

**SHASTA PUBLIC LIBRARIES  
CITIZENS ADVISORY COMMITTEE  
Redding Library Community Room  
1100 Parkview Avenue, Redding, California  
April 7, 2010**

**MINUTES**

**ROLL CALL**

The regular meeting of the Library Advisory Committee (LAC) was called to order by Chair Patte Jelavich at 3:30 p.m. on Wednesday, April 7, 2010, with the following Committee Members present: Steve Brewer, Connie Cleckler, Elaine Grossman, and Peggy O'Lea. Also in attendance were City of Redding Community Services Director Kim Niemer, City of Redding Management Analyst Matt McCallum, Shasta Public Libraries (Libraries) Director Jan Erickson, and Redding Library (Library) Administrative Assistant David Brichacek.

**PUBLIC COMMENT**

None

**CONSENT CALENDAR**

The minutes from the meeting held on March 3, 2010, were presented.

**Motion:** To approve Consent Calendar with an amendment to the "absent" votes found on pages one (1), four (4), and six (6) to include the absence of Committee Member Cleckler. Additionally, a typo found on page five (5), paragraph three (3) in the last sentence will be changed to state "Director Erickson mentioned that additional funding is currently being sought." (Motion made by Committee Member O'Lea and seconded by Committee Member Brewer.)

AYES:	Committee Members Brewer, Cleckler, Grossman, Jelavich, and O'Lea
NOES:	None
ABSTAIN:	None
ABSENT:	None
MOTION APPROVED:	Chair Jelavich

**TEEN ADVISORY COMMITTEE REPORT**

Children's Librarian Cheryl Cruse introduced members of the Teen Advisory Board (TAB). Attending this meeting were TAB members Heather McCallum, Natasha Olson, and Shelby Kane.

TAB Member Heather McCallum demonstrated how to navigate through the Teen Scene page and offered information regarding the many different sections that are featured. Miss McCallum noted that TAB is currently working on creating a TAB link to the page designed to offer information to TAB members, and to those who wish to view activities that the TAB has accomplished or seeks to accomplish. Additionally, this link will provide information on parties and events, art submissions, as well as purchase recommendations for books and/or materials that the TAB has found useful, enjoyable, or would make good additions to the Library's collection.

Librarian Cruse mentioned that the TAB is currently developing a section for teen podcasts where members of the Teen Scene can post streaming audio clips of meetings, interviews, creative acting sequences, and more. Cruse noted that Miss McCallum has offered many purchase suggestions for graphic novels.

Chair Jelavich asked the TAB if they found that the Library had a good collection of graphic novels. Miss McCallum responded that the Library's graphic novel collection was great. Jelavich asked if teen attendance was strong at the Library. Miss McCallum responded that attendance was very strong. She added that many teens frequented the Library for different reasons including homework help, to work on projects, and to hang out in a wholesome and safe atmosphere.

Committee Member O'Lea asked which resources provided by the Library are utilized by the teen community. Miss McCallum responded that she uses the public computers often and the TAB is planning a Facebook link through the Libraries' Teen Scene page. She noted that teenagers frequent the teen collection, but also utilize the adult fiction, nonfiction, and reference collections occasionally. O'Lea asked if they utilize the homework tutoring links including *HelpNow!* or downloadable digital media including *OverDrive*. Miss McCallum responded that she has utilized these tools. O'Lea mentioned that providing additional information regarding the many different tools and resources found in the Library and on the Libraries' website should be placed on the Teen Scene page.

Chair Jelavich asked what resources TAB would like to see added to the Library. Miss McCallum mentioned that she would like to see the materials collection continue to grow, especially book series. She added that many times popular book series do not have enough copies to satisfy high demand, and that sometimes a volume in a series is missing. Community Services Director Niemer asked if the Libraries' book ordering company, *Brodart*, could establish a system that would automatically order sequential series additions as they become published. Director Erickson responded that she would check into automatic and/or standing orders of series additions. Chair Jelavich mentioned establishing a spot on the Libraries' website requesting book donations that teens would like to see added to the Library's collection. The LAC committee thanked the TAB for their time and input.

## **LIBRARY FINANCIAL UPDATE**

Community Services Director Niemer introduced City of Redding Management Analyst Matt McCallum. Mr. McCallum presented the Library Financial Update which can be found on the City of Redding website at the following link: [http://ci.redding.ca.us/communityservices/library\\_cac.html](http://ci.redding.ca.us/communityservices/library_cac.html) under LAC agenda for April 7, 2010.

Mr. McCallum reviewed the Libraries' financials utilizing a spread sheet handout and explained each section of the report in detail answering all questions as they arose.

Chair Jelavich asked what the underground tank study was. Mr. McCallum replied that this study was associated with an underground oil tank discovered when the Library building was constructed. Community Services Director Niemer added that the expense is related to monitoring that will be completed within the next couple of years.

Committee Member O'Lea asked what Specialized Technical Services were. Mr. McCallum replied that these Specialized Technical Services relate primarily to janitorial services provided to the Anderson Library.

Committee Member O'Lea asked what the One-time Reallocation was. Mr. McCallum responded that

due to healthy reserves a one-time reallocation was made at the direction of the City and County for future library expenses. The County has allocated their share to the branch library fund which will be very helpful in filling the funding gap for the next few years.

Mr. McCallum covered the Branch Libraries' budgets. He mentioned allocated funds that are set for janitorial services at the Anderson Library. Director Niemer noted that the new contract, which had been established between Library Systems and Services, LLC (LSSI) and the City of Redding, states that the Anderson Library janitorial services will be added to the main budget and rolled into janitorial services at the Redding Library. Niemer added that McCallum's budget review shows that funds are being managed well and the Libraries should be able to remain self sufficient with some additional revenue sources.

Chair Jelavich asked if there are risks associated with the current financial condition of the State of California (State) in relation to funds that are received from the State Library Foundation. Niemer responded that currently the Libraries are receiving support from the State Library Foundation. She added that due to the financial constraints of the State, these funding levels could change and it would be wise to seek funding avenues to cover this area of the budget. Director Niemer then thanked Mr. McCallum for his work.

## **DIRECTORS' REPORT AND STATISTICS**

Director Erickson presented her monthly Director's Report which can be viewed on the City of Redding website at the following link: [http://ci.redding.ca.us/communityservices/library\\_cac.html](http://ci.redding.ca.us/communityservices/library_cac.html) under LAC agenda for April 7, 2010.

Director Erickson mentioned her trip to the recent Public Library Association (PLA) conference in Oregon. At this conference, she attended a forum presented by Loma County Library titled "Everybody Serves Teens." The Loma County Library has a policy that all members of the staff "serve teens." They provide special staff training which relates to issues teens deal with in everyday life, and how teens find information and communicate today. Additionally, Erickson visited a Strategic Planning session covering many topics including "When to Change a Strategic Plan?" She also attended a seminar covering the Pulitzer Prize winning novel "Half the Sky", which discusses the 21st century ethical dilemma of the state of women in the world.

Director Erickson noted that the Libraries' Volunteer Recognition Reception will be held April 19th, 2010 in the Redding Library's Community Room at 3:00 pm. At this reception the "Volunteer of the Year" will be announced.

City of Redding's Shawn Avery recently conducted a "Verbal Judo" seminar for Library staff, covering topics relating to proper public communication and how to diffuse a variety of situations utilizing words.

Committee Member Cleckler thanked Director Erickson for her report and added that this reporting is very useful to the Branches because they can see all that is happening in the Library system. Cleckler commented on the section of the Director's Report covering Hot Off the Press (HOTP). She asked if the Anderson Library participates in HOTP. Erickson responded in the affirmative. Cleckler asked if the portion of the Director's Report covering HOTP could be clarified so that The Friends of the Shasta County Library (FOSCL) receive credit for purchasing HOTP for the Redding Library, the Friends of the Intermountain Libraries (FOIL) receive credit for HOTP purchases at the Burney Library, and the Friends of the Anderson Library receive credit for HOTP purchases at the Anderson Library. Director Erickson replied that the clarifications would be made.

Director Niemer mentioned that the Library's new signage, which will be visible from Cypress Avenue, will be installed in the coming week. Additionally, water leaks at the Library are being worked on. Committee Member O'Lea asked if the water leaks are covered under warranty. Niemer responded in the affirmative. Niemer added that she had attended a Shasta County Board of Supervisors (Board) meeting recently where they had discussed, among other things, the needs of the Burney Library and its work towards acquiring a new facility.

### **COMMITTEE COMMENTS**

The LAC discussed progress towards the acquisition of a new facility for the Burney Library. Committee Member Cleckler thanked the LAC committee for their involvement with the Burney Library project and for writing a letter of support for the building acquisition project. Cleckler stated that she reviewed a recent Board of Supervisors meeting where the Burney Library building acquisition project was discussed. She shared that at this meeting the Board discussed the acquisition of a large building that could house County Offices and possibly the Burney Library. The LAC committee discussed possible avenues to maintain forward momentum on this project.

### **ADJOURNMENT**

There being no further business, at the hour of 4:55 pm, Chair Jelavich declared the meeting adjourned.