



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA WEDNESDAY, OCTOBER 19, 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=cUV6NDJuTndZVk1TcEtYUEdSWUdpQT09> 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

Craig Borba, Ed. D., Chair

Juanita Garner, Vice-Chair

Al Jones, Treasurer

Ed McBride, Trustee

David Norgard, Trustee

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., October 12, 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 September 7, 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. DISCUSSION OF MEMORANDUM OF UNDERSTANDING BETWEEN TRUSTEES AND FOUNDATION-REPORT OF MEETING WITH CITY ATTORNEY BY BORBA/MCBRIDE

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

B. INFRASTRUCTURE GRANT AWARD: DISCUSSION OF LIBRARY RENOVATION SCOPE OF WORK, PRESENTATION OF ITEMS FUNDED AND NOT FUNDED-DIRECTOR KAYS

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

C. JC FREY BUILDING RENOVATION DISCUSSION

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

D. APPROVAL OF LIBRARY ANNUAL REPORT

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 virtually on Zoom at 5:30 p.m. on Wednesday, November 9, 2022.

The Palm Springs Public Library Board of Trustees meets via Zoom at 5:30 p.m. on the 1st Wednesday of every month, unless noted otherwise.

THE PUBLIC IS INVITED TO PARTICIPATE

COMMITTEES:

STANDING:

ADVOCACY	MCBRIDE/BORBA
BUDGET	JONES/GARNER
BUILDINGS	BORBA/NORGARD
POLICIES/BYLAWS	GARNER/NORGARD


AD HOC:

FOUNDATION LIAISON	JONES/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 October 12, 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

September 7, 2022

1. CALL TO ORDER

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

ROLL CALL

PRESENT

Craig Borba	Yes
Juanita Garner	Yes
Al Jones	No
Ed McBride	Yes
David Norgard	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

CITY STAFF PRESENT: Julie Warren, Library Services and Public Relations Manager.

PUBLIC PRESENT: Robert Engel, David Sidley, Bill Wiley.

2. ACCEPTANCE OF THE AGENDA:

MOTION: (Borba/Norgard, 4-0) To accept the agenda.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

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

4. A. Meeting Minutes of July 13, 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 elected Gary Maehara as Vice President and assigned committees. The Friends are starting to plan for 2023 Modernism Week; they are planning on hosting at least one house tour. Their Annual Meeting will be on Sunday, April 23, 2023.

5. B. Palm Springs Public Library Foundation

David Sidley gave the report. The Foundation has five new Board members starting in September. They approved \$10,000 for the Hotspot program at the Library.

5. C. Library Staff

Two new Library Assistants starting mid-September.

Resuming full operating hours week of September 19, 2022. Hours will be:

Monday: 10 am-6 pm

Tuesday: 10 am -8 pm

Wednesday: 10 am -8 pm

Thursday: 10 am -6 pm

Friday: 10 am -5 pm

Saturday: 10 am -5 pm

Will also expand passport appointment availability once new Library Assistants get licensed.

Zip Books coming back using Friends-sponsored funds, until we know more about California State Library grant application status. New rules: Only five items at a time. No longer supporting the purchase of audio books as we have struggled to find viable copies in the right format.

New Teen Program: Life Skills. Includes sessions by US Bank and City of Palm Springs Human Resources. See website pslibrary.org for details and dates.

New Tween Programs: Typically 4th Thursday of the month. See website for details and dates.

Virtual Author Series: Multiple authors each month. September: Bestselling author and Internationally Renowned Educational Psychologist Dr. Michele Borba, NY Times Bestselling Author Simon Winchester, and Pulitzer Prize Finalist and PEN/Faulkner Award Winner Hernan Diaz. See website for details and dates. You can view the recorded events after the event.

City Manager Justin Clifton's last day in the office was September 1, 2022. Teresa Gallavan is Interim City Manager.

6. TREASURERS REPORT

Director Kays gave the report. The City has not closed out the previous fiscal year or balanced the accounts fully. The trust fund balance being reported is \$1,864,384.90.

7. DISCUSSION/ACTION ITEMS

7. A. Election of the Library Board of Trustees Chairperson and Vice Chairperson

The ad hoc committee represented by Trustee Norgard nominated Craig Borba as Chairperson and Juanita Garner as Vice Chairperson. There were no objections and no other nominations so both positions were elected by unanimous consent.

MOTION: (Norgard/McBride, 4-0) To accept the election with Craig Borba elected to the office of Chair and Juanita Garner elected to the office of Vice Chair.

Chair Borba took over the meeting at this time.

7. B. Appointment of Library Board of Trustees Treasurer

Chair Borba appointed Al Jones to Treasurer of the Library Board of Trustees.

MOTION: (McBride/Garner, 4-0) To accept the appointment of Al Jones to Treasurer.

7. C. Trustee Consideration of and Volunteer for Committee Assignments

Standing committees:

Advocacy: Craig Borba, Ed McBride

Budget: Al Jones, Juanita Garner

Buildings: Craig Borba, David Norgard

Policies/Bylaws: Juanita Garner, David Norgard

Ad hoc committees:

Foundation Liaison: Al Jones, Ed McBride

Friends Liaison: Craig Borba

Measure J Liaison: Al Jones

7. D. Discuss Library Foundation Request for Funds

David Sidley gave the report. The Foundation submitted a response to the Library Board memo from July. The next step is to work on a memorandum of understanding between the Library Board and the Foundation. Director Kays will set up a meeting with Chair Borba, Trustee McBride, and the City Attorney.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

Director Kays thanked Trustee McBride for his service on the Library Board.

9. ADJOURNMENT

The September meeting adjourned at 6:23 p.m.

RESPECTFULLY SUBMITTED,



Jeannie Kays
Director of Library Services

August 2022 vs. August 2021

LIBRARY STATISTICS	Aug-22	Aug-21	%CHANGE
MATERIALS CHECKED OUT	24,299	25,886	-6%
Print	11,055	11,633	-5%
Media	7,729	7,977	-3%
Electronics	83	23	261%
Downloads & In-house	5,432	6,253	-13%
LIBRARY CARD REGISTRATIONS	188	165	14%
Palm Springs Resident	116	99	17%
California Resident	68	65	5%
Out of State	4	1	300%
DOOR COUNT	8,803	8,084	9%
DOOR COUNT (WMML)	1,764	1,337	32%
COMPUTER SESSIONS	1,576	1,426	11%
COMPUTER SESSIONS (WMML)	1,764	165	160%
WiFi SESSIONS	1,135	1,134	0%
WiFi SESSIONS (WMML)	90	135	-33%
PASSPORTS PROCESSED	30	64	-53%
PROGRAMMING			
PRESCHOOL			
In Person Programs	2	0	-
Attendance	26	0	-
Self- Directed Programs	0	0	-
Self- Directed Completed	0	0	-
SCHOOL AGE			
Programs	4	0	-
Attendance	72	0	-
Self- Directed Programs	1	0	-
Self- Directed Completed	35	0	-
FAMILY			
Programs	0	0	-
Attendance	0	0	-
TEEN			
Programs	5	0	-
Attendance	35	0	-
Self- Directed Programs	1	0	-
Self- Directed Completed	35	0	-
ADULT			
Programs	0	0	-
Attendance	0	0	-
Virtual Programs	6	3	100%
Virtual Attendance	105	51	106%
Self- Directed Programs	0	0	-
Self- Directed Completed	0	0	-
TOTAL			
Programs	11	0	-
Attendance	133	0	-
Self- Directed Programs	6	3	100%
Self- Directed Completed	105	51	106%
Virtual Programs	2	0	-
Virtual Attendance	70	0	-

BALANCE SHEET FOR 2023 4

FUND: 151 Library Endowment Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
151	10005	Operating Bank Account	.00	1,814,996.74
151	12105	Interest Receivable	.00	2,278.92
	TOTAL ASSETS		.00	1,817,275.66
FUND BALANCE				
151	29000	Fund Balance Unreserved	.00	-1,816,784.66
151	29310	Revenue Control	.00	-491.00
151	29320	Budgetary FB Unreserved	.00	1,801,860.27
151	29330	Appropriations	.00	-1,801,860.27
151	29335	Encumbrance Control	.00	20,000.00
151	29345	Budgetary FB Reserve for Encum	.00	-20,000.00
	TOTAL FUND BALANCE		.00	-1,817,275.66
TOTAL LIABILITIES + FUND BALANCE			.00	-1,817,275.66

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

ACCOUNT TRIAL BALANCE FOR FY23/JUL TO OCT
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	1,815,988.76						
1	230045	APP	07/07/22	070722	.00	230.59	-230.59		
1	230109	CRP	07/11/22		490.00	.00	259.41		
1	230232	APP	07/21/22	072122	.00	1,252.43	-993.02		
2	230304	CRP	08/15/22		1.00	.00	-992.02		
					1,815,988.76	491.00	1,483.02	-992.02	1,814,996.74
151	12105								
	Interest Receivable	151	2,278.92						
			2,278.92	.00	.00	.00	2,278.92		
151	20010								
	Accounts Payable Control	151	-1,483.02						
1	230045	APP	07/07/22	070722	230.59	.00	230.59		
1	230232	APP	07/21/22	072122	1,252.43	.00	1,483.02		
					-1,483.02	1,483.02	.00	1,483.02	.00
151	29000								
	Fund Balance Unreserved	151	-1,816,784.66						
			-1,816,784.66	.00	.00	.00	-1,816,784.66		
151	29320								
	Budgetary FB Unreserved	151	.00						
1	230488	BUC	07/01/22	2023 B	1,801,860.27	.00	1,801,860.27		
					.00	1,801,860.27	1,801,860.27		
151	29330								
	Appropriations	151	.00						
1	230488	BUC	07/01/22	2023 B	.00	1,801,860.27	-1,801,860.27		
					.00	1,801,860.27	-1,801,860.27	-1,801,860.27	
151	29335								
	Encumbrance Control	151	.00						
2	230262	POE	08/31/22		10,000.00	.00	10,000.00		
3	230523	POE	09/30/22		10,000.00	.00	20,000.00		
					.00	20,000.00	20,000.00		
151	29345								
	Budgetary FB Reserve for Encum	151	.00						
2	230262	POE	08/31/22		.00	10,000.00	-10,000.00		
3	230523	POE	09/30/22		.00	10,000.00	-20,000.00		
					.00	20,000.00	-20,000.00	-20,000.00	
TOTALS FOR FUND 151									
Library Endowment Fund			.00	1,823,834.29	1,823,343.29	491.00	491.00		

ACCOUNT TRIAL BALANCE FOR FY23/JUL TO OCT
 FUND 151

ACCOUNT					ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE					
					REPORT TOTALS	.00	1,823,834.29	1,823,343.29	491.00	491.00

ACCOUNT TRIAL BALANCE FOR FY23/JUL TO OCT

REPORT OPTIONS

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Print (D)etail or (S)ummary:           D
Fiscal year-to-date version:          N
Reporting year:                        2023
Reporting from period:                 01 JUL      to 04 OCT
Journal detail from                   07/01/2022 to 10/04/2022
(B)alance sheet or (A)ll accounts:     A
Roll up projects to object level:      N
Omit zero balance accounts:           Y
Sort by 3 Org-Obj-Project
Print Org Code? (Y/N)                  Y
Print Fund Header and org/Obj          N
Include page break between funds       Y
Include page break between each        N
Print totals                           N
Print report options                    Y
Exclude fund balance YEC/AJE for prior years N

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Find Criteria
Field Name      Field value
Fund            151
Department
Division
Future
Character Code
Org
Object
Project
Account type    Balance sheet
Account status

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

ALL LIBRARY EXPENDITURE ACCOUNTS 10/4/22

LIBRARY TRUST FUNDS							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
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	1,527,234.55	0.00	0.00	1,527,234.55	0.00
1514010	50202	Trust Fund Books	84,157.17	0.00	20,000.00	64,157.17	23.77
1514010	50203	Kropitzer Trust Donation	186,665.74	0.00	0.00	186,665.74	0.00
		Unallocated Funds	15,415.39	0.00	0.00	15,415.39	
		TOTALS*	1,817,275.66	0.00	20,000.00	1,797,275.66	
		*lower balance due to waived \$46,000 loan to Foundation					

ALL LIBRARY EXPENDITURE ACCOUNTS 10/4/22

MAIN LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004000	40000	Salaries Full Time	1,222,320.00	237,597.82	0.00	984,722.18	19.44
1004000	40002	Salaries Overtime	1,768.00	867.66	0.00	900.34	49.08
1004000	40008	Ex Salary Offset	0.00	0.00	0.00	0.00	0.00
1004000	40010	Leave Payoffs	16,272.00	4,381.97	0.00	11,890.03	26.93
1004000	40020	Fringe Benefits	341,066.00	42,969.06	0.00	298,096.94	12.60
1004000	40045	Medical Insurance Withdrawal	0.00	1,500.00	0.00	-1,500.00	0.00
1004000	40050	RHS Health Benefit	18,300.00	2,500.00	0.00	15,800.00	13.66
1004000	40055	PERS Retirement Cost	460,815.00	94,707.25	0.00	366,107.75	20.55
1004000	40060	PERS - POB	38,028.00	0.00	0.00	38,028.00	0.00
1004000	40065	Workers' Compensation	55,742.00	0.00	0.00	55,742.00	0.00
1004000	40095	Medicare Insurance	17,723.00	3,791.20	0.00	13,931.80	21.39
1004000	40100	Retiree Health Benefit	136,617.00	0.00	0.00	136,617.00	0.00
1004000	40105	Contractual Services	37,000.00	34,779.04	0.00	2,220.96	94.00
1004000	50005	Training Travel and Dues	14,000.00	1,153.00	0.00	12,847.00	8.24
1004000	50030	Gas and Lubrications	5,000.00	30.08	0.00	4,969.92	0.60
1004000	50031	Communications	28,400.00	2,864.55	0.00	25,535.45	10.09
1004000	50035	Materials and Supplies	399,325.00	97,537.15	192,659.84	109,128.01	72.67
1004000	50055	Insurance	121,454.00	0.00	0.00	121,454.00	0.00
1004000	50105	Repairs and Maint General	95,900.00	10,850.50	1,235.00	83,814.50	12.60
1004000	50120	Facilities Maintenance Service	183,378.00	0.00	0.00	183,378.00	0.00
1004000	50126	Grants	34,213.80	662.01	2,380.49	31,171.30	8.89
1004000	50135	Administrative Benefits	13,282.44	0.00	0.00	13,282.44	0.00
1004000	50140	Printing	18,000.00	950.48	0.00	17,049.52	5.28
1004000	50145	Advertising	8,900.00	1,788.00	0.00	7,112.00	20.09
1004000	50200	Friends of the Library	6,723.01	3,469.25	0.00	3,253.76	51.60
		TOTALS	3,274,227.25	542,399.02	196,275.33	2,535,552.90	
WELWOOD MURRAY MEMORIAL LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004005	40105	Contractual Services	107,177.00	0.00	0.00	107,177.00	0.00
1004005	50015	Electricity	30,000.00	4,002.95	0.00	25,997.05	13.34
1004005	50020	Water	2,500.00	172.12	0.00	2,327.88	6.88
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	2,180.80	4,626.87	23,217.33	22.67
		TOTALS	190,702.00	6,355.87	4,626.87	179,719.26	



September 12, 2022

Justin Clifton
City Manager
City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262

Re: Building Forward Grant Program
Jurisdiction: PALM SPRINGS PUBLIC LIBRARY
Library: Palm Springs Public Library-Main
Project: Palm Springs Public Library Renovation

Dear Justin Clifton:

Congratulations! Following a rigorous review process, the California State Library is pleased to notify you of our intent to award a Building Forward grant for the project submitted for Palm Springs Public Library-Main.

Your grant award will be: \$6,569,942

This award is intended to fund the following project outputs and related activities listed in your Supplementary Budget in accordance with allowable costs per the Grant Guidelines:

- Furnish and Install Fire Sprinkler System
- Fire Alarm System Control Panel
- Emergency Egress Hardware
- Emergency Egress Light, Power Systems
- Ceiling Finishes (for new sprinkler system)
- Air Filtration System
- Security System - CCTV and Alarm System
- Emergency Backup Generator
- Skylights - Railings & Fall Protection Anchor Points
- HVAC Replacement
- HVAC Terminal and Package Units
- Electrical Service
- Seismic Retrofit

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csli-adm@library.ca.gov
www.library.ca.gov

Roof Replacement
Replace Carpet and/or Floors
Window replacements
Replace water lines - includes plumbing
Painting (preventative maintenance)
Replace Signage, ADA tactile, larger fonts for visually impaired
Replace non-emergency lighting
Replace interior doors and locks
Inclusive Access

Based on your Award amount and your Local Income Per Capita (LIPC) level, your organization is required to provide a matching amount of \$6,569,942 to support this project. Please note: Match funds must be expended during the grant period and at the same rate as state grant funds. Neither grant funds nor match funds may be spent on unallowable costs, which includes work done outside of the grant period.

At this time, please acknowledge receipt of this Intent to Award as soon as possible, and no later than Friday, September 23, by email to buildingforward@library.ca.gov.

Your official Award Packet will be issued in the coming weeks after we have received your acknowledgement of this Intent to Award correspondence. The Packet will include the Award Letter confirming the award amount, project period, and required match amount (if applicable), as well as the Grant Agreement, a list of unallowable costs, and templates and guidance for submitting the following items, which are required for us to process your first payment:

- Confirmed Project Budget
- Final Project Implementation Plan
- Certification of Compliance
- Letter Certifying Availability of Match Funds (if applicable)
- Resolution Authorizing Acceptance of the Grant
- Signed Grant Agreement
- Completed Fiscal Claim Form for the first award payment

Please note: No payment will be made until the above items, free from errors, have been received by the State Library. Awardees may typically expect payment to be issued within 45 days from the date a grant payment request is properly submitted and approved by the Fiscal Analyst.

Hard copies of this correspondence will not follow. Please keep this Intent to Award correspondence as part of your official grant files. If you have any questions, please contact the Building Forward Team at buildingforward@library.ca.gov.

The State Library looks forward to working to help you complete this project.

Respectfully,

A handwritten signature in blue ink that reads "Rebecca L. Wendt". The signature is written in a cursive style with a long horizontal flourish at the end.

Rebecca L. Wendt
California Deputy State Librarian

cc: Annly Roman
Reed Strege



www.pslibrary.org

Jeannie Kays
Library Director



CITY OF PALM SPRINGS
LIBRARY CENTER

Welcome

\$6,569,942 Matching Grant Funds awarded
\$7,060,050 City of Palm Springs Measure J
budgeted over two years
\$13,629,992 Total

Must be finished March 2026

INFRASTRUCTURE GRANT

- 234 projects funded
- #11 most funded library

- Furnish and Install Fire Sprinkler System
- Fire Alarm System Control Panel
- Emergency Egress Hardware
- Emergency Egress Light, Power Systems
- Ceiling Finishes (for new sprinkler system)
- Air Filtration System
- Security System - CCTV and Alarm System
- Emergency Backup Generator
- Skylights - Railings & Fall Protection Anchor Points
- HVAC Replacement
- HVAC Terminal and Package Units
- Electrical Service
- Seismic Retrofit



INFRASTRUCTURE GRANT

- 234 projects funded
- #11 most funded library

- Roof Replacement
- Replace Carpet and/or Floors
- Window replacements
- Replace water lines - includes plumbing
- Painting (preventative maintenance)
- Replace Signage, ADA tactile, larger fonts for visually impaired
- Replace non-emergency lighting
- Replace interior doors and locks
- Inclusive Access



INFRASTRUCTURE GRANT NOT INCLUDED

- Furniture
- Fixtures (counters, shelving)
- Equipment & Technology (computers)
- Exterior (anything)
- Landscaping
- Parking lot expansion
- Expansion
- Extra amenities
- Study rooms
- Koi Pond replacement
- New event spaces



RAPID FUNDRAISING IS THE KEY

PAST COMMUNITY INPUT

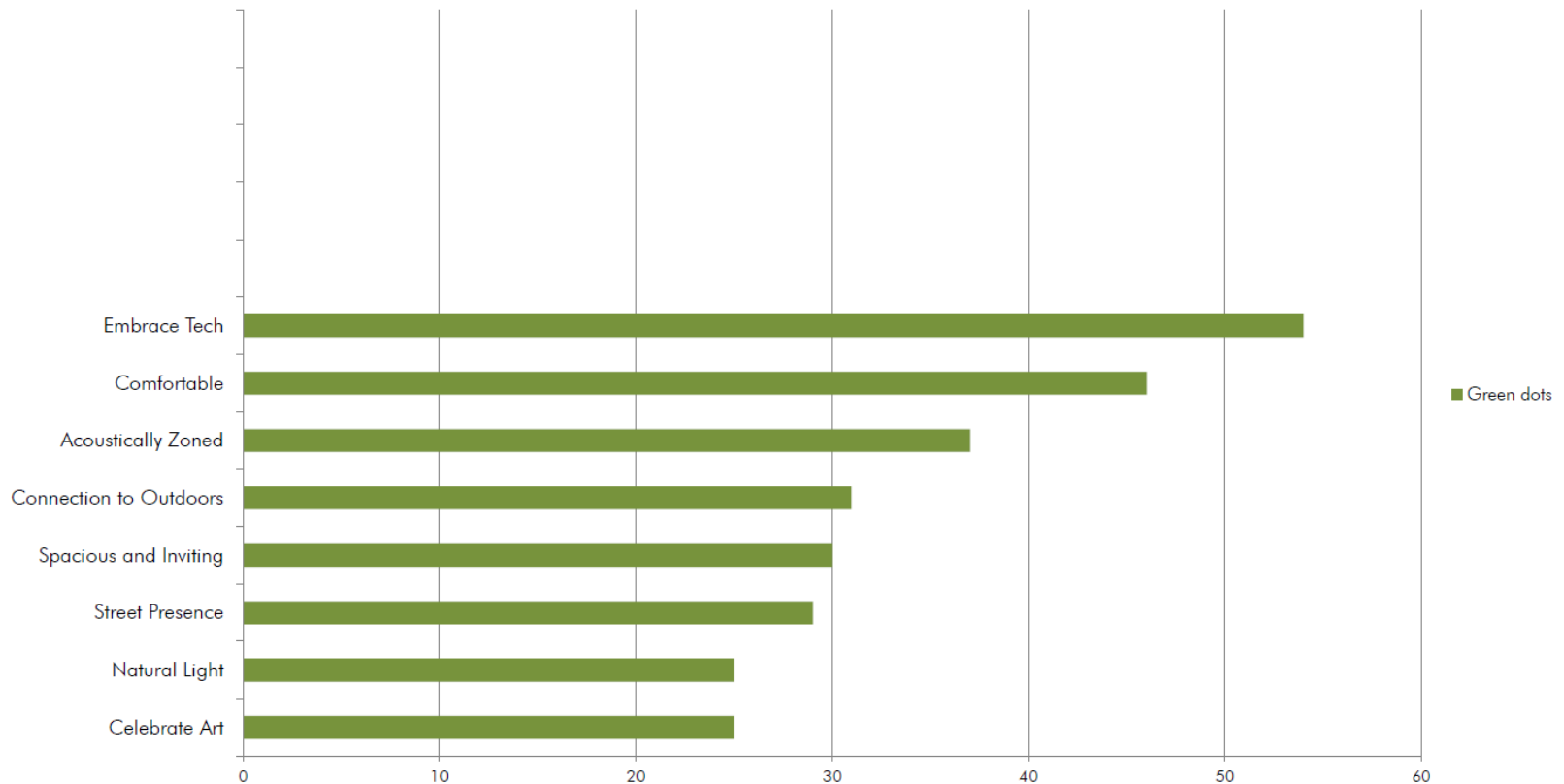
- Spacious and Inviting
- Comfortable
- Acoustically Zoned
- Natural Light
- Landscaping
- Embraces Technology
- Celebrate Art
- Connections to the Outdoors
- Street Presence
- Demonstrate Sustainability (write-in)



PAST COMMUNITY INPUT

DESIGN VALUE FEEDBACK

Cumulative summary



GROUP 4

PALM SPRINGS PUBLIC LIBRARY REMODEL



NEXT STEPS

- City Develops Scope of Work for Architects
- City conducts nationwide RFP-Request for Proposals search for Architect
- RFP Team reviews proposals and gives recommendation
- City Council selects Architect
- Design and Development begin
- Plans created
- Detailed Construction RFP created
- Contractors selected
- Library moves to temporary site(s)/storage
- Construction begins

Building Forward Library Infrastructure Grant Program	
Supplemental Budget Detail	
Part 1: Project	
<i>Information must match original application.</i>	
Organization:	City of Palm Springs
Project Title:	Palm Springs Public Library Renovation
Library Facility:	Palm Springs Public Library-Main
Match Reduction Requested:	No Match Reduction
Part 2: What will the grant fund?	
<i>List all major outputs and/or parts of your project that will be funded by the grant request, if awarded. Examples include, but are not limited to, window replacement, flooring repair,</i>	
<i>security system elements, HVAC system repair or replacement, and elevator repair or</i>	
<i>replacement. Do not include items that were not submitted as part of the original budget.</i>	
<i>If necessary, include a brief explanation.</i>	
Major Outputs	Note/Justification
Furnish and Install Fire Sprinkler System	Cost estimate based on Demuth Community Center Fire Sprinkler installation. Library is 1.5 x larger by SF.
Fire Alarm System Control Panel	Cost estimate based on Demuth Community Center Fire Sprinkler installation. Library is 1.5 x larger by SF.
Emergency Egress Hardware (doors with panic hardware for all exterior doors)	Exit doors will need to be replaced with doors that have the appropriate panic bars for quick exit during an emergency
Emergency Egress Light, Power Systems (emergency lights, emergency exit signs, strobes)	The emergency lights, sometimes called "bug eyes" illuminate during an emergency, strobes for the deaf, and exit signs

Ceiling Finishes - Acoustic Tile T-bar system, needs to be replaced for new sprinklers	Facility never had fire sprinklers so new openings for the sprinkler heads will have to be made. Cheaper to replace the ceiling system.
Air Filtration System	Current facility does not have one
Security System - CCTV and Burgler Alarm System	
Emergency Backup Generator	Current facility does not have one
Skylights - Railings and fall protection anchor points	The facility never had fall protection and anchor points installed for the 9 large skylights on the roof. This prevents people from falling through the roof.
HVAC Replacement - Chiller and Cooling Tower replacement, Distribution system (exhaust system, Central AHU Unit, Chilled Water Distribution Pipes, Hydronic Heating Distribution Pipes, Ductwork)	HVAC System will need to be replaced sometime in the next couple of years. End of useful life. Cooling system critical in the hot desert climate during the summer; heating system critical for the cold desert winter months; Ductwork-if we install the new fire sprinkler system, it's best to do the ductwork at the same time. Otherwise rerouting fire lines around the old system.
HVAC Terminal and Package Units - Split DX w/Air Cooled Remote Condenser	Last major renovation to the system was in 1994 and it has come to the end of its useful life.
Electrical Service	Several of the low voltage services are original to the building. Even the Main Electrical Service is the original service. Adding the Life Safety Projects above and the HVAC, will require upgraded electrical systems to the building.
Seismic Retrofit	Estimated at \$12/SF x 33,920 SF = \$407,040
Inclusive Access - ADA	based on \$24/SF x 33920 SF = \$814,000
Roof Replacement	based on City yard project
Window replacements	Windows are not up to code
Replace water lines - includes associated plumbing	based on \$10/SF = \$339,200
Painting	preventative maintenance, protects against extreme desert weather

Replace Signage, ADA tactile, larger fonts for visually impaired,	Repair any damaged signs, include tactile braille for visually impaired when possible, wayfinding signs helps improve access
Replace non-emergency lighting	based on \$8/SF x 33920 = \$271,360
Replace Carpet and/or floors	based on \$3/SF x 33920 = \$103,116. (Tripping issues with mismatched carpets)
Replace interior doors and locks	based on 26 singles, 2 doubles, and glazed aluminum doors and partitions. Storefront glazing 2,142 SF, glazed partitions 888 SF.
Planning design, other pre-construction/implementation-Consultant Fees	
Construction Management	

Part 3: Budget

Enter costs associated with the key project outcomes listed above.

Administrative Costs

Enter any administrative costs which will be incurred. Costs must be evenly split between grant and local funds.

Item	Building Forward	Local Match	Total
Contracted Project Administration	\$400,000	\$400,000	\$800,000
Salaries/Wages/Benefits	\$181,415	\$181,415	\$362,830
Administrative Supplies	\$900	\$900	\$1,800
Total Administrative Costs	\$582,315	\$582,315	\$1,164,630

Project Costs

Enter all non-administrative costs associated with each major output listed above. Costs must be evenly split between grant and local funds.

Item	Building Forward	Local Match	Total
Furnish and Install Fire Sprinkler System	\$100,000	\$100,000	\$200,000
Fire Alarm System Control Panel	\$7,500	\$7,500	\$15,000
Emergency Egress Hardware (doors with panic hardware for all exterior doors)	\$125,500	\$125,500	\$251,000
Emergency Egress Light, Power Systems (emergency lights, emergency exit signs, strobes)	\$78,000	\$78,000	\$156,000
Ceiling Finishes - Acoustic Tile T-bar system, needs to be replaced for new sprinklers	\$170,000	\$170,000	\$340,000
Air Filtration System	\$7,500	\$7,500	\$15,000
Security System - CCTV and Burgler Alarm System	\$65,000	\$65,000	\$130,000
Emergency Backup Generator	\$125,000	\$125,000	\$250,000
Skylights - Railings and fall protection anchor points	\$50,000	\$50,000	\$100,000
HVAC Replacement - Chiller and Cooling Tower replacement, Distribution system (exhaust system, Central AHU Unit, Chilled Water Distribution Pipes, Hydronic Heating Distribution Pipes, Ductwork)	\$851,000	\$851,000	\$1,702,000
HVAC Terminal and Package Units - Split DX w/Air Cooled Remote Condenser	\$15,000	\$15,000	\$30,000
Electrical Service	\$700,000	\$700,000	\$1,400,000
Seismic Retrofit	\$200,000	\$200,000	\$400,000
Inclusive Access - ADA	\$407,000	\$407,000	\$814,000
Roof Replacement	\$300,000	\$300,000	\$600,000
Window replacements	\$225,000	\$225,000	\$450,000
Replace water lines - includes associated plumbing	\$200,000	\$200,000	\$400,000
Painting	\$60,000	\$60,000	\$120,000
Replace Signage, ADA tactile, larger fonts for visually impaired,	\$7,500	\$7,500	\$15,000
Replace non-emergency lighting	\$150,000	\$150,000	\$300,000

Replace Carpet and/or floors	\$50,000	\$50,000	\$100,000
Replace interior doors and locks	\$225,000	\$225,000	\$450,000
Planning design, other pre-construction/implementation-Consultant Fees	\$730,350	\$730,350	\$1,460,700
Construction Management	\$486,900	\$486,900	\$973,800
Total Project Costs	\$5,336,250	\$5,336,250	\$10,672,500

Subtotal

Item	Grant Funded	Match Funded	Total
Subtotal	\$5,918,565	\$5,918,565	\$11,837,130

Project Contingency (Maximum 10% of grant subtotal)

Item	Grant Funded	Match Funded	Total
Project Contingency	\$591,856	\$591,856	\$1,183,712
Total Project Contingency	\$591,856	\$591,856	\$1,183,712

Grant Total

Item	Grant Funding	Match Funding	Grand Total
Grand total	\$6,510,421	\$6,510,421	\$13,020,842

Eligibility/Review

Item	Grant Funding	Match Funding	Status Check
Maximum Allowable Administration Costs	\$651,042	\$651,042	
Maximum Allowable Contingency	\$591,857	\$591,857	
Minimum Allowable Match	N/A	N/A	

PALM SPRINGS PUBLIC LIBRARY

2021-2022 ANNUAL REPORT

Item 7C

DRAFT

STATISTICS AT-A-GLANCE:

Palm Springs Public Library

City Librarian Jeannie Kays



On behalf of the Library Board of Trustees, Friends of the Palm Springs Library, Palm Springs Public Library Foundation, and Library Staff, I present this Annual Report for Fiscal Year 2021-22. My team worked hard to provide excellent service in changing times and remain flexible in programming and service options. We added new services like mobile hotspots and the Zip Books program and continued old favorites, like Summer Reading Program, which you will read about later.

One of the “newer” services available is the ability to apply for a passport at the Library. Last year we helped 591 people apply for their passport. Appointments are available if you need to get a new passport. Visit our website for details.

Through a grant from the California State Library, we added six new database services: Northstar Digital Literacy, Coursera, LinkedIn Learning, Skill Share, GetSetUp, and LearningExpress. The services were supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the American Rescue Plan Act, administered in California by the State Librarian. Sharpen your skills or learn new skills through these and other online resources from the Library.

Looking forward, we were awarded a \$6.5 million matching grant from the California State Library for infrastructure improvements. You will hear more about that project in the coming months as we start the design process for the renovation. The project is required to be completed by March 2026. It will be here before you know it.

We are confident that you will find something for everyone on our website or inside the library. See you soon!

Jeannie Kays, Director of Library Services

MAIN LIBRARY

- Library Visits/Door Count: 82,591
- Materials Checked Out: 292,051
- Number of eBook Check-outs: 20,567
- Public Service Hours: 2,087
- New Library Cards Issued: 2,170
- Public Computer Sessions: 15,788
- Public Wi-Fi Sessions: 13,699
- Number of Virtual Programs: 68
- Virtual Program Attendance: 946
- Number of In-Person Programs: 69
- In-Person Program Attendance: 3,066
- Volunteer Hours: 1,373
- Number of Reference Questions: 10,422

WELWOOD MURRAY MEMORIAL LIBRARY

- Library Visits/Door Count: 24,052
- Public Service Hours: 2,698
- Public Computer Sessions: 2,861
- Public Wi-Fi Sessions: 1,327

PLEASE NOTE: We continue to see effects from COVID-19 impacting our numbers as people were cautious to return in person.

Palm Springs Public Library

3200 S. Sunrise Way, Palm Springs, CA 92262
760-322-READ (7323) www.pslibrary.org

Library Board of Trustees, October 19, 2022, pg. 3

Summer Reading Combines Virtual and In-Person Programming

We continued with Beanstack, a virtual system, for a third year for registration and management, but this year we added weekly in-person programming for each age group. The theme was "Read Beyond the Beaten Path" so programs were themed around exploration, discovery and preparedness. Kids and Teens checked in each week for free, new books and adults earned a book voucher to use at the Friends book sale. Once again we tracked books and minutes read and participants earned badges and a chance to win grand prizes generously provided by the Friends of the Library, PS Sustainability Commission, and many local businesses and organizations. At the finale, staff, volunteers, administration and a member of city council all celebrated our accomplishments, awarded the grand prizes, and had treats to bring an end to the our summer reading program.



SUMMER READING STATS:

TOTAL SIGNUPS: 538 (+43 from last year)

TOTAL BOOKS READ: 871 (Pre-K only)

TOTAL MINUTES READ: 129,348 (2,155 hours; youth + teens + adults)

TOTAL ONLINE BADGES EARNED: 2,955



Palm Springs Public Library Foundation Continues Funding for Mobile Hotspots

In April 2021, the Library introduced Internet To Go, mobile Hotspots to lend to those without access to the Internet. Twelve Hotspots were initially purchased with funds from a grant awarded to the Palm Springs Public Library Foundation on behalf of the Library. However, the demand was so great and the hold list so long that it was obvious that there was a need for more Hotspots. The Library Director applied for additional grant funding from the State Library, which we received and more Hotspots were purchased. This year the Foundation unanimously voted to continue funding the original twelve Hotspots purchased for another year and that, combined with additional grants, have allowed the Library to have 70 Hotspots available to lend for up to two weeks, free with a library card!

Zip Books Are A Hit!



A new program, Zip Books, was introduced in the Spring of 2022 and it was an immediate hit with Library users! Funded through a grant from the California State Library, this program

allows you to request a book that isn't currently in the Library's collection and have it mailed directly to your home from Amazon.

Zip Books are checked out to you like any other library book. When you're done, simply return the item to the library—where it will be checked in and made available for others to use! Because Zip Books is a user-driven program, the library collection becomes more closely matched to the needs of the local community, so it's a win-win for everyone!

A Palm Springs Library card is required to utilize this program and the items, like other library items, are subject to loan time limits and other borrowing guidelines.