



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA WEDNESDAY, OCTOBER 4, 2023 5:30 P.M.

**Meeting will be held in person at City Hall in the Large Conference Room.
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262.**

- 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.
- 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

David Norgard, Trustee

Deborah Schwarz, 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., September 27, 2023. 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 6, 2023

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. CONSIDERATION OF TRANSITIONING TO ACTION MINUTES FOR LIBRARY BOARD OF TRUSTEES MEETINGS

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

B. RECEIVE AND APPROVE LIBRARY ANNUAL REPORT FOR FISCAL YEAR 2022-23

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

C. UPDATE ON LIBRARY RENOVATION

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, November 1, 2023.

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

THE PUBLIC IS INVITED TO PARTICIPATE

COMMITTEES:

STANDING:

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

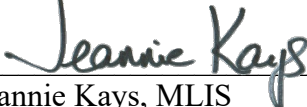
AD HOC:

FOUNDATION LIAISON	JONES/SCHWARZ
FRIENDS LIAISON	BORBA/SCHWARZ
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 September 27, 2023, 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
City Hall Large Conference Room
Teleconference via Zoom

September 6, 2023

1. CALL TO ORDER

Chair Borba called the meeting to order at 5:36 p.m.

ROLL CALL

PRESENT

Craig Borba	Yes
Juanita Garner	Yes
Al Jones	Yes
David Norgard	Yes
Deborah Schwarz	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; Brenda Pree, City Clerk.

PUBLIC PRESENT: Robert Engel, David Sidley, Zachary Stone.

Item 7. A. was moved up at this time.

7. A. SWEARING IN OF CRAIG BORBA, ED. D., JUANITA GARNER, AND DEBORAH SCHWARZ TO THE LIBRARY BOARD OF TRUSTEES (AT BEGINNING OF MEETING).

The Trustees were sworn in by Brenda Pree, City Clerk.

2. ACCEPTANCE OF THE AGENDA:

MOTION: (Garner/Schwarz, 5-0) To accept the agenda.

3. PUBLIC COMMENTS: Zachary Stone.

4. CONSENT AGENDA

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

4. A. Meeting Minutes of June 7, 2023.

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 are holding an architecture and design book sale on Saturday October 20th for the Modernism Weekend. It will be in the main Library from 10 a.m. - 4 p.m. Alan Hess will sign books from 12 p.m. – 4 p.m. and Christopher Kennedy has donated signed books. They are planning programs for the season.

5. B. Palm Springs Public Library Foundation

David Sidley gave the report. The Foundation sent out a request for proposals for their awareness campaign which is the next step of their strategic plan. They got four proposals that they will review at their next meeting. October 13 – 14 will be the 2nd Annual Pride on the Page book festival. The featured author is Armistead Maupin.

5. C. Library Staff

Director Kays gave the report.

Summer Reading Program: Had 457 participate.

- Adults - 169
- Teen - 70
- Children - 112
- Early Readers - 106

The total number of check ins was 1160.

- Adults - 438
- Teen - 182
- Children - 112
- Early Readers - 106

Passport Fair: August 5, 2023, submitted 109 passport applications. Took 68 passport photos. Passport acceptance appointments available nearly every day at the library.
www.palmspringslibrary.org/passports

Architect for Library Renovation: Group 4 Architecture Research + Planning Inc. is the firm selected. You might be familiar with their work. They worked on the design phase of the main Palm Springs Public Library renovation in 2013. They completed a 2012 renovation of Palm Desert Library. A large-scale project of interest is the Yorba Linda Library & Cultural Arts Center, 60,000 square feet. They are working on two other Infrastructure grant-funded libraries in the state, along with ours so they will be comfortable with the grant-funded/non-grant-funded renovation model.

New Public Computers: Thanks to a, \$80,546 California Public Utilities Commission CASF (California Advanced Services Fund) Broadband Access Grant submitted by our IT Department, we received new computers and computer furniture, as well as a boosted Wi-Fi network.

Author Melanie Benjamin: September 16 at 4:30 pm with book signing at The Best Bookstore in PS, across the street.

New Baby Story Time: Starts Thursdays at 11:00 am.

Diaper Giveaway Program: Have all sizes from Newborn to Size 6 available. Parents can come to the library once a week during open library hours and ask for diapers and wipes. No paperwork or library card requirements. Free program courtesy of Baby2Baby, a nonprofit from Los Angeles, CA.

Drag Story Hour: Returns October 24 at 6:00 pm. Everyone is invited.

6. TREASURERS REPORT

Treasurer Jones gave the report. No significant changes.

MOTION: (Norgard, Garner 5-0) To accept the treasurers report.

7. DISCUSSION/ACTION ITEMS

7. B. 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 for a one-year term. There were no objections and no other nominations so both positions were elected by unanimous consent.

7. C. APPOINTMENT ELECTION OF LIBRARY BOARD OF TRUSTEES TREASURER

Al Jones was elected to Treasurer of the Library Board of Trustees for a one-year term. There were no objections and no other nominations so was elected by unanimous consent.

7. D. TRUSTEE CONSIDERATION OF AND VOLUNTEER FOR COMMITTEE ASSIGNMENTS

Standing committees:

Advocacy: Craig Borba
Budget: Al Jones, Juanita Garner
Buildings: Craig Borba, David Norgard
Policies/Bylaws: Juanita Garner, David Norgard

Ad hoc committees:

Foundation Liaison: Al Jones, Deborah Schwarz
Friends Liaison: Craig Borba, Deborah Schwarz
Measure J Liaison: Al Jones

7. E. UPDATE ON LIBRARY RENOVATION PROJECT ARCHITECT SELECTION

Director Kays gave the report. At the September 14th City Council meeting the Architect will be approved to start the design phase. The Architect is Group 4 based out of South San Francisco. They did the 2013 renovation proposal, so they are familiar with the Library and City. The package going to City Council is for phase one of their architecture work. That includes the design for the grant funded portion of the main library, the design for the Frey building, and cost estimating for the non-grant funded items. The first phase will probably take 12 to 14 months.

7. F. RECEIVE LIBRARY FOUNDATION ANNUAL REPORT

David Sidley gave the report. The Foundation Annual Report was included in the Board Packet.

MOTION: (Jones, Schwarz 5-0) To accept the Foundation's annual report.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

9. ADJOURNMENT

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

RESPECTFULLY SUBMITTED,



Jeannie Kays
Director of Library Services

BALANCE SHEET FOR 2024 2

FUND: 151 Library Endowment Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
151	10005	Operating Bank Account	-590.89	1,817,635.94
151	10006	Cash - Fair Market Value Adj	.00	-36,721.22
151	10299	Unrealized Investments	.00	-6,869.02
	TOTAL ASSETS		-590.89	1,774,045.70
FUND BALANCE				
151	29000	Fund Balance Unreserved	.00	-1,774,601.59
151	29310	Revenue Control	.00	-35.00
151	29315	Expenditure Control	590.89	590.89
151	29335	Encumbrance Control	-590.89	11,390.36
151	29345	Budgetary FB Reserve for Encum	590.89	-11,390.36
	TOTAL FUND BALANCE		590.89	-1,774,045.70
TOTAL LIABILITIES + FUND BALANCE			590.89	-1,774,045.70

** END OF REPORT - Generated by Sheryl McMichael **

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO AUG
 FUND 151

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC EFF DATE REFERENCE					
151-00-0000-000-10005-	Operating Bank Account	151	1,818,942.22				
1	240105 APP 07/06/23 070623			.00	750.39	-750.39	
1	240352 CRP 07/25/23			35.00	.00	-715.39	
2	240241 APP 08/17/23 081723			.00	590.89	-1,306.28	
	151-10005		1,818,942.22	35.00	1,341.28	-1,306.28	1,817,635.94
151-00-0000-000-10006-	Cash - Fair Market Value Adj	151	-36,721.22				
	151-10006		-36,721.22	.00	.00	.00	-36,721.22
151-00-0000-000-10299-	Unrealized Investments	151	-6,869.02				
	151-10299		-6,869.02	.00	.00	.00	-6,869.02
151-00-0000-000-20010-	Accounts Payable Control	151	-750.39				
1	240105 APP 07/06/23 070623			750.39	.00	750.39	
2	240107 API 08/17/23 B 2650			.00	590.89	159.50	
2	240241 APP 08/17/23 081723			590.89	.00	750.39	
	151-20010		-750.39	1,341.28	590.89	750.39	.00
151-00-0000-000-29000-	Fund Balance Unreserved	151	-1,774,601.59				
	151-29000		-1,774,601.59	.00	.00	.00	-1,774,601.59
151-00-0000-000-29335-	Encumbrance Control	151	1,981.25				
1	240149 POE 07/31/23			10,000.00	.00	10,000.00	
2	240107 POL 08/17/23 B 2650			.00	590.89	9,409.11	
	151-29335		1,981.25	10,000.00	590.89	9,409.11	11,390.36
151-00-0000-000-29345-	Budgetary FB Reserve for Encum	151	-1,981.25				
1	240149 POE 07/31/23			.00	10,000.00	-10,000.00	
2	240107 POL 08/17/23 B 2650			590.89	.00	-9,409.11	
	151-29345		-1,981.25	590.89	10,000.00	-9,409.11	-11,390.36
TOTALS FOR FUND 151							
Library Endowment Fund			.00	11,967.17	12,523.06	-555.89	-555.89

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO AUG

FUND 151

ACCOUNT							BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE	
ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE	ORG						
REPORT TOTALS							.00	11,967.17	12,523.06	-555.89	-555.89	

** END OF REPORT - Generated by Sheryl McMichael **

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 13

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
151	10005		Operating Bank Account							
24/01	240105	07/06/23	APP	070623				-750.39	-750.39	
24/01	240352	07/25/23	CRP					35.00	-715.39	
24/02	240241	08/17/23	APP	081723				-590.89	-1,306.28	
24/03	240183	09/14/23	APP	091423				-60.16	-1,366.44	
	LEDGER BALANCES	---	DEBITS:		35.00	CREDITS:	-1,401.44	NET:	-1,366.44	
151	20010		Accounts Payable Control							
24/01	240105	07/06/23	APP	070623				750.39	750.39	
24/02	240107	08/17/23	API B	2650				-590.89	159.50	
24/02	240241	08/17/23	APP	081723				590.89	750.39	
24/03	240112	09/14/23	API B	2717				-60.16	690.23	
24/03	240183	09/14/23	APP	091423				60.16	750.39	
	LEDGER BALANCES	---	DEBITS:		1,401.44	CREDITS:	-651.05	NET:	750.39	
151	29310		Revenue Control							
24/01	240352	07/25/23	CRP					-35.00	-35.00	
	LEDGER BALANCES	---	DEBITS:		.00	CREDITS:	-35.00	NET:	-35.00	
151	29315		Expenditure Control							
24/02	240107	08/17/23	API B	2650				590.89	590.89	
24/03	240112	09/14/23	API B	2717				60.16	651.05	
	LEDGER BALANCES	---	DEBITS:		651.05	CREDITS:	.00	NET:	651.05	
151	29335		Encumbrance Control							
24/01	240149	07/31/23	POE					10,000.00	10,000.00	
24/02	240107	08/17/23	POL B	2650				-590.89	9,409.11	
24/03	240112	09/14/23	POL B	2717				-60.16	9,348.95	
	LEDGER BALANCES	---	DEBITS:		10,000.00	CREDITS:	-651.05	NET:	9,348.95	

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 13

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
151	29345	Budgetary FB Reserve for Encum							
24/01	240149 07/31/23	POE					-10,000.00	-10,000.00	
24/02	240107 08/17/23	POL B 2650					590.89	-9,409.11	
24/03	240112 09/14/23	POL B 2717					60.16	-9,348.95	
LEDGER BALANCES --- DEBITS:			651.05		CREDITS:	-10,000.00	NET:	-9,348.95	
151	37505	Unrestricted Donations							
24/01	240352 07/25/23	CRP 10110	86800				-35.00	-35.00	
LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-35.00	NET:	-35.00	
1514010	50202	Trust Fund Books							
24/02	240107 08/17/23	API 100128	24000114	41693		2011787	45.60	45.60	
24/02	240107 08/17/23	API 100128	24000114	41694		2011787	119.19	164.79	
24/02	240107 08/17/23	API 100128	24000114	41695		2011787	37.95	202.74	
24/02	240107 08/17/23	API 100128	24000114	41696		2011787	369.90	572.64	
24/02	240107 08/17/23	API 100128	24000114	41697		2011787	18.25	590.89	
24/03	240112 09/14/23	API 100128	24000114	42984		2012164	60.16	651.05	
LEDGER BALANCES --- DEBITS:			651.05		CREDITS:	.00	NET:	651.05	
GRAND TOTAL --- DEBITS:			13,389.59		CREDITS:	-12,773.54	NET:	616.05	

25 Records printed

** END OF REPORT - Generated by Sheryl McMichael **

**ALL LIBRARY EXPENDITURE ACCOUNTS
OCTOBER 4, 2023**

LIBRARY TRUST FUNDS							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1514010	50201	Future Library Projects	19,529.25	-	-	19,529.25	-
1514010	50202	Trust Fund Books	20,000.00	651.05	9,348.95	10,000.00	50.00
1514010	50203	Kropitzer Trust Donation	176,665.74	-	-	176,665.74	-
1514010	50205	Library Foundation	500,000.00	-	-	500,000.00	-
1514010	50208	Library Renovation	1,000,000.00	-	-	1,000,000.00	-
		Unallocated Funds	57,850.71	-	-	57,850.71	
		TOTALS	1,774,045.70	651.05	9,348.95	1,764,045.70	

**ALL LIBRARY EXPENDITURE ACCOUNTS
OCTOBER 4, 2023**

MAIN LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004000	40000	Salaries Full Time	1,296,921.78	182,138.16	-	1,114,783.62	14.04
1004000	40002	Salaries Overtime	5,000.00	1,216.36	-	3,783.64	24.33
1004000	40010	Leave Payoffs	17,502.27	9,314.90	-	8,187.37	53.22
1004000	40020	Fringe Benefits	321,613.37	36,361.10	-	285,252.27	11.31
1004000	40045	Medical Insurance Withdrawal	4,830.00	1,500.00	-	3,330.00	31.06
1004000	40050	RHS Health Benefit	18,300.00	2,100.00	-	16,200.00	11.48
1004000	40055	PERS Retirement Cost	343,964.25	67,111.07	-	276,853.18	19.51
1004000	40065	Workers' Compensation	65,450.36	-	-	65,450.36	-
1004000	40095	Medicare Insurance	18,805.37	2,822.98	-	15,982.39	15.01
1004000	40100	Retiree Health Benefit	119,918.08	-	-	119,918.08	-
1004000	40105	Contractual Services	41,000.00	2,180.80	-	38,819.20	5.32
1004000	50005	Training Travel and Dues	14,000.00	1,328.25	-	12,671.75	9.49
1004000	50030	Gas and Lubrications	5,000.00	29.09	-	4,970.91	0.58
1004000	50031	Communications	33,491.00	1,147.56	-	32,343.44	3.43
1004000	50035	Materials and Supplies	453,325.00	78,672.21	151,373.63	223,279.16	50.75
1004000	50055	Insurance	115,193.83	-	-	115,193.83	-
1004000	50105	Repairs and Maint General	98,755.00	-	-	98,755.00	-
1004000	50117	IT Replacement	-	-	-	-	-
1004000	50120	Facilities Maintenance Service	237,449.89	-	-	237,449.89	-
1004000	50126	Grants Expense	44,700.10	93,937.54	(79,765.78)	30,528.34	31.70
1004000	50135	Administrative Benefits	-	-	-	-	-
1004000	50140	Printing	20,000.00	2,971.64	-	17,028.36	14.86
1004000	50145	Advertising	10,475.00	1,033.00	767.00	8,675.00	17.18
1004000	50200	Friends of the Library	3,631.75	5,291.50	-	(1,659.75)	145.70
		TOTALS	3,289,327.05	489,156.16	72,374.85	2,727,796.04	
WELWOOD MURRAY MEMORIAL LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004005	40105	Contractual Services	111,000.00	20,323.56	-	90,676.44	18.31
1004005	50015	Electricity	30,000.00	4,337.24	-	25,662.76	14.46
1004005	50020	Water	2,500.00	185.80	-	2,314.20	7.43
1004005	50030	Gas and Lubrications	5,000.00	-	-	5,000.00	-
1004005	50031	Communications	16,000.00	-	-	16,000.00	-
1004005	50038	Welwood Operations	30,025.00	10,800.87	-	19,224.13	35.97
		TOTALS	194,525.00	35,647.47	-	158,877.53	

August 2023 vs. August 2022

LIBRARY STATISTICS	2023	2022	%CHANGE
MATERIALS CHECKED OUT	25,298	24,299	4%
Print	12,065	11,055	9%
Media	7,593	7,729	-2%
Electronics	47	83	-43%
Downloads & In-house	5,593	5,432	3%
LIBRARY CARD REGISTRATIONS	205	188	9%
Palm Springs Resident	109	116	-6%
California Resident	92	68	35%
Out of State	4	4	0%
DOOR COUNT	10,435	8,803	19%
DOOR COUNT (WMML)	1,602	1,764	-9%
COMPUTER SESSIONS	1,722	1,576	9%
COMPUTER SESSIONS (WMML)	529	429	23%
WiFi SESSIONS	1,593	1,135	40%
WiFi SESSIONS (WMML)	133	90	48%
PASSPORTS PROCESSED	196	30	553%
PROGRAMMING			
PRESCHOOL			
In Person Programs	0	2	-100%
Attendance	0	26	-100%
Self- Directed Programs	0	0	-
Self- Directed Completed	0	0	-
SCHOOL AGE			
Programs	0	4	-100%
Attendance	0	72	-100%
Self- Directed Programs	0	1	-
Self- Directed Completed	0	35	-
FAMILY			
Programs	0	0	-
Attendance	0	0	-
TEEN			
Programs	0	5	-100%
Attendance	0	35	-100%
Self- Directed Programs	0	1	-100%
Self- Directed Completed	0	35	-100%
ADULT			
Programs	5	0	-
Attendance	63	0	-
Virtual Programs	1	6	-83%
Virtual Attendance	39	105	-63%
Self- Directed Programs	0	0	-
Self- Directed Completed	0	0	-
TOTAL			
Programs	5	11	-55%
Attendance	63	133	-53%
Self- Directed Programs	1	6	-83%
Self- Directed Completed	39	105	-63%
Virtual Programs	0	2	-100%
Virtual Attendance	0	70	-100%



MEMORANDUM

DATE: October 4, 2023
 SUBJECT: CONSIDERATION OF TRANSITIONING TO ACTION MINUTES FOR
 LIBRARY BOARD OF TRUSTEES MEETINGS
 TO: Library Board of Trustees
 FROM: Jeannie Kays, Director of Library Services

At their September 9, 2021 meeting, City Council approved the consideration to transition to action minutes for City Council meetings. In general, there are three types of Minutes: Action, Summary, or Verbatim.

Action:

Include actions of the Board; requires very little, if any narrative, and only motions and votes are shown in the record.

Synopsis or Summary:

Provide information as outlined in Action Minutes, but adding limited Board and staff comments, as well as noting the members of the public in support/opposition to an issue.

Verbatim or Semi-Verbatim:

Provide information as outlined in Action and Summary Minutes, and may include not only detail of each agenda item listed, but also full discussion.

Over the years, the City has implemented technological improvements including video recordings of Commission meetings on the City's YouTube channel, with captions.

Per the City Council Staff Report, 1C, dated September 9, 2021: "On average, the time to prepare summary minutes takes two (2) times the length of the meeting. Transitioning to action minutes would streamline the process and allow for a more efficient use of staff time."

For this reason, Staff recommends that the Library Board of Trustees direct the Secretary/Library Director to covert from summary minutes to action minutes for future Library Board of Trustees meetings.

2022-2023 ANNUAL REPORT



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 2022-23.

We are proud of the accomplishments of the past year and look forward to new endeavors this next year. Please read about three of our programs, Summer Reading Program, Baby2 Baby Diaper giveaway, and Pride on the Page.

One of the biggest upcoming activities in our near future is the main library renovation. With the \$6.5 Million Building Forward Infrastructure Grant from the California State Library, our City's matching funds plus more from Measure J and the fundraising opportunity by our Palm Springs Public Library Foundation, we look forward to developing a renovation design that meets the needs of our community for years to come. The Infrastructure Grant covers much-needed basics like roof, windows, plumbing, electrical, HVAC replacement, fire sprinkler system, and ADA updates, among other things.

Fundraising and naming opportunities with our Library Foundation are available for those items or areas not covered by the grant. Naming opportunities could be available for various rooms in the library, a new theater-style event center, new study rooms or classroom spaces, or outdoor spaces like our public patios.

We cannot wait to start gathering community input and expect to have various input-gathering sessions. Be sure to sign up for our library newsletter to be alerted about these sessions. Our goal is to have something for everyone, and we need your help to shape the library for future generations in Palm Springs.

Jeannie Kays
Director of Library Services

STATISTICS

AT-A-GLANCE:

MAIN LIBRARY

- Library Visits/Door Count: 120,225
- Materials Checked Out: 311,189
- Number of eBook Check-outs: 21,659
- Public Service Hours: 2,425
- New Library Cards Issued: 2,582
- Public Computer Sessions: 18,358
- Public Wi-Fi Sessions: 17,951
- Number of Virtual Programs: 37
- Virtual Program Attendance: 440
- Number of In-Person Programs: 273
- In-Person Program Attendance: 5,262
- Volunteer Hours: 738
- Number of Reference Questions: 9,210

WELWOOD MURRAY MEMORIAL LIBRARY

- Library Visits/Door Count: 29,389
- Public Service Hours: 2,990
- Public Computer Sessions: 4,416
- Public Wi-Fi Sessions: 1,499

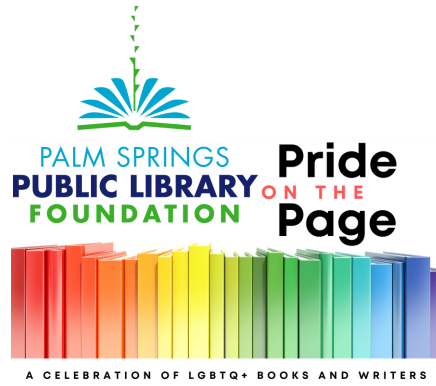
PLEASE NOTE: We continue to see effects from COVID-19 impacting our numbers as people were cautious to return in person.

Palm Springs Public Library

Library Board of Trustees, 200 S. Sunrise Way, Palm Springs, CA 92262
760-322-READ (7323) www.pslibrary.org

Palm Springs Public Library Foundation Launches Pride on the Page Book Festival

In November 2022, the Palm Springs Public Library Foundation launched Pride on the Page Book Festival, a signature event to be a compliment to other Palm Springs Pride festivities in the Fall. Volunteer Author Coordinator Corey Roskin worked with Library & Public Services Manager Julie Warren, to develop the event, to be an official event of Palm Springs Pride. Over the course of two days at the historic Plaza Theatre, ten panels of 40 LGBTQ+ and affirming authors discussed their books, sharing varied viewpoints, and making new fans! Follett Books was the official book seller for the event and many books were sold. To conclude the event on Saturday evening, a special fundraising event occurred featuring Emmy and Golden Globe winning actor Sharon Gless in conversation with Peter Paige, her former co-star on *Queer as Folk*.



SUMMER READING STATS:

TOTAL SIGNUPS: 457 (-81 less than last year)

TOTAL BOOKS READ: 936 (Pre-K only, + 65 from last year)

TOTAL HOURS READ: 2,665 (youth + teens + adults, +505 hours from last year)

TOTAL NUMBER OF WEEKLY CHECK-INS: 1,160



Summer Reading 2023 'Find Your Voice'

This was our fourth year using Beanstack, an online system for registration and management of the program. We continued with weekly in-person programs, and provided a code each week to input as the check-in which unlocked access to weekly books. This year's theme was 'Find Your Voice' so programs focused on finding your passion, causes, self-care and more. Once again we tracked books for the Pre-K group and hours read for Kids, Teens and Adults. Participants earned badges and a chance to win grand prizes generously provided by the Friends of the Library and many local businesses and organizations. At the finale, staff, volunteers, the City Manager and the Mayor all celebrated our accomplishments and assisted us in awarding the grand prizes. Cookies were provided by Aspen Mills along with additional coupons and fun giveaways to celebrate the end of our summer reading program.

Diaper Distribution at the Library for Families in need



Baby2Baby

The Palm Springs Public Library applied for and received a distribution of diapers and packages of baby wipes from Baby2Baby (www.Baby2Baby.org), a national non-profit that provides children living in poverty with diapers, clothing and all the basic necessities that every child deserves.

Diapers in multiple sizes were available, a pack of diapers and two packages of baby wipes were distributed to families at the Library along with a 'Born to Read' kit generously provided by the Friends of the Palm Springs Library, which included developmental information and two board books. Once-a-week distribution to families began at the Library on March 15, 2023 during regular library hours. Mayor Garner and Councilmember Holstege were on hand to help us on the first morning as families had lined up outside the library. "The Library is a community resource and we are honored to be participating in this program offered by Baby2Baby to meet the needs of families in our community," said Jeannie Kays, Director of Library Services. "We know that families are struggling to make ends meet these days so we are excited to offer these diapers and wipes!"