

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: April 12, 2021

Time of Meeting: 5:00 p.m.

Meeting Location: Virtual

Present:

Donna Goldware– President
Teresa Seipel - Vice President
Linda Manzo – Secretary
Dwight Tate
Harmander Gill

Absent:

Aaron Peters

Staff:

Erin Christmas, Library Director
Angela Henson, Sr. Management Analyst
Kristie Thomas, Budget Manager

CALL TO ORDER

The meeting was called to order at 5:02 p.m. by President Goldware and proceeded with the pledge of allegiance.

Item 1 Public Comment

There were no e-comments received.

Item 2 Approve February 8, 2021, Board of Library Trustees meeting minutes

The minutes of the Board of Library Trustees meeting of February 8, 2021, were approved as presented.

Motion: Manzo

Second: Seipel

Ayes: Unanimous

Item 3 Approve March 8, 2021, Board of Library Trustees meeting minutes

The minutes of the Board of Library Trustees meeting of March 8, 2021, were approved as presented.

Motion: Tate

Second: Manzo

Ayes: Unanimous

CONSENT CALENDAR

- Item 4 Approval of Trust Fund Expenditures**
- Item 5 Formal Acceptance of Gift Fund Donations**
- Item 6 Incident Report**
- Item 7 Revisions to the Rules of Library Conduct Procedures Manual and Pamphlet**
- Item 8 Change the Meeting Time for Live Streaming, Archiving and Broadcasting on TV Channels – Continued from January 11, 2021 and March 8, 2021**
- Item 9 New Main Library Update**

Consent calendar items 4, 5, 6, 7, 8 and 9 were approved as presented.

Motion: Manzo
Second: Tate
Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

Item 10 Budget Overview for Fiscal Year 2021/2022

Library Director Christmas gave a presentation of the Library Budget for Fiscal Year 2021/2022 pursuant to the City Charter Section 808(c) "the Board of Library shall consider the annual budget for library purposes during the process of its preparation and make recommendations with respect to the City Council and City Manager."

The City of Riverside has implemented the Priority Based Budget project for the purpose of aligning programs by goals and priorities in the Strategic Plan that will help the Library with a better understanding of which programs could be increased, decreased or remain status quo. Online programs provide technology content and online databases have especially lead to significant service level increase in digital and online programs because of COVID 19.

The Library's budget is \$8.16 million from the General Fund, \$3.12 million from Measure Z Fund (Measure Z spending represents Debt Service Obligation for the construction of the New Main Library and Archives), and revenue of \$1.39 million from Measure I Property Tax Fund.

Expenditures for personnel are \$5.05 million and non-personnel \$1.92 million.

The Library Department is comprised of two divisions: Library Administration consisting of 7 Full-Time Equivalent (FTE) and Neighborhood Services consisting of 53 FTE. Neighborhood Services provides Library services at the 8 library locations. Out of the 60 FTE, there is currently 44 FTE that are filled. The

remaining 14 FTE's are vacant. A comparison was discussed of 103 FTE prior to the 2008 recession. For Fiscal Year 20/21 there were 8 FTE vacancies that were unfunded.

The challenges discussed in the presentation were the minimal staffing due to vacancies at all locations impacts operating hours, increase in technology usage by library users, and Measure I expiring on June 30, 2022.

Other items for consideration was the Structural Deficit and the GFT. The Vacancy Factor represents the Library's proportional share of the \$10 million General Fund balancing measure to close the structural deficit. As a result, the Library will operate with a 5% reduction in staffing in FY 2021/22.

The combined impact of the structural deficit plus the impact of a potential GFT loss to the Library – a 13.6% reduction in the Library's total budget. That translates to an almost 24% reduction in Library staffing based on the average cost of Library positions.

Addressing the structural deficit, which is an impact of 3.2% of the departments total budget. Impact to Alignment with Strategic Priorities is the reduction of operating hours reduction of programs, reduction in staff resources. The Strategic Goal 1.2 and 1.4 will be impacted. Strategic Goal 1.2 Facilitates equitable access to arts, culture and recreational service offerings and facilities reduction of staff in locations will be less safe. Strategic Goal 1.4 Prioritizes safety and welfare in City parks, trails and cultural recreation facilities. A realignment of resources is being considered in technology such as book lockers and self-check out.

No action taken.

Item 11 Main Library Facility Reservation Application, Rules and Regulations and Fees

Library Director Christmas provided a presentation on the Main Library Facility Reservation Application, Rules and Regulations and Fees. Community room rentals at other library locations Chapter 3.30 of the Riverside Municipal Code (RMC) and the fees do not capture new spaces at Main Library. Specifically, consider adding the Main Library Community Room, 3rd floor Terrace/Quiet Reading Room, Covered Arcade, and Archive to the Facility Reservation Application, Rules and Regulations, and fees to the Riverside Municipal Code.

The proposed fees are:

Group 1: Non Profit Non-profit organization located within the City limits and Riverside Public Schools

Group 2: Resident City Residents, For profit organizations located inside the City and Non-profit organizations located outside City limits

Group 3: Non Resident Non-residents and For profit organizations located outside City limits

	Hourly Rate G1	Hourly Rate G2	Hourly Rate G3	Flat Rate	Maximum Occupancy	Deposit	Processing Fee
Room and Covered	\$ 200.00	\$ 250.00	\$ 350.00		560 - 1,680	\$ 500.00	\$ 25.00
Room	\$ 105.00	\$ 130.00	\$ 180.00		215	\$ 500.00	\$ 25.00
Covered Arcade	\$ 160.00	\$ 200.00	\$ 280.00		(560 tables/chairs only, 1,200 chairs only or 1,680 standing only with no furniture occupancy	\$ 500.00	\$ 25.00
Reading Room/Event	\$ 105.00	\$ 130.00	\$ 180.00		148	\$ 500.00	\$ 25.00
Reading Room Off hour events	\$ 30.00	\$ 40.00	\$ 55.00		22	\$ 250.00	\$ 25.00
PA System				\$ 50.00			
Podium				\$ 50.00			
Screen				\$ 50.00			
TV/DVD				\$ 75.00			
Staff Fee (per employee,	\$ 40.00	\$ 40.00	\$ 40.00				

Additional fees include:

Security fees are paid directly to security vendor by Applicant.

Alcohol Service is \$125 payable to the City of Riverside.

Insurance is the responsibility of the Applicant and the Applicant is responsible for all costs associated with obtaining additional insurance documentation naming the City of Riverside as "Additionally Insured.

Staffing fee of \$40 per hour per employee.

Catering Fee is no charge.

Following discussion, Trustee Tate made a motion to approve the Main Library Facility Reservation Application, Rules and Regulations, and fees to include wording in the rules and regulations of no smoking, return to the Board of Library Trustees for review after a full year of rentals, and recommended City Council consideration for addition to Chapter 3.30 of the Riverside Municipal Code Fee and Service Charge.

Fees will become effective in 60 days upon City Council approval.

Motion: Tate

Second: Seipel

Ayes: Unanimous

Item 12 Determine whether Trustee Peters absence from the Board of Library Trustees meeting on February 8, 2021, should be recorded as excused or unexcused absence

The Board of Library Trustees determined to excuse Trustee Peters absence from the meeting on February 8, 2021.

Motion: Manzo
Second: Seipel
Ayes: Unanimous

Item 13 Determine whether Trustee Goldware's absence from the Board of Library Trustees meeting on March 8, 2021, should be recorded as excused or unexcused absence

The Board of Library Trustees determined to excuse Trustee Goldware's absence from the meeting on March 8, 2021.

Motion: Seipel
Second: Manzo
Ayes: Unanimous

BOARD OF DIRECTORS COMMUNICATION

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

None reported.

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

Library Director Christmas reported that the Serving with a Purpose Conference is scheduled for September. The Library is planning reopening on May 4

Item 13 Items for future Board of Library Trustees consideration as requested by Board

No items were requested.

Adjournment

Meeting Adjourned at 5:43 p.m.

Submitted by: Angela Henson

Board of Library Trustee