



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA

WEDNESDAY, MAY 6, 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.

- 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.
- View the Library Board of Trustees meeting live at the City's website www.palmspringsca.gov/pstv, YouTube, or Channel 17 (Spectrum).

TRUSTEES

Craig Borba, Ed. D.

Vacant

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

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., April 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 March 4, 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. State of the Library since COVID-19 closure

7. B. Support by Friends, Trust Fund, and Foundation

7. C. Memo from Trustee Kelly

7. D. Welwood Patio update

7. E. Building Committee update

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, June 3, 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

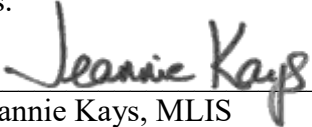
AD HOC:

FOUNDATION	BORBA/MCBRIDE
FRIENDS	KELLY
MEASURE J	KELLY/MCBRIDE

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 April 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 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.

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

Palm Springs Public Library
City Hall Large Conference Room

March 4, 2020

1. CALL TO ORDER

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

ROLL CALL

PRESENT

Craig Borba	Yes
Harry Courtright	No
David Kelly	Yes
Ed McBride	Yes
Kathy Weremiuk	Yes

DRAFT

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: Robert Engel, David Sidley, and Juanita Garner.

2. CHANGES OR ADDITIONS TO THE AGENDA: None.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

4. A. Meeting Minutes of January 28, 2020

MOTION: (Weremiuk/Borba, 4-0) To approve the consent calendar with the exception of items 4.B. and 4.C. which have been pulled for further discussion.

4. B. Library Statistics

Hold discussion for 7.C.

4. C. Donations to Library

Going forward a document will be included in the packet with a list of donations to the Library.

MOTION: (Weremiuk/Borba, 4-0) To accept item 4.C.

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

Julie Warren gave the report. The Friends had three events during Modernism Week. Their annual book sale is March 13-15 in the Frey building. The Friends Annual Meeting will be May 3 at Smoke Tree Ranch in Disney Hall.

5. B. Palm Springs Public Library Foundation

Hold report for 7.A.

5. C. Library Staff

Director Kays gave the report.

Palm Springs Speaks event featuring Bob Woodward is this Friday, March 6.

Passports: February was the first month. Had 38 passports and 27 photos.

Many interesting programs coming in March, April, May.

The Library is taking precautions to stop the spread of germs. Have hand sanitizer and wipes out at service desks and public computer room. Washing children's toys, tables, chairs, service counters, etc. We remind everyone to wash their hands.

St. Theresa student exhibit of models of historic buildings around Palm Springs at the Library for a few more days.

Career Online High School: 3 graduates, 10 active students, 11 openings.

Teen Librarian, Sean Corbin and the library receiving the Shiny Apple Award from Palm Springs Unified School District, March 10. The award is in recognition of Sean's service to students, with a special tour and access time when the library was closed.

Drag Queen Story Hour, Tuesday March 10.

ONE-PS Picnic: Saturday, March 21. Friends and Foundation participating.

Desert Regional Medical Center NICU Reunion: Saturday, March 28. Library staff participating.

Family Fun Fest: April 8, 10-12.

PSPL Comic Con: Saturday, May 9, 10-2.

6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,943,999.47.

MOTION: (Borba/Kelly, 4-0) To accept the Treasurers report.

7. DISCUSSION

7. A. Library Foundation annual report

The Foundation President David Sidley gave the report. In the last year, the Foundation Board has grown to 15 members and they met with consultants Library Strategies to create a 36-month development plan. They are looking to hire staff, secure office space, and doing an annual fund with a goal of raising \$50,000. They still have \$87,000 of the loan given to them by the Library Board. The Foundation is requesting that the Library Board considers forgiving the loan and is asking for another loan. The additional funds they are requesting would be used to hire an executive director, rent office space, and create the annual fund campaign. The Library Board members are open to forgiving the loan but would like a more detailed budget and a plan before approving it. Director Kays will schedule a meeting with the City Attorney to see if the note can be modified. The Foundation will report back to the Library Board in May.

7. B. Building Committee update

Director Kays gave the report. At the February 27th City Council meeting there was a staff report request for approval to proceed with conceptual planning of the Sunrise Park Master Plan and redevelopment of the Library. One part of the proposal was to amend the agreement with Library Strategies to start visioning and programming services for the Library. The second part was with Rios Clementi Hale Studios to create the Sunrise Park Plan. City Council approved amending the agreement with Library Strategies but pulled the Sunrise Park Plan to bring back at a later time. Director Kays will do a change order and submit it to the procurement department.

7. C. Library Annual Reports and Questions of Further Discussion (memo)

Director Kays gave the report. The California State Library collects statistics from every library jurisdiction and compiles it online. Using the statistics available, she prepared a statistical comparison based on population. The report compared Palm Springs Public Library with nine libraries with similar populations and looked at operating expenses, print materials expenditures, staff expenditures, hours open, staff FTE, door count, circulation, reference questions, internet use, total number of programs, and program attendance.

8. ACTION ITEMS

8. A. Board agenda layout review and approval

Director Kays spoke to the City Clerk about #2 on the agenda and he said that the part about posting the agenda should be an affidavit at the end of the agenda so that will be changed on the next agenda. For #3 the wording about public comments needs to be on the agenda. President McBride requested more space for writing on the agenda. Trustee Weremiuk said the minutes are too long and typically just actions taken are included. Trustee Borba suggested that when a Trustee asks for information it is included in the minutes. Treasurer Kelly disagrees he feels the more details the better. Director Kays and Trustee Borba looked at several other boards to see what they are doing and it varied widely. Treasurer Kelly suggested more detailed reports in the board packets. Trustee Weremiuk gave an example of the staff report that went to City Council as a report that should have been in the board packet to give background on 7.B. of the agenda. The Foundations and Friends should provide a written report to include in the packet.

MOTION: (Kelly/Weremiuk, 4-0) To accept Board agenda layout.

8. B. Budget requests for Library Trust Fund

Director Kays gave the report. The Finance Committee met to determine the requests from the Trust Fund for next fiscal year. For fiscal year 2020-2021, the library is requesting \$10,000 for e-books and \$250 for CPLA membership.

MOTION: (Kelly/Weremiuk, 4-0) To accept the fiscal year 20-21 spending requests totaling \$10,250.

9. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

On the upcoming agenda: the Library Foundation will report in May, an update on work with Library Strategies. The City informed the public that the trees at Welwood would be coming down. The City decided to wait on any remodel to the Frey building until the Sunrise Park Master Plan is completed. In future agendas differentiate between building committee and new library.

14. ADJOURNMENT

The March meeting adjourned at 7:42 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink that reads "Jeannie Kays". The signature is written in a cursive, flowing style.

**Jeannie Kays
Director of Library Services**

February 2020 Statistics vs February 2019 Statistics

LIBRARY STATISTICS	February 2020	February 2019	%CHANGE
MATERIALS CHECKED OUT (Total)	44,183	45,296	-2%
Print	21,413	22,229	-4%
Non-Print	17,499	19,663	-11%
Other (Downloadable & In-house)	5,271	3,404	55%
LIBRARY CARD REGISTRATIONS (Total)	385	405	-5%
(Palm Springs) Resident	215	191	13%
(Outside of Palm Springs) Non Resident	116	125	-7%
(Paid/Fee Card) Visitor/Snow Bird	54	89	-39%
DOOR COUNT (Main)	17,331	18,144	-4%
DOOR COUNT (WMML)	n/a*	5,926	-
PUBLIC COMPUTER SESSIONS (Main)	3,359	3,688	-9%
PUBLIC COMPUTER SESSIONS (WMML)	1,550	1,857	-17%
WiFi COMPUTER SESSIONS (Main)	2,266	2,614	-13%
WiFi COMPUTER SESSIONS (WMML)	275	340	-19%
PROGRAM ATTENDANCE (Total)	586	986	-41%
Pre-School	130	155	-16%
School Age	108	122	-11%
Teen	50	25	100%
Family	42	295	-86%
Adult	256	389	-34%
NO.OF PROGRAMS (Total)	25	26	-4%
Pre-School	4	4	0%
School Age	4	4	0%
Teen	6	4	50%
Family	2	2	0%
Adult	9	12	-25%
VOLUNTEER HOURS	302.5	277.5	9%
MATERIAL REQUESTS FROM OTHER LIB.	144	120	20%
NO. OF DAYS OPEN (Main)	24	23	4%
NO. OF DAYS OPEN (WMML)	29	28	4%

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/30/20
 TIME: 16:54:46

CITY OF PALM SPRINGS
 PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1
 STATMN11

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 8/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,939,196.16	
11110	Unrealized Investments	.00	
TOTAL Cash		1,939,196.16	.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		2,034,177.85	.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		113,551.67	2,147,729.52
TOTAL EQUITIES		113,551.67	2,147,729.52
TOTAL LIBRARY ENDOWMENT		2,147,729.52	2,147,729.52
TOTAL REPORT		2,147,729.52	2,147,729.52

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
DATE: 04/30/20
TIME: 16:47:01

CITY OF PALM SPRINGS
REVENUE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT41

SELECTION CRITERIA: orgn.fund='151' and revledgr.account='36101'
ACCOUNTING PERIODS: 1/20 THRU 8/20

(INACTIVE ACCOUNTS INCLUDED)

SORTED BY: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL,2ND SUBTOTAL,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		INTEREST INCOME			.00	.00	.00 BEGINNING BALANCE	
		06/28/19 12-1			.00		POSTED FROM BUDGET SYSTEM	
		TOTAL PERIOD 1			.00	.00	.00	.00
		09/30/19 19-3	3401			10,440.24	FY20 Q1 INTEREST ALLOCS	
		TOTAL PERIOD 3			.00	10,440.24	.00	-10,440.24
		12/31/19 19-6	3665			10,644.62	FY20 Q2 INTEREST ALLOCS	
		TOTAL PERIOD 6			.00	10,644.62	.00	-21,084.86
		TOTAL INTEREST INCOME			.00	21,084.86	.00	-21,084.86
		TOTAL 1ST SUBTOTAL - USE OF MONEY			.00	21,084.86	.00	-21,084.86
		TOTAL DEPARTMENT -			.00	21,084.86	.00	-21,084.86
		TOTAL FUNCTION - SPECIAL REVENUE FUNDS			.00	21,084.86	.00	-21,084.86
		TOTAL FUND - LIBRARY ENDOWMENT			.00	21,084.86	.00	-21,084.86
		TOTAL REPORT			.00	21,084.86	.00	-21,084.86

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/30/20
 TIME: 16:48:08

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='151' and expledgr.key_orgn='2752'
 ACCOUNTING PERIOD: 8/20

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	2,631.50	2,331.50	.00	2,331.50	300.00	88.60
	TOTAL MTRLS, SUPPLIES & SVCS	6,506.66	2,331.50	.00	2,403.85	4,102.81	36.94
50004	FUTURE LIBRARY PROJECTS	1,545,441.27	.00	.00	.00	1,545,441.27	.00
51026	TRUST FUND BOOKS	42,356.54	1,609.68	10,734.36	19,265.64	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	3,279.38	137.16	10,678.38	14,184.46	43.26
	TOTAL CAPITAL	2,047,772.69	4,889.06	28,125.84	80,690.48	1,938,956.37	5.31
	TOTAL LIBRARY TRUST	2,054,279.35	7,220.56	28,125.84	83,094.33	1,943,059.18	5.41
	TOTAL LIBRARY	2,054,279.35	7,220.56	28,125.84	83,094.33	1,943,059.18	5.41
	TOTAL LIBRARY ENDOWMENT	2,054,279.35	7,220.56	28,125.84	83,094.33	1,943,059.18	5.41
	TOTAL REPORT	2,054,279.35	7,220.56	28,125.84	83,094.33	1,943,059.18	5.41

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/30/20
 TIME: 16:53:35

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 8/20

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

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn='2710'
 ACCOUNTING PERIOD: 8/20

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-4000 PERSONNEL COSTS

2ND SUBTOTAL-400 EMPLOYEE COMPENSATION

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
40000	REGULAR EMPLOYEES	999,100.00	80,326.93	.00	673,604.75	325,495.25	67.42
40050	VACATION/SICK CONVERSION	11,107.43	.00	.00	13,297.43	-2,190.00	119.72
40200	TEMPORARY EMPLOYEES	41,700.00	.00	.00	.00	41,700.00	.00
40800	OVERTIME	5,000.00	201.33	.00	853.43	4,146.57	17.07
41110	MED INSURANCE WITHDRAWAL	.00	150.00	.00	3,900.00	-3,900.00	.00
41210	EDUC/CERT/LICENSE	32,200.00	.00	.00	.00	32,200.00	.00
41450	TELECOMMUNICATION ALLOWA	75.00	.00	.00	75.00	.00	100.00
41600	PERS CONTRIBUTIONS	347,900.00	26,504.41	.00	234,786.64	113,113.36	67.49
41620	PERS - POB	36,000.00	.00	.00	18,000.00	18,000.00	50.00
41700	MEDICARE TAX	15,000.00	1,159.64	.00	10,498.70	4,501.30	69.99
41900	FRINGE BENEFITS	210,200.00	17,398.19	.00	121,278.16	88,921.84	57.70
41920	WORKERS COMPENSATION	59,900.00	.00	.00	29,950.00	29,950.00	50.00
41930	RHS HEALTH BENEFIT	13,800.00	1,025.00	.00	8,075.00	5,725.00	58.51
41940	RETIREE HEALTH BENEFIT	106,800.00	.00	.00	53,400.00	53,400.00	50.00
	TOTAL PERSONNEL COSTS	1,878,782.43	126,765.50	.00	1,167,719.11	711,063.32	62.15
42010	GAS AND OIL (HEAT)	8,000.00	765.16	.00	1,899.41	6,100.59	23.74
42015	COMMUNICATIONS	26,425.00	169.44	11,445.85	12,928.58	2,050.57	92.24
42100	OFFICE SUPPLIES	12,011.60	1,261.95	.00	7,915.18	4,096.42	65.90
42115	POSTAGE	1,000.00	475.50	.00	475.50	524.50	47.55
42195	SPECIAL DEPT SUPPLIES	27,600.00	3,484.07	1,448.44	11,870.41	14,281.15	48.26
42490	NON CAPITAL EQUIPMENT	16,000.00	4,096.48	.00	10,226.28	5,773.72	63.91
42500	TRAVEL & TRAINING	8,500.00	25.00	.00	6,904.09	1,595.91	81.22
42520	CONFERENCES	14,100.00	.00	.00	3,726.81	10,373.19	26.43
42530	DUES & SUBSCRIPTIONS	5,900.00	373.00	.00	1,839.00	4,061.00	31.17
42570	PRINTING & PUBLISHING	20,300.00	.00	5,722.39	5,990.64	8,586.97	57.70
42580	ELECTRONIC DATABASES	55,515.00	.00	.00	36,696.60	18,818.40	66.10
42900	OFFICE EQUIP OPS & MAINT	1,000.00	.00	.00	.00	1,000.00	.00
42920	PC/HARD/SOFTWARE MAINT	87,000.00	7,250.00	5,271.07	78,338.90	3,390.03	96.10
43200	CONTRACTUAL SERVICES	12,809.60	.00	.00	418.00	12,391.60	3.26
43203	CONTRACTUAL TEA	5,000.00	.00	.00	3,028.32	1,971.68	60.57
44000	BOOKS	123,000.00	8,091.45	26,397.82	74,819.78	21,782.40	82.29
44010	MAGAZINES & PUBLICATIONS	12,312.97	.00	.00	10,104.00	2,208.97	82.06
44020	AUDIO VISUAL MATERIALS	110,000.00	4,012.15	33,033.11	74,966.89	2,000.00	98.18
44040	CONTRACTUAL CATALOGING	30,108.00	.00	.00	30,107.94	.06	100.00
44050	LIBRARY SPECIAL CHARGES	31,500.00	773.88	4,747.48	9,113.23	17,639.29	44.00
45520	ADVERTISING	11,000.00	325.50	2,890.00	5,103.00	3,007.00	72.66
	TOTAL MTRLS, SUPPLIES & SVCS	619,082.17	31,103.58	90,956.16	386,472.56	141,653.45	77.12
49000	INSURANCE	70,600.00	.00	.00	35,300.00	35,300.00	50.00
49040	FACILITIES MAINT SERVICE	115,400.00	.00	.00	57,700.00	57,700.00	50.00
49070	BENEFITS ADMIN	11,300.00	.00	.00	5,650.00	5,650.00	50.00
	TOTAL SPECIAL CHARGES	197,300.00	.00	.00	98,650.00	98,650.00	50.00
	TOTAL LIBRARY	2,695,164.60	157,869.08	90,956.16	1,652,841.67	951,366.77	64.70

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/30/20
 TIME: 16:52:25

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and expdedgr.key_orgn='2710'
 ACCOUNTING PERIOD: 8/20

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	157,869.08	90,956.16	1,652,841.67	951,366.77	64.70
	TOTAL GENERAL FUND	2,695,164.60	157,869.08	90,956.16	1,652,841.67	951,366.77	64.70
TOTAL REPORT		2,695,164.60	157,869.08	90,956.16	1,652,841.67	951,366.77	64.70

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/30/20
 TIME: 16:55:13

CITY OF PALM SPRINGS
 PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1
 STATMN11

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 9/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,936,815.92	
11110	Unrealized Investments	.00	
TOTAL Cash		1,936,815.92	.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		2,031,797.61	.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		263,569.28	2,295,366.89
TOTAL EQUITIES		263,569.28	2,295,366.89
TOTAL LIBRARY ENDOWMENT		2,295,366.89	2,295,366.89
TOTAL REPORT		2,295,366.89	2,295,366.89

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/30/20
 TIME: 16:49:55

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='151' and expledgr.key_orgn='2752'
 ACCOUNTING PERIOD: 9/20

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	2,631.50	2,309.25	.00	4,640.75	-2,009.25	176.35
	TOTAL MTRLS, SUPPLIES & SVCS	6,506.66	2,309.25	.00	4,713.10	1,793.56	72.44
50004	FUTURE LIBRARY PROJECTS	1,545,441.27	.00	.00	.00	1,545,441.27	.00
51026	TRUST FUND BOOKS	42,356.54	9,414.15	1,320.21	28,679.79	12,356.54	70.83
51031	KROPITZER TRUST DONATION	216,665.74	.00	.00	.00	216,665.74	.00
51036	WELWOOD PATIO	151,128.36	.00	147,308.36	3,820.00	.00	100.00
51039	STRATEGIC PLANNING	67,180.78	.00	17,254.32	46,926.46	3,000.00	95.53
51040	PR LIBRARY CAMPAIGN	25,000.00	400.00	137.16	11,078.38	13,784.46	44.86
	TOTAL CAPITAL	2,047,772.69	9,814.15	166,020.05	90,504.63	1,791,248.01	12.53
	TOTAL LIBRARY TRUST	2,054,279.35	12,123.40	166,020.05	95,217.73	1,793,041.57	12.72
	TOTAL LIBRARY	2,054,279.35	12,123.40	166,020.05	95,217.73	1,793,041.57	12.72
	TOTAL LIBRARY ENDOWMENT	2,054,279.35	12,123.40	166,020.05	95,217.73	1,793,041.57	12.72
	TOTAL REPORT	2,054,279.35	12,123.40	166,020.05	95,217.73	1,793,041.57	12.72

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/30/20
 TIME: 16:54:00

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 9/20

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: 04/30/20
 TIME: 16:51:39

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and expdedgr.key_orgn='2710'
 ACCOUNTING PERIOD: 9/20

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	268,720.27	68,559.85	1,921,561.94	705,042.81	73.84
TOTAL GENERAL FUND		2,695,164.60	268,720.27	68,559.85	1,921,561.94	705,042.81	73.84
TOTAL REPORT		2,695,164.60	268,720.27	68,559.85	1,921,561.94	705,042.81	73.84

Memo

To: Jeannie Kays, Director, Palm Springs Library

From: David Kelly, Treasurer, Palm Springs Library Board of Trustees

CC:

Date: April 21, 2020

Re: COVID-19 Challenges

The Library Board of Trustees started 2020 anticipating new opportunities for the Palm Springs Library. We had been given a charge to renovate and/or prepare to build new space at the Library and we began planning to engage the community in discussing programming for the improved space. The Welwood-Murray Memorial Library was entering its final phases of renovation of its patio space. A new passport service had been implemented. And we began a conversation with the Library Foundation about its mission and outstanding debt to the Board of Trustees.

Then COVID-19 hit. Since mid-March, the Library and Welwood-Murray have been closed to the public. The April meeting of the Board of Trustees was cancelled. The purpose of this memo is to provide thoughts for discussion about the future of the Library and the tasks ahead for its staff and Board of Trustees.

State of the City

The City of Palm Springs ordered physical distancing, the closing of most public and private buildings and businesses deemed non-essential, and for its citizens to stay at home. March and April typically are significant revenue months because of tourist travel to Palm Springs. However, the COVID-19 outbreak has virtually eliminated tourism as a source of revenue for the City and its businesses. The City will be looking for ways to cut expenses to match this loss of revenue. There is no guarantee that the loss of revenue will be recouped later in the year or that losses will not continue for the rest of the year due to physical distancing restrictions in the summer, fall or winter of 2020. At a minimum, all City projects to build or improve existing

buildings, like the Library, will be placed on hold. The Library may be asked to reduce its operating expenses, as well.

Library Operations

Currently the Library and the Welwood-Murray Memorial Library are closed. Now is a good time to estimate savings from curtailed operations in anticipation of budget cuts imposed by the City. COVID-19 and physical distancing requirements are likely to impose challenges even as the City decides to re-open segments of its operations to the public. Library staff should be working on plans to ensure the safety of the public when it is permitted to re-open.

In my opinion, the re-opening of the Library should be done in stages to ensure safety of the staff, volunteers, and the public. I envision a plan that would initially open segments of the physical space for limited hours, to be followed by access to a broader space during limited hours. When it is permissible to allow the entire library to re-open, physical distancing should be enforced by marking table space as usable or unusable, placing tape on the floor next to book shelves to indicate what six feet of space looks like, limiting the number of people who can be in the Library at any one time, and offering masks and hand sanitizer to everyone who needs them.

The most popular items in the Library are the DVD's. The Library could open up the Learning Center Space which has its own entrance to give the public access to requesting books and DVDs which the staff could access and distribute from that space. The Library could promote this "take-out" service as an initial re-opening of Library services to the public. It could also distribute flyers of public interest, online Library services and anything else that could serve the public interest, like masks and hand sanitizer.

At some future point when the Library has taken steps to ensure the rest of the building can be sanitized frequently and in a manner that prevents COVID-19 spread, the public could resume access to the rest of the building. Perhaps only to browse what's available and to check items out. Later, to permit reading at tables with physical distancing enforced.

I would use the re-opening of public schools and their spaces as a benchmark for the re-opening of Library public spaces. It may be instructive to observe how the schools re-open and enforce physical distancing. Will their libraries fully re-open or provide a "take-out" service instead?

As the Library re-opens, staff should be monitoring where expenses can be minimized. If only the Learning Center re-opens, what is the financial impact of keeping the rest of the Library closed? How many volunteers are required to maintain operations? How do we train volunteers to maintain safety from COVID-19?

I would also like to see innovation in using online resources in Library programming. I serve as the coordinator for the Friends of the Palm Springs Library Book Club. We had a Zoom meeting on April 3 which I understand was the first use of online services by any Library affiliated program. What resources are being utilized to get other programming online?

Board of Trustees

I would like to continue with the distribution of the financial reports for the Library during the hiatus of the Board of Trustees. No report was distributed in April. If it is available, it should be mailed to all the Trustees. The May and subsequent monthly financial reports should be distributed prior to the dates of scheduled Trustee meetings, whether the meetings are cancelled or not.

At some point the City must make arrangements for the Trustees to be able to meet without violating the Brown Act. I imagine the continuous cancellation of public meetings for a commission which oversees an operating City entity must be a violation of the Brown Act. This memo and its discussion of COVID-19 challenges points out the immediate need for a meeting of the Library Trustees.

Library Foundation

The Board of Trustees holds an outstanding note in the amount of \$90,000 due in July for the Library Foundation. At the Trustee's March meeting, the Library Foundation agreed to report back about its intentions to repay the note or make arrangements otherwise. Nearly two weeks later, the City was unexpectedly shut down. Any plans discussed after the March meeting have likely been revised and the Trustees should be apprised.

Summary

1. Now is a good time to estimate savings from curtailed operations in anticipation of budget cuts imposed by the City.
2. At a minimum, all City projects to build or improve existing buildings, like the Library, will be placed on hold. The Library may be asked to reduce its operating expenses, as well.
3. In my opinion, the re-opening of the Library should be done in stages to ensure safety of the staff, volunteers, and the public.
4. As the Library re-opens, staff should be monitoring where expenses can be minimized.
5. I would also like to see innovation in using online resources in Library programming. (Zoom, for example.)
6. At some point the City must make arrangements for the Trustees to be able to meet without violating the Brown Act.
7. I would like to continue with the distribution of the financial reports for the Library during the hiatus of the Board of Trustees.
8. The Library Foundation has a presentation due to the Board of Trustees regarding the disposition of its outstanding note.