



# LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

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

## REGULAR MEETING AGENDA WEDNESDAY, DECEMBER 1, 2021 5:30 P.M.

Pursuant to Assembly Bill 361, this meeting will 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](mailto:jeannie.kays@palmspringsca.gov). Transmittal prior to the start of the meeting is required. Any correspondence received during or after the meeting will be distributed to the Board and retained for the official record.
- You may provide telephonic comments by calling the Library Director at (760) 322-8375 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

**Ed McBride, Chair**

**Craig Borba, Ed. D., Vice-Chair**

**Juanita Garner, Trustee**

**David Norgard, Trustee**

**Al Jones, Treasurer**

*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 24, 2021. A courtesy posting of this Agenda can be found on the Library's website at [www.palmspringslibrary.org](http://www.palmspringslibrary.org). Pursuant to the Government Code Section 54957.5, the designated office for inspection of public records in connection with the public meeting of the Library Board of Trustees is the office of the City Clerk, City Hall, at 3200 East Tahquitz Canyon Way, Palm Springs, California.

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 3, 2021
- B. Library Statistics
- C. Donation Report

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. Allocate \$104,741.93 of unallocated funds in cash account to Future Library Projects

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

- B. Discussion and Acceptance of Bylaws Revisions (Norgard/Garner)

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

C. Suggestions for PR Campaign Funds-details to be presented at meeting

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

D. Finance Investments ad hoc committee update (Jones/Borba)

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

E. Measure J application update (McBride)

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

**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 5, 2022 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        | MCBRIDE        |
| BUDGET          | JONES/MCBRIDE  |
| BUILDINGS       | BORBA          |
| POLICIES/BYLAWS | GARNER/NORGARD |


**AD HOC:**

|                    |                |
|--------------------|----------------|
| FOUNDATION LIAISON | GARNER/MCBRIDE |
| FRIENDS LIAISON    | BORBA          |
| MEASURE J LIAISON  | JONES          |

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 24, 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](http://www.palmspringsca.gov). If you would like additional information on any item appearing on this agenda, please contact the Director of Library Services at (760) 322-8375.

It is the intention of the City of Palm Springs to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, If you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact 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 3, 2021

**1. CALL TO ORDER**

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

**ROLL CALL**

**PRESENT**

|                |     |
|----------------|-----|
| Craig Borba    | Yes |
| Juanita Garner | Yes |
| Al Jones       | Yes |
| Ed McBride     | Yes |
| David Norgard  | Yes |

**STAFF PRESENT:** Jeannie Kays, Director of Library Services.

**CITY STAFF PRESENT:** Lisa Brock, Library Operations and Collection Manager; Julie Warren, Library Services and Public Relations Manager.

**PUBLIC PRESENT:** Robert Engel, Nanci Morrison, David Sidley.

**2. ACCEPTANCE OF THE AGENDA:**

**MOTION:** (Borba/Norgard, 5-0) To accept the agenda.

**3. PUBLIC COMMENTS:** None.

**4. CONSENT AGENDA**

**MOTION:** (Jones/Borba, 5-0) To approve the consent agenda.

**4. A. Meeting Minutes of October 6, 2021**

**4. B. Library Statistics**

**4. C. Donation Report**

**5. ADMINISTRATIVE REPORTS**

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

Julie Warren gave the report. The Friends received a proclamation from City Council to commemorate their 50<sup>th</sup> Anniversary. They are having an online auction. On December 4 from 10am – 1pm they are having a DVD and CD sale in the Library.

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

David Sidley gave the report. The Foundation sent out their annual year end giving letter.

**5. C. Library Staff**

Redistricting Meetings: December 16 at 5:30 pm, at Palm Springs Library

Friends of the Library: Online auction coming soon.

Halloween Drive-Thru: Successful.

Read Grateful: online reading challenge via Beanstack app.

Pictures with Santa: December 8, 3-6 pm by appointment only. Reservations will open December 1.

Online events:

Adults: Thankful Boxes

Teen: Fall Leaf Art

Kids: Acorn pocket aprons

LGBTQ+ History and Archives Exhibit: November 4-7, Welwood Murray Memorial Library

November 4: 6-8 pm

Fri-Sat: 10-5:30

Sun: 12-5:30

## **6. TREASURERS REPORT**

Director Kays gave the report. The notes receivable account is now accurate. The trust fund balance is \$1,871,526.70. Treasurer Jones will meet with Director Kays to discuss the financials. President McBride asked the Library to come back to the Board with ideas on how to use the Library PR funds. President McBride suggested it was time to start investigating what they want to do with the Trust Fund. He appointed Treasurer Jones and Trustee Borba to a committee to start getting organized and looking into the options for the Trust Fund.

## **7. DISCUSSION/ACTION ITEMS**

### **7. A. Discuss Measure J Application(s)-Measure J application ad hoc committee**

President McBride shared the draft of the Measure J application. The Friends of the Library and the Foundation assisted with putting together the draft.

### **7. B. Bylaws Subcommittee Update – no action**

Trustee Norgard gave the report. The subcommittee met with Director Kays and discussed the revisions to the bylaws. A draft is pending and will be discussed at the next Board meeting.

### **7. C. Acceptance of Library Annual Report**

Director Kays presented the Library Annual Report that will be submitted to the City Council.

**MOTION:** (Jones/Borba, 5-0) To approve the Library Annual Report.

### **7. D. Acceptance of Chromebook Lending Policy**

Director Kays presented Chromebook Lending Policy. The Library got a grant through the California State Library to purchase 12 Chromebooks for circulation.

**MOTION:** (Borba/Jones, 5-0) To approve the Chromebook Lending Policy.

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

None.

## **9. ADJOURNMENT**

The November meeting adjourned at 6:39 p.m.

**RESPECTFULLY SUBMITTED,**

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

**Jeannie Kays  
Director of Library Services**

## October 2021 vs. October 2020

| LIBRARY STATISTICS                          | 2021          | 2020          | %CHANGE     |
|---|---------------|---------------|-------------|
| <b>MATERIALS CHECKED OUT (Total)</b>        | <b>24,501</b> | <b>13,127</b> | <b>87%</b>  |
| Print                                       | 11,961        | 4,715         | 154%        |
| Media                                       | 7,784         | 3,548         | 119%        |
| Electronics                                 | 33            | 0             | -           |
| Other (Downloadable & In-house)             | 4,723         | 4,864         | -3%         |
| <b>LIBRARY CARD REGISTRATIONS (Total)</b>   | <b>146</b>    | <b>90</b>     | <b>62%</b>  |
| Palm Springs Resident                       | 79            | 60            | 32%         |
| California Resident                         | 58            | 29            | 100%        |
| Out of State and/or Fee Cards               | 9             | 1             | -           |
| <b>DOOR COUNT (Main)</b>                    | <b>8,584</b>  | <b>0</b>      | <b>-</b>    |
| <b>DOOR COUNT (WMML)</b>                    | <b>2,041</b>  | <b>0</b>      | <b>-</b>    |
| <b>PUBLIC COMPUTER SESSIONS (Main)</b>      | <b>1,827</b>  | <b>0</b>      | <b>-</b>    |
| <b>PUBLIC COMPUTER SESSIONS (WMML)</b>      | <b>171</b>    | <b>0</b>      | <b>-</b>    |
| <b>WiFi COMPUTER SESSIONS (Main)</b>        | <b>1,299</b>  | <b>216</b>    | <b>501%</b> |
| <b>WiFi COMPUTER SESSIONS (WMML)</b>        | <b>99</b>     | <b>12</b>     | <b>725%</b> |
| <b>NO. OF PASSPORTS PROCESSED</b>           | <b>15</b>     | <b>0</b>      | <b>-</b>    |
| <b>IN-PERSON PROGRAMMING (Total)</b>        | <b>406</b>    | <b>0</b>      | <b>-</b>    |
| Pre-School                                  | 0             | 0             | -           |
| School Age                                  | 0             | 0             | -           |
| Family                                      | 406           | 0             | -           |
| Teen  | 0             | 0             | -           |
| Adult                                       | 0             | 0             | -           |
| <b>IN-PERSON PROGRAM ATTENDANCE (Total)</b> | <b>406</b>    | <b>0</b>      | <b>-</b>    |
| Pre-School                                  | 0             | 0             | -           |
| School Age                                  | 0             | 0             | -           |
| Family                                      | 406           | 0             | -           |
| Teen  | 0             | 0             | -           |
| Adult                                       | 0             | 0             | -           |
| <b>LIVE-VIRTUAL PROGRAMMING (Total)</b>     | <b>7</b>      | <b>17</b>     | <b>-59%</b> |
| Pre-School                                  | 0             | 5             | -           |
| School Age                                  | 0             | 1             | -           |
| Family                                      | 0             | 0             | -           |
| Teen  | 0             | 4             | -           |
| Adult                                       | 7             | 7             | 0%          |
| <b>LIVE-VIRTUAL ATTENDANCE (Total)</b>      | <b>110</b>    | <b>119</b>    | <b>-8%</b>  |
| Pre-School                                  | 0             | 22            | -           |
| School Age                                  | 0             | 4             | -           |
| Family                                      | 0             | 0             | -           |
| Teen  | 0             | 14            | -           |
| Adult                                       | 110           | 79            | 39%         |
| <b>PRERECORDED PROGRAMMING (Total)</b>      | <b>11</b>     | <b>0</b>      | <b>-</b>    |
| Pre-School                                  | 8             | 0             | -           |
| School Age                                  | 1             | 0             | -           |
| Family                                      | 0             | 0             | -           |
| Teen  | 1             | 0             | -           |
| Adult                                       | 1             | 0             | -           |
| <b>ON-DEMAND VIEWS (Total)</b>              | <b>115</b>    | <b>711</b>    | <b>-84%</b> |
| Pre-School                                  | 44            | 492           | -91%        |
| School Age                                  | 19            | 58            | -           |
| Family                                      | 0             | 0             | -           |
| Teen  | 5             | 53            | -           |



|   |            |          |          |          |
|---|------------|----------|----------|----------|
|   | Adult      | 47       | 108      | -        |
| <b>SELF-DIRECTED ACTIVITIES (Total)</b>           |            | <b>0</b> | <b>0</b> | <b>-</b> |
|   | Pre-School | 0        | 0        | -        |
|   | School Age | 0        | 0        | -        |
|   | Family     | 0        | 0        | -        |
|   | Teen       | 0        | 0        | -        |
|   | Adult      | 0        | 0        | -        |
| <b>SELF-DIRECTED ACTIVITIES COMPLETED (Total)</b> |            | <b>0</b> | <b>0</b> | <b>-</b> |
|   | Pre-School | 0        | 0        | -        |
|   | School Age | 0        | 0        | -        |
|   | Family     | 0        | 0        | -        |
|   | Teen       | 0        | 0        | -        |
|   | Adult      | 0        | 0        | -        |

| <b>PALM SPRINGS PUBLIC LIBRARY</b>    |                |               |                    |
|---------------------------------------|----------------|---------------|--------------------|
| <b>2021-22 DONATIONS</b>              |                |               |                    |
| <b>LAST UPDATED NOVEMBER 24, 2021</b> |                |               |                    |
| <b>DATE</b>                           | <b>DONOR</b>   | <b>AMOUNT</b> | <b>DESIGNATION</b> |
| 11/24/2021                            | RENEE GLICKMAN | \$ 75.00      |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       |                |               |                    |
|                                       | TOTAL          | \$ 75.00      |                    |



# City of Palm Springs

## Palm Springs Public Library

300 South Sunrise Way • Palm Springs, California 92262-7699

Tel: (760) 322-READ (7323) • Fax: (760) 327-5744

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

November 24, 2021

Renee Glickman  
[REDACTED]

Dear Ms. Glickman,

On behalf of the Palm Springs Public Library and the Library Board of Trustees, I want to thank you very much for your November 19, 2021 contribution to the Library of \$75.00 in honor of Trustee Al Jones. A letter has been sent to Mr. Jones acknowledging your donation.

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. For more information about our programs and services, visit [www.pslibrary.org](http://www.pslibrary.org).

With gratitude,

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



# City of Palm Springs

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Tel: (760) 322-READ (7323) • Fax: (760) 327-5744

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

November 24, 2021

Al Jones  
[REDACTED]

Dear Trustee Jones,

On behalf of the Palm Springs Public Library and the Library Board of Trustees, I want to express gratitude for your continued service to the Library Board of Trustees and the City of Palm Springs. We wanted to let you know that we have received a donation of \$75.00 in your honor from Renee Glickman.

Without the generous support of donors, the Palm Springs Public Library would not be able to offer all that we do. For more information about our programs and services, visit [www.pslibrary.org](http://www.pslibrary.org).

Sincerely,

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

**BALANCE SHEET FOR 2022 5**

| FUND: 151 Library Endowment Fund |       |                         | NET CHANGE<br>FOR PERIOD | ACCOUNT<br>BALANCE |
|----------------------------------|-------|-------------------------|--------------------------|--------------------|
| <b>ASSETS</b>                    |       |                         |                          |                    |
| 151                              | 10005 | Operating Bank Account  | 2,000.00                 | 1,807,920.83       |
| 151                              | 12105 | Interest Receivable     | .00                      | 3,605.87           |
| 151                              | 12300 | Notes Receivable        | -2,000.00                | 60,000.00          |
| TOTAL ASSETS                     |       |                         | .00                      | 1,871,526.70       |
| <b>FUND BALANCE</b>              |       |                         |                          |                    |
| 151                              | 29000 | Fund Balance Unreserved | .00                      | -1,871,526.70      |
| 151                              | 29320 | Budgetary FB Unreserved | .00                      | 1,766,784.77       |
| 151                              | 29330 | Appropriations          | .00                      | -1,766,784.77      |
| TOTAL FUND BALANCE               |       |                         | .00                      | -1,871,526.70      |
| TOTAL LIABILITIES + FUND BALANCE |       |                         | .00                      | -1,871,526.70      |

\*\* END OF REPORT - Generated by Jeannie Kays \*\*

**ACCOUNT TRIAL BALANCE FOR FY22/OCT TO NOV**  
 FUND 151

| ACCOUNT                | ACCOUNT NAME            | ORG   | BEG. BALANCE  | DEBITS                | CREDITS  | NET CHANGE | END BALANCE   |
|------------------------|-------------------------|-------|---------------|-----------------------|----------|------------|---------------|
| PER                    | JNL                     | SRC   | EFF DATE      | REFERENCE             |          |            |               |
| 151                    | 10005                   |       |               |                       |          |            |               |
|                        | Operating Bank Account  | 151   | 1,803,920.83  |                       |          |            |               |
| 4                      | 220138 CRP              |       |               | 2,000.00              | .00      | 2,000.00   |               |
|                        | 10/11/21                |       |               | CASH RECEIPTS JOURNAL |          | 4,000.00   |               |
| 5                      | 220229 CRP              |       |               | 2,000.00              | .00      | 4,000.00   |               |
|                        | 11/15/21                |       |               | CASH RECEIPTS JOURNAL |          |            |               |
|                        |                         |       | 1,803,920.83  | 4,000.00              | .00      | 4,000.00   | 1,807,920.83  |
| 151                    | 12105                   |       |               |                       |          |            |               |
|                        | Interest Receivable     | 151   | 3,605.87      |                       |          |            |               |
|                        |                         |       | 3,605.87      | .00                   | .00      | .00        | 3,605.87      |
| 151                    | 12300                   |       |               |                       |          |            |               |
|                        | Notes Receivable        | 151   | 64,000.00     |                       |          |            |               |
| 4                      | 220138 CRP              |       |               | .00                   | 2,000.00 | -2,000.00  |               |
|                        | 10/11/21                | 10110 |               | CASH RECEIPTS JOURNAL |          | -4,000.00  |               |
| 5                      | 220229 CRP              |       |               | .00                   | 2,000.00 | -4,000.00  |               |
|                        | 11/15/21                | 10110 |               | CASH RECEIPTS JOURNAL |          |            |               |
|                        |                         |       | 64,000.00     | .00                   | 4,000.00 | -4,000.00  | 60,000.00     |
| 151                    | 29000                   |       |               |                       |          |            |               |
|                        | Fund Balance Unreserved | 151   | -1,871,526.70 |                       |          |            |               |
|                        |                         |       | -1,871,526.70 | .00                   | .00      | .00        | -1,871,526.70 |
| 151                    | 29320                   |       |               |                       |          |            |               |
|                        | Budgetary FB Unreserved | 151   | 1,766,784.77  |                       |          |            |               |
|                        |                         |       | 1,766,784.77  | .00                   | .00      | .00        | 1,766,784.77  |
| 151                    | 29330                   |       |               |                       |          |            |               |
|                        | Appropriations          | 151   | -1,766,784.77 |                       |          |            |               |
|                        |                         |       | -1,766,784.77 | .00                   | .00      | .00        | -1,766,784.77 |
| TOTALS FOR FUND 151    |                         |       |               |                       |          |            |               |
| Library Endowment Fund |                         |       | .00           | 4,000.00              | 4,000.00 | .00        | .00           |

**ALL LIBRARY EXPENDITURE ACCOUNTS**

**11/24/2021**

| <b>LIBRARY TRUST FUNDS</b> |               |                           |                     |                  |                   |                         |                     |
|----------------------------|---------------|---------------------------|---------------------|------------------|-------------------|-------------------------|---------------------|
| <b>Org</b>                 | <b>Object</b> | <b>Description</b>        | <b>Budgeted</b>     | <b>YTD Spent</b> | <b>Encumbered</b> | <b>Available Budget</b> | <b>Percent Used</b> |
| 1514010                    | 50005         | Training, Travel and Dues | 3,750.00            | 0.00             | 0.00              | 3,750.00                | 0.00                |
| 1514010                    | 50035         | Materials and Supplies    | 52.81               | 0.00             | 0.00              | 52.81                   | 0.00                |
| 1514010                    | 50201         | Future Library Projects   | 1,506,895.59        | 0.00             | 0.00              | 1,506,895.59            | 0.00                |
| 1514010                    | 50202         | Trust Fund Books          | 54,157.17           | 0.00             | 30,000.00         | 24,157.17               | 55.39               |
| 1514010                    | 50203         | Kropitser Trust Donation  | 196,665.74          | 0.00             | 0.00              | 196,665.74              | 0.00                |
| 1514010                    | 50207         | PR Library Campaign       | 5,263.46            | 0.00             | 0.00              | 5,263.46                | 0.00                |
|                            |               | Unallocated Funds         | 104,741.93          |                  |                   | 104,741.93              |                     |
|                            |               | <b>TOTALS</b>             | <b>1,871,526.70</b> | <b>0.00</b>      | <b>30,000.00</b>  | <b>1,841,526.70</b>     |                     |
|                            |               |                           |                     |                  |                   |                         |                     |

**ALL LIBRARY EXPENDITURE ACCOUNTS**

**11/24/2021**

| <b>MAIN LIBRARY</b>                    |               |                                |                     |                   |                   |                         |                     |
|--|---------------|--------------------------------|---------------------|-------------------|-------------------|-------------------------|---------------------|
| <b>Org</b>                             | <b>Object</b> | <b>Description</b>             | <b>Budgeted</b>     | <b>YTD Spent</b>  | <b>Encumbered</b> | <b>Available Budget</b> | <b>Percent Used</b> |
| 1004000                                | 40000         | Salaries, Full Time            | 1,093,091.85        | 201,069.61        | 0.00              | 892,022.24              | 18.39               |
| 1004000                                | 40002         | Salaries, Overtime             | 2,500.00            | 0.00              | 0.00              | 2,500.00                | 0.00                |
| 1004000                                | 40010         | Leave Payoffs                  | 0.00                | 10,372.48         | 0.00              | -10,372.48              | 0.00                |
| 1004000                                | 40020         | Fringe Benefits                | 303,525.00          | 32,621.00         | 0.00              | 270,904.00              | 10.75               |
| 1004000                                | 40045         | Medical Insurance Withdrawal   | 0.00                | 1,050.00          | 0.00              | -1,050.00               | 0.00                |
| 1004000                                | 40050         | RHS Health Benefit             | 13,800.00           | 2,062.50          | 0.00              | 11,737.50               | 14.95               |
| 1004000                                | 40055         | PERS Retirement Cost           | 390,993.06          | 71,336.54         | 0.00              | 319,656.52              | 18.24               |
| 1004000                                | 40060         | PERS - POB                     | 36,645.00           | 9,161.25          | 0.00              | 27,483.75               | 25.00               |
| 1004000                                | 40065         | Workers' Compensation          | 53,461.00           | 13,365.25         | 0.00              | 40,095.75               | 25.00               |
| 1004000                                | 40095         | Medicare Insurance             | 15,748.33           | 3,056.26          | 0.00              | 12,692.07               | 19.41               |
| 1004000                                | 40100         | Retiree Health Benefit         | 127,029.00          | 31,757.25         | 0.00              | 95,271.75               | 25.00               |
| 1004000                                | 40105         | Contractual Services           | 115,710.18          | 69,020.22         | 0.00              | 46,689.96               | 59.65               |
| 1004000                                | 50005         | Training, Travel and Dues      | 3,675.00            | 1,897.00          | 0.00              | 1,778.00                | 51.62               |
| 1004000                                | 50030         | Gas and Lubrications           | 5,000.00            | 338.43            | 0.00              | 4,661.57                | 6.77                |
| 1004000                                | 50031         | Communications                 | 16,600.00           | 633.14            | 0.00              | 15,966.86               | 3.81                |
| 1004000                                | 50035         | Materials and Supplies         | 264,675.00          | 139,122.97        | 70,425.78         | 55,126.25               | 79.17               |
| 1004000                                | 50055         | Insurance                      | 122,956.00          | 30,739.00         | 0.00              | 92,217.00               | 25.00               |
| 1004000                                | 50105         | Repairs and Maint General      | 88,200.00           | 41,078.50         | 30,678.01         | 16,443.49               | 81.36               |
| 1004000                                | 50120         | Facilities Maintenance Service | 140,007.00          | 35,001.72         | 0.00              | 105,005.28              | 25.00               |
| 1004000                                | 50126         | Grants                         | 0.00                | 3,037.00          | 0.00              | -3,037.00               | 0.00                |
| 1004000                                | 50135         | Administrative Benefits        | 12,649.95           | 3,162.49          | 0.00              | 9,487.46                | 25.00               |
| 1004000                                | 50140         | Printing                       | 11,000.00           | 0.00              | 0.00              | 11,000.00               | 0.00                |
| 1004000                                | 50145         | Advertising                    | 8,900.00            | 1,950.00          | 0.00              | 6,950.00                | 21.91               |
| 1004000                                | 50200         | Friends of the Library         | 7,676.92            | 7,676.92          | 0.00              | 0.00                    | 100.00              |
|  |               | <b>TOTALS</b>                  | <b>2,833,843.29</b> | <b>709,509.53</b> | <b>101,103.79</b> | <b>2,023,229.97</b>     |                     |
| <b>WELWOOD MURRAY MEMORIAL LIBRARY</b> |               |                                |                     |                   |                   |                         |                     |
| <b>Org</b>                             | <b>Object</b> | <b>Description</b>             | <b>Budgeted</b>     | <b>YTD Spent</b>  | <b>Encumbered</b> | <b>Available Budget</b> | <b>Percent Used</b> |
| 1004005                                | 40105         | Contractual Services           | 85,800.00           | 51,542.40         | 0.00              | 34,257.60               | 60.07               |
| 1004005                                | 50015         | Electricity                    | 30,000.00           | 0.00              | 0.00              | 30,000.00               | 0.00                |
| 1004005                                | 50020         | Water                          | 2,500.00            | 292.80            | 0.00              | 2,207.20                | 11.71               |
| 1004005                                | 50030         | Gas and Lubrications           | 5,000.00            | 0.00              | 0.00              | 5,000.00                | 0.00                |
| 1004005                                | 50031         | Communications                 | 16,000.00           | 0.00              | 0.00              | 16,000.00               | 0.00                |
| 1004005                                | 50038         | Welwood Operations             | 30,025.00           | 870.16            | 1,926.80          | 27,228.04               | 9.32                |
|  |               | <b>TOTALS</b>                  | <b>169,325.00</b>   | <b>52,705.36</b>  | <b>1,926.80</b>   | <b>114,692.84</b>       |                     |



# MEASURE J COMMUNITY GRANT APPLICATION 2021

Who: Palm Springs Public Library  
Palm Springs Public Library Board of Trustees  
Friends of The Palm Springs Public Library, EIN 51-0142318  
Palm Springs Public Library Foundation, EIN 47-2910849

What: Palm Springs Public Library-Public Meeting/Maker Space Room

When: January 2022

Where: Palm Springs Public Library

Why: Libraries are no longer a warehouse for books. Libraries provide space and opportunities for hands-on learning and engagement beyond education or entertainment. In recognition of this shift in a library's role and value, programming and creation spaces have grown exponentially. The Palm Springs community has a great need for meeting facilities for all citizens and groups. This proposed meeting room will not only provide a facility for traditional meetings but will also include technology that can be used as "makerspace" which is a collaborative workspace for making, learning, exploring, and sharing that uses high tech to no tech tools. The room will provide hands-on learning, help with critical thinking skills and a communal public workshop in which citizens of all ages can work on small personal projects. With this grant the Library would convert a current 288 square foot storage room and former office space, measuring 16' x 18', into a meeting room/makerspace that can serve many purposes. It can be utilized as a meeting room, classroom, or maker space. Teens, seniors, or anyone will be allowed to use the room and it can be available for groups to reserve, or it can use it for library programming. Another project the Library has explored with the Sustainability Department and the Certified Farmer's Market is a Fix-It Clinic. This would be the perfect space for a Fix-It Clinic where the Library could bring in an expert, for example a lamp repair person, and they would help people repair their broken lamps. Uses for the room and technology is unlimited and can serve the community in many ways. Libraries are the ultimate sustainable resource.

## **Mission Statement:**

The Palm Springs Public Library provides our community with opportunities to discover, enjoy, enrich, and connect with ideas and people throughout all stages of life.

## **Vision Statement:**

The Library is the most trusted informative and accessible cultural resource in Palm Springs.

## **Background**

A special meeting of the Library Trustees was held on March 13, 2019, to allow participants including Trustees, Friends and Foundation Board members and individuals from the community at-large to respond to a new Public Library Strategic Plan. All participants agreed that the major goal for the City of Palm Springs and the Palm Springs Public Library should be to build a “new” Library”; i.e. either renovate the current building; renovate and expand the existing facility or build a new library on a different site. However, in the interim, participants acknowledged that achieving this significant goal will be a lengthy process and recommended that, in the short term, the Palm Springs Public Library continue to enhance services to all of Palm Springs residents. This project would help achieve that goal.

### **Cost Proposal**

Our cost proposal would include laptops to use for computer class instruction, in addition to other technology like sewing machines or even vinyl cutters like a Cricut or Silhouette machine. Our proposal will also include new cabinets, converting two unused doors into interior-facing windows and changing the current door from solid wood to glass to make the room more inviting.

A potential list of equipment to be included is as follows:

- Tables on wheels and chairs for 20 people
- Laptops
- Flat screen TV for projection/instruction/gaming/film viewing
- Windows
- New door
- New cabinets that lock and possibly have pull-out drawers for heavier equipment
- Paint
- Carpet
- Sound system with microphone

Our cost estimate: **\$100,000**