



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA

WEDNESDAY, JUNE 8, 2022

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/85958290008?pwd=cUV6NDJuTndZVk1TcEtYUeSWUdpQT09> or call 1-669-900-6833, Meeting ID: 859 5829 0008, Passcode: 090845
- 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 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., June 1, 2022. 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 May 19, 2022
- 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. Chair Appoint Nominating Committee for Election of Officers

- B. Discuss Joint City Council/Boards & Commission Meeting-Library Board.
Develop 10-minute Presentation Outline.

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

C. Library Foundation Request for Forgiveness of Promissory Note

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

D. Library Foundation Request for Trust Funds

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 scheduled meeting at 5:30 p.m. on Wednesday, July 13, 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 June 1, 2022, 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

May 19, 2022

1. CALL TO ORDER

Chair 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 Engle, David Sidley, Bill Wiley.

2. ACCEPTANCE OF THE AGENDA:

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

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

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

4. A. Meeting Minutes of March 2, 2022

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 had a book sale at the beginning of April where they made in the mid \$2000s. They also had a bag sale during the Family Fun Festival. They are doing well with the in-Library book sales in April they made \$2900. They had their Annual Meeting with Author Steven Rowley; 80 people attended. At the event they sold his book and had a raffle to raise funds. At the June meeting they will be electing officers. Two long time board members Richard Ellis and Chris Seidel have stepped down from the board so they will be interviewing new board candidates.

5. B. Palm Springs Public Library Foundation

Report in 7. A.

5. C. Library Staff

Family Fun Fest was a huge success with over 500 attendees and about 20 community groups.

Summer Reading Program runs June 6-July 16, 2022. Open to all ages.

New Parks & Rec Director starts June 27, 2022.

Election Voter Assistance Center: June 4-7. June 4-6, 9 a.m.-5 p.m.; June 7, 7 a.m.-8 p.m. Voteinfo.net

Holiday closures: Memorial Day, May 30; Juneteenth, June 20; Independence Day, July 4

Zip Books: Grant funded program of \$10,000. Have \$3,000 left. Program ends June 30 or when funds are expended.

City Council Joint Study Session June 21: Boards & Commissions, Convention Center.

6. TREASURERS REPORT

Treasurer Jones gave the report. The trust fund balance is \$1,867,747.75. Trustee Borba asked what the current return rate is. Director Kays said she would check with the Finance Department.

MOTION: (Jones/Borba, 5-0) To accept the treasurers report.

7. DISCUSSION/ACTION ITEMS

7. A. Annual Report by Palm Springs Library Foundation (to be presented at meeting)

David Sidley and Bill Wiley presented the Library Foundation Annual Report. The Foundation is still looking to add Board members; they would like 24 members on the Board and have developed a matrix for who they want on the Board. The makeup should be reflective of the community of Palm Springs and want it to be diverse both ethnically and age wise. People with experience in fundraising, public relations, event planning, community organizing, etc. Bill Wiley introduced himself to the Board his background is in Sales and Marketing and has an MBA so he has an understanding of finances. He has sat on several Boards. He also has a BA and MA in English which is where his love of books and reading comes from.

7. B. Library Foundation Request for Trust Funds and Discussion of Promissory Note

David Sidley and Bill Wiley gave the report. The Foundation is requesting \$550,000 from the Board of Trustees. \$50,000 to retire the Foundation's loan obligation to the Trustees, \$150,000 to hire a part time Executive Director, \$100,000 for a two-year awareness campaign, and \$250,000 "seed funding" for a major fundraising event within the next two year. Chair McBride suggested taking some time as a Board to think about the proposal and adding it to the next agenda. If the trustees have questions, they can email them to Director Kays so she can try to get answers before the next meeting.

MOTION: (Borba/Garner, 5-0) To explore the possibility of retiring the note between the Board of Trustees and the Library Foundation.

7. C. FY 22-23 Library Budget Proposal and Request for \$20,000 for Trust Fund

Director Kays presented the Library Board with a spending request for fiscal year 2022-2023. The request was for \$20,000 (\$10,000 for nonfiction books from the Kropitzer funds and \$10,000 for eBooks with an emphasis on purchasing additional nonfiction eBooks). At this time \$20,000 is all that the Library is asking for but if other projects arise Director Kays might come back to the Board requesting additional funds.

MOTION: (Norgard/Jones, 5-0) To approve the 2022-2023 spending request of \$20,000.

7. D. FY 22-23 Comprehensive Fee Schedule

Director Kays gave the report. Trustee Norgard asked about the fees because the Board Bylaws say that the Library Board establishes the fines and fees. Julie Warren said this is a newer thing that the City has been doing for the last four or five years.

Treasurer Jones left at this time.

Trustee Borba suggested voting to accept the comprehensive fee schedule. Director Kays said that she can discuss this with the Assistant City Manager and that if the role of the Board when it comes to establishing fees has changed then the bylaws might need to change.

MOTION: (Borba/Norgard, 4-0) To accept the fiscal year 2022-2023 comprehensive fee schedule.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

Chair McBride appointed Treasurer Jones as the Board representative to Library Foundation replacing Trustee Garner. The next Library Board meeting will be pushed back one week to June 8, 2022.

9. ADJOURNMENT

The May meeting adjourned at 7:22 p.m.

RESPECTFULLY SUBMITTED,


Jeannie Kays
Director of Library Services

BALANCE SHEET FOR 2022 12

FUND: 151 Library Endowment Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
151	10005	Operating Bank Account	.00	1,814,876.34
151	12105	Interest Receivable	.00	3,605.87
151	12300	Notes Receivable	.00	48,000.00
	TOTAL ASSETS		.00	1,866,482.21
FUND BALANCE				
151	29000	Fund Balance Unreserved	.00	-1,865,934.79
151	29310	Revenue Control	.00	-36,300.52
151	29315	Expenditure Control	.00	35,753.10
151	29320	Budgetary FB Unreserved	.00	1,766,784.77
151	29325	Estimated Revenue	.00	25,075.00
151	29330	Appropriations	.00	-1,791,859.77
151	29335	Encumbrance Control	.00	9,510.36
151	29345	Budgetary FB Reserve for Encum	.00	-9,510.36
	TOTAL FUND BALANCE		.00	-1,866,482.21
TOTAL LIABILITIES + FUND BALANCE			.00	-1,866,482.21

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

ACCOUNT TRIAL BALANCE FOR FY22/APR TO JUN
 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	1,828,062.46						
10	220119	APP	04/14/22	041422	.00	918.24	-918.24		
10	220157	CRP	04/19/22		2.00	.00	-916.24		
11	220185	CRP	05/09/22		2,000.00	.00	1,083.76		
11	220236	APP	05/12/22	051222	.00	15,004.34	-13,920.58		
11	220257	CRP	05/12/22		2,160.14	.00	-11,760.44		
					1,828,062.46	4,162.14	15,922.58	-11,760.44	1,816,302.02
151	12105								
	Interest Receivable	151	3,605.87						
					.00	.00	.00	3,605.87	
151	12300								
	Notes Receivable	151	52,000.00						
11	220185	CRP	05/09/22	10110	.00	2,000.00	-2,000.00		
11	220257	CRP	05/12/22	10110	.00	2,000.00	-4,000.00		
					52,000.00	.00	4,000.00	-4,000.00	48,000.00
151	20010								
	Accounts Payable Control	151	.00						
10	220021	API	04/14/22	B 905	.00	462.18	-462.18		
10	220022	API	04/14/22	B 907	.00	456.06	-918.24		
10	220119	APP	04/14/22	041422	AP CASH DISBURSEMENTS JOURNA	918.24	.00		
11	220171	API	05/12/22	B 1006	.00	10,000.00	-10,000.00		
11	220176	API	05/12/22	B 1007	.00	1,195.32	-11,195.32		
11	220178	API	05/12/22	B 1011	.00	55.92	-11,251.24		
11	220200	API	05/12/22	B 1022	.00	1,253.10	-12,504.34		
11	220203	API	05/12/22	B 1026	.00	2,500.00	-15,004.34		
11	220236	APP	05/12/22	051222	AP CASH DISBURSEMENTS JOURNA	15,004.34	.00		
					.00	15,922.58	15,922.58	.00	.00
151	29000								
	Fund Balance Unreserved	151	-1,865,934.79						
					.00	.00	.00	-1,865,934.79	
151	29320								
	Budgetary FB Unreserved	151	1,766,784.77						
					.00	.00	.00	1,766,784.77	
151	29325								
	Estimated Revenue	151	25,075.00						
					.00	.00	.00	25,075.00	
151	29330								
	Appropriations	151	-1,791,859.77						
					.00	.00	.00	-1,791,859.77	
151	29335								
	Encumbrance Control	151	26,858.62						
10	220021	POL	04/14/22	B 905	.00	462.18	-462.18		
10	220022	POL	04/14/22	B 907	.00	456.06	-918.24		

ACCOUNT TRIAL BALANCE FOR FY22/APR TO JUN

FUND 151

ACCOUNT						BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
ACCOUNT NAME	ORG									
PER	JNL	SRC	EFF DATE	REFERENCE						
11	220171	POL	05/12/22	B 1006		.00	10,000.00		-10,918.24	
11	220176	POL	05/12/22	B 1007		.00	1,195.32		-12,113.56	
11	220178	POL	05/12/22	B 1011		.00	55.92		-12,169.48	
11	220200	POL	05/12/22	B 1022		.00	1,253.10		-13,422.58	
11	220203	POL	05/12/22	B 1026		.00	2,500.00		-15,922.58	
						26,858.62	.00	15,922.58	-15,922.58	10,936.04
151	29345									
Budgetary FB Reserve for Encum 151						-26,858.62				
10	220021	POL	04/14/22	B 905		462.18	.00		462.18	
10	220022	POL	04/14/22	B 907		456.06	.00		918.24	
11	220171	POL	05/12/22	B 1006		10,000.00	.00		10,918.24	
11	220176	POL	05/12/22	B 1007		1,195.32	.00		12,113.56	
11	220178	POL	05/12/22	B 1011		55.92	.00		12,169.48	
11	220200	POL	05/12/22	B 1022		1,253.10	.00		13,422.58	
11	220203	POL	05/12/22	B 1026		2,500.00	.00		15,922.58	
						-26,858.62	15,922.58	.00	15,922.58	-10,936.04
TOTALS FOR FUND 151										
Library Endowment Fund						17,733.54	36,007.30	51,767.74	-15,760.44	1,973.10

ALL LIBRARY EXPENDITURE ACCOUNTS

06/01/2022

LIBRARY TRUST FUNDS							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1514010	50005	Training Travel and Dues	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00	0.00
1514010	50035	Materials and Supplies	\$ 52.81	\$ -	\$ -	\$ 52.81	0.00
1514010	50201	Future Library Projects	\$ 1,521,970.59	\$ -	\$ -	\$ 1,521,970.59	0.00
1514010	50202	Trust Fund Books	\$ 64,157.17	\$ 33,253.10	\$ 6,746.90	\$ 24,157.17	62.35
1514010	50203	Kropitzer Trust Donation	\$ 196,665.74	\$ -	\$ -	\$ 196,665.74	0.00
1514010	50207	PR Library Campaign	\$ 5,263.46	\$ 2,500.00	\$ 2,763.46	\$ -	100.00
		Unallocated Funds	\$ 74,622.44			\$ 74,622.44	
		TOTAL	\$ 1,866,482.21	\$ 35,753.10	\$ 9,510.36	\$ 1,821,218.75	

ALL LIBRARY EXPENDITURE ACCOUNTS

06/01/2022

MAIN LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004000	40000	Salaries Full Time	\$ 1,100,241.85	\$ 958,739.55	\$ -	\$ 141,502.30	87.14
1004000	40002	Salaries Overtime	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	0.00
1004000	40010	Leave Payoffs	\$ 20,574.98	\$ 32,165.77	\$ -	\$ (11,590.79)	156.33
1004000	40020	Fringe Benefits	\$ 303,525.00	\$ 174,463.66	\$ -	\$ 129,061.34	57.48
1004000	40045	Medical Insurance Withdrawal	\$ -	\$ 5,475.00	\$ -	\$ (5,475.00)	0.00
1004000	40050	RHS Health Benefit	\$ 13,800.00	\$ 10,637.50	\$ -	\$ 3,162.50	77.08
1004000	40055	PERS Retirement Cost	\$ 390,993.06	\$ 333,636.52	\$ -	\$ 57,356.54	85.33
1004000	40060	PERS - POB	\$ 36,645.00	\$ 27,483.75	\$ -	\$ 9,161.25	75.00
1004000	40065	Workers' Compensation	\$ 53,461.00	\$ 40,095.75	\$ -	\$ 13,365.25	75.00
1004000	40095	Medicare Insurance	\$ 15,748.33	\$ 14,560.58	\$ -	\$ 1,187.75	92.46
1004000	40100	Retiree Health Benefit	\$ 127,029.00	\$ 95,271.75	\$ -	\$ 31,757.25	75.00
1004000	40105	Contractual Services	\$ 115,710.18	\$ 71,433.02	\$ -	\$ 44,277.16	61.73
1004000	50005	Training Travel and Dues	\$ 3,675.00	\$ 2,651.00	\$ -	\$ 1,024.00	72.14
1004000	50030	Gas and Lubrications	\$ 5,000.00	\$ 3,420.34	\$ -	\$ 1,579.66	68.41
1004000	50031	Communications	\$ 16,600.00	\$ 4,874.76	\$ -	\$ 11,725.24	29.37
1004000	50035	Materials and Supplies	\$ 265,403.00	\$ 231,514.02	\$ 21,297.37	\$ 12,591.61	95.26
1004000	50055	Insurance	\$ 122,956.00	\$ 92,217.00	\$ -	\$ 30,739.00	75.00
1004000	50105	Repairs and Maint General	\$ 88,200.00	\$ 82,686.82	\$ -	\$ 5,513.18	93.75
1004000	50120	Facilities Maintenance Service	\$ 140,007.00	\$ 105,005.16	\$ -	\$ 35,001.84	75.00
1004000	50126	Grants	\$ 16,213.80	\$ 13,650.88	\$ 2,419.56	\$ 143.36	99.12
1004000	50135	Administrative Benefits	\$ 12,649.95	\$ 9,487.47	\$ -	\$ 3,162.48	75.00
1004000	50140	Printing	\$ 11,000.00	\$ 1,947.59	\$ -	\$ 9,052.41	17.71
1004000	50145	Advertising	\$ 8,900.00	\$ 3,964.50	\$ 2,100.00	\$ 2,835.50	68.14
1004000	50200	Friends of the Library	\$ 24,215.92	\$ 24,215.92	\$ -	\$ -	100.00
		TOTAL	\$ 2,895,049.07	\$ 2,339,598.31	\$ 25,816.93	\$ 529,633.83	
WELWOOD MURRAY MEMORIAL LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004005	40105	Contractual Services	\$ 85,800.00	\$ 96,511.40	\$ -	\$ (10,711.40)	112.48
1004005	50015	Electricity	\$ 30,000.00	\$ 20,587.17	\$ -	\$ 9,412.83	68.62
1004005	50020	Water	\$ 2,500.00	\$ 825.20	\$ -	\$ 1,674.80	33.01
1004005	50030	Gas and Lubrications	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00
1004005	50031	Communications	\$ 16,000.00	\$ 631.14	\$ -	\$ 15,368.86	3.94
1004005	50038	Welwood Operations	\$ 30,025.00	\$ 19,277.09	\$ 2,425.00	\$ 8,322.91	72.28
		TOTAL	\$ 169,325.00	\$ 137,832.00	\$ 2,425.00	\$ 29,068.00	

PALM SPRINGS PUBLIC LIBRARY

2021-22 DONATIONS

LAST UPDATED JUNE 1, 2022

DATE	DONOR	AMOUNT	DESIGNATION
11/24/2021	RENEE GLICKMAN	\$ 75.00	
12/23/2021	LYNDA JARMAN	\$ 1,500.00	
1/28/2022	ANONYMOUS CASH DONATION	\$ 1.00	
2/7/2022	PAUL & IRENE SCHEIBNER REVOCABLE TRUST	\$ 25,000.00	
2/16/2022	RICHARD & LEEONA HOSTROP REVOCABLE TRUST	\$ 1,000.00	
2/28/2022	ANONYMOUS CASH DONATION	\$ 79.99	HOT SPOT PROGRAM
3/22/2022	ANONYMOUS CASH DONATION	\$ 1.00	
4/19/2022	ANONYMOUS CASH DONATION	\$ 2.00	
	TOTAL	\$ 27,658.99	

AGREEMENT AND PROMISSORY NOTE

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

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

Maturity Date: July 1, 2022

Interest Rate: One Quarter Percent (0.25%)

Principal Amount: \$80,000

Date of Note: June 30, 2020

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

1. Disbursements.

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

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

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

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

3. Security for Note; No Recourse.

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

4. Costs Paid by Maker.

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

5. Waiver.

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

6. Indemnification.

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


7. Loan Severability.

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

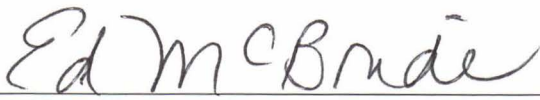
8. Non-Waiver.

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

MAKER: PALM SPRINGS PUBLIC LIBRARY FOUNDATION

By: 
David Sidley, President

BOARD: BOARD OF LIBRARY TRUSTEES
PALMS SPRINGS PUBLIC LIBRARY

By: 
Ed McBride, President



Palm Springs Public Library Foundation

2021 Annual Report (July 1, 2020 through June 30, 2021)

MEMBERSHIP:

Sharon Apfelbaum
Michael Braun
Tracy Conrad, ex officio
Terry Dean
David Engen, Treasurer
Ed McBride - PSPL Board of Trustees Liaison
Nanci Morrison – Friends of PSPL Liaison
Robyn Meltzer, Interim Secretary
Ken Pengelly
David Sidley, President
George E Sonsel
William “Bill” Wylie, Vice President

Officers for the upcoming year are:

David Sidley, President
Bill Wylie, Vice President
David Engen, Treasurer
Robyn Meltzer, Secretary (interim)

SERVICES TO THE FOUNDATION:

Pacific Premier Bank (checking and savings accounts)
Edward Jones - Michael Roccisano, Financial Advisor
John W. Perkins, 1st Community Insurance Services, Palm Springs
The Jones Agency, Palm Springs

INSURANCE:

E&O insurance current through 1st Community Insurance Services

NEW POLICIES ADOPTED BY THE FOUNDATION:

Palm Springs Public Library Foundation-DEVELOPMENT PLAN - Adopted March 10, 2022

GOVERNMENT COMPLIANCE:

All required state and federal tax and other forms completed and filed by The Foundation.

FINANCIAL:

UPDATE

As of this report The PSPL Foundation has repaid \$10,000 on its loan from the Library Board of Trustees. This note is due July 2022 and the Foundation will address the note in the next section.

Based on our Strategic Plan and the progress of the City's New Library Project, the PSPL Foundation estimates we will begin an Annual Fund within the next few years. In order to prepare for the work required to potentially raise tens of millions of dollars for our common goal of building a new, 21st century library for Palm Springs, our plan requires that we begin to establish and fund the following objectives over the next 12 months:

GOAL: Create infrastructure to support Foundation work – PARTIALLY COMPLETED

1. Retained Bloomerang software to manage donor database and track donations.
2. Hire part-time Executive Director to manage day-to-day operations and be a key fundraising person. (\$75,000 annually)
3. Hired Library Strategies to re-work and re-focus Strategic Plan for 2022-2025 (

GOAL: Annual Fund – year- end giving letter raised \$13,000 in 2022. - COMPLETED

1. Printing, mailing of annual fund solicitation letters. (approx. \$2500)
2. The Jones Agency created, printed and mailed letters to PSPLF database.

GOAL: Initial Endowment Investment – Preparation to be able to accept major gifts. - COMPLETED

1. \$52,000 Initial investment
 - a. Hired Edward Jones as investment guide.

GOAL: Grow board – interview and hire best possible candidates to serve on the PSPLF Board. IN PROCESS

1. Nominating committee was restructured.
2. Retained Library Strategies for initial and ongoing consultations for committee meeting guidance. (\$0.00) Library Strategies is providing at no cost to Foundation.

REQUEST FOR CONSIDERATION AND DISCUSSION

In order to achieve these goals, The PSPL Foundation request the following financial support from the PSPL Board of Trustees:

The PSPL Foundation and the Board of Trustees have the same common interest which is a New Library, in whatever form that takes, for the citizens of Palm Springs. Because, over the last several years the library project and a global pandemic have caused delays and these delays have restricted our ability to execute on fundraising goals. In other words, we didn't have a compelling reason to approach donors and raise money. The Foundation has taken advantage of this time to solidify its long-term goals, create an endowment fund, conduct a year-end giving campaign and received a donation of \$106,000. The PSPL Foundation is solid and strong and as it moves toward the future and considers its financial position, the Foundation is respectfully requesting that the original loan of \$100,000, the current balance of which is approximately \$42,000 be forgiven so that we may now turn our focus to the next phase of the project and fundraising. As we move toward a future Capital Campaign and major gifts, the Foundation must be stronger and debt free. Since the Trustees and Foundation share the same common goals and the original \$100,000 was seed money to start the Foundation, it's time to retire the loan and move forward. Being debt free and totally autonomous will present to major donors as a position of strength which will allow the Foundation to raise necessary funding for the new library project. The Foundation respectfully requests the Trustees Grant the Foundation \$550,000 to enable funds to continue to grow. The funds would be used for; \$50,000 to retire Foundation's loan obligation to Trustees; \$150,000 to hire a part time Executive Director (fund raiser) for two years; \$100,000 for a two-year Awareness Campaign utilizing the services of a The Jones Agency, including expanding the Foundation's social media presence; \$250,000 "seed funding" for a major fundraising event within the next two years.

The Foundation is significantly more organized and now has a clear 36 month Development Plan. The organization is poised to raise tens of millions of dollars in the next few years including funds to replace these grants and to help establish an endowment for the Library that will potentially replace the Trust Fund. The Board of Directors feels that this is a tremendous opportunity and a wise investment for the Trustees.

CURRENT FINANCIAL STATEMENT:

Please see attached

ACTIVITIES:

The Foundation has been busy, even during the pandemic. It is important to the Board to continue to grow, organize and develop a future plan. With the assistance of the consulting firm, Library Strategies, the Foundation has created an updated Development Plan for 2022-2025. This important re-tooling of our previous plan sets a three year plan to build a solid, focused future for the organization. The Foundation met several times with Library Strategies to develop this roadmap which will allow the Foundation to grow steady and strong. The foundation will be in an excellent position organizationally to begin a major capital campaign and to build a new library.

The Foundation has successfully completed the first steps of the plan and is on track with its timeline to be ready when the City announces its final plans. The Foundation has:

1. Re-Formed the Nominating committee to hire new Board members – (major setback due to Covid-19)
 - a. Created a skills matrix to identify and fill specific Board member requirements.
 - b. Created a job description for new board members.
 - c. The Nominating Committee is actively interviewing qualified, diverse candidates to grow the Board. To date, there are 4 interviews scheduled and 1 new Board member was hired.
2. Completely restructured its Financials.
 - a. Finance committee interviewed and vetted several investment advisors and the Board, after hearing the presentation, voted to hire Edward Jones to serve the Boards investment needs.
 - b. Finance committee has organized the Foundation to accept large donations, grants, long term endowments and gifts of stock.
 - c. The Foundation is ready to accept major gifts.
3. ONE-PS Community Expo and Picnic
 - a. The Foundation had an exhibitor table at this community event. The purpose was to gain exposure for the Foundation and grow its mailing list. There was a prize to give away with the underlying intent to get names for its mailing list. This was the first event the organization has had a presence as a group. It was very successful.
4. Palm Springs Family Fun Fest
 - a. The Foundation had an exhibitor table at this community event. The purpose was to gain exposure for the Foundation and create community awareness. This was a Family Fun Day where prizes were given away to children and adults. It was fun and successful event.
5. Marketing and Brand Awareness
 - a. The Foundation will work with The Jones Agency on an awareness and marketing campaign.
 - b. This is currently in process and will be discussed in depth with a representative of The Jones Agency at a future Board meeting.


The Palm Springs Public Library Foundation is ready to begin the next phase of fundraising and to secure funds that will allow the Library to meet facility, service and program goals in the next 5-6 years. We believe this report shows our progress and commitment and we welcome questions and comments from the Board of Trustees.

Respectfully Submitted
David Sidley
President
Palm Springs Public Library Foundation
May 18, 2022

PSPL Foundation:

Palm Springs Public Library
Trustee Presentation
May 19, 2022

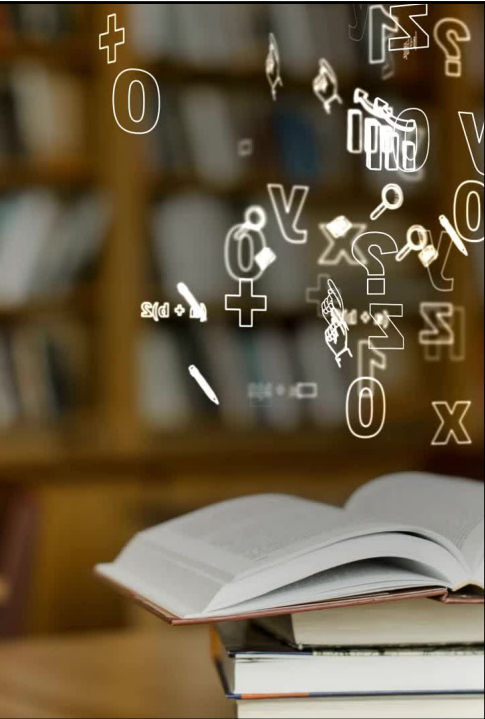
A REQUEST FOR SUPPORT



1

“Connecting People to
Information is What the
Library is All About.”

Jeannie Kays, December
2021



2

Agenda



Foundation
Recent History



Issues and
Opportunities



Direction



How can the
Trustees Help?

3

“Inflection Point”

**PALM SPRINGS
DEMOGRAPHICS ARE
CHANGING**

*MORE FULL TIME
RESIDENTS*

*STILL HAVE
SIGNIFICANT
PERCENTAGE
ECONOMICALLY
CHALLENGED*

**LIBRARIES ARE
CHANGING**

*VIRTUAL ACCESS TO
SERVICES VS. ON-SITE
ACCESS*

4

“Inflection Point”

City Direction

- City budget concerns over covid pandemic replaced by “surplus”
- Will we have a “New” or “Re-imagined” Library soon?

Community direction

- Latent energy and support for something different
- Foundation can play a role in channeling this energy

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Recent Foundation History

1. Board Composition

❖ David Sidley – President

❖ Members:

- David Engen – Treasurer
- Bill Wylie – Vice President
- Robin Meltzer – Development Chair
- Sharon Apfelbaum
- Ed McBride
- Joel Preston
- Terry Dean
- Nancy Morrison
- George Sonsel
- Jeannie Kays
- Julie Warren

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Recent Foundation History

2. Financial Structures

- A) Policy Statement
- B) Statement of Direction – Investments and Endowment
- C) Financial Advisor – Edward Jones*
- D) Initial Endowment Investment

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Recent Foundation History

3. Treasury and Administration

- A) Bloomerang Database
- B) Quicken Tools for Income Statement and Balance Sheet
- C) Current Assets and Liabilities:
 - Net Assets = \$115,000

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Recent Foundation History

3. Fund Raising

- A) Standing Committee
- B) Two Years of Annual Drive
- C) Major Bequest - \$100,000
- D) "Hot Spot" Contribution
- E) PR Firm identified (The Jones Agency)

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Recent Foundation History

4. Strategic Review

- A) Commissioned Library Strategies
- B) Three Sessions of Interaction
- C) Identified Issues and Opportunities
- D) Developed a Detailed Direction

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Opportunities and Improvements

Issues

- A) Uncertainty regarding major Capital Campaign – (City priorities, Covid impact, timing, etc.)
- B) Pandemic may restrict certain types of Fund-Raising activities
- C) Need for a Fund-Raising “Purpose”
- D) Can we become less impacted by external forces?

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Direction

Achieve	Achieve greater independence from COVID, City Budget, City Timing, etc.
↓	
Increase	Increase Membership through re-energized Nominating Committee
↓	
Participate	Participate in Measure J Projects with Trustees and Friends <ul style="list-style-type: none"> • Multi Purpose Room • Jaycee Frey Building Upgrade • Position for Capital Campaign for Main Library

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Direction

4. Build Donor Awareness:

- Of the Foundation Purpose
- Of our Role and How to Donate

5. Increase Our Understanding of Donor Community

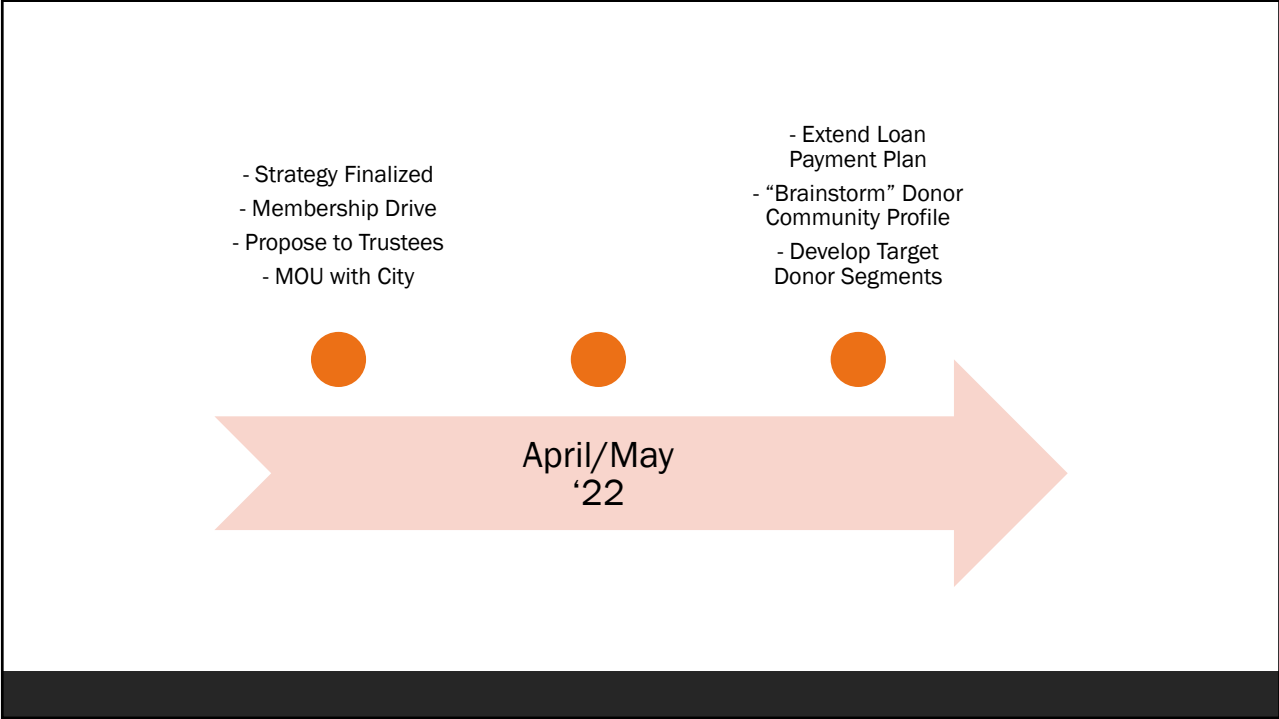
Stratify segments and Customize messaging:

- Major donors,
- Special purposes or interest,
- Estate planning.
- Others...

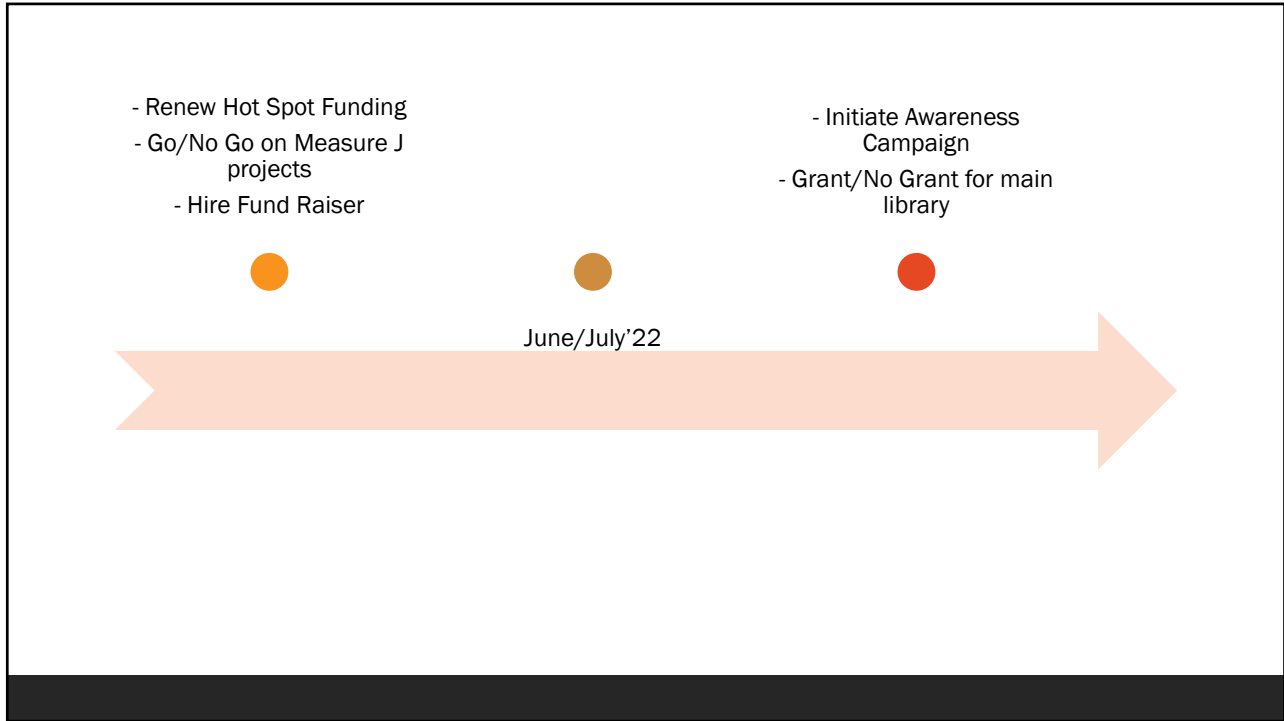
6. Create a Stronger Financial Base

- To Expand Fund Raising capabilities
- To Broaden Community Awareness
- To Facilitate “Special Purpose” Fundraising (LGBTQ, Children’s, Technologies)

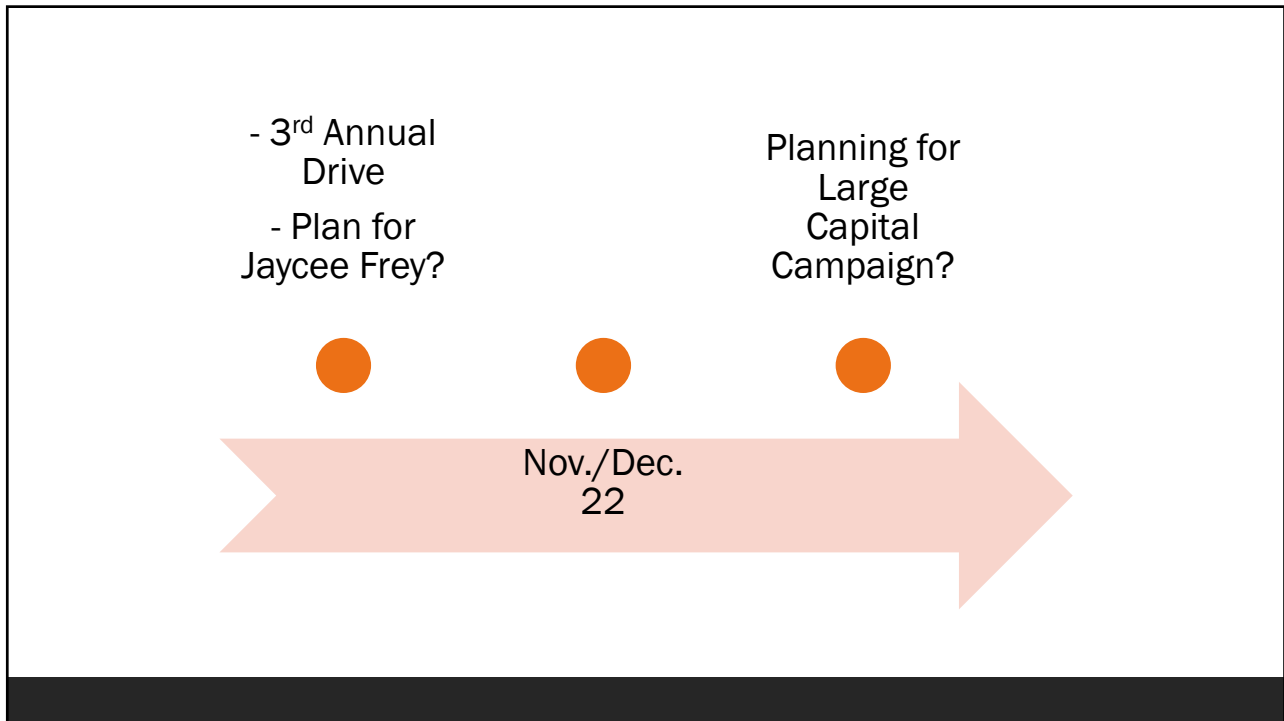
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14



15



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Proposal for Trustee Consideration

1. Foundation will fund the “Hotspot” project and participate in the Multi-Purpose Room project (Measure J)
2. Trustees Grant the Foundation \$550,000 in Enabling Funds to continue growth
 - \$50,000 to retire Foundation’s loan obligation to Trustees
 - \$150,000 to hire a part time Executive Director (fund raiser) for two years
 - \$100,000 for a two-year Awareness Campaign utilizing the services of a PR Firm and including Social Media expansion
 - \$250,000 “seed funding” for a Major Fundraising Event within the next two years

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Proposal for Trustee Consideration

The Foundation will use these enabling funds to raise money for:

- 1) The Jaycee-Frey Building Improvement Project
- 2) Technology Enhancements identified by Library Management
- 3) Early-Stage funding of the Re-Imagined Main Library Project hopefully in conjunction with major Library Grant and/or City contribution.
- 4) Increase the Endowment for Long Term Financial Support.

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Proposal for Trustee Consideration

Thank You

- Leadership
- Support
- Funding





**Palm Springs Library Foundation
DEVELOPMENT PLAN
2022-2025
(Adopted March 10, 2022)**

FOCUS AREA: GROWING THE FOUNDATION

GOAL 1: BUILD THE FOUNDATION'S CAPACITY

STRATEGIES:

1. Renegotiate the loan repayment with the Library Trustees. (David & William – April 30)
2. Request a grant from the Trustees to help pay for the hiring of a part-time contractual Executive Director. (David & William – April 30)
3. Brainstorm with the Board names of individuals/foundations who might provide seed money to staff the Foundation (Joel – next Board meeting)
4. Develop a case statement for capacity building to present to individuals/foundations (Joel – late spring 2022)
5. Hire the part-time contractor to facilitate the work of the Foundation. (Executive Committee – September)
6. Re-energize the Nominating Committee to continue to expand Board membership. (David, Robyn & Ed – March-December 2022)
7. Review progress on this Development Plan at each Board meeting (April – ongoing)

GOAL 2: INCREASE THE FOUNDATION'S VISIBILITY IN PALM SPRINGS

STRATEGIES:

1. Participate in the Neighborhood Picnic and distribute material on the Foundation (David - March 19)
2. Engage a public relations firm (Jones Agency) to create a plan for increasing awareness of the Foundation and differentiate the roles of the Friends, Foundation and Trustees. (Sharon – August 2022)
3. Use the services of the PR firm to create an exciting case for City support of the proposed capital projects. (David – TBD in timing with City initiatives)
4. Highlight the success of the fundraising efforts for the two capital projects. (Development Committee – December 2023)
5. Investigate the possibility and potential impact of a special event that would raise the Foundation’s profile. (Development Committee – 2023-2024)

FOCUS AREA: RAISING FUNDS FOR CAPITAL PROJECTS

GOAL 1: RAISE FUNDS TO BUILD A MAKERS SPACE/MEETING ROOM IN THE LIBRARY

STRATEGIES:

1. Expand the membership and capacity of the Development Committee (Nominating Committee – May 2022)
2. Determine the public/private funding needs and naming opportunities for the project. (Development Committee – June 2022)
3. Coordinate with the Friends to determine the role of each organization in this capital project. (Development Committee – June 2022)
4. Determine structure needed for conducting this initial capital campaign. (Development Committee – June 2022)
5. Complete fundraising campaign by December 2022.

GOAL 2: RAISE FUNDS TO REMODEL THE JAYCEE FREY BUILDING

STRATEGIES:

1. Work with the Friends and the Library to determine how the space will be used. (Executive Committee - Fall 2022)
2. Determine the public/private funding needs for the projects and establish a campaign fundraising goal (Jeannie & Development Committee – October 2022)
3. Determine the fundraising roles of Foundation and Friends for this project (Executive Committee – October 2022)
4. Create a steering committee and implement a capital campaign plan to raise funds for the project (Development Committee – January 2023)

GOAL 3: PREPARE FOR CONDUCTING A CAPITAL CAMPAIGN TO BUILD A “NEW” LIBRARY

STRATEGIES:

1. Determine the extent of involvement of the Foundation in establishing the vision and program for a new Library. (Executive Committee – Fall 2023)
2. With the Library, complete the pre-campaign planning process to determine the scope of the project. (Jeannie & Executive Committee – Fall 2023)
3. Determine the public/private support needed for the project (Executive Committee – January 2024)
4. Once the budget has been determined, the architectural renderings are completed and the public/private split is confirmed, conduct a fundraising feasibility study. (Development Committee & independent consultants – January 2024)
5. Recruit a capital campaign steering committee (Development Committee – April 2024)
6. Create a capital campaign plan. (Steering Committee – June 2024)
(Essential steps include: campaign gift table, naming rights and giving levels, gift acceptance policies, fund accounting, Board participation in identifying potential donors, creating refined case statement for solicitations, etc.)
7. Conduct a capital campaign (Fall 2024 – 2026)