



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA

WEDNESDAY, JULY 1, 2020

5:30 P.M.

Pursuant to Executive Order N-29-20, this meeting may 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/89361871638> or call 1-669-900-6833.
- Submit your public comment to the Library Board of Trustees electronically. Material may be emailed to 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 by no later than 4:00 p.m. 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.

Vacant

David Kelly, J.D., M.B.A.

Ed McBride

Kathy Weremiuk

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

- 1. CALL TO ORDER - ROLL CALL**
- 2. CHANGES OR ADDITIONS TO 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., June 25, 2020. A courtesy posting of this Agenda can be found on the Library's website at 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.
- 3. 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.

4. CONSENT AGENDA

- 4. A. Meeting Minutes of June 3, 2020
- 4. B. Meeting Minutes of June 24, 2020
- 4. C. Library Statistics

Acceptance of Consent Agenda:

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

5. ADMINISTRATIVE REPORTS

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

6. TREASURERS REPORT

Acceptance of Treasurers Report:

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

7. DISCUSSION/ACTION ITEMS

- 7. A. Update on Library Budget approved by City-information available after posting of agenda

- 7. B. Trust Fund Role-discussion on how funds held within the City (Resolutions)

- 7. C. Library Reopening Plan-safety measures established

- 7. D. Update on REALM Project/IMLS Battelle Study on COVID-19 on Library Materials

- 7. E. PR Campaign update-upcoming TV ads for awareness campaign

- 7. F. Boards/Commissions dark in August-confirm next meeting date of September 2

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

9. ADJOURNMENT: The meeting of the Library Board of Trustees will adjourn to its next regularly scheduled meeting at 5:30 p.m. on Wednesday, September 2, 2020 in the Large Conference Room at Palm Springs City Hall or virtually.

The Palm Springs Public Library Board of Trustees meets at 5:30 p.m. on the 1st Wednesday of every month, unless noted otherwise, virtually or in the Large Conference Room at Palm Springs City Hall, 3200 East Tahquitz Canyon Way, Palm Springs, CA.

THE PUBLIC IS INVITED TO PARTICIPATE

COMMITTEES:

STANDING:

ADVOCACY	KELLY
BUDGET	KELLY/MCBRIDE
BUILDINGS	BORBA/WEREMIUK
POLICIES/BYLAWS	BORBA/MCBRIDE

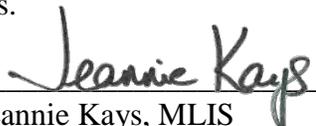
AD HOC:

FOUNDATION	BORBA/MCBRIDE
FRIENDS	KELLY
MEASURE J	KELLY/MCBRIDE

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 May 28, 2020, 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. 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**

DRAFT

Palm Springs Public Library
Teleconference via Zoom

June 3, 2020

1. CALL TO ORDER

President McBride called the meeting to order at 5:30 p.m.

ROLL CALL

PRESENT

Craig Borba	Yes
David Kelly	Yes
Ed McBride	Yes
Kathy Weremiuk	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

CITY STAFF PRESENT: Julie Warren, Library Services and Public Relations Manager.

PUBLIC PRESENT: Grace Garner, Palm Springs City Councilmember; Nanci Morrison, Friends of the Library; David Sidley, Palm Springs Public Library Foundation.

2. CHANGES OR ADDITIONS TO THE AGENDA: None.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

4. A. Meeting Minutes of May 6, 2020

4. B. Library Statistics

MOTION: (Borba/Kelly, 3-0) To approve the consent agenda.

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

Nanci Morrison gave the report. The Friends received the following grants: \$2,500 from the Grace Spearman Foundation, \$5,000 from US Bank, and \$11,500 from the Anderson Children's Foundation. The Friends did a Go Fund Me account and held a fundraiser with Blaze Pizza. They approved \$1,200 for PPE for the Library once it reopens.

Trustee Weremiuk arrived at this time.

5. B. Palm Springs Public Library Foundation

David Sidley gave the report. The executive committee of the Foundation met with Director Kays to discuss the Library budget shortfalls and how the Foundation can help. The Foundation will submit a request to the Library Board regarding the expiration of the loan. President McBride will work with Director Kays and the City Attorney to determine what needs to be done if the Board decides to extend the loan. The Library Board will hold a special meeting to discuss this topic on Wednesday, June 17, 2020.

5. C. Library Staff

- Library-A-Go-Go pickup service started on May 26, 2020 with 757 checkouts during those five days. Limited to five items per person. Adapted process to improve service.
- Friends of the Library received \$11,500 from Anderson Children's Foundation to fund our Books for Kids grant. Those books will be given away during Summer Reading Program.
- Summer Reading Program begins Monday, June 8 and is virtual through a program called Beanstack. Every library in California received a 3-year subscription to Beanstack through a statewide grant.
- All ages can participate in Summer Reading. There are 20 activities for each age group to encourage STEAM learning (science, technology, engineering, art, and math).
- Received a \$5,000 grant from California State Library for Acorn TV streaming.
- Applying for an IMLS CARES Act grant for staffing and services.
- Partnering with PSUSD to help promote Summer Reading Program via texting and calling families. Friends of the Palm Springs Library gifting a \$500 prize to the school with the most reading. Summer Reading Program and all outreach is in English and Spanish.

6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,933,101.18. Director Kays included a memorandum in the Board packet explaining how the Friends of the Library book sale earnings are processed through the City.

MOTION: (Weremiuk/Borba, 4-0) The Treasurer give an Annual report of the Library Endowment every October or November.

7. DISCUSSION/ACTION ITEMS

7. A. Update on Library Budget and Current Services

Director Kays gave the report. The employee unions agreed to defer their cost of living allowance to help save 22 positions within the City. The City Council asked the City to bring back a proposed budget to the June 11 Council meeting for discussion. The budget will go back to City Council on June 25 for public hearing and Council will have a final vote. In the proposed budget, going to City Council on June 11 the City saved five of the proposed cut positions the Library. The Library is expected to lose three positions; one fulltime position and two quarter time positions. The Library's operating budget is expected to be impacted \$170,000 with the largest cuts coming from book and media budgets. After the June 25 Council meeting the Library will have fundraising requests to help supplement the book and media budgets. Treasurer Kelly asked if the Library Trust Fund is part of the City's reserves.

Assistant City Manager Marcus Fuller joined at this time.

Marcus Fuller said the Library Trust Funds are set aside and are completely controlled by the Library Board; it is not included in the general fund reserves.

MOTION: (Weremiuk/no second) that the Library Board is willing to assist the Library with collections and programming up to the \$83,000 shortfall.

Motion failed as there was no second.

MOTION: (Borba/Weremiuk, 4-0) Director Kays will come back to the Library Board with a proposal of funds needed so the Library Board can partner with the Friends and possibly the Foundation to assist with the shortfall.

7. B. Trust Fund Financials

Treasurer Kelly discussed the draft letter he proposed sending to Nancy Pauley the Director of Finance. The letter requests that the Library Endowment be turned over to the Library Board. This draft was written after Treasurer Kelly wrote an email to Nancy Pauley asking if the Library Endowment is part of the City's reserves and he did not get a response from her.

MOTION: (Kelly/Borba, 4-0) To request via letter by President McBride that Marcus Fuller put in writing his assurances to the Board of Trustees that the Library Endowment is indeed segregated from other general fund monies and therefore is safe from being used to finance any budget deficits that the City is currently experiencing.

7. C. Report of Advocacy Task Force

President McBride gave the report. The task force made up of representatives from the Library Board, Friends, Foundation, and Palm Springs School District met. From the meeting a partnership between the Library and School District was formed; the School District will help promote the Summer Reading Program.

7. D. Welwood Patio update

Director Kays gave the report. Work on the patio has started; they have pulled up the pavers and are laying the foundation for the wall around the air conditioner units. The Welwood is closed currently for COVID and in the proposed budget the Welwood would remain closed.

7. E. PR Campaign update

Julie Warren gave the report. The Library did three weeks of radio ads to promote our online services and Library A-Go-Go service. A proposal for an additional media campaign was included in the Board packet. They cost of the additional media campaign is still within the original approved budget.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

Special meeting on June 17 to discuss the Foundation note. Councilmember Garner thanked everyone for what they are doing with the Library. She grew up going to the Library is willing to help out in anyway including programming.

9. ADJOURNMENT

The March meeting adjourned at 7:51 p.m.

RESPECTFULLY SUBMITTED,


Jeannie Kays
Director of Library Services

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

DRAFT

Palm Springs Public Library
Teleconference via Zoom

June 24, 2020

1. CALL TO ORDER

President McBride called the meeting to order at 5:30 p.m.

ROLL CALL

PRESENT

Craig Borba	Yes
David Kelly	Yes
Ed McBride	Yes
Kathy Weremiuk	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

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

PUBLIC PRESENT: Nanci Morrison, David Sidley, Robyn Meltzer, Bill Wiley, and Terry Dean.

- 2. PUBLIC COMMENTS:** Nanci Morrison said that David Sidley is doing an outstanding job leading the Foundation and that the Foundation is gaining momentum. She suggested that the Foundation pay the loan and the Board then grant a new loan with new terms.

3. NEW BUSINESS

3. A. Consideration of extending due date of Promissory Note to Library Foundation in the amount of \$90,000 for the purpose of fundraising in support of Palm Springs Public Library.

In the letter from the Palm Springs Public Library Foundation included in the Library Board packet, they put forth two requests for the Library Board to consider.

MOTION: (Weremiuk/) To forgive the loan.

Motion failed due to no second.

MOTION: (Weremiuk/Borba) To accept a payment of \$5,000 and grant an extension of 36 months.

Discussion ensued. Treasurer Kelly read his response letter, which was included in the Library Board packet. He proposes that the Library Board accepts a payment of \$10,000 and then grants an extension of 12 months for repayment. Trustee Weremiuk prefers the three-year term because the Foundation is under new leadership and they need more time. Trustee Borba proposes a payment of \$10,000 and an extension of 18 months with a status report every six months. Trustee Kelly recommends an amendment to the motion to accept a payment of \$10,000 and the term of 18 months and a new note issued to reflect the new note amount of \$80,000 that would be due in 18 months after the due date of July 1, 2020. Trustee Weremiuk did not agree. After additional discussion, Trustee Borba then suggested that the term be 24 months with reports every six months. There was additional discussion of enhanced reporting. The motion was amended.

MOTION: (Weremiuk/Borba, 4-0) To accept a payment of \$10,000 to reduce the balance of the loan to \$80,000 and grant a 24-month extension with a new promissory note. The Library Foundation will provide enhanced reporting to the Library Board.

4. ADJOURNMENT

The March meeting adjourned at 6:18 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**

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 11/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,932,701.18	
11110	Unrealized Investments	.00	
TOTAL Cash		1,932,701.18	.00
12120	Accounts Receivable	.00	
12215	Accrued Interest Rec	4,981.69	
12418	Notes Receivable	90,000.00	
TOTAL Receivables		94,981.69	.00
16151	Prepaid Expenses	.00	
TOTAL Other Assets		.00	.00
TOTAL ASSETS		2,027,682.87	.00
21100	Accounts Payable - System		.00
21112	Sales Tax Payable		.00
TOTAL Accounts Payable		.00	.00
21201	Accrued Wages Payable		.00
TOTAL Wages Payable		.00	.00
23287	Deposits Payable		.00
TOTAL Other Liabilities		.00	.00
TOTAL LIABILITIES		.00	.00
29306	Budgeted Transfers-Out		.00
29322	Transfers to Other Funds		.00
29341	Reserves for Encumbrances		.00
29342	Resrv for Continuing Appr		.00
29348	RESERVE FOR LIB ENDOWMENT		.00
TOTAL Fund Balance		270,844.63	2,298,527.50
TOTAL EQUITIES		270,844.63	2,298,527.50
TOTAL LIBRARY ENDOWMENT		2,298,527.50	2,298,527.50
TOTAL REPORT		2,298,527.50	2,298,527.50

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 06/24/20
 TIME: 16:15:41

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='151' and orgn.orgn1='50' and orgn.orgn2='2752'
 ACCOUNTING PERIOD: 11/20

SORTED BY: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL,2ND SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

FUND-151 LIBRARY ENDOWMENT
 FUNCTION-50 LIBRARY
 DEPARTMENT-2752 LIBRARY TRUST
 1ST SUBTOTAL-4200 MTRLS, SUPPLIES & SVCS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
42195	SPECIAL DEPT SUPPLIES	125.16	.00	.00	72.35	52.81	57.81
42530	DUES & SUBSCRIPTIONS	3,750.00	.00	.00	.00	3,750.00	.00
44051	FRIENDS OF THE LIBRARY	6,323.80	.00	.00	6,023.80	300.00	95.26
	TOTAL MTRLS, SUPPLIES & SVCS	10,198.96	.00	.00	6,096.15	4,102.81	59.77
50004	FUTURE LIBRARY PROJECTS	1,545,441.27	.00	.00	.00	1,545,441.27	.00
51026	TRUST FUND BOOKS	42,356.54	.00	925.68	29,074.32	12,356.54	70.83
51031	KROPITZER TRUST DONATION	216,665.74	.00	.00	.00	216,665.74	.00
51036	WELWOOD PATIO	151,128.36	.00	147,308.36	3,820.00	.00	100.00
51039	STRATEGIC PLANNING	67,180.78	.00	17,254.32	46,926.46	3,000.00	95.53
51040	PR LIBRARY CAMPAIGN	25,000.00	400.00	.00	13,415.54	11,584.46	53.66
	TOTAL CAPITAL	2,047,772.69	400.00	165,488.36	93,236.32	1,789,048.01	12.63
	TOTAL LIBRARY TRUST	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87
	TOTAL LIBRARY	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87
	TOTAL LIBRARY ENDOWMENT	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87
	TOTAL REPORT	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 06/24/20
 TIME: 16:18:30

CITY OF PALM SPRINGS
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT21

SELECTION CRITERIA: orgn.fund='151' expledgr.key_orgn='2752' and expledgr.account='50004'
 ACCOUNTING PERIODS: 1/20 THRU 11/20

SORTED BY: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL,2ND SUBTOTAL,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL

PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

FUND - 151 - LIBRARY ENDOWMENT
 DEPARTMENT - 2752 - LIBRARY TRUST

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
50004								FUTURE LIBRARY PROJECTS	
151-50-2752-2752								- LIBRARY TRUST	
50004					.00	.00	.00	BEGINNING BALANCE	
06/28/19	11-1				4,900.00			POSTED FROM BUDGET SYSTEM	
09/23/19	13-3				1,648,041.27			BUD ADJ 9/23-1CA LIB 151	
10/01/19	25-3		10/1-08B		-23,500.00			BUD ADJ 10/1-08B	
10/01/19	25-3		10/1-09B		-39,000.00			BUD ADJ 10/1-09B	
10/16/19	25-4		10/16-14		-20,000.00			BUD ADJ 10/16-14B	
10/16/19	25-4		10/16-15		-25,000.00			BUD ADJ 10/16-15B	
				TOTAL FUTURE LIBRARY PROJECTS	1,545,441.27	.00	.00		1,545,441.27
				TOTAL 1ST SUBTOTAL - CAPITAL	1,545,441.27	.00	.00		1,545,441.27
				TOTAL DEPARTMENT - LIBRARY TRUST	1,545,441.27	.00	.00		1,545,441.27
				TOTAL FUNCTION - LIBRARY	1,545,441.27	.00	.00		1,545,441.27
				TOTAL FUND - LIBRARY ENDOWMENT	1,545,441.27	.00	.00		1,545,441.27
				TOTAL REPORT	1,545,441.27	.00	.00		1,545,441.27

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 06/24/20
 TIME: 16:19:12

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and orgn.orgn1='50' and orgn.orgn2='2710'
 ACCOUNTING PERIOD: 11/20

SORTED BY: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL,2ND SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

FUND-001 GENERAL FUND
 FUNCTION-50 LIBRARY
 DEPARTMENT-2710 LIBRARY
 1ST SUBTOTAL-4900 SPECIAL CHARGES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL LIBRARY		2,695,164.60	208,571.15	30,714.23	2,289,454.14	374,996.23	86.09
TOTAL GENERAL FUND		2,695,164.60	208,571.15	30,714.23	2,289,454.14	374,996.23	86.09
TOTAL REPORT		2,695,164.60	208,571.15	30,714.23	2,289,454.14	374,996.23	86.09

LIBRARY STATISTICS	May 2020	May 2019	%CHANGE
MATERIALS CHECKED OUT (Total)	5,862	38,309	-85%
Print	246	16,809	-99%
Non-Print	207	17,810	-99%
Other (Downloadable & In-house)	5,409	3,690	47%
LIBRARY CARD REGISTRATIONS (Total)	107	260	-59%
(Palm Springs) Resident	52	146	-64%
(Outside of Palm Springs) Non Resident	55	110	-50%
(Paid/Fee Card) Visitor/Snow Bird	0	4	-100%
DOOR COUNT (Main)	0	15,733	-100%
DOOR COUNT (WMML)	0	3,476	-
PUBLIC COMPUTER SESSIONS (Main)	0	3,307	-100%
PUBLIC COMPUTER SESSIONS (WMML)	0	2,138	-100%
WiFi COMPUTER SESSIONS (Main)	67	2,558	-97%
WiFi COMPUTER SESSIONS (WMML)	2	296	-99%
PROGRAM ATTENDANCE (Total)	0	1,091	-100%
Pre-School	0	56	-100%
School Age	0	90	-100%
Teen	0	630	-100%
Family	0	232	-100%
Adult	0	83	-100%
NO.OF PROGRAMS (Total)	0	21	-100%
Pre-School	0	3	-100%
School Age	0	3	-100%
Teen	0	5	-100%
Family	0	2	-100%
Adult	0	8	-100%
VOLUNTEER HOURS	0	255.5	-100%
MATERIAL REQUESTS FROM OTHER LIB.	0	228	-100%
NO. OF DAYS OPEN (Main)	0	26	-
NO. OF DAYS OPEN (WMML)	0	31	-
NO. OF PASSPORTS PROCESSED	0	n/a	-
PHOTOS	0	n/a	-

Jeannie Kays

From: Marcus Fuller
Sent: Monday, June 8, 2020 11:42 AM
To: Ed McBride
Cc: David Jax Kelly; Craig Borba; KATHY WEREMIUK; Jeannie Kays; Jeff Ballinger-C; Nancy Pauley; David Ready; Cindy Cairns; Shari Wrona; Tabitha Richards
Subject: RE: Palm Springs Public Library Endowment Fund
Attachments: Resolution 17193.pdf; Resolution 17288.pdf

Hi Ed,

I did receive your earlier email and intended to call you.

For your reference, attached is Resolution 17288 that formally established the Library within the City, and the relationship between the City and Library Board of Trustees.

Note Section 2A of the Resolution – the Board of Trustees manages and controls the Library Trust Fund.

We do account for it in a Special Revenue Fund (Fund 151) in the comprehensive budget.

In compliance with Resolution 17288 – the City only approves expenditures from this Fund with express approval of the Board of Trustees.



Marcus L. Fuller, MPA, PE, PLS
Assistant City Manager/City Engineer
City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262
(760) 322-8380
Marcus.Fuller@palmsspringsca.gov

From: Ed McBride <ed.mcbride58@gmail.com>
Sent: Monday, June 8, 2020 11:03 AM
To: Marcus Fuller <Marcus.Fuller@palmsspringsca.gov>; David Ready <David.Ready@palmsspringsca.gov>; Nancy Pauley <Nancy.Pauley@palmsspringsca.gov>; Jeff Ballinger-C <Jeff.Ballinger-C@palmsspringsca.gov>
Cc: Ed McBride <ed.mcbride58@gmail.com>; David Jax Kelly <davidjaxkelly@gmail.com>; Craig Borba <borbac3@gmail.com>; KATHY WEREMIUK <kathy.weremiuk@verizon.net>; Jeannie Kays <Jeannie.Kays@palmsspringsca.gov>
Subject: Palm Springs Public Library Endowment Fund
Importance: High

E

Marcus Fuller
Assistant City Manager/City Engineer
City of Palm Springs

Dear Marcus

Thank you for attending the Palm Springs Public Library Board of Trustees meeting on June 3. We always appreciate your attendance, input and observations!

The Board of Trustees takes very seriously our primary responsibility of managing the Library Endowment Fund and insuring year over year it remains sound and secure so that future generations will have this very important financial resource. With the recent pandemic events resulting in a detail review and modification to all City departmental budgets and that process resulting in the City considering the use of City reserves the Trustees are seeking assurances the Endowment continues to be held in a separate account and is not at risk. Your comments at the June 3rd meeting did in fact confirm that for us and we understand the fund is secure. In addition, in reviewing the June 11th City Council Meeting Agenda I noticed Agenda Item 4a

OVERVIEW OF THE REVISED FISCAL YEAR 2020-2021 COMPREHENSIVE BUDGET RECOMMENDATION on page 13 the Library Endowment Fund is discussed along with other City Special Funds. I am assuming if accepted by City Council this will once again confirm the restrictions placed on how the fund is used and can be spent. Can you confirm that my assumptions are correct?

However, at this point in the history of the Endowment Fund, the Board would like the confirmation you provided at the June 3 meeting in writing along with confirming the City Council has confirmed with their vote on the Budget Recommendation document how the Library Endowment Fund is protected so we may record it in our minutes and history. Would you reply to this email with the message you presented so that I may have it included in our next meeting minutes? Per the Board request I am including Dr. Ready, Nancy Pauley and Jeff Ballinger.

Thank you,

Ed McBride
President
Palm Springs Public Library Board of Trustees

Cc: Palm Springs Library Board of Trustees

Nancy Pauley
Director of Finance and Treasurer
City of Palm Springs
Nancy.Pauley@palmspringsca.gov

David H. Ready, Esq., Ph.D.
City Manager
City of Palm Springs
David.Ready@palmspringsca.gov

Jeff Ballinger
City Attorney
City of Palm Springs
Jeff.Ballinger-c@palmspringsca.gov

Ed McBride
ed.mcbride58@gmail.com

RESOLUTION NO. 17288

OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS,
CALIFORNIA, RE-ESTABLISHING THE CITY'S PUBLIC
LIBRARY AS A FULL MUNICIPAL DEPARTMENT TO BE
MANAGED BY THE LIBRARY BOARD VIA THE CITY
LIBRARIAN IN ACCORDANCE WITH THE CURRENT PRO-
VISIONS OF THE PALM SPRINGS MUNICIPAL CODE AND
THE CALIFORNIA EDUCATION CODE

WHEREAS the duties, staffing, budget responsibilities, number of facilities managed and functional uniqueness of the City's public library are of sufficient magnitude to warrant departmental status, and

WHEREAS Section 2.32.030 of the Palm Springs Municipal Code, Sections 18900-18965 of the California Education Code and the June 7, 1989 ruling of the Second Appellate District California Court of Appeal require that General Law Cities which establish their libraries under the Education Code must manage said libraries through an Administrative Board of Library Trustees; and,

WHEREAS the City's Board of Library Trustees has requested that the public library be re-established as a full municipal department,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Palm Springs, that effective October 4, 1990, the City's public library is to be re-established as a full municipal department to be managed by the Library Board via the City Librarian in accordance with the current provisions of the Palm Springs Municipal Code and the California Education Code.

Section 1. That the City Council shall retain the following authority over said public library:

- A. Library Trustees shall be appointed by the Mayor with the consent of the City Council
- B. The City Council shall annually review, amend as necessary, and adopt the library's operational budget
- C. The City Council shall establish the number of and compensation ranges for library paid employees
- D. The Council shall act upon library legislative items (Resolutions, appointments, budget amendments, etc.) as required

Section 2. That the City's Board of Library Trustees shall retain the following authority over said public library:

- A. The Library Board shall manage and control the Library Trust Fund
- B. The Library Board shall establish and amend library policies and procedures as required
- C. The Library Board shall establish, amend, and periodically review all library fines, fees and charges and ensure that such charges are incorporated into the City's Master Fee Schedule
- D. The Library Board shall manage the approval of all library purchases from the Library Fund (subsequent to Council's approval of the library budget) and the Library Trust Fund
- E. The Library Board shall develop and amend long and short-range library plans
- F. The Library Board shall manage all library facilities

- * G. The Library Board shall consult with the City Manager with regard to evaluation and appointments of City Librarians.

Section 3. That the City Manager shall retain the following authority over said public library:

- * A. The City Manager shall appoint and evaluate the City Librarian in consultation with the Library Board
- B. The City Manager shall recommend appropriate amendments to the annual Library Fund operational budget prior to its submission to the City Council
- * C. The City Manager shall direct the coordination of library departmental activities and apply City procedures required of other City departments
- D. The City Manager shall apply the provisions of the City's current Personnel Rules to library paid employees
- E. The City Manager shall assign departmental duties to the City Librarian as required (subject to the consent of the Library Board)
- F. The City Manager shall communicate directions from the City Council to the City Librarian as necessary

ADOPTED this 3rd day of October, 1990.

AYES: Councilmembers Broich, Hodges, Neel and Mayor Bono

NOES:

ABSENT: Councilmember Murawski

ATTEST:

CITY OF PALM SPRINGS, CALIFORNIA

By [Signature]
Deputy City Clerk

[Signature]
acting City Manager

REVIEWED & APPROVED [Signature]

*Note: Items in Sections 2-G, 3-A and 3-C have been revised in response to Council directives of October 2, 1990

RESOLUTION NO. 17193

OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS,
CALIFORNIA, APPROVING A BUDGET FOR THE FISCAL YEAR
1990-91.

- - - - -

WHEREAS a budget for the fiscal year 1990-91 has been prepared by the City Manager, Department Heads, and other City personnel; and

WHEREAS the Library Trust Fund Committee recommended a budget for the Library Trust Fund, accounted for by the City, but not part of the City budget manual; and

WHEREAS the City Council has examined said budgets and conferred with the City Manager and Department Heads; and

WHEREAS the City Council desires to adopt a final budget for the fiscal year; and

WHEREAS the City Council has, after due deliberation and consideration, made such amendments in the proposed final budget as it considered desirable,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Palm Springs as follows:

- Section 1. That the budget attached hereto and made a part hereof is hereby approved and effective July 1, 1990.
- Section 2. That the Library Trust Fund budget in the amount of \$202,050 from Unrestricted Donations is hereby approved and effective July 1, 1990.
- Section 3. That the Public Arts Fund budget in the amount of \$316,700 from the Public Arts fee and interest income, is hereby approved and effective July 1, 1990.
- Section 4. That the Finance Director is hereby authorized to record interfund transfers in accordance with the Summary of Budgeted Interfund transfers attached hereto and made a part hereof.
- Section 5. That 10% of the Sales and Use Tax revenue of the City shall be deposited directly into the Capital Projects Fund and 90% to the General Fund.
- Section 6. That the prepayment of demands prior to audit by the Finance Committee and the City Council may be made by the Finance Director in conformity with the authority provided by Section 37208 of the Government Code of the State of California.
- Section 7. That the Capital Projects for fiscal year 1990-91 described in said budget may be financed from amounts received by the City from the proceeds of bonds, Certificates of Participation or other tax-exempt

Amended by
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17211
17227
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17236

Res. No. 17193
Page 2

obligations and not from the revenue described in said budget, if the Council determines that it is in the best interests of the City to do so and subject to the successful completion of proceedings therefor.

ADOPTED this 11th day of July, 1990.

AYES: Councilmembers Broich, Hodges, Murawski, Neel and Mayor Bono
NOES: None
ABSENT: None

ATTEST: CITY OF PALM SPRINGS, CALIFORNIA

BY [Signature] City Clerk [Signature] City Manager

REVIEWED & APPROVED [Signature]

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CITY OF PALM SPRINGS
 APPROPRIATION SUMMARY BY FUND TYPE & ACTIVITY
 BUDGET, FISCAL 1991

** OPERATING FUNDS **

Fund	Activity	Activity Appropriation	Fund Total
GENERAL FUND			
101	City Council	100,105	
110	City Manager	261,414	
111	General Services - Administration	197,326	
112	Data Processing	80,971	
113	Information Management Services - CMSI	545,084	
115	City Clerk	258,898	
116	Personnel	259,957	
120	City Attorney	420,988	
130	Finance - Administration	313,780	
131	Accounting	220,350	
133	Purchasing and Supply	757,347	
137	Audit	122,444	
138	Collections / Business License	219,977	
140	Economic Development - Administration	28,649	
150	Community Development - Administration	461,661	
151	Planning	510,453	
152	Building and Safety	893,040	
153	Engineering	657,068	
160	Assessment Districts	112,000	
161	Lighting Maintenance District 1	8,941	
162	Lighting Maintenance District 2	3,987	
163	Lighting Maintenance District 3	3,184	
164	Lighting Maintenance District 4	1,898	
165	Lighting & Pkway Mnt District 7	18,468	
250	Community Services & Promotion - Admin	279,558	
251	Recreation - Administration	169,932	
252	Leisure Education	208,136	
253	Special Activities	235,358	
254	Athletic Activities	183,766	
257	Swim Center	225,936	
258	Tennis Center	894	
259	Desert Highland Center	172,207	
261	Reprographics	147,729	
271	Library	1,651,774	
301	Police - Administration & Enforcement	9,218,099	
304	Animal Regulation	194,717	
320	Fire - Administration	4,015,738	
330	Communications Center	556,806	
380	Telecommunications	223,758	
401	General Operations - Administration	214,615	
420	Street Maintenance	1,133,963	
424	Street Cleaning	274,414	
430	Street Lighting	132,426	
440	Traffic Maintenance	391,933	
445	Traffic Signal Maintenance	226,300	
451	Parks Maintenance	1,837,335	
452	Village Green Maintenance	24,913	
453	Palm Canyon CBD Maintenance	131,202	
454	Parkway Maintenance	573,345	
		-----	\$28,382,844

17c

COMMUNITY PROMOTION FUND

137	Audit - Room Tax Administration	60,534	
200	Convention & Visitors Bureau	433,889	
210	C V Association of Governments	71,856	
213	Community Promotion - City Administered	220,500	
215	Marketing	39,500	
216	Public Affairs	164,636	
217	Tourism	1,046,376	
218	Special Events	286,879	\$2,324,170

PARKING FUND

461	Parking Control/Lot 2 Maintenance	99,581	
462	VPD Lot 1 Maintenance	4,448	
463	Vinyards/Village Green Lot Maintenance	4,118	\$108,147

COMMUNITY REDEVELOPMENT ADMINISTRATION FUND

180	Central Business District	167,097	
181	Tahquitz / Andreas	136,390	
182	South Palm Canyon	26,149	
183	Ramon / Bogie	12,349	
184	Oasis	1,900	
185	North Palm Canyon	23,299	
186	Highland Gateway	2,850	
187	Baristo / Farrell	57,996	
188	Project Area #9	3,800	
870	Low & Moderate Income Housing	47,482	\$479,312
		-----	-----
Total Operating Funds			\$31,294,473
			=====

17d

** ENTERPRISE FUNDS **

CONVENTION CENTER FUND

280	Convention Center - Administration	5,917,144	
281	Convention Center Promo & Marketing	192,485	\$6,109,629

MASTER LEASE FUND

575	Master Lease	1,137,781	\$1,137,781

AIRPORT FUND

600	Airport - Administration	1,209,586	
610	Airside Operations	720,434	
615	Airport Rescue Fire Fighting	849,414	
625	Landside Operations	465,772	
630	Leased Site Area Operations	31,783	
635	Airport Grounds Maintenance	274,581	
640	Terminal Building Operations	1,092,134	
670	Airport Development	125,000	
671	Special Capital Projects	250,000	
674	Security Access Control	505,331	
675	Terminal Building Expansion	17,016,409	
679	Parking Apron Reconstruction	2,020,000	\$24,560,444

WASTEWATER FUND

680	Wastewater Plant - Administration	3,686,548	
681	Wastewater Treatment	1,212,190	
682	Wastewater Collection	547,706	
682	Wastewater Disposal	264,627	\$5,711,071

GOLF COURSE FUND

710	Golf Course - Administration	214,033	
720	Golf Course Maintenance & Operations	1,024,374	
750	Golf Course Club House Operations	83,762	
755	Golf Course Development	5,765,500	\$7,087,669

	Total Enterprise Funds		\$44,606,594
			=====

17c

** CAPITAL PROJECTS FUNDS **

SPECIAL GAS TAX FUND

297	Improvements (2107 Funds)	0	
298	Improvements (2106 Funds)	375,000	\$375,000

DRAINAGE FUND

370	North Zone	762,000	
371	Central Zone	26,000	
372	South Zone	8,000	
373	East Zone	5,000	
374	Southeast Zone	8,000	
375	Eagle Canyon Zone	2,000	\$811,000

CAPITAL PROJECTS FUND

491	Street Improvements	268,700	
492	Drainage Improvements	50,000	
493	Park Improvements	36,000	
494	Police & Fire Improvements	67,000	
495	City Facilities Improvements	595,500	\$1,017,200

MEASURE A IMPROVEMENTS FUND

498	Measure A Improvements	1,047,150	\$1,047,150
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COMMUNITY DEVELOPMENT BLOCK GRANT FUND

846	CD Block Grant 1990-91	317,000	\$317,000
		-----	-----
	Total Capital Projects Funds		\$3,567,350
			=====

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** DEBT SERVICE FUND **

DEBT SERVICE

504	1961 Airport Bonds	124,200	
507	1973 Parks and Library Bonds	368,675	
509	Police Building Lease	346,081	
510	Hewlett Packard Computer Lease	139,437	
515	Miscellaneous Capital Projects	109,898	\$1,088,291
		-----	=====

** INTERNAL SERVICE FUNDS **

MOTOR VEHICLE REPLACEMENT FUND

470	Fleet Operations	1,605,239	
475	MVR Reserves	720,100	\$2,325,339

FACILITIES MAINTENANCE FUND

410	Facilities Maintenance Operation	1,987,516	\$1,987,516

RETIREMENT BENEFITS FUND

001	Employee Retirement Benefits	3,349,408	\$3,349,408

RISK MANAGEMENT

901	Administration	212,338	
902	Employee Benefits	2,981,322	
903	Workers' Compensation	985,000	
904	Liability Insurance	1,078,850	
905	Property Insurance	175,505	
917	Loss Prevention	43,000	
919	Unemployment	54,310	\$5,530,325

ENERGY

805	Administration	8,750	
806	Sunrise Plaza Cogeneration	719,140	
807	Municipal Complex Cogeneration	1,196,496	
808	Recycling	16,430	\$1,940,816
		-----	-----

Total Internal Service Funds

\$15,133,404
=====

17g

CITY OF PALM SPRINGS
SUMMARY OF BUDGETED INTERFUND TRANSFERS
FISCAL 1990-91

	IN ----	OUT ----
GENERAL FUND:		
(From Gas Tax Fund)	\$400,000	
(From Traffic Safety Fund) (note A)	204,000	
(From Library Trust Fund)	39,430	
(From Retirement Benefits Fund)	1,633,000	
(From Community Promotion Fund)	800,000	
(To Capital Projects Fund)		200,000
(To Debt Service Fund)		535,518
(To Convention Center Fund)		1,967,000
(To Energy Fund)		448,000
(To Master Lease Fund)		60,000
COMMUNITY PROMOTION FUND:		
(From Retirement Benefits Fund)	25,000	
(To General Fund)		800,000
(To Convention Center Fund)		850,000
(To Debt Service Fund)		368,675
PARKING FUND:		
(From Retirement Benefits Fund)	5,000	
TRAFFIC SAFETY FUND:		
(To General Fund)		204,000
GAS TAX FUND		
(To General Fund)		400,000
CONVENTION CENTER FUND		
(From General Fund)	1,967,000	
(From Community Promotion Fund)	850,000	
(From Retirement Benefits Fund)	72,000	
MASTER LEASE FUND		
(From General Fund)	60,000	
DEBT SERVICE FUND		
(From General Fund)	535,518	
(From Community Promotion Fund)	368,675	
CAPITAL PROJECTS FUND:		
(From General Fund)	200,000	
AIRPORT FUND		
From Retirement Benefits Fund)	167,000	
WASTEWATER TREATMENT PLANT FUND		
(From Retirement Benefits Fund)	66,000	
GOLF COURSE FUND		
(From Retirement Benefits Fund)	30,000	

MOTOR VEHICLE REPLACEMENT FUND (From Retirement Benefits Fund)	38,000	
FACILITIES MAINTENANCE FUND (From Retirement Benefits Fund)	52,000	
RETIREMENT BENEFITS FUND (To Other Funds)		2,100,000
RISK MANAGEMENT FUND (From Retirement Benefits Fund)	12,000	
ENERGY FUND (From General Fund)	448,000	
LIBRARY TRUST FUND: (To General Fund)		39,430
	-----	-----
	\$7,972,623	\$7,972,623
	=====	=====

A) Budgeted transfers from the Traffic Safety Fund to the General Fund shall include all revenue of the Traffic Safety Fund, and may not be exactly the amount indicated herein.

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COMPARISON OF FY 1990-91 PROPOSED BUDGET
TO ADOPTED BUDGET
(Operating Funds Only)

	<u>Proposed</u>	<u>Adopted</u>
Operating Fund Surplus (Deficit)	\$ (621,229)	\$ 1,135,296
Adj. for One Time Transfers:		
PERS Refund	(1,633,000)	(1,633,000)
Energy Fund	500,000	448,000
Transitional Costs	<u>---</u>	<u>188,000</u>
Annual On-Going Surplus (Deficit)	<u>\$(1,754,229)</u>	<u>\$ 138,296</u>
Est. Cash Balance, 7/1/90	\$ 4,335,527	\$ 4,200,527
Revenues	35,036,741	35,156,532
Appropriations	(33,146,207)	(31,694,473)
Net Transfers In (Out)	<u>(2,511,763)</u>	<u>(2,326,763)</u>
Est. Cash Balance, 7/1/91	<u>\$ 3,714,298</u>	<u>\$ 5,335,823</u>

17.8



MEMORANDUM

DATE: June 16, 2020
SUBJECT: PALM SPRINGS LIBRARY REOPENING PLAN
TO: David H. Ready, City Manager; Marcus Fuller, Assistant City Manager
FROM: Jeannie Kays, Director of Library Services

The State of California has issued guidelines for libraries to reopen, with certain provisions in place. The guidelines encourage local government to move slowly with reopening plans and provide services only at a level in which they feel comfortable. This reopening plan is provided for the time when libraries are allowed to reopen.

REOPENING PLAN:

Capacity: 44 guests and staff

Hours of Operation:

Monday-Thursday 10:00 am-6:00 pm

Friday-Saturday 10:00 am-5:00 pm

Sundays Closed

Staffing: All staff return to work. 12.75 FTE, 16 employees after layoffs.

Our plan at the Main Library would be to allow 44 people in the building, including staff. Our current pre-COVID capacity is 110 persons, per Palm Springs Fire Department. A capacity of 40% is 44 persons.

The main entrance to the Library would be monitored by a door attendant/concierge who would track the number of people entering and exiting to avoid overcapacity. When the facility reaches capacity, guests would be asked to wait in a socially-distanced and marked queue along the sidewalk or return at a later time.

Guests who enter would be required to wear face coverings. Hand sanitizer would be offered as they enter. Hand sanitizer would be strategically located throughout the facility.

Public computer use would be socially distanced with every other computer unavailable for use. This provides 14 computers. Chairs would be removed from the computers not in service. A staff member would be stationed in the computer room to provide technical and printing assistance. Cleaning supplies would be available for patrons to clean their own computer prior to using it. Staff would regularly clean surface areas as well.

Throughout the library, seating would be rearranged to provide social distancing. Multiple chairs at the same table would be removed. Toys, puzzles and games would be removed.

Multi-use in-house materials such as newspapers, flyers, brochures, golf pencils, and scratch paper would be removed.

All library items such as books, DVDs, magazines, music CDs, and audio books on CD would be available for check out. We would discourage guests from reshelving their unwanted items by placing “reshelving carts” throughout the library with signage.

All material check outs would be done using our self-check stations. Guests would check out their own items and would not have staff interaction as long as their account was in good standing. Guests would be asked to queue in a socially-distanced line to avoid close contact during check out.

All returned library materials are being quarantined for three days before staff handle the items. No fines are assessed as we are fine free.

Friends of the Library used book sale shelves would be available. Transaction totals would be on the honor system. We would take the currency without handling the used books. Staff would be encouraged to use hand sanitizer or wash their hands following a transaction.

Service desks now have acrylic dividers to protect staff and guests. Additional tables and stanchions would be placed at the service desks to give physical distance between the guest and staff member. Guests would be directed to stand in a socially-distanced queue to wait for assistance at service desks.

Per Facilities and Maintenance, water fountains would be closed due to the risk of COVID-19 transmission. Providing water to the community has become a default service of the public library, therefore, it would be advised to activate the library as an official Cool Center to receive bottled water from Riverside County.

Public restrooms would be open. It would be recommended that guests determine personal risk to use the facility. Advising guests to wait until the restroom is empty would be encouraged.

Library pickup service would still be in effect to limit the number of guests inside who are merely picking up requested items. This is a great alternative for those who do not want to enter facilities at this time.

Virtual Summer Reading Program would still be in effect. No in-person Summer Reading activities would take place.

All in-person programming such as story times are cancelled. As staff return, virtual programming could increase.

Room rentals for groups will not be allowed at this time.

Passport service would be postponed.

Unaccompanied minors will not be permitted. Minors entering 8th grade in the 2020-2021 school year or younger must be accompanied by a person at least 18 years old at all times.

Library employees will be cognizant of not sharing equipment, such as computers and phones and will sanitize workstations between shift changes. PPE such as face masks, gloves, hand sanitizer, disinfecting spray, disinfecting wipes, acrylic sneeze guards, and face shields are available for staff to protect themselves from the spread of coronavirus.

Necessities:

- Bring back all staff (12.75 FTE) (Pickup service still continuing and growing)
- Cleaning supplies for the public to wipe down their designated areas before use
- Cleaning supplies for staff to wipe down all areas
- Extra janitorial services to ensure sanitized restrooms, tables and chairs throughout the day
- Hand sanitizer

Requests:

- Security guard to enforce face covering requirements and door count limits
- Additional PPE

Risks:

- People queuing outside and upset that building is at capacity
- People not following rules (face coverings, social distancing)
- No Security Guard to enforce rules
- No water fountains to provide water for guests
- Library fills with people immediately who stay all day and no one else can enter the entire day
- People waiting outside in the heat



Jeannie Kays
Director of Library Services

Test 1: Natural attenuation as a decontamination approach for SARS-CoV-2 on five library materials

In response to the COVID-19 pandemic, the Institute of Museum and Library Services (IMLS) and OCLC are working in partnership with Battelle to create and distribute science-based information designed to reduce the risk of transmission of COVID-19 to staff and visitors who are engaging in the delivery or use of museum, library, and archival services. This [REopening Archives, Libraries, and Museums \(REALM\)](#) project is studying how long the SARS CoV-2 virus (the virus that causes COVID-19) survives on common materials and methods to mitigate exposure.

As part of the project's Phase 1 research, Battelle has conducted a natural attenuation study to provide information on how long some commonly circulated library materials would need to be quarantined prior to being put back into public circulation. Testing was conducted by applying the virulent SARS-CoV-2 virus on five materials held at standard room temperature and humidity conditions. The materials tested include the following items, which were provided by Columbus Metropolitan Library:

1. Hardback book cover (buckram cloth),
2. Paperback book cover,
3. Plain paper pages inside a closed book,
4. Plastic book covering (biaxially oriented polyester film), and
5. DVD case.

Results show that the SARS-CoV-2 virus was not detectable on the materials after three days of quarantine. The evaluation demonstrates that standard office temperature and relative humidity conditions typically achievable by any air-conditioned office space provide an environment that allows for the natural attenuation of SARS-CoV-2 present on these common materials after three days of quarantine. This report describes the results of the first test set, Test 1, which consists of test 1.1 and test 1.2.

Test Methods

The library materials provided by Columbus Metropolitan Library were not pre-sterilized before testing. Battelle grew the clinical isolate (USA-WA1/2020) of the SARS-CoV-2 virus in-house, followed by characterization and testing to establish concentration of the virus. All testing was conducted within a [biosafety level](#) (BSL)-3 laboratory.

Test coupons (N=5) and blank (N=1), per timepoint, were excised from each of the selected library materials in 1.9 cm × 7.6 cm–sized coupons. Stock SARS-CoV-2 was applied as 10 10- μ L droplets (100 μ L total) on each coupon and allowed to dry at ambient laboratory conditions in a Class II biosafety cabinet (BSCII) as shown in Figure 1. Once dry, a set of test coupons were collected and processed (T0 samples) and the remainder of test coupons were moved to a Class III biosafety cabinet to maintain the desired ambient environmental conditions of $22\pm 2^{\circ}\text{C}$ and relative humidity (RH) of $40\pm 10\%$. Actual conditions ranged from an average of 21.9 to 22.9 $^{\circ}\text{C}$ and 41.3 to 50.0% RH for tests 1.1 and 1.2, respectively. The plain paper coupons, after drying, were placed back into the book from which they were collected, and the entire book was placed into the environmentally controlled chamber for testing.

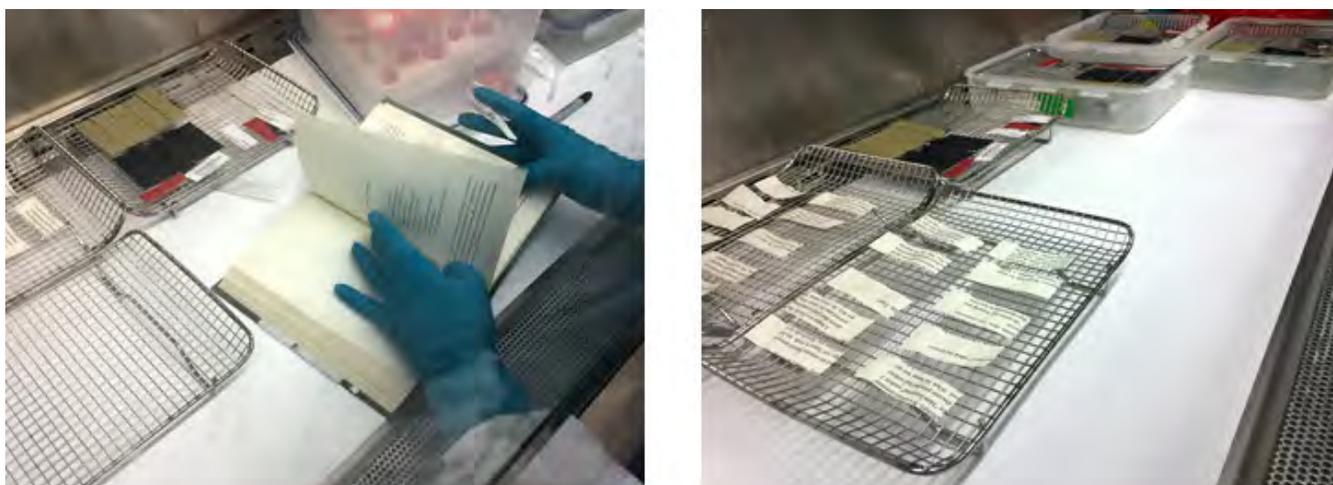


Figure 1. Inoculation of SARS-CoV-2 onto test materials.

At the specified time points, the test coupons were removed from the environmental chamber and placed in 50-mL conical tubes (Fisher Scientific Cat. No. 14-959-49A, Waltham, Mass., US) and extracted with 10-mL complete cell culture media (Dulbecco's Modified Eagle Medium, Corning Cat. No. 10-010-CV, Corning, N.Y., US) supplemented with 2% fetal bovine serum (Gibco Cat. No. 10082147, Carlsbad, Calif., US) and penicillin-streptomycin (Gibco Cat. No. 15140122) agitated on a platform shaker at 200 rotations per minute for 15 minutes.

During extraction process there was a potential for chemicals from the test materials, or adhesives contained within those materials, to leach into the extract liquid. Those chemicals could have had a deleterious cytopathic effects (CPE) on the cell culture monolayer. Since cell culture monolayers are needed for the median tissue culture infectious dose [TCID₅₀] assay to quantitatively determine infectious virus, it is important that the extractant does not have components other than the SARS-CoV-2 that will cause CPE, since this will result in false positives (i.e., presence of infectious virus).

To mitigate the potential for chemically induced cytopathic effect, the extracts were transferred to a concentrator (Spin-X UF Concentrator, Corning Cat. No. CLS431491) and centrifuged until the approximately 10 mL starting volume was concentrated to approximately 0.5 mL. Approximately 10 mL fresh complete cell culture media was added to the concentrated sample (*i.e.*, retentate) for the purpose of washing and removing any residual chemicals. Media was added to equilibrate all washed retentates to approximately 2 mL.

The test sample retentates were assayed in Vero E6 cells (ATCC CRL-1586, Manassas, VA, USA), and after a 72-hour incubation at 37°C with 5% CO₂, the TCID₅₀ assay plates were observed for CPE. The initial test matrix (test 1.1) was intended to cover three time (T, or day) points: T6, T9, and T12. As you can see in Figure 2, at 0 Day (T0) a 1 to 1.5 log reduction (LR) had occurred on most materials. Plain paper showed a more aggressive attenuation rate and dropped below the limit of quantitation (LOQ) of 13.1 TCID₅₀ units at T0. By day 6, all samples had attenuated below the level of detection for the assay, meaning no CPE was observable in the undiluted extract placed onto the Vero cells.

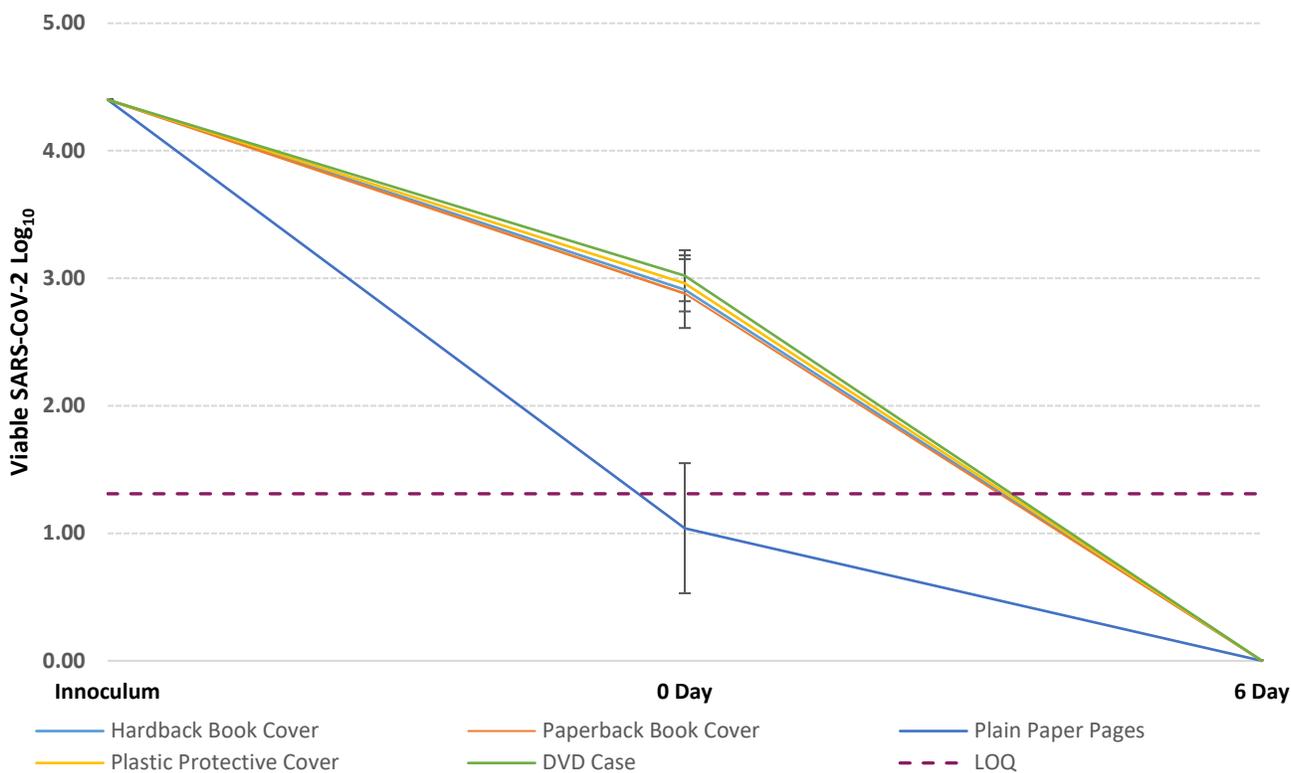


Figure 2. Natural attenuation of SARS-CoV-2 at days 6, 9, and 12 during test 1.1.

Since day 6 resulted in no detectable virus, test 1.2 was initiated to evaluate the materials at T0, T1, T3, and T4 to get better resolution of where complete attenuation was occurring. The virus stock used for test 1.2 had a higher initial titer, which resulted in a 1 log increase in organism applied to each test material. As shown in Figure 3, a similar 1 to 1.5 log reduction was observed because of the drying/extraction process, however, the increased titer resulted in recoverable virus as compared to test 1.1, specifically on plain paper pages. **After one day of attenuation, there was no recoverable virus (below LOD) for the hardback book cover, the paperback book cover, or the DVD case. By day three, all five tested material surfaces resulted in no recoverable virus.**

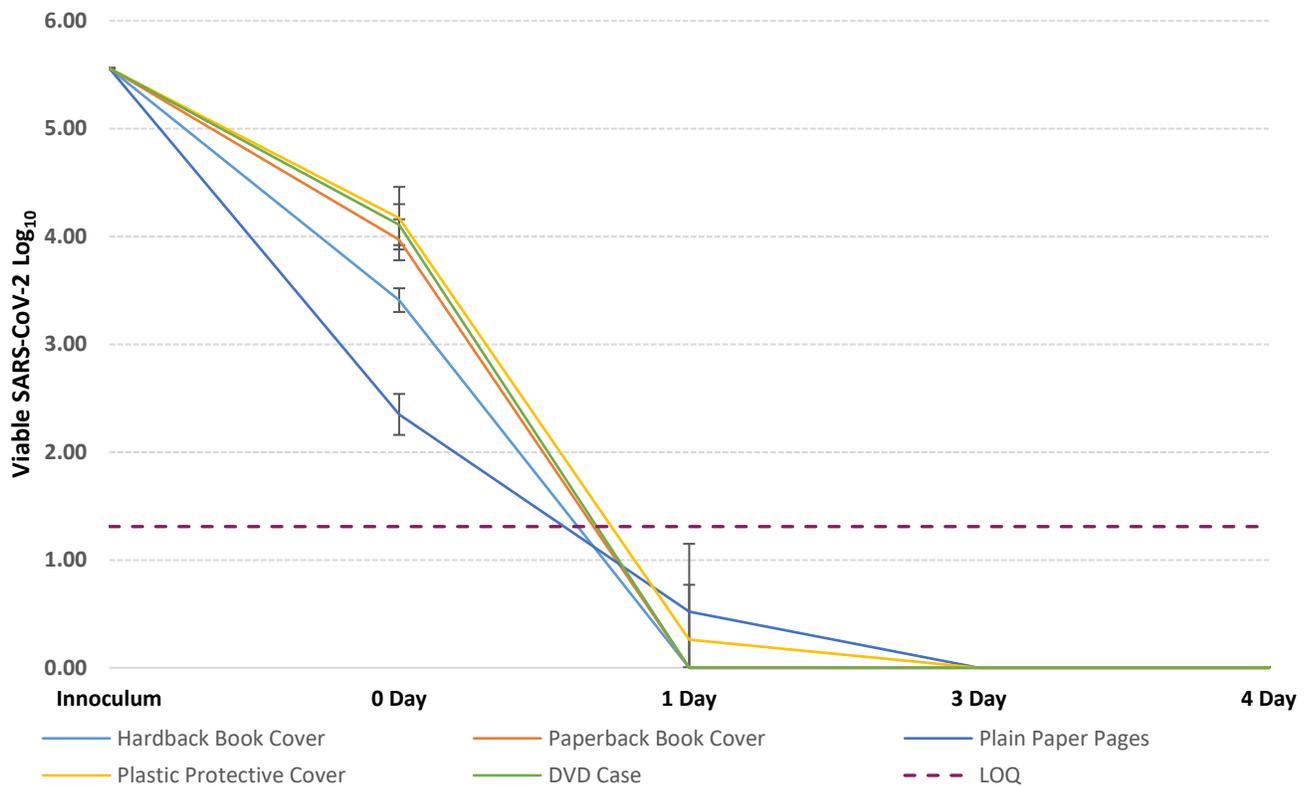


Figure 3. Natural attenuation of SARS-CoV-2 at days 1, 3, and 4 during test 1.2.



MEMORANDUM

DATE: July 1, 2020
SUBJECT: LIBRARY PR CAMPAIGN UPDATE
TO: Library Board of Trustees
FROM: Jeannie Kays, Director of Library Services

As part of the Library Board of Trustees approved PR Campaign, KESQ has agreed to match our spending with in-kind additional airtime. The upcoming project then includes a total of 120 :30 commercials, which will run July-September 2020. They will run exclusively on News Channel 3, KESQ. Our cost is \$3,000. Funds were approved as part of your PR Campaign project. All ads will state that they are funded by the Library Board of Trustees to alleviate any concerns over spending city funds.