



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA WEDNESDAY, DECEMBER 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/87613790031> or call 1-669-900-6833, Meeting ID: 876 1379 0031.
- 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

I. CALL TO ORDER - ROLL CALL

- II. **ACCEPTANCE OF 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., November 25, 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.

Acceptance of Agenda:

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

III. 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.

IV. CONSENT AGENDA

A. Meeting Minutes of November 4, 2020

B. Library Statistics

Acceptance of Consent Agenda:

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

V. ADMINISTRATIVE REPORTS

A. Friends of the Palm Springs Library

B. Palm Springs Public Library Foundation

C. Library Staff

VI. TREASURERS REPORT

Acceptance of Treasurers Report:

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

VII. DISCUSSION/ACTION ITEMS

A. Analysis of FY 2020 Library Board Endowment

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

B. President appoint Nominating Committee

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

C. Discussion of meeting date conflicts and set meeting dates for 2021.

VIII. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

IX. ADJOURNMENT: The meeting of the Library Board of Trustees will adjourn to its next regularly scheduled meeting at 5:30 p.m. on Wednesday, January 6, 2020 in the Large Conference Room at Palm Springs City Hall or virtually.

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

THE PUBLIC IS INVITED TO PARTICIPATE

COMMITTEES:

STANDING:

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


AD HOC:

FOUNDATION	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 November 25, 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

November 4, 2020

1. CALL TO ORDER

President McBride called the meeting to order at 5:34 p.m.

ROLL CALL

PRESENT

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

STAFF PRESENT: Jeannie Kays, Director of Library Services.

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

PUBLIC PRESENT: Sue Hall, Marcus Fuller.

2. CHANGES OR ADDITIONS TO THE AGENDA:

None.

MOTION: (Borba/Kelly, 4-0) To approve the agenda.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

MOTION: (Borba/Kelly, 4-0) To approve the consent agenda.

4. A. Meeting Minutes of October 7, 2020

4. B. Library Statistics

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

No Report.

5. B. Palm Springs Public Library Foundation

No Report.

5. C. Library Staff

The Library is not open to indoor service but we continue to offer pickup service for library materials, printing, and craft kits.

Just a reminder that free Wi-Fi is available in the parking lot and Sunrise Park restrooms are open daily in the Pavilion parking lot.

Library-A-Go-Go:

October saw a jump in appointments to 1,304. We attribute this to our craft pickup service and a general uptick in customer holds.

Last month September: 1,078 appointments (about 250 appointment a week)

Virtual Programming:

Weekly story times Facebook Live

Teen live events in October

This month's Craft Along: Harvest Corn and pumpkins made with pony beads

Teen Online Event: Owl pellet dissection

Adult Program: Job Searching in the time of quarantine-Part I: Resumes, Cover letters, and online applications.

Palm Springs Library was a Voter Assistance Center October 31-November 3. Many took advantage of the in-person service with lines of people waiting throughout the day.

To join our email list go to www.pslibrary.org and click on the Join Our Email List button.

6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,944,049.75. The only expenditure for the period was \$2,000 out of the PR Library Campaign.

7. DISCUSSION/ACTION ITEMS

7. A. Discussion with consultants, Library Strategies on next phase of Library Renovation project.

Sue Hall gave a recap of the work Library Strategies has done so far. The next step in the process is building the Library Program. This phase defines what is going to happen in a new Library, what the space is going to look like, and how the space will be used. Once all of that information is gathered it is turned over to the architect and they use it to create an architectural rendering. There are four components to the next phase: physical inventory of the current building, data collection and gathering, community survey, and stakeholder and staff input. Due to COVID the stakeholder and staff input will need to be done virtually through Zoom sessions. The cost of the project has gone down \$10,000; Sue Hall will send the revised proposal. Marcus Fuller said it is important to keep this project moving so that an estimated cost can be determined. Once that is done fundraising efforts can begin and the City can start prioritizing their availability to provide funding for the project. Treasurer Kelly suggested that COVID might change people's wants and needs and that doing community surveys right now might not be forward looking and meaningful. Trustee Garner said that we have momentum now and if we want to keep the momentum we have to keep moving forward and suggested we put a time limit on the hold.

MOTION: (Kelly/Borba, 4-0) To postpone the consultants contract until the library reopens and we have three months of data after that.

7. B. Report about Library Resolutions

Director Kays gave the report. Nothing significant was located at this time.

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

No action.

7. D. Report on Interest Income earned Fiscal Year 2020

Director Kays gave the report. In the 2019-2020 fiscal year the trust fund earned \$34,058.51 in interest income. That money is added to the cash account on a quarterly basis.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

In December, President McBride will appoint a nominating committee.

9. ADJOURNMENT

The November meeting adjourned at 7:29 p.m.

RESPECTFULLY SUBMITTED,

**Jeannie Kays
Director of Library Services**

October 2020 vs. October 2019

LIBRARY STATISTICS	Sep-20	Sep-19	%CHANGE
MATERIALS CHECKED OUT (Total)	13,127	42,676	-78%
Print	4,715	18,127	-74%
Media	3,548	18,772	-81%
Other (Downloadable & In-house)	4,864	5,777	-16%
LIBRARY CARD REGISTRATIONS (Total)	90	294	-69%
Palm Springs Resident	60	163	-63%
California Resident	29	120	-76%
Out of State and/or Fee Cards	1	11	-91%
DOOR COUNT (Main)	0	15,189	-100%
DOOR COUNT (WMML)	0	4,092	0%
PUBLIC COMPUTER SESSIONS (Main)	0	3,060	-100%
PUBLIC COMPUTER SESSIONS (WMML)	0	2,369	-100%
WiFi COMPUTER SESSIONS (Main)	216	2,600	-95%
WiFi COMPUTER SESSIONS (WMML)	12	264	-95%
PROGRAM ATTENDANCE	0	789	-100%
Pre-School	0	196	-100%
School Age	0	188	-100%
Family	0	144	-100%
Teen	0	60	-100%
Adult	0	201	-100%
NO.OF PROGRAMS (Total)	0	32	-100%
Pre-School	0	5	-100%
School Age	0	5	-100%
Family	0	2	-100%
Teen	0	8	-100%
Adult	0	12	-100%
VIRTUAL PROGRAMMING (Total)	17	0	0
Pre-School	5	0	0
School Age	1	0	0
Family	0	0	0
Teen	4	0	0
Adult	7	0	0
LIVE ATTENDANCE (Total)	119	0	0
Pre-School	22	0	0
School Age	4	0	0
Family	0	0	0
Teen	14	0	0
Adult	79	0	0
ON-DEMAND VIEWING (Total)	711	0	0
Pre-School	492	0	0
School Age	58	0	0
Family	0	0	0
Teen	53	0	0
Adult	108	0	0
VOLUNTEER HOURS	0	310	-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	-

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 4/21

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,846,817.74	
11110	Unrealized Investments	.00	
TOTAL RETAINAGE		1,846,817.74	.00
12120	Accounts Receivable	.00	
12215	Accrued Interest Rec	2,925.66	
12418	Notes Receivable	80,000.00	
TOTAL Receivables		82,925.66	.00
16151	Prepaid Expenses	.00	
TOTAL Other Assets		.00	.00
TOTAL ASSETS		1,929,743.40	.00
21100	Accounts Payable - System		.00
21112	Sales Tax Payable		.00
TOTAL Accounts Payable		.00	.00
21201	Accrued Wages Payable		.00
TOTAL Wages Payable		.00	.00
23287	Deposits Payable		.00
TOTAL Other Liabilities		.00	.00
TOTAL LIABILITIES		.00	.00
29306	Budgeted Transfers-Out		.00
29322	Transfers to Other Funds		.00
29341	Reserves for Encumbrances		.00
29342	Resrv for Continuing Appr		.00
29348	RESERVE FOR LIB ENDOWMENT		.00
TOTAL Fund Balance		150,308.36	2,080,051.76
TOTAL EQUITIES		150,308.36	2,080,051.76
TOTAL LIBRARY ENDOWMENT		2,080,051.76	2,080,051.76
TOTAL REPORT		2,080,051.76	2,080,051.76

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 10/31/20
 TIME: 11:24:22

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: 4/21

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
42195	SPECIAL DEPT SUPPLIES	52.81	.00	.00	.00	52.81	.00
42530	DUES & SUBSCRIPTIONS	3,750.00	.00	.00	.00	3,750.00	.00
44051	FRIENDS OF THE LIBRARY	100.00	.00	.00	.00	100.00	.00
	TOTAL MTRLS, SUPPLIES & SVCS	3,902.81	.00	.00	.00	3,902.81	.00
50004	FUTURE LIBRARY PROJECTS	1,565,895.59	.00	.00	.00	1,565,895.59	.00
51026	TRUST FUND BOOKS	13,282.22	.00	.00	.00	13,282.22	.00
51031	KROPITZER TRUST DONATION	216,665.74	.00	.00	.00	216,665.74	.00
51036	WELWOOD PATIO	147,308.36	112,606.97	34,701.39	112,606.97	.00	100.00
51040	PR LIBRARY CAMPAIGN	8,263.46	1,000.00	.00	3,000.00	5,263.46	36.30
	TOTAL CAPITAL	1,951,415.37	113,606.97	34,701.39	115,606.97	1,801,107.01	7.70
	TOTAL LIBRARY TRUST	1,955,318.18	113,606.97	34,701.39	115,606.97	1,805,009.82	7.69
	TOTAL LIBRARY	1,955,318.18	113,606.97	34,701.39	115,606.97	1,805,009.82	7.69
	TOTAL LIBRARY ENDOWMENT	1,955,318.18	113,606.97	34,701.39	115,606.97	1,805,009.82	7.69
	TOTAL REPORT	1,955,318.18	113,606.97	34,701.39	115,606.97	1,805,009.82	7.69

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 10/31/20
 TIME: 11:24:58

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 4/21

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: 10/31/20
 TIME: 11:25:52

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: 4/21

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
	TOTAL LIBRARY	2,370,860.36	159,226.02	87,504.32	736,768.02	1,546,588.02	34.77
	TOTAL GENERAL FUND	2,370,860.36	159,226.02	87,504.32	736,768.02	1,546,588.02	34.77
TOTAL REPORT		2,370,860.36	159,226.02	87,504.32	736,768.02	1,546,588.02	34.77

Memo

To: Jeannie Kays, Director, Palm Springs Library

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

cc:

Date: November 23, 2020

Re: Analysis of FY 2020 Library Board Endowment

Based on the statements provided in the monthly packets for the Palm Springs Public Library Board of Trustees meetings, I can report the following:

1,988,536.09	Starting balance
1,930,241.18	Ending Balance
<u>58,294.91</u>	Difference

The Endowment Fund balance had a net reduction of \$58,294.91 for the fiscal year beginning July 2019 and ending June 2020. The major expenditures for the year are as follows:

34,622.50	Books
58,620.68	Strategic Planning
13,415.54	PR Library Campaign
3,820.00	Welwood Patio
<u>110,478.72</u>	Total Major Expenditures

These expenditures totaling \$110,478.72 were offset primarily from a \$10,000 reduction in the loan payable by the Library Foundation of which \$80,000 is due and payable on July 1, 2022 and interest income. Interest income for the past two fiscal years was reported as follows:

FY 2019 Total Interest	36,694.73	
FY 2020 Total Interest	31,132.85	
Difference	5,561.88	15.2%

As shown above, the Endowment had a 15.2% reduction in income from interest earned in FY 2020 compared to the prior year. In a memo dated 10/29/19 to the Board of Trustees I reported that the City earned a rate of 1.8% on its investable assets which included the Library Endowment. It is likely that the cause of the decrease in interest income in FY 2020 is due to falling rates caused primarily by the COVID pandemic and decreased economic activity.

An approximate accounting of the change in the Endowment Fund balance can be summed up as follows:

(in \$000's)

1,989	Beginning balance
(110)	less Major Expenditures
37	plus Interest Income
10	plus Foundation Repayment
1,926	Approximate Ending Balance
1,930	Actual Ending Balance

Note that for the purposes of this analysis, interest income earned in FY 2019 is paid in FY 2020. An audit could yield a more precise reconciliation of figures. I am satisfied these figures satisfactorily present the FY 2020 financial activity of the Library Board Endowment.