

Library Advisory Committee
Regular Meeting
Redding Library Community Room
1100 Parkview Avenue
Redding, California
May 2, 2007, 3:00 p.m.

MINUTES

1. Roll Call

Present were Committee Members Patte Jelavich, Elaine Grossman, Connie Cleckler, and Chair Peggy O'Lea. Committee Member McArthur arrived shortly after the meeting began. Also present were Interim Library Director Linda Mielke, Assistant City Manager Randy Bachman, and Support Services Director Gerry Kersten.

2. Public Comment

Janet Albright, of the Shasta College Library, requested that the Committee meeting agendas and staff reports be available on the Internet. Assistant City Manager Bachman indicated that the agenda and staff reports should have been on the Internet and that he would follow up to make sure they are posted in the future.

3. Consent Calendar

There were no changes to the minutes from the April 4, 2007, minutes. It was moved and seconded to accept the consent calendar as presented. The motion carried on a unanimous vote.

4. Staff Items

4.a. Interim Director's Report

Interim Director Mielke discussed her written report which was attached to the agenda. Specifically, she discussed the preliminary survey results, which were extremely favorable, regarding both the Library and the services. Suggestions generally revolved around the public's desire for more of everything, including books, other media, Library hours, etc. Interim Director Mielke shared that the survey is extremely preliminary in that it was taken on only one Tuesday and does not represent a random sample but that it is a good start. She mentioned that volunteers had completed the surveys based on direct, one-to-one questioning of Library patrons. It is the intention of Library staff to expand the scope and sampling of Library patrons and future use of the survey.

Interim Director Mielke also distributed to the Committee the April circulation statistics. She noted that the total circulation of nearly 48,000 items is extremely high and only slightly less than the

March numbers, which represented the opening of the new Redding Library. Interim Director Mielke noted that a good mix of borrowers (Library card holders) is evident in the nearly 2,500 new Library cards that were issued during the month of April. That is a strong showing when combined with the 4,000 issued during March.

Interim Director Mielke answered some clarifying questions about the Library statistics, and she distributed the April Cash Report, which showed nearly \$7,500 in cash receipts at the Redding Library and more than \$8,200 in cash receipts systemwide. Interim Director Mielke indicated that the high cash receipts at the Redding branch represent many returning borrowers paying off fines they had accrued at the old Library and that receipts on fines would undoubtedly drop in the future.

Interim Director Mielke also discussed computer usage, indicating that the Redding Library's public access computers are being used extensively and are almost always full. In response to a Committee Member's question regarding the potential use of the computer training room computers by Library patrons, Interim Director Mielke stated that computer classes would begin soon and that she does not believe that the appropriate software is on those computers to allow unsupervised public use. The Committee indicated its concern that the computers are not being utilized and Interim Director Mielke mentioned that staff would keep watching the issue to ensure that computers are made available to the public to the maximum extent possible. Interim Director Mielke stated that she still feels the two-hour usage limitation is appropriate at the Redding Library and that many of the patrons are using the computers for less than the two-hour maximum.

4.b. LSSI Operations Report

The LSSI Operations Report is a written report consisting of LSSI's expenses since beginning operations January 1, 2007. It was noted by Chair O'Lea that the budget numbers in the LSSI report for the Redding Library do not match with the budget numbers provided by the City of Redding. Assistant City Manager Bachman indicated that he would look at this before the next meeting and find out where the discrepancy lies.

4.c. Report – Hot Off the Press Bestseller Program

Interim Director Mielke referred to the written report in the packet provided by Mark Smith of LSSI regarding the Hot Off the Press Bestseller program. A general discussion regarding that program was conducted. The Committee questioned whether that program could be privately funded and chair O'Lea indicated that it is something that she wants to pursue. In response to a question from Committee Member McArthur, Assistant City Manager Bachman indicated that he feels it is unlikely that either the City or the County would be interested in increasing the Library budget to fund this program at this time, given the significant increases over the past couple of years. Janet Albright, from the Shasta College Library, discussed its bestseller program in which it leases between 15-30 books per month at a cost of \$6,000 per year. Ms. Albright indicated that of the books received each month, once demand decreases, one out of every five books is retained by the Library for the permanent collection. The Committee tabled the item for future discussion.

4.d. Review of Revised Draft Internet Use Policy

Assistant City Manager Bachman summarized the discussion of the Municipal Library Board of Trustees from its meeting of April 16, 2007, in which the Board rejected the previously recommended Internet Use Policy. Assistant City Manager Bachman indicated that at least two of

the Board Members had a problem with the lack of specificity of the content that is allowable when the filter is removed upon request. There was a general discussion over this issue with the Committee generally centering on its desire that the original draft policy be returned to the Board of Trustees for its reconsideration. It was moved, seconded, and unanimously passed by the Committee that the previous policy be recommended to the Board of Trustees. Assistant City Manager Bachman indicated that he would bring that recommendation forward, as well as the revised draft the City Attorney's office had prepared, and that the Board of Trustees would, of course, make the final decision. At the suggestion of Chair O'Lea, the Committee wants its rationale for recommending the previous policy presented to the Board, and those reasons include less of a demand on staff resources, that it was preferred by the Library professionals and LSSI, that it works in other libraries throughout the country, and that the revised policy might create issues trying to fix something that is not currently broken. Chair O'Lea indicated that she would be at the Board of Trustees meeting on May 21, 2007, to address the Board and she requested that any other Committee Members who are available to join her.

5. Committee Issues

5.a. Library Strategic Planning

Chair O'Lea mentioned that she would like to keep the issue of strategic planning before the Committee, noting that it was part of the original proposal of LSSI to do some strategic planning. Interim Director Mielke mentioned that she has ordered a book on long-range library planning and that it has not been received yet, but that it would be useful in this process. It was determined that once the book is received and some ideas are generated, the Library Advisory Committee should be involved in the strategic planning process. Assistant City Manager Bachman noted that once a scope for the strategic planning is developed, it should go to the Library Board of Trustees for concurrence before undertaking the effort. It was the consensus of the Committee that this item should be kept on the agenda for future discussion.

5.b. Advisory Committee Bylaws

Chair O'Lea once again suggested that the Committee work to establish bylaws and questioned how that process should work. Assistant City Manager Bachman indicated that to a great extent the bylaws are contained in the City's recently adopted Library Ordinance but that it may be appropriate for the Committee to establish some policies and procedures in addition to that ordinance. Committee Member Grossman indicated that the contract between the City and the County requires the Committee to establish its bylaws. It was generally the consensus of the Committee that some work on bylaws and/or policies and procedures should be undertaken. Assistant City Manager Bachman indicated that he would try to find some samples from other committees the City has and relay those to the Committee for its consideration as a place to begin.

5.c. Exterior Building Maintenance

Chair O'Lea indicated that she is concerned about the condition of the entry to the Library with both stains and spills on the rock and tile. Assistant City Manager Bachman indicated that the City is aware of the issue and has attempted to clean the entryway with a power washer and a steam cleaner and that some of the stains will not come out. Support Services Director Kersten said that he and his staff are working with the rock provider and that they will be working to have the stains removed

and cleaned and then the rock and tile sealed to prevent future stains. Assistant City Manager Bachman indicated that the City and LSSI have agreed to a division of duties with regard to litter pickup and that staff will be working on keeping the entry to the Library cleaner in the future.

5.d. Follow-up on Construction Issues

Chair O’Lea asked what the process is for dealing with lingering construction issues and any problems with the building. Assistant City Manager Bachman indicated that those comments and suggestions should be passed along to LSSI who will work with City Building Maintenance staff to have them addressed.

6. Adjournment

Prior to adjournment there was a discussion about a desire to have a report from the various libraries in Anderson and Burney added to the Director’s Report each month and that a standing item on the agenda be listed to suggest future agenda items. Committee Member Cleckler also asked that an item be placed on the next agenda regarding capital facilities at the Burney branch. There being no further business, the meeting was adjourned at 5:20 p.m.

Peggy O’Lea, Acting Chair