



# LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

[www.palmspringslibrary.gov](http://www.palmspringslibrary.gov)

## REGULAR MEETING AGENDA

WEDNESDAY, JUNE 3, 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](mailto: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.**

**Vacant**

**David Kelly, J.D., M.B.A.**

**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., May 28, 2020. A courtesy posting of this Agenda can be found on the Library's website at [www.palmspringslibrary.org](http://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 May 6, 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. Update on Library Budget and Current Services

7. B. Trust Fund Financials

7. C. Report of Advocacy Task Force

7. D. Welwood Patio update

7. E. PR Campaign 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, July 1, 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, 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/WEREMIUK
POLICIES/BYLAWS	BORBA/MCBRIDE

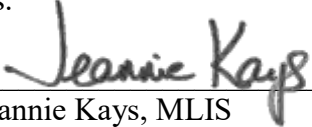
**AD HOC:**

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 May 28, 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](http://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  
AMENDED 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

**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. Amended to remove: ~~The Library Board members are open to forgiving the loan but would like a more detailed budget and a plan before approving it.~~ Amended to add: The Foundation asked the Library Board to forgive the loan and agree to provide a more detailed budget and a plan before seeking approval. 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 27<sup>th</sup> 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.

## 10. 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**

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

Palm Springs Public Library  
City Hall Council Chambers and Teleconference

May 6, 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

**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:** None.

2. **CHANGES OR ADDITIONS TO THE AGENDA:** None.

3. **PUBLIC COMMENTS:** None.

## 4. CONSENT AGENDA

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

### 4. A. Meeting Minutes of March 4, 2020

This item was excluded from the consent agenda.

### 4. B. Library Statistics

**MOTION:** (Weremiuk/Borba, 4-0) To accept the Library Statistics.

## EXCLUDED CONSENT AGENDA

### 4. A. Meeting Minutes of March 4, 2020

Treasurer Kelly requested that the March 4, 2020, meeting minutes be amended as follows:

*Remove the line "The Library Board members are open to forgiving the loan but would like a more detailed budget and a plan before approving it." Add the line "The Foundation asked the Library Board to forgive the loan and agree to provide a more detailed budget and a plan before seeking approval."*

**MOTION:** (Weremiuk/Borba, 4-0) To approve the March 4, 2020 minutes as amended.

Treasurer Kelly requested that his advanced degrees be added to future agendas.



**MOTION:** (Kelly/Borba, 4-0) To amend the trustee listing on the future agendas to include J.D. and M.B.A. after David Kelly's name.

## 5. ADMINISTRATIVE REPORTS

### 5. A. Friends of the Palm Springs Library

Nanci Morrison gave the report. The Friends did not meet in April due to COVID-19. They approved funds to continue Kanopy streaming service. The Annual Meeting was cancelled. They were making plans for a graduation ceremony for Career Online High School; that has been postponed for now. In February, 27 passport photos were done and the Friends made \$405. In February the book sale made \$2,309. They are going to have a sandwich board made to advertise the book sales. The Friends will meet by conference call for their May meeting. Treasurer Kelly said he is using Zoom for the FOPSL book club and offered help if the Board would like to meet over Zoom. Trustee Weremiuk asked for clarification on the Friends role in passports. The Friends sponsor the photo taking process and proceeds from that portion go to them.

### 5. B. Palm Springs Public Library Foundation

David Sidley gave the report. The Foundation Board has not met since the last presentation with the Library Board. They will have a meeting in May and will be discussing the request from the Library Board.

### 5. C. Library Staff

Hold for 7.A.

## 6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,936,815.92. Treasurer Kelly asked why there are expenditures in the Friends of the Library account and where the money comes back to them. Director Kays said the City of Palm Springs uses this line item to pass the book sale proceeds through to the Friends, so the exact amount of money that comes in goes back out in the form of a check to the Friends of the Library. Treasurer Kelly said he does not see where it comes back as income and he would expect to see a credit on the print balance sheets by fund report. Director Kays will look into this and give a report to show the money coming in and going out. Trustee Weremiuk said if it is not possible to provide a report that shows the money going into the trust the Board would like this money handled outside of the trust.

**MOTION:** (Weremiuk/Borba, 4-0) To accept the Treasurers report with the understanding that there will be a report at the next board meeting to discuss how the Friends money is going to be handled.

## 7. DISCUSSION

### 7. A. State of the Library since COVID-19 closure

Directory Kays gave the report. The Main Library and the Welwood Murray Memorial Library closed on March 13, 2020. Staff created content for the Palm Springs Public Library YouTube channel including videos on downloading music, downloading eBooks, accessing our streaming services, and several virtual story times. The YouTube channel also includes the Prickly Pears Oral History collection, 54 interviews of notable residents done between 1986 and 1987. During the closure, the library has issued over 500 virtual library cards. The library partnered with Palm Springs Unified School District to offer middle school and high school students access to our eBook collection through the app Sora. Due to the financial crisis the operating budget for this fiscal year has been frozen and we have been asked to make significant cuts to next year's budget, budget decisions will be made by City Council. As of April 30th a majority of the library employees have been deemed non-essential and put on two weeks of COVID leave, these employees are still employed by the City and have full benefits and accrue leave. After two weeks, the employees can chose to use vacation time or apply for unemployment. Four staff

members at the Library were deemed essential and are working to cover the Library basics. Staff is answering the phones Monday through Friday, receiving deliveries, issuing virtual library cards, and assisting customers over the phone. Staff is working on creating a virtual summer reading program with the full financial support of the Friends of the Library. The plan is to have an online registration program, provide two – three books just for registering, and reward children with a pack of five paperback books when they reach their reading goal. In lieu of online programs we will have online activities for them to choose from.

Staff has been working on developing reopening plans with various scenarios depending on the orders by the State, County, and City. Staff has been participating in meetings with other Library Directors throughout the State of California to develop guidelines that can be recommended to Libraries across the State. We have prepared our own stages of reopening plans and are ready to serve our community at whatever level the City deems allowable. The safety of our community is the most important factor. We are working to develop a COVID code of conduct for staff and patrons. Currently any items returned are placed in quarantine for 72 hours before being checked in. Due dates on checked out items have been extended so there is no need to return items at this time. Our digital library is open 24/7 and anyone with an existing library card or a virtual library card have access to Overdrive for e-books and e-audiobooks, Kanopy for streaming movies, New York Times Online, RB Digital for e-magazines, Freegal for downloading music, Mango Language, Job Now for job searching, and Help Now for homework help and more.

Trustee Weremiuk asked about the states phases of opening and what that means for the Library. Director Kays said the Library has been thinking ahead to plan the next steps. If Libraries are included in Phase 2 and the City gives the green light the library would open for a pickup service. This would be a no contact service. In order to offer this service four staff members would be brought back in. The different stages would require different levels of staffing. One option that has been discussed is making Welwood either a cooling center or an employment center. Director Kays believes City Council will need to approve our next phases.

Treasurer Kelly said the advocacy committee needs to be prepared to advocate to City Council on behalf of the Library. President McBride would like to form a committee made up of the members from Library Board, Friends of the Library, and Foundation to work with Director Kays on advocacy and funding needs of the Library. They would be able to partner together to see if they have funding or if they need to go out and raise money for the budget shortfalls. Trustee Weremiuk suggested putting in a request to the City Manager for curbside service and a request to open Welwood as an employment center. President McBride said the goal is to make sure the community knows the library is essential. President McBride appointed himself and Treasurer Kelly to the committee. They will invite one member from the Friends, and one member from the Foundation. Trustee Weremiuk suggested inviting two people from the school district.

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

Reported in 7. A.

## **7. C. Memo from Trustee Kelly**

Treasurer Kelly reviewed the summary from the memo he sent to the Library Board.

*City Manager Dr. Ready joined at this time.*

Dr. Ready said it looks like the building project is on hold for now. Dr. Ready said the logical thing would be open the library for curbside service but that the employment center option would help people who do not have computers get benefits. Dr. Ready explained the budget decisions that City Council would be discussing in upcoming meetings. The Board discussed the logistics and concerns with opening as an employment center to give access to computers. Director Kays will prepare a proposal for Dr. Ready to present to City Council.

*City Manager Dr. Ready left at this time.*

Treasurer Kelly finished reviewing the summary from the memo he sent to the Library Board. Trustee Weremiuk asked if all the marketing money was spent and if not could we redirect it to publicize the services the library is offering during the closure.

## **7. D. Welwood Patio update**

Director Kays gave the report. There was a notice to proceed on the project; work should begin in May.

## **7. E. Building Committee update**

No update.

## **8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS**

None.

## **9. ADJOURNMENT**

The March meeting adjourned at 7:09 p.m.

**RESPECTFULLY SUBMITTED,**

**Jeannie Kays**  
**Director of Library Services**

February 2020 Statistics vs February 2019 Statistics

<b>LIBRARY STATISTICS</b>	<b>February 2020</b>	<b>February 2019</b>	<b>%CHANGE</b>
MATERIALS CHECKED OUT (Total)	<b>44,183</b>	<b>45,296</b>	-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)	<b>385</b>	<b>405</b>	<b>-5%</b>
(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)	<b>17,331</b>	<b>18,144</b>	-4%
DOOR COUNT (WMML)	<b>n/a*</b>	<b>5,926</b>	-
PUBLIC COMPUTER SESSIONS (Main)	<b>3,359</b>	<b>3,688</b>	<b>-9%</b>
PUBLIC COMPUTER SESSIONS (WMML)	<b>1,550</b>	<b>1,857</b>	<b>-17%</b>
WiFi COMPUTER SESSIONS (Main)	<b>2,266</b>	<b>2,614</b>	<b>-13%</b>
WiFi COMPUTER SESSIONS (WMML)	<b>275</b>	<b>340</b>	<b>-19%</b>
PROGRAM ATTENDANCE (Total)	<b>586</b>	<b>986</b>	<b>-41%</b>
Pre-School	130	155	<b>-16%</b>
School Age	108	122	<b>-11%</b>
Teen	50	25	<b>100%</b>
Family	42	295	<b>-86%</b>
Adult	256	389	-34%
NO.OF PROGRAMS (Total)	<b>25</b>	<b>26</b>	<b>-4%</b>
Pre-School	4	4	<b>0%</b>
School Age	4	4	<b>0%</b>
Teen	6	4	50%
Family	2	2	<b>0%</b>
Adult	9	12	<b>-25%</b>
VOLUNTEER HOURS	<b>302.5</b>	<b>277.5</b>	9%
MATERIAL REQUESTS FROM OTHER LIB.	<b>144</b>	<b>120</b>	20%
NO. OF DAYS OPEN (Main)	<b>24</b>	<b>23</b>	<b>4%</b>
NO. OF DAYS OPEN (WMML)	<b>29</b>	<b>28</b>	<b>4%</b>

March 1-12, 2020 Statistics vs. March 2019 Statistics

<b>LIBRARY STATISTICS</b>	<b>March 2020</b>	<b>March 2019</b>	<b>%CHANGE</b>
MATERIALS CHECKED OUT (Total)	<b>29,478</b>	<b>46,693</b>	-37%
Print	14,719	22,853	-36%
Non-Print	12,472	20,287	-39%
Other (Downloadable & In-house)	2,287	3,553	-36%
LIBRARY CARD REGISTRATIONS (Total)	<b>144</b>	<b>339</b>	<b>-58%</b>
(Palm Springs) Resident	55	195	-72%
(Outside of Palm Springs) Non Resident	58	116	-50%
(Paid/Fee Card) Visitor/Snow Bird	31	28	11%
DOOR COUNT (Main)	<b>7,591</b>	<b>17,895</b>	-58%
DOOR COUNT (WMML)	<b>2,110</b>	<b>5,875</b>	-64%
PUBLIC COMPUTER SESSIONS (Main)	<b>1,401</b>	<b>3,607</b>	<b>-61%</b>
PUBLIC COMPUTER SESSIONS (WMML)	<b>632</b>	<b>2,136</b>	<b>-70%</b>
WiFi COMPUTER SESSIONS (Main)	<b>1,011</b>	<b>2,907</b>	<b>-65%</b>
WiFi COMPUTER SESSIONS (WMML)	<b>159</b>	<b>331</b>	<b>-52%</b>
PROGRAM ATTENDANCE (Total)	<b>148</b>	<b>592</b>	<b>-75%</b>
Pre-School	35	117	<b>-70%</b>
School Age	46	123	<b>-63%</b>
Teen	7	33	<b>-79%</b>
Family	17	74	<b>-77%</b>
Adult	43	245	-82%
NO.OF PROGRAMS (Total)	<b>10</b>	<b>26</b>	<b>-62%</b>
Pre-School	2	4	<b>-50%</b>
School Age	2	4	<b>-50%</b>
Teen	1	3	-67%
Family	1	2	<b>-50%</b>
Adult	4	13	<b>-69%</b>
VOLUNTEER HOURS	<b>111</b>	<b>279.5</b>	-60%
MATERIAL REQUESTS FROM OTHER LIB.	<b>87</b>	<b>172</b>	-49%
NO. OF DAYS OPEN (Main)	<b>10</b>	<b>26</b>	<b>-62%</b>
NO. OF DAYS OPEN (WMML)	<b>12</b>	<b>31</b>	<b>-61%</b>

March 13 - 31, 2020 Statistics vs. March 2019 Statistics

<b>LIBRARY STATISTICS</b>	<b>March 2020</b>	<b>March 2019</b>	<b>%CHANGE</b>
MATERIALS CHECKED OUT (Total)	<b>3,286</b>	<b>46,693</b>	-93%
Print	0	22,853	-100%
Non-Print	0	20,287	-100%
Other (Downloadable & In-house)	3,286	3,553	-8%
LIBRARY CARD REGISTRATIONS (Total)	<b>313</b>	<b>339</b>	<b>-8%</b>
(Palm Springs) Resident	186	195	-5%
(Outside of Palm Springs) Non Resident	127	116	9%
(Paid/Fee Card) Visitor/Snow Bird	0	28	-100%
DOOR COUNT (Main)	<b>0</b>	<b>17,895</b>	-100%
DOOR COUNT (WMML)	<b>0</b>	<b>5,875</b>	-100%
PUBLIC COMPUTER SESSIONS (Main)	<b>0</b>	<b>3,607</b>	<b>-100%</b>
PUBLIC COMPUTER SESSIONS (WMML)	<b>0</b>	<b>2,136</b>	<b>-100%</b>
WiFi COMPUTER SESSIONS (Main)	<b>0</b>	<b>2,907</b>	<b>-100%</b>
WiFi COMPUTER SESSIONS (WMML)	<b>0</b>	<b>331</b>	<b>-100%</b>
PROGRAM ATTENDANCE (Total)	<b>0</b>	<b>592</b>	<b>-100%</b>
Pre-School	0	117	<b>-100%</b>
School Age	0	123	<b>-100%</b>
Teen	0	33	<b>-100%</b>
Family	0	74	<b>-100%</b>
Adult	0	245	-100%
NO.OF PROGRAMS (Total)	<b>0</b>	<b>26</b>	<b>-100%</b>
Pre-School	0	4	<b>-100%</b>
School Age	0	4	<b>-100%</b>
Teen	0	3	-100%
Family	0	2	<b>-100%</b>
Adult	0	13	<b>-100%</b>
VOLUNTEER HOURS	<b>0</b>	<b>279.5</b>	-100%
MATERIAL REQUESTS FROM OTHER LIB.	<b>0</b>	<b>172</b>	-100%
NO. OF DAYS OPEN (Main)	<b>0</b>	<b>26</b>	<b>-100%</b>
NO. OF DAYS OPEN (WMML)	<b>0</b>	<b>31</b>	<b>-100%</b>

April 2020 Statistics vs. April 2019 Statistics

<b>LIBRARY STATISTICS</b>	<b>April 2020</b>	<b>April 2019</b>	<b>%CHANGE</b>
MATERIALS CHECKED OUT (Total)	<b>5,440</b>	<b>40,126</b>	-86%
Print	90	18,624	-100%
Non-Print	237	18,450	-99%
Other (Downloadable & In-house)	5,113	3,052	68%
LIBRARY CARD REGISTRATIONS (Total)	<b>160</b>	<b>297</b>	<b>-46%</b>
(Palm Springs) Resident	80	169	-53%
(Outside of Palm Springs) Non Resident	80	104	-23%
(Paid/Fee Card) Visitor/Snow Bird	0	24	-100%
DOOR COUNT (Main)	<b>0</b>	<b>16,088</b>	-100%
DOOR COUNT (WMML)	<b>0</b>	<b>3,843</b>	-
PUBLIC COMPUTER SESSIONS (Main)	<b>0</b>	<b>3,531</b>	<b>-100%</b>
PUBLIC COMPUTER SESSIONS (WMML)	<b>0</b>	<b>2,065</b>	<b>-100%</b>
WiFi COMPUTER SESSIONS (Main)	<b>111</b>	<b>2,439</b>	<b>-95%</b>
WiFi COMPUTER SESSIONS (WMML)	<b>23</b>	<b>326</b>	<b>-93%</b>
PROGRAM ATTENDANCE (Total)	<b>0</b>	<b>1,805</b>	<b>-100%</b>
Pre-School	0	204	<b>-100%</b>
School Age	0	467	<b>-100%</b>
Teen	0	31	<b>-100%</b>
Family	0	931	<b>-100%</b>
Adult	0	172	-100%
NO.OF PROGRAMS (Total)	<b>0</b>	<b>35</b>	<b>-100%</b>
Pre-School	0	4	<b>-100%</b>
School Age	0	14	<b>-100%</b>
Teen	0	4	-100%
Family	0	3	<b>-100%</b>
Adult	0	10	<b>-100%</b>
VOLUNTEER HOURS	<b>0</b>	<b>274.5</b>	-100%
MATERIAL REQUESTS FROM OTHER LIB.	<b>0</b>	<b>110</b>	-100%
NO. OF DAYS OPEN (Main)	<b>0</b>	<b>26</b>	-
NO. OF DAYS OPEN (WMML)	<b>0</b>	<b>30</b>	-

# February 2020 Statistics vs. February 2019 statistics

<b>DATABASE USAGE (TOTAL)</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>	
ANCESTRY.COM Library Edition	22	38	-42%	
EBSCO	51	34	50%	
HELPNOW Database Usage by Brainfuse	33	410	-92%	
HELPNOW Tutoring Sessions by Brainfuse	8	27	-70%	
HERITAGE QUEST	14	14	0%	
JOBNOW by Brainfuse	0	0	-	zero
MANGO	207	32	547%	
WORLD BOOK	0	0	-	zero
KANOPY	437	n/a	-	
VALUE LINE	506	n/a	-	
ACORN TV	356	n/a	-	
NY TIMES ONLINE	128	n/a	-	
<b>TOTAL DATABASE USAGE</b>	<b>1,762</b>	<b>555</b>	<b>217%</b>	
<b>OTHER CIRCULATION</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>	
IN-HOUSE CIRCULATION	1,747	283	517%	
DOWNLOADABLE AUDIOBOOKS	1,059	827	28%	
E-BOOKS	1,399	1,271	10%	
MUSIC DOWNLOAD (FREEGAL)	791	788	0%	
E-MAGAZINES DOWNLOAD (RBdigital)	275	235	17%	
<b>TOTAL OTHER CIRCULATION</b>	<b>5,271</b>	<b>3,404</b>	<b>55%</b>	
<b>WEB PAGE HITS</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>	
LIBRARY HOMEPAGE	10,259	10,086	2%	
E-LEARNING/RESEARCH	849	744	14%	
LOCAL NEWS	11	34	-68%	
EVENT CALENDAR	940	1,609	-42%	
KIDS OASIS	240	190	26%	
TEEN ZONE	213	152	40%	
LIBRARY SERVICES	215	207	4%	
ABOUT US	77	108	-29%	
FAQ	131	130	1%	
BOOK CLUBS	124	114	9%	
DOWNLOADABLE EBOOKS, MUSIC, EMAGS	671	684	-2%	
DIPLOMA	24	53	-55%	
WELWOOD HOMEPAGE	3,068	2,501	23%	
<b>TOTAL WEB PAGE HITS</b>	<b>16,822</b>	<b>16,612</b>	<b>1%</b>	



# March 1 - 12, 2020 Statistics vs. March total 2019 statistics <sup>1</sup>

<b>DATABASE USAGE (TOTAL)</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
ANCESTRY.COM Library Edition	92	75	23%		
EBSCO	37	50	-26%		
HELPNOW Database Usage by Brainfuse	825	143	477%		
HELPNOW Tutoring Sessions by Brainfuse	25	12	108%		
HERITAGE QUEST	16	139	-88%		
JOBNOW by Brainfuse	0	0	-	zero	
MANGO	68	51	33%		
WORLD BOOK	1	0	-		
KANOPY	165	n/a	-		
VALUE LINE	180	n/a	-		
ACORN TV	369	n/a	-		
NY TIMES ONLINE	49	n/a	-		
<b>TOTAL DATABASE USAGE</b>	<b>1,827</b>	<b>470</b>	<b>289%</b>		
<b>OTHER CIRCULATION</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
IN-HOUSE CIRCULATION	833	87	857%		
DOWNLOADABLE AUDIOBOOKS	379	962	-61%		
E-BOOKS	595	1,404	-58%		
MUSIC DOWNLOAD (FREEGAL)	367	794	-54%		
E-MAGAZINES DOWNLOAD (RBdigital)	113	306	-63%		
<b>TOTAL OTHER CIRCULATION</b>	<b>2,287</b>	<b>3,553</b>	<b>-36%</b>		
<b>ALL MARCH-NOT DIVIDED</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
<b>WEB PAGE HITS</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
LIBRARY HOMEPAGE	7,733	9,545	-19%		
E-LEARNING/RESEARCH	1,002	871	15%		
LOCAL NEWS	15	24	-38%		
EVENT CALENDAR	529	960	-45%		
KIDS OASIS	146	150	-3%		
TEEN ZONE	106	219	-52%		
LIBRARY SERVICES	174	182	-4%		
ABOUT US	70	112	-38%		
FAQ	115	129	-11%		
BOOK CLUBS	65	91	-29%		
DOWNLOADABLE EBOOKS, MUSIC, EMAGS	1,733	571	204%		
DIPLOMA	5	60	-92%		
WELWOOD HOMEPAGE	1,081	3,190	-66%		
<b>TOTAL WEB PAGE HITS</b>	<b>12,774</b>	<b>16,104</b>	<b>-21%</b>		

# March 13 - 31, 2020 Statistics vs. March total 2019 statistics <sup>1</sup>

<b>DATABASE USAGE (TOTAL)</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
ANCESTRY.COM Library Edition	92	75	23%		
EBSCO	37	50	-26%		
HELPNOW Database Usage by Brainfuse	825	143	477%		
HELPNOW Tutoring Sessions by Brainfuse	25	12	108%		
HERITAGE QUEST	16	139	-88%		
JOBNOW by Brainfuse	0	0	-	zero	
MANGO	60	51	18%		
WORLD BOOK	5	0	-		
KANOPY	551	n/a	-		
VALUE LINE	180	n/a	-		
ACORN TV	399	n/a	-		
NY TIMES ONLINE	80	n/a	-		
<b>TOTAL DATABASE USAGE</b>	<b>2270</b>	<b>470</b>	<b>383%</b>		
<b>OTHER CIRCULATION</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
IN-HOUSE CIRCULATION	0	87	-100%		
DOWNLOADABLE AUDIOBOOKS	892	962	-7%		
E-BOOKS	1,473	1,404	5%		
MUSIC DOWNLOAD (FREEGAL)	624	794	-21%		
E-MAGAZINES DOWNLOAD (RBdigital)	297	306	-3%		
<b>TOTAL OTHER CIRCULATION</b>	<b>3,286</b>	<b>3,553</b>	<b>-8%</b>		
<b>WEB PAGE HITS</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
LIBRARY HOMEPAGE	7,733	9,545	-19%		
E-LEARNING/RESEARCH	1,002	871	15%		
LOCAL NEWS	15	24	-38%		
EVENT CALENDAR	529	960	-45%		
KIDS OASIS	146	150	-3%		
TEEN ZONE	106	219	-52%		
LIBRARY SERVICES	174	182	-4%		
ABOUT US	70	112	-38%		
FAQ	115	129	-11%		
BOOK CLUBS	65	91	-29%		
DOWNLOADABLE EBOOKS, MUSIC, EMAGS	1,733	571	204%		
DIPLOMA	5	60	-92%		
WELWOOD HOMEPAGE	1,081	3,190	-66%		
<b>TOTAL WEB PAGE HITS</b>	<b>12,774</b>	<b>16,104</b>	<b>-21%</b>		

# April 2020 Statistics vs. April 2019 statistics

<b>DATABASE USAGE (TOTAL)</b>	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
ANCESTRY.COM Library Edition	0	145	-100%		
EBSCO		4	-100%		
HELPNOW Database Usage by Brainfuse	24	181	-87%		
HELPNOW Tutoring Sessions by Brainfuse	4	49	-92%		
HERITAGE QUEST	15	9	67%		
JOBNOW by Brainfuse	0	0	-	zero	
MANGO	1557	121	1187%		
WORLD BOOK	3	0	-		
KANOPY	1166	n/a	-		
VALUE LINE	244	n/a	-		
ACORN TV	30	n/a	-		
NY TIMES ONLINE	160	n/a	-		
<b>TOTAL DATABASE USAGE</b>	<b>5,223</b>	<b>2,528</b>	<b>107%</b>		
<b>CIRCULATION</b>					
IN-HOUSE CIRCULATION	0	-302	-100%		
DOWNLOADABLE AUDIOBOOKS	1,323	965	37%		
E-BOOKS	2,395	1,367	75%		
MUSIC DOWNLOAD (FREEGAL)	1009	770	31%		
E-MAGAZINES DOWNLOAD (RBdigital)	386	252	53%		
<b>TOTAL OTHER CIRCULATION</b>	<b>5,113</b>	<b>3,052</b>	<b>68%</b>		
<b>WEB PAGE HITS</b>					
	<b>2020</b>	<b>2019</b>	<b>% CHANGE</b>		
LIBRARY HOMEPAGE	3,767	8,673	-57%		
E-LEARNING/RESEARCH	721	674	7%		
LOCAL NEWS	6	14	-57%		
EVENT CALENDAR	158	1,002	-84%		
KIDS OASIS	44	243	-82%		
TEEN ZONE	35	172	-80%		
LIBRARY SERVICES	458	131	250%		
ABOUT US	45	83	-46%		
FAQ	41	113	-64%		
BOOK CLUBS	28	78	-64%		
DOWNLOADABLE EBOOKS, MUSIC, EMAGS	1,773	641	177%		
DIPLOMA	3	23	-87%		
WELWOOD HOMEPAGE	135	2,678	-95%		
<b>TOTAL WEB PAGE HITS</b>	<b>7,214</b>	<b>14,525</b>	<b>-50%</b>		

SELECTION CRITERIA: genledgr.fund='151'  
 ACCOUNTING PERIOD: 10/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,933,101.18	
11110	Unrealized Investments	.00	
TOTAL Cash		1,933,101.18	.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		2,028,082.87	.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		268,135.38	2,296,218.25
TOTAL EQUITIES		268,135.38	2,296,218.25
TOTAL LIBRARY ENDOWMENT		2,296,218.25	2,296,218.25
TOTAL REPORT		2,296,218.25	2,296,218.25

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER  
 DATE: 05/27/20  
 TIME: 12:09:31

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 10/20

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: 05/27/20  
 TIME: 12:08:55

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: 10/20

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	4,014.55	1,383.05	.00	6,023.80	-2,009.25	150.05
	TOTAL MTRLS, SUPPLIES & SVCS	7,889.71	1,383.05	.00	6,096.15	1,793.56	77.27
50004	FUTURE LIBRARY PROJECTS	1,545,441.27	.00	.00	.00	1,545,441.27	.00
51026	TRUST FUND BOOKS	42,356.54	394.53	925.68	29,074.32	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	1,937.16	.00	13,015.54	11,984.46	52.06
	TOTAL CAPITAL	2,047,772.69	2,331.69	165,488.36	92,836.32	1,789,448.01	12.61
	TOTAL LIBRARY TRUST	2,055,662.40	3,714.74	165,488.36	98,932.47	1,791,241.57	12.86
	TOTAL LIBRARY	2,055,662.40	3,714.74	165,488.36	98,932.47	1,791,241.57	12.86
	TOTAL LIBRARY ENDOWMENT	2,055,662.40	3,714.74	165,488.36	98,932.47	1,791,241.57	12.86
	TOTAL REPORT	2,055,662.40	3,714.74	165,488.36	98,932.47	1,791,241.57	12.86

SELECTION CRITERIA: orgn.fund='001' and orgn.orgn1='50' and orgn.orgn2='2710'  
 ACCOUNTING PERIOD: 10/20

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	78,671.13	.00	831,845.39	167,254.61	83.26
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	.00	.00	986.99	4,013.01	19.74
41110	MED INSURANCE WITHDRAWAL	.00	150.00	.00	4,200.00	-4,200.00	.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	26,924.35	.00	288,357.95	59,542.05	82.89
41620	PERS - POB	36,000.00	.00	.00	27,000.00	9,000.00	75.00
41700	MEDICARE TAX	15,000.00	1,162.30	.00	12,807.52	2,192.48	85.38
41900	FRINGE BENEFITS	210,200.00	16,863.66	.00	155,530.73	54,669.27	73.99
41920	WORKERS COMPENSATION	59,900.00	.00	.00	44,925.00	14,975.00	75.00
41930	RHS HEALTH BENEFIT	13,800.00	1,075.00	.00	10,175.00	3,625.00	73.73
41940	RETIREE HEALTH BENEFIT	106,800.00	.00	.00	80,100.00	26,700.00	75.00
	TOTAL PERSONNEL COSTS	1,878,782.43	124,846.44	.00	1,469,301.01	409,481.42	78.20
42010	GAS AND OIL (HEAT)	8,000.00	470.20	.00	5,283.81	2,716.19	66.05
42015	COMMUNICATIONS	26,425.00	437.77	5,678.05	19,303.59	1,443.36	94.54
42100	OFFICE SUPPLIES	12,011.60	695.26	.00	10,353.44	1,658.16	86.20
42115	POSTAGE	1,000.00	155.00	.00	646.90	353.10	64.69
42195	SPECIAL DEPT SUPPLIES	27,600.00	2,110.42	.00	14,793.73	12,806.27	53.60
42490	NON CAPITAL EQUIPMENT	16,000.00	.00	.00	10,226.28	5,773.72	63.91
42500	TRAVEL & TRAINING	8,500.00	11.39	.00	7,068.90	1,431.10	83.16
42520	CONFERENCES	14,100.00	.00	.00	7,426.63	6,673.37	52.67
42530	DUES & SUBSCRIPTIONS	5,900.00	.00	.00	2,064.00	3,836.00	34.98
42570	PRINTING & PUBLISHING	20,300.00	2,753.89	2,968.50	8,744.53	8,586.97	57.70
42580	ELECTRONIC DATABASES	55,515.00	10,000.00	300.00	46,696.60	8,518.40	84.66
42900	OFFICE EQUIP OPS & MAINT	1,000.00	.00	.00	.00	1,000.00	.00
42920	PC/HARD/SOFTWARE MAINT	87,000.00	708.39	.00	84,318.36	2,681.64	96.92
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	7,868.85	7,958.40	93,259.20	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	4,091.52	18,353.61	89,646.39	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	2,444.92	3,384.59	12,286.36	15,829.05	49.75
45520	ADVERTISING	11,000.00	2,727.00	1,135.00	7,830.00	2,035.00	81.50
	TOTAL MTRLS, SUPPLIES & SVCS	619,082.17	34,474.61	39,778.15	463,606.98	115,697.04	81.31
49000	INSURANCE	70,600.00	.00	.00	52,950.00	17,650.00	75.00
49040	FACILITIES MAINT SERVICE	115,400.00	.00	.00	86,550.00	28,850.00	75.00
49070	BENEFITS ADMIN	11,300.00	.00	.00	8,475.00	2,825.00	75.00
	TOTAL SPECIAL CHARGES	197,300.00	.00	.00	147,975.00	49,325.00	75.00
	TOTAL LIBRARY	2,695,164.60	159,321.05	39,778.15	2,080,882.99	574,503.46	78.68

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER  
 DATE: 05/27/20  
 TIME: 12:10:15

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: 10/20

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	159,321.05	39,778.15	2,080,882.99	574,503.46	78.68
	TOTAL GENERAL FUND	2,695,164.60	159,321.05	39,778.15	2,080,882.99	574,503.46	78.68
TOTAL REPORT		2,695,164.60	159,321.05	39,778.15	2,080,882.99	574,503.46	78.68



SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER  
DATE: 05/27/20  
TIME: 12:08:14

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 10/20

(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					.00	.00	INTEREST INCOME	
		06/28/19	12-1		.00		BEGINNING BALANCE POSTED FROM BUDGET SYSTEM	
		TOTAL PERIOD 1			.00	.00		.00
		09/30/19	19-3	3401		10,440.24	FY20 Q1 INTEREST ALLOCS	
		TOTAL PERIOD 3			.00	10,440.24		-10,440.24
		12/31/19	19-6	3665		10,644.62	FY20 Q2 INTEREST ALLOCS	
		TOTAL PERIOD 6			.00	10,644.62		-21,084.86
		03/31/20	19-9	3900		8,360.11	Q3 INTRST ALLOC	
		TOTAL PERIOD 9			.00	8,360.11		-29,444.97
		TOTAL INTEREST INCOME			.00	29,444.97		-29,444.97
		TOTAL 1ST SUBTOTAL - USE OF MONEY			.00	29,444.97		-29,444.97
		TOTAL DEPARTMENT -			.00	29,444.97		-29,444.97
		TOTAL FUNCTION - SPECIAL REVENUE FUNDS			.00	29,444.97		-29,444.97
		TOTAL FUND - LIBRARY ENDOWMENT			.00	29,444.97		-29,444.97
TOTAL		REPORT			.00	29,444.97		-29,444.97

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER  
 DATE: 05/28/20  
 TIME: 09:53:07

CITY OF PALM SPRINGS  
 PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1  
 STATMN11

UPDATED 5/28/20

SELECTION CRITERIA: genledgr.fund='151'  
 ACCOUNTING PERIOD: 11/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,932,701.18	
11110	Unrealized Investments	.00	
TOTAL Cash		1,932,701.18	.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		2,027,682.87	.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		270,844.63	2,298,527.50
TOTAL EQUITIES		270,844.63	2,298,527.50
TOTAL LIBRARY ENDOWMENT		2,298,527.50	2,298,527.50
TOTAL REPORT		2,298,527.50	2,298,527.50

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER  
 DATE: 05/28/20  
 TIME: 09:56:17

CITY OF PALM SPRINGS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1  
 AUDIT21

SELECTION CRITERIA: orgn.fund='151' expledgr.key\_orgn='2752' and expledgr.account='44051'  
 ACCOUNTING PERIODS: 1/20 THRU 11/20

FRIENDS PASS-THROUGH  
 ACCOUNT DETAIL:  
 AS OF 5/28/20

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
44051				FRIENDS OF THE LIBRARY					
151-50-2752-2752				- LIBRARY TRUST					
44051				FRIENDS OF THE LIBRARY	.00	.00	.00	BEGINNING BALANCE	
06/28/19	11-1				100.00			POSTED FROM BUDGET SYSTEM	
09/23/19	13-3				200.00			BUD ADJ 9/23-1CA LIB 151	
02/13/20	21-8		1111713	24212 FRIENDS OF THE P		2,331.50	.00	DAILY BOOK SALES	
02/19/20	13-8				2,331.50			02-19 05B	
03/12/20	21-9		1112231	24212 FRIENDS OF THE P		2,309.25	.00	DAILY BOOK SALES	
04/16/20	13-10				1,383.05			04-16 06B	
04/23/20	21-10		1113059	24212 FRIENDS OF THE P		1,383.05	.00	DAILY BOOK SALES	
05/27/20	13-11				2,309.25			05-27 02B	
				TOTAL FRIENDS OF THE LIBRARY	6,323.80	6,023.80	.00		300.00
				TOTAL 1ST SUBTOTAL - MTRLS, SUPPLIES & SVCS	6,323.80	6,023.80	.00		300.00
				TOTAL DEPARTMENT - LIBRARY TRUST	6,323.80	6,023.80	.00		300.00
				TOTAL FUNCTION - LIBRARY	6,323.80	6,023.80	.00		300.00
				TOTAL FUND - LIBRARY ENDOWMENT	6,323.80	6,023.80	.00		300.00
				TOTAL REPORT	6,323.80	6,023.80	.00		300.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER  
 DATE: 05/28/20  
 TIME: 09:55:08

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: 11/20

UPDATED 5/28/20

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	6,323.80	.00	.00	6,023.80	300.00	95.26
	TOTAL MTRLS, SUPPLIES & SVCS	10,198.96	.00	.00	6,096.15	4,102.81	59.77
50004	FUTURE LIBRARY PROJECTS	1,545,441.27	.00	.00	.00	1,545,441.27	.00
51026	TRUST FUND BOOKS	42,356.54	.00	925.68	29,074.32	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	.00	13,415.54	11,584.46	53.66
	TOTAL CAPITAL	2,047,772.69	400.00	165,488.36	93,236.32	1,789,048.01	12.63
	TOTAL LIBRARY TRUST	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87
	TOTAL LIBRARY	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87
	TOTAL LIBRARY ENDOWMENT	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87
	TOTAL REPORT	2,057,971.65	400.00	165,488.36	99,332.47	1,793,150.82	12.87



# MEMORANDUM

DATE: June 3, 2020  
SUBJECT: LIBRARY BOARD OF TRUSTEE STAFF REPORT  
TO: Trustees  
FROM: Jeannie Kays, Director of Library Services

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## **Legislative Action Item 7.B.**

Friends of the Library organize and sell used books and ancillary items such as earbuds, USB memory sticks, and passport photos at the Library. Library staff receive the payment and enter it into the Library cash register. Friends' transactions are recorded in the cash register under separate "Friends" transaction keys, allowing us to run a daily report for the City's Finance Department to determine the accounts in which to deposit the funds.

Funds are deposited into all the transaction accounts and then Library staff run a report after the end of the month to determine the total amount earned by Friends of the Palm Springs Library.

A new process was undertaken this year, which is taking time to function smoothly. Previously, we requested a check for the Friends directly from the revenue account. The Finance Department determined that this was an incorrect procedure, because expenditures should not happen from revenue accounts. The funds need to be transferred into the expenditure account and then a check can be cut.

In March 2020, Library staff did the following actions:

1. Ran report to determine amount earned in February
2. Created and submitted an "Offsetting Budget Adjustment" to move funds from the revenue account into the expenditure account.
3. Requested a check to be sent to Friends of the Library with funds from the expenditure account

Step 2 did not take place, creating an account shortage from the expenditure account. Finance Department was able to correct the issue on May 27, 2020. Detailed financial reports now show the transaction from Step 2.

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Jeannie Kays  
Director of Library Services

## FOR DISCUSSION PURPOSES ONLY

June 6, 2020

Nancy A. Pauley  
Director of Finance  
City of Palm Springs  
3200 E. Taqhitz Canyon Way  
Palm Springs, CA 92263-2743

Dear Ms. Pauley,

By the authority of the Library Board of Trustees and following a vote of the Trustees, I am requesting that all funds held by the City of Palm Springs in the Library Endowment account be turned over to the Trustees to be deposited into the account of a financial institution of the Trustees choosing.

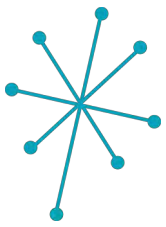
Kindly provide the balance to be transferred, including any accrued interest and the date that such transfer can be made so the Trustees can make appropriate arrangements.

Sincerely,

David Kelly  
Library Board of Trustees, Trustee and Treasurer

cc: Library Board of Trustees  
Jeannie Kays, Director of Library Services

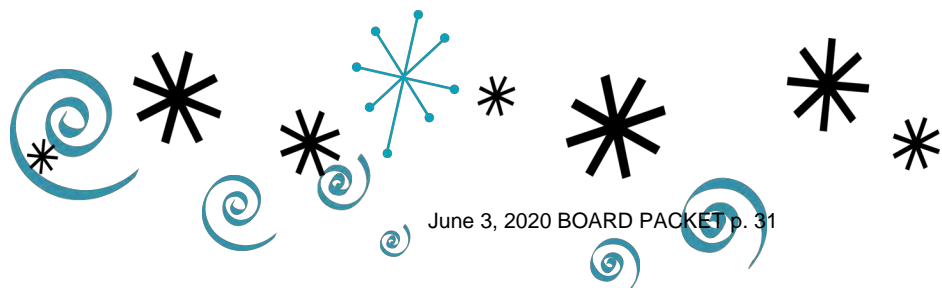
Palm Springs Public Library  
300 S. Sunrise Way  
Palm Springs, CA 92262  
[DavidJaxKelly@gmail.com](mailto:DavidJaxKelly@gmail.com)  
323-314-3266 (cell & text)

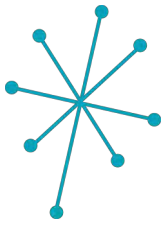


# LIBRARY A-GO-GO

## MATERIALS TO-GO—CONTACT FREE PROCEDURES:

- Go online ([www.palmspringslibrary.org](http://www.palmspringslibrary.org)) or call the Library (during regular hours, Mon.-Thu. from 10AM-6PM) to place items on hold, up to **five (5)** items.
- Once holds are ready, the Library staff will call you and set a pick-up appointment time, Mon. – Thurs. between 10AM – 5:30PM
- When you arrive for your appointment, **please stay in your car** and call the Library at **760-322-7323**—please have your Library card number with you when you call.
- Your materials will be checked-out and staff will put them on the table outside the door. Once staff returns inside you can exit your car to pick up your materials from the table.
- When items are due, please place them in the book return slot only. All materials will be quarantined for 72 hours prior to checking-in and returning to the shelves.
- **Thank you** for following these procedures to keep us all safe and healthy!

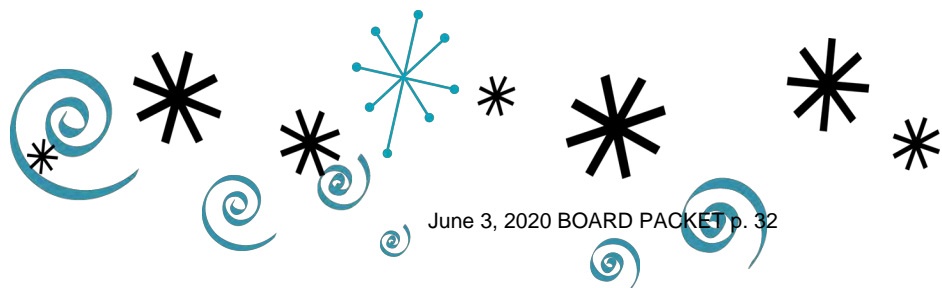




# LIBRARY A-GO-GO

## Material para llevar — Procedimiento para evitar el contacto

- Ingrese a la página de la biblioteca ([www.palmspringslibrary.org](http://www.palmspringslibrary.org)) o llame por teléfono (durante el horario de atención normal) para reservar materiales hasta **cinco (5)** artículos.
- Una vez que las retenciones estén listas, el personal de la biblioteca se comunicará con usted para coordinar el horario en que debe pasar a retirarlo (de lunes a jueves de 10 AM a 5:30 PM).
- Cuando llegue a su citá, **permanezca dentro del automóvil** y llame a la biblioteca al número **760-322-7323**. Tenga a mano su número de asociado al llamar.
- Se registrará la salida del material y el personal lo colocará sobre la mesa ubicada fuera de la puerta. Cuando el personal regrese al interior, puede salir del automóvil y recoger el material de la mesa.
- Una vez vencido el plazo, coloque el material en la urna de devolución de libros. Se lo pondrá en cuarentena durante 72 horas antes de registrar su ingreso y acomodarlo en los estantes.
- Agradecemos su colaboración para preservar nuestra salud y seguridad.





**AWARENESS CAMPAIGN UPDATE as of 5/26/2020**

**POST-CLOSURE March 13, 2020:**

**RADIO – Alpha Media 3 stations, 3 weeks, 38 spots** (part of campaign listed below)

**Radio – COVID/Library online resources/we're all in this together:**

5/11 – 5/25 :30 second commercials on Mix 100.5, the Bull 98.5, U-92.7 in English and Spanish

**Radio – COVID/Library online resources/Introducing Library A-Go-Go service**

5/26 – 6/1 :30 second commercials on Mix 100.5, the Bull 98.5, U-92.7 in English and Spanish

**RADIO - FREE media through IHUB internet radio – “Uncertain Times”**

8-week campaign, running :60 second spot re: online services available at the Library (nominal production cost)

Began running 4/11/20

**RADIO – Alpha Media 1 station, 3 weeks – paid for out of Library advertising for COHS [not Trust]**

**Radio – Career Online High School:**

3/22 – 4/12 :30 second commercials on U-92.7

**Composed round-two campaign during COVID comprised of Radio, TV and internet/digital advertising \$8,328.50**

- Began with Alpha Media radio, 3 stations, (listed above)
- KESQ TV advertising package – station has proposed a one for one match on our proposed TV campaign highlighting the resources the Palm Springs Public Library is offering to the public. Therefore, for every dollar spent we will return in kind with additional air time. Combination of (am/pm) news and morning/afternoon talk show. Proposed 3-month campaign with per month cost being matched in-kind. Will note on ads that advertising is being paid for by the Library Board of Trustees.
- Desert Sun Print & Digital – quarter page ad, eight color ads, runs 2x per week for 4 weeks + 50K online digital impressions – constant for one month
- Uken Report – Digital advertising – Hero Ad, Valley Life section, article with live links, online, one month

**PRE-CLOSURE additional add-ons to original campaign:**

**PRINT:**

- **Co-op partner LOCALE Magazine – 3 issues: February/March/April – half-page ad, \$400 per month**
- **SunLine Bus Shelters (3)/Bus wraps (2 routes) – added second round:**  
1/9/20 – 2/9/20 – \$1400 (added - netted 10 free days on display)  
#780 Baristo/Farrell (Interior) & #27 Sunrise/Ramon (Interior/Exterior)

**WELWOOD MURRAY MEMORIAL LIBRARY  
PATIO PROJECT  
MAY 15, 2020**

