



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA WEDNESDAY, OCTOBER 7, 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/86592927486> or call 1-669-900-6833, Meeting ID: 865 9292 7486.
- 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.
Melissa Cronin
Juanita Garner

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

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., September 30, 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 September 2, 2020

4. B. 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. Consider Approval of Library Annual Report

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

7. B. Request for funds to supplement library budget totaling \$77,000.

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

7. C. Status of Library PR Campaign: Provide direction on balance of funds.

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

7. D. Report on Social Media Demographics

7. E. Report about Library Resolutions

7. F. Discussion about Library Trust Funds and long-term location of funds

7. G. List of current questions for library consultant regarding library planning-Report only.

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, November 4, 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
POLICIES/BYLAWS	BORBA/MCBRIDE

AD HOC:

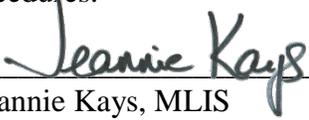
FOUNDATION
FRIENDS
MEASURE J

BORBA/MCBRIDE
KELLY
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 September 30, 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**

Palm Springs Public Library
Teleconference via Zoom

September 2, 2020

1. CALL TO ORDER

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

ROLL CALL

PRESENT

Craig Borba	Yes
Melissa Cronin	Yes
Juanita Garner	No
David Kelly	Yes
Ed McBride	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

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

PUBLIC PRESENT: David Sidley and Kathy Weremiuk.

2. CHANGES OR ADDITIONS TO THE AGENDA:

7. F. Library Board Committees

MOTION: (Borba/Cronin, 4-0) To add an item to discuss committees.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

MOTION: (Borba/Kelly, 4-0) To approve the consent agenda, with removal of 4.B. for discussion.

4. A. Meeting Minutes of July 1, 2020

4. B. Library Statistics

This item was excluded from the consent agenda.

EXCLUDED CONSENT AGENDA

4. B. Library Statistics

Director Kays gave the report.

MOTION: (Borba/Cronin, 4-0) To approve the Library Statistics.

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

No Report.

5. B. Palm Springs Public Library Foundation

David Sidley gave the report. The Foundation made a \$10,000 payment on the loan and signed the new promissory note. They have one new member and have three members scheduled for second interviews. They are liquidating a fund to form an endowment and they have raised \$4,000 in the last couple of weeks from member donations.

5. C. Library Staff

The Library hosted a virtual Summer Reading Program, with 828 individuals participating. Of those, 447 were youth (pre-K-5th grade), 197 teens (grades 6-12), and 184 adults. This was the first time in recent years that we tracked minutes read. Participants logged 227,164 minutes read (3,786 hours).

The Library-A-Go-Go service has been well received with 1,068 pickup appointments in June, 1,164 in July, and 1,046 in August.

If you are not receiving our monthly email newsletter, consider joining our mailing list. One email is sent each month detailing upcoming events and services.

During the month of August, we have been developing virtual programming. We are hosting weekly story times on Facebook Live, Thursdays at 10:00 a.m. The teens are participating in a Nintendo Switch Animal Crossing event each week. Library Staff have developed "Craft Along" programming with "take and make" craft kits. We will offer at least one of these craft programs each month.

Book Clubs have resumed on Zoom. Attendance is going well because you can be anywhere in the world to attend the meeting.

The Library is working to create original content on our YouTube channel. We are creating "Unboxing" videos showing us opening new deliveries of book, music CD, and DVD orders. We bring the browsing to you.

Behind the scenes, we are working on catalog cleanup to improve user search experience. Physical changes include relabeling books, streamlining our collections, ordering new books, and shifting our collections.

Library staff created an "Ask a Librarian" form so that users can request items when they do not know what to request. It lets us do the browsing and recommending for you. The form is available on our website, www.pslibrary.org.

6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,932,701.18. He is preparing an Annual Report that should be ready in October or November.

7. DISCUSSION/ACTION ITEMS

7. A. Thank outgoing Trustees Courtright and Weremiuk

President McBride thanked Trustee Courtright and Trustee Weremiuk for their service on the Library Board.

7. B. Welcome Trustees Cronin and Garner

Trustee Cronin introduced herself. She studied History and Literature at Harvard and worked in publishing in New York. Here in Palm Springs she owns Buzz Factory; a marketing firm.

7. C. Next phase of Library Strategies plan: a discussion of Trust Funds paying for planning phase of library project

Kathy Weremiuk spoke with members of City Council to see if they would be supportive of the Library Board continuing the planning effort for a new Library. The City does not have the money but the contract is in place and could be signed if the Library Board is willing to pay for the planning piece and possibly pay for part of the design piece in the future. Directory Kays spoke with Marcus Fuller and he was very positive and thought it would be good to have the plan ready for when the pandemic ended. Treasurer Kelly asked how the outcome of this plan would be different from the plans that were done in the past. Kathy Weremiuk said plans only get implemented if you have a group pushing them. The plan was originally going to be paid for by Measure J but that money was used to cover the deficit and is no longer available. Trustee Cronin said that the proposal in the packet seems substantially pared down from an in person campaign and doing it digitally would be a huge difference in time and resources and that should be reflected in what we are paying. President McBride asked the Trustees to email their questions to Director Kays and he will do a follow up report at the October meeting. Treasurer Kelly said this is an opportunity to get more public opinion. He suggested writing an opinion piece in the Desert Sun to generate public opinion.

7. D. COVID updates - statistics

Reported in 4. B.

7. E. Welwood Patio project update – Receive and File

Director Kays gave an update on the project.

7. F. Library Board Committees

President McBride would like to revisit the committee assignments now that they have a full Board.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

9. ADJOURNMENT

The July meeting adjourned at 7:12 p.m.

RESPECTFULLY SUBMITTED,

**Jeannie Kays
Director of Library Services**

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 2/21

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,946,049.75	
11110	Unrealized Investments	.00	
TOTAL RETAINAGE		1,946,049.75	.00
12120	Accounts Receivable	.00	
12215	Accrued Interest Rec	.00	
12418	Notes Receivable	80,000.00	
TOTAL Receivables		80,000.00	.00
16151	Prepaid Expenses	.00	
TOTAL Other Assets		.00	.00
TOTAL ASSETS		2,026,049.75	.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		150,308.36	2,176,358.11
TOTAL EQUITIES		150,308.36	2,176,358.11
TOTAL LIBRARY ENDOWMENT		2,176,358.11	2,176,358.11
TOTAL REPORT		2,176,358.11	2,176,358.11

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 09/28/20
 TIME: 11:49:41

CITY OF PALM SPRINGS
 REVENUE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT41

SELECTION CRITERIA: orgn.fund='151' and revledgr.account='36101'
 ACCOUNTING PERIODS: 1/21 THRU 2/21

(INACTIVE ACCOUNTS INCLUDED)

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

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

PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

ACCOUNT DATE	T/C	RECEIVE	REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION	CUMULATIVE BALANCE
36101							INTEREST INCOME	
151-2							- LIBRARY ENDOWMENT	
36101					.00	.00	INTEREST INCOME	
					.00		07/06/20 12-1	
					.00	.00	TOTAL PERIOD 1	.00
					.00	.00	TOTAL INTEREST INCOME	.00
					.00	.00	TOTAL 1ST SUBTOTAL - USE OF MONEY	.00
					.00	.00	TOTAL DEPARTMENT -	.00
					.00	.00	TOTAL FUNCTION - SPECIAL REVENUE FUNDS	.00
					.00	.00	TOTAL FUND - LIBRARY ENDOWMENT	.00
					.00	.00	TOTAL REPORT	.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 09/28/20
 TIME: 11:50:38

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: 2/21

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	52.81	.00	.00	.00	52.81	.00
42530	DUES & SUBSCRIPTIONS	3,750.00	.00	.00	.00	3,750.00	.00
44051	FRIENDS OF THE LIBRARY	100.00	.00	.00	.00	100.00	.00
	TOTAL MTRLS, SUPPLIES & SVCS	3,902.81	.00	.00	.00	3,902.81	.00
50004	FUTURE LIBRARY PROJECTS	1,565,895.59	.00	.00	.00	1,565,895.59	.00
51026	TRUST FUND BOOKS	13,282.22	.00	.00	.00	13,282.22	.00
51031	KROPITZER TRUST DONATION	216,665.74	.00	.00	.00	216,665.74	.00
51036	WELWOOD PATIO	147,308.36	.00	147,308.36	.00	.00	100.00
51040	PR LIBRARY CAMPAIGN	8,263.46	.00	3,000.00	.00	5,263.46	36.30
	TOTAL CAPITAL	1,951,415.37	.00	150,308.36	.00	1,801,107.01	7.70
	TOTAL LIBRARY TRUST	1,955,318.18	.00	150,308.36	.00	1,805,009.82	7.69
	TOTAL LIBRARY	1,955,318.18	.00	150,308.36	.00	1,805,009.82	7.69
	TOTAL LIBRARY ENDOWMENT	1,955,318.18	.00	150,308.36	.00	1,805,009.82	7.69
	TOTAL REPORT	1,955,318.18	.00	150,308.36	.00	1,805,009.82	7.69

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 09/28/20
 TIME: 11:51:46

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: 1/21 THRU 2/21

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	
07/06/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
07/23/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				-1,545,441.27			CORRECT CO 19-20 TO 20-21	
07/27/20	13-1				20,454.32			CARRYOVER 19-20 TO 20-21	
					TOTAL FUTURE LIBRARY PROJECTS	1,565,895.59	.00		1,565,895.59
					TOTAL 1ST SUBTOTAL - CAPITAL	1,565,895.59	.00		1,565,895.59
					TOTAL DEPARTMENT - LIBRARY TRUST	1,565,895.59	.00		1,565,895.59
					TOTAL FUNCTION - LIBRARY	1,565,895.59	.00		1,565,895.59
					TOTAL FUND - LIBRARY ENDOWMENT	1,565,895.59	.00		1,565,895.59
					TOTAL REPORT	1,565,895.59	.00		1,565,895.59

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 09/28/20
 TIME: 11:52:29

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: 2/21

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		2,370,860.36	222,422.79	117,449.00	349,677.85	1,903,733.51	19.70
TOTAL GENERAL FUND		2,370,860.36	222,422.79	117,449.00	349,677.85	1,903,733.51	19.70
TOTAL REPORT		2,370,860.36	222,422.79	117,449.00	349,677.85	1,903,733.51	19.70

August 2020 vs. August 2019

LIBRARY STATISTICS	Aug-20	Aug-19	%CHANGE
MATERIALS CHECKED OUT (Total)	8,070	35,130	-77%
Print	4,393	16,125	-73%
Media	3,677	19,005	-81%
Other (Downloadable & In-house)	5,192	5,752	-10%
LIBRARY CARD REGISTRATIONS (Total)	101	328	-69%
Palm Springs Resident	61	172	-65%
California Resident	40	149	-73%
Out of State and/or Fee Cards	0	7	-100%
DOOR COUNT (Main)	0	16,922	-100%
DOOR COUNT (WMML)	0	2,953	0%
PUBLIC COMPUTER SESSIONS (Main)	0	3,437	-100%
PUBLIC COMPUTER SESSIONS (WMML)	0	2,127	-100%
WiFi COMPUTER SESSIONS (Main)	22	290	-92%
WiFi COMPUTER SESSIONS (WMML)	0	269	-92%
PROGRAM ATTENDANCE	0	206	-100%
Pre-School	0	71	-100%
School Age	0	111	-100%
Family	0	24	-100%
Teen	0	0	-
Adult	0	0	-
NO.OF PROGRAMS (Total)	0	7	-100%
Pre-School	0	3	-100%
School Age	0	3	-100%
Family	0	1	-100%
Teen	0	0	-
Adult	0	0	-
VIRTUAL PROGRAMMING (Total)	13	0	-
Pre-School	4	0	-
School Age	0	0	-
Family	0	0	-
Teen	3	0	-
Adult	6	0	-
LIVE ATTENDANCE (Total)	41	0	-
Pre-School	17	0	-
School Age	0	0	-
Family	0	0	-
Teen	19	0	-
Adult	5	0	-
ON-DEMAND VIEWING (Total)	481	0	-
Pre-School	355	0	-
School Age	0	0	-
Family	0	0	-
Teen	0	0	-
Adult	126	0	-
VOLUNTEER HOURS	0	269	-100%
ILL REQUESTS FROM OTHER LIBRARIES	0	147	-100%
NO. OF DAYS OPEN (Main)	0	27	-100%
NO. OF DAYS OPEN (WMML)	0	31	-100%
NO. OF PASSPORTS PROCESSED	0	n/a	-
PHOTOS	0	n/a	-

PALM SPRINGS PUBLIC LIBRARY

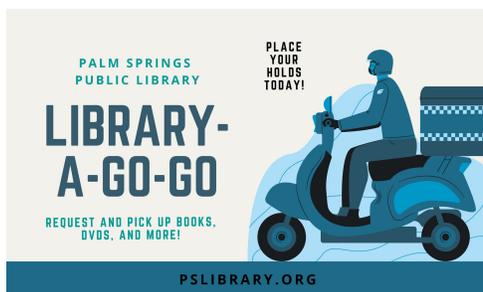
2019-2020 ANNUAL REPORT



STATISTICS AT-A-GLANCE:

Palm Springs Library Perseveres

City Librarian Jeannie Kays



Due to the COVID-19 pandemic, our attention and memories are focused on the end of the fiscal year, but we must take a moment to remember all the terrific activities we did pre-COVID. We were on target to have another record year of usage by our community, with our door count and materials checked out doing very well. Take a look at this annual report for a highlight of activities.

Unfortunately, the Main Library and Welwood Murray Memorial Library closed to indoor service at the end of business March 13, 2020. Due to budgetary constraints, we stopped all book and supply ordering and went into a conservation mode to get through the end of the fiscal year. We were able to successfully save and give back \$229,500 (8.5%) of our almost \$2.7 million budget.

Because the library was closed, we shifted gears to offering virtual library card access and promoting our online services like streaming movies and TV shows through Kanopy and AcornTV. Kanopy and AcornTV are on a pay-per-use plan and the demand shot up with so many users sheltering in place. In fact, Kanopy and AcornTV were so popular that we had to get grant funding to continue AcornTV and get additional funds from our Friends of the Library for Kanopy.

At the end of May, we implemented Library-A-Go-Go pickup service. This program was well-received with 1,068 using the service in June, the end of our fiscal year. We are truly enjoying helping people get access to library materials. Call our Librarians or fill out the online form if you need suggestions on what to read or watch next.

MAIN LIBRARY

- Library Visits/Door Count: 133,665
- Materials Checked Out: 324,673
- Number of eBook Check-outs: 21,230
- Public Service Hours: 1,646
- NEW Library Cards Issued: 2,918
- Public Computer Sessions: 26,266
- Public Wi-Fi Sessions: 22,754
- Number of Programs: 198
- Program Attendance: 5,943
- Volunteer Hours: 2,377
- Number of Reference Questions: 16,664

WELWOOD MURRAY MEMORIAL LIBRARY

- Library Visits/Door Count: 29,388
- Public Service Hours: 3,048
- Public Computer Sessions: 15,995
- Public Wi-Fi Sessions: 2,456

COVID-19 negatively impacted the majority of our numbers EXCEPT our downloadable services. E-Book usage went up 31%. Streaming services Kanopy and AcornTV (new this year) went through the roof with 11,208 streams.

Palm Springs Public Library

300 S. Sunrise Way, Palm Springs, CA 92262

760-322-READ (7323)

www.pslibrary.org

Library Board of Trustees, October 7, 2020, pg. 15

Summer Reading Goes Virtual

Funny how plans work. We had our performers scheduled, our system in place, and were ready for another year of children, teens, and adults visiting the library for Summer Reading. Enter the pandemic. Scratch our plans. We are nothing if not resilient and flexible. Friends of the Library stepped up and we had Beanstack, a virtual system in place within weeks. Activities were designed, prizes were awarded, and a partnership with PSUSD helped to promote the new online experience.

We are able to use Beanstack for other reading programs too, like *1,000 Books Before Kindergarten*. You can even use the mobile app to track your reading anytime.

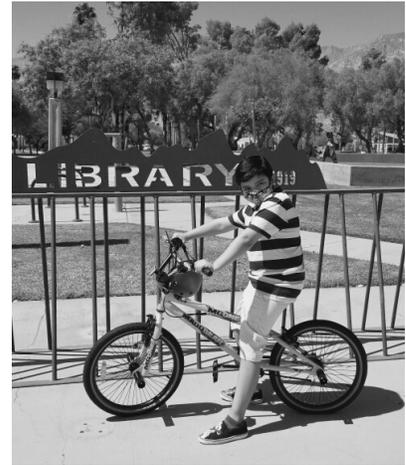
SUMMER READING STATS

TOTAL SIGNUPS: 828

- Youth: 447
- Teen: 197
- Adult: 184

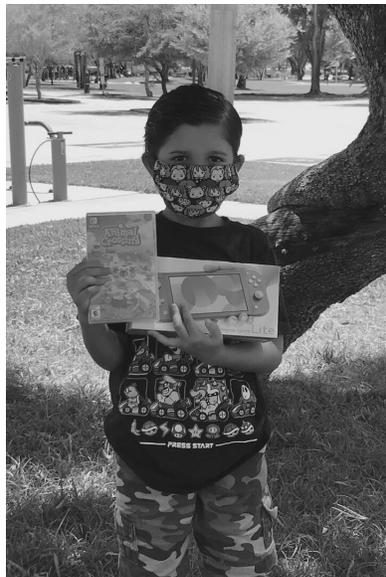
COMPLETIONS: 207 (25%)
(READ 400 MINUTES)

TOTAL MINUTES READ:
227,164
(3,786 hours)

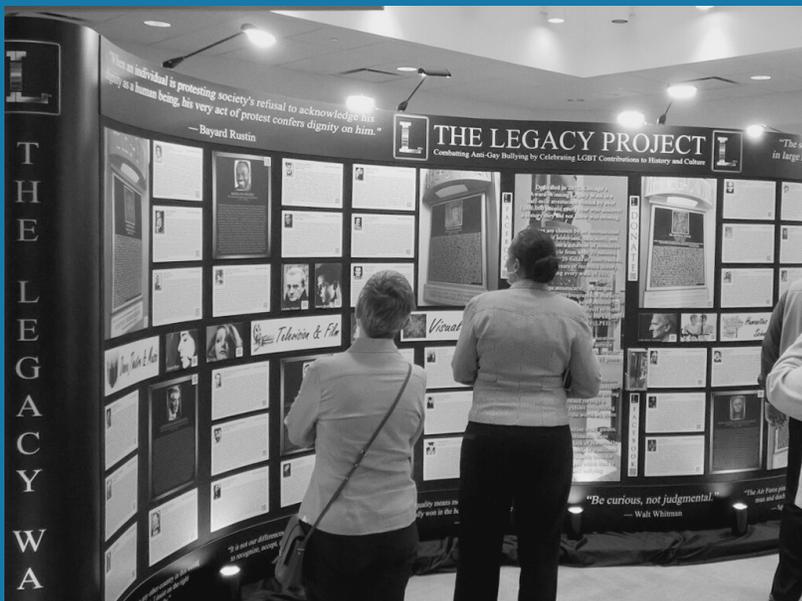


Building Committee

A team of community representatives met in August-October 2019 to determine where a new or renovated library should be located. With input from the community and evaluation of various factors, the overwhelming recommendation was that the library should remain located at Sunrise Park. Next steps are to determine what the library building needs to best serve our community.



Legacy Wall Travels to Palm Springs Public Library



The Legacy Wall, a one-of-a-kind exhibit that features 125 mini-biographies and photographs of LGBTQ people from every walk of life, traveled from Chicago, Illinois to Palm Springs, California in November 2019.

The 11-day exhibit allowed students from all around the Coachella Valley to visit the Library for an interactive and educational experience through sponsored field trips. Friends of the Palm Springs Library were a proud sponsor of the Legacy Wall.



MEMORANDUM

DATE: October 7, 2020

SUBJECT: ITEM 7.B. REQUEST FOR FUNDS TO SUPPLEMENT LIBRARY BUDGET TOTALLING \$77,000.

TO: Library Board of Trustees

FROM: Jeannie Kays, Director of Library Services

The City of Palm Springs' originally adopted 2020-21 Library Materials, Supplies, and Services (Operational) budget was \$609,700. Due to the COVID-19 crisis and reduced budgets throughout the City, the revised Library Operational budget is now \$385,821, a reduction of \$223,879, or a 37% decrease. At their August 2020 meeting, Friends of the Palm Springs Library unanimously voted to approve \$125,000 in funding for the library this year. This is on par with previous years' gifts but does include \$84,000 in funding for books, eBooks, and media for the library's collection.

We are asking the Library Board of Trustees Trust Fund to supplement the library budget \$77,000.

To continue proper collection development and access to both current and relevant materials, we are asking for \$50,000 for our book and DVD collection. At your March 4, 2020 meeting, you approved \$10,000 for eBooks. The requested \$50,000 would be in addition to that \$10,000 previous gift.

We are also asking for \$27,000 for a hardware upgrade on our automated materials handling (AMH) unit, which consists of the book return and 7-bin sorter, self-check stations, staff operating system, and security gates. The internal computers that run this system are eight years old and using Windows XP, a non-supported operating system. We are experiencing system failures. This upgrade was planned for last fiscal year but with the budget crisis, all purchasing was halted. Upgrading this system now while we are closed or working with reduced clientele would be the best timing.

BOOKS	
ADULT NONFICTION (KROPITZER ACCOUNT)	\$10,000
ADULT FICTION	\$10,000
DVDs	\$20,000
LARGE PRINT	\$10,000
AMH BOOK RETURN HARDWARE UPGRADE	\$27,000
TOTAL	\$77,000



MEMORANDUM

DATE: October 7, 2020
SUBJECT: ITEM 7.C. LIBRARY AWARENESS CAMPAIGN UPDATE
TO: Library Board of Trustees
FROM: Jeannie Kays, Director of Library Services

Last year, the Library Board of Trustees approved \$25,000 for a Library Awareness Campaign to promote the services available at the library. To date, we spent \$19,736.54 and have \$5,263.46 available to spend.

Library staff ask for suggestions regarding the remaining funds. We recommend either holding the funds until a future opportunity arises or we spend all or some of the funds on advertising for Career Online High School. We have had six graduates in the program and currently have nine scholarship opportunities, with more to come.

STARTING BUDGET	\$25,000.00
PR FIRM-CAMPAIGN DEVELOPMENT	\$4,999.00
PRINT ADS	\$1,337.16
RADIO ADS	\$6,181.00
SUNLINE BUS ADS	\$3,619.38
TV ADS	\$3,000.00
TOTAL	\$19,736.54
AVAILABLE BALANCE	\$5,263.46



MEMORANDUM

DATE: October 7, 2020
SUBJECT: ITEM 7.D. REPORT ON SOCIAL MEDIA DEMOGRAPHICS
TO: Library Board of Trustees
FROM: Jeannie Kays, Director of Library Services

At the September 2, 2020 meeting, the Trustees requested information regarding Social Media demographics and usage.

The Library uses three Social Media outlets, Facebook, Instagram, and Twitter. Facebook has the most followers and the most interaction with those followers.

- Facebook: 1,781 followers
- Instagram: 246 followers
- Twitter: 1,499 followers

See the attached summaries for examples of how the library social media posts perform. It is our goal to increase usage and followers, particularly on Facebook and Instagram. We have chosen not to use TikTok or any other social media platforms at this time.

Your Fans | **Your Followers** | **People Reached** | **People Engaged**

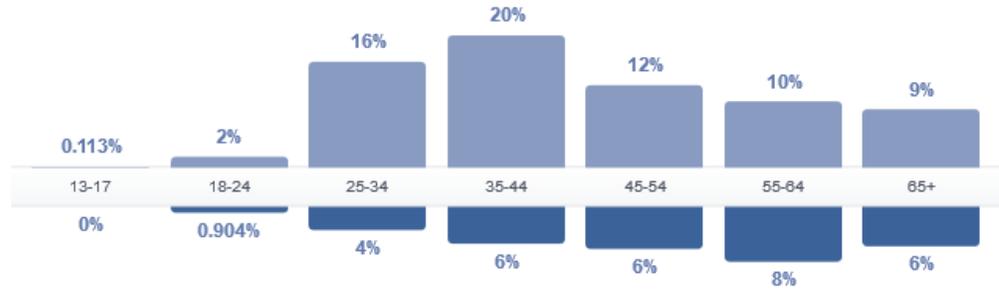
The number of people who saw any of your posts at least once, grouped by age and gender. Aggregated demographic data is based on a number of factors, including age and gender information users provide in their Facebook profiles. This number is an estimate.

Women

69%
Your Fans

Men

30%
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	1,643	Palm Springs, CA	575	English (US)	1,568
Mexico	23	Cathedral City, CA	138	Spanish	89
Canada	21	Desert Hot Springs, CA	127	English (UK)	72
Italy	12	Palm Desert, CA	88	Italian	11
India	6	Indio, CA	74	Spanish (Spain)	8
Philippines	6	Los Angeles, CA	47	French (France)	5
Pakistan	6	Rancho Mirage, CA	30	German	3
United Kingdom	5	Yucca Valley, CA	25	Korean	2
France	3	La Quinta, CA	19	French (Canada)	1
Nigeria	3	Coachella, CA	18	Polish	1
Germany	2	San Diego, CA	13	Romanian	1
Brazil	2	Thousand Palms, CA	12	Turkish	1
Indonesia	2	Beaumont, CA	10	Indonesian	1
South Korea	2	New York, NY	10	Filipino	1
Australia	2	Riverside, CA	8	Portuguese (Brazil)	1
Poland	2	West Palm Beach, FL	8	Thai	1
Bangladesh	1	Banning, CA	7	Arabic	1
Taiwan	1	Joshua Tree, CA	6	Estonian	1
Japan	1	Twentynine Palms, CA	6	Portuguese (Portugal)	1
Denmark	1	Las Vegas, NV	6		
Luxembourg	1	Long Beach, CA	6		

Hungary	1	San Francisco, CA	6
Saudi Arabia	1	Vancouver, BC, Canada	5
Singapore	1	Mexicali, Baja Californi...	5
Algeria	1	Sky Valley, CA	5
Ecuador	1	San Bernardino, CA	5
Myanmar	1	Portland, OR	4
Estonia	1	Florence, Tuscany, Italy	4
Mongolia	1	Morongo Valley, CA	4
Egypt	1	Hemet, CA	4
El Salvador	1	Denver, CO	4
Uruguay	1	Moreno Valley, CA	4
Afghanistan	1	Eugene, OR	4
China	1	London, UK	3
Malaysia	1	Oakland, CA	3
Colombia	1	Yucaipa, CA	3
Cayman Islands	1	Temecula, CA	3
Spain	1	Longmont, CO	3
Venezuela	1	Bermuda Dunes, CA	3
Thailand	1	Louisville, KY	3
Peru	1	Minneapolis, MN	3
Cyprus	1	Tallahassee, FL	3
Tunisia	1	Thermal, CA	3
Romania	1	Imperial, CA	3
Turkey	1	Chicago, IL	3
		West Hollywood, CA	0
		San Jose, CA	0
		Santa Barbara, CA	0
		Calgary, AB, Canada	0
		Seattle, WA	0
		Fresno, CA	0

Daily data is recorded in the Pacific time zone.

1W 1M 1Q



Total Page Followers as of Today: 1,781

Create Post



BENCHMARK
Compare your average performance over time.

Total Page Followers

Page Followers

Create Post

The number of organic Page follows, paid Page follows and unfollows.



BENCHMARK
Compare your average performance over time.

Unfollows

Organic Followers

Paid Followers

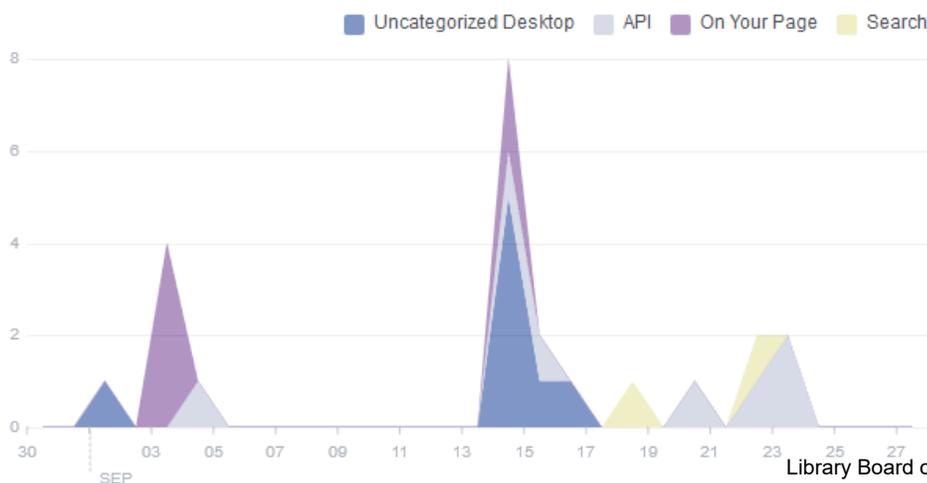
WANT MORE LIKES?
Create an ad to get more people to like your Page.

Promote Page

Where Your Page Follows Happened

Create Post

The number of times your Page was followed, broken down by where it happened.



BENCHMARK
Compare your average performance over time.

Uncategorized Desktop

API

On Your Page

Search

Results from Sep 21, 2020 - Sep 27, 2020

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid

Actions on Page

September 21 - September 27



We have insufficient data to show for the selected time period.

Page Views

September 21 - September 27

125

Total Page Views ▼2%



Page Previews

September 21 - September 27



We have insufficient data to show for the selected time period.

Page Likes

September 21 - September 27

5

Page Likes ▼62%



Post Reach

September 21 - September 27

543

People Reached ▼91%



Story Reach

September 21 - September 27

Get Story Insights

See stats on how your Page's recent stories have performed.

[Learn More](#)

Recommendations

September 21 - September 27



We have insufficient data to show for the selected time period.

Post Engagement

September 21 - September 27

151

Post Engagement ▼76%



Responsiveness

As of September 26, 2020

70%

Response Rate ▲0%

4 days 7 hrs

Response Time ▲0 hrs 0 mins

Videos

September 21 - September 27

189

Page Followers

September 21 - September 27

5

The success of different post types based on average reach and engagement.

Show All Posts ▾

Reach Post Clicks Reactions, Comments & Shares ⓘ

Type	Average Reach	Average Engagement
Photo	537	15 Post Clicks 22 Reactions, Comments & Shares
Video	354	28 Post Clicks 13 Reactions, Comments & Shares
Shared Video	140	2 Post Clicks 3 Reactions, Comments & Shares
Link	96	3 Post Clicks 4 Reactions, Comments & Shares

All Posts Published

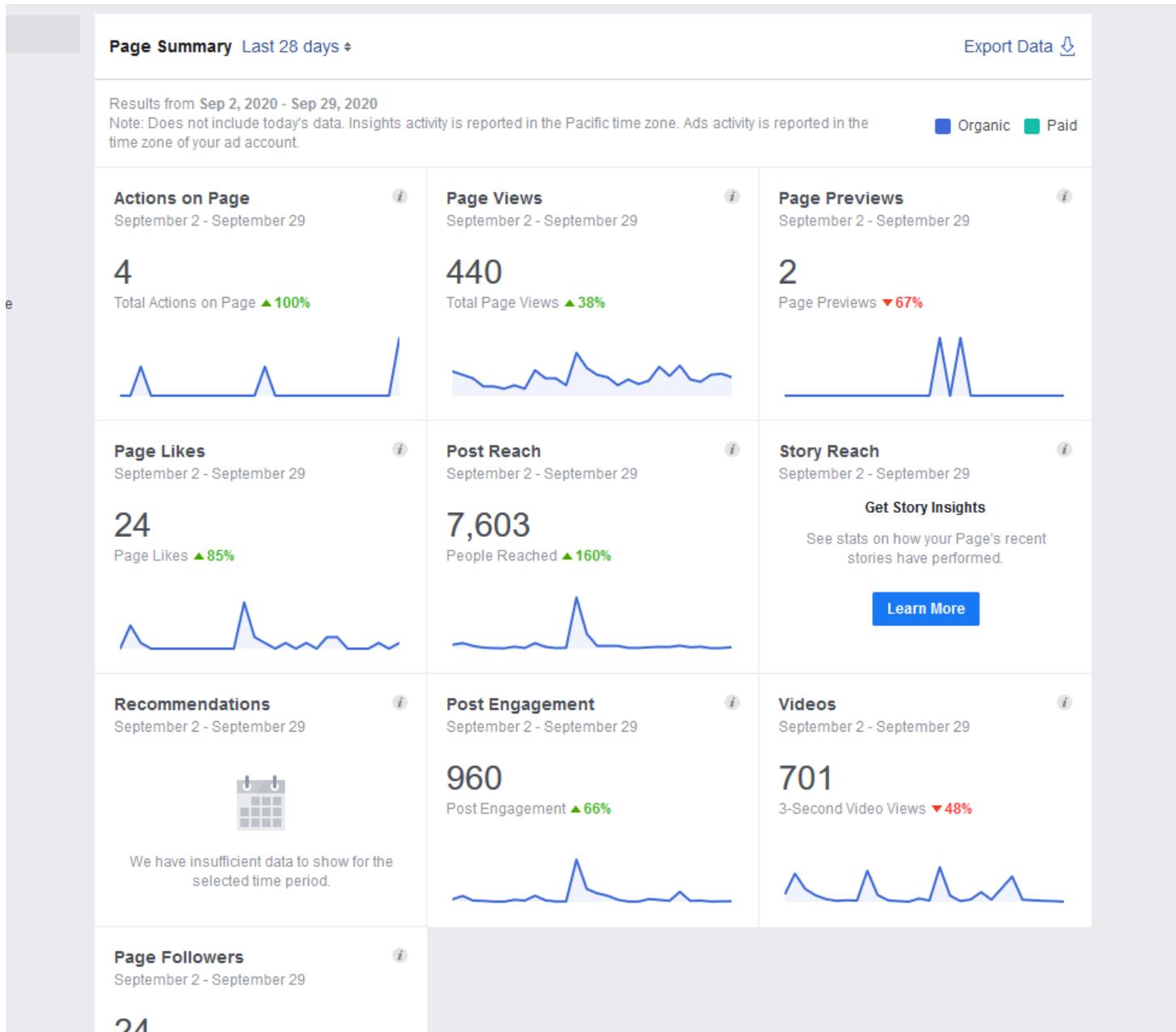
Create Post

Reach: Organic / Paid ▾ Post Clicks Reactions, Comments & Shares ⓘ ▾

Published	Post	Type	Targeting	Reach	Engagement	Promote
09/26/2020 11:00 AM	Check out these NEW Adult Fiction titles added to our collection. Visit			177	2 Post Clicks 4 Reactions, Comments & Shares	Boost Post
09/25/2020 11:30 AM	Whatcha gonna do this weekend? Place your request now and you			106	1 Post Clicks 2 Reactions, Comments & Shares	Boost Post
09/24/2020 5:25 PM	Have you subscribed to our YouTube Channel? Get updated when we			90	1 Post Clicks 3 Reactions, Comments & Shares	Boost Post
09/24/2020 1:34 PM	Register for our upcoming virtual lecture, Medicare 101. Get your			69	0 Post Clicks 2 Reactions, Comments & Shares	Boost Event
09/24/2020 10:00 AM	Palm Springs Public Library was live.			182	32 Post Clicks 18 Reactions, Comments & Shares	Boost Post
09/24/2020 8:01 AM	Watch as Librarian Sharon Ballard demonstrates how to make tasty			138	11 Post Clicks 9 Reactions, Comments & Shares	Boost Post
09/23/2020 5:52 PM	Don't forget that September is Library Card Sign-up Month. You can			136	3 Post Clicks 6 Reactions, Comments & Shares	Boost Post
09/22/2020 5:54 PM	It'll take nine lives to make sense. Better get started. Place your			114	4 Post Clicks 1 Reactions, Comments & Shares	Boost Post
09/21/2020 12:24 PM	Add to your 2020 soundtrack with tunes from these new releases!			101	3 Post Clicks 3 Reactions, Comments & Shares	Boost Post
09/18/2020 10:49 AM	Now don't go crazy printing a giant pamphlet, but did you know we have			245	3 Post Clicks 8 Reactions, Comments & Shares	Boost Post

09/17/2020 5:31 PM	 Our next Unboxing episode is ready. What new DVDs have we received?			98		1 3		Boost Post
09/17/2020 10:06 AM	 Join us for Story Time every Thursday at 10:00 a.m.			153		2 5		Boost Post
09/17/2020 10:06 AM	 Join Children's Librarian Nancy Valdivia for live story time every			138		2 0		Boost Post
09/17/2020 10:00 AM	 Palm Springs Public Library was live.			64		14 9		Boost Post
09/16/2020 4:44 PM	 Be sure to give our Virtual Escape Room a try. Teens in grades 6-12			115		3 11		Boost Post
09/15/2020 8:00 AM	 Celebrate National Hispanic Heritage Month with Palm Springs			136		2 4		Boost Post
09/14/2020 10:13 AM	 Anyone want to read Mary Trump's book today? We have one copy			212		16 10		Boost Post
09/14/2020 9:23 AM	 And we've got the book too. Take that, Netflix! Place your request now:			5.9K		172 285		Boost Post
09/10/2020 11:23 AM	 September is Library Card Sign-up Month and our Honorary Chair is			504		15 22		Boost Post
09/10/2020 10:00 AM	 Palm Springs Public Library was live.			322		23 7		Boost Post
09/08/2020 8:54 AM	 Watch as Teen Librarian Sean Corbin unboxes new Young Adult			97		2 1		Boost Post
09/04/2020 6:27 PM	 Great job Arlo! Keep reading and we will keep giving you great books to			145		3 4		Boost Post
09/03/2020 3:20 PM	 Another Unboxing video to share. This time Library Director Jeannie			122		1 3		Boost Post
09/03/2020 10:00 AM	 Palm Springs Public Library was live.			270		24 9		Boost Post
09/02/2020 4:29 PM	 Watch our latest Unboxing episode featuring Librarian Scott Biegen			139		5 6		Boost Post
09/01/2020 3:34 PM	 New CDs - all ready for checking out!			254		6 9		Boost Post
09/01/2020 2:55 PM	 Celebrate Library Card Sign-up Month. Get your virtual library card			832		16 21		Boost Post
08/28/2020 4:04 PM	 Request these new books through our Library-A-Go-Go service. Details:			116		6 0		Boost Post
08/27/2020 10:00 AM	 Palm Springs Public Library was live.			1.2K		61 21		Boost Post
08/24/2020 7:36 PM	 More titles available through our to-go service, Library A-Go-Go!			110		1 2		Boost Post

FACEBOOK SUMMARY: LAST 28 DAYS



@PSLIBRARY INSTAGRAM SUMMARY: LAST 7 DAYS

INSTAGRAM SUMMARY	LAST 7 DAYS	SEPTEMBER 22-29, 2020					
OVERVIEW-ACCOUNTS REACHED	420	+121%					
CONTENT INTERACTIONS	23	+91.6%					
IMPRESSIONS	534	+159.2%					
TOTAL FOLLOWERS	246	-0.5%					
DEMOGRAPHICS	71% WOMEN	29% MEN					
AGE RANGE	13-17: 0.0%	18-24: 2.4%	25-34: 21%	35-44: 32%	45-54: 21%	55-64: 15%	65+: 8.5%
LOCATION	PALM SPRINGS: 22%	LOS ANGELES: 7.6%	PALM DESERT: 4.3%	CATHEDRAL CITY: 3.8%	INDIO: 2.8%		

TWITTER SUMMARY: JULY 2020

Jul 2020 • 31 days

TWEET HIGHLIGHTS

Top Tweet earned 131 impressions

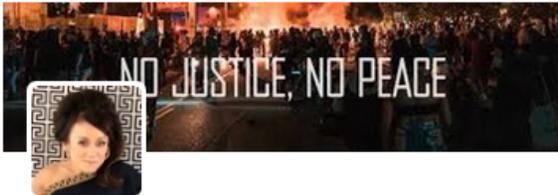
Thanks Stephanie for submitting your fruit turtle as part of our Summer Reading challenge. Want us to highlight your creation? Send us a pic or tag us in your post [@pslibrary](#)

[#summerreading](#) [#digdeeper](#) [#foodart...](#)
[instagram.com/p/CCY0IS9Byra/...](#)

[View Tweet activity](#)

[View all Tweet activity](#)

Top Follower followed by 9,775 people



Selene #BLM  **Luna**

[@SeleneLuna](#) [FOLLOWS YOU](#)

voices Tía Rosita in [#AcademyAward](#)-winning [#COCO](#)
comic/voice-over/actor  [#DisabilityJustice](#)
[#RESISTER](#) [#BlackLivesMatter](#)

[View profile](#)

Top media Tweet earned 64 impressions

July 2020 Palm Springs Public Library
Newsletter [conta.cc/3fcBTJv](#)
[pic.twitter.com/vNzHk4kma2](#)



[View Tweet activity](#)

[View all Tweet activity](#)

JUL 2020 SUMMARY

Tweets
2

Tweet impressions
1,105

Profile visits
12

Mentions
1

New followers
2

@PSLIBRARY TWITTER SUMMARY: AUGUST 2020

Aug 2020 - 31 days

TWEET HIGHLIGHTS

Top Tweet earned 200 impressions

PSPL Animal Crossing Island Visits is live Wednesdays 3-6 pm (PST). Join using your Nintendo Switch. Friend code: SW-1355-0444-4911.
psplteenzone
[#animalcrossingnewhorizons](#)
[#animalcrossing](#) [#palmsprings...](#)
[instagram.com/p/CDzjDDpjBIW/...](https://www.instagram.com/p/CDzjDDpjBIW/)

♥ 2

View Tweet activity

[View all Tweet activity](#)

Top Follower followed by 1,456 people



heydaybooks

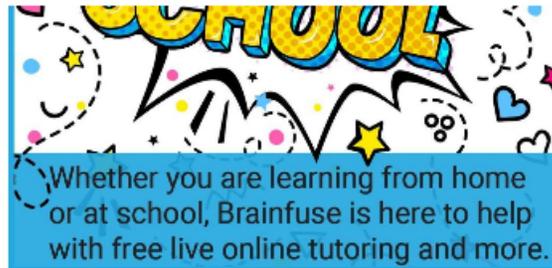
@heydaybooks FOLLOWS YOU

Independent, nonprofit publisher | California history and culture, nature, social justice, [@nncmagazine](#) | Since 1974

[View profile](#)

Top media Tweet earned 168 impressions

Students of all ages, including adult learners, can access FREE live online tutoring from Brainfuse. Visit pslibrary.org to get started. Access through "Kids' Oasis," "Teen Zone," or "Research & eLearning." The Library is here for you.
[#homeworkhelp](#) [@psusd](#) [@brainfuse](#)
pic.twitter.com/ANUhzWsjzp



♥ 1

View Tweet activity

[View all Tweet activity](#)

AUG 2020 SUMMARY

Tweets

7

Tweet impressions

1,893

Profile visits

54

New followers

1

TWITTER SUMMARY: SEPTEMBER 2020

28 day summary with change over previous period

Tweets
4 ↓ 42.9%



Tweet impressions
1,485 ↓ 19.0%



Profile visits
84 ↑ 68.0%



Mentions
1



Followers
1,499 ↑ 5



Sep 2020 • 29 days so far...

TWEET HIGHLIGHTS

Top Tweet earned 357 impressions

Celebrate Hispanic Heritage Month with Palm Springs Public Library...VIRTUALLY. Watch our Craft Along video and then pick up one of our free craft kits, now through the end of September while supplies last. Choking Hazard: adult supervision required. youtu.be/acpRRYAmIQg
pic.twitter.com/XnxSDczBJr



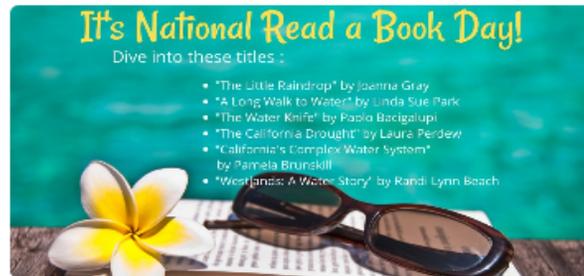
View Tweet activity

View all Tweet activity

Top mention earned 11 engagements

Desert Water Agency
@DWAwater · Sep 6

Quench your thirst for reading with a variety of water-related books available from the [@pslibrary](https://twitter.com/pslibrary). Check out their catalog online & schedule a pickup: palmsspringsca.gov/government/dep...
pic.twitter.com/ADbHSF5IP1



♥ 3

View Tweet

ADVERTISE ON TWITTER

Get your Tweets in front of more people

Promoted Tweets and content open up your reach on Twitter to more people.

Get started



SEP 2020 SUMMARY

Tweets
4

Tweet impressions
1,576

Profile visits
84

Mentions
1

New followers
5

TWITTER SUMMARY: SEPTEMBER 2020 (CONT.)

Top Follower followed by 855 people



Vince McCambridge

@vinmcc **FOLLOWS YOU**

Retired guy in CA. Former financial mkt professional (bond mkt), CFA, international master of chess.

[View profile](#)

Top media Tweet earned 141 impressions

And we've got the book too. Take that, Netflix!
Place your request now.

palm Springs.polarislibrary.com/search/searchr...

[#libraryhumor](#) [#librarianhumor](#) [#library](#)
pic.twitter.com/IRoqBqJTce



♥ 1

[View Tweet activity](#)

[View all Tweet activity](#)



MEMORANDUM

DATE: October 7, 2020
SUBJECT: ITEM 7.E. DISCUSSION ABOUT CITY OF PALM SPRINGS
RESOLUTIONS REGARDING THE LIBRARY
TO: Library Board of Trustees
FROM: Jeannie Kays, Director of Library Services

This report is to document the current resolutions on file with the City Clerk. Resolution 17193 is not specifically a Library resolution but it is an example of how past City Councils adopted budgets that included the Library Trust Fund. Current City budgets do not call out the Library Trust fund in that way.

The City Clerk's office is transitioning to a new document management system so their search is incomplete at this time. We hope to have definitive results soon, but they may not be complete by the October 7, 2020 Library Board of Trustees meeting.

To date, the current resolutions on file are the following:

11431: RESOLUTION NO. 11431 OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, ESTABLISHING A LIBRARY TRUST FUND AND A COMMITTEE TO ASSIST IN THE ADMINISTRATION THEREOF. ADOPTED MAY 7, 1975.

11512: RESOLUTION NO. 11512 OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, ADOPTING A BUDGET IN THE AMOUNT OF \$16,587 FROM THE LIBRARY TRUST FUND. ADOPTED JULY 16, 1975.

17193: RESOLUTION NO. 17193 OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, APPROVING A BUDGET FOR THE FISCAL YEAR 1990-91. ADOPTED JULY 11, 1990.

17288: 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 PROVISIONS OF THE PALM SPRINGS MUNICIPAL CODE AND THE CALIFORNIA EDUCATION CODE. ADOPTED OCTOBER 3, 1990.

RESOLUTION NO. 11431

OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, ESTABLISHING A LIBRARY TRUST FUND AND A COMMITTEE TO ASSIST IN THE ADMINISTRATION THEREOF.

WHEREAS Section 3.04.010 of the Palm Springs Municipal Code provides that accounting funds shall be established by resolution of the City Council; and

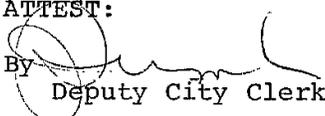
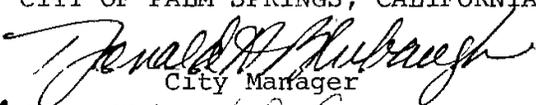
WHEREAS there is a need to establish a special fund into which certain receipts of, and donations to, the municipal library may be deposited, so that the subsequent expenditure of such monies can be subjected to certain special controls;

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

- Section 1. There is hereby established a special fund to be known as the "Library Trust Fund."
- Section 2. There shall be deposited in said fund all donations made to or for the Municipal Library, and all revenues derived from sales of unneeded books, and other monies appropriated thereto by City Council action or pursuant to standing City Council policy.
- Section 3. There is hereby established a committee to administer said fund (subject to City Council approval). The committee shall be composed ex officio of the City Librarian, the president and the president pro tem of the Board of Library Trustees, and the City Manager who shall act as secretary to the committee. The committee is bound by the provisions of the Ralph M. Brown Act of the State of California (Sections 54950 et seq., California Government Code).
- Section 4. Expenditures from the said fund shall be made only for library purposes other than salaries and maintenance, and no such expenditure shall be made except after recommendation by the committee, and approval by the City Council in accordance with law and other applicable standard procedures relating to expenditures of public funds. Any conditions imposed on donations to the Municipal Library shall be fully respected and complied with by the Board of Library Trustees, the committee described in Section 3 and the City Council.

ADOPTED this 7th day of May, 1975.

AYES: Councilmen Beirich, Field, Garcia, Schlecht and Mayor Foster
NOES: None
ABSENT: None

ATTEST: CITY OF PALM SPRINGS, CALIFORNIA
By  Deputy City Clerk
 City Manager

REVIEWED & APPROVED  

RESOLUTION NO. 11512

OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS,
CALIFORNIA, ADOPTING A BUDGET IN THE AMOUNT OF
\$16,587 FROM THE LIBRARY TRUST FUND.

WHEREAS on May 7, 1975 Council adopted Resolution No. 11431
creating the Library Trust Fund, and

WHEREAS major donations currently on deposit in the Library
Trust Fund are as follows:

Restricted:

Mrs. Charles Chamberlain (For capital expenditures on Welwood Murray Library)	\$12,087	
Mrs. Charles Shay (For microfilm cabinets)	2,000	
Mrs. Frank Bennett (For exhibit case)	1,000	
Elias Rothman (Californiana)	1,588	

Unrestricted:

(Except that they may not be
used for operational expenses)

Book sales, interest and other donations	45,571	
---	--------	--

and,

WHEREAS the proposed use of this budget of \$16,587 is:

Appropriation of Restricted Funds

Furniture & Equipment:		
Welwood Murray Library	\$ 7,913	
Exhibit cases	1,000	
Microfilm cabinets	<u>2,000</u>	10,913
Building Improvements:		
Welwood Murray Library		
Painting	\$ 3,500	
Electrical outlets	400	
Plastic desk top	<u>274</u>	4,174

Appropriation of Unrestricted Funds

Contingency:		
Dedication of Library Center	\$ <u>1,500</u>	<u>1,500</u>

Total Budget		\$16,587
--------------	--	----------

Res. No. 11512
Page 2

and

WHEREAS the Library Trust Fund Committee recommends approval of adopting this budget;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Palm Springs, California, does hereby approve adopting the above budget in the amount of \$16,587 from the Library Trust Fund.

ADOPTED this 16th day of July, 19 75.

AYES: Councilmen Beirich, Field, Garcia and Mayor Foster
NOES: None
ABSENT: Councilman Schlecht

ATTEST: [Signature] CITY OF PALM SPRINGS, CALIFORNIA
By [Signature] Deputy City Clerk [Signature] City Manager

REVIEWED & APPROVED BKW [Signature]

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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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>

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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



MEMORANDUM

DATE: October 7, 2020
SUBJECT: ITEM 7.G. LISTING OF CURRENT QUESTIONS FOR LIBRARY
CONSULTANT REGARDING LIBRARY PLANNING
TO: Library Board of Trustees
FROM: Jeannie Kays, Director of Library Services

This memo is information only. This topic will be discussed in full at the November meeting. Enclosed are the current questions and comments provided by Trustees.

1. Once this next phase is completed what will be the next phase and can you give us an idea on scope and cost of that phase? (Library Strategies)
2. What specific changes were made to this version vs. the earlier version? Can you briefly describe how COVID 19 has impacted the delivery of this new version? (Library Strategies)
3. Do we need to include the Sunrise Park Master Plan in this phase since it is really a focus on programs that need to be included in the new or updated facility? (Library Strategies and The City)
4. Will the City confirm where the Library Project will be placed once Measure J funds are returned? (The City)
5. Why the rush? Why don't we wait until we get a better handle on COVID and get better results from community input as opposed to spending funds and then being put on hold by the city and by other city funding?
6. I'm confused by the budget information. Considering the 3 consultants and room and board what is the range of costs. What is the most we are on the hook for? It seems like the Trust is standing alone with a lot of money being spent on consulting. We need other partners and a product.
7. Trustee would like an itemized breakdown of the estimated costs both pre- and post-COVID.

There was a request to refer to the comments from the last meeting:

- For Ed to write a Valley Voice article in The Desert Sun.
- To get more public opinion.