



# LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

[www.palmspringslibrary.gov](http://www.palmspringslibrary.gov)

## REGULAR MEETING AGENDA WEDNESDAY, FEBRUARY 1, 2023 5:30 P.M.

Pursuant to Assembly Bill 361, this meeting will be conducted by teleconference and there will be no in-person public access to the meeting location.

- To view/listen to the meeting live, please use the following link: <https://us02web.zoom.us/j/85958290008?pwd=cUV6NDJuTndZVk1TcEtYUeSWUdpQT09> or call 1-669-900-6833, Meeting ID: 859 5829 0008, Passcode: 090845
- Submit your public comment to the Library Board of Trustees electronically. Material may be emailed to [jeannie.kays@palmspringsca.gov](mailto:jeannie.kays@palmspringsca.gov). Transmittal prior to the start of the meeting is required. Any correspondence received during or after the meeting will be distributed to the Board and retained for the official record.
- You may provide telephonic comments by calling the Library Director at (760) 322-8375 to be added to the public comment queue. At the appropriate time, a staff member will call you so that you may provide your public testimony to the Board.
- The meeting will be recorded, and the audio file will be available from the Office of the City Clerk and will be posted on the City's YouTube channel, as soon as practicable.

### TRUSTEES

**Craig Borba, Ed. D., Chair**

**Juanita Garner, Vice-Chair**

**Al Jones, Treasurer**

**Ed McBride, Trustee**

**David Norgard, Trustee**

*Palm Springs is an inclusive world-class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations.*

Staff representative: Jeannie Kays, Director of Library Services, Palm Springs Public Library

### I. CALL TO ORDER - ROLL CALL

- II. **ACCEPTANCE OF THE AGENDA:** In order to meet Brown Act requirements, items may be added to the agenda only upon decision by a majority of the Board of Directors to add the item because of a need for immediate action. This Agenda was available for public access at the City Hall exterior bulletin board (west side of Council Chamber), and City Clerk's office on or before 5:30 p.m., January 25, 2023. A courtesy posting of this Agenda can be found on the Library's website at [www.palmspringslibrary.org](http://www.palmspringslibrary.org). Pursuant to the Government Code Section 54957.5, the designated office for inspection of public records in connection with the public meeting of the Library Board of Trustees is the office of the City Clerk, City Hall, at 3200 East Tahquitz Canyon Way, Palm Springs, California.

Acceptance of Agenda:

Motion:            Second:            Approved:            Opposed:            Abstention Names(s):

**III. PUBLIC COMMENTS:** This time has been set aside for members of the public to address the Library Board of Trustees on Agenda items; and items of general interest within the subject matter within jurisdiction of the City. Although the Library Board of Trustees values your comments, pursuant to the Brown Act, it generally cannot take any action on items not listed on the posted Agenda. Three (3) minutes are assigned to each speaker.

**IV. CONSENT AGENDA**

- A. Meeting Minutes of January 11, 2023
- B. Library Statistics
- C. Donation Report

Acceptance of Consent Agenda:

Motion:            Second:            Approved:            Opposed:            Abstention Names(s):

**V. ADMINISTRATIVE REPORTS**

- A. Friends of the Palm Springs Library
- B. Palm Springs Public Library Foundation
- C. Library Staff

**VI. TREASURERS REPORT**

Acceptance of Treasurers Report:

Motion:            Second:            Approved:            Opposed:            Abstention Names(s):

**VII. DISCUSSION/ACTION ITEMS**

- A. 2023-24 LIBRARY BUDGET AND TRUST FUND BUDGET DISCUSSION AND APPROVAL OF PROPOSED FUNDS BY "2023-24 LIBRARY BUDGET AD HOC COMMITTEE" (JONES/GARNER)-DOCUMENTS TO COME

Motion:            Second:            Approved:            Opposed:            Abstention Names(s):

**B. LIBRARY INFRASTRUCTURE RENOVATION-DISCUSS AND APPROVE SCOPE OF SERVICES TO BE LISTED IN REQUEST FOR QUALIFICATIONS**

Motion:                      Second:                      Approved:                      Opposed:                      Abstention Names(s):

**VIII. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS**

**IX. ADJOURNMENT:** The meeting of the Library Board of Trustees will adjourn to its next scheduled meeting virtually on Zoom at 5:30 p.m. on Wednesday, March 1, 2023.

The Palm Springs Public Library Board of Trustees meets via Zoom at 5:30 p.m. on the 1st Wednesday of every month, unless noted otherwise.

THE PUBLIC IS INVITED TO PARTICIPATE

**COMMITTEES:**

**STANDING:**

ADVOCACY	MCBRIDE/BORBA
BUDGET	JONES/GARNER
BUILDINGS	BORBA/NORGARD
POLICIES/BYLAWS	GARNER/NORGARD


**AD HOC:**

FOUNDATION LIAISON	JONES/MCBRIDE
FRIENDS LIAISON	BORBA
MEASURE J LIAISON	JONES

AFFIDAVIT OF POSTING

State of California            )  
County of Riverside         ) ss.  
City of Palm Springs        )

I, Jeannie Kays, Director of Library Services of the City of Palm Springs, California, hereby certify this Agenda was delivered to each member of the Library Board of Trustees, provided to all parties who have requested such notice, posted at City Hall before 5:30 p.m., on January 25, 2023, and posted on the City's website as required by established policies and procedures.

  
\_\_\_\_\_  
Jeannie Kays, MLIS  
Director of Library Services

PUBLIC NOTICES

Pursuant to G.C. Section 54957.5(b)(2) the designated office for inspection of records in connection with the meeting is the Office of the Library Director, Palm Springs Public Library, 300 S. Sunrise Way. Complete Agenda Packets are available for public inspection at: Palm Springs Public Library. Agenda and staff reports are available on the City's website [www.palmspringsca.gov](http://www.palmspringsca.gov). If you would like additional information on any item appearing on this agenda, please contact the Director of Library Services at (760) 322-8375.

It is the intention of the City of Palm Springs to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, If you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact Lisa Brock at 760-322-8387 to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

**PALM SPRINGS PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
MINUTES**

Palm Springs Public Library  
Teleconference via Zoom

January 11, 2023

**1. CALL TO ORDER**

Chair Borba called the meeting to order at 5:36 p.m.

**ROLL CALL**

**PRESENT**

Craig Borba	Yes
Juanita Garner	Yes
Al Jones	Yes
Ed McBride	Yes
David Norgard	Yes

**STAFF PRESENT:** Jeannie Kays, Director of Library Services.

**CITY STAFF PRESENT:** Lisa Brock, Library Operations and Collection Manager.

**PUBLIC PRESENT:** Robert Engel, Nanci Morrison, David Sidley, Bill Wiley.

**2. ACCEPTANCE OF THE AGENDA:**

**MOTION:** (Norgard/Garner, 5-0) To accept the agenda.

**3. PUBLIC COMMENTS:** None.

**4. CONSENT AGENDA**

**MOTION:** (McBride/Jones, 5-0) To approve the consent agenda.

**4. A. Meeting Minutes of December 7, 2022.**

**4. B. Library Statistics**

**4. C. Donation Report**

**5. ADMINISTRATIVE REPORTS**

**5. A. Friends of the Palm Springs Library**

Director Kays gave the report. The Friends will have a house tour for Modernism Week. The tour will be at a Historic Cavanagh Adobe House in Indian Wells on February 24<sup>th</sup>. They are having a book sale at the Frey building on January 21<sup>st</sup>.

**5. B. Palm Springs Public Library Foundation**

David Sidley gave the report. The Foundation received \$14,473 from their year-end letter campaign. They are interviewing six new board members. Working on a new fundraiser that will be April 1<sup>st</sup> that will feature two authors.

**5. C. Library Staff**

Palm Springs Speaks: Save the Date-Friday, March 31. Will be announcing the speaker very soon and tickets will go on sale soon.

Martin Luther King, Jr. Day: Monday, January 16. Main Library Closed. Welwood Murray Memorial Library will be open.

Virtual Author Event: January 17 at 11:00 am. Decluttering to Start Your New Year: Author Talk with Dana K. White.

Mah Jong Classes: Very popular. January 25 at 6:00 pm.

## **6. TREASURERS REPORT**

Treasurer Jones gave the report. The trust fund balance is \$1,778,902.99.

**MOTION:** (Jones/Garner, 5-0) To accept the report.

## **7. DISCUSSION/ACTION ITEMS**

### **7. A. DISCUSSION OF MEMORANDUM OF UNDERSTANDING BETWEEN TRUSTEES AND FOUNDATION**

Bill Wiley gave the report. In section I. b. ii. the Foundation asked who the point person from the City would be. Director Kays said she is the staff liaison with the City. Chair Borba asked to have Library Director added in place of City Staff. In section II. a. iv. the Foundation requests to review any promotional materials before they go out to the public. The MOU mentions dissolution in several places; in the Foundations bylaws it says that if they dissolve any money will go to the Palm Springs Library. Director Kays will have the attorney check for redundancies. Section II. b. iii. discusses required reports. The Foundation feels that it is too much, asks for too much detail, and if given to the City becomes public and they are not a public entity. David Sidley suggested that it be changed to only refer to funds borrowed or gifted from the Library Board. Trustee McBride does not agree he feels the foundation should be transparent. Chair Borba said if the Foundation has an event he wants to know how much they spent and how much is made. The Trustees agreed they do not want individual names. Trustee McBride suggested the Foundation put in what they want and see what the attorneys say. He suggested changing it to the Foundation shall provide biannual reports to be defined by the Library Director and the executive board of the Library Foundation. Trustee Norgard said the intent of this section is to understand how effective and efficient the fundraising is going. The Foundation would like II. c. ii. removed. When discussing naming rights Director Kays said all decisions would have to be run through her and suggested adding a line saying anything up to \$25,000 be approved by the Library Director. David Sidley said he thinks the Foundation should have exclusive naming rights; to avoid confusion or conflict one entity should have those rights. Chair Borba said the Friends should be included in that decision. Trustee McBride said in his experience Foundations have had exclusive naming rights. Trustee Garner agrees there needs to be one organization that handles naming rights. Chair Borba suggested a meeting between the Foundation, the Friends, and the Library Board to discuss naming rights. The Foundation requested the current insurance coverage amounts required by the City Manager. They requested the last line in VIII. a. be looked at. In Exhibit A they suggested striking Less than \$5,000 and then having further discussion. Discussion on this topic will continue at the next Board meeting.

### **7. B. DISCUSS LIBRARY INFRASTRUCTURE RENOVATION-REVIEW TIMELINE**

Director Kays went over the timeline that is being turned into the State Library. Treasurer Jones asked what the Board can do to remain a priority to the City and asked to discuss this further at the next meeting. Director Kays will let the Library Board know when the RFP goes out. The plan is to ask for prices for the infrastructure and the additions so we know the total cost and the City can decide if they want to fund it or if additional funding is needed.

**MOTION:** (Norgard,McBride 5-0) The City focus on hiring the consultants and designers as soon as possible to keep this project on track.

**8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS**

Director Kays needs volunteers for a 2023-2024 fiscal year budget ad hoc subcommittee. Treasurer Jones and Trustee Garner volunteered. Director Kays will schedule a meeting.

**9. ADJOURNMENT**

The January meeting adjourned at 7:17 p.m.

**RESPECTFULLY SUBMITTED,**

A handwritten signature in black ink that reads "Jeannie Kays". The signature is written in a cursive, flowing style.

**Jeannie Kays  
Director of Library Services**

## December 2022 vs. December 2021

LIBRARY STATISTICS	2022	2021	%CHANGE
<b>MATERIALS CHECKED OUT</b>	<b>25,163</b>	<b>24,880</b>	<b>1%</b>
Print	12,844	12,373	4%
Media	8,451	8,427	0%
Electronics	57	28	104%
Downloads & In-house	3,811	4,052	-6%
<b>LIBRARY CARD REGISTRATIONS</b>	<b>191</b>	<b>160</b>	<b>19%</b>
Palm Springs Resident	87	83	5%
California Resident	80	52	54%
Out of State	24	25	-4%
<b>DOOR COUNT</b>	<b>9,869</b>	<b>4,692</b>	<b>110%</b>
<b>DOOR COUNT (WMML)</b>	<b>3,017</b>	<b>2,338</b>	<b>29%</b>
<b>COMPUTER SESSIONS</b>	<b>1,427</b>	<b>1,294</b>	<b>10%</b>
<b>COMPUTER SESSIONS (WMML)</b>	<b>3,017</b>	<b>109</b>	<b>317%</b>
<b>WiFi SESSIONS</b>	<b>1,380</b>	<b>1,990</b>	<b>-31%</b>
<b>WiFi SESSIONS (WMML)</b>	<b>810</b>	<b>126</b>	<b>543%</b>
<b>PASSPORTS PROCESSED</b>	<b>19</b>	<b>51</b>	<b>-63%</b>
<b>PROGRAMMING</b>			
<b>PRESCHOOL</b>			
In Person Programs	4	0	-
Attendance	42	0	-
Self- Directed Programs	0	0	-
Self- Directed Completed	0	0	-
<b>SCHOOL AGE</b>			
Programs	2	0	-
Attendance	120	0	-
Self- Directed Programs	2	1	-
Self- Directed Completed	250	175	-
<b>FAMILY</b>			
Programs	20	1	-
Attendance	178	105	-
<b>TEEN</b>			
Programs	5	0	-
Attendance	33	0	-
Self- Directed Programs	2	1	-
Self- Directed Completed	50	20	-
<b>ADULT</b>			
Programs	6	0	-
Attendance	70	0	-
Virtual Programs	2	7	-71%
Virtual Attendance	44	86	-49%
Self- Directed Programs	1	1	-
Self- Directed Completed	334	36	-
<b>TOTAL</b>			
Programs	37	1	-
Attendance	443	105	-
Self- Directed Programs	2	7	-71%
Self- Directed Completed	44	86	-49%
Virtual Programs	5	3	-
Virtual Attendance	634	231	-



**BALANCE SHEET FOR 2023 7**

FUND: 151 Library Endowment Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
151	10005	Operating Bank Account	.00	1,822,243.23
151	10006	Cash - Fair Market Value Adj	.00	-36,721.22
151	10299	Unrealized Investments	.00	-6,869.02
	<b>TOTAL ASSETS</b>		<b>.00</b>	<b>1,778,652.99</b>
<b>FUND BALANCE</b>				
151	29000	Fund Balance Unreserved	.00	-1,773,194.42
151	29310	Revenue Control	.00	-5,458.57
151	29320	Budgetary FB Unreserved	.00	1,801,860.27
151	29330	Appropriations	.00	-1,801,860.27
151	29335	Encumbrance Control	.00	20,000.00
151	29345	Budgetary FB Reserve for Encum	.00	-20,000.00
	<b>TOTAL FUND BALANCE</b>		<b>.00</b>	<b>-1,778,652.99</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>.00</b>	<b>-1,778,652.99</b>

\*\* END OF REPORT - Generated by Jeannie Kays \*\*

**ACCOUNT TRIAL BALANCE FOR FY23/DEC TO JAN**

FUND 151

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE			
151	10005						
	Operating Bank Account	151	1,822,193.23				
6	230119 CRP			50.00	.00	50.00	
6	230253 CRP			250.00	.00	300.00	
6	230586 GEN			.00	250.00	50.00	
	SYSTEM GENERATED DUE TO LINE						
			1,822,193.23	300.00	250.00	50.00	1,822,243.23
151	10006						
	Cash - Fair Market Value Adj	151	-36,721.22				
			-36,721.22	.00	.00	.00	-36,721.22
151	10299						
	Unrealized Investments	151	-6,869.02				
			-6,869.02	.00	.00	.00	-6,869.02
151	29000						
	Fund Balance Unreserved	151	-1,773,194.42				
			-1,773,194.42	.00	.00	.00	-1,773,194.42
151	29320						
	Budgetary FB Unreserved	151	1,801,860.27				
			1,801,860.27	.00	.00	.00	1,801,860.27
151	29330						
	Appropriations	151	-1,801,860.27				
			-1,801,860.27	.00	.00	.00	-1,801,860.27
151	29335						
	Encumbrance Control	151	20,000.00				
			20,000.00	.00	.00	.00	20,000.00
151	29345						
	Budgetary FB Reserve for Encum	151	-20,000.00				
			-20,000.00	.00	.00	.00	-20,000.00
<b>TOTALS FOR FUND 151</b>							
	Library Endowment Fund		5,408.57	300.00	250.00	50.00	5,458.57

**ACCOUNT TRIAL BALANCE FOR FY23/DEC TO JAN**  
 FUND 151

ACCOUNT					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
ACCOUNT NAME	PER	JNL	SRC	EFF DATE REFERENCE					
				REPORT TOTALS	5,408.57	300.00	250.00	50.00	5,458.57

ACCOUNT TRIAL BALANCE FOR FY23/DEC TO JAN

REPORT OPTIONS

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Print (D)etail or (S)ummary:           D
Fiscal year-to-date version:          N
Reporting year:                        2023
Reporting from period:                 06 DEC      to 07 JAN
Journal detail from                   12/01/2022  to 12/31/2022
(B)alance sheet or (A)ll accounts:    A
Roll up projects to object level:     N
Omit zero balance accounts:           Y
Sort by 3 Org-Obj-Project
Print Org Code? (Y/N)                  Y
Print Fund Header and org/Obj         N
Include page break between funds      Y
Include page break between each      N
Print totals                           N
Print report options                   Y
Exclude fund balance YEC/AJE for prior years N

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Find Criteria
Field Name      Field value
Fund            151
Department
Division
Future
Character Code
Org
Object
Project
Account type    Balance sheet
Account status

```

\*\* END OF REPORT - Generated by Jeannie Kays \*\*

ALL LIBRARY EXPENDITURE ACCOUNTS

1/25/2023

LIBRARY TRUST FUNDS							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1514010	50005	Training Travel and Dues	3,750.00	0.00	0.00	3,750.00	0.00
1514010	50035	Materials and Supplies	52.81	0.00	0.00	52.81	0.00
1514010	50200	Friends of the Library	0.00	0.00	0.00	0.00	0.00
1514010	50201	Future Library Projects	1,527,234.55	0.00	0.00	1,527,234.55	0.00
1514010	50202	Trust Fund Books	84,157.17	0.00	20,000.00	64,157.17	23.77
1514010	50203	Kropitzer Trust Donation	186,665.74	0.00	0.00	186,665.74	0.00
1514010	50204	Welwood Patio	0.00	0.00	0.00	0.00	0.00
1514010	50205	Library Foundation	0.00	0.00	0.00	0.00	0.00
1514010	50206	Strategic Planning	0.00	0.00	0.00	0.00	0.00
1514010	50207	PR Library Campaign	0.00	0.00	0.00	0.00	0.00
1514010	50208	Trust Fund Furniture	0.00	0.00	0.00	0.00	0.00
		Unallocated Funds	-23,207.28			-23,207.28	
		<b>TOTALS</b>	<b>1,778,652.99</b>	<b>0.00</b>	<b>20,000.00</b>	<b>1,758,652.99</b>	

ALL LIBRARY EXPENDITURE ACCOUNTS

1/25/2023

MAIN LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004000	40000	Salaries Full Time	1,222,320.00	542,996.10	0.00	679,323.90	44.42
1004000	40002	Salaries Overtime	1,768.00	2,445.52	0.00	-677.52	138.32
1004000	40008	Ex Salary Offset	0.00	0.00	0.00	0.00	0.00
1004000	40010	Leave Payoffs	16,272.00	8,553.55	0.00	7,718.45	52.57
1004000	40020	Fringe Benefits	341,066.00	94,686.28	0.00	246,379.72	27.76
1004000	40045	Medical Insurance Withdrawal	0.00	3,750.00	0.00	-3,750.00	0.00
1004000	40050	RHS Health Benefit	18,300.00	5,800.00	0.00	12,500.00	31.69
1004000	40055	PERS Retirement Cost	460,815.00	207,961.12	0.00	252,853.88	45.13
1004000	40060	PERS - POB	38,028.00	19,014.00	0.00	19,014.00	50.00
1004000	40065	Workers' Compensation	55,742.00	27,871.00	0.00	27,871.00	50.00
1004000	40095	Medicare Insurance	17,723.00	8,344.33	0.00	9,378.67	47.08
1004000	40100	Retiree Health Benefit	136,617.00	68,308.50	0.00	68,308.50	50.00
1004000	40105	Contractual Services	37,000.00	38,850.64	0.00	-1,850.64	105.00
1004000	50005	Training Travel and Dues	14,000.00	1,557.25	0.00	12,442.75	11.12
1004000	50030	Gas and Lubrications	5,000.00	752.84	0.00	4,247.16	15.06
1004000	50031	Communications	28,400.00	7,251.43	0.00	21,148.57	25.53
1004000	50035	Materials and Supplies	399,325.00	182,212.92	136,242.56	80,869.52	79.75
1004000	50055	Insurance	121,454.00	60,727.00	0.00	60,727.00	50.00
1004000	50105	Repairs and Maint General	95,900.00	11,005.28	4,945.00	79,949.72	16.63
1004000	50120	Facilities Maintenance Service	183,378.00	91,689.00	0.00	91,689.00	50.00
1004000	50126	Grants	34,213.80	3,911.53	13,634.97	16,667.30	51.28
1004000	50135	Administrative Benefits	13,282.44	6,641.00	0.00	6,641.44	50.00
1004000	50140	Printing	18,000.00	3,180.27	0.00	14,819.73	17.67
1004000	50145	Advertising	8,900.00	1,788.00	0.00	7,112.00	20.09
1004000	50200	Friends of the Library	10,339.61	9,394.76	0.00	944.85	90.86
		<b>TOTALS</b>	<b>3,277,843.85</b>	<b>1,408,692.32</b>	<b>154,822.53</b>	<b>1,714,329.00</b>	
<b>WELWOOD MURRAY MEMORIAL LIBRARY</b>							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004005	40105	Contractual Services	107,177.00	0.00	0.00	107,177.00	0.00
1004005	50015	Electricity	30,000.00	15,996.66	0.00	14,003.34	53.32
1004005	50020	Water	2,500.00	442.84	0.00	2,057.16	17.71
1004005	50030	Gas and Lubrications	5,000.00	0.00	0.00	5,000.00	0.00
1004005	50031	Communications	16,000.00	0.00	0.00	16,000.00	0.00
1004005	50038	Welwood Operations	30,025.00	6,307.67	4,205.17	19,512.16	35.01
		<b>TOTALS</b>	<b>190,702.00</b>	<b>22,747.17</b>	<b>4,205.17</b>	<b>163,749.66</b>	

**PALM SPRINGS PUBLIC LIBRARY**

**2022-23 DONATIONS**

**LAST UPDATED JANUARY 25, 2023**

<b>DATE</b>	<b>DONOR</b>	<b>AMOUNT</b>	<b>DESIGNATION</b>
11/14/2022	BARBARA ROSENBERG	\$ 800.00	
12/1/2022	JANICE FULLER & DELORES BITTERMAN	\$ 50.00	
	TOTAL	\$ 850.00	



# MEMORANDUM

DATE: February 1, 2023  
SUBJECT: 2023-24 LIBRARY BUDGET AND TRUST FUND BUDGET  
TO: Library Board of Trustees  
FROM: Jeannie Kays, Director of Library Services

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Due to scheduling issues, the 2023-24 Library and Trust Fund Budget Ad Hoc subcommittee is meeting after the posting of the Board of Trustees Agenda packets. Related documentation and subcommittee recommendations will come as soon as possible.





# MEMORANDUM

DATE: February 1, 2023  
SUBJECT: LIBRARY RENOVATION SCOPE OF WORK  
TO: Library Board of Trustees  
FROM: Jeannie Kays, Director of Library Services

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To create a Request for Qualifications (RFQ), City Staff is asking for input and confirmation from the Library Board of Trustees to ensure we include the full scope of this project being requested. Listed is the suggested scope of the project based on previous meeting discussions. This agenda item is to confirm the Trustees' wishes and ensure that the full list of Trustee-requested items is included in the RFQ request that will be submitted to City Council for approval.

## **1. JC Frey Building rehabilitation and renovation**

- a) Correct any building deficiencies
- b) Create single-use gender neutral restroom(s)
- c) Move equipment closet inside front door to improve access to main room
- d) Restore full-length window designs and install glass doors to make building inviting
- e) Subdivide meeting room in NE section of building
- f) Upgrade all mechanical, electrical, plumbing, and technology

## **2. Main Library**

### **2.1.1. All Grant-Funded Infrastructure Items (per grant application and approval from California State Library)**

### **2.1.2. Non-Grant-Funded Items:**

- a) Additional security gates for additional entrances
- b) Archival storage space
- c) Art space-gallery space with lighting
- d) Art wall in exterior public patio space
- e) Café
- f) Carpet
- g) Children's patio
- h) Exterior Paint
- i) Fixtures (Service desks, counters, cabinetry, kiosks, display furniture, mobile shelving)
- j) Flexible Office space-community organization outreach or services, nonprofit support offices
- k) Friends Book Sale space
- l) Infrastructure upgrades required for project but not allowed/included in grant
- m) Interior Paint
- n) Koi Pond replacement
- o) Landscaping
- p) LED Sign upgrade

- q) Library Furniture
- r) More storage
- s) New 350-seat event center-an addition or annex adjacent to the existing building
- t) Outdoor lighting on building
- u) Outdoor use spaces-public patios with seating
- v) Parking Lot Expansion
- w) Perimeter sidewalk lighting upgrades
- x) Private meeting/study rooms
- y) Scalable Classroom/maker space/meeting rooms
- z) Steel book shelving and end panels
- aa) Technology-cabling upgrades, computers, AV, PA system, screens, sound
- bb) Window coverings for climate and light control