



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA WEDNESDAY, APRIL 3, 2024 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.

Alternate Meeting Location:
1600 Holcombe Blvd. Houston, TX 77030

- To view/listen/participate in 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
- Any person who wishes to provide public testimony for an item on the agenda is requested to sign in before the Public Testimony portion of the meeting.
- 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., March 27, 2024. A posting of this Agenda can be found on the Library's website at www.palmspringslibrary.org. Pursuant to the Government Code Section 54957.5, the designated office for inspection of public records in connection with the public meeting of the Library Board of Trustees is the office of the City Clerk, City Hall, at 3200 East Tahquitz Canyon Way, Palm Springs, California.

Acceptance of Agenda:

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

III. PUBLIC COMMENTS: This time has been set aside for members of the public to address the Library Board of Trustees on Agenda items; and items of general interest within the subject matter within jurisdiction of the City. Although the Library Board of Trustees values your comments, pursuant to the Brown Act, it generally cannot take any action on items not listed on the posted Agenda. Three (3) minutes are assigned to each speaker.

IV. CONSENT AGENDA

- A. Meeting Minutes of March 6, 2024
- 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. LIBRARY FOUNDATION REQUEST FOR \$225,000 GRANT TO SUPPORT 3-YEAR CONTRACT FOR .5 FTE FOUNDATION EXECUTIVE DIRECTOR

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

B. DISCUSSION-LIBRARY RENOVATION UPDATES

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

VIII. COMMITTEE REPORTS

IX. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

X. ADJOURNMENT: The meeting of the Library Board of Trustees will adjourn to its next scheduled meeting at 5:30 p.m. on Wednesday, May 1, 2024.

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 March 27, 2024, 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

March 6, 2024

1. CALL TO ORDER

Chair Borba called the meeting to order at 5:30 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, Assistant Director of Library Services; Arun Mayani, Administrative Assistant; Julie Warren, Public Relations Manager.

PUBLIC PRESENT: Brad Anderson, Bill Wiley, David Sidley, and Peter Pearson.

Chair Borba turned the meeting over to Vice Chair Garner at this time.

2. ACCEPTANCE OF THE AGENDA:

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

3. PUBLIC COMMENTS: Brad Anderson.

4. CONSENT AGENDA

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

4. A. Meeting Minutes of January 3, 2024.

4. B. Library Statistics

4. C. Donation Report

4. D. Library Foundation Mid-Year Report

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

Julie Warren gave the report.

5. B. Palm Springs Public Library Foundation

Peter Pearson gave the report.

5. C. Library Staff

Director Kays gave the report.

6. TREASURERS REPORT

Treasurer Jones gave the report.

MOTION: (Borba/Schwarz, 5-0) To accept the Treasurer's report.

7. DISCUSSION/ACTION ITEMS

7. A. ACCEPT TWO VOLUNTEERS FOR 2024-25 FISCAL YEAR BUDGET AD-HOC SUBCOMMITTEE

Treasurer Jones and Vice Chair Garner volunteered.

MOTION: (Jones/Garner, 5-0) To accept Treasurer Jones and Vice Chair Garner as volunteers for 2024-25 Fiscal Year Budget AD-HOC Subcommittee.

7. B. DISCUSSION-LIBRARY RENOVATION UPDATES AND OUTREACH PLAN

No action.

7. C. LIBRARY FOUNDATION REQUEST TO ALLOCATE \$1 MILLION PREVIOUSLY SET ASIDE FOR THE LIBRARY RENOVATION TO BE DESIGNATED AS MATCHING FUNDS FOR THE FOUNDATION'S FUNDRAISING CAPITAL CAMPAIGN

MOTION: (Schwarz /Jones, 5-0) To accept the allocation of \$1M previously set aside for the library renovation to be designated as matching funds for the foundation's fundraising capital campaign.

8. COMMITTEE REPORTS

None.

9. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

10. ADJOURNMENT

The March meeting adjourned at 6:28 p.m.

RESPECTFULLY SUBMITTED,


Jeannie Kays
Director of Library Services

January 2024 vs. January 2023

LIBRARY STATISTICS	2024	2023	%CHANGE
MATERIALS CHECKED OUT	31,662	28,144	13%
Print	15,842	14,906	6%
Media	8,368	8,270	1%
Electronics	53	66	-20%
Downloads & In-house	5,973	4,119	45%
LIBRARY CARD REGISTRATIONS	377	191	97%
Palm Springs Resident	169	87	94%
California Resident	129	80	61%
Out of State	79	24	229%
DOOR COUNT	13,012	10,998	18%
DOOR COUNT (WMML)	2,780	2,989	-7%
COMPUTER SESSIONS	1,883	1,646	14%
COMPUTER SESSIONS (WMML)	329	435	-24%
WiFi SESSIONS	2,016	1,576	28%
WiFi SESSIONS (WMML)	160	149	7%
PASSPORTS PROCESSED	61	44	39%
PROGRAMMING			
PRESCHOOL			
In Person Programs	6	3	100%
Attendance	88	56	57%
Self- Directed Programs	0	0	-
Self- Directed Completed	0	0	-
SCHOOL AGE			
Programs	4	2	100%
Attendance	115	51	125%
Self- Directed Programs	1	1	0%
Self- Directed Completed	100	100	0%
FAMILY			
Programs	0	6	-
Attendance	0	92	-
TEEN			
Programs	9	8	13%
Attendance	64	66	-3%
Self- Directed Programs	0	1	-100%
Self- Directed Completed	0	15	-100%
ADULT			
Programs	14	6	133%
Attendance	380	79	381%
Virtual Programs	3	3	0%
Virtual Attendance	50	42	19%
Self- Directed Programs	0	0	-
Self- Directed Completed	0	0	-
TOTAL			
Programs	33	25	32%
Attendance	647	344	88%
Self- Directed Programs	1	3	-67%
Self- Directed Completed	100	42	138%
Virtual Programs	3	2	50%
Virtual Attendance	50	115	-57%

BALANCE SHEET FOR 2024 8

FUND: 151 Library Endowment Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
151	10005	Operating Bank Account	-9,990.00	1,687,010.73
151	10006	Cash - Fair Market Value Adj	44,751.18	.00
	TOTAL ASSETS		34,761.18	1,687,010.73
FUND BALANCE				
151	29000	Fund Balance Unreserved	.00	-1,788,436.89
151	29310	Revenue Control	-44,761.18	-66,573.84
151	29315	Expenditure Control	10,000.00	168,000.00
151	29320	Budgetary FB Unreserved	.00	1,681,176.24
151	29325	Estimated Revenue	.00	40,000.00
151	29330	Appropriations	.00	-1,721,176.24
151	29335	Encumbrance Control	.00	1,981.25
151	29345	Budgetary FB Reserve for Encum	.00	-1,981.25
	TOTAL FUND BALANCE		-34,761.18	-1,687,010.73
	TOTAL LIABILITIES + FUND BALANCE		-34,761.18	-1,687,010.73

** END OF REPORT - Generated by Arun Mayani **

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO FEB
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	1,828,928.27						
1	240105	APP	07/06/23	070623	.00	750.39	-750.39		
1	240352	CRP	07/25/23		35.00	.00	-715.39		
1	240484	GNI	07/01/23		Rvrs Acc Int Rec FY22	.00	1,563.53		
1	240484	GNI	07/01/23		Rvrs Acc Int Rec FY23	.00	6,573.72		
1	240484	GNI	07/01/23		SYSTEM GENERATED DUE TO LINE	7,289.11	-715.39		
2	240241	APP	08/17/23	081723	.00	590.89	-1,306.28		
3	240183	APP	09/14/23	091423	.00	60.16	-1,366.44		
3	240443	GEN	09/30/23	Q1 INT	SYSTEM GENERATED DUE TO LINE	.00	9,510.56		
6	240277	CRP	12/13/23		CASH RECEIPTS JOURNAL	.00	12,510.56		
6	240409	GEN	12/31/23	Q2 INT	SYSTEM GENERATED DUE TO LINE	.00	25,396.41		
7	240068	APP	01/04/24	010424	.00	157,348.95	-131,952.54		
7	240257	CRP	01/18/24		CASH RECEIPTS JOURNAL	.00	-131,927.54		
8	240091	CRP	02/05/24		CASH RECEIPTS JOURNAL	.00	-131,917.54		
8	240396	APP	02/29/24	022924	.00	10,000.00	-141,917.54		
					1,828,928.27	34,121.96	176,039.50	-141,917.54	1,687,010.73
151	10006								
	Cash - Fair Market Value Adj	151	-44,751.18						
8	240193	GNI	02/14/24		RVRS FY23 FMV ADJ	.00	42,204.74		
8	240193	GNI	02/14/24		RVRS FY23 FMV ADJ	.00	44,751.18		
					-44,751.18	44,751.18	.00	44,751.18	.00
151	12105								
	Interest Receivable	151	5,010.19						
1	240484	GNI	07/01/23		Rvrs Acc Int Rec FY23	.00	5,010.19	-5,010.19	
					5,010.19	.00	5,010.19	-5,010.19	.00
151	20010								
	Accounts Payable Control	151	-750.39						
1	240105	APP	07/06/23	070623	AP CASH DISBURSEMENTS JOURNA	.00	750.39		
2	240107	API	08/17/23	B 2650	.00	590.89	159.50		
2	240241	APP	08/17/23	081723	AP CASH DISBURSEMENTS JOURNA	.00	750.39		
3	240112	API	09/14/23	B 2717	.00	60.16	690.23		
3	240183	APP	09/14/23	091423	AP CASH DISBURSEMENTS JOURNA	.00	750.39		
7	240017	API	01/04/24	B 3170	.00	9,348.95	-8,598.56		
7	240047	API	01/04/24	B 3183	.00	148,000.00	-156,598.56		
7	240068	APP	01/04/24	010424	AP CASH DISBURSEMENTS JOURNA	.00	750.39		
8	240277	API	02/29/24	B 3331	.00	10,000.00	-9,249.61		
8	240396	APP	02/29/24	022924	AP CASH DISBURSEMENTS JOURNA	.00	750.39		
					-750.39	168,750.39	168,000.00	750.39	.00
151	29000								
	Fund Balance Unreserved	151	-1,788,436.89						
					-1,788,436.89	.00	.00	.00	-1,788,436.89
151	29320								
	Budgetary FB Unreserved	151	.00						
1	240469	BUA	07/01/23	2024 B	ENCUMBRANCE CARRY FORWARD 20	.00	1,981.25		
1	240470	BUC	07/01/23	2024 B		.00	1,681,176.24		

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO FEB

FUND 151

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC EFF DATE REFERENCE					
151	29325		.00	1,681,176.24	.00	1,681,176.24	1,681,176.24
	Estimated Revenue	151	.00				
1	240470 BUC	07/01/23 2024 B		37,000.00	.00	37,000.00	
7	240281 BUA	01/24/24		3,000.00	.00	40,000.00	
			.00	40,000.00	.00	40,000.00	40,000.00
151	29330		.00				
	Appropriations	151	.00				
1	240469 BUA	07/01/23 2024 B ENCUMBRANCE CARRY FORWARD 20		.00	1,981.25	-1,981.25	
1	240470 BUC	07/01/23 2024 B		.00	1,716,194.99	-1,718,176.24	
7	240281 BUA	01/24/24		.00	3,000.00	-1,721,176.24	
			.00	.00	1,721,176.24	-1,721,176.24	-1,721,176.24
151	29335		1,981.25				
	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	
3	240112 POL	09/14/23 B 2717		.00	60.16	9,348.95	
7	240017 POL	01/04/24 B 3170		.00	9,348.95	.00	
8	240116 POE	02/29/24		10,000.00	.00	10,000.00	
8	240277 POL	02/29/24 B 3331		.00	10,000.00	.00	
			1,981.25	20,000.00	20,000.00	.00	1,981.25
151	29345		-1,981.25				
	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	
3	240112 POL	09/14/23 B 2717		60.16	.00	-9,348.95	
7	240017 POL	01/04/24 B 3170		9,348.95	.00	.00	
8	240116 POE	02/29/24		.00	10,000.00	-10,000.00	
8	240277 POL	02/29/24 B 3331		10,000.00	.00	.00	
			-1,981.25	20,000.00	20,000.00	.00	-1,981.25
TOTALS FOR FUND 151							
Library Endowment Fund			.00	2,008,799.77	2,110,225.93	-101,426.16	-101,426.16

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO FEB

FUND 151

ACCOUNT							BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE	ORG					
REPORT TOTALS							.00	2,008,799.77	2,110,225.93	-101,426.16	-101,426.16

** END OF REPORT - Generated by Arun Mayani **

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 08

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
151	10005	Operating Bank Account								
							SOY BALANCE	1,828,928.27		
24/01	240105 07/06/23	APP	070623				-750.39	1,828,177.88		
24/01	240352 07/25/23	CRP					35.00	1,828,212.88		
24/01	240484 07/01/23	GNI					2,278.92	1,830,491.80		
24/01	240484 07/01/23	GNI					5,010.19	1,835,501.99		
24/01	240484 07/01/23	GNI					-7,289.11	1,828,212.88		
24/02	240241 08/17/23	APP	081723				-590.89	1,827,621.99		
24/03	240183 09/14/23	APP	091423				-60.16	1,827,561.83		
24/03	240443 09/30/23	GEN	Q1 INT Q1 INT ALL Q1 INT ALLOC				10,877.00	1,838,438.83		
24/06	240277 12/13/23	CRP					3,000.00	1,841,438.83		
24/06	240409 12/31/23	GEN	Q2 INT Q2 INT ALL Q2 INT ALLOC				12,885.85	1,854,324.68		
24/07	240068 01/04/24	APP	010424				-157,348.95	1,696,975.73		
24/07	240257 01/18/24	CRP					25.00	1,697,000.73		
24/08	240091 02/05/24	CRP					10.00	1,697,010.73		
24/08	240396 02/29/24	APP	022924				-10,000.00	1,687,010.73		
	LEDGER BALANCES --- DEBITS:		1,863,050.23		CREDITS:		-176,039.50	NET:	1,687,010.73	
151	10006	Cash - Fair Market Value Adj								
							SOY BALANCE	-44,751.18		
24/08	240193 02/14/24	GNI		RVRS FY23 FM			2,546.44	-42,204.74		
24/08	240193 02/14/24	GNI		RVRS FY23 FM			42,204.74	.00		
	LEDGER BALANCES --- DEBITS:		44,751.18		CREDITS:		-44,751.18	NET:	.00	
151	10299	Unrealized Investments								
							SOY BALANCE	.00		
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:		.00	NET:	.00	
151	12105	Interest Receivable								
							SOY BALANCE	5,010.19		
24/01	240484 07/01/23	GNI					-5,010.19	.00		
	LEDGER BALANCES --- DEBITS:		5,010.19		CREDITS:		-5,010.19	NET:	.00	
151	20010	Accounts Payable Control								
							SOY BALANCE	-750.39		
24/01	240105 07/06/23	APP	070623				750.39	.00		
24/02	240107 08/17/23	API	B 2650				-590.89	-590.89		
24/02	240241 08/17/23	APP	081723				590.89	.00		
24/03	240112 09/14/23	API	B 2717				-60.16	-60.16		
24/03	240183 09/14/23	APP	091423				60.16	.00		
24/07	240017 01/04/24	API	B 3170				-9,348.95	-9,348.95		

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 08

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
24/07	240047	01/04/24	API B 3183					-148,000.00	-157,348.95	
24/07	240068	01/04/24	APP 010424					157,348.95	.00	
24/08	240277	02/29/24	API B 3331					-10,000.00	-10,000.00	
24/08	240396	02/29/24	APP 022924					10,000.00	.00	
LEDGER BALANCES --- DEBITS:			168,750.39	CREDITS:			-168,750.39	NET:	.00	
151	29000	Fund Balance Unreserved		SOY BALANCE				-1,788,436.89		
24/00	240002	07/01/23	SOY					-1,981.25	-1,788,436.89	
LEDGER BALANCES --- DEBITS:			.00	CREDITS:			-1,788,436.89	NET:	-1,788,436.89	
151	29310	Revenue Control		SOY BALANCE				.00		
24/01	240352	07/25/23	CRP					-35.00	-35.00	
24/01	240484	07/01/23	GNI					5,010.19	4,975.19	
24/03	240443	09/30/23	GEN Q1 INT Q1 INT ALL Q1 INT ALLOC					-10,877.00	-5,901.81	
24/06	240277	12/13/23	CRP					-3,000.00	-8,901.81	
24/06	240409	12/31/23	GEN Q2 INT Q2 INT ALL Q2 INT ALLOC					-12,885.85	-21,787.66	
24/07	240257	01/18/24	CRP					-25.00	-21,812.66	
24/08	240091	02/05/24	CRP					-10.00	-21,822.66	
24/08	240193	02/14/24	GNI		RVRS FY23 FM			-44,751.18	-66,573.84	
LEDGER BALANCES --- DEBITS:			5,010.19	CREDITS:			-71,584.03	NET:	-66,573.84	
151	29315	Expenditure Control		SOY BALANCE				.00		
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	
24/07	240017	01/04/24	API B 3170					9,348.95	10,000.00	
24/07	240047	01/04/24	API B 3183					148,000.00	158,000.00	
24/08	240277	02/29/24	API B 3331					10,000.00	168,000.00	
LEDGER BALANCES --- DEBITS:			168,000.00	CREDITS:			.00	NET:	168,000.00	
151	29320	Budgetary FB Unreserved		SOY BALANCE				.00		
24/01	240469	07/01/23	BUA 2024 B					1,981.25	1,981.25	
24/01	240470	07/01/23	BUC 2024 B					1,679,194.99	1,681,176.24	
LEDGER BALANCES --- DEBITS:			1,681,176.24	CREDITS:			.00	NET:	1,681,176.24	

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 08

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
151	29325		Estimated Revenue								
								SOY BALANCE		.00	
24/01	240470	07/01/23	BUC	2024	B			37,000.00	37,000.00		
24/07	240281	01/24/24	BUA					3,000.00	40,000.00		
			LEDGER BALANCES	---	DEBITS:		40,000.00	CREDITS:	.00	NET:	40,000.00
151	29330		Appropriations								
								SOY BALANCE		.00	
24/01	240469	07/01/23	BUA	2024	B			-1,981.25	-1,981.25		
24/01	240470	07/01/23	BUC	2024	B			-1,716,194.99	-1,718,176.24		
24/07	240281	01/24/24	BUA					-3,000.00	-1,721,176.24		
			LEDGER BALANCES	---	DEBITS:		.00	CREDITS:	-1,721,176.24	NET:	-1,721,176.24
151	29335		Encumbrance Control								
								SOY BALANCE		1,981.25	
24/00	240003	07/01/23	SOY					1,981.25	1,981.25		
24/01	240149	07/31/23	POE					10,000.00	11,981.25		
24/02	240107	08/17/23	POL B	2650				-590.89	11,390.36		
24/03	240112	09/14/23	POL B	2717				-60.16	11,330.20		
24/07	240017	01/04/24	POL B	3170				-9,348.95	1,981.25		
24/08	240116	02/29/24	POE					10,000.00	11,981.25		
24/08	240277	02/29/24	POL B	3331				-10,000.00	1,981.25		
			LEDGER BALANCES	---	DEBITS:		21,981.25	CREDITS:	-20,000.00	NET:	1,981.25
151	29340		FB Reserve for Encumbrances								
								SOY BALANCE		.00	
24/00	240002	07/01/23	SOY					1,981.25	.00		
			LEDGER BALANCES	---	DEBITS:		.00	CREDITS:	.00	NET:	.00
151	29345		Budgetary FB Reserve for Encum								
								SOY BALANCE		-1,981.25	
24/00	240003	07/01/23	SOY					-1,981.25	-1,981.25		
24/01	240149	07/31/23	POE					-10,000.00	-11,981.25		
24/02	240107	08/17/23	POL B	2650				590.89	-11,390.36		
24/03	240112	09/14/23	POL B	2717				60.16	-11,330.20		
24/07	240017	01/04/24	POL B	3170				9,348.95	-1,981.25		
24/08	240116	02/29/24	POE					-10,000.00	-11,981.25		
24/08	240277	02/29/24	POL B	3331				10,000.00	-1,981.25		
			LEDGER BALANCES	---	DEBITS:		20,000.00	CREDITS:	-21,981.25	NET:	-1,981.25

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 08

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
151	36000		Interest Income							
										REVISED BUDGET
										-27,000.00
24/01	240484	07/01/23	GNI					5,010.19	5,010.19	
24/03	240443	09/30/23	GEN Q1 INT Q1 INT ALL Q1 INT ALLOC					-10,877.00	-5,866.81	
24/06	240409	12/31/23	GEN Q2 INT Q2 INT ALL Q2 INT ALLOC					-12,885.85	-18,752.66	
			LEDGER BALANCES --- DEBITS:		5,010.19		CREDITS:	-23,762.85	NET:	-18,752.66
151	36010		Unrealized Gain Or Loss							
										REVISED BUDGET
										.00
24/08	240193	02/14/24	GNI					-2,546.44	-2,546.44	
24/08	240193	02/14/24	GNI					-42,204.74	-44,751.18	
			LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-44,751.18	NET:	-44,751.18
151	37015		Contrib Non-Govt Sources							
										REVISED BUDGET
										-3,000.00
24/06	240277	12/13/23	CRP 10110 96044					-3,000.00	-3,000.00	
24/07	240257	01/18/24	CRP 10110 98180					-25.00	-3,025.00	
24/08	240091	02/05/24	CRP 10110 99280					-10.00	-3,035.00	
			LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-3,035.00	NET:	-3,035.00
151	37505		Unrestricted Donations							
										REVISED BUDGET
										-10,000.00
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							
										REVISED BUDGET
										24,981.25
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	
24/07	240017	01/04/24	API 100128 24000114		50888		2014285	9,348.95	10,000.00	
24/08	240277	02/29/24	API 101742 24001196		53502		2015419	10,000.00	20,000.00	
			LEDGER BALANCES --- DEBITS:		20,000.00		CREDITS:	.00	NET:	20,000.00

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 08

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
1514010	50205		Library Foundation							
REVISED BUDGET										500,000.00
24/07	240047	01/04/24	API 104324		51084	2014379		148,000.00	148,000.00	
LEDGER BALANCES --- DEBITS:					148,000.00	CREDITS:		.00	NET:	148,000.00
GRAND TOTAL --- DEBITS:					4,190,739.86	CREDITS:		-4,089,313.70	NET:	101,426.16

99 Records printed

** END OF REPORT - Generated by Arun Mayani **

**ALL LIBRARY EXPENDITURE ACCOUNTS
MEETING DATE 4/3/2024**

LIBRARY TRUST FUNDS							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1514010	50201	Future Library Projects	19,529.25	0.00	0.00	19,529.25	0.00
1514010	50202	Trust Fund Books	24,981.25	20,000.00	1,981.25	3,000.00	87.99
1514010	50203	Kropitzer Trust Donation	176,665.74	0.00	0.00	176,665.74	0.00
1514010	50205	Library Foundation	500,000.00	148,000.00	0.00	352,000.00	29.60
1514010	50208	Library Renovation	1,000,000.00	0.00	0.00	1,000,000.00	0.00
		Unallocated Funds	-34,165.51			-34,165.51	
		TOTALS	1,687,010.73	168,000.00	1,981.25	1,517,029.48	

**ALL LIBRARY EXPENDITURE ACCOUNTS
MEETING DATE 4/3/2024**

ALL LIBRARY EXPENDITURE ACCOUNTS							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004000	40000	Salaries Full Time	1,296,921.78	825,371.76	0.00	471,550.02	63.64
1004000	40002	Salaries Overtime	5,000.00	3,765.86	0.00	1,234.14	75.32
1004000	40010	Leave Payoffs	17,502.27	23,963.67	0.00	-6,461.40	136.92
1004000	40020	Fringe Benefits	321,613.37	156,503.02	0.00	165,110.35	48.66
1004000	40045	Medical Insurance Withdrawal	4,830.00	6,487.50	0.00	-1,657.50	134.32
1004000	40050	RHS Health Benefit	18,300.00	9,150.00	0.00	9,150.00	50.00
1004000	40055	PERS Retirement Cost	343,964.25	312,327.82	0.00	31,636.43	90.80
1004000	40060	PERS - POB	0.00	0.00	0.00	0.00	0.00
1004000	40065	Workers' Compensation	65,450.36	32,725.18	0.00	32,725.18	50.00
1004000	40095	Medicare Insurance	18,805.37	12,825.95	0.00	5,979.42	68.20
1004000	40100	Retiree Health Benefit	119,918.08	59,959.04	0.00	59,959.04	50.00
1004000	40105	Contractual Services	41,000.00	3,912.10	0.00	37,087.90	9.54
1004000	50005	Training Travel and Dues	14,000.00	3,135.21	0.00	10,864.79	22.39
1004000	50030	Gas and Lubrications	5,000.00	2,184.08	0.00	2,815.92	43.68
1004000	50031	Communications	33,491.00	2,904.01	0.00	30,586.99	8.67
1004000	50035	Materials and Supplies	453,325.00	247,187.19	92,454.18	113,683.63	74.92
1004000	50055	Insurance	115,193.83	57,596.92	0.00	57,596.91	50.00
1004000	50105	Repairs and Maint General	98,755.00	0.00	0.00	98,755.00	0.00
1004000	50117	IT Replacement	0.00	0.00	0.00	0.00	0.00
1004000	50120	Facilities Maintenance Service	237,449.89	118,724.94	0.00	118,724.95	50.00
1004000	50126	Grants Expense	44,700.10	103,098.87	232.64	-58,631.41	231.17
1004000	50135	Administrative Benefits	0.00	0.00	0.00	0.00	0.00
1004000	50140	Printing	20,000.00	7,369.36	0.00	12,630.64	36.85
1004000	50145	Advertising	10,475.00	3,045.40	1,950.00	5,479.60	47.69
1004000	50200	Friends of the Library	17,978.45	19,283.65	0.00	-1,305.20	107.26
		TOTALS	3,303,673.75	2,011,521.53	94,636.82	1,197,515.40	
WELWOOD MURRAY MEMORIAL LIBRARY							
Org	Object	Description	Budgeted	YTD Spent	Encumbered	Available Budget	Percent Used
1004005	40105	Contractual Services	111,000.00	78,842.76	0.00	32,157.24	71.03
1004005	50015	Electricity	30,000.00	18,539.42	0.00	11,460.58	61.80
1004005	50020	Water	2,500.00	776.08	0.00	1,723.92	31.04
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	15,458.12	0.00	14,566.88	51.48
		TOTALS	194,525.00	113,616.38	0.00	80,908.62	

Palm Springs Public Library Foundation

A Proposal for Support of an Executive Director

April 2024

I. Background

In accordance with The Foundation's primary mission to successfully manage a Capital Campaign to help fund the renovation of the Palm Springs Public Library main building; and recognizing the timetable for the renovation construction; the timing is appropriate for the Foundation to hire an experienced, half-time Executive Director to provide organizational continuity and leadership for the Board's fundraising efforts

The Foundation believes that hiring an Executive Director is necessary to:

1. Provide the Foundation board with an experienced executive and fundraiser who can channel the energies and initiative of board members to meet goals.
2. Develop an overall strategy to meet the fundraising monetary goals.
3. Continue to position the Foundation as the primary fundraiser for community donations to support the renovation project and as a partner with the City.
4. Ensure that the board is well organized to reach its fundraising goals by identifying deficiencies and enhancing the strengths of the organization and its internal operations.

The Memorandum of Understanding between the City of Palm Springs and the Foundation states that the Foundation may request a grant from the Library Trustees for the purposes of advancing its mission to raise funds for the betterment of the Library. That proposal should include:

1. The amount of the contribution sought;
2. A description of the activity, services, or goods for which the contribution will be used;
3. A specific budget demonstrating how the contribution will be allocated; and
4. A description of the forecasted or anticipated outcome of the activity, services, or goods for which the contribution will be used.

This proposal successfully addresses these requirements.

II. Executive Director Recruitment

The Foundation aims to have a permanent executive director onboard by the time it begins a major fundraising campaign for library renovation enhancements. To prepare for this, the Foundation has hired an interim executive director paid from Foundation funds. The interim executive director helps the Board to make the Foundation organizationally ready for major fundraising. This includes energizing the standing committees to meet regularly; converting the Foundation's accounting system to QuickBooks; development of an annual budget; expanding communications with all Board members to encourage enhanced engagement; planning the Foundation's annual fundraising events and activities; and recruiting additional Board members with influence and fundraising connections.

As these organizational issues are in process, the Foundation will conduct a search for a permanent executive director. This may include contracting for the services of an executive search firm that specializes in nonprofit executive searches paid from current Foundation funds.

III. Executive Director Job Description

The full job description for the Foundation executive director is included as Attachment A to this proposal. While the primary focus of the job will be to organize fundraising, the ideal candidate will also have skills in financial management, Board development and communications/marketing. From a timing perspective, the permanent executive director should be on board with the beginning of the capital campaign.

IV. Budgeted Salary

The executive director's position will be a half-time contractual position. No benefits or payroll taxes will be paid by the Foundation. Comparable nonprofit executive salaries in the area are approximately \$150,000 for full-time persons per year. Therefore, the Foundation will advertise the position with a starting contractual half-time salary of \$75,000 per year.

V. Anticipated Outcome

With a permanent executive director in place, the Foundation will be able to aggressively pursue an initial \$1 million fundraising campaign which would be matched by the additional \$1 million from you, the Trustees. The \$2 million raised would be used to enhance the children's area and the community room beyond what the city funds will be able to provide.

Following this successful campaign, the Foundation will be positioned to conduct additional fundraising campaigns and activities including fundraising to create endowments to support future stability and innovation at the Palm Springs Public Library.

We also expect that the Foundation will continue to become a highly efficient organization, keeping track of donor contributions, naming rights, special purpose contributions, state and federal reporting requirements, and maintaining effective communications with other local public library stakeholders. A permanent executive director will provide continuity to achieve these goals.

VI. Grant Request

The Palm Springs Public Library Foundation requests that the Trustees make a grant to the Foundation for the first three years of the executive director's salary: \$225,000. Following is our rationale for requesting three years of funding support:

- The ability to offer a three-year agreement increases the chances of attracting higher caliber candidates for the position.
- The first phase of the construction plan calls for completion in two years (March 2026). Having continuity past this first benchmark would afford the Foundation the ability to move ahead in the third year to plug any overall funding gaps encountered by the Library and/or to embark on an Endowment Campaign.
- Retention and recruitment of Board members would be strengthened if a longer-term commitment to a director is in place.
- Having the staff salary covered by this grant will mean that more funds raised can go directly to the Library instead of needing to pay the salary as a component of administrative overhead.
- Having three years of staffing support available sends a strong message to donors about the ongoing viability of the Foundation's fundraising efforts.
- Should the Trustees provide the grant as a lump sum, the Foundation will generate market rate returns especially on funding covering years two and three.
- The Foundation has used its own funds to hire two important part-time support staff positions to form a solid administrative core in support of Board activities: a contractual accountant and an administrative support position for database entry and other clerical needs. These positions will allow the executive director to focus the majority of their time on fundraising strategy and implementation. Having an executive director for a three-year period provides continuity here as well.

VII. Conclusion

The Palm Springs Public Library Foundation is extremely grateful to the Trustees for the confidence it has shown in the Foundation to become a successful fundraising partner for the Library. Thank you for considering this important grant request that will enable us to build a fundraising program similar to the most successful nonprofit organizations in the Valley.

ATTACHMENT A

TITLE: Executive Director

STATUS: Part-time

REPORTS TO: Palm Springs Public Library Foundation Board

POSITION

DESCRIPTION: The Executive Director (“the Director”) is an enthusiastic, energetic and experienced fundraising professional. The Executive Director will secure gifts from individuals, foundations and corporations. The Director will also solicit and manage grants for the Library, and advocate for it as well.

ESSENTIAL JOB FUNCTIONS:

Fund

Development: All fund development activities are carried out with the Foundation’s Board and volunteers and in collaboration with the Library’s staff.

- Develop and implement a detailed fund development strategy;
- Seek and acquire major gifts to support the Library’s needs and the Foundation’s operations.
- Cultivate relationships with current and potential donors;
- Cultivate relationships with corporations and foundations;
- Conduct annual fundraising campaigns and events;
- Identify and secure grants from government agencies and foundations to support Library needs;
- Build long-term commitments to the Library through donor recognition events.

Financial, Administrative & Communications:

Work with the Library and the Board to ensure the financial stability of the Foundation, and the Library.

- Prepare annual operating budgets for the Foundation;
- Work with the Library to identify annual needs to be supported by the Foundation’s fundraising and advocacy activities;
- Oversee the maintenance of accurate financial and donor records and ensure that all donor records are kept up to date;
- Manage all accounting functions including those necessary for auditing and budgeting. Ensure timely and accurate audits.
- Prepare and distribute annual/financial reports to stakeholders;

- Monitor the Foundation’s investment accounts in conjunction with the Board;
- Guide and support all Foundation volunteers;
- In conjunction with the Board, create and implement multi-year strategic plans including annual implementation plans;
- Generate consistent, effective communications to the Board, the Library staff and the general public;
- Be active and visible in the community, serving as the primary spokesperson for the Foundation.

Board of Directors: Partner with the Board to build the visibility and effectiveness of the Foundation.

- Report directly to the President of the Board and serve as an ex-officio member of the Board;
- Staff all Board standing and ad hoc committees;
- Engage Board members in fundraising, community outreach and advocacy activities;
- Sustain an engaged, effective and informed Board;
- Provide educational opportunities for Board members to increase their effectiveness as fundraisers and advocates for the Library;
- Assist in identifying and recruiting new Board members to create a diverse and effective Board;
- Provide clear, regular communications to the Board to ensure that members are knowledgeable about all Foundation activities.

Qualifications: The Executive Director must be a self-motivated, experienced fundraising professional and possess the following qualifications:

- Bachelor’s degree from an accredited educational institution;
- Minimum of five years nonprofit and management experience;
- Certified Fundraising Executive (CFRE) credentials a plus;
- Demonstrated success in designing and leading major fundraising efforts;
- Strong track record of developing and sustaining strong donor relations;
- Experience managing special events;
- Expertise in standard fundraising tools and technology and in newly emerging tools such as social media, mobile applications and marketing platforms.