



SPECIAL NOTICE REGARDING CORONAVIRUS (COVID-19)

AND ATTENDANCE AT PUBLIC MEETINGS

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that some or all of the Fullerton Public Library Board of Trustees will participate in meetings via teleconference.

PUBLIC PARTICIPATION: Pursuant to Executive Order N-29-20 and given the current health concerns, members of the public can access meetings streamed live online at <https://fullerton.legistar.com>, on Spectrum Cable Channel 3 and AT&T U-Verse Channel 99. Members of the public may not attend the meeting in person.

In lieu of attendance at the meeting, the public can submit public comments electronically for Fullerton Public Library Board of Trustees consideration by clicking on the **eComment** link accompanying the agenda posted online at <https://fullerton.legistar.com> **until the close of the public comment period for the item.** Staff will read or summarize public comments during the meeting.

Alternatively, the public can send correspondence to Fullerton Public Library Board of Trustees regarding agenda items by emailing RLeopold@cityoffullerton.com with the subject line **LIBRARY BOARD OF TRUSTEES MEETING CORRESPONDENCE - ITEM #"** (insert the item number relevant to your comment) or **LIBRARY BOARD OF TRUSTEES MEETING NON-AGENDA ITEM"**. Staff will forward correspondence received to the LIBRARY BOARD OF TRUSTEES. All correspondence received becomes part of the official record of the meeting and posted online with the supplemental materials for that meeting. Contact the Fullerton Public Library at JudyB@cityoffullerton.com or RLeopold@cityoffullerton.com or contact Library Director Judy Booth at 714-738-6383 with any questions.

ACCESSIBILITY: If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation in order to observe and/or offer public comment may request such reasonable modification, accommodation, aid or service by contacting the Fullerton Public Library at JudyB@cityoffullerton.com or RLeopold@cityoffullerton.com or by telephone at or contact Library Director Judy Booth at 714-738-6383 no later than 48 hours before the meeting.



**CITY OF FULLERTON
FULLERTON PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING AGENDA
April 23, 2020, 6:00 P.M.
Fullerton, California**

VIA TELECONFERENCE

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS – The Library Board of Trustees will hear e-comments on matters not appearing on the agenda but within Library Board of Trustees' jurisdiction and Consent Calendar items not pulled from the Consent Calendar at this time. State regulations prohibit the Library Board of Trustees from acting on non-agenda items.

ADA Requirements: The City has equipment and services available to assist disabled persons with communications at the public meeting in compliance with the requirements of Title II of the Americans with Disabilities Act (ADA). Should you require special accommodations to participate in a meeting, please contact the Fullerton Public Library at (714) 738-6380 at least 48 hours prior to the meeting to make arrangements.

CONSENT CALENDAR – (Items 1 through 4) All matters listed under Consent Calendar are considered routine and will be enacted by one motion.

1. Approval of Minutes

Recommendation: Approve February 27, 2020 Library Board of Trustees Regular Meeting Minutes

2. Warrant Register

Recommendation: Approve April 2020 Warrant Register.

3. Expenditure Summaries

Recommendation: Approve February and March 2020 Expenditure Summaries.

4. Donations

Recommendation: Approve February and March 2020 Donations

REPORTS

Director's Report and February and March Monthly Activity Report – *Library Director Judy Booth*

- a. **March and April 2020 City Council Meetings**
- b. **Library Security Update – Security Guard/Incidents Report**

- c. **Shared Vision/Bringing the Library to You Grants**
- d. **E-Rate Funding of Technology Needs**

- 1. **Friends of the Library – Friends Representative**
- 2. **Library Foundation – Foundation Representative**

REGULAR BUSINESS

- 1. **Hunt Branch Library Update - Library Director Judy Booth**
Recommendation: Receive and file
- 2. **Library 2020-21 Budget Discussion – Library Director Judy Booth**
Recommendation: Schedule a Special Meeting of the Library Board of Trustees in early May 2020 in order to consider a budget before the yet unscheduled City Council 2020-21 Budget Study Session.
- 3. **Library 2020-21 Fee Schedule Review – Library Director Judy Booth**
Recommendation: Retain library fees at their 2020-21 levels.
- 4. **Funding Approval 2020-21 Budget and Capital Improvement Program (CIP): *New Vision Project Including Renovation of the Areas of Children’s, Teen’s and Adults* – Library Director Judy Booth**
Recommendation: Approve initial funding from the Foundation or Friends Restricted Account for \$25,000 to support the Main Library Remodel: A New Vision as a new CIP project which has been approved by the Board for the inclusion in the 2020-21 City’s CIP Budget.

BOARD MEMBER COMMENTS

ADJOURNMENT – The next Regular Meeting of the Library Board of Trustees is scheduled for May 28, 2020, at 6:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832.

AGENDA ITEMS: This agenda contains a brief summary of each item the Library Board of Trustees will consider. The Library posts the agenda online no later than 72 hours prior to the meeting at www.cityoffullerton.com. Any writings or documents provided to a majority of the Library Board of Trustees regarding any item on this agenda will be made available for public inspection at the Fullerton Public Library located at 353 W. Commonwealth Avenue during normal business hours. The mission of the Fullerton Public Library is to serve the diverse needs of our patrons, foster learning, provide resources, inspire creative thinking and bring the Fullerton community together. It is a place where information and items of recreational, educational and leisurely interest are collected, preserved and made available in print and electronic formats. Whatever connects the people to ideas and concepts, it's here at the Fullerton Public Library. In its selection of books and other materials, the Fullerton Public Library upholds the doctrines of "Freedom of Speech" and "Freedom of the Press" as guaranteed by the Constitution of the United States. The Library also subscribes to the principles adopted by the American Library Association in its Library Bill of Rights, the Freedom to Read statement, and the Freedom to View Statement.



**CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
February 27, 2020, 6:00 P.M.
Fullerton Public Library
Main Library Board Room
353 West Commonwealth Avenue
Fullerton, California**

CALL TO ORDER

President Dale called the meeting to order at 6:01 pm in the Library Board Room of the Fullerton Public Library.

ROLL CALL

Present: Ballard, Byers Dale, Mansuri and Paden

Absent:

Staff: Judy Booth, Library Director
Ken Homsley, Adult Services Manager
Janine Jacobs, Children's Services Manager
Ruth Leopold, Recording Secretary
Ann Tower, Clerical Assistant

PUBLIC COMMENTS

None

CONSENT CALENDAR – (Items 1 through 4) All matters listed under Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time of voting on the motion unless members of the Trustees, staff, or public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

1. Approval of Minutes

Recommendation: Approve January 23, 2020 Library Board of Trustees Regular Meeting Minutes

2. Warrant Register

Recommendation: Approve February 2020 Warrant Register.

3. Expenditure Summaries

Recommendation: Approve January 2020 Expenditure Summaries.

5. Donations

Recommendation: Approve January 2020 Donations

MOTION made by Vice President Byers, SECONDED by Trustee Ballard to APPROVE the Consent Calendar. Motion carried 5-0.

REPORTS

1. Director's Report and January and February Monthly Activity Report – Library

Director Judy Booth

- a. **February 2020 City Council Meetings** – Feb. 4 meeting - Approved a new donation process and Bastanchury property sale. Feb. 18 meeting – Council Member Zahra visited the Library Teen Advisory Group (TAG).
- b. **Library Security Update – Security Guard/Incidents Report** – There was one revocation issued.
- c. **Library/City Check Signers** – The President and Corresponding Secretary will sign the warrant register and serve as authorization given by the Library Board. Also, person who reviews checks will sign.
- d. **Honor Wall Celebration** – It was a beautiful celebration.
- e. **Mystery Date with a Book** – There were 67 books checked out.
- f. **Replacement of Staff Chairs in Children's Services** – There is no bid at this time.
- g. **"California Student Success Act" AKA "Free Library Card for All" Initiative.** – Provided an update.
- h. **Citizens' Academy** - This is open to residents and would like some Trustees, Friends and Foundation members to attend Library presentation.

Department Heads were invited to meet and greet with Vice President and other departments from CSUF.

2. Friends of the Library – Dee Steedman

Book Sale is scheduled for March 13-15. Jo Menley was the Friends representative who attended the Honor Wall Celebration.

3. Library Foundation – Michael Carrillo

The Foundation gave the \$39,788 2019 donation to the Library and will pay the \$75,000 Bastanchury property abatement.

MOTION made by Trustee Ballard, SECONDED by Vice President Byers to ACCEPT the reports. Motion carried 5-0.

REGULAR BUSINESS

1. Hunt Library Update and Trustees' Request to have a Trustee on the Initial Request for Proposals (RFP) Evaluation Panel

Library Director Judy Booth gave an update on the grant and Facilities Report. Trustee Ballard requested copies to be given to the Library board of the RFP and the Facility's Report.

Jane Reifer requested a list of who was e-mailed information about the RFP. She asked for the name of List Serve and the ones who were contacted on the Ad-Hoc report list.

At this time, a portion of the February 18, 2020 City Council meeting was shown where City Council Member Silva requested to bring back the Ad-Hoc Committee to review the RFP.

Public Comments:

Name not provided - Board members' participation would be a strong recommendation.

There was discussion about having Trustee Ballard serve as representative of the Board of Trustees on the Ad-Hoc Committee.

MOTION made by Trustee Paden, SECONDED by Vice President Byers to have the Board of Trustees recommend Trustee Ballard to be appointed to the RFP committee. Motion carried 5-0.

MOTION made by Trustee Ballard, SECONDED by Trustee Paden to receive and file report and write a letter to Council to have Trustee Ballard represent the Board of Trustees.

2. Library 2020-21 Fee Schedule Review

Adult Services Division Manager Ken Homsley gave a review of the 2020-21 fee schedule and spoke about eliminating several fees. Corresponding Secretary Mansuri asked how much is collected in fines. Staff will look into this, but it's approximately \$75,000. Trustee Paden said he is an advocate for reducing fines but not eliminating them. Doesn't buy the argument that fines don't encourage people to return books. Getting rid of processing fees is fine. If we don't have daily fines, maybe have a cap on what fine can add up to (higher than book/material). It was explained that two dozen Orange County libraries are going fine free and the benefits of eliminating fees. Trustee Paden says he understands the argument but there's a benefit to the fines that they encourage behavior and provides a benefit for other people to use the Library. Vice President Byers says he has mixed feelings about the fines but is strongly opposed to the collection fee. It should be banished right now. Trustee Ballard is in favor of eliminating fines. President Dale said he has equity concerns, and appreciates social equity, but there are other concerns including making sure everyone access to materials in a timely way. Requested that staff provide data and conclusions that they are privy to and have reviewed the effects of eliminating or reducing fines, and failure to return rates.

Corresponding Secretary Mansuri has nothing against eliminating fines. Can number of books checked out be reduced? Staff explained that parents would not be happy and children's books are read quickly since they are smaller and kids are the ones who check out the most books.

Public Comments: None

MOTION made by Trustee Ballard, SECONDED by President Paden to receive and file report. Motion carried 5-0.

3. E-rate Funding of Technology Needs

Adult Services Division Manager Ken Homsley explained the E-rate program and providing between 20-40% matching funds. He is looking to replace 24 of the Library's access points.

Public Comments: None

There was concern about committing to funds at this time and waiting for bids.

MOTION made by Trustee Paden, SECONDED by Vice President Byers to receive and file E-rate Funding Report and identify the sources of funding and take further action at the next meeting. Motion carried 5-0.

4. Request Foundation to Transfer \$75,000 from the Sale of the Bastanchury Property to the Library's Information Technology (IT) Fund –
Library Director Judy Booth explained.

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to have board request money to be transferred to the Library IT fund. Motion carried 5-0.

5. Shared Vision/Bringing the Library to You Grants –

Adult Services Division Manager Ken Homsley explained that grants would be for mobile outreach and Library support with partnership for matching funds. A formal Memorandum of Understanding (MOU) with Friends and Foundation will be required. The grant is due April 1. Trustee Paden asked Dee Steedman if the friends would like to discuss this before the board makes a motion. She said yes. The next Friends meeting is March 9.

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to APPROVE the first part of the recommendation. To direct staff to create a written and signed MOU with both the Friends' of the Library and the Fullerton Public Library Foundation. The second part of this item will be continued to the next meeting. If awarded the grant, direct staff to provide a written request to Library support organizations for matching funds not to exceed \$20,000 after the Friends have met and discussed. Motion carried 5-0.

Might be helpful for the Foundation and Friends at some time, perhaps we should explore the idea that we get a yearly budgetary credit card from them for these types of things where they can budget and the Library can ask for \$50,000 etc. and we know it's there and we can get feedback from them, if they have the money for projects. We should have an MOA from them ahead of time. Trustee Ballard said both treasurers should know dollar by dollar, item by item where the grant money has been spent on.

Public Comments: None

ADJOURNMENT – MOTION made by Trustee Paden, SECONDED by Trustee Ballard to adjourn the meeting at 7:45 p.m. The next Regular Meeting of the Library Board of Trustees is scheduled for March 26, 2020, at 6:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832.

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
300000186	V0001992	BAKER AND TAYLOR	04/23/20	20,642.59	MW	OH		13601-6404
300000187	V0004377	UNIQUE MANAGEMENT	04/23/20	268.50	MW	OH		13602-6319
300305315	V0004385	CALIFA GROUP	04/23/20	4,154.72	MW	OH		13605-6501
300305316	V0004373	FULLERTON SCHOOL DISTRICT	04/23/20	183.00	MW	OH		13602-6443
300305317	V0011251	INNOVATIVE INTERFACES	04/23/20	231.75	MW	OH		13606-6404
300305318	V0006001	OVERDRIVE INC	04/23/20	10,058.33	MW	OH		13606-6404
300305319	V0017970	SUTHERLAND CONSULTING GROUP	04/23/20	6,500.00	MW	OH		13605-6319

S U B T O T A L 42,038.89 Count: 7

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
=====							
G R A N D T O T A L S:							
		Total Machine Written		21,127.80			Number of items processed: 5
		Total Reversals		0.00			Number of items processed: 0
		Total EFTs		20,911.09			Number of items processed: 2
		Total EPAYS		0.00			Number of items processed: 0
=====							
		G R A N D T O T A L		42,038.89			G R A N D C O U N T 7

CITY OF FULLERTON
EXPENDITURE SUMMARY
BY FUND

FOR THE MONTH ENDING 3/31/2020

	APPROPRIATION	-----EXPENDITURES-----		TOTAL EXPEND & ENCUMBERED	% EXPENDED & ENCUMBERED
		MONTH-TO-DATE	YEAR-TO-DATE		
nd 13 Library Fund					
rogram 2521 Library					
01 Salaries-Regular Miscellaneous	1,489,014.00	99,361.91	950,361.58	950,361.58	63.82
02 Wages - Nonregular	246,589.00	29,640.63	280,532.64	280,532.64	113.76
10 Opt-Out/SPIL	3,900.00	482.50	3,363.12	3,363.12	86.23
12 One-time Lump Sum Medical Reimb	0.00	0.00	65,475.00	65,475.00	0.00
13 EOC Incident Regular Salaries	0.00	4,106.81	4,106.81	4,106.81	0.00
23 Health Insurance	203,002.00	13,905.06	115,386.38	115,386.38	56.84
24 Dental Insurance	4,815.00	450.30	3,802.12	3,802.12	78.96
25 Vision Insurance	1,706.00	138.87	552.32	552.32	32.37
28 HSA Contribution	0.00	57.70	548.05	548.05	0.00
29 Other Insurance	9,879.00	823.26	7,409.34	7,409.34	75.00
31 Workers' Compensation	70,411.00	5,867.59	52,808.31	52,808.31	75.00
36 PERS Misc. - Employee Paid	416,975.00	-7,717.22	-72,694.65	-72,694.65	-17.43
37 PERS Misc. - Employer Paid	0.00	38,029.17	349,107.23	349,107.23	0.00
39 Retirement - Nonregular	9,248.00	968.69	9,046.35	9,046.35	97.81
40 Medicare (1.45% of salary)	25,311.00	1,641.16	15,836.62	15,836.62	62.56
42 Bilingual Pay	1,560.00	240.00	2,098.43	2,098.43	134.51
43 Auto Allowance	5,824.00	448.00	4,256.00	4,256.00	73.07
aries and Benefits Total	2,488,234.00	188,444.43	1,791,995.65	1,791,995.65	72.01
11 Dues & Subscriptions	1,860.00	0.00	1,053.22	1,053.22	56.62
12 Training and Meetings	0.00	0.00	35.57	35.57	0.00
01 Legal Fees	5,000.00	79.93	3,956.66	3,956.66	79.13
19 Professional & Contractual Fee	97,305.00	9,907.85	66,164.33	66,164.33	68.00
01 Supplies	19,500.00	1,855.69	9,225.01	9,225.01	47.30
04 Collection Development	198,641.00	36,471.87	122,962.64	122,962.64	64.02
05 Passport Materials	2,500.00	0.00	1,694.44	1,694.44	69.09
08 Postage	8,910.00	0.00	4,513.61	4,513.61	50.65
09 Library Electronic Resources	85,000.00	7,691.00	68,823.18	68,823.18	80.96
23 Small Equipment/Furniture	2,500.00	107.44	1,450.27	1,450.27	58.01
43 Printing, Binding, & Duplicate	1,950.00	0.00	1,105.59	1,105.59	56.69
01 Maintenance & Repairs	136,350.00	0.00	36,439.30	36,439.30	27.88
04 Telephone	3,750.00	299.73	2,619.32	2,619.32	69.84
05 Gas	7,350.00	1,132.46	5,173.09	5,173.09	70.38
06 Electricity	99,500.00	8,851.52	74,128.29	74,128.29	74.50

CITY OF FULLERTON
EXPENDITURE SUMMARY
BY FUND
FOR THE MONTH ENDING 3/31/2020

nd 13 Library Fund	APPROPRIATION	-----EXPENDITURES-----		TOTAL EXPEND & ENCUMBERED	% EXPENDED & ENCUMBERED
		MONTH-TO-DATE	YEAR-TO-DATE		
08 Sewer	0.00	0.00	11,035.92	11,035.92	0.00
09 City Department Water Usage	0.00	0.00	6,566.41	6,566.41	0.00
09 Property Tax	13,400.00	0.00	0.00	0.00	0.00
17 Fees and charges	5,200.00	0.00	3,036.53	3,036.53	58.39
02 Insurance Alloc - Public Liab	138,010.00	11,500.83	103,507.47	103,507.47	75.00
04 Building Maint. Svc Alloc	166,720.00	13,893.33	125,039.97	125,039.97	75.00
05 Custodial Services Allocation	192,550.00	16,045.83	144,412.47	144,412.47	75.00
06 Facility Capital Repair Alloc.	76,870.00	6,405.83	57,652.47	57,652.47	75.00
07 Vehicle Replacement Reserve	3,960.00	330.00	2,970.00	2,970.00	75.00
08 Vehicle Maintenance Allocation	1,900.00	158.33	1,424.97	1,424.97	75.00
09 IT Services Allocation	477,724.00	39,810.33	358,292.97	358,292.97	75.00
10 Benefits Admin. Allocation	24,955.00	2,079.58	18,716.22	18,716.22	75.00
aintenance and Support Total	1,771,405.00	156,621.55	1,231,999.92	1,237,826.06	69.87
rogram 2521 Total	4,259,639.00	345,065.98	3,023,995.57	3,029,821.71	71.12
partment 2520 Library Total	4,259,639.00	345,065.98	3,023,995.57	3,029,821.71	71.12

	EXPENDITURES			TOTAL EXPEND & ENCUMBERED	% EXPENDED & ENCUMBERED
	MONTH-TO-DATE	YEAR-TO-DATE	ENCUMBERED		
nd 13 Library Fund					
LARIES AND BENEFITS TOTAL	2,488,234.00	1,791,995.65	0.00	1,791,995.65	72.01
MAINTENANCE AND SUPPORT TOTAL	1,771,405.00	1,231,999.92	5,826.14	1,237,826.06	69.87
CAPITAL OUTLAY TOTAL	0.00	0.00	0.00	0.00	0.00
LOCATED COSTS TOTAL	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS TOTAL	0.00	0.00	0.00	0.00	0.00
ND 13 TOTAL	4,259,639.00	3,023,995.57	5,826.14	3,029,821.71	71.12

CITY OF FULLERTON
EXPENDITURE SUMMARY
BY FUND

FOR THE MONTH ENDING 3/31/2020

	APPROPRIATION	-----EXPENDITURES-----			TOTAL EXPEND & ENCUMBERED	% EXPENDED & ENCUMBERED
		MONTH-TO-DATE	YEAR-TO-DATE	ENCUMBERED		
ALARIES AND BENEFITS TOTAL	2,488,234.00	188,444.43	1,791,995.65	0.00	1,791,995.65	72.01
MAINTENANCE AND SUPPORT TOTAL	1,771,405.00	156,621.55	1,231,999.92	5,826.14	1,237,826.06	69.87
CAPITAL OUTLAY TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
ALLOCATED COSTS TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
** GRAND TOTALS ***	4,259,639.00	345,065.98	3,023,995.57	5,826.14	3,029,821.71	71.12

**February and March 2020
Donations**

Donation Box

2/29/2020	Main Library	\$118.00
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Donations

2/05/2020	Domenica Altieri (Children's Services donation)	\$100.00
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2/19/2020	2 Donations Made in Memory of Ginger Britt	\$135.00
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3/17/2020	Friends Terry Collier Memorial (native gardening, art and music books)	\$300.00
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3/10/2020	Ginger Britt Memorial iPad for Children's Staff	\$200.00
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Total		\$853.00
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MEETING DATE: April 23, 2020

TO: Library Board of Trustees

FROM: Judy Booth, Library Director

SUBJECT: HUNT BRANCH LIBRARY UPDATE

SUMMARY

Council has chosen members of the Fullerton community to participate in the Hunt Library Revitalization Project Community Evaluation Team and staff have sent in the State Library Construction Grant Application for the Hunt Library Revitalization Project.

RECOMMENDATION

Receive and file.

FISCAL IMPACT

Unknown.

DISCUSSION

On November 18, 2019, the City released the RFP for Hunt Library Literacy and Cultural Innovation Programming Partnership. On December 23, 2019, the due date for proposals was extended from January 23, 2020 to February 24, 2020.

The first Tour and Q & A Session was held on December 4, 2019. The second Tour and Q & A Session was held on December 19, 2019. The third Tour and Q & A Session was held on Wednesday, January 15, 2020.

The 2019 State Budget Act provides \$2.5 M in construction/improvement funding for the Hunt Library. The California State Library Construction Grant Application will be submitted in the Spring of 2020 in order to obtain the funding provided for in the 2019-20 State Budget Act. At the February 18, 2020 City Council meeting Resolution No. 2020-23 was approved approving the application for grant funds for the Hunt Branch Library Revitalization Project (see Attachment A).

The 2019 State Budget Act provides \$2.5 M in construction/improvement funding for the Hunt Library.

At their February 18, 2020 meeting the Council agendaized an item for their March 3, 2020 meeting to decide if some form of the Library Ad Hoc Committee should participate in the evaluation of the Partnership Proposals for the Hunt Branch Library after staff review. Council Member Zahra requested that he be given the opportunity to add a member of his choosing to the Community Evaluation Team. He added Dr. Faisal Qazi.

The Council approved the following members of the Community Evaluation Team:

- Ellen Ballard (Library Trustee)
- Barbara Kilponen (Library Ad Hoc Committee Member)
- Molly McClanahan (Library Ad Hoc Committee Member)
- Egleth Nuncci (Library Ad Hoc Committee Member)
- Dr. Faisal Qazi (Council Member Zahra Appointee)

Staff forwarded the Fullerton Public Library – Hunt Library Revitalization California State Library Construction Grant application on March 31, 2020.

MEETING DATE: April 23, 2019

TO: Library Board of Trustees

FROM: Judy Booth, Library Director

SUBJECT: LIBRARY 2020-21 BUDGET DISCUSSION

SUMMARY

As part of the library budget preparation the Trustees consider the Library 2020-21 Budget.

RECOMMENDATION

Schedule a Special Meeting of the Library Board of Trustees in early May 2020 in order to consider a budget before the yet unscheduled City Council 2020-21 Budget Study Session.

FISCAL IMPACT

Fiscal impact unknown.

DISCUSSION

The Library Director accompanied by the Adult Services Division Manager met with the City Manager, the Administrative Services Director, and the City Budget Analyst on Thursday, March 12, 2019 to review preparation of the 2019-20 Library Budget and Fee Schedule. That date turned out to be five days before the library was closed to the public due to the COVID-19 pandemic. This was simply a first meeting,

Adult Services Division Manager Ken Homsley sent in three requests for library budget enhancements:

Non-Regular Position Request – Administrative Assistant	\$16,714
Non-Regular Position Request – Library Technical Asst. I	\$34,716
Non-Reg. Wages – Min. Wage Increase for Hourly Pages	<u>\$14,728</u>
Total Requested	\$66,158

All three requests were denied with Minimum Wage Increases being offset by a reduction in Non-Regular Hours worked.

On Thursday, April 16, 2020 30 Non-Regular Library employees were separated from their employment with the City. No further budget talks have occurred. The library will have reduced revenue in many areas including passport services, room rentals, and fines.

A City Council budget session is yet unscheduled but is anticipated to be in late May. The Library Board's next meeting is scheduled for Thursday, May 28, 2020. Since the City budget is still being formulated, staff suggest a Special Meeting of the Library

Board in early May 2020 to consider the recommended budget from Administrative Services when it has been prepared.

MEETING DATE: March 23, 2020

TO: Library Board of Trustees

FROM: Judy Booth, Library Director

SUBJECT: LIBRARY 2020-21 FEE SCHEDULE REVIEW

SUMMARY

As part of the library budget preparation the Trustees consider the 2020-21 Library Fees and Library Filming Fees.

RECOMMENDATION

Retain library fees at their 2020-21 levels.

FISCAL IMPACT

Fiscal impact unknown.

DISCUSSION

Due to the uncertainty caused by COVID-19 staff recommends no change in the library fees for budget year 2020-21.

Attachment:

2020-21 Library Fees (Proposed)

2020-21 Library Fees (Proposed)

Fines*	\$0.25	per day per item
Fines* - VHS & DVD	\$1.00	per day per item each + fees charged
Interlibrary loan request	\$5.00	by loaning library + postage
Printing - black & white	\$0.20	per page
Printing - color	\$0.60	per page
Copies - black & white	\$0.15	per page
Faxing of documents	\$1.00	per page
Scanning & emailing of documents	\$0.05	per page
New DVD rental (3 days)	\$1.00	per 3 days per item
Earbuds	\$2.00	each
Holds, expired, not picked up	\$1.00	each
Library card replacement	\$2.00	each
Item barcode replacement	\$2.00	each
RFID replacement	\$2.00	each
VHS/Cassette/CD/DVD case replacement	\$3.00	each
Magazines (lost)	\$5.00	each
Extended Use Fee	\$5.00	each when not returned before 6 weeks overdue
Lost or damaged beyond repair	Item cost + \$5.00 processing fee	each
Book-on-tape Cassette/Book on CD	\$10.00	each
Materials recovery (collections)	\$20.00	each
Returned check	see General Fee section	
Postage & handling	actual cost	
Passport photo	\$10.00	each
Passport acceptance	\$35.00	each
All other services		at cost
Local History	Research	\$32.00 per hour

**The Library Director or designee reserves the right to waive fees as needed.

Library Meeting Room Charges

Group One	Non-profit Organizations providing public benefit requesting the facility for approved events:	\$100 flat fee and no charges for additional room items/services	per day per use
Group Two	Fullerton-based individuals, non-profit organizations, public school districts, and government agencies requesting the facility for approved events:		
	Room A or C	\$28.00	per hr (2-hr min)
	Room B - Osborne Auditorium	\$83.00	per hr (2-hr min)
	Conference Center Room	\$165.00	per hr (2-hr min)
	Board Room	\$28.00	per hr (2-hr min)
Group Three	Fullerton-based commercial businesses, private schools & other Fullerton-based organizations not listed in Group 1 requesting facility for approved events:		
	Room A or C	\$33.00	per hr (2-hr min)
	Room B - Osborne Auditorium	\$110.00	per hr (2-hr min)
	Conference Center Room	\$220.00	per hr (2-hr min)
	Board Room	\$33.00	per hr (2-hr min)
Group Four	Non-Fullerton-based individuals, commercial businesses, non-profit organizations, schools, civic, service, religious, athletic organizations and all other groups requesting the facility for approved events:		
	Room A or C	\$39.00	per hr (2-hr min)
	Room B - Osborne Auditorium	\$193.00	per hr (2-hr min)
	Conference Center Room	\$303.00	per hr (2-hr min)
	Board Room	\$39.00	per hr (2-hr min)
Additional Charges	AV Equipment (microphone, projector, TV/VCR/DVD, flip charts, etc.)	\$11.00	each
	Room Attendant (before and after hours)**	\$26.00	per hour
	Security Guard before and after hours	\$22.00	per hour
	LCD Projector/laptop	\$28.00	flat fee
	Piano	\$28.00	flat fee
	Meeting room setup under 40 chairs	\$22.00	flat fee
	Meeting room setup over 40 chairs**	\$44.00	flat fee
	Food service - refundable cleaning deposit	\$110.00	flat fee
	Alcohol use fee with proper permits	\$275.00	flat fee
	Alcohol - refundable cleaning deposit	\$110.00	flat fee
	Alcohol - Security Guard Fee	\$22.00	per hour

MEETING DATE: April 23, 2020

TO: Library Board of Trustees

FROM: Judy Booth, Library Director

SUBJECT: FUNDING APPROVAL FOR 2020-21 BUDGET AND CAPITAL IMPROVEMENT PROGRAM (CIP): NEW VISION PROJECT INCLUDING RENOVATION OF THE AREAS OF CHILDREN'S, TEEN'S AND ADULTS

SUMMARY

This CIP project was approved by the Board and now needs approval of funding in order to be included in the 2020-21 CIP Budget.

RECOMMENDATION

Approve initial funding from the Foundation or Friends Restricted Account for \$25,000 to support the Main Library Remodel: A New Vision as a new CIP project which has been approved by the Board for the inclusion in the 2020-21 City's CIP Budget.

FISCAL IMPACT

Unknown.

DISCUSSION

At the Board's November 21, 2019 meeting the Board approved the January 2020 submission of the Osborne Auditorium and Library Conference Room A-V Upgrade and Refurbishment (Project #56018) as a continuing CIP project. At the same meeting the Board approved the January 2020 submission of the Public Address (P.A.) System Upgrade as a new CIP project. The Board requested more information for the Renovation of the Areas of Children's, Teen's, and Adult's (Small and Large Project – now: Main Library Remodel: A New Vision.

MAIN LIBRARY REMODEL: A NEW VISION

When the Main Library expansion occurred, it was designed to serve different needs of the population. Just seven years later the Library has seen how our spaces are used and what improvements could be made to better serve our community. Even in this short amount of time the roles filled by the Library have changed dramatically, requiring more innovative and welcoming spaces for our community. Even though almost 542,935 people visited the Library, 475,227 items were loaned, and 30,478 visitors attended Library programs in FY 2018-19, these impressive numbers have decreased over the years. The focus of the remodel will be to improve the buildings spaces to accommodate 21st century technology and community needs. Existing spaces will be reconfigured to reflect the community's needs and inputs based on library best practices and emerging service trends.

Where would we see space improvements in the renovated library?

The improved spaces would include:

- Remodeling the current Teen area into a maker space entitled "Make It"
- Creating a new Teen area on the fourth floor
- Updating the main floor (minor cosmetic issues and new furnishings)
- A complete remodel of the Children's space

What is the estimated cost of the project and how is it being funded?

The estimated projected cost for the renovation is a minimum of \$2.5M.

BUDGET COSTS FOR REMODEL – MAKERSPACE	\$ 163,000
BUDGET COSTS FOR REMODEL - TEEN	\$ 470,000
BUDGET COSTS FOR REMODEL - CHILDREN'S	\$1,820,000
BUDGET COSTS – MISC.	\$ 47,000

The Library would like our support organizations to fund this project, and work to develop fundraising strategies to support the renovation project, with a goal to raise \$500,000. In order to help facilitate the fundraising strategies the Library suggests that the Fullerton Public Library Foundation consider hiring an Executive Director, as well as, a part-time grant writer.

At the Board's February meeting, the Board approved a motion that if the grant is awarded to the library, then the staff were approved to send a written request to the two support organizations of the library to provide the initial funding of the CIP. Staff recommends transferring money from either of the Foundation or Friends Restricted Accounts rather than asking for "new" money.