CITY OF CORNING
LIBRARY COMMISSION AGENDA
WEDNESDAY, MAY 2, 2007
CITY COUNCIL CHAMBERS
794 THIRD STREET

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

B. ROLL CALL:

Commissioner:	Stuart
	Dunham
	Bright
	Vacant
Chairman:	Rasmussen

C. BUSINESS FROM THE FLOOR: If there is anyone in the audience wishing to speak on items not already set on the Agenda, please come to the podium, give your name and address, and briefly identify the matter you wish to have placed on the Agenda. The Commission will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to return to the podium to discuss the issue. The law prohibits the Commission from taking formal action on the issue, however, unless it is placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

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, state your name and address, 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 February 7, 2007 with any necessary corrections.**
2. **Corning Friends of the Library request Commission authorization and City appropriation of $106.37 from the Rydell Trust Funds to purchase tack board for the Library Display Case.**
3. **Report on Corning High School's assistance with Library Surveys.**

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

F. 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: APRIL 27, 2007

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF CORNING
LIBRARY COMMISSION MINUTES

WEDNESDAY, FEBRUARY 7, 2007

CITY COUNCIL CHAMBERS
794 THIRD STREET

A. CALL TO ORDER: At 5:36 p.m.

B. ROLL CALL:

Commissioner:	Stuart
	Dunham
	Bright
	Vacant
Chairman:	Rasmussen

All Commission members were present.

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, state your name and address, 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 January 3, 2007 with any necessary corrections.**

Motion was made to approve the minutes as written by Commissioner Dunham and seconded by Commissioner Bright. **Ayes: Rasmussen, Stuart, Dunham and Bright. Opposed: None. Absent/Abstain: None. Motion was approved by a 4-0 vote.**

2. **Report from Tehama County Librarian Ray Schroff.**

- Announced that February was "Fine Free" month. A County Board of Supervisors Resolution has been issued acknowledging February as "Fine Free" month, flyers have been placed in the Library and an announcement placed in the newspaper.
- Stated that the Library is encouraging donation of non-perishable food for food bank.
- Announced that training for the Web Page is beginning this month.
- Requested that the broken glass in the Library entrance display case be replaced, the door repaired, background repainted a different color to be determined by Commission, and to change the lighting (increase wattage).
- Presented report on Tehama County Library Use, Commissioner Stuart confirmed that 1 out of 3 residents have a library card. Mr. Schroff stated that the 61,533 total population includes children under 5 who may not be able to sign their name, but do have books checked out for them by their parents.
- Commissioner Rasmussen asked if the library story hour has been stable and has it attracted new children; Mr. Schroff stated that there have been new children attending as others graduate and usually 10-15 parents with children.
- Commissioner Stuart asked if there was funding for advertising the libraries, stating that Commissioner Bright suggested having an "Open House", informing the public of what the library has to offer such as the new microfishe reader/printer, new computers, etc.

Commissioner Rasmussen stated that when the library was offering literacy programs use went up. Commissioner Stuart asked what it would cost to restart this program and whether it was feasible. Mr. Schroff stated that the cost was around $35,000 with benefits for the instructor. He informed the Commission that some of the funding was provided by grants (State and Federal). The Commission was informed that currently the County Library receives roughly $35,000 and these funds are used for library needs. Mr. Schroff stated that he didn't foresee this program returning unless funding changes drastically.

- A need for a volunteer on Thursdays was stated. Commissioner Rasmussen confirmed that if volunteers were used for the library, a part-time position would need to be established. Mr. Schroff stated yes and that he would find out the cost and report back to the Commission.

3. Discussion of Action - Library Commission Goals.

Commissioner Rasmussen opened the discussion regarding a survey of requested library programs and needs. It was stated that it would be too costly to mail, possibly could be a handout at the Library counter that is given out by Librarian when books are checked out. Mr. Kimbrough was asked if he had contacted Melinda Self at the High School regarding student participation in the survey. Copies of two sample surveys provided by Commissioner Dunham were provided to those in attendance. It was decided that the Commissioners will research and bring back at a future meeting.

Commissioner Stuart asked specifically what repairs were needed for the Library entry display case, and if it could be placed on the next Agenda and Public Works contacted. It was stated that the glass was broken and the door didn't operate correctly. City Manager Kimbrough stated that if the Friends of the Library wanted to repaint the interior of the display case, the City would supply the paint in a color determined by the Friends of the Library. City Clerk Lisa Linnet will contact Public Works to start the repairs to the display cabinet.

Mr. Kimbrough suggested contacting members of the Board of Supervisors and informing them of the importance of our library to the community and asking their continue support. He stated that this could be done with a simple statement such as: Our Library is important to us; or I hope you remember our Library and its importance to our community when reviewing our County Budget.

ITEMS FOR NEXT MEETING:

1. Library entryway & Display Case
2. Library Survey.

It was announced to please email any ideas for the next Agenda to City Clerk Lisa Linnet at llinnet@corning.org or to City Manager Steve Kimbrough at stevek@corning.org. Also all meeting Agenda's are now available on the City of Corning web page at: www.corning.org .

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

F. ADJOURNMENT: 6:28 p.m.

Lisa M. Linnet

Lisa M. Linnet, City Clerk

CORNING FRIENDS OF THE LIBRARY

April 10, 2007

Corning Library Commission
794 Third Street
Corning, CA 96021

Dear Commissioners,

The Corning Friends of the Library asks that the city library foyer be refreshed and updated. We have discussed this with the County Librarian and are all in agreement with the following:

1. Paint the two walls "Blue Cloud" color, probably requiring a block-out primer. Paint the display case "Aqueous" color. See the enclosed sample card for both colors. Leave the trim around the windows on the other two foyer walls the current dark brown to match the trim in the main part of the library.

2. Replace the peg board backing of the display case with tack board (off white color).

Costs:
Friends of the Library is offering to pay for the paint -- $71.83
We request that Rydell Funds be used to pay for the tack board -- $106.37
We request that the city maintenance staff perform the work as time is available, with no charge assessed to either the Friends or the Rydell Fund.

Thank you for considering this request. We feel this project will make the city library foyer a lighter, more welcoming place, and that the display case will more effectively show off items placed there.

Sincerely,

Judy Turner

Judy Turner, President
Corning Friends of the Library

Enclosure: Materials cost statement from Corning Lumber
Color sample card

CORNING LUMBER CO., INC.

since 1926

[X] CORNING STORE - 1102 YOLO STREET
PHONE: (530) 824-5468 FAX: (530) 824-1284

[ ] ORLAND STORE - 1314 SIXTH STREET
PHONE: (530) 865-5577 FAX: (530) 865-7516

[ ] WILLOWS STORE - 111 E. LAUREL ST.
PHONE: (530) 934-8866 FAX: (530) 934-8868

DATE 4/9/07

NAME Corning Library

SOLD BY MC

ADDRESS

CHARGE ____ CASH ____ COD ____

DELIVER TO

TELEPHONE

SPECIAL ORDER FORM

05387

QUANTITY	SIZE	DESCRIPTION	PRICE/UNIT	EXTENSION
2	4X8	tack board Off White	49 59	99 18
1	gallon	Eggshell paint (walls)	32 99	22 99
1	gallon	primer block out		18 99
1	gallon	semi-gloss	24 99	24 99
			SUBTOTAL	166 15
			TAX	12 05
			TOTAL	178 20

APPROXIMATE DUE DATE:

******THIS IS A SPECIAL ORDER******

I HAVE READ AND AGREE WITH THE ABOVE SPECIFICATIONS, FURTHERMORE, I UNDERSTAND THAT THIS IS A SPECIAL ORDER AND NOT SUBJECT TO CANCELLATION, RETURN OR REFUND.

CUSTOMER SIGNATURE: ____ *DATE:* ____

CORNING LUMBER USE ONLY

DEPOSIT $

INVOICE #

BALANCE DUE $

INVOICE #

CHARGED ON INVOICE #

ORDER RECEIVED

CUSTOMER NOTIFIED

ORDER COMPLETED (DATE)

VENDOR

P.O. #

DATE ORDERED

ORDERED BY

NOTES: