



CITY OF PACIFIC GROVE

**300 Forest Avenue
Pacific Grove, California 93950
Telephone (831) 648-3100 • Fax (831) 375-9863**

REGULAR MEETING AGENDA

LIBRARY BOARD

DATE & TIME: Tuesday, January 14, 2020, 7:00 p.m.
LOCATION: City Council Chambers, City Hall, 300 Forest Ave., Pacific Grove, CA 93950

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes of the December 10, 2019 Meeting**
- 5. Public Comment**
 - a. Written communications.
 - b. Oral communications.
- 6. Board Announcements**
- 7. Reports**
 - A. Chair's Report
 - B. Friends of the Library Report – Kim Bui, President of the Friends of the Library Board.
 - C. Library Foundation Report
 - D. City Council Liaison Report

E. Library Director Report

8. Ongoing Business

A. Library Renewal Project Report

a. Library Tour Discussion

Reference: Scott Bauer

Recommended Action: Receive Report

Attachments: December 2019 Library Renewal Project Construction Status Update

9. New Business

A. Youth Services Report

Reference: Mary Weyant

Recommended Action: Receive Report

Attachments: None

B. Youth Services Needs and Grant Opportunities

Reference: Mary Weyant, Scott Bauer

Recommended Action: Receive Report

Attachments: Pebble Beach Foundation Grant Guidelines

C. Friends of the Pacific Grove Library Request for Library Board Support for a Grant Application to the Monterey Peninsula Foundation

Reference: Scott Bauer, Kim Bui, FoL Board President

Recommended Action: Approve Supporting the Friends of the Library Grant Application

Attachments: Background Information on the Friends of the Library Grant Application

10. Adjournment

This meeting is open to the public and all interested persons are welcome to attend. The City of Pacific Grove does not discriminate against individuals with disabilities and meetings are held in accessible facilities.



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MEETING MINUTES

LIBRARY BOARD

DATE & TIME: Tuesday, December 10,, 2019, 7:00 p.m
LOCATION: City Council Chambers, City Hall, 300 Forest Ave., Pacific Grove, CA 93950

MEETING AGENDA

- 1. Call to Order – 7:00 P.M.**
- 2. Roll Call – Present:** Faye Mueller-Delia, Heather Lazare, MaryBeth Rinehart, Carolyn Griffin, City Council Liaison Cynthia Garfield, Library Director Scott Bauer, Friends of the Library Foundation President Mary Ann Whitten.
- 3. Approval of the Agenda –** M/S Board Members Rinehart/Lazare. Unanimously approved.
- 4. Approval of the Minutes of the August 13, 2019 Meeting –** M/S Lazare/Rinehart. Approved unanimously.
- 5. Public Comment**
 - a. Written communications- None
 - b. Oral communications- None
- 6. Board Announcements -None**
- 7. Reports**
 - F. Chair's Report - None
 - G. Friends of the Library Board Liaison Report – None
 - H. Library Foundation Report – Mary Ann Whitten outlined the composition of the Foundation Board and explained its current goals. Currently the

endowment fund balance is \$770,000, with a return of 13%. The Foundation is working with the Friends of the Library Board to create a joint donor base.

- I. City Council Liaison Report – Cynthia Garfield reported that the City Council has ratified the agreement between the Council, the Friends of the Library, and the Library Board. Also, the Council will receive regular reports from the City Manager and the construction team. A website for tracking construction progress has been created on the Library homepage.
- J. Library Director Report –A tour of the construction site has been arranged for Board members on December 17.

8. Ongoing Business

- B. Library Renewal Project Report – Director Bauer explained the financial agreement between the City of Pacific Grove, the Friends of the Pacific Grove Library and the Pacific Grove Library Foundation. The agreements sets disbursement schedules and defines a report timeline. Construction is on schedule.... The temporary location has a new copier for public use. Moved by Lazare and seconded by Rinehart to accept the report. Unanimously approved.

9. New Business – None

10. Adjournment- 7:38

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MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Gho, Public Works Director

DATE: January 10, 2020

RE: **December 2019 Library Renewal Project Construction Status Update**

This memorandum is intended to provide the City Council, Library Board, Library Foundation, Pacific Grove Friends of the Library and public with a Library Renewal Project construction status update for all vital activities that occurred during the month of December 2019.

December 2019 Milestones:

- Demolition of the building interior remains 90% complete. The remaining 10% of demolition, to occur in the coming months, consists of opening the roof in preparation for clerestories installation.
- Restroom framing and plumbing has commenced.
- Reconfiguration of the heating, ventilation, and air condition system (HVAC) has begun. This is a vital step that needs to occur prior to finalizing wall treatments
- Electrical work, which is one of the largest components of the project, has begun. New conduit is being positioned throughout the building for future placement of wiring.
- The configuration of the alarm and fire prevention systems have been approved.
- A new, revamped project website has been developed. It can be found at the following link: <https://www.pacificgrovelibrary.org/about-library/library-renewal-project>

Period Expenditures:

Period expenditures for the month of December are \$108,601.72

Change Orders to Date:

Five Change Orders have been approved to date, for a total of \$24,288.79. These charges have yet to be billed and will be reflected on the expended contingency balance line of the project expenditures in future Library Renewal construction updates.

Approved Change Orders include:

| Change Order # | Description | Cost |
|----------------|--------------------------------|------------|
| 1 | ADA compliant restroom faucets | \$3,308.30 |

| | | |
|---|--|------------|
| 2 | Supports for a drop-down ceiling | \$5,098.87 |
| 3 | Chandelier lights electrical and installation | \$2,276.55 |
| 4 | Required revisions to fire suppression system per fire inspector | \$6,504.26 |
| 5 | Modified lighting controls | \$7100.81 |

Total Project Cost:

The chart below reflects the total construction costs invoiced to date.

| | |
|--------------------------------------|-----------------------|
| Contract Amount | \$2,162,960.00 |
| Total Invoiced | \$316,487.65 |
| Remaining Project Balance | \$1,846,472.35 |
| | |
| Total Project Contingency (10%) | \$216,296 |
| Expended Contingency Balance | \$0* |
| Remaining Contingency Balance | \$216,296 |

Retention:

A 5% construction retention, calculated based on the total cost associated with work completed, is withheld until the City issues the Notice of Completion and signs off on the project. This ensures the contractor completes the project to the City's standards.

| | |
|---|--------------|
| Total Cost Associated with Work Completed | \$333,144.91 |
| Retention Held (5%) | \$16,657.26 |

**As noted above, change orders have been approved. Once billed, change orders will be reflected on the expended contingency balance.*

Percentage of Project Completed to Date:

The project is currently 15% complete. The project is on track for completion in September 2020.

Next Library Renewal Project Update:

January Memorandum

CC: Library Board
Library Foundation
Friends of the Library
City Manager
Administrative Services Director
Library Staff

Pebble Beach Company Foundation Guidelines for Grant Applications

Pebble Beach Company Foundation is committed to funding quality educational programs as well as awarding scholarships and financial aid through our Scholarship Academy, which gives Monterey County youth from Pre-K to post graduate level access to opportunities and experiences which deepen, broaden and expand their world.

Pebble Beach Company Foundation supports projects that assist:

- Early Childhood & Kindergarten Readiness
- Literacy
- Mentoring
- Music & The Arts
- Youth Development & Leadership
- Social & Emotional
- College, Career & Scholarships
- Physical Education & Sports

The Foundation does **not** fund:

- Organizations without 501(c)(3) status, except for K-12 schools, universities and public agencies
- Organizations that discriminate on the basis of race, culture, gender, sexual orientation, religion or age
- Organizations that have been in operation less than three years
- Organizations classified as private foundations
- Organizations located outside of Monterey County
- Academic or scientific research
- Individuals
- Political organizations
- Start-up programs
- Grant-making organizations
- Annual meetings, annual fund appeals, advertising, contests, fundraising events, ceremonies, conferences, travel, memorials or testimonials

Our grant process is highly competitive and will be based upon the information that you provide in this application.

Required attachments:

- Most recent Form 990 (must be less than 2 years old) – not required for public schools
- Approved budget for this program only
- 2019 PBCF Online Outcome Report - if applicable
- IRS non-profit determination letter – not required for public schools

- List of Current Board Members
- High resolution photo – 300 dpi; jpeg format
- Financial Statement, within last two fiscal years

Your grant request must be approved by your Board President or Principal, in the case of schools. If it has not been approved, it will not be considered.

ALL GRANT APPLICATIONS ARE DUE ON OR BEFORE JANUARY 15, 2020.

Applications received after this date will NOT be considered. All applications must be submitted in the online format provided. Applications may not be mailed or hand-delivered.

If your organization received a 2019 grant from our Foundation, you must submit our Online Outcome Report. An Interim Report is also available.

We strongly recommend full financial participation by your Board.

We look forward to receiving your application. You can expect a response from our Foundation by June 2020.

GRANT APPLICATION FORM QUESTIONS:

Organization Information

* Organization Name

Federal Tax ID (EIN)
Number

Year Established

* Street Address

* City

* State

* Zip Code

* Phone

Website Address

* Are you a school or academic institution?

Executive Director Contact Information

* Prefix

* First Name

* Last Name

* Title

* Office Phone

* E-mail

Contact For Grant Request

Please enter the contact information for the point person writing this request.

Same as the Executive Director

If selected, fields below will auto-populate.

☐

* Prefix

* First Name

* Last Name



* Title

* Office Phone

* E-mail

Grant Request Information

* Name of Specific Grant Program/Project Request



* Total Amount of your Request

* Describe Program/Project request (150 words or less)

Please provide a description of the grant request to be funded and the needs the project/program will address.



Word count 0 of 150

* When will children receive service?

Start Date



* When will children receive service?

End Date



* How many children will your request serve?

* How long will these children receive service?

* How many hours per day will they be served, if applicable?

* Project/Program Start
Date



* Project/Program End
Date



* Is there a fee for a child to participate?

If Yes, how is selection of participants made?



* Will any Board member receive funding directly or indirectly from this grant?

If Yes, please explain and give amount.



Grant Request Classification

Please select the classifications that best describe this particular project/program.

* The Grant request is for the category of:

Grant Background Information

- * Has Board President or School Principal approved submittal of this grant?

- * Has your organization submitted a 2019 Pebble Beach Company Foundation Online Outcome Report?

- * Are there funds remaining from 2019 Pebble Beach Company Foundation grant?

- * Please provide the **percentage** of your Board giving:

- * Please provide the **dollar amount** of your Board giving:

Grant Budget Information

- * Project/Program Budget (total expected project/program budget)

- * Are there currently pending applications to secure funds, either with foundations, private sources, or the government, in support of your request?

If Yes, please list the funders and the amounts pending:

Word count 0 of 350

- * Have funds been secured from other foundations, private sources, or government monies, in support of this grant project/program?

- Select One -

If Yes, please list the funders and their amounts awarded:

Word count 0 of 350

Grant Request Beneficiaries

Please complete the below demographics specific to this grant request.

The below information should reflect the number of individuals served by this project.

* Age Group Served

- ☐ 0 - 5 %
- ☐ 6 - 13 %
- ☐ 14 - 18 %
- ☐ 19 - 26 %
- ☐ No Age Statistics %

* Gender Served

- ☐ Female %
- ☐ Male %
- ☐ No Gender Statistics %

* Ethnicity Served

- ☐ African American or Black %

- | | | |
|--|--------------------------------|---|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="text" value="0"/> | % |
| <input type="checkbox"/> Asian American | <input type="text" value="0"/> | % |
| <input type="checkbox"/> Hawaiian or other Pacific Islander | <input type="text" value="0"/> | % |
| <input type="checkbox"/> Hispanic or Latino | <input type="text" value="0"/> | % |
| <input type="checkbox"/> White | <input type="text" value="0"/> | % |
| <input type="checkbox"/> Two or more races, Non-Hispanic-White | <input type="text" value="0"/> | % |
| <input type="checkbox"/> No Race/Ethnicity Statistics | <input type="text" value="0"/> | % |

***Geographical Area Served**

Total percentage must add to 100%

- | | | | |
|--------------------------|---|--------------------------------|---|
| <input type="checkbox"/> | Monterey Peninsula: Includes Big Sur, Carmel, Carmel Valley, Del Rey Oaks, Marina, Monterey, Pacific Grove, Seaside | <input type="text" value="0"/> | % |
| <input type="checkbox"/> | Salinas | <input type="text" value="0"/> | % |
| <input type="checkbox"/> | Salinas Valley: Includes Gonzalez, Greenfield, King City, Soledad | <input type="text" value="0"/> | % |
| <input type="checkbox"/> | North County: Includes Moss Landing, Watsonville | <input type="text" value="0"/> | % |
| <input type="checkbox"/> | Other | <input type="text" value="0"/> | % |
| <input type="checkbox"/> | No Geographic Statistics | <input type="text" value="0"/> | % |

If you selected other please include your geographical area below.

Please attach a copy of the items listed below.

*** Approved budget for this program/project only – required by all applicants**

*** List of current Board members**

Federal Tax-Exempt Determination letter
Not required for public school applications

Most recent Form 990 (Federal tax return)
Not required for public school applications

2019 Pebble Beach Company Foundation Online Outcome Report, if applicable.

* High Resolutions color photos

Financial Statement
within last two fiscal years

Background Information on the Friends of the Library Grant Application

The Friends of the PG Library submitted a grant application to the Monterey Peninsula Foundation in November. The program title is “Improving Literacy and Learning through Public-Access Library Laptops” and the request is for \$25,000 toward the purchase of a laptop lending kiosk that will be installed in the Library and ready for use when the Library reopens in the fall. The request was based on the list of unfunded needs for the Library that remained after all renewal funds were allocated.

During the process of submitting the grant, the Friends communicated with Hana Kong, a Program Officer at MPF. Hana commented that since the City currently has an open grant with MPF for \$100,000 for capital support, the grant committee could potentially view the Friends’ application as a second request coming from a different entity for the same capital project. As a policy, MPF does not fund multiple requests for the same project. However, she advised the Friends to submit the grant application.

The Friends regarded its grant request as program support that is entirely separate from the City’s grant for capital support. After the application was submitted, Kim Bui, President of the Friends Board, and Abby Pfeiffer, Secretary of the Board, requested a meeting with Hana to discuss the grant application and the Friends mission as an organization that supports Library programs and services. The meeting took place on January 7, with Hana, Kim, Abby and Mary Gunn, Director of Philanthropy for MPF.

The outcome of the meeting was very positive. Kim described the Friends partnering relationship with the Library, as well as the Friends’ role in fundraising for the renewal project. She explained that the effort to assist with funding for the laptop kiosk, like all of the Friends’ initiatives, came from a need expressed by the Library that presented an opportunity to support a Library service. MPF explained that its definition of capital support covered not just building construction and renovation, but all support intended for the purchase of “tangible” items. It became clear that while the Friends’ intention was to request program support, MPF viewed the request as additional capital support.

In order to provide the most complete report to the Foundation Board for their grants allocation discussion in March, Foundation staff would like to learn more about the role of the kiosk in the Library’s program of services and the coordination between the Library, Library Board and Friends. Foundation staff has requested a letter describing the programmatic aspects and importance of the grant, to be signed by the Friends President, the Library Director and Library Board Chair, recognizing the Board’s role pertaining to Library operations. The letter will serve to emphasize the project as separate from the capital improvement effort, and will demonstrate coordination of goals between the Friends and Library as well as combined support for the laptop lending program.

A draft letter to the Foundation will be provided at the January 14 Library Board meeting. If approved, it will be circulated for signatures and sent to the Monterey Peninsula Foundation no later than January 17.