

LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA

Wednesday,
March 4, 2020
5:30 p.m.



TRUSTEES

Palm Springs City Hall
Large Conference Room
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262

Craig Borba, Ed. D.
Harry Courtright
David Kelly

Ed McBride
Kathy Weremiuk

Palm Springs is an inclusive world-class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations.

Staff representative: Jeannie Kays, Director of Library Services, Palm Springs Public Library

Please **TURN OFF** all cell phones during this meeting. Thank you!

- 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 6:00 p.m., February 26, 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.

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, you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact Julie Warren at 760-416-6731 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.

4. CONSENT AGENDA

- 4. A. Meeting Minutes of January 28, 2020
- 4. B. Library Statistics
- 4. C. Donations to Library

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/POSSIBLE ACTION ITEMS

- 7. A. Library Foundation annual report
- 7. B. Building Committee update
- 7. C. Library Annual Reports and Questions of Further Discussion (memo)

8. ACTION ITEMS

- 8. A. Board agenda layout review and approval

Acceptance of Board agenda layout:

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

- 8. B. Budget requests for Library Trust Fund

Acceptance of Budget requests of Trust Fund:

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

9. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

- 10. ADJOURNMENT:** The meeting of the Library Board of Trustees will adjourn to its next regularly scheduled meeting at 5:30 p.m. on Wednesday, April 1, 2020 in the Large Conference Room at Palm Springs City Hall.

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

Tahquitz Canyon Way, Palm Springs, CA.
THE PUBLIC IS INVITED TO ATTEND

COMMITTEES:

STANDING:

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

AD HOC:

FOUNDATION	BORBA/MCBRIDE
FRIENDS	KELLY
MEASURE J	KELLY/MCBRIDE

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

DRAFT

Palm Springs Public Library
The Learning Center

January 28, 2020

1. CALL TO ORDER

President McBride called the meeting to order at 3:00 p.m.

2. ROLL CALL

PRESENT

Craig Borba, Ed. D.	Yes
Harry Courtright	Yes
David Kelly	Yes
Ed McBride	Yes
Kathy Weremiuk	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

CITY STAFF PRESENT: Julie Warren, Library Services and Public Relations Manager; Lisa Brock, Library Operations and Collection Manager.

PUBLIC PRESENT: David Gray and Juanita Garner.

3. POSTING OF AGENDA: Jeannie Kays reported that the agenda was posted on the Library's website and at City Hall on or before January 21, 2020.

4. APPROVAL OF MINUTES OF: The minutes of the December 19, 2019 meeting were accepted.

5. ADDED STARTERS: None.

6. PUBLIC COMMENTS: None.

7. TREASURER'S REPORT: Treasurer Kelly gave the report. The Library Trust Fund balance is \$1,955,787.31. Trustee Weremiuk asked what had been spent out of the Welwood patio account; Director Kays will check on this. David Gray suggested the Library Board create a Measure J Ad Hoc committee that would meet with the Measure J Library subcommittee on a regular basis. President McBride said we will add this on the next agenda.

8. REPORT FROM FOPSL LIAISON: Julie Warren gave the report. The Friends will be hosting three events during Modernism Week: a house tour, a lecture, and an exhibit featuring mid-century modern pottery and dinnerware. The house tour has sold out. The annual meeting will be on May 3 and will be held at Smoketree Ranch. Their Annual book sale is March 13-15.

9. REPORT FROM LIBRARY FOUNDATION LIAISON: President McBride gave the report. The Foundations goal is to have 20 board members by the end of 2020. They have done an analysis on the current board to identify strengths and weaknesses and are looking for candidates who can fill in the weak areas. For example, they are looking for someone with a financial services background. They are having an executive board meeting to start working on their annual report. They will be participating at the One P.S. picnic on March 21.

10. Annual Report

10. A. Report by Nominating Committee, Borba and Courtright

Trustee Borba reported that the Nominating Committee nominates Ed McBride as President and David Kelly as Treasurer.

10. B. Election of President

Trustee Courtright reported that the Nominating Committee nominates Ed McBride as President.

MOTION: (Borba/Courtright, 5-0) To elect Ed McBride as President of the Library Board of Trustees.

10. C. Presidential appointment of President Pro Tem

President McBride appointed Craig Borba as President Pro Tem.

10. D. Election of Treasurer

David Kelly was elected as Treasurer of the Library Board of Trustees.

MOTION: (Borba/Courtright, 5-0) To elect David Kelly as Treasurer of the Library Board of Trustees.

10. E. Appointment to Friends Liaison, Foundation Liaison, and Committees

President McBride appointed the following:

- Standing committees:
 - Advocacy – David Kelly
 - Budget – David Kelly and Ed McBride
 - Buildings – Craig Borba and Kathy Weremiuk
 - Policies/Bylaws – Ed McBride and Craig Borba
- Ad hoc committees:
 - Foundation Liaison – Ed McBride and Craig Borba
 - Friends Liaison – David Kelly
 - Literacy – suspend
 - Strategic Plan – suspend
 - Welwood, including patio – suspend
 - Measure J – David Kelly and Ed McBride

President McBride closed the annual meeting.

President McBride opened the regular meeting.

11. Legislative Action

11. A. Set meeting dates to first Wednesday of the month at 5:30 p.m.

The Library Board meetings will change to the first Wednesday of the month at 5:30 p.m. starting in March.

MOTION: (Courtright/Weremiuk, 5-0) To set the regular meeting date to the first Wednesday of the month at 5:30 p.m.

11. B. Building Committee update

The Building Committee will meet with the City Council Library Sub Committee on February 4th at 5:00 p.m. They will discuss the next steps for the Building Committee recommendation, the Mark Rios Sunrise Park study, and the Frey Building remodel. Director Kays said that the Staff Report for the Frey Building was pulled because the City wants to wait until the master plan for the park is completed. This is an ad hoc meeting so it is not open to the public. Parks and Recreation Commission is spearheading the Sunrise Park master plan and have invited the stakeholders. Trustee Weremiuk said an assessment of the library needs to be done to determine what the cost would be to remodel the building because we cannot have the discussion of new library or remodel without knowing the magnitude of repairs that need to be done. Treasurer Kelly agrees an assessment needs to be done but that you have to first look at the whole property first by doing a master plan of the park. Trustee Weremiuk and President McBride are worried the master plan will delay the Library project.

11. C. Welwood Patio update

Director Kays said the charge to the Welwood Patio account was a charge from David Volz Design that was carried over from last fiscal year. Engineering is working on the contract to get the project started. They do not have an update yet but Director Kays thinks it will be done by summer 2020.

11. D. JC Frey Building update

Reported.

11. E. Review Board practices: what are we including in the packet

Discussion on what should be included in board packets and meeting minutes. Director Kays and Trustee Borba will meet to discuss. Trustee Weremiuk said the meeting minutes can be shortened to report on action taken. Director Kays said that we are making sure every meeting is recorded so that it can be posted on YouTube. Treasurer Kelly said he thinks the more information we include in the board packet the better because it might encourage people to attend our meetings or make donations.

Trustee Courtright left at this time.

11. F. Library Annual Reports and Questions of Further Discussion (memo)

Treasurer Kelly prepared a memo with questions about the annual report statistics. Trustee Weremiuk asked how class visits are counted. Director Kays explained that we do not have a category for class visits but they are counted them using the door count. We determine what we are going to track based on what the state library asks us to report. Treasurer Kelly believes it is the duty of the trustees to understand the operations of the Library and be able to interpret that for the public. He thinks one of detriments to having an annual report that only looks at the last year without looking at trends is you miss things that need to be addressed. Looking at this we might realize we should be reporting different numbers or numbers that are more representative of our successes. President McBride said we should start by looking at what the State Library requires and see if those numbers make sense to what the Library Board is looking for. Going into the next phase of our building plan we also need to look at what affects our community needs. Director Kays said that the reports that are given to the Library Board are just a snapshot of the monthly statistics that the Library gathers and maybe different statistics should be included. President McBride said he would like this topic to be on the agenda for the next three meetings. He would like to know what Library is required to submit to the State Library and why and what statistics are important to ensure the Library is meeting the needs of the community. Trustee Borba suggested the Library include more information on outreach in the statistics.

11. G. Interest Income Allocations from previous years

Director Kays gave the report. Included in the packet was a quarter one and quarter two interest allocation report, the number is up from previous years. Treasurer Kelly asked why that money is not showing up in the cash account. He also wanted to discuss if it is appropriate to use interest income for Library operating expenses and if it has already been spent that is fine but because the accounts can't be reconciled he doesn't know. Director Kays said the finance department assured her that the money is there. She said that any money spent would show up on the expenditure report and that the only money spent so far this period is a charge to the PR Library Campaign. Money cannot be spent out of a revenue account where the interest income is. Director Kays will follow up with the Deputy Finance Director. Treasure Kelly asked about the reimbursement of Measure J funds. Director Kays said it is her understanding that Measure J does not intend to reimburse the trust fund.

12. REPORT FROM STAFF REPRESENTATIVE

Joan Collins event was this past Sunday with a great turnout of fans. Actor Tembi Locke, Feb. 5. And Andrea Bernstein, Jan. 31. Bob Woodward March 6.

Library closed February 17 for President's Day.

The Library is an official Passport Acceptance Facility.

Many interesting programs coming in February. Check the event brochure for details.

Cut the Cord: Streaming Basics-Feb 7, 3:00.

Free Modernism Exhibit: Feb. 10-March 7.

Black History Month storyteller, Michael D. McCarty.

Career Day at St. Theresa. Teen Librarian and Library Director were guest speakers.

13. TRUSTEE COMMENTS & REQUESTS

Trustee Weremiuk said the Planning Commission is doing a general plan update and will be doing a survey asking people if they still agree with the general plan goals that came out of the 2007 report. She asked the board members to take the survey and if the Library could have the survey out for the community.

14. ADJOURNMENT

The January meeting adjourned at 5:01 p.m.

RESPECTFULLY SUBMITTED,

Jeannie Kays
Director of Library Services

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 7/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,943,999.47	
11110	Unrealized Investments	.00	
TOTAL Cash		1,943,999.47	.00
12120	Accounts Receivable	.00	
12215	Accrued Interest Rec	4,981.69	
12418	Notes Receivable	90,000.00	
TOTAL Receivables		94,981.69	.00
16151	Prepaid Expenses	.00	
TOTAL Other Assets		.00	.00
TOTAL ASSETS		2,038,981.16	.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		108,069.29	2,147,050.45
TOTAL EQUITIES		108,069.29	2,147,050.45
TOTAL LIBRARY ENDOWMENT		2,147,050.45	2,147,050.45
TOTAL REPORT		2,147,050.45	2,147,050.45

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 02/26/20
 TIME: 17:54:38

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='151' and expledgr.key_orgn='2752'
 ACCOUNTING PERIOD: 7/20

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
42195	SPECIAL DEPT SUPPLIES	125.16	.00	.00	72.35	52.81	57.81
42530	DUES & SUBSCRIPTIONS	3,750.00	.00	.00	.00	3,750.00	.00
44051	FRIENDS OF THE LIBRARY	300.00	.00	.00	.00	300.00	.00
	TOTAL MTRLS, SUPPLIES & SVCS	4,175.16	.00	.00	72.35	4,102.81	1.73
50004	FUTURE LIBRARY PROJECTS	1,545,441.27	.00	.00	.00	1,545,441.27	.00
51026	TRUST FUND BOOKS	42,356.54	16,048.21	12,344.04	17,655.96	12,356.54	70.83
51031	KROPITZER TRUST DONATION	216,665.74	.00	.00	.00	216,665.74	.00
51036	WELWOOD PATIO	151,128.36	.00	.00	3,820.00	147,308.36	2.53
51039	STRATEGIC PLANNING	67,180.78	.00	17,254.32	46,926.46	3,000.00	95.53
51040	PR LIBRARY CAMPAIGN	25,000.00	6,399.00	2,597.16	7,399.00	15,003.84	39.98
	TOTAL CAPITAL	2,047,772.69	22,447.21	32,195.52	75,801.42	1,939,775.75	5.27
	TOTAL LIBRARY TRUST	2,051,947.85	22,447.21	32,195.52	75,873.77	1,943,878.56	5.27
	TOTAL LIBRARY	2,051,947.85	22,447.21	32,195.52	75,873.77	1,943,878.56	5.27
	TOTAL LIBRARY ENDOWMENT	2,051,947.85	22,447.21	32,195.52	75,873.77	1,943,878.56	5.27
	TOTAL REPORT	2,051,947.85	22,447.21	32,195.52	75,873.77	1,943,878.56	5.27

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 02/26/20
 TIME: 17:56:12

CITY OF PALM SPRINGS
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT21

SELECTION CRITERIA: orgn.fund='151' expledgr.key_orgn='2752' and expledgr.account='50004'
 ACCOUNTING PERIODS: 1/20 THRU 7/20

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

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

PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

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

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

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 02/26/20
 TIME: 17:55:22

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn='2710'
 ACCOUNTING PERIOD: 7/20

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
	TOTAL LIBRARY	2,695,164.60	223,253.44	103,588.02	1,494,972.59	1,096,603.99	59.31
	TOTAL GENERAL FUND	2,695,164.60	223,253.44	103,588.02	1,494,972.59	1,096,603.99	59.31
TOTAL REPORT		2,695,164.60	223,253.44	103,588.02	1,494,972.59	1,096,603.99	59.31

Library Board of Trustees Spending Request 2020-2021

TRUST FUND BALANCE	\$ 1,943,999.47	AS OF JANUARY 31, 2020
FISCAL YEAR 19-20 ACTIVE PROJECTS		
Trust Fund Books	\$12,356.54	Balance 1/31/20. Not yet spent.
Welwood Patio	\$147,308.36	Balance 1/31/20.
Strategic Planning	\$3,000.00	Balance 1/31/20. Project complete. Will close account 6/30/20.
PR Library Campaign	\$15,003.84	Balance 1/31/20. Expect to complete by 6/30/20.
FISCAL YEAR 20-21 SPENDING REQUESTS		
e-Books	\$10,000.00	
Capital Campaign	??	Discuss
CPLA membership	\$250.00	
PROJECTED BUDGET FY 19-20		
	\$10,250.00	

These expenditures would be utilized during the fiscal year, July 1, 2020-June 30, 2021.

Unanticipated exceptions and emergency requests may arise.

Suggested by: Jeannie Kays, Director of Library Services, 3/4/20

Palm Springs Public Library Statistical Comparison Based on Population

FY: 2017-18

Full report available: ca.countingopinions.com

Location	County	Size Square Mile	Population	Borrowers-All	Children Borrowers
SAN BRUNO PUBLIC LIBRARY	San Mateo	6.00	46,085	21,764	4,332
EL CENTRO PUBLIC LIBRARY	Imperial	8.00	46,315	5,325	363
PALM SPRINGS PUBLIC LIBRARY	Riverside	106.00	47,706	23,108	2,292
LINCOLN PUBLIC LIBRARY	Placer	6.00	48,591	14,700	2,743
COVINA PUBLIC LIBRARY	Los Angeles	7.00	49,006	37,927	5,509
AZUSA CITY LIBRARY	Los Angeles	9.00	49,954	50,581	9,391
CERRITOS PUBLIC LIBRARY	Los Angeles	9.00	50,058	28,574	5,347
GLENDORA LIBRARY & CULTURAL CENTER	Los Angeles	19.00	52,703	30,824	6,650
ALTADENA LIBRARY DISTRICT	Los Angeles	9.00	53,445	19,055	3,743
BEAUMONT LIBRARY DISTRICT	Riverside	60.00	53,603	40,945	10,023
RANCHO MIRAGE PUBLIC LIBRARY	Riverside	25.00	18,738	39,094	3,911

Location	Operating Expense	Total Print Materials Expenditures	Total Staff Expenditures	Hours Open, All Outlets
SAN BRUNO PUBLIC LIBRARY	\$2,388,717	\$120,912	\$1,331,741	2,752
EL CENTRO PUBLIC LIBRARY	\$706,500	\$54,291	\$502,986	3,600
PALM SPRINGS PUBLIC LIBRARY	\$2,773,453	\$136,188	\$1,819,936	6,854
LINCOLN PUBLIC LIBRARY	\$700,218	\$39,916	\$359,690	1,581
COVINA PUBLIC LIBRARY	\$948,504	\$37,228	\$637,695	1,890
AZUSA CITY LIBRARY	\$1,294,925	\$52,500	\$1,075,400	2,916
CERRITOS PUBLIC LIBRARY	\$5,774,797	\$316,500	\$4,971,917	3,365
GLENDORA LIBRARY & CULTURAL CENTER	\$2,294,611	\$84,664	\$1,283,946	2,609
ALTADENA LIBRARY DISTRICT	\$3,586,130	\$120,551	\$1,522,867	5,096
BEAUMONT LIBRARY DISTRICT	\$1,519,181	\$81,683	\$1,010,069	3,068
RANCHO MIRAGE PUBLIC LIBRARY	\$3,018,224	\$125,187	\$2,067,045	2,865

Location	Librarian FTEs	Total persons employed	Staff FTE	Visits-Door Count	Total Circulation	Reference Questions
SAN BRUNO PUBLIC LIBRARY	5.00	20.00	7.50	190,466	353,955	24,710
EL CENTRO PUBLIC LIBRARY	1.00	11.00	11.00	91,068	40,065	407
PALM SPRINGS PUBLIC LIBRARY	6.00	18.00	14.30	256,191	464,129	15,616
LINCOLN PUBLIC LIBRARY	1.50	11.00	5.83	238,312	228,628	15,632
COVINA PUBLIC LIBRARY	1.00	23.00	12.93	189,201	108,392	28,120
AZUSA CITY LIBRARY	3.00	26.00	18.00	192,527	101,461	11,517
CERRITOS PUBLIC LIBRARY	7.00	100.00	44.00	2,781,673	396,010	67,375
GLENDORA LIBRARY & CULTURAL CENTER	5.63	33.00	21.97	286,541	289,883	36,533
ALTADENA LIBRARY DISTRICT	7.00	33.00	24.00	180,718	191,321	2,358
BEAUMONT LIBRARY DISTRICT	6.50	24.00	12.25	150,000	134,231	12,627
RANCHO MIRAGE PUBLIC LIBRARY	7.00	42.00	20.00	263,889	411,390	52,893

Location	Internet Use	# PCs	Books Held	Total # of Programs	Total Program Attendance
SAN BRUNO PUBLIC LIBRARY	19,494	17	73,865	487	13,425
EL CENTRO PUBLIC LIBRARY	20,080	24	98,291	190	8,107
PALM SPRINGS PUBLIC LIBRARY	80,387	42	103,799	271	10,475
LINCOLN PUBLIC LIBRARY	-1	38	92,182	268	9,500
COVINA PUBLIC LIBRARY	19,848	36	92,276	252	6,419
AZUSA CITY LIBRARY	36,417	38	98,070	376	12,112
CERRITOS PUBLIC LIBRARY	141,485	155	267,420	539	20,877
GLENDORA LIBRARY & CULTURAL CENTER	24,629	16	99,752	493	30,255
ALTADENA LIBRARY DISTRICT	32,522	66	69,951	784	18,518
BEAUMONT LIBRARY DISTRICT	7,407	8	55,624	331	11,640
RANCHO MIRAGE PUBLIC LIBRARY	27,652	32	91,179	1,155	40,202

Location	# of Pre School Programs	# of Children's Programs	# of School Aged Programs	# of Young Adult Programs	# of Adult Programs
SAN BRUNO PUBLIC LIBRARY	242	449	207	4	34
EL CENTRO PUBLIC LIBRARY	48	148	100	0	42
PALM SPRINGS PUBLIC LIBRARY	44	121	77	44	106
LINCOLN PUBLIC LIBRARY	75	238	163	0	30
COVINA PUBLIC LIBRARY	88	225	137	6	21
AZUSA CITY LIBRARY	48	176	128	2	198
CERRITOS PUBLIC LIBRARY	235	453	218	31	55
GLENDORA LIBRARY & CULTURAL CENTER	162	411	249	34	48
ALTADENA LIBRARY DISTRICT	-1	366	367	133	285
BEAUMONT LIBRARY DISTRICT	133	231	98	61	39
RANCHO MIRAGE PUBLIC LIBRARY	192	494	302	7	654

Location	Pre-School Program Attendance	Childrens Program Attendance	School Aged Program Attendance	Young Adult Program Attendance	Adult Program Attendance
SAN BRUNO PUBLIC LIBRARY	7,982	13,184	5,202	69	172
EL CENTRO PUBLIC LIBRARY	1,685	7,918	6,233	0	189
PALM SPRINGS PUBLIC LIBRARY	1,373	6,459	5,086	1,210	2,806
LINCOLN PUBLIC LIBRARY	4,500	8,791	4,291	0	709
COVINA PUBLIC LIBRARY	2,194	6,054	3,860	145	220
AZUSA CITY LIBRARY	1,905	8,089	6,184	47	3,976
CERRITOS PUBLIC LIBRARY	9,916	17,846	7,930	808	2,223
GLENDORA LIBRARY & CULTURAL CENTER	10,551	28,115	17,564	998	1,142
ALTADENA LIBRARY DISTRICT	-1	8,233	8,234	1,085	9,200
BEAUMONT LIBRARY DISTRICT	5,681	9,949	4,268	824	867
RANCHO MIRAGE PUBLIC LIBRARY	3,840	17,235	13,395	74	22,893

Palm Springs Library Benchmark 2012

	Size	Pop	Borrowers	Per Cap	Sq. Ft.	Per Cap	LIBNs	TOTSTAFF	Per 1K	PCs	Per 1K
San Bruno	5.9	41,842	27,925	0.67	15,600	0.37	6	15	0.35	13	0.31
Lincoln	6.3	43,248	31,782	0.73	42,300	0.98	1	4	0.09	45	1.04
Palm Springs	105.5	45,002	22,680	0.50	34,100	0.76	5	15	0.34	30	0.67
Azusa	9.1	46,399	31,497	0.68	18,500	0.40	5	17	0.37	15	0.32
Covina	6.8	47,931	24,538	0.51	20,144	0.42	2	11	0.23	37	0.77
Cerritos	8.9	49,181	22,882	0.47	88,000	1.79	7	56	1.14	155	3.15
Glendora	19.0	50,260	40,217	0.80	30,000	0.60	8	24	0.47	15	0.30
Benchmark Avg		46,266		0.62		0.76			0.43		0.94
<i>Statewide Mean</i>											<i>0.53</i>
Rancho Mirage				1.56		2.01			1.12		1.78

	OP Exp	Per Cap	Staff Exp	% Budget	Print	% Budget	Hours	Cost/Hour	Books Held	Per Cap
San Bruno	\$1,847,226	\$44	\$1,097,933	59%	\$82,403	4%	2,416	\$765	75,134	1.80
Lincoln	\$814,222	\$19	\$410,709	50%	\$171,744	21%	1,734	\$470	99,592	2.30
Palm Springs	\$1,863,555	\$41	\$1,352,998	73%	\$105,500	6%	1,840	\$1,013	98,996	2.20
Azusa	\$1,295,234	\$28	\$1,102,827	85%	\$66,270	5%	2,461	\$526	83,498	1.80
Covina	\$936,835	\$20	\$553,956	59%	\$40,769	4%	1,905	\$492	85,297	1.78
Cerritos	\$4,811,914	\$98	\$4,092,552	85%	\$303,293	6%	3,339	\$1,441	230,797	4.69
Glendora	\$2,113,096	\$42	\$1,380,105	65%	\$123,077	6%	2,414	\$875	108,925	2.17
Benchmark Avg	\$1,954,583	\$42		68%		0%	2,301	\$797		2.39
<i>Statewide Mean</i>		\$32								<i>1.88</i>
Rancho Mirage		\$157						\$1,259		3.38

	Visits	Per Cap	Ref	Per Cap	Circ	Per Cap	Turnover	Prog Att	Per Cap	Int Use	Per Cap
San Bruno	239,916	5.73	21,688	0.52	374,496	8.95	4.98	8,507	0.20	37,067	0.89
Lincoln	255,290	5.90	12,982	0.30	323,484	7.48	3.25	23,517	0.54	24,179	0.56
Palm Springs	235,507	5.23	18,044	0.40	399,965	8.89	4.04	5,599	0.12	67,245	1.49
Azusa	153,419	3.31	6,962	0.15	107,906	2.33	1.29	5,904	0.13	29,379	0.63
Covina	234,562	4.89	18,044	0.38	157,886	3.29	1.85	4,900	0.10	20,941	0.44
Cerritos	1,066,492	21.69	104,938	2.13	695,897	14.15	3.02	25,469	0.52	307,195	6.25
Glendora	264,454	5.26	46,284	0.92	434,038	8.64	3.98	23,977	0.48	30,831	0.61
Benchmark Avg		7.43		0.69		7.67	3.20		0.30		1.55
<i>Statewide Mean</i>		<i>4.41</i>		<i>0.7</i>		<i>6.41</i>			<i>0.22</i>		<i>0.91</i>
Rancho Mirage		14.13		3.82		27.18			1.39		0.86

Memo

To: Jeannie Kays, Director, Palm Springs Library

From: David “Jax” Kelly, Treasurer, Library Board of Trustees

cc:

Date: January 6, 2020

Re: Review of Library Annual Reports and Questions for Further Discussion

Annual Report figures for seven years including 2012-13 through 2018-19 are presented below.

	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13
Library Visits/ Door Count	195,520	201,201	223,218	232,175	272,056	252,442	225,480
Circulation/Checked Out#	517,018	500,093	431,283	397,087	434,625	429,910	391,209
# of eBooks Checked Out	16,244	14,483	13,527	14,200	11,995	9,273	6,158
Public Service Hours	2,498	2,520	2,520	2,512	2,526	2,515	1,885
New Library Cards #	3,821	4,132	4,212	4,062	5,142	6,312	5,660
Public Computer Sessions	42,894	53,701	57,448	62,335	85,541	73,877	58,077
Public WiFi Sessions	31,962	28,350	31,234	25,549	0	0	0
# of Programs (Youth/Teen/Adult)	281	310	310	379	359	296	273
# Program Attendees	10,511	10,475	8,779	8,001	8,555	10,694	6,771
# Volunteer Hours	3,393	4,157	2,382	2,398	903	657	744
Inter-Library Loans to Others	842	783	797	598	1,456	786	636
Inter-Library Loans Requested	869	949	1,462	720	645	1,530	1,668
# of Reference Questions	14,705	15,616	27,120	30,539	32,973	31,508	25,051
# of Downloaded Music	11,662	12,939	10,029	8,867	17,414	5,164	0

I obtained the figures from my copies of the 2018-19 and 2017-18 annual reports issued by the Library. All other figures came from similar annual reports available online.

7-year Trends

Although the number of books checked out of the Library has increased 32% since 2012-13 (and up 34% if you add eBooks to the totals), most other measures of activity in the Library have declined.

The issuance of new library cards has declined 33% to 3,821 in 2018-19 from 6,312 in 2012-13.

The number of computer sessions was reported at 42,894 a 50% decline from its peak in 2014-15. Adding WiFi sessions to computer sessions significantly offsets this decrease in library-based access to the internet for a total reduction in sessions to 74,856 from 85,541 (12% decline) since the peak year of 2014-15.

Programming totals trended flat over the seven years, but the 2018-19 figure of 281 programs is down by 98 or 25% from the peak year of 2015-16.

For 2018-19, the number of volunteer hours were down 764 or 18% to 3,393 from the prior year. Volunteer hours spiked upwards in 2015-16 to 2,398 from 903 in the prior year and have consistently remained high with a peak of 4,157 hours in 2017-18.

The number of reference questions are down 55% (18,268) to 14,705 in 2018-19 from the peak of 32,973 in 2014-15. The decline seems to correlate with the introduction of WiFi services at the Library.

Trends at Welwood Murray Memorial Library

	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13
WMML Visits/Door Count	49,196	54,989	64,989	73,882	30,517		
WMML Public Service Hours	4,344	4,334	4,320	4,332	1,584		
WMML Public Computer Sessions	23,878	26,686	24,808	31,265	6,688		
WMML WiFi Sessions	4,054	7,230	8,435	6,562	0		

Welwood Murray Memorial Library (WMML) was re-opened after extensive renovations in February 2015 and the numbers for 2014-15 are inclusive of the opening date to the end of the fiscal year (approximately 5 months) at June 30, 2015. These figures are available from the same annual reports that were reported for the Library. The trends in these figures suggest that reduced visits to WMML have resulted in an overall decline in activity.

The door count at WWML is down 33% (24,686 decrease) from its peak in 2015-16, the first full year figures are available following the renovation. No books are available to be checked out at WWML. Therefore, no Library cards are issued at this branch. Data for program events, such as book club meetings, is not measured in this report. No data is available for volunteer hours at this branch. Without books to lend, there are no figures for inter-library loans or reference questions.

Computer sessions have declined 23% (7,387) to 23,878 in 2018-19 from the peak year in 2015-16, the first full year figures are available following the renovation. With the inclusion of the count of WiFi sessions, total internet use declined 27% (10,255) to 27,932 in 2018-19 from 38,187 in the peak year of 2015-16.

Questions for Further Discussion

1. What are the opportunities to reduce the downward trends in activity at the Library and WMML? Are we measuring activity accurately when a bus load of school children visiting the recent Legacy Project is treated as one visit instead of counting each of the visitors?
2. A follow-up to this memo should include figures on the total number of employee hours in each year to show where volunteers have filled in for lost employee hours due to past downsizing. If we counted volunteers as employees, how many full-time staff would the library have? What would be the financial impact of this increase in full-time staff?
3. Library public service hours are up 33% (613 hours) to 2,498 hours in 2018-19 from 1,885 in 2012-13 without an increase in door count or issuance of new cards. This may correlate with the increase in the number of books and eBooks that have been checked out. Internet access as measured by the number of computer and WiFi sessions seems to match the trend in door count. What segment of the public are we serving with increased hours? Book readers, internet users or others?
4. The number of Library programs is essentially flat over the past seven years, down 25% (98) in 2018-19 (281) from the peak year of 2015-16 (379). Why? What are the number of calendar days (evenings and/or business days) that sports leagues take out of potential programming days each year (because of limited Sunrise Park parking)? Is it likely that events that were popular in 2015-16 could not be repeated in subsequent years because of the inability to accommodate an increase in attendance likely to result from the popularity of the event? Currently programming is measured by age groups (Youth, Teen, Adult). Would it be useful to measure the number of events based on size? (10 or less, 25-50, and 50 and above, for example?)
5. What is a true measure of success for the Library? If the measure of success is the greater number of checked out books and eBooks, what caused the increase last year? Did fewer people check out more books? If an increasing Library door count is a measure of success, why has the door count decreased?
6. The Library benefits substantially from volunteer service hours. What is sustaining those numbers and should we set a goal to increase volunteer participation? How has the volume of volunteers been managed by staff?