

## Library Tax Advisory Committee Special Meeting Agenda

Mt. Shasta Library – 515 East Alma Street  
Thursday, October 4, 2018; 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 Flag Salute
	2. Roll call
	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.
	4. Consent Agenda: a. Approve Special Meeting Minutes: April 26, 2018 and May 18, 2018
	5. Election of LTAC Chairperson
	6. Executive Director’s Report
	7. Overview: Financial Budget and Reserves
	8. Review and Respond to Mt. Shasta Engineering’s Library Expansion Plans
	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 19, 2018**

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  
Monday, April 26, 2018 at 2:00 PM**

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 2:03 PM

---

**2. Roll Call:**

Members: Chairman Dennis Johnson, Vice-Chairman Merle Anderson, Secretary Evelyn Callas, Ray Nobriga. Absent: Dean Whetstine

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

Also present: Muriel Howarth Terrell, City Finance Director; Cheryl Bauer, Secretary, Friends of the Mt. Shasta Library; Nancy van Susteren; Barbara Wagner, City Council member; Tim Stearns, City Council Member; Tim Schoon.

---

**3. Public Comment:**

Muriel Terrell read a letter addressed to the supporters of the library from Kathy Morter, City Mayor, expressing her wishes for partnership and understanding between the entities involved in the process of developing and constructing the library expansion.

---

**4. Consent Agenda: Approval of Minutes: Regular meeting October 19, 2017; Special meeting February 5, 2018; Special meeting March 26, 2018.**

The minutes of the listed meetings were approved on a motion by Ray Nobriga, seconded by Merle Anderson. The vote was 4-yes, 0-no, 1 absent.

---

**5. Executive Director's Report:**

Courtney Laverty reported that the Mt. Shasta Library now leads the county branches in circulated items and computer use. She is installing a program for computer signup by library card that will conserve staff time. Ms. Laverty distributed the library usage statistics for the first quarter of 2018.

---

**6. Discussion and possible action: Executive Director's contract**

The Professional Services Agreement between the City of Mt. Shasta and Community Staffing Solutions, LLC entered into July 13, 2016 expires June 30, 2018. LTAC reviewed

this contract with discussion of the compensation of the Executive Director as the principal concern. Members of LTAC advised removal of the statement of specific salary for the Executive Director in this contract. Approval of the Director's performance and suggestion for increased compensation for her were expressed by LTAC and citizens present. Removal of Item H, in section 5 of Exhibit A was advised as inappropriate for her responsibilities.

Muriel Terrell will have the City Attorney review the suggested changes and will bring the new contract to LTAC for approval and recommendation to the City Council. LTAC will convene a special meeting for this purpose.

---



---

### **7. Discussion and possible action: FY 2018/19 Budget**

Muriel Terrell and Courtney Laverty provided the 2018-19 budget worksheet and proposed budget. Clarification of several categories was requested and received. Mele Anderson moved approval of the proposed budget without designating amounts for contract services (line 7110.00). Ray Nobriga seconded this motion. The vote was 4-yes, 0-no, absent-1.

---

### **8. Library Expansion Update:**

Dennis Johnson reported the City Council's award of the contract for the scoping process to Mt. Shasta Engineering. He reviewed the establishment of the Library Expansion Project Team, its purpose and goals and the results of its first meeting. LTAC was assured that the plans developed by the Building and Design committees will be incorporated in the building and that the expansion will proceed in the place and as expected by the library community members. The Team plan was distributed to the LTAC members.

---

### **9. Adjourn: The next regular meeting is scheduled for October 18, 2018.**

The meeting was adjourned at 3:43 PM by Chairman Johnson. A special meeting may be called within the next month to approve and recommend the new professional services agreement.

Submitted by: Evelyn Callas, Secretary.

**MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE  
DRAFT MINUTES SPECIAL MEETING  
MT. SHASTA LIBRARY  
515 East Alma Street  
Friday, May 18, 2018 at 10:00 AM**

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 10:03 AM

---

**2. Roll Call:**

Members: Chairman Dennis Johnson, Vice-Chairman Merle Anderson, Secretary Evelyn Callas,  
Absent: Ray Nobriga, Dean Whetstine

Also present: Courtney Laverty, Executive Director, Community Staffing Solutions, LLC.; Bruce Pope, City Manager; Nick Riddle and Thomas Leffingwell, Mt Shasta Engineering; Michael Murray; Chris Schneider, designer; Cheryl Bauer and Gloria Cooper, Friends of the Mt. Shasta Library.

---

**3. Public Comment: None**

---

**4. Library Building Listening Session:**

The design drawings prepared by Chris Schneider with input from multiple sources were posted for the group to review during the presentations which followed.

Presentations were made by Dennis Johnson on the history of the Library funding and management, Courtney Laverty on the space and functional needs of the Library and by Chris Schneider on the rationale for the designs presented.

An active discussion period followed with information and recommendations from all those attending. Mr. Riddle stated that he intends to finish the documentation by 12/30/18 but issues may arise that delay completion. Dennis Johnson asked for this date to assist in timing the start of fund-raising efforts. Bruce Pope stated that the City has begun active searching for funding and that plans may need modification to meet the requirements of funding entities. Financial support for finishing the interior and exterior of the building will be looked for from local sources such as Rotary, The Land Trust and Friends of the Library.

It was agreed that ideas, suggestions and opinions from committees or the public should be forwarded to Courtney Laverty or Bruce Pope who are co-leaders of the project.

---

**5. Adjourn:** The meeting was adjourned at 11:28 AM by Chairman Johnson  
Submitted by: Evelyn Callas, Secretary.

REVENUE/EXPENDITURE REPORT

City of Mt. Shasta

For the Period: 7/1/2018 to 7/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 68 - Library Fund</b>							
Revenues							
Function:							
Dept: 000 General							
Acct Class: 1TX Taxes							
4050.00 Sales and Use Taxes	248,000.00	248,000.00	25,292.79	25,292.79	0.00	222,707.21	10.2
Taxes	248,000.00	248,000.00	25,292.79	25,292.79	0.00	222,707.21	10.2
Acct Class: 5RNT Interest and Rental Revenues							
4505.00 L.A.I.F. Interest Earnings	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Interest and Rental Revenues	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Acct Class: 8MSC Other Miscellaneous Revenues							
5795.00 Contributions -Non-Govt Source	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Other Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.0
General	249,000.00	249,000.00	25,292.79	25,292.79	0.00	223,707.21	10.2
Function:	249,000.00	249,000.00	25,292.79	25,292.79	0.00	223,707.21	10.2
Revenues	249,000.00	249,000.00	25,292.79	25,292.79	0.00	223,707.21	10.2
Expenditures							
Function:							
Dept: 000 General							
Acct Class: 1PER Personnel Salaries & Benefits							
6001.00 Salaries - Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6003.00 Salaries - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6005.00 Compensated Absences Earned	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6007.00 Salary Diff In Lieu of Benefit	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6009.00 Miscellaneous Labor Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6010.00 F.I.C.A.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6015.00 P.E.R.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6020.00 Worker's Compensation Ins.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6025.00 Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Personnel Salaries & Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Acct Class: 3SVC Services - Personal & Profess							
7100.00 Professional Services	10,000.00	10,000.00	64.64	64.64	0.00	9,935.36	0.6
7110.00 Contract Services	145,000.00	145,000.00	12,083.33	12,083.33	0.00	132,916.67	8.3
7150.00 Public Notice Publication	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Services - Personal & Profess	155,000.00	155,000.00	12,147.97	12,147.97	0.00	142,852.03	7.8
Acct Class: 4INS Insurance, Licenses, & Taxes							
7200.00 Public Liability Ins. - SCORE	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
7280.00 County Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Insurance, Licenses, & Taxes	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
Acct Class: 5FAC Facilities Expenses							
7310.00 Utilities - Elec & Heating Oil	7,000.00	7,000.00	552.12	552.12	0.00	6,447.88	7.9
7311.00 Utilities - Security Alarms	600.00	600.00	119.64	119.64	0.00	480.36	19.9
Facilities Expenses	7,600.00	7,600.00	671.76	671.76	0.00	6,928.24	8.8
Acct Class: 6MNT Maintenance and Repairs							
7470.00 Building Maintenance	13,000.00	13,000.00	172.75	172.75	0.00	12,827.25	1.3
7475.00 Grounds Maintenance	500.00	500.00	19.94	19.94	0.00	480.06	4.0
Maintenance and Repairs	13,500.00	13,500.00	192.69	192.69	0.00	13,307.31	1.4
Acct Class: 7SUP Materials and Supplies							
7710.00 Office Supplies	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
7770.00 Janitorial & Cleaning Supplies	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
7790.00 Miscellaneous Supplies	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0

REVENUE/EXPENDITURE REPORT

City of Mt. Shasta

For the Period: 7/1/2018 to 7/31/2018

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 68 - Library Fund</b>							
Expenditures							
Function:							
Dept: 000 General							
Acct Class: 7SUP Materials and Supplies							
7800.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
7810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Equipment Expenses							
Expensed Equip. <\$1000							
Materials and Supplies							
	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.0
Acct Class: 90TH Other Miscellaneous Expenses							
7990.00	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
Special Department Expenditure							
Other Miscellaneous Expenses							
	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
Acct Class: 95CO Capital Outlay							
8801.00	150,000.00	150,000.00	15,415.00	15,415.00	0.00	134,585.00	10.3
Capital Outlay							
	150,000.00	150,000.00	15,415.00	15,415.00	0.00	134,585.00	10.3
Acct Class: 99TR Transfers Out to Other Funds							
9801.00	3,440.00	3,440.00	0.00	0.00	0.00	3,440.00	0.0
Administrative Overhead Alloc.							
Transfers Out to Other Funds							
	3,440.00	3,440.00	0.00	0.00	0.00	3,440.00	0.0
General							
	355,540.00	355,540.00	28,427.42	28,427.42	0.00	327,112.58	8.0
Function:							
	355,540.00	355,540.00	28,427.42	28,427.42	0.00	327,112.58	8.0
Expenditures							
	355,540.00	355,540.00	28,427.42	28,427.42	0.00	327,112.58	8.0
Net Effect for Library Fund							
	-106,540.00	-106,540.00	-3,134.63	-3,134.63	0.00	-103,405.37	2.9
Change in Fund Balance:							
			-3,134.63				
Grand Total Net Effect:							
	-106,540.00	-106,540.00	-3,134.63	-3,134.63	0.00	-103,405.37	