

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees
Date of Meeting: November 13, 2023
Time of Meeting: 5:00 p.m.
Meeting Location: Council Chambers

Present: Harminder Gill - Vice President
Bianca Corales - Secretary
Krista Ivy
Dwight Tate
Jaye Steinbrick

Absent: Aaron Peters – President
Ryan Falsetti

Staff: Erin Christmas, Library Director
Angela Henson, Sr. Management Analyst
Jessica Herdina, Assistant Library Director

CALL TO ORDER

The meeting was called to order at 5:01 p.m. by Vice President Gill and proceeded with the pledge of allegiance.

Item 1 Public Comment

There were no comments received.

CONSENT CALENDAR

Item 2 Approve August 14, 2023, meeting minutes

Item 3 Approval of Trust Fund Expenditures

Item 4 Formal Acceptance of Gift Fund Donations

Item 5 Incident Report

Item 6 Excuse the absence of Trustee Steinbrick from the August 14, 2023, regular meeting

Consent items were approved as presented.

Motion: Steinbrick
Second: Ivy

Ayes: Gill, Corales, Ivy, Steinbrick and Tate

DISCUSSION AND ACTION CALENDAR

Item 7 Overview of Trust Fund, Minor Gift Fund and Other Funding Sources

An overview and presentation of trust fund, minor gift fund and other funding sources was provided by Erin Christmas, Library Director. The presentation provided the following: The library is part of the City's budget process, receiving an allocation from the General Fund recommended by the City Manager and approved by City Council each fiscal year. Discussions with city management are considered in these discussions in keeping with the library priorities. Private funds invested to benefit the library such as the Pedlow fund, which is used by the library, to purchase books and periodicals. These private funds are held and disbursed annually by the Inland Empire Community Foundation a 501(c)3 nonprofit. The principal of nearly \$1 million was bequest by Dr. Pedlow to the Community Foundation.

Voters approved Measure Z a one-cent transaction and use tax similar to a sales tax. The new sales tax rate of 8.75% came into effect April 1, 2017. The Measure Z revenues help pay for critical unfunded city programs and services.

Library Services Technology Act (LSTA) is federal grant program that is managed by the Institute of Museum and Library Services and administered by the California State Librarian. LSTA statewide initiatives provide libraries with competitive grant funding that provide the library with funding to develop programs and innovative initiatives.

A non-profit, 501(c)3 organization, the Riverside Public Library Foundation raises funds to enhance the Riverside Public Library. In the past, they have funded programs for teens, children, new books and materials, underwritten the STREAM mobile, and helped to build and furnish Library facilities. The organization annually gives around \$150,000 to the library.

Friends of the Library, also a non-profit organization, raise funds via used book sales in all library locations. The organization annually gives approximately \$40,000 to the library to support children's programs and services.

There was no action taken.

Item 8 SPC Jesus S. Duran Eastside Library Update

Erin Christmas, Library Director, provided an update on the SPC Jesus S. Duran Eastside Library. The update included the following: The state budget approved by the Legislature and signed by the Governor includes \$4.5 million for the Eastside Library project. On August 15, 2023, City Council received an update on Phase 1 Preliminary Design Studies for new SPC Jesus S. Duran Eastside Library at Bobby Bonds Park, and approved a first amendment to an agreement with Cannon/Parkin, Inc., doing business as CannonDesign, for

increased compensation of \$1,600,000 to include a 10 percent contingency, for a total revised contract of \$1,694,500 from Measure Z Capital Fund Eastside Library Project account to extend term for five years to July 1, 2028.

CannonDesign, Library, and General Services staff held a kick-off meeting for Phase II Architectural Design Services on August 23, 2023, and will continue to meet weekly throughout the duration of the project. Additionally, this group toured two Riverside County Library locations that were designed by CannonDesign; Coachella and Desert Hot Springs. On September 28, 2023, Library Staff also attended the Library Journal Design Institute in Hayward, CA., to gather more information about current library design trends and discuss findings with CannonDesign and General Services staff.

Trustee Tate asked if the design was for Concept 3 and Erin Christmas, Library Director, confirmed that design Concept 3 was approved by the City Council. The Cultural Heritage Board will be receiving a presentation and provide input on conceptual design on November 15, 2023, at 3:30 p.m.

Trustee Ivy inquired if the community is in support of the project. Erin Christmas, Library Director, indicated there was overall general support by the community for this project. She has received comments at recent community meetings she has attended as this project provides equitable access.

There was no action taken.

Item 9 Summer Reading Program

Jessica Herdina, Assistant Library Director, provided an informational report and presentation on the Summer Reading Program. The purpose of the Summer Reading Program is to prevent the summer slide learning loss, increase literacy skills, and prepare students for returning to school in the fall through enrichment activities and performances. The theme this year is Find Your Voice – Self expression through writing, art and movement. Over 30 local businesses and organizations sponsored prizes. There was a 40% increase in program attendance. Programs included 2,400 free lunches provided at the library at Main and SPC Jesus S. Duran Eastside Libraries and 2,500 in attendance at pop-up visits at four City Parks. Funding for the programs was from Gift (\$13,824) and Lunch at the Library Grant (\$47,785).

There was no action taken.

Item 10 Informational Report on the California Library Association's Annual Conference

Jessica Herdina, Assistant Library Director, provided an informational report on the California Library Association's 2023 conference. The California Library Association held their annual conference this year in Sacramento, CA., from June 1 through June 3, 2023. The theme was Sustaining our People, Planet, and Performance into the Future, with a focus on literacy resources and services.

Library staff were invited to submit interest statements to Erin Christmas, Library Director, prior to registration and all requests were selected to attend, including the adult and family literacy staff. The library employees selected were Assistant Library Director, Jessica Herdina, Librarian Charmaine Mendez, Orange Terrace Library Supervisor Hayden Birkett, SPC Jesus S. Duran Eastside Library Supervisor Yesenia Littlefield, Library Associates Karen Flores, Melissa Matrix and Fredi Morales, and Library Assistant Eva Contreras.

Library staff returned from the conference with creative ideas and are working with their Supervisors to determine ways to incorporate what they learned to enhance programming and services.

The costs for staff to attend was approximately \$8,060 which covered registration fees and travel and was paid from the Library's operating budget in the amount of \$4,570 and California Library Literacy Services grant in the amount of \$3,490. Additionally, free registration was offered to several staff to offset costs.

BOARD OF DIRECTORS COMMUNICATION

Item 11 Brief reports on conferences, seminars and meetings attended by Board Members

There were no items to report.

Item 12 Brief reports on conferences, seminars and meetings attended by Library Director

Erin Christmas, Library Director, attended several community budget meetings for the 2024-2026 budget cycle to be available to answer questions about the library budget. The last meeting is on November 15, 2023, at 6 p.m. at the Cesar Chavez Community Center. GIS day is November 15, 2023, from 10-3 p.m. in partnership with the Innovation Technology department and will include interactive programming. Recently appointed to the California Library Association Finance Committee for the next three years. Continue to serve as the chair for Inland Library System and Serving with a Purpose planning committee.

Item 13 Items for future Board of Library Trustees consideration as requested by Board Members. Only items that fall within the powers and duties of the Board of Library Trustees as set forth in the City Charter and/or the Riverside Municipal Code will be agendized for future discussion.

There were no items for consideration.

Adjournment

Meeting Adjourned at 5:25 p.m.
Submitted by: Angela Henson

A handwritten signature in cursive script, reading "Bianca Corales", written in black ink.

Bianca Corales, Secretary
Board of Library Trustee

