

**SHASTA PUBLIC LIBRARY  
LIBRARY ADVISORY COMMITTEE  
Redding Library Community Room, 1100 Parkview Avenue, Redding, California  
February 6, 2008**

**MINUTES**

**1. Roll Call**

The regular meeting of the Library Advisory Committee was called to order by Peggy O'Lea at 4:05 p.m. on Wednesday, February 6, 2008, with the following Committee Members present: Elaine Grossman, Connie Cleckler. Also present was Interim Library Director Linda Mielke, City of Redding Community Services Director Kim Niemer, LSSI Vice President of West Coast Operations Mark Smith, and LSSI President of Public Library Management Operations Ron Dubberly.

**2. Public Comment**

Barbara Schletzbaum, member of Friends of the Shasta County Libraries (FOSCL), brought to the committee's attention that FOSCL is spending approximately \$22,600 annually on tween/youth programs.

**3. Committee Reorganization**

Committee Chair O'Lea suggested that this annual election be deferred to the next meeting when all members would be present.

**4. Consent Calendar**

Approval of the consent calendar was moved, seconded, and passed unanimously.

**5. Consideration of Revisions to Redding Municipal Code 2.42.120 Library Regulations**

Community Services Director noted that Interim Library Director Mielke recently brought several items to the forefront which would help provide a better setting at the library for all patrons. The request to require patrons to wear shoes and shirts in the library and to prohibit smoking within 100 feet of the front doors was researched and the best process for instituting these changes would be to revise language in the Municipal Code.

Committee Member Grossman inquired whether the 100 feet distance was standard for the City or just for the library. Ms. Niemer noted that while the State Building Code is 25 feet, lengthening the distance to 100 feet for the Redding Library would allow the entire front entrance out to the curb to be smoke-free.

Discussion ensued regarding whether it would be worthwhile to pursue an entirely smoke-free campus. The consensus was to focus primarily on the main entryway to the library.

Connie Cleckler made motion to recommend to the Library Board of Trustees amendments to the Redding Municipal Code as outlined in the staff report. Elaine Grossman seconded the motion. The vote was unanimous.

## **6. Library Director's Report**

Interim Library Director Mielke noted that the number of borrowers has doubled since moving to the new building and it is growing every day. The breakdown of circulation and self-check transactions shows there are a remarkable number of self-transactions at 85 percent. This is a huge amount based on her experience in the industry.

The library has just received news they are the recipient of a \$60,000 grant to provide a software program which ties current curriculum homework for students and is only the second site in California to receive this grant. This creates a virtual environment on the web page which pulls together information from the library's catalog to help students with homework assignments.

## **7. LSSI Presentation Regarding the Strategic Planning Process**

LSSI President of Public Library Management Operations Ron Dubberly noted that strategic plans help libraries and staff do what needs to be done to develop new services and manage the services they have. The Strategic Planning Model that will be used for the Shasta Libraries was developed by the Public Library Association and is tailored to each library/community. The key is building from the bottom up - from what the community needs are and establish the service priorities that fit the needs of the community today. The plan will encompass a 3- to 5-year period and will be adjusted every 3 years.

Planning is about the organization of hope - focusing dreams, timing and the allocation of resources. Libraries have five types of resources: staff, material collections, technology, space and money. The primary goals of the strategic plan are:

- Identify service priorities based on the needs of the community
- Set goals and objectives to address those service priorities
- Identify organizational competencies and initiatives that will allow the library to achieve the goals and objectives
- Identify and evaluate service programs that will support the library's goals
- Realign resources (reallocate what you have available) to the highest service priorities

The Community Planning Committee will develop a plan, which is sent to the Library Advisory Committee for review and then to the Library Board for final revisions.

Committee Member Patte Jelavich arrived at 4:45 p.m.

Three years after the Strategic Plan is established, it is evaluated to see if any adjustments are needed which may come to light during the interim. This goes on for two to three years. At the 5- or 6-year mark, the entire strategic planning process is gone through again. It is a constant reallocation of resources to the highest needs.

Discussion ensued regarding the make-up of the Community Planning Committee and the planning process. A consensus was reached that outreach to the branch communities is a necessary part of this process.

## **8. Committee Comments**

Committee Member Cleckler inquired whether there is a policy for closing a library based on weather-related situations (i.e., snow day). Recently, the Burney area received a very heavy snowfall while the library was scheduled to be open the next day. The road leading to the library had not yet been plowed and electricity was not yet restored. Discussion ensued and it was agreed to that criteria and a process for handling these types of situations would be developed and brought back to the committee by Mr. Smith.

Committee Member Cleckler inquired into LSSI's schedule for conducting employee evaluations. Mr. Smith noted that they are overdue, the employee reviews should have begun January 1 for those staff who were hired in January 2007. He is working on the paperwork now and the reviews will be done shortly. Any increases will be retroactive to January 1. The remainder of the staff were hired in February 2007 and those reviews will also be done. LSSI conducts its reviews on the anniversary date.

Committee Member Jelavich expressed concern that while the December 5, 2007, meeting minutes recorded that the Redding Library's construction budget would not be certain until January 2008, shortly after the December meeting the committee was caught by surprise when it was announced that a large amount of the grant money was sent back to the State. Ms. Jelavich is requesting that an open discussion take place in committee to shed light on what and how this happened to help the committee come to an understanding of the situation. Ms. Niemer agreed to ask Shasta County to provide a presentation at the next meeting.

## **9. Adjournment**

The meeting was adjourned at 5:32 p.m.

Peggy O'Lea, Chairperson