Present: Courtney Laverty, Executive Director, Community Staffing Solutions, LLC;
Muriel Howarth Terrell, City Finance Director; Cheryl Bauer, Friends of the Library
Committee

3. Public Comment: There was no public comment.

4. Consent Agenda: Approval of Minutes:

There was no consent agenda. Minutes from previous meeting were not presented at this meeting, but will be presented for approval at the December 2020 meeting along with the September 24, 2020 minutes.

5. Discussion Regarding Library Operations Interim Proposal:

Courtney has offered to return to the Library and presented a modified library operations proposal. Everyone agreed that it is an excellent interim working plan. She did not redo the budget spreadsheet not knowing if that was premature, but proposed a contract allocation for the rest of the fiscal year of \$80,000. That was based on the previous contract of \$160,000 divided by 3/4 since that's what's left in the year (\$120,000), and then divided that by 2/3 since that's about the level of service in terms of hours/employees (\$79,200) and rounded it in case a few more staff hours are needed.

Currently noted there are two part-time staff people volunteering to do curbside service, which Courtney had been doing until August 31st. However, the proposal is to allow these positions to be paid as they were before.

Because Courtney's contract expired June 30th and not renewed an RFP needs to be done and put it out to everyone who might be interested in doing it. Each can present their own proposals.

Typically there was a 2-year contract that rolled over with modification allowance, but there is no contract right now. Interim contract would have to be done on an emergency basis or as a sole-source provider.

LTAC is the one to take things to the council for a recommendation to keep the library going. We could operate with an interim contract agreement according to Muriel. Interim Emergency Contract until December 31st. This would provide more services than the bare minimum being offered now.

Budget was approved so there is no reason not to go forward since there is enough money for cleaning supplies & services and to pay staff.

At this point there is no supervision of volunteers, and that isn't sustainable.

Curbside service has been pretty busy.

Motion by Ted Marconi: I move that we recommend to the City Council that they enter into an interim agreement to provide modified library services based on Courtney's proposal for a period of 3 months and authorize the solicitation of proposals for services for the final 6 months of the fiscal year. Betty Kreeger seconded. Approved unanimously.

This will go to the City Council for the October 12th meeting. If approved Courtney can get library operational the next day. Muriel will order whatever supplies needed.

Muriel will work with Courtney on the interim agreement, and do a staff report to get ready for that City Council meeting. Muriel to create an RFP. Courtney offered to help with that. LTAC will be asked to review the RFP.

The library will continue to operate on a volunteer basis until October 12th.

6. Adjourn: The next regular meeting scheduled for October 15, 2020 is cancelled. The next special meeting will be the first week in December.

The meeting was adjourned at 3:30 PM by Chairman Johnson.

Submitted by: Betty Kreeger, Secretary.