



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA WEDNESDAY, SEPTEMBER 2, 2020 5:30 P.M.

Pursuant to Executive Order N-29-20, this meeting may be conducted by teleconference and there will be no in-person public access to the meeting location.

- To view/listen to the meeting live, please use the following link:
<https://us02web.zoom.us/j/84673472031> or call 1-669-900-6833, Meeting ID: 846 7347 2031.
- Submit your public comment to the Library Board of Trustees electronically. Material may be emailed to jeannie.kays@palmspringsca.gov. Transmittal prior to the start of the meeting is required. Any correspondence received during or after the meeting will be distributed to the Board and retained for the official record.
- You may provide telephonic comments by calling the Library Director at (760) 322-8375 by no later than 4:00 p.m. to be added to the public comment queue. At the appropriate time, a staff member will call you so that you may provide your public testimony to the Board.
- The meeting will be recorded and the audio file will be available from the Office of the City Clerk and will be posted on the City's YouTube channel, as soon as practicable.

TRUSTEES

Craig Borba, Ed. D.
Melissa Cronin
Juanita Garner

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

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

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

1. **CALL TO ORDER - ROLL CALL**
2. **CHANGES OR ADDITIONS TO THE AGENDA:** In order to meet Brown Act requirements, items may be added to the agenda only upon decision by a majority of the Board of Directors to add the item because of a need for immediate action. This Agenda was available for public access at the City Hall exterior bulletin board (west side of Council Chamber), and City Clerk's office on or before 5:30 p.m., August 27, 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 July 1, 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. Thank outgoing Trustees Courtright and Weremiuk

7. B. Welcome Trustees Cronin and Garner

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

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

7. D. COVID updates-statistics

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

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, October 7, 2020 in the Large Conference Room at Palm Springs City Hall or virtually.

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

THE PUBLIC IS INVITED TO PARTICIPATE

COMMITTEES:

STANDING:

ADVOCACY	KELLY
BUDGET	KELLY/MCBRIDE
BUILDINGS	BORBA/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 August 27, 2020, and posted on the City’s website as required by established policies and procedures.



Jeannie Kays, MLIS
Director of Library Services

PUBLIC NOTICES

Pursuant to G.C. Section 54957.5(b)(2) the designated office for inspection of records in connection with the meeting is the Office of the Library Director, Palm Springs Public Library, 300 S. Sunrise Way. Complete Agenda Packets are available for public inspection at: Palm Springs Public Library. Agenda and staff reports are available on the City's website www.palmspringsca.gov. If you would like additional information on any item appearing on this agenda, please contact the Director of Library Services at (760) 322-8375.

It is the intention of the City of Palm Springs to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, If you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact Lisa Brock at 760-322-8387 to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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

Palm Springs Public Library
Teleconference via Zoom

July 1, 2020

1. CALL TO ORDER

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

ROLL CALL

PRESENT

Craig Borba	Yes
David Kelly	Yes
Ed McBride	Yes
Kathy Weremiuk	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

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

PUBLIC PRESENT: David Sidley.

2. CHANGES OR ADDITIONS TO THE AGENDA:

7. G. Discussion of promissory note

MOTION: (Borba/Weremiuk, 4-0) To add an item to discuss promissory note draft document.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

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

4. A. Meeting Minutes of June 3, 2020

This item was excluded from the consent agenda.

4. B. Meeting Minutes of June 24, 2020

4. C. Library Statistics

EXCLUDED CONSENT AGENDA

4. A. Meeting Minutes of June 3, 2020

Treasurer Kelly requested that the June 3, 2020, meeting minutes be amended as follows:

In 7.B. change the line "...he did not get a response from her." to "...he did not get the assurances he was seeking."

MOTION: (Weremiuk/Borba, 4-0) To approve the June 3, 2020 minutes as amended.

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

Director Kays gave the report. The Friends received a grant of \$11,500 from the Anderson Children's Foundation. The money will be used to purchase books for the Summer Reading Program.

5. B. Palm Springs Public Library Foundation

David Sidley gave the report. The Foundation formed a fundraising committee, their finance committee met to discuss forming the endowment, and they have two new Board candidates.

5. C. Library Staff

Director Kays reported that there were 793 people enrolled so far in our first virtual Summer Reading Program. This includes 432 Youth, 187 Teens, and 174 Adults with readers logging 50,377 minutes as of Week 4. There is still time to participate in the 6-week program. Grand prizes include four bicycles, a Nintendo Switch Lite with Animal Crossing game, \$50 Amazon Gift Card, and a Kindle Fire Tablet. Friends of the Library sponsored Summer Reading along with Anderson Children's Foundation granting us funds to purchase giveaway books.

The Library started a contact-free service for picking up library materials, Library-A-Go-Go. In the month of June, we served 1,068 appointments. Although the library is not allowing customers inside due to COVID-19 risks, the library checked out and renewed 7,021 items.

If anyone is looking to help the library, you can do User Text Correction for our Desert Sun newspaper archive. When a computer deciphers the text on the screen there are sometimes mistakes made. This is where people go in, review the text, and correct it. Visit www.accessingthepast.org and create a free account. Call the library if you need assistance getting started.

6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,932,701.18. Treasurer Kelly asked about the \$300 in the Friends of the Library account. Director Kays said that the account always starts with a \$100 balance but in September 2019 a credit adjustment of \$200 was done on the account. At the end of the fiscal year the money will be rolled back into the cash account.

7. DISCUSSION/ACTION ITEMS

7. A. Update on Library Budget approved by City - information available after posting of agenda

Director Kays gave the report. The City passed the budget. The Library's operating budget was impacted with the largest cuts coming from the book and media budgets. The Library lost one full time position the Library Services and Public Relations Manager and a one part-time position a Library Assistant. The Library Assistant retired and that position will not be filled so we were able to fund two quarter-time Pages. The Library wrote a grant that, if awarded, would fund the full time position. The Welwood Library will not be open for the current fiscal year.

7. B. Trust Fund Role - discussion on how funds held within the City (Resolutions)

President McBride gave the report. Included in the Board packet is Resolution 17288 which formally established the Library within the City, and the relationship between the City and the Library Board of Trustees. Section 2A of the Resolution says that the Board of Trustees manages and controls the Library Trust Fund. Treasurer Kelly said that when he joined the Board he received a different Resolution than what was included in the packet. Trustee Weremiuk said it looks like an authorizing resolution and it gives certain powers to the Library Trustees but wonders if it has been amended. Director Kays will

email the City Clerk to ask if there has been an amendment to the resolution or if they are written into the current budget. President McBride feels leaving the Trust Fund with the City is the best option. The City has \$22 million in restricted reserves; they used all of their rainy day funds.

7. C. Library Reopening Plan - safety measures established

Director Kays gave the report. Included in the packet is the Reopening Plan Memorandum Director Kays prepared. Trustee Borba asked about temperature checks. The Library will most likely require temperature checks. Masks will be required. Treasurer Kelly is concerned about the capacity of 44 people he thinks the number is too low. He is concerned about access by children and thinks they should be monitored because they are messy. At this time, the Library is not allowing volunteers; however, a few Friends members are tending to the book donations on a very limited basis. He mentioned that the memo does not mention the homeless population. He also recommended the Library should only sanitize youth and teen books but the adult books do not need to be quarantined or sanitized.

7. D. Update on REALM Project/IMLS Battelle Study on COVID-19 on Library Materials

Director Kays shared findings from a study done to see how long COVID-19 can live on different types of Library Materials.

7. E. PR Campaign update - upcoming TV ads for awareness campaign

Director Kays said that the Library has a commercial that will be airing for three months on KESQ.

7. G. moved up at this time.

7. G. Discussion of promissory note

Trustee Borba said that David's name needed to be corrected. President McBride will work with David Sidley, Director Kays, and the City Attorney to finalize the document.

7. F. Boards/Commissions dark in August - confirm next meeting date of September 2

No meeting in August. The next meeting will be September 2, 2020.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

9. ADJOURNMENT

The July meeting adjourned at 7:15 p.m.

RESPECTFULLY SUBMITTED,


Jeannie Kays
Director of Library Services

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/19/20
 TIME: 17:37:02

CITY OF PALM SPRINGS
 PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1
 STATMN11

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 12/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,930,241.18	
11110	Unrealized Investments	.00	
TOTAL Cash		1,930,241.18	.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		2,025,222.87	.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		255,124.63	2,280,347.50
TOTAL EQUITIES		255,124.63	2,280,347.50
TOTAL LIBRARY ENDOWMENT		2,280,347.50	2,280,347.50
TOTAL REPORT		2,280,347.50	2,280,347.50

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/19/20
 TIME: 17:37:56

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 12/20

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

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/19/20
 TIME: 17:40:08

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: 12/20

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	.00	29,074.32	13,282.22	68.64
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	.00	46,926.46	20,254.32	69.85
51040	PR LIBRARY CAMPAIGN	25,000.00	2,460.00	.00	15,875.54	9,124.46	63.50
	TOTAL CAPITAL	2,047,772.69	2,460.00	147,308.36	95,696.32	1,804,768.01	11.87
	TOTAL LIBRARY TRUST	2,057,971.65	2,460.00	147,308.36	101,792.47	1,808,870.82	12.10
	TOTAL LIBRARY	2,057,971.65	2,460.00	147,308.36	101,792.47	1,808,870.82	12.10
	TOTAL LIBRARY ENDOWMENT	2,057,971.65	2,460.00	147,308.36	101,792.47	1,808,870.82	12.10
	TOTAL REPORT	2,057,971.65	2,460.00	147,308.36	101,792.47	1,808,870.82	12.10

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/19/20
 TIME: 17:40:33

CITY OF PALM SPRINGS
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT21

SELECTION CRITERIA: orgn.fund='151' expledgr.key_orgn='2752' and expledgr.account='50004'
 ACCOUNTING PERIODS: 1/21 THRU 12/21

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

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

PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

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

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
50004								FUTURE LIBRARY PROJECTS	
151-50-2752-2752								- LIBRARY TRUST	
50004					.00	.00	.00	BEGINNING BALANCE	
07/06/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
07/23/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				-1,545,441.27			CORRECT CO 19-20 TO 20-21	
07/27/20	13-1				20,454.32			CARRYOVER 19-20 TO 20-21	
					TOTAL FUTURE LIBRARY PROJECTS	1,565,895.59	.00		1,565,895.59
					TOTAL 1ST SUBTOTAL - CAPITAL	1,565,895.59	.00		1,565,895.59
					TOTAL DEPARTMENT - LIBRARY TRUST	1,565,895.59	.00		1,565,895.59
					TOTAL FUNCTION - LIBRARY	1,565,895.59	.00		1,565,895.59
					TOTAL FUND - LIBRARY ENDOWMENT	1,565,895.59	.00		1,565,895.59
					TOTAL REPORT	1,565,895.59	.00		1,565,895.59

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: orgn.fund='001' and orgn.orgnl='50' and expledgr.key_orgn='2710'

ACCOUNTING PERIOD: 12/20

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 2ND SUBTOTAL-400 EMPLOYEE COMPENSATION
FUNCTION-50 LIBRARY
DEPARTMENT-2710 LIBRARY
1ST SUBTOTAL-4000 PERSONNEL COSTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
40000	REGULAR EMPLOYEES	999,100.00	69,958.43	.00	956,214.18	42,885.82	95.71
40050	VACATION/SICK CONVERSION	11,107.43	11,478.73	.00	24,776.16	-13,668.73	223.06
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	4,500.00	-4,500.00	.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	19,223.57	.00	334,407.27	13,492.73	96.12
41620	PERS - POB	36,000.00	.00	.00	36,000.00	.00	100.00
41700	MEDICARE TAX	15,000.00	1,224.56	.00	15,194.44	-194.44	101.30
41900	FRINGE BENEFITS	210,200.00	16,503.44	.00	188,732.92	21,467.08	89.79
41920	WORKERS COMPENSATION	59,900.00	.00	.00	59,900.00	.00	100.00
41930	RHS HEALTH BENEFIT	13,800.00	1,075.00	.00	12,325.00	1,475.00	89.31
41940	RETIREE HEALTH BENEFIT	106,800.00	.00	.00	106,800.00	.00	100.00
	TOTAL PERSONNEL COSTS	1,878,782.43	119,613.73	.00	1,739,911.96	138,870.47	92.61
42010	GAS AND OIL (HEAT)	8,000.00	72.03	.00	5,643.97	2,356.03	70.55
42015	COMMUNICATIONS	26,425.00	5,908.78	.00	25,385.68	1,039.32	96.07
42100	OFFICE SUPPLIES	12,011.60	259.02	.00	10,612.46	1,399.14	88.35
42115	POSTAGE	1,000.00	.00	.00	646.90	353.10	64.69
42195	SPECIAL DEPT SUPPLIES	27,600.00	.00	.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	.00	.00	7,082.70	1,417.30	83.33
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	.00	.00	10,562.45	9,737.55	52.03
42580	ELECTRONIC DATABASES	55,515.00	.00	1,596.00	46,996.60	6,922.40	87.53
42900	OFFICE EQUIP OPS & MAINT	1,000.00	.00	.00	.00	1,000.00	.00
42920	PC/HARD/SOFTWARE MAINT	87,000.00	.00	.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	.00	2,536.34	94,624.78	25,838.88	78.99
44010	MAGAZINES & PUBLICATIONS	12,312.97	.00	.00	10,104.00	2,208.97	82.06
44020	AUDIO VISUAL MATERIALS	110,000.00	1,960.15	15,509.95	91,606.54	2,883.51	97.38
44040	CONTRACTUAL CATALOGING	30,108.00	.00	.00	30,107.94	.06	100.00
44050	LIBRARY SPECIAL CHARGES	31,500.00	.00	.00	15,670.95	15,829.05	49.75
45520	ADVERTISING	11,000.00	.00	.00	8,735.60	2,264.40	79.41
	TOTAL MTRLS, SUPPLIES & SVCS	619,082.17	8,199.98	19,642.29	480,055.89	119,383.99	80.72
49000	INSURANCE	70,600.00	.00	.00	70,600.00	.00	100.00
49040	FACILITIES MAINT SERVICE	115,400.00	.00	.00	115,400.00	.00	100.00
49070	BENEFITS ADMIN	11,300.00	.00	.00	11,300.00	.00	100.00
	TOTAL SPECIAL CHARGES	197,300.00	.00	.00	197,300.00	.00	100.00
	TOTAL LIBRARY	2,695,164.60	127,813.71	19,642.29	2,417,267.85	258,254.46	90.42

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/19/20
 TIME: 17:41:17

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and orgn.orgn1='50' and expledgr.key_orgn='2710'
 ACCOUNTING PERIOD: 12/20

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	127,813.71	19,642.29	2,417,267.85	258,254.46	90.42
TOTAL GENERAL FUND		2,695,164.60	127,813.71	19,642.29	2,417,267.85	258,254.46	90.42
TOTAL REPORT		2,695,164.60	127,813.71	19,642.29	2,417,267.85	258,254.46	90.42

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 13/20

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,930,241.18	
11110	Unrealized Investments	.00	
TOTAL Cash		1,930,241.18	.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		2,025,222.87	.00
21100	Accounts Payable - System		861.00
21112	Sales Tax Payable		.00
TOTAL Accounts Payable		.00	861.00
21201	Accrued Wages Payable		.00
TOTAL Wages Payable		.00	.00
23287	Deposits Payable		.00
TOTAL Other Liabilities		.00	.00
TOTAL LIABILITIES		.00	861.00
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		255,985.63	2,280,347.50
TOTAL EQUITIES		255,985.63	2,280,347.50
TOTAL LIBRARY ENDOWMENT		2,281,208.50	2,281,208.50
TOTAL REPORT		2,281,208.50	2,281,208.50

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/13/20
 TIME: 15:17:16

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 13/20

(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	.00 BEGINNING BALANCE	
					.00		POSTED FROM BUDGET SYSTEM	
					.00	.00		.00
					.00	.00		
09/30/19	19-3		3401			10,440.24	FY20 Q1 INTEREST ALLOCS	
					.00	10,440.24		-10,440.24
12/31/19	19-6		3665			10,644.62	FY20 Q2 INTEREST ALLOCS	
					.00	10,644.62		-21,084.86
03/31/20	19-9		3900			8,360.11	Q3 INTRST ALLOC	
					.00	8,360.11		-29,444.97
					.00	29,444.97		-29,444.97
					.00	29,444.97		-29,444.97
					.00	29,444.97		-29,444.97
					.00	29,444.97		-29,444.97
					.00	29,444.97		-29,444.97
					.00	29,444.97		-29,444.97
					.00	29,444.97		-29,444.97
					.00	29,444.97		-29,444.97

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/13/20
 TIME: 15:15:54

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='151' and expledgr.key_orgn='2752'
 ACCOUNTING PERIOD: 13/20

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	.00	29,074.32	13,282.22	68.64
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	.00	46,926.46	20,254.32	69.85
51040	PR LIBRARY CAMPAIGN	25,000.00	861.00	.00	16,736.54	8,263.46	66.95
	TOTAL CAPITAL	2,047,772.69	861.00	147,308.36	96,557.32	1,803,907.01	11.91
	TOTAL LIBRARY TRUST	2,057,971.65	861.00	147,308.36	102,653.47	1,808,009.82	12.15
	TOTAL LIBRARY	2,057,971.65	861.00	147,308.36	102,653.47	1,808,009.82	12.15
	TOTAL LIBRARY ENDOWMENT	2,057,971.65	861.00	147,308.36	102,653.47	1,808,009.82	12.15
	TOTAL REPORT	2,057,971.65	861.00	147,308.36	102,653.47	1,808,009.82	12.15

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/13/20
 TIME: 15:18:17

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 13/20

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 exp-ledgr.key_orgn='2710'
 ACCOUNTING PERIOD: 13/20

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 2ND SUBTOTAL-400 EMPLOYEE COMPENSATION
 FUNCTION-50 LIBRARY
 DEPARTMENT-2710 LIBRARY
 1ST SUBTOTAL-4000 PERSONNEL COSTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
40000	REGULAR EMPLOYEES	999,100.00	35,756.47	.00	991,970.65	7,129.35	99.29
40050	VACATION/SICK CONVERSION	11,107.43	.00	.00	24,776.16	-13,668.73	223.06
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	.00	.00	4,500.00	-4,500.00	.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	1,200.33	.00	335,607.60	12,292.40	96.47
41620	PERS - POB	36,000.00	.00	.00	36,000.00	.00	100.00
41700	MEDICARE TAX	15,000.00	51.50	.00	15,245.94	-245.94	101.64
41900	FRINGE BENEFITS	210,200.00	420.89	.00	189,153.81	21,046.19	89.99
41920	WORKERS COMPENSATION	59,900.00	.00	.00	59,900.00	.00	100.00
41930	RHS HEALTH BENEFIT	13,800.00	.00	.00	12,325.00	1,475.00	89.31
41940	RETIREE HEALTH BENEFIT	106,800.00	.00	.00	106,800.00	.00	100.00
	TOTAL PERSONNEL COSTS	1,878,782.43	37,429.19	.00	1,777,341.15	101,441.28	94.60
42010	GAS AND OIL (HEAT)	8,000.00	15.92	.00	5,659.89	2,340.11	70.75
42015	COMMUNICATIONS	26,425.00	.00	.00	25,385.68	1,039.32	96.07
42100	OFFICE SUPPLIES	12,011.60	124.25	.00	10,736.71	1,274.89	89.39
42115	POSTAGE	1,000.00	.00	.00	646.90	353.10	64.69
42195	SPECIAL DEPT SUPPLIES	27,600.00	.00	.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	.00	.00	7,082.70	1,417.30	83.33
42520	CONFERENCES	14,100.00	.00	.00	7,426.63	6,673.37	52.67
42530	DUES & SUBSCRIPTIONS	5,900.00	750.00	.00	2,814.00	3,086.00	47.69
42570	PRINTING & PUBLISHING	20,300.00	.00	.00	10,562.45	9,737.55	52.03
42580	ELECTRONIC DATABASES	55,515.00	.00	3,192.00	46,996.60	5,326.40	90.41
42900	OFFICE EQUIP OPS & MAINT	1,000.00	.00	.00	.00	1,000.00	.00
42920	PC/HARD/SOFTWARE MAINT	87,000.00	.00	.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	.00	.00	94,624.78	28,375.22	76.93
44010	MAGAZINES & PUBLICATIONS	12,312.97	.00	.00	10,104.00	2,208.97	82.06
44020	AUDIO VISUAL MATERIALS	110,000.00	1,032.91	.00	92,639.45	17,360.55	84.22
44040	CONTRACTUAL CATALOGING	30,108.00	.00	.00	30,107.94	.06	100.00
44050	LIBRARY SPECIAL CHARGES	31,500.00	160.00	.00	15,830.95	15,669.05	50.26
45520	ADVERTISING	11,000.00	.00	.00	8,735.60	2,264.40	79.41
	TOTAL MTRLS, SUPPLIES & SVCS	619,082.17	2,083.08	3,192.00	482,138.97	133,751.20	78.40
49000	INSURANCE	70,600.00	.00	.00	70,600.00	.00	100.00
49040	FACILITIES MAINT SERVICE	115,400.00	.00	.00	115,400.00	.00	100.00
49070	BENEFITS ADMIN	11,300.00	.00	.00	11,300.00	.00	100.00
	TOTAL SPECIAL CHARGES	197,300.00	.00	.00	197,300.00	.00	100.00
	TOTAL LIBRARY	2,695,164.60	39,512.27	3,192.00	2,456,780.12	235,192.48	91.27

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 08/13/20
 TIME: 15:19:06

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and expledgr.key_orgn='2710'
 ACCOUNTING PERIOD: 13/20

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	39,512.27	3,192.00	2,456,780.12	235,192.48	91.27
TOTAL GENERAL FUND		2,695,164.60	39,512.27	3,192.00	2,456,780.12	235,192.48	91.27
TOTAL REPORT		2,695,164.60	39,512.27	3,192.00	2,456,780.12	235,192.48	91.27

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 1/21

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,929,380.18	
11110	Unrealized Investments	.00	
TOTAL Cash		1,929,380.18	.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		2,024,361.87	.00
21100	Accounts Payable - System	861.00	
21112	Sales Tax Payable		.00
TOTAL Accounts Payable		861.00	.00
21201	Accrued Wages Payable		.00
TOTAL Wages Payable		.00	.00
23287	Deposits Payable		.00
TOTAL Other Liabilities		.00	.00
TOTAL LIABILITIES		861.00	.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		3,000.00	2,028,222.87
TOTAL EQUITIES		3,000.00	2,028,222.87
TOTAL LIBRARY ENDOWMENT		2,028,222.87	2,028,222.87
TOTAL REPORT		2,028,222.87	2,028,222.87

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 07/30/20
 TIME: 08:33:17

CITY OF PALM SPRINGS
 REVENUE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT41

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

(INACTIVE ACCOUNTS INCLUDED)

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

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

PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

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

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 07/30/20
 TIME: 08:36:36

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: 1/21

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
42195	SPECIAL DEPT SUPPLIES	52.81	.00	.00	.00	52.81	.00
42530	DUES & SUBSCRIPTIONS	3,750.00	.00	.00	.00	3,750.00	.00
44051	FRIENDS OF THE LIBRARY	100.00	.00	.00	.00	100.00	.00
	TOTAL MTRLS, SUPPLIES & SVCS	3,902.81	.00	.00	.00	3,902.81	.00
50004	FUTURE LIBRARY PROJECTS	1,565,895.59	.00	.00	.00	1,565,895.59	.00
51026	TRUST FUND BOOKS	13,282.22	.00	.00	.00	13,282.22	.00
51031	KROPITZER TRUST DONATION	216,665.74	.00	.00	.00	216,665.74	.00
51040	PR LIBRARY CAMPAIGN	8,263.46	.00	3,000.00	.00	5,263.46	36.30
	TOTAL CAPITAL	1,804,107.01	.00	3,000.00	.00	1,801,107.01	.17
	TOTAL LIBRARY TRUST	1,808,009.82	.00	3,000.00	.00	1,805,009.82	.17
	TOTAL LIBRARY	1,808,009.82	.00	3,000.00	.00	1,805,009.82	.17
	TOTAL LIBRARY ENDOWMENT	1,808,009.82	.00	3,000.00	.00	1,805,009.82	.17
	TOTAL REPORT	1,808,009.82	.00	3,000.00	.00	1,805,009.82	.17

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 07/30/20
 TIME: 08:38:11

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 PERIOD: 1/21

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

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

PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

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

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
50004								FUTURE LIBRARY PROJECTS	
151-50-2752-2752								- LIBRARY TRUST	
50004					.00	.00	.00	BEGINNING BALANCE	
07/06/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
07/23/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				-1,545,441.27			CORRECT CO 19-20 TO 20-21	
07/27/20	13-1				20,454.32			CARRYOVER 19-20 TO 20-21	
					TOTAL FUTURE LIBRARY PROJECTS	1,565,895.59	.00		1,565,895.59
					TOTAL 1ST SUBTOTAL - CAPITAL	1,565,895.59	.00		1,565,895.59
					TOTAL DEPARTMENT - LIBRARY TRUST	1,565,895.59	.00		1,565,895.59
					TOTAL FUNCTION - LIBRARY	1,565,895.59	.00		1,565,895.59
					TOTAL FUND - LIBRARY ENDOWMENT	1,565,895.59	.00		1,565,895.59
					TOTAL REPORT	1,565,895.59	.00		1,565,895.59

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 07/30/20
 TIME: 08:39:55

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and orgn.orgn1='50' and orgn.orgn2='2710'
 ACCOUNTING PERIOD: 1/21

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

FUND-001 GENERAL FUND 2ND SUBTOTAL-400 EMPLOYEE COMPENSATION
 FUNCTION-50 LIBRARY
 DEPARTMENT-2710 LIBRARY
 1ST SUBTOTAL-4000 PERSONNEL COSTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
40000	REGULAR EMPLOYEES	896,175.27	.00	.00	.00	896,175.27	.00
40008	EX SALARY OFFSET	-15,891.12	.00	.00	.00	-15,891.12	.00
40200	TEMPORARY EMPLOYEES	45,400.00	.00	.00	.00	45,400.00	.00
40800	OVERTIME	2,500.00	.00	.00	.00	2,500.00	.00
41210	EDUC/CERT/LICENSE	26,053.81	.00	.00	.00	26,053.81	.00
41230	BILINGUAL	8,513.25	.00	.00	.00	8,513.25	.00
41450	TELECOMMUNICATION ALLOWA	1,500.00	.00	.00	.00	1,500.00	.00
41600	PERS CONTRIBUTIONS	335,067.24	.00	.00	.00	335,067.24	.00
41620	PERS - POB	36,600.00	.00	.00	.00	36,600.00	.00
41700	MEDICARE TAX	13,495.91	.00	.00	.00	13,495.91	.00
41900	FRINGE BENEFITS	248,625.00	.00	.00	.00	248,625.00	.00
41920	WORKERS COMPENSATION	61,700.00	.00	.00	.00	61,700.00	.00
41930	RHS HEALTH BENEFIT	11,700.00	.00	.00	.00	11,700.00	.00
41940	RETIREE HEALTH BENEFIT	112,200.00	.00	.00	.00	112,200.00	.00
	TOTAL PERSONNEL COSTS	1,783,639.36	.00	.00	.00	1,783,639.36	.00
42010	GAS AND OIL (HEAT)	5,000.00	.00	.00	.00	5,000.00	.00
42015	COMMUNICATIONS	12,000.00	.00	.00	.00	12,000.00	.00
42100	OFFICE SUPPLIES	7,000.00	.00	.00	.00	7,000.00	.00
42115	POSTAGE	1,000.00	.00	.00	.00	1,000.00	.00
42195	SPECIAL DEPT SUPPLIES	15,000.00	.00	.00	.00	15,000.00	.00
42490	NON CAPITAL EQUIPMENT	3,000.00	.00	.00	.00	3,000.00	.00
42530	DUES & SUBSCRIPTIONS	3,300.00	.00	.00	.00	3,300.00	.00
42570	PRINTING & PUBLISHING	12,000.00	.00	.00	.00	12,000.00	.00
42580	ELECTRONIC DATABASES	56,371.00	1,596.00	39,771.70	1,596.00	15,003.30	73.38
42900	OFFICE EQUIP OPS & MAINT	1,000.00	.00	.00	.00	1,000.00	.00
42920	PC/HARD/SOFTWARE MAINT	86,650.00	.00	40,062.22	.00	46,587.78	46.23
43200	CONTRACTUAL SERVICES	1,000.00	.00	.00	.00	1,000.00	.00
44000	BOOKS	61,500.00	.00	61,500.00	.00	.00	100.00
44010	MAGAZINES & PUBLICATIONS	9,000.00	.00	.00	.00	9,000.00	.00
44020	AUDIO VISUAL MATERIALS	55,000.00	.00	55,000.00	.00	.00	100.00
44040	CONTRACTUAL CATALOGING	33,000.00	.00	30,107.88	.00	2,892.12	91.24
44050	LIBRARY SPECIAL CHARGES	15,000.00	.00	.00	.00	15,000.00	.00
45520	ADVERTISING	9,000.00	.00	.00	.00	9,000.00	.00
	TOTAL MTRLS, SUPPLIES & SVCS	385,821.00	1,596.00	226,441.80	1,596.00	157,783.20	59.10
49000	INSURANCE	73,200.00	.00	.00	.00	73,200.00	.00
49040	FACILITIES MAINT SERVICE	116,600.00	.00	.00	.00	116,600.00	.00
49070	BENEFITS ADMIN	11,600.00	.00	.00	.00	11,600.00	.00
	TOTAL SPECIAL CHARGES	201,400.00	.00	.00	.00	201,400.00	.00
	TOTAL LIBRARY	2,370,860.36	1,596.00	226,441.80	1,596.00	2,142,822.56	9.62
	TOTAL LIBRARY	2,370,860.36	1,596.00	226,441.80	1,596.00	2,142,822.56	9.62

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 07/30/20
 TIME: 08:39:55

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: 1/21

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
	TOTAL GENERAL FUND	2,370,860.36	1,596.00	226,441.80	1,596.00	2,142,822.56	9.62
TOTAL REPORT		2,370,860.36	1,596.00	226,441.80	1,596.00	2,142,822.56	9.62

LIBRARY STATISTICS	June 2020	June 2019	%CHANGE
MATERIALS CHECKED OUT (Total)	7,021	35,752	-66%
Print	3,894	16,234	-76%
Non-Print	3,127	17,798	-82%
Other (Downloadable & In-house)	5,209	1,720	203%
LIBRARY CARD REGISTRATIONS (Total)	104	344	-70%
(Palm Springs) Resident	61	203	-70%
(Outside of Palm Springs) Non Resident	43	131	-67%
(Paid/Fee Card) Visitor/Snow Bird	0	10	-
DOOR COUNT (Main)	0	16,043	-
DOOR COUNT (WMML)	0	2,970	-
PUBLIC COMPUTER SESSIONS (Main)	0	3,340	-
PUBLIC COMPUTER SESSIONS (WMML)	0	2,318	-
WiFi COMPUTER SESSIONS (Main)	141	2,294	-94%
WiFi COMPUTER SESSIONS (WMML)	11	284	-96%
PROGRAM ATTENDANCE (Total)	0	957	-
Pre-School	0	157	-
School Age	0	99	-
Teen	0	101	-
Family	0	412	-
Adult	0	188	-
NO.OF PROGRAMS (Total)	0	21	-
Pre-School	0	3	-
School Age	0	3	-
Teen	0	3	-
Family	0	5	-
Adult	0	7	-
VOLUNTEER HOURS	0	254	-
MATERIAL REQUESTS FROM OTHER LIB.	0	135	-
NO. OF DAYS OPEN (Main)	0	25	-
NO. OF DAYS OPEN (WMML)	0	30	-
NO. OF PASSPORTS PROCESSED	0	n/a	-
PHOTOS	0	n/a	-

DATABASE USAGE (TOTAL)	2020	2019	% CHANGE	
ANCESTRY.COM Library Edition	9	43	-79%	
EBSCO	0	125	-	
HELPNOW Database Usage by Brainfuse	187	31	503%	
HELPNOW Tutoring Sessions by Brainfuse	0	18	-	
HERITAGE QUEST	51	34	50%	
JOBNOW by Brainfuse	4	0	-	
MANGO	147	103	43%	
WORLD BOOK	0	0	-	
KANOPY	1,125	234	381%	
VALUE LINE	408	164	149%	
ACORN TV	490	40	1125%	
NY TIMES ONLINE	1,022	74	1281%	
TOTAL DATABASE USAGE	3,443	866	298%	
CIRCULATION				
IN-HOUSE CIRCULATION	0	-1,860	-	
DOWNLOADABLE AUDIOBOOKS	1,414	956	48%	
E-BOOKS	2,377	1,394	71%	
MUSIC DOWNLOAD (FREEGAL)	1,094	965	13%	
E-MAGAZINES DOWNLOAD (RBdigital)	324	265	22%	
TOTAL OTHER CIRCULATION	5,209	1,720	203%	
WEB PAGE HITS				
	2020	2019	% CHANGE	
LIBRARY HOMEPAGE	6,030	8,703	-31%	
E-LEARNING/RESEARCH	771	716	8%	
LOCAL NEWS	4	7	-43%	
EVENT CALENDAR	150	912	-84%	
KIDS OASIS	37	428	-91%	
TEEN ZONE	18	183	-90%	
LIBRARY SERVICES	98	179	-45%	
ABOUT US	60	86	-30%	
FAQ	79	96	-18%	
BOOK CLUBS	29	100	-71%	
DOWNLOADABLE EBOOKS, MUSIC, EMAGS	1,382	687	101%	
DIPLOMA	47	67	-30%	
WELWOOD HOMEPAGE	137	3,028	-95%	
TOTAL WEB PAGE HITS	8,842	15,192	-42%	
OTHER - YOUTUBE SUBSCRIBERS*	79	n/a	-	
* running total as of end of month				

July 2020 vs. July 2019

LIBRARY STATISTICS	July 2020	July 2019	%CHANGE
MATERIALS CHECKED OUT (Total)	7,097	36,399	-81%
Print	3,992	16,879	-76%
Media	3,105	19,520	-84%
Other (Downloadable & In-house)	5,393	2,055	162%
LIBRARY CARD REGISTRATIONS (Total)	111	357	-69%
Palm Springs Resident	60	187	-68%
California Resident	51	163	-69%
Out of State and/or Fee Cards	0	7	-
DOOR COUNT (Main)	0	17,059	-100%
DOOR COUNT (WMML)	0	3,099	0%
PUBLIC COMPUTER SESSIONS (Main)	2	3,223	-100%
PUBLIC COMPUTER SESSIONS (WMML)	0	2,469	-100%
WiFi COMPUTER SESSIONS (Main)	28	217	-87%
WiFi COMPUTER SESSIONS (WMML)	0	258	-87%
PROGRAM ATTENDANCE	0	1,657	-100%
Pre-School	0	102	-100%
School Age	0	119	-100%
Family	0	887	-100%
Teen	0	75	-100%
Adult	0	474	-100%
NO.OF PROGRAMS (Total)	0	15	-100%
Pre-School	0	4	-100%
School Age	0	3	-100%
Family	0	2	-100%
Teen	0	2	-100%
Adult	0	4	-100%
VIRTUAL PROGRAMMING (Total)	3	0	-
Pre-School	2	0	-
School Age	0	0	-
Family	1	0	-
Teen	0	0	-
Adult	0	0	-
LIVE ATTENDANCE (Total)	14	0	-
Pre-School	6	0	-
School Age	0	0	-
Family	8	0	-
Teen	0	0	-
Adult	0	0	-
ON-DEMAND VIEWING (Total)	307	0	-
Pre-School	135	0	-
School Age	0	0	-
Family	172	0	-
Teen	0	0	-
Adult	0	0	-
VOLUNTEER HOURS	0	258	-100%
ILL REQUESTS FROM OTHER LIBRARIES	0	143	-
NO. OF DAYS OPEN (Main)	0	26	-100%
NO. OF DAYS OPEN (WMML)	0	31	-100%
NO. OF PASSPORTS PROCESSED	0	n/a	-
PHOTOS	0	n/a	-

July 2020 Extra stats

DATABASE USAGE (TOTAL)	2020	2019	% CHANGE
ANCESTRY.COM Library Edition	87	38	129%
EBSCO	8	48	-83%
HELPNOW Database Usage by Brainfuse	90	18	400%
HELPNOW Tutoring Sessions by Brainfuse	1	2	-50%
HERITAGE QUEST	120	0	
JOBNOW by Brainfuse	0	0	
MANGO	172	128	34%
WORLD BOOK	0	16	-100%
KANOPIY	1,185	318	273%
VALUE LINE	332	164	102%
ACORN TV	592	58	921%
NY TIMES ONLINE	159	74	115%
TOTAL DATABASE USAGE	2,746	864	218%
CIRCULATION-OTHER	2020	2019	% CHANGE
IN-HOUSE CIRCULATION	0	-1,660	-
DOWNLOADABLE AUDIOBOOKS	1,539	1,020	51%
E-BOOKS	2,303	1,537	50%
MUSIC DOWNLOAD (FREEGAL)	1,185	864	37%
E-MAGAZINES DOWNLOAD (RBdigital)	366	294	24%
TOTAL OTHER CIRCULATION	5,393	2,055	162%
WEB PAGE HITS	2020	2019	% CHANGE
LIBRARY HOMEPAGE	5,635	8,933	-37%
E-LEARNING/RESEARCH	647	803	-19%
LOCAL NEWS	7	14	-50%
EVENT CALENDAR	256	815	-69%
KIDS OASIS	43	411	-90%
TEEN ZONE	14	185	-92%
LIBRARY SERVICES	122	169	-28%
ABOUT US	67	79	-15%
FAQ	78	93	-16%
BOOK CLUBS	63	112	-44%
DOWNLOADABLE EBOOKS, MUSIC, EMAGS	1,481	776	91%
DIPLOMA	35	72	-51%
WELWOOD HOMEPAGE	117	3,774	-97%
TOTAL	8,565	16,236	-47%

AGREEMENT AND PROMISSORY NOTE

Borrower: PALM SPRINGS PUBLIC LIBRARY FOUNDATION, a California non-profit corporation

Lender: BOARD OF LIBRARY TRUSTEES, PALM SPRINGS PUBLIC LIBRARY, a municipal library board organized under Section 609 of the Palm Springs City Charter

Maturity Date: July 1, 2022

Interest Rate: One Quarter Percent (0.25%)

Principal Amount: \$80,000

Date of Note: June 30, 2020

FOR VALUE RECEIVED, the undersigned Palm Springs Public Library Foundation, a California non-profit corporation (“Maker”), with its principal place of business located at 300 South Sunrise Way, Palm Springs, California 92262, promises to pay to the Board of Library Trustees of the Palm Springs Public Library, a municipal library board organized under Section 609 of the Palm Springs City Charter (“Board”), located at 300 South Sunrise Way, Palm Springs, California 92262, or such place as the Board may, from time to time, designate by written notice to the Maker, the principal sum of Eighty Thousand Dollars (\$80,000), as set forth in this Promissory Note. This Promissory Note is made and given for the purpose of further providing “seed” funds for the start-up of the Foundation and the initial solicitations, receipt, and administration of funds and property, and to disburse such funds, property, and income to, or for the benefit of, the City of Palm Springs Public Library System in order to provide and enhance the free access to information, educational, cultural, and recreational materials and activities, and lifelong learning opportunities of its patrons. The principal sum is derived solely from Board’s Trust Funds and the Board specifically finds that the expenditure of these funds for the purposes provided in this Note are in furtherance of and consistent with policies and goals of the Board. The Maker acknowledges that the Note is funded from such Trust Funds and that these funds will only be used for the purposes described in this Note. The April 23, 2015 Agreement and Promissory Note between the Maker and the Board is hereby terminated by the parties.

1. Disbursements.

- a. This Promissory Note is made to evidence the Board’s loan of Eighty Thousand Dollars (\$80,000) (hereafter, “Board Loan”). The Board Loan shall be deemed disbursed upon transfer of funds from the Board to the Foundation.

2. Term of Loan, Loan Payment, Right of Prepayment, and Annual Reports.

- a. Maturity Date. All accrued interest, if any, and any remaining principal that is due shall be due and payable in full without any further demand or notice on July 1, 2022 (“Maturity Date”).

- b. Prepayment. This Promissory Note may be prepaid in whole or part without penalty or premium, but such prepayment shall not relieve Maker of its obligation to use the Board Loan for the purposes provided in this Agreement and Promissory Note.
- c. Reports. Maker shall provide monthly and annual reports on solicitation activities undertaken and revenues, including funds, assets, and properties received, and the disposition thereof, during each reporting period.

3. Security for Note; No Recourse.

- a. This Promissory Note is unsecured.
- b. The indebtedness evidenced by this Note shall be nonrecourse to the individual members of the Board of Directors of the Maker.

4. Costs Paid by Maker.

If Maker is adjudged to be in default, Maker agrees to pay the following costs incurred by the Board, or as adjudged by a court of competent jurisdiction: (a) reasonable costs, fees and expenses of collection, including attorneys' fees paid or incurred in connection with the collection or enforcement of this Promissory Note, whether or not suit is filed; and (b) costs, fees and expenses of suit in such sum as the court may adjudge reasonable, including attorneys' fees in any action to enforce payment of this Promissory Note.

5. Waiver.

Maker hereby waives diligence, presentment, protest and demand, notice of protest, dishonor and nonpayment of this instrument, and expressly agrees that, without in any way affecting the liability of Maker hereunder, the Board may extend any maturity date or the time for payment of any installment due hereunder, accept additional security, release any party liable hereunder or release any security now or hereafter securing this Promissory Note.

6. Indemnification.

Maker shall indemnify, defend, protect and hold the Board harmless from and against any and all loss, damage, liability, action, cause of action, cost or expense, including, without limitation, reasonable attorneys' fees and expenses incurred by the Board hereof, arising as a result of any (i) fraud or material misrepresentation by the Maker under or in connection with any solicitation, receipt, payment, or disbursement of the Board Loan under the terms of this Note; (ii) any waste or inappropriate use of all or a portion of the Board Loan; and (iii) losses resulting from Maker's use of the Board.


7. Loan Severability.

If any provision of this Promissory Note is determined by a court of competent jurisdiction to be void or unenforceable, such determination shall not affect any other provision of this instrument, and all other provisions hereof shall remain valid and in full force and effect.

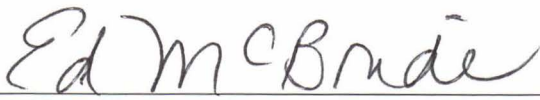
8. Non-Waiver.

No delay in demanding or failure to demand performance hereunder shall constitute a waiver by the Board hereof of its right to subsequently demand such performance or to exercise any other rights or remedies for any default hereunder. Further, in order to be effective, any waiver of any of the Board's rights and remedies hereunder shall be expressed in a writing signed by a duly appointed representative of the Board hereof.

MAKER: PALM SPRINGS PUBLIC LIBRARY FOUNDATION

By: 
David Sidley, President

BOARD: BOARD OF LIBRARY TRUSTEES
PALMS SPRINGS PUBLIC LIBRARY

By: 
Ed McBride, President

Statement of Direction

For the Establishment of an Endowment Fund

Palm Springs Public Library Foundation Board

August 2020

Executive Summary

In concert with its mission, the Palm Springs Public Library Foundation will establish and oversee an Endowment Fund to provide long term financial support to the Library. Funds will be raised through the Foundation Board's Fundraising Committee and will be managed through the Board's Finance Committee. Disbursement of proceeds from the fund will be carried out by the Treasurer and President, coordinating with the Library Trustees and Library management. The Foundation Board has set a goal to build a \$10,000,000 fund balance over time. Fundraising and management of the endowment fund will adhere to strong transparency and conflict of interest practices.

Endowment Definition and Purpose

In concert with the Foundation's mission to support the Palm Springs Public Library and to increase and broaden the Public Library's use as a cultural and educational institution, the PSPL Foundation will establish an Endowment Fund.

The Foundation understands that an endowment fund is an **investment fund established by a foundation that makes consistent withdrawals from invested capital**. The capital in endowment funds is generally utilized for specific needs or to further an organization's operating process.

The **primary purpose of the fund is to ensure the long-term financial health of a non-profit organization and its beneficiaries**, in this case the Palm Springs Public Library.

Therefore, this endowment fund is created to provide a source of long-term funding for Library needs independent of allocated tax revenues and Friends of the Library efforts. Further, the Endowment itself is separate from other Foundation fundraising efforts, notably a Capital Campaign for the planning and construction of a new or refurbished facility.

Structure

The Endowment will be funded by private sources. The Foundation Board has formed a Fundraising Committee to stimulate donations. The Board has also created a Finance Committee to determine investments for the fund and manage those investments. Disbursement of proceeds from the Endowment will be carried out in accordance with the Foundation Board by-laws and under the

direction of the Treasurer and President. Coordination as to the use of funds from the endowment will be realized between the Trustees, Library management and Foundation Board officers.

Investment Principles

- Invest for the Long Term
- Be great custodians of donors’ contributions
- Protect investment principal while creating sufficient growth to fulfill the Endowment’s purpose
- Operate transparently and without conflict of interest
- Coordinate and communicate with the Trustees and Library and Friends management.

Initial Thoughts on Fund Investment

The Average Annual Growth Rate of the Standard and Poor’s’ 500 index (including dividends) from 2000 through 2019 was 7.65%.

We expect that the Endowment Fund would return between 4% to 6% per year, although there is no guarantee of this return level and there will likely be fluctuations in the return up or down from year to year.

As a long-term financial support arm of the Public Library, and respectful of the endowment’s donors, the protection of principal will be a lynchpin of the fund’s investment approach. The Foundation may seek to retain a financial advisor when the fund balance would justify advisory expenses.

Alternatively, the Finance Committee may identify one or several mutual fund companies that present sound opportunities for investment in a diversified portfolio of US and international stocks, bonds, and cash equivalents. The Finance Committee will develop an Investment Policy Statement further describing the Committee’s approach to investing and managing the fund.

Example of Potential Returns

Endowment:	<u>\$1,000,000</u>	<u>\$5,000,000</u>	<u>\$10,000,000</u>
Return:			
<u>4%</u>	\$40,000	\$200,000	\$400,000
<u>5%</u>	\$50,000	\$250,000	\$500,000
<u>6%</u>	\$60,000	\$300,000	\$600,000

This chart assumes reasonable returns for the Endowment considering the 7.65% return of the S&P 500 over the past 20 years. Estimating payouts from the fund at the annual levels of between 4% to 6% would serve to protect the endowment’s funding levels. The chart indicates that at a level of a \$5,000,000 fund balance, meaningful annual contribution to the Library becomes practical. At a level of \$10,000,000 a significant year over year contribution is possible.

Goal

Therefore, the Foundation sets an internal objective to raise sufficient donor contributions and manage investments to achieve \$10,000,000 in the fund. Timing for achievement of this funding goal will clarify as fund-raising results and early investment returns are realized.

The Foundation is excited about the prospect of embarking on this important project and we look forward to further developments in the near term.

Library Strategies Revised Scope of Activities

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

The City has requested the Library Board of Trustees to consider funding the next phase of the Library Building Program. The contract had been negotiated, approved by City Council and ready for execution when the City put a hold on all Measure J funded projects due to the COVID 19 Epidemic impact on City resources. The Trustees are under no obligation to fund this project but should at least review and discuss this next phase highlights, the contractual agreement and the funding necessary to continue the project to the next phase.

The scope of activities for Developing the Library Building Program has changed somewhat due to the limitations created by COVID-19, but the outcome of the project is the same; namely, a vision for library programs and services that will inform the design of a new library building.

This project will include working with a small Building Program Committee who will serve as local advisors to the project. In a data gathering process more reliant on technology, the consultants will conduct research and gather input through four activities:

- An onsite-inventory of the current buildings (including the Library, the Frey Building and the Wellwood);
- A community wide online survey (there may be an opportunity for a limited number of paper surveys to be collected);
- Zoom sessions with select groups of stakeholders;
- Interviews with Library staff.

The consultants will also review library trends that are emerging in response to pre/post-COVID program and service delivery. Once the data gathering is complete, the consultants will present a summary report of findings and recommendations to the Board of Library Trustees.

This agenda item is intended to start the discussion, identify any further decisions points needed by the Trustees and to schedule a vote at the October meeting.

AMENDMENT NO. 3

To Consulting Services Agreement for Library Strategic Planning Services

(Agreement No. A7157)

This THIRD AMENDMENT to the Consulting Services Agreement No. A7157 is made and entered into this _____ day of _____, 2020, by and between the City of Palm Springs, California, a California Charter City (hereinafter referred to as the City), and Library Strategies Consulting Group, Inc., (herein referred to as the Consultant) collectively, the "Parties".

RECITALS

- A. City and Consultant previously entered into a Consulting Services Agreement ("Agreement") on June 20, 2018 for professional Library strategic planning consultation services ("the Project") for a term of nine months, commencing on July 31, 2018 and ending on May 1, 2019 in the amount of \$37,000.
- B. Section 3.3 "Changes" allows for additional services not included in the original contract to be added to the agreement via a written Amendment.
- C. Section 4.4 "Term" allows for the term of the Agreement to be extended by the mutual written agreement of the Parties.
- D. The City and Consultant desire to amend the Agreement (Amendment 3) to add additional "Phase 2 of Building Project: Building Program Planning Services" as more fully described in the consultant's proposal attached as Exhibit A for an additional cost not-to-exceed \$90,000 and a revised total contract amount not-to-exceed \$189,500; and to extend the term of the agreement to August 31, 2020.

NOW THEREFORE, in consideration of these promises and covenants contained herein, the Parties agree as follows:

AGREEMENT

- 1). SECTION 1.1 "Scope of Services" is hereby amended to the following:

Consultant shall provide "Program Planning Services for the Building Project – Phase 2 only" under this Amendment as more fully described in Exhibit A.

- 2). SECTION 3.1 "Compensation of Consultant" is hereby amended to the following:

Consultant shall be compensated and reimbursed for the services rendered under this Agreement in accordance with the schedule of fees set forth in Exhibit "A". The total amount of Compensation for Phase 2 shall not exceed \$90,000.

- 3). SECTION 4.4 "Term" is hereby amended to the following:

Unless earlier terminated in accordance with Section 4.5 of this Agreement, this Agreement that commenced on July 31, 2018 shall continue in full force and effect until September 1, 2020 unless extended by mutual written agreement of the parties.

4). Full Force and Effect. This modifying Amendment is supplemental to the Agreement and is by reference made part of said Agreement. All of the terms, conditions, and provisions, thereof, unless specifically modified herein, shall continue in full force and effect. In the event of any conflict or inconsistency between the provisions of this Amendment and any provisions of the Agreement, the provisions of this Amendment shall in all respects govern and control.

5). Corporate Authority. The persons executing this Amendment on behalf of the Parties hereto warrant that (1) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment on behalf of said party, (iii) by so executing this Amendment, such party is formally bound to the provisions of this Amendment, and (iv) the entering into this Amendment does not violate any provision of any other agreement to which said party is bound.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates stated below.

“CITY”
City of Palm Springs, A Municipal Corporation

ATTEST

By: _____
Anthony J. Mejia, City Clerk

By: _____
David H. Ready, City Manager

APPROVED AS TO FORM:

By: _____
Jeffrey S. Ballinger, City Attorney

“CONSULTANT”
Library Strategies Consulting Group, Inc.

Date: _____

By: _____
Beth Burns
Principal / President



Exhibit "A"

A Proposal to the Board of Trustees of the Palm Springs Public Library

Presented by

Library Strategies

February 14, 2020

UPDATE

This Proposal addresses Phase 2 of the Library Building Project: Developing the Library Building Program.

Phase 1 included working with an appointed Building Committee to select an appropriate site for a new or renovated Library (referred to as "the new Library".) Phase 1 also included working with the Friends of the Library and the Library's Foundation to prepare these two organizations for raising private funds to support the building of a new Library.

BACKGROUND

The Consultant initially began its work with the City by facilitating a comprehensive strategic planning process which culminated in a major goal to build a new or renovated Library building to serve the 21st century needs of Palm Springs library users.

Following the strategic planning process, the Consultant facilitated a building planning process to identify site options for locating the new Library. Working with an appointed Building Committee, six sites (including the current site) were reviewed, discussed and analyzed for appropriateness and desirability. The culmination of this project was a

recommendation to the City to build a new Library, or renovate the current facility, on the current site.

Before the process of building the new Library can begin, the City must create a vision for what the new Library will encompass in terms of programming and space. Library Strategies is proposing to design and facilitate a process to identify stakeholders' needs for the new facility and present a Vision Statement and "Building Program" which will serve as the foundational vision for the new Library. This Building Program will shape the Library's space as well as the programs and services the Library will provide in the future.

SCOPE OF THE WORK IN PHASE 2

(Note: Some of the steps listed below may be conducted simultaneously.)

STEP 1: CREATE A BUILDING PROGRAM COMMITTEE

The Consultant will work with the City to recruit a Building Program Committee comprised of Library staff, Trustees and stakeholder groups. The role of this Committee will be to provide critical information and perspective that will inform the program planning process. Once the Committee has been created, the Consultants will conduct an onsite meeting with the Committee to:

- Present an overview of the program planning process;
- Identify major issues/challenges with the current Library facility and site;
- Present current trends in new library buildings;
- Discuss the Committee's concepts for a new Library;
- Identify stakeholders who will be invited to participate in Community Input Sessions or interviews;
- Agree on a timeline and workplan for the Program Planning process.

STEP 2: ACQUIRE AND ASSESS RELEVANT DATA

The Consultant will gather information and usage data and conduct a physical inventory of the current facility including (but not limited to):

- Collection inventory and turnover rate;
- Usage statistics (circulation, computer usage, programs, services, etc.)
- Physical inventory of the building and satellite facility(ies);
- Assessment of current and future technology;
- Relevant demographic profiles and population projections.

STEP 3: CONDUCT ONLINE COMMUNITY SURVEY

The Consultants will gather community input from three sources: a community survey, community input sessions and individual interviews with key stakeholders.

In order to gather the broadest (and most cost-effective) community input, the Consultant will conduct an online survey, administered through SurveyMonkey. The Consultant will work with the Program Planning Committee to design a survey that will elicit input on key issues that will inform the vision for the new Library. Issues to be addressed may include (but not be limited to):

- Awareness and perception of the current Library facility;
- Obstacles to using the current Library and gaps in programs and spaces;
- Opportunities for new programs or services;
- Other issues suggested by the Program Committee.

The survey will be posted online but paper copies will be available in the Library (and possibly other sites in the community). The survey can be available in Spanish, as well as English.

STEP 4: FACILITATE INPUT SESSIONS

The Consultants will design and facilitate meetings with Library staff and community groups. The purpose of these sessions will be to identify the constraints of the current Library and share ideas about the possibilities of a vision for the new Library. Specifically, the Consultants will:

- Convene and facilitate meetings with Library staff, at all levels of the organization, to gather information and perspectives on how the current Library serves the community and supports the work of Library staff. The Consultants will also pursue ideas for how improved space could expand the Library's programs and services, as well as be more efficient for staff.
- Convene and facilitate community input sessions (4-6 sessions, a combination of town hall meetings and focus groups), inviting Library users and non-users to identify the current Library's strengths and weaknesses and create a shared vision for a new Library. These sessions will lead with a presentation of trends in new libraries across the country to stimulate thinking and idea-sharing among the groups.
- Conduct in-person or phone interviews with key individuals identified by the Planning Committee.

The Consultant will analyze data from all of the above activities and present a summary report of Steps 2-4 to the Program Planning Committee for their review.

STEP 5: DEVELOP THE VISION AND BUILDING PROGRAM

In this final step, the Consultants will develop the Vision Statement and Building Program that will drive the next phase of the building project: hiring the design firm and designing the facility; and raising private funds to build the new Library. To lead into the next phase, the Consultant will:

- Prepare a draft version of the Building Program that will include public and staff space, furnishings, fixtures, equipment, parking, etc., with an accompanying narrative of these spaces.
- Present the draft version of the Vision Statement and Building Program to the Committee for review.
- Make suggested revisions and present the final Vision Statement and Building Program to the City.

DELIVERABLES:

The Consultant will present the following deliverables:

- Summary Report of data gathering from Library inventory, community surveys, community and staff input sessions and interviews;
- Draft and final versions of the Vision Statement and Building Program.

RESPONSIBILITIES & CONSIDERATIONS

The Consultant will be responsible for designing and facilitating all steps outlined in this Proposal as well as drafting and presenting all project deliverables.

The Library, or another representative of the City, will be responsible for:

- Scheduling all meetings with the Program Planning Committee;
- Producing all data and documents relevant to the process in a timely manner;
- Posting and promoting the community survey and gathering paper versions of the survey;
- Scheduling, promoting and coordinating the logistics for all community input sessions.
- Other tasks, as needed, to expedite the progress of the Building Program process.

These tasks will require a significant, dedicated time commitment. Since the Library staff is already working at full capacity, we suggest that either the City appoint a staff member outside the Library staff to take on the work of being an onsite project manager, or hire/contract with an individual who would serve in this position. This individual could potentially coordinate all logistical activities throughout the next phases of the building project. Should the City not wish to add this position to City payroll at this time, Library Strategies may be able to subcontract and manage this position at an additional cost that is indicated in this proposal.

Also in consideration is the Master Planning project for the entire Sunrise Park. It will be critical that Library Strategies project team coordinate with this project to ensure that data collection (stakeholder input) and project activities are not replicated.

TIMELINE AND BUDGET

The Building Program process can be completed in four to six months. It will require three site visits by Toni Garvey and Sue Hall.

Consulting fees for Toni Garvey and Sue Hall would be based on a daily rate of \$1,500 (per consultant) and would not exceed a total of 40 consultant days. Consulting fees for an onsite project manager would be billed at \$1,000 per day. We would make every effort to manage and complete tasks in a manner that would be economical without sacrificing the needs of this important phase of the project.

Budget Projections:

Consulting fees (Garvey & Hall): Steps 1-5 Not to exceed 40 consultant days - \$60,000

Consulting fees (Onsite Project Manager): Steps 1-5 Not to exceed to exceed 20 consultant days - \$20,000

Travel expenses: Travel expenses include airfare, ground transportation, meals, printing and translation (if needed). This assumes the City will continue to provide lodging. Expenses will be billed at their actual cost with a not-to-exceed limit of \$10,000.

Total cost for Phase 2 (Per Amendment 3 to the Agreement) is not to exceed \$90,000. Library Strategies will invoice the Library monthly for fees and expenses.

CONCLUSION:

This Phase of the Library building project is where the community will come together to build the vision for the new Library – for the facility itself and for the activities that will be held inside the Library - that will ensure that it is *a premiere information, archival and cultural institution, part of the rich fabric of buildings and spaces that make Palm Springs a unique architectural city.*”



05-14-2020 02:27:50 PM

FLIR

06-01-2020 11:23:21 AM



FLIR



07-08-2020 11:13:18 AM

FLIR



07-29-2020 04:26:23 PM

FLIR

08-19-2020 04:30:21 PM



FLIR