

1. Agenda

Documents:

[MAY 12, 2021 AGENDA.PDF](#)

2. Meeting Documents

Documents:

[APRIL MINUTES.PDF](#)  
[STAFF REPORT FOR PROPOSED BIENNIAL BUDGET FOR FY 2021-2022 AND  
2022-2023.PDF](#)



# PALMDALE

*a place to call home*

**BOARD OF LIBRARY TRUSTEES MEETING  
CITY COUNCIL CHAMBERS  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CA  
WEDNESDAY, MAY 12, 2021  
5:30PM AGENDA NO. 513  
[www.cityofpalmdale.org](http://www.cityofpalmdale.org)**

## **WELCOME**

### **EMERGENCY PUBLIC MEETING PROCEDURE DUE TO COVID-19**

In compliance with the April 15, 2021 County of Los Angeles Public Health Order, the Council Chamber will be open for public comment, including public seating available at limited capacity. Citizens are required to wear masks, provide proof of vaccination or negative COVID-19 test within 72 hours of the meeting and practice social distancing. If one of these criteria is not met or the person cannot show such documentation, the person will not be allowed to enter the Council Chamber to participate in the meeting. Library Board members may choose to participate via conference call.

#### **How to Observe the Meeting:**

1. Spectrum local access Channel 27
2. Online live webcast at:
  - <https://cityofpalmdale.org/363/Board-of-Library-Trustees>
  - Under meetings click on: "View Library Trustees Meeting"

#### **How to Submit Public Comments on this Agenda:**

Note: Public Comments submitted will become part of the official meeting record.

1. Access the public comment form here: [www.cityofpalmdale.org/PublicComment](http://www.cityofpalmdale.org/PublicComment)
2. Fill out the form
3. Click Submit
4. The cut off times are one hour prior to the time listed on the printed agenda (e.g: 5:30 p.m. meeting cut-off is 4:30 p.m.)

The Library Board of Trustees is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings in order to maximize transparency and public access.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact Library Office at (661)267-5600 at least 72 hours prior to the meeting.

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL: PRESIDENT HENKIN, TRUSTEES DAVID, MANNING, MORRIS AND RUTKOWSKI-HINES.
4. APPROVAL OF MINUTES OF REGULAR MEETING HELD APRIL 14, 2021.
  - 4.1 Suggested Motion to Approve the April 14, 2021 Meeting Minutes.
5. PUBLIC COMMENTS ON AGENDA ITEMS. **PLEASE NOTE:** A three-minute time limit will be imposed on each speaker other than staff members.
6. PUBLIC COMMENTS FROM THE FLOOR. **PLEASE NOTE:** A three-minute time limit will be imposed on each speaker other than staff members. The Board can take no action on items not listed on the agenda.
7. FISCAL YEAR 2021/22-2022/23 BIENNIAL PROPOSED BUDGET
  - 7.1 Presentation of Library Proposed Biennial Budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.
8. DISCUSSION: STRATEGIC PLANNING FOR LIBRARY SERVICES IN THE CITY OF PALMDALE.
9. DIRECTOR'S REPORT.
10. STAFF COMMENTS.
11. TRUSTEE COMMENTS.

12. ADJOURNMENT. This meeting is adjourned to June 09, 2021 in the Council Chamber, 38300 Sierra Highway, Suite B, Palmdale, California.

Complete packets can be viewed at the Main Library, located at 700 East Palmdale Boulevard, Palmdale, California. You can also view the Agendas and Staff Reports on our website at [www.cityofpalmdale.org](http://www.cityofpalmdale.org).

**MINUTES  
BOARD OF LIBRARY TRUSTEES  
CITY OF PALMDALE, CALIFORNIA  
CITY COUNCIL CHAMBERS  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CA  
AGENDA NO. 512  
APRIL 14, 2021 5:30 PM**

**[www.cityofpalmdale.org](http://www.cityofpalmdale.org)**

**1. CALL TO ORDER.**

President Henkin called the regular meeting of the Board of Library Trustees of the City of Palmdale to order at 5:30 p.m. on April 14, 2021 in the Council Chamber, 38300 Sierra Highway, Suite B.

**2. PLEDGE OF ALLEGIANCE.**

Trustee Morris led the Pledge of Allegiance.

**3. ROLL CALL: PRESIDENT HENKIN, TRUSTEES DAVID, MANNING, MORRIS AND RUTKOWSKI-HINES.**

Responding to the roll call were Trustees David, Manning, Morris, Rutkowski-Hines and President Henkin. Also in attendance were Assistant Library Director Beck, Parks & Recreation Manager Dombrowski, and Administrative Associate Aubrey.

**4. APPROVAL OF MINUTES OF SPECIAL MEETING HELD MARCH 10, 2021.**

President Henkin presented the Minutes of the regular meeting held March 10th, 2021. Trustee Rutkowski-Hines moved to approve the minutes as presented. Trustee David seconded the motion. The motion carried.

[March 10, 2021 Minutes.pdf](#)

Moved by Deborah Rutkowski-Hines; seconded by Challen David to Approve the minutes of the March 10, 2021 meeting.

Motion Passed: 5 - 0

Voting For: Challen David, Alan Henkin, John Manning, Dolores Morris, Deborah Rutkowski-Hines

Voting Against: None

**5. PUBLIC COMMENTS ON AGENDA ITEMS.**

Assistant Library Director Beck read an eComment from Library Director Shupe regarding the proposed Resolutions being presented for approval. Library Director Shupe's position is that all three resolutions should be approved.

**6. PUBLIC COMMENTS FROM THE FLOOR.**

None.

**7. RESOLUTION LB 2021-03 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, PROVIDING THE CITY OF PALMDALE A PATRON OVERDUE FINES AND ADMINISTRATIVE FEES RECOMMENDATION.**

President Henkin presented Resolution LB 2021-03 of the Board of Library Trustees of the City of Palmdale, California, Providing the City of Palmdale a Patron Overdue Fines and Administrative Fees Recommendation. Trustee David moved to adopt Resolution LB 2021-03. Trustee Morris seconded the motion. The motion carried with Trustees, David, Manning, Morris, Rutkowski-Hines and President Henkin voting yes.

[Staff Report Resolution LB 2021-03 Overdue Fines and Administrative Fees Recommendation.pdf](#)  
[Resolution LB 2021-03.pdf](#)

Moved by Challen David; seconded by Deborah Rutkowski-Hines to Approve and Adopt Resolution LB 2021-03.

Motion Passed: 5 - 0

Voting For: Challen David, Alan Henkin, John Manning, Dolores Morris, Deborah Rutkowski-Hines

Voting Against: None

**8. RESOLUTION LB 2021-04 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, APPROVING AND ADOPTING POLICY #311 – LOCAL HISTORY ROOM COLLECTION DEVELOPMENT AND RETENTION.**

President Henkin presented Resolution LB 2021-04 of the Board of Library Trustees of the City of Palmdale, California, Approving and Adopting policy #311 – Local History Room Collection Development and Retention. Trustee Rutkowski-Hines moved to adopt Resolution LB 2021-04. Trustee Morris seconded the motion. The motion carried with Trustees, David, Manning, Morris, Rutkowski-Hines and President Henkin voting yes.

[Staff Report #311 Local History Collection Development and Retention.pdf](#)  
[Local History Room Collection Development and Retention Policy - A.pdf](#)  
[LB2021-04 Local History Room Collection.pdf](#)  
[Local History Room Collection Development and Retention Policy - proposed version for adoption - 2021-04-14.pdf](#)

Moved by Deborah Rutkowski-Hines; seconded by Dolores Morris to Approve and Adopt Resolution LB 2021-04.

Motion Passed: 5 - 0

Voting For: Challen David, Alan Henkin, John Manning, Dolores Morris, Deborah Rutkowski-Hines

Voting Against: None

**9. RESOLUTION LB 2021-05 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, APPROVING AND ADOPTING THE REVISED POLICY #310 – COLLECTION DEVELOPMENT.**

President Henkin presented Resolution LB 2021-05 of the Board of Library Trustees of the City of Palmdale, California, Approving and Adopting the revised policy #310 – Collection Development. Trustee Morris moved to adopt Resolution LB 2021-05. Trustee Rutkoswki-Hines seconded the motion. The motion carried with Trustees, David, Manning, Morris, Rutkowski-Hines and President Henkin voting yes.

[Staff Report #310 Collection Development.pdf](#)  
[310 - Collection Development Revised 10-2013 \(002\) - proposed revision - 2021-04-14.pdf](#)  
[LB2021-05 Collection Development Policy.pdf](#)  
[310 - Collection Development Revised 04-2021.pdf](#)

Moved by Dolores Morris; seconded by Deborah Rutkowski-Hines to Approve and Adopt Resolution LB 2021-05.

Motion Passed: 5 - 0

Voting For: Challen David, Alan Henkin, John Manning, Dolores Morris, Deborah Rutkowski-Hines

Voting Against: None

## **10. DIRECTOR'S REPORT.**

Assistant Library Director Beck informed the Library Board that the Library had been open to walk-in service for three weeks starting on March 22<sup>nd</sup>. The patrons are limited to one hour for browsing or to use the computers. The response of the patrons has been very positive. Next, Assistant Library Director Beck mentioned that the Library started Virtual Storytime Sessions on April 6<sup>th</sup>. This includes toddler, preschool and bilingual story time. The virtual programs include songs, games, puppet shows and finger play. Assistant Library Director Beck then informed the Library Board that the Library is continuing with Grab-n-Go events. These events include Coffee & Coloring, Teen Geek Club and one for Dia De Los Libros. The Dia De Los Libros Grab-n-Go will be done in conjunction with Inkwell: Palmdale Book and Art Festival. Inkwell will take place on May 1<sup>st</sup> over ZOOM webinar. Legacy Commons will be doing interviews with artists and the Library will be doing the interviews with authors. Next, Assistant Library Director Beck talked about the upcoming Summer Reading Program. She mentioned that it would be done virtually again just like last year. The Summer Reading Program is open to kids, teens and adults and will run from June 7<sup>th</sup> - July 30<sup>th</sup>. Next, Assistant Library Director Beck mentioned that the library is hoping to join with the Palmdale School District again this year in support of the Summer Lunch Program. Lastly, Assistant Library Director Beck updated the Library Board on Library Director Shupe's recovery. She stated that he is doing well and gradually recovering.

## **11. STAFF COMMENTS.**

Parks & Recreation Manager Dombrowski thanked Assistant Library Director Beck for her help with the meeting and taking over for Library Director Shupe during his absence.

## **12. TRUSTEE COMMENTS.**

Trustee Manning informed the Board that he has been nominated to the Measure AV Oversight Committee. He has been informed that he cannot serve on both the Board of Library Trustees and the Oversight Committee at the same time. He will verify this information and if that is the case, he will have to resign from the Board of Library Trustees. He will let the Board know as soon as possible. Trustee David asked how the Summer Lunch Program was to be administered and Assistant Library Director Beck said that there were no details yet. Trustees David and Morris were concerned about how the Library handled cleaning of the patron areas. Assistant Library Director Beck indicated that although the patrons are encouraged to wipe their areas down, staff also wipes patron's areas down throughout the day as well. There are also hand sanitizers positioned throughout the library for patron use. President Henkin then sent well wishes to Library Director Shupe from the Board.



**13. ADJOURNMENT.**

President Henkin adjourned the meeting at 6:18 p.m. to May 12, 2021 at 5:30 p.m. in the Council Chambers, 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

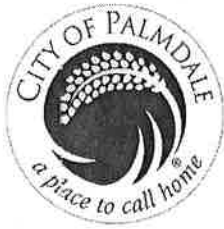
ATTEST:

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ALAN HENKIN, President  
Board of Library Trustees  
City of Palmdale, California

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GRACE AMAYA, Assistant Secretary  
Board of Library Trustees  
City of Palmdale, California



# Board of Library Trustees Staff Report

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**DATE:** MAY 12, 2021  
**TO:** HONORABLE TRUSTEES  
**FROM:** CITY MANAGER DEPARTMENT  
FINANCE DIVISION  
**DISTRICT:** ALL  
**SUBJECT:** PRESENTATION OF THE LIBRARY PROPOSED BIENNIAL  
BUDGET FOR FISCAL YEAR 2021-22 AND FISCAL YEAR 2022-23.

## **ISSUE**

Presentation of the Library Proposed Budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

## **RECOMMENDATION**

Staff recommends that the Board of Library Trustees review the Proposed Biennial budget for the Library and provide recommendation to City Council for adoption of this budget.

## **BACKGROUND**

Each year, the City Council is required to adopt a balanced budget by June 30<sup>th</sup>. The budget serves as the City's financial plan for the fiscal year beginning on July 1<sup>st</sup>. The budget defines priorities for the provision of services to the community.

Staff is proposing a biennial budget for the Library for Fiscal Year 2021-22 and Fiscal Year 2022-23.

## **DISCUSSION**

The below table outlines the proposed budget for the Library for Fiscal Years 2021-22 and FY 2022-23.

<b>Category</b>	<b>FY 2021 Projected</b>	<b>FY 2022 Proposed</b>	<b>FY 2023 Proposed</b>
Use of Property	7,500	5,000	5,000
Other Revenue	55,370	84,750	84,750
<b>Total Revenues</b>	<b>62,870</b>	<b>89,750</b>	<b>89,750</b>
Salaries	2,540	28,390	28,390
Benefits	780	800	810
Operating Exp	268,000	287,000	287,000

Contract Services	982,570	1,030,410	1,076,030
Capital	17,200	30,000	10,000
Utilities	36,450	52,900	52,900
Internal Svc Allocation	183,830	137,940	116,800
<b>Total Expenditures</b>	<b>1,491,370</b>	<b>1,567,440</b>	<b>1,571,930</b>
<b>Grand Total</b>	<b>(1,428,500)</b>	<b>(1,477,690)</b>	<b>(1,482,180)</b>

**FISCAL IMPACT**

The proposed budget for the Library is compliant with all financial policies. It is anticipated that General Fund revenues will be sufficient to cover the expenditures proposed.

**STRATEGIC PLAN**

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

- B. Manage resources, costs, and liabilities to ensure the City's long-term fiscal health.
- C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	Janelle Samson
Certified as to availability of Funds:	Keith Kang, Finance Manager
Approved by:	J.J. Murphy, ICMA-CM, City Manager
Approved as to form:	Christopher Beck, City Attorney

**ATTACHMENTS**

1. Library Proposed Biennial Budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

CITY OF PALMDALE  
LIBRARY PROPOSED BIENNIAL BUDGET  
FISCAL YEAR 2022-2023

Fund	Category	Account	Account Description	FY 2019 Actuals	FY 2020 Actuals	FY 2021 YTD Actuals	FY 2021 Projected	FY 2022 Proposed	FY 2023 Proposed
1	101	475102	GRANTS - LIBRARY	5,920	-	-	-	-	-
2		475100	LIBRARY USE FEE	28,459	13,359	919	7,500	5,000	5,000
3		475103	E-RATE REBATE PROGRAM	18,377	18,370	18,746	18,370	18,750	18,750
4		499100	OTHER MISCELLANEOUS REVENUE	15,373	9,975	-	1,000	16,000	16,000
5	242	494200	DONATIONS-LIBRARY	-	5,000	33,500	36,000	50,000	50,000
			<b>TOTAL REVENUES</b>	<b>68,129</b>	<b>46,703</b>	<b>53,165</b>	<b>62,870</b>	<b>89,750</b>	<b>89,750</b>
6	101	701000	SALARIES-FULL TIME	2,422	-	-	-	-	-
7		702000	SALARIES-PART TIME	22,215	17,579	2,535	2,540	28,390	28,390
8		705000	EMPLOYEE BENEFITS	11	-	-	780	800	810
9		705002	OPEB BENEFIT OBLIGATIONS-DC	40	-	-	-	-	-
10		705010	HEALTHCARE CONTRIB	589	-	-	-	-	-
11		705015	DENTAL/VISION CONTRIBUTION	45	-	-	-	-	-
12		705021	MEDICARE-BENEFIT OBJECT	357	255	37	-	-	-
13		705025	WORKERS COMP CONTRIBUTION	690	887	43	-	-	-
14		705051	PERS-BENEFIT OBJECT	769	-	-	-	-	-
15		705060	LIFE INS BENEFIT	3	-	-	-	-	-
16		725200	MEMBERSHIPS AND DUES	88	-	-	500	500	500
17		732800	SUPPLIES-MAINT&REPAIR-BLDG	-	-	404	1,500	1,500	1,500
18		735100	OFFICE AND OPERATING SUPPLIES	9,161	13,258	1,281	5,000	10,000	10,000
19		736525	SUPPLIES-LSSA LIBRARY MATERIAL	220,161	210,341	122,013	225,000	225,000	225,000
20		737194	PROGRAM SUPPLIES-GRANTS	269	3,731	-	-	-	-
21		721417	CONT SVCS-COLLECTION SVCS	3,705	3,446	-	1,000	5,000	5,000
22		721620	CONT SVCS-INFO SVCS OUTSOURC	82,117	98,540	-	-	-	-
23		721630	CONT SVCS-LIBRARY SVCS-LS&S	891,833	914,129	627,504	941,260	978,100	1,025,720
24		721631	CONT SVCS-COURIER	15,000	11,250	8,508	15,000	15,000	15,000
25		721870	CONT SVCS-SECURITY	300	250	225	300	300	300
26		721960	CONT SVCS-PROF SERVICES	-	-	875	1,000	5,000	5,000
27		722415	CONT SVCS-ON-LINE COSTS	19,658	20,214	9,448	20,400	20,400	20,400
28		723100	CONT SVCS-MAINT & REPAIR-EQUIF	534	883	-	500	1,000	1,000
29		723102	CONT SVCS-MNT & REPAIR-EQP AD	173	406	38	3,000	3,000	3,000
30		723300	CONT SVCS-BUILDING MAINTENANC	2,544	1,524	1,432	2,610	2,610	2,610
31		739500	EQUIP UNDER \$5000 & ALL FURN	1,513	11,014	1,881	17,200	30,000	10,000
32		726100	TELEPHONE	1,626	1,630	4,125	7,400	7,400	7,400
33		726110	TELEPHONES & DATALINE MODIF	400	180	-	-	-	-
34		729100	UTILITIES-WATER	1,882	1,983	174	800	2,000	2,000
35		731000	UTILITIES-GAS	1,411	1,585	1,123	1,250	1,500	1,500
36		731700	UTILITIES-ELECTRIC	41,812	38,230	19,571	27,000	42,000	42,000
37		820231	COST ALLOCATION I.T.	-	-	-	183,830	137,940	116,800
38	242	737194	PROGRAM SUPPLIES-GRANTS	-	-	35,484	36,000	50,000	50,000
39			<b>TOTAL EXPENDITURES</b>	<b>1,321,326</b>	<b>1,351,313</b>	<b>836,699</b>	<b>1,491,370</b>	<b>1,567,440</b>	<b>1,571,930</b>
			<b>GRAND TOTAL</b>	<b>(1,253,197)</b>	<b>(1,304,610)</b>	<b>(783,535)</b>	<b>(1,428,500)</b>	<b>(1,477,690)</b>	<b>(1,482,180)</b>