

City of Calimesa

Minutes of the Regular Meeting of the Library Commission Tuesday, March 7, 2023

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

ROLL CALL:

COMMISSIONERS PRESENT: Mugiishi, Reeves and Zylman

COMMISSIONERS ABSENT: Andrews, Pettiford (excused)

STAFF PRESENT: Darlene Gerdes, Deputy City Manager/City Clerk, Celeste Reid, Finance Director, Ted Conable Calimesa Branch Manager.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES

a. Approve the Minutes of the February 7, 2023 Regular Commission Meeting.

MOTION BY CHAIRPERSON ZYLMAN, SECONDED BY COMMISSIONER REEVES, CARRIED 3-0-1-0(COMMISSIONERS ANDREWS AND PETTIFORD WERE ABSENT) TO APPROVE THE MINUTES OF FEBRUARY 7, 2023 AS PRESENTED.

LIBRARY REPORT

Branch Manager Conable provided stats as follows:

Calimesa Library	February 2023
All Patrons	254
Computer Sessions	371
Item Checkouts	1455

Program	January 2023	February 2023
Children's Programs	99	57
Adult Programs	53	106
Passive Programs	74	78
Volunteer Hours	77	48
Reference Questions	763	385
Door Count	3429	3592
Take Home Crafts	492	628

BUSINESS ITEMS FOR DISCUSSION

Monthly Budget Update: Deputy City Manager/City Clerk Gerdes provided a budget update through February 28, 2023, reporting a fund balance of \$332,655, Giving Tree Balance of \$26,988 Book Sales Balance of \$14,322 Friends of the Library Balance of \$36,916 and Jim Hyatt Memorial Balance of \$2,047 with total funds available of \$412,928.

Revenues to date of \$40,442 and expenditures to date of \$11,982. The Library Fund Development Impact Fee Balance is \$1,160,968.

THERE WAS COMMISSION CONSENSUS TO APPROVE THE MONTHLY BUDGET UPDATE AS PRESENTED.

FY 2023-2024 Budget Discussion & Recommendations: Deputy City Manager/City Clerk Gerdes provided the Fiscal Year 2023/2024 Library Budget Worksheet to the Commission. The following Library Budget was approved by the Commission as follows:

EXPENDITURES

- 19-0000-7100 Overhead Allocation - \$7,000
- 19-0000-7431 Repair & Maintenance – Building - \$5,000
- 19-0000-7585 Travel & Training - \$500
- 19-0000-7725 Minor Equipment - \$4,200
- 19-0000-7735 Materials/Books/CD's/DVD's - \$7,000
- 19-0000-7607 Scholarships - \$3,000
- 19-0000-7608 Cultural Arts Program Donation - \$400
- 19-0000-7609 Summer Reading Program & Children's Programs - \$5,500

MOTION BY VICE-CHAIRPERSON MUGIISHI, SECONDED BY CHAIRPERSON ZYLMAN, CARRIED 3-0(COMMISSIONERS ANDREWS AND PETTIFORD WERE ABSENT) TO APPROVE THE LIBRARY BUDGET AS PRESENTED.

YHS 2023 Scholarships Application Process Update: Deputy City Manager/City Clerk Gerdes reported that she has completed the YHS Scholarship Commitment Form with the High School and hoped to have applications for review by the Commission at their April 4., 2023 meeting.

The report was received and filed by the Commission.

Update and discussion of Library Improvement Project: Deputy City Manager/City Clerk Gerdes reported that the project remains in the design stage with no further updates or information to date. She stated that she would continue to bring updates to the Commission on a monthly basis.

The report was received and filed by the Commission.

COMMISSION MEMBERS REPORTS AND COMMENTS

Commissioner Reeves suggested a future discussion on the potential of a student member on the Commission.

ADJOURNMENT

The Library Commission meeting was adjourned at 5:00 p.m. to the Regular Meeting of April 4, 2023.

Respectfully submitted,
Darlene Gerdes
Deputy City Manager/City Clerk

APPROVED BY COMMISSION
May 2, 2023

Approved by Council:
May 15, 2023