



## **SPECIAL LIBRARY COMMISSION MEETING**

**WEDNESDAY, JUNE 21, 2023  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

**A. CALL TO ORDER: 3:00 p.m.**

**B. ROLL CALL:**

**Commissioner: Susan Olson Higgins  
Carol Mueller  
Sandra Sehorn  
Laura Calkins  
Chairperson: Judy Turner**

**C. BUSINESS FROM THE FLOOR:**

**D. REGULAR AGENDA: All items listed below are in the order, which we believe, are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the agenda changed, please come to the podium, and explain the reason you are asking for the order of the agenda to be changed.**

- 1. Waive the Reading and Approve the Minutes of the April 5, 2023 Meeting with any necessary corrections:**
- 2. Report on Ridell Trust Funds and Expenditures.**
- 3. Presentation and Discussion of the Library Design & Space Planning Consultant Request for Proposal (RFP) Submittals.**

**E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:**

**F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:**

**Turner:  
Olson Higgins:  
Meents:  
Mueller:  
Sehorn:**

**G. ADJOURNMENT:**

The Corning Library Commission serves as an advisory body to the Corning City Council and the Tehama County Library Director on Public Library issues including recommendations for building improvements, improvements to the literary, music and film collection and planning for future library service to the Community of Corning. The Commission provides a public forum for the proposal and discussion of public library services that benefit the Community. Ideally the Commission would encourage community volunteers to work together in the planning for current and future library facility and program needs.

**POSTED: FRIDAY, JUNE 16, 2023**



## LIBRARY COMMISSION MEETING MINUTES

WEDNESDAY, APRIL 5, 2023  
CITY COUNCIL CHAMBERS  
794 THIRD STREET

A. **CALL TO ORDER:** 5:30 p.m.

B. **ROLL CALL:**

Commissioner: Susan Olson Higgins  
Carol Mueller  
Sandra Sehorn  
Laura Calkins  
Chairperson: Judy Turner

All members of the Commission were present except Commissioner Olson-Higgins.

C. **BUSINESS FROM THE FLOOR:** None.

D. **REGULAR AGENDA:** All items listed below are in the order, which we believe, are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the agenda changed, please come to the podium, and explain the reason you are asking for the order of the agenda to be changed.

1. **Waive the Reading and Approve the Minutes of the following Meetings with any necessary corrections:**

- a. **October 3, 2022 Special Library Commission Meeting; and**
- b. **February 28, 2023 Special Joint Meeting of the City Council and City Commissions.**

Commissioner Sehorn moved to approve the Minutes with a correction to the October 3, 2022 Minutes relating to the cleaning of the water deposits on the windows. Commissioner Mueller seconded the motion. **Ayes: Turner, Mueller, Sehorn, and Calkins. Absent: Olson-Higgins. Abstain/Opposed: None. Motion was approved by a 4-0 vote.**

2. **Report on Ridell Trust Funds and Expenditures.**

The current balance is \$221,865.86. The listed expenditure of \$683.89 listed was questioned; it was stated that this expenditure is believed to be for books. Commissioner Calkins stated her concern that this was not an allowable expenditure of the Ridell Trust Funds. City Clerk Lisa Linnet stated that \$5,000 was previously allocated from the Ridell Trust by recommendation of the Library Commission and approved by the City Council for the purchase of books which the City Attorney confirmed was an allowable use of the funds (see Minutes of the May 2, 2012 Library Commission Meeting and the May 22, 2012 City Council Meeting). She stated she believed that none or not all of the \$5,000 allocated was used and the balance has been carried over year to year since. She was asked to provide a balance of the remaining funds for this type of purchase to the County Librarian.

3. **Presentation and Discussion of Library Design & Space Planning Request for Proposal (RFP).**

The Commission members, City Manager Kristina Miler, and City Clerk Lisa Linnet then reviewed the proposed RFP page per page. The following changes were requested:

- Correct typo on second paragraph of page 1 (Preschools, not Preschool's).
- Add "S" to CHARACTERISTIC title on top of page 2 and the following corrections/additions the bullet items:
  - Combine the first two bullet lines under "Elements of the remodel with high priority may include...change the "Youth, Teen" to "Children, Youth" and add self-check machine (removed from bullet 7) to the first bullet;

- Add that the copy machine, fax machine, and other equipment are to be located behind the circulation desk;
- Remove "Storage" from "for display items and brochure incorporated into features when possible and increased areas/opportunities for material and seasonal displays" and combine the "Storage" with adequate storage for materials and seasonal displays.
- More efficient use of work room and office space for work desks and computers (removing printers and storage);
- Add "Designated Staff breakroom area".
- Correct nation to national under third bullet at top of page 5.
- Remove "new" from in front of future technologies in 4<sup>th</sup> paragraph of page 5.
- Add Semi-annual to Book Sales listed under Public Programs on page 5.
- Add "C" to ACCESS at the top of page 6.
- Corrections to bullet items from page 2 to page 7 list under "How do we get there?".

**E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None.**

**F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:**

**Turner:** Nothing.

**Olson Higgins:** Absent.

**Mueller:** Nothing.

**Sehorn:** Requested that the City Building Official and/or Fire Chief look at the Fire Extinguisher(s) at the Library and ask Assistant Public Works Director to look at the electrical cord at the center computer station.

**Calkins:** Nothing.

**G. ADJOURNMENT: 6:38 p.m.**

The Corning Library Commission serves as an advisory body to the Corning City Council and the Tehama County Library Director on Public Library issues including recommendations for building improvements, improvements to the literary, music and film collection and planning for future library service to the Community of Corning. The Commission provides a public forum for the proposal and discussion of public library services that benefit the Community. Ideally the Commission would encourage community volunteers to work together in the planning for current and future library facility and program needs.

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**Lisa M. Linnet, City Clerk**

Report Date: 06/16/23  
Run Date: 06/16/23 10:17  
Run by: MARY BRIMM

CITY OF CORNING  
G/L Trial Balance - Detail in the Order of Fund  
For All Accounts  
With a Mask of 403 1020\* 9999

Page.: 1  
ID # GLTB  
CTL.: COR

Beginning of.: July 1, 2022 (01-23) Thru Ending of.: June 30, 2023 (12-23)

/L Account No									
tr	Cal.	Fiscal	Date	Jrnl	Line	Description		Debit	Credit
03	1020	9999				Ridell Lib/Trst Pooled Cash			
						Balance July 1, 2022 (01-23)		222,549.75	
Sep 2022	03-2023	09/30/22	FB-00	0022		AUTO-FUND BALANCE			683.89
** Budget not Applicable **						Activity ---->		.00	683.89
						Balance June 30, 2023 (12-23)		221,865.86	

Expenses	Description	Actual as of				
		Actual FY 2020-2021	Actual FY 2021-2022	Budgeted FY 2022-2023	5/24/2023 FY 2022-2023	Proposed FY 2023-2024
<b>Dept #: 1700</b>	<b>Name: Library</b>					
001 5100	Direct Labor	1,453	646	0	2,061	0
001 5125	Part-Time Sal.	2,053	1,587	0	437	0
001 5300	Vacation	20	38	0	1	0
001 5400	Sick Leave	45	5	0	48	0
001 5700	Holiday Pay	125	19	0	166	0
001 5800	Comp Time-Off	11	0	0	0	0
001 5910	FICA-City/Paid	298	192	0	217	0
001 5915	Disability Ins.	1	1	0	1	0
001 5920	ER PERS	152	61	0	177	0
001 5921	EE PERS	22	1	0	3	0
001 5930	Health Ins.	396	316	0	710	0
001 5950	Life Insurance	5	3	0	5	0
001 6150	Mat/Supplies	400	192	400	163	400
001 6320	Janitorial Srv.	6,165	6,165	6,500	5,552	6,500
001 6410	Electricity	11,516	15,188	28,000	19,407	28,000
001 6430	Natural Gas	1,666	3,955	5,000	5,136	5,000
001 6750	Bldg. Maint.	2,555	548	2,500	355	2,500
001 8001	Books/Periodic.	261	1,228	750	668	750
403 8001	Books/Periodic.	0	0	5,000	684	5,000
403 9076	Library Furn.	0	33,227	0	0	0
001 9077	Library Remodel	0	0	0	0	80,000
403 9077	Library Remodel	0	0	0	0	100,000
403 9300	Mach/Equip.	15,010	0	0	0	0
<b>Total (1700) Library</b>		<b>42,154</b>	<b>63,372</b>	<b>48,150</b>	<b>35,790</b>	<b>228,150</b>

*City General Fund*  
*Ridell Trust*