



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA

WEDNESDAY, APRIL 7, 2021

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/82759094611> or call 1-669-900-6833, Meeting ID: 827 5909 4611
- 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., March 31, 2021. 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 March 3, 2021
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. Discuss Treasurer Kelly's memo regarding Investment Policy Statement

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

- B. Discuss and set meeting date in May. Current date is May 5, 2021, Cinco de Mayo.

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

- C. Consider approval of Mobile Hotspot Lending Policy. Once approved, policy will be translated to Spanish. Adopt Resolution 21-001.

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

- D. Acknowledge donations from Alpha Delta Kappa and Anne Rodgers-Rhyme and Richard Rhyme.

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, May 5, 2021 (or date set in Item 8B) 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	CRONIN
BUDGET	KELLY/MCBRIDE
BUILDINGS	BORBA
POLICIES/BYLAWS	BORBA/GARNER

AD HOC:

FOUNDATION LIAISON	BORBA/MCBRIDE
FRIENDS LIAISON	KELLY/BORBA
MEASURE J LIAISON	CRONIN

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 March 31, 2021, 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

March 3, 2021

1. CALL TO ORDER

President McBride called the meeting to order at 5:31 p.m.

ROLL CALL

PRESENT

Craig Borba	Yes
Melissa Cronin	Yes
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, Anthony Mejia, City Clerk.

PUBLIC PRESENT: David Sidley.

2. PRESENTATIONS – CITY CLERK DISCUSSING BROWN ACT

Item 8. C. moved up at this time.

8. C. Committee Structure – Standing and Ad Hoc Committees

Anthony Mejia gave the presentation. Standing Committees and Ad-Hoc Committees are both less than a majority of the entire board. The difference between the two are whether there is ongoing jurisdiction regarding the matter or if the matter is going terminate when the project is completed. An example of a Standing Committee would be a sub-committee for Library Policies that periodically reviews policies and procedures and provides input for years and years to come. An Ad-Hoc Committee is focused on a particular project, issue, or policy; that is not perpetual at some point it will conclude typically within a year but it can go on longer. Standing Committees are subject to the Brown Act (includes posting of agendas and taking of minutes) and Ad-Hoc Committees are not. Looking at the Library Boards standing committees: if the Budget Sub-Committee is ongoing and looks at the budget every quarter or every six months then it should be a standing committee. But if the committee only meets three months out of the year to work on the budget for the upcoming year that could be an ad-hoc committee. If the City Council takes action to form a Committee and appoints members, it is subject to the Brown Act.

The Library Board bylaws state that the Board has standing committees and the Board is appointing the members to the standing committees. Because the Advocacy and Policies Committees have continuing subject matter jurisdiction, are less than a quorum of the members and the bylaws call them standing committees they fall under the jurisdiction of the Brown Act. The Budget sub-committee could be considered an ad-hoc if the Library Board bylaws were amended.

President McBride said that the Board should have more discussion to further define what each of the committees do and then determine if they are really standing committees or if they should be ad-hoc committees. Trustee Borba proposed that the meeting the Treasurer and the Board President have with Director Kays be viewed as an ad-hoc committee and not as a standing committee. Treasurer Kelly said there are two options: one would be public notice that meeting and

the other option is next year the president asks for volunteers to serve on an ad-hoc fiscal year 2022 committee. President McBride said the latter makes more sense especially since that is what City Council does. The bylaws do not need to be rewritten because they say "Standing Committees may consist of Advocacy, Budget, Buildings, and Policies committees". Since it says "may" it does not require the committees to be formed every year. If an issue arises where input from the public is needed the President may appoint members at any time.

3. CHANGES OR ADDITIONS TO THE AGENDA:

None.

4. PUBLIC COMMENTS: None.

5. CONSENT AGENDA

MOTION: (Garner/Cronin, 5-0) To approve the consent agenda.

5. A. Meeting Minutes of February 3, 2021

5. B. Library Statistics

6. ADMINISTRATIVE REPORTS

6. A. Friends of the Palm Springs Library

Director Kays gave the report. The Friends are hosting an online auction March 15-21 you can find more information on www.friendsofthepalmspringslibrary.org. The auction will include gift baskets and sponsorship opportunities.

6. B. Palm Springs Public Library Foundation

David Sidley gave the report. The Foundation had a meeting with the Friends and the Library Director to discuss funding priorities. The finance committee is working on cleaning up the finances and they are going to start making monthly payments on the loan from the Library Board. They applied for a grant from Palm Springs Rotary.

6. C. Library Staff

During the month of February, we had 1,254 pickup appointments in our Library-A-Go-Go service.

Library staff have completed inventory of the adult collection and is now working to inventory the children's collection. This will help us run reports to clear out cataloging records of items that are no longer on the shelf but taking up space in our online catalog. We also found a few items on the shelf with no cataloging record. Inventory is an effective tool and we worked very hard to get this done while the library was closed. We hold roughly 100,000 items in our collection so this was a large endeavor.

Blu-ray collection: We have started to add Blu-ray discs to our collection of movies.

Friends online auction runs March 15-21 on 32Auctions.

Virtual Programming:

We encourage you to check out our online programs for the month of March. Book clubs remain active and are seeing large turnout.

Story times are on Facebook Thursdays at 10:00 a.m.

Teen live events are on Tuesdays at 4:00 p.m. on Instagram Live.

This month's Youth activity is "Craft Along: Teacup Planter." The video premieres on Facebook and our YouTube channel Tuesday, March 9. Kits are available March 9-31, or while supplies last.

Teen To-Go: Coronavirus Piñata kits. Pick up kits March 8-31. Commemorate the one year anniversary of the pandemic lock down in the US.

Adult Program: Rock Painting 101. Library Director Jeannie Kays demonstrates the basics on getting started with rock painting. Craft kits are available now, while supplies last. This program premieres March 4 on Facebook and YouTube.

In-N-Out Burger Cover to Cover Reading Program runs March 6-April 17 for children ages 4-12. For every five books read, the child earns a free burger certificate. Children can earn up to three free burgers. This year, we are going to allow people to register online through our Beanstack app. Look for details on our library website, www.pslibrary.org.

7. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,820,933.99. This an increase from last month because there was another interest allocation from the City. Director Kays included in the packet the December 2020 Treasurer's Monthly Report from the City. Treasurer Kelly said that this looks like a monthly report and having a quarter report would give us better information on rate of return.

8. DISCUSSION/ACTION ITEMS

8. A. Information regarding Library Trust Fund Finances and Friends of the Library Transactions.

Director Kays gave the report. The Friends transactions and account lines will be pulled out of the Trust Fund.

8. B. Request for \$5000 from Kropitzer Trust account to spend on nonfiction books.

Director Kays requested \$5000 from Kropitzer Trust account to spend on nonfiction books.

MOTION: (Borba/Garner, 5-0) To approve this request.

8. D. Treasurer Kelly's January 25, 2021 memo regarding Library Trust Fund:

Postponed to April meeting.

9. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

10. ADJOURNMENT

The March meeting adjourned at 7:03 p.m.

RESPECTFULLY SUBMITTED,



Jeannie Kays
Director of Library Services

February 2021 vs. February 2020

LIBRARY STATISTICS	2021	2020	%CHANGE
MATERIALS CHECKED OUT (Total)	13,715	44,183	-78%
Print	5,139	21,413	-76%
Media	3,571	17,499	-80%
Other (Downloadable & In-house)	5,005	5,271	-5%
LIBRARY CARD REGISTRATIONS (Total)	105	385	-73%
Palm Springs Resident	54	215	-75%
California Resident	48	116	-59%
Out of State and/or Fee Cards	3	54	-94%
DOOR COUNT (Main)	0	17,331	-
DOOR COUNT (WMML)	0	n/a	0%
PUBLIC COMPUTER SESSIONS (Main)	0	3,359	-
PUBLIC COMPUTER SESSIONS (WMML)	0	1,550	-
WiFi COMPUTER SESSIONS (Main)	180	2,266	-95%
WiFi COMPUTER SESSIONS (WMML)	15	275	-95%
PROGRAM ATTENDANCE	0	586	-
Pre-School	0	130	-
School Age	0	108	-
Family	0	42	-
Teen	0	50	-
Adult	0	256	-
NO.OF PROGRAMS (Total)	0	25	-
Pre-School	0	4	-
School Age	0	4	-
Family	0	2	-
Teen	0	4	-
Adult	0	9	-
VIRTUAL PROGRAMMING (Total)	15	0	-
Pre-School	4	0	-
School Age	1	0	-
Family	0	0	-
Teen	4	0	-
Adult	6	0	-
LIVE ATTENDANCE (Total)	76	0	-
Pre-School	0	0	-
School Age	0	0	-
Family	0	0	-
Teen	0	0	-
Adult	76	0	-
ON-DEMAND VIEWING (Total)	1,415	0	-
Pre-School	1,327	0	-
School Age	13	0	-
Family	0	0	-
Teen	56	0	-
Adult	19	0	-
VOLUNTEER HOURS	0	303	-
ILL REQUESTS FROM OTHER LIBRARIES	69	144	-52%
NO. OF DAYS OPEN (Main)	0	24	-
NO. OF DAYS OPEN (WMML)	0	29	-
NO. OF PASSPORTS PROCESSED	0	n/a	-
PHOTOS	0	n/a	-

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 8/21

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,820,392.34	
11110	Unrealized Investments	.00	
TOTAL RETAINAGE		1,820,392.34	.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		1,903,318.00	.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		196,308.36	2,099,626.36
TOTAL EQUITIES		196,308.36	2,099,626.36
TOTAL LIBRARY ENDOWMENT		2,099,626.36	2,099,626.36
TOTAL REPORT		2,099,626.36	2,099,626.36

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 03/22/21
 TIME: 16:10:57

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: 8/21

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	.00	-176.25	.00	.00	.00	.00
	TOTAL MTRLS, SUPPLIES & SVCS	3,802.81	-176.25	.00	.00	3,802.81	.00
50004	FUTURE LIBRARY PROJECTS	1,535,895.59	.00	.00	.00	1,535,895.59	.00
51026	TRUST FUND BOOKS	48,282.22	2,422.15	42,577.85	2,422.15	3,282.22	93.20
51031	KROPITZER TRUST DONATION	211,665.74	.00	.00	.00	211,665.74	.00
51036	WELWOOD PATIO	147,308.36	.00	12,762.14	134,546.22	.00	100.00
51040	PR LIBRARY CAMPAIGN	8,263.46	.00	.00	3,000.00	5,263.46	36.30
	TOTAL CAPITAL	1,951,415.37	2,422.15	55,339.99	139,968.37	1,756,107.01	10.01
	TOTAL LIBRARY TRUST	1,955,218.18	2,245.90	55,339.99	139,968.37	1,759,909.82	9.99
	TOTAL LIBRARY	1,955,218.18	2,245.90	55,339.99	139,968.37	1,759,909.82	9.99
	TOTAL LIBRARY ENDOWMENT	1,955,218.18	2,245.90	55,339.99	139,968.37	1,759,909.82	9.99
	TOTAL REPORT	1,955,218.18	2,245.90	55,339.99	139,968.37	1,759,909.82	9.99

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 03/22/21
 TIME: 16:12:17

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: 1/21 THRU 8/21

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	
11/24/20	25-5		111003B		-30,000.00			PURCHASE BOOKS	
				TOTAL FUTURE LIBRARY PROJECTS	1,535,895.59	.00	.00		1,535,895.59
				TOTAL 1ST SUBTOTAL - CAPITAL	1,535,895.59	.00	.00		1,535,895.59
				TOTAL DEPARTMENT - LIBRARY TRUST	1,535,895.59	.00	.00		1,535,895.59
				TOTAL FUNCTION - LIBRARY	1,535,895.59	.00	.00		1,535,895.59
				TOTAL FUND - LIBRARY ENDOWMENT	1,535,895.59	.00	.00		1,535,895.59
				TOTAL REPORT	1,535,895.59	.00	.00		1,535,895.59

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 03/22/21
 TIME: 16:13:15

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and orgn.orgn1='50' and orgn.orgn2='2710'
 ACCOUNTING PERIOD: 8/21

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		2,373,656.11	143,869.90	24,673.34	1,428,701.99	920,280.78	61.23
TOTAL GENERAL FUND		2,373,656.11	143,869.90	24,673.34	1,428,701.99	920,280.78	61.23
TOTAL REPORT		2,373,656.11	143,869.90	24,673.34	1,428,701.99	920,280.78	61.23

**Palm Springs Library
Board of Trustees**

Memo

To: Jeannie Kays, Director, Palm Springs Library

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

cc:

Date: January 25, 2021

Re: Library Trust Fund/Endowment

The purpose of this memo is to provide some background on the duties and responsibilities concerning the Library Trust Fund/Endowment. At the end of the memo are items for further discussion.

Legislative History

According to *At Sunrise: The History of the Palm Springs Library* by Henry Weiss (1999), the Alleine's Library of Palm Springs (a/k/a Palm Springs Public Library) opened in late 1925. A fund was established in 1924 for the new library from the donation of \$200 by Martha Hitchcock. Palm Springs was incorporated in 1938. On July 5, 1939, the Palm Springs City Council adopted Ordinance Number 60 which established the Library under the California Education Code. The Board of Library Trustees first met under the ordinance on November 9, 1939. Resolution 219 (1939) established the post-incorporation Library Board of Trustees (November 4, 2020 memo to the Trustees from Jeannie Kay, Library Director, Library Trustees Meeting Agenda, dated November 4, 2020, p. 23). According to *At Sunrise*, the Trustees immediately set upon fundraising for the building of the Welwood Murray Memorial Library.

In a memo from Library Director Jeannie Kays to the Trustees dated October 7, 2020 (see Library Trustees Meeting Agenda dated October 7, 2020, pp. 32-47; a request for resolutions concerning the Library Trust Fund), the affirmation of the Library Trust Fund and the roles of the Trustees, Librarian and City Manager are found primarily in two resolutions: 11431 dated May 7, 1975 and 17288 dated October 3, 1990.

Resolution 11431 (1975) establishes a special fund to be known as the “Library Trust Fund.”

Resolution 17288 (1990) states in its third paragraph “Whereas the City’s Board of Library Trustees has requested that the public library be re-established as a full municipal department” and in the next paragraph “to be managed by the Library Board via the City Librarian.”

According to *At Sunrise* (p. 100), the Library had been an autonomous department until the mid 1970’s “and the magnitude of its budget, staffing facilities, and level of public services warranted full department representation.”

Section 1 of Resolution 17288 states the City Council shall retain the following authority over the Library:

- A) Library Trustees shall be appointed by the Mayor with the consent of the City Council
- B) The City Council shall annually review, amend as necessary, and adopt the library’s operational budget
- C) The City Council shall establish the number of and compensation ranges for library paid employees
- D) The City Council shall act upon library legislative items (Resolutions, appointments, budget amendments, etc., as required

Section 2 of Resolution 17288 states the City’s Board of Library Trustees shall retain the following authority over the Library:

- A) The Library Board shall manage and control the Library Trust Fund
- B) The Library Board shall establish and amend library policies and procedures as required
- C) The Library Board shall establish, amend, and periodically review all library fines, fees and charges and ensure such charges are incorporated into the City’s Master Fee Schedule
- D) The Library Board shall manage the approval of all library purchases from the Library Fund (subsequent to Council’s approval of the literary budget) and the Library Trust Fund
- E) The Library Board shall develop and amend long and short-range library plans
- F) The Library Board shall manage all library facilities
- G) The Library Board shall consult with the City Manager with regard to evaluation and appointments of City Librarians.

Section 3 of Resolution 17288 states the City Manager shall retain the following authority over the Library:

- A) The City Manager shall appoint and evaluate the City Librarian in consultation with the Library Board
- B) The City Manager shall recommend appropriate amendments to the annual Library Fund operational budget prior to its submission to the City Council
- C) The City Manager shall apply the provisions of the City’s current Personnel Rules to library paid employees
- D) The City Manager shall assign departmental duties to the City Librarian as required (subject to the consent of the Library Board)
- E) The City Manager shall communicate directions from the City Council to the City Librarian as necessary

Marcus Fuller, Assistant City Manager in a memo to Ed McBride, Trustees President dated June 8, 2020 references Resolution 17288 as establishing the relationship between the City and the Board of Trustees. He noted that Section 2A of the Resolution gives the Trustees control of the Library Trust Fund which is accounted by the City as a Special Revenue Fund (Fund 151). He wrote, "In compliance with Resolution 17288 – the City only approves expenditures from this fund with express approval of the Board of Trustees." (see Library Trustees Meeting Agenda dated July 1, 2020, pp. 17-30.

Fiscal Management

A memo from Trustee Treasurer David Kelly to Jeannie Kays, Library Director dated October 29, 2019 (presented in the Trustees November 21, 2019 meeting packet) reported a meeting among Kelly, Kays and David Lacy, Assistant City Finance Director. Mr. Lacy reported the City manages over \$200 million in cash and investments, of which the Library Trust Fund is pooled into. An independent investment advisor specializing in the needs of municipalities is responsible for safeguarding the public's funds while minimizing market risk and maximizing both liquidity and yield. Mr. Lacy reported the City earned \$1.1 million in interest at a rate of 1.8% for the fiscal year ending 6/30/2019 and the Library received a proportional credit.

Further Information Requests

- Request the City Treasurer provide the interest rate for fiscal year ending 6/30//20.

Discussion Points

1. The Library Trust Fund should have its own charter with a statement of purpose, objectives, and investment guidelines. The charter should state the type of Library projects it will consider funding, and which need special approval, if any.
2. An independent investment advisor will want to review the charter to establish its role and responsibilities in administering the Library Trust Fund.
3. If the Trustees assign the investment advisor role to the Trustee Treasurer, would it be appropriate for the Board of Trustees to obtain Directors and Officers insurance to protect against potential liabilities?
4. Will we need to engage independent legal counsel to make changes in the management of the Library Trust Fund? What may be required of the City Clerk or City Attorney to make changes to management of the Library Trust Fund?

Memo

To: Jeannie Kays, Director, Palm Springs Library

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

cc:

Date: March 29, 2021

Re: Investment Policy Statement – Library Board of Trustees

In my memo to you dated January 25, 2021 re: Library Trust Fund/Endowment, I reviewed the legislative history of the Library Trust Fund/Endowment and set a list of discussion points including:

The Library Trust Fund should have its own charter with a statement of purpose, objectives, and investment guidelines. The charter should state the type of Library projects it will consider funding, and which need special approval, if any.

To begin this discussion, I am asking the Trustees to view two short videos:

Charity Investments: Top 10 Tips: This is produced by a Scottish company (OSCR Scottish Charity Regulator) which should preclude any conflicts, and the tips are general enough and useful for discussion purposes. (<https://youtu.be/7FcpqBWUWcY>)

1. Understand your finances, including investments
2. Check your investment powers
3. Know your charity trustee duties
4. Consider your charity's reputation
5. Get help and advice if you need it
6. Create an investment policy statement
7. Think about your charity's purposes
8. Think about the range of investments
9. Understand your responsibilities
10. Keep up to speed

What is an Investment Policy Statement: A 3 minute video by Alliance Benefit Group Rocky Mountain (no conflicts). (<https://youtu.be/IPSwfC8aruk>)

1. Purpose: “What is the purpose of an IPS?”
 - a. Attitudes
 - b. Expectations
 - c. Objectives
 - d. Guidelines
 - i. Establishing the number and characteristics of investment options
 - ii. Establishing procedures for the selection, monitoring and replacement of investment options
 - iii. Providing performance and risk characteristics for each asset class presented by various investment options.
2. Investment Objectives – What are the goals of the plan?
3. Duties and Responsibilities – What roles and responsibilities do each of the following groups have in helping the plan meet its goals and IPS criteria?
 - a. Plan committee
 - b. Investment advisor
 - c. Investment managers
 - d. Custodian
 - e. Record keeper/Administrator
4. Asset Class Guidelines – What broad asset classes should be used to meet the risk tolerance preferences of the plan?
 - a. Stable value and/or money market
 - b. Bond funds
 - c. Hybrid
 - d. Equity funds
 - e. Specialty funds
 - f. Self-directed brokerage accounts
 - g. Company stock or other individual securities
5. Monitoring and control procedures
 - a. How often should the investment committee meet?
 - b. What monitoring criteria will be used to monitor the investment manager?
 - c. When will funds be replaced, if warranted?

EXHIBIT A

MOBILE HOTSPOT LENDING POLICY

Palm Springs Public Library is committed to providing free and open access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. In fulfilling this mission, Palm Springs Public Library lends mobile wireless hotspots to Library patrons through the “Internet to Go” service.

Terms and Conditions

A “hotspot” consists of the mobile wireless hotspot device itself, as well as its charger and case. When a patron borrows a mobile hotspot, the patron’s use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies and other terms and conditions described below for which the user is responsible.

In order to borrow a hotspot, patrons must be 18 years of age or older and have a Palm Springs Public Library card (in good standing.) At the time of checkout, the borrowing patron must present their library card. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. By checking out the hotspot, the patron agrees to all the terms and conditions and accepts responsibility for the equipment, up to and including replacement costs of the hotspot, charging cable, or case if they are lost or damaged. Only one hotspot may be borrowed on a patron’s account at any given time. The loan period for the hotspot is 14 days with no grace period and no renewals.

The Library will accept holds on the hotspot. Patrons will be notified by phone or email when their hold is ready for pick-up. Patrons will have five days from the time of this notification to check out the hotspot, after such time it will be released to another patron.

Overdue hotspots will be deactivated at closing on the day the hotspot is due. Patrons may return hotspots in the library book return or may return hotspots directly to a Library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the borrowing patron’s account. Hotspots that are deactivated and not returned will be considered lost after 14 days and the patron will be charged full replacement cost of the item and all library lending privileges will be suspended. If the deactivated device is returned, lost fees will be waived. Damaged item charges may still apply if the hotspot, charger, or case is returned damaged.

By borrowing and initiating use of the Library’s hotspot, the user agrees to abide by the Library’s policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library’s hotspot and internet access provided by the Library. The Library is not responsible for any information accessed or action taken by a patron while using a hotspot. Hotspot users are encouraged to use safe Internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal

EXHIBIT A

prosecution. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the Internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot. A hotspot can provide internet access for up to 10 devices.

The borrowing patron will be responsible for lost or damaged hotspots and accessories (includes theft thereof.) Patrons must be mindful of current replacement costs of mobile hotspots and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost hotspot device or accessory.

Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures.)

Parents/guardians are responsible for the use of the hotspot by minors.

Unlawful use of the Internet or use that violates the Palm Springs Public Library's Administrative Policy Manual is prohibited and may result in the loss of privileges.

For assistance in the operation of the Library's hotspots, borrowers may call the Library during normal business hours.

Adopted by Library Board of Trustees: _____

RESOLUTION NO. 21-001

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF PALM SPRINGS, CALIFORNIA,
ADOPTING BYLAWS.

NOW THEREFORE THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF
PALM SPRINGS DETERMINES, RESOLVES AND APPROVES:

SECTION 1. The Mobile Hotspot Lending Policy of the Board of Library Trustees
(attached as Exhibit A and incorporated herein) are hereby approved.

SECTION 2. This Resolution shall be effective upon adoption by the Board.

PASSED, APPROVED AND ADOPTED BY THE BOARD OF LIBRARY
TRUSTEES OF THE CITY OF PALM SPRINGS THIS 7TH DAY OF APRIL, 2021.

Director of Library Services

ATTEST:

Board Secretary

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF PALM SPRINGS)

I, Jeannie Kays, Board Secretary, to the Board of Library Trustees of the City of
Palm Springs, hereby certify that Resolution No. 21-001 is a full, true and correct copy,
and was duly adopted at a regular meeting of the Board on April 7, 2021, by the following
vote:

AYES:
NOES
ABSTAIN
ABSENT

Board Secretary
City of Palm Springs, California

March 24, 2021

Alpha Delta Kappa
Jackie Dillon

[REDACTED]
Palm Desert, CA 92260

Dear Ms. Dillon,


On behalf of the Palm Springs Public Library and the Library Board of Trustees, I want to thank the members of Alpha Delta Kappa very much for their February 10, 2021 contribution to the Library of \$100.00.

Without the generous support of donors, the Palm Springs Public Library would not be able to offer all that we do. We cannot thank you enough for your donation.

With gratitude,

Jeannie Kays
Director of Library Services
Palm Springs Public Library
City of Palm Springs

March 31, 2021

Anne Rodgers-Rhyme and Richard Rhyme


Dear Ms. Rodgers-Rhyme and Mr. Rhyme,

On behalf of the Palm Springs Public Library and the Library Board of Trustees, I want to thank you very much for your March 24, 2021 contribution to the Library of \$50.00.

Without the generous support of donors, the Palm Springs Public Library would not be able to offer all that we do. We cannot thank you enough for your donation.

With gratitude,



Jeannie Kays
Director of Library Services
Palm Springs Public Library
City of Palm Springs