



City of Calimesa
LIBRARY COMMISSION REGULAR MEETING
AGENDA

Tuesday, March 7, 2017

4:30 p.m.

Norton Younglove Multi-Purpose Senior Center
908 Park Avenue, Calimesa, CA 92320

CALL TO ORDER: 4:30 p.m.

ROLL CALL: Andrews, Johnson, Nursement and Stewart

STAFF: Darlene Gerdes, City Clerk
Alyson Hamlin, Librarian
Maria Sunio, Zone Manager

PUBLIC COMMENTS

Anyone wishing to address the Commission on any item that is not on the agenda, may do so at this time. This is not a time for Commission comment or action, but the Commission may ask questions for clarification or make a referral to staff for factual information to be reported back to the Commission at a later meeting.

APPROVAL OF MINUTES

a. Approve the Minutes of the February 2, 2017 Regular Commission Meeting.

LIBRARY REPORT

- a. Circulation
- b. Computer Usage

LSSI STAFF REPORTS

BUSINESS ITEMS FOR DISCUSSION

- a. Monthly budget update
- b. Commission Goals/Fundraising Discussion

COMMISSIONERS' REPORTS AND COMMENTS

This is the time for additional general comments, announcements, reports on meetings attended, requests of staff and other issues of concern to Commissioners which may be presented briefly at this time. The Commission may not legally take action on any item presented at this time other than to request staff to investigate a complaint or place an item on a future agenda.

ADJOURNMENT

Adjourn to Tuesday, April 4, 2017 at 4:30 p.m.

Commission Members

Gina Johnson– Chairperson ♦ Katy Stewart – Vice Chairperson
Terrie Andrews – Commissioner ♦ Gerald Nursement – Commissioner ♦ Vacant - Commissioner

City of Calimesa

Minutes of the Regular Meeting of the Library Commission Tuesday, February 2, 2017

CALL TO ORDER: The meeting was called to order at 4:30 p.m. by Vice-Chairperson Johnson.

ROLL CALL:

COMMISSIONERS PRESENT: Andrews, Johnson, Nursement & Stewart

COMMISSIONERS ABSENT: None

STAFF PRESENT: Megan Shea, Sr. Administrative Assistant
Alyson Hamlin, Librarian

PUBLIC COMMENT:

None

APPROVAL OF MINUTES

a. Approve the Minutes of the December 6, 2016 Regular Commission Meeting.

MOTION BY COMMISSIONER STEWART, SECONDED BY COMMISSINER ANDREWS, CARRIED 4-0 TO APPROVE THE MINUTES OF THE DECEMBER 6, 2016 REGULAR COMMISSION MEETING.

LIBRARY REPORT

Alyson distributed a report of statistics for November 2016 as follows:

Calimesa Library	November 2015	November 2016	Change
Circulation			
Adult	1593	1749	+9.8%
Teen	94	124	+31.9%
Children	980	999	+1.9%
Programming			
Baby Programs Attendance	4 14	5 25	+78.6%
Preschool Programs Attendance	3 53	3 43	-18.9%
Adult Programs Attendance	9 96	8 103	+7.3%
Computer Sessions	396	478	+20.7%
WIFI Sessions	74	219	+196.0%
Reference Questions	579	595	+2.8%
Door Count	6209	7690	+23.9%
Passive Programming	274	171	-37.6%
Head Start Program	128	88	-31.5%

Alyson distributed a report of statistics for December 2016 as follows:

Calimesa Library	December 2015	December 2016	Change
Circulation			
Adult	1956	1816	-7.2%
Teen	120	121	+0.8%
Children	1028	834	-18.9%
Programming			
Baby Programs	1	4	
Attendance	0	22	n/a
Preschool Programs	5	5	
Attendance	65	41	-36.9%
Adult Programs	6	7	
Attendance	87	81	-6.9%
Computer Sessions	522	478	-8.4%
WIFI Sessions	345	409	+18.6%
Reference Questions	640	564	-11.9%
Door Count	7779	9592	+23.3%
Passive Programming	373	164	-56.0%
Head Start Program	112	95	-15.2%
Family Program	-	44**	n/a

**Gingerbread House Decorating

Librarian Hamlin distributed photographs of various events that took place at the Library, the card making class, read to a dog program, crochet class and the family event of making Gingerbread Houses. She announced that the library page would be moving in 3 weeks and that the Library would be raffling off a quilt for the giving tree fund. She spoke about the used books that are in the old post office building and requested that city staff have the building sprayed for bugs and spiders.

LSSI STAFF REPORTS

Zone Manager Sunio could not be in attendance due to a meeting conflict. No report was provided.

BUSINESS ITEMS FOR DISCUSSION

Commission Reorganization: Sr. Administrative Assistant Shea opened the nominations for Commission Chairperson. Vice-Chairperson Johnson was nominated for Chairperson. There were no other nominations.

MOTION BY COMMISSIONER STEWART, SECONDED BY COMMISSIONER ANDREWS, CARRIED 4-0 TO APPOINT VICE-CHAIRPERSON JOHNSON AS CHAIRPERSON.

Chairperson Johnson opened the nominations for Commission Vice-Chairperson. Commissioner Stewart was nominated for Vice-Chairperson. There were no other nominations.

MOTION BY COMMISSIONER STEWART, SECONDED MY CHAIRPERSON JOHNSON, CARRIED 4-0 TO APPOINT COMMISSIONER STEWART AS VICE-CHAIRPERSON.

Monthly Budget Update: Sr. Administrative Assistant Shea provided a budget update through January 31, 2017, reporting a fund balance of \$255,878, Giving Tree Balance of \$23,445 Book Sales Balance of \$2,829 with total funds available of \$282,152. Revenues to date of \$2,736.00 and expenditures to date of \$15,652.

COMMISSION MEMBERS REPORTS AND COMMENTS

None

ADJOURNMENT

The Library Commission meeting was adjourned at 4:50 p.m. to the Regular Meeting of March 7, 2017.

Respectfully submitted,

Darlene Gerdes

Deputy City Manager/City Clerk