

LIBRARY ADVISORY COMMITTEE CITY OF PALM DESERT MEETING AGENDA

Monday, September 23, 2024

1:00 p.m.

Administrative Conference Room, City Hall

73-510 Fred Waring Drive

Palm Desert, CA 92260

Pursuant to Assembly Bill 2449, this meeting will be conducted as a hybrid meeting and there will be in-person access to this location.

- To participate via Zoom, use the following link: <https://palmdesert.zoom.us/j/88579677455> or call (213) 338-8477, Zoom Meeting ID: 885 7967 7455
- Written public comment may also be submitted to cityclerk@palmdesert.gov. E-mails received by 8:00 a.m. prior to the meeting will be distributed to the Committee. Any correspondence received during or after the meeting will be distributed to the Committee as soon as practicable and retained for the official record. **Emails will not be read aloud** except as an ADA accommodation.

Pages

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **NON-AGENDA PUBLIC COMMENTS**

This time has been set aside for the public to address the Library Advisory Committee on issues that are not on the agenda for up to three minutes. Speakers may utilize one of the three options listed on the first page of the agenda. Because the Brown Act does not allow the Library Advisory Committee to act on items not listed on the agenda, members may briefly respond or refer the matter to staff for a report and recommendation at a future meeting.

4. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine and may be approved by one motion. The public may comment on any items on the Consent Agenda within the three-minute time limit. Individual items may be removed by the Library Advisory Committee for a separate discussion.

RECOMMENDATION:

To approve the consent calendar as presented.

4.a APPROVAL OF MINUTES

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RECOMMENDATION:

Approve the Minutes of August 26, 2024.

5. CONSENT ITEMS HELD OVER

6. ACTION CALENDAR

The public may comment on individual Action Items within the three-minute time limit. Speakers may utilize one of the three options listed on the first page of the agenda.

6.a RECEIVE AND FILE LIBRARY UPDATES RELATED TO STATISTICS, WEBSITE, STRATEGIC FRAMEWORK & THE LIBRARY ADVISORY COMMITTEE WORKPLAN, LIBRARY OF THINGS, & PROGRAMS AND PARTNERSHIPS

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RECOMMENDATION:

Receive and file library updates related to statistics, the website, strategic framework, the Library Advisory Committee workplan, library of things, programs and partnerships.

7. INFORMATIONAL REPORTS & COMMENTS

7.a LIBRARY ADVISORY COMMITTEE MEMBERS

7.b CITY COUNCIL LIAISON

7.c CITY STAFF

7.d ATTENDANCE REPORT

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8. ADJOURNMENT

The next Regular Meeting will be held on October 28, 2024.

9. PUBLIC NOTICES

Agenda Related Materials: Pursuant to Government Code §54957.5(b)(2) the designated office for inspection of records in connection with this meeting is the Office of the City Clerk, Palm Desert Civic Center, 73-510 Fred Waring Drive, Palm Desert. Staff reports for all agenda items considered in open session, and documents provided to a majority of the legislative bodies are available for public inspection at City Hall and on the City’s website at www.palmdesert.gov.

Americans with Disabilities Act: It is the intention of the City of Palm Desert to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the Office of the City Clerk, (760) 346-0611, at least 48 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda for the Library Advisory Committee was posted on the City Hall bulletin board and City website not less than 72 hours prior to the meeting.

/S/ Erika Castellano
Recording Secretary

**LIBRARY ADVISORY COMMITTEE
CITY OF PALM DESERT
REGULAR MEETING MINUTES**

August 26, 2024, 1:00 p.m.

Present: Member Jann Buller, Member Risa Lumley, Alternate Member Ralph Perry*, Member Robin Stewart

Absent: Member Matthew Johnson**, Member Cathy Malone

Others Present: Alternate Member Paul Murphy, Assistant City Manager Chris Escobedo, Assistant Director of Library Services, Shannon Vonnegut, Recording Secretary Erika Castellano

Liaison(s) Present: Councilmember Evan Trubee

1. CALL TO ORDER

A Regular Meeting of the Library Advisory Committee was called to order by Chair Stewart on August 26, 2024, at 1 p.m. in the Administrative Conference Room, City Hall, located at 73-510 Fred Waring Drive, Palm Desert, California.

2. ROLL CALL

*Committee Member Malone was excused. Committee Member Alternate Ralph Perry voted in her place.

**Vice Chair Johnson was absent and joined as a member of the public on Zoom at 1:04 p.m.

3. NON--AGENDA PUBLIC COMMENTS

Carol Marcuse made a public comment in favor of the Library being used as a voting center.

4. CONSENT CALENDAR

To approve the consent calendar as presented.

4.a APPROVAL OF MINUTES

The attendance report was changed to reflect Committee Member Buller as excused for the July 22, 2024, meeting.

Motion by: Alternate Member Perry

Seconded by: Member Lumley

Approve the Minutes of July 22, 2024.

Motion Carried (4 to 0)

5. CONSENT ITEMS HELD OVER

None.

6. ACTION CALENDAR

6.a APPROVAL OF THE LIBRARY ADVISORY COMMITTEE SCHEDULE FOR FISCAL YEAR 2024/2025

Chair Stewart amended the recommendation requesting to combine the November and December Library Advisory Committee meetings on December 9, 2024.

Motion by: Member Buller

Seconded by: Alternate Member Perry

Approve the Fiscal Year 2024/2025 meeting schedule of the Library Advisory Committee.

Motion Carried (4 to 0)

7. INFORMATIONAL REPORTS & COMMENTS

7.a LIBRARY ADVISORY COMMITTEE MEMBERS

Committee Member Alternate Murphy requested information on the Palm Desert Library signage. Assistant Library Director Vonnegut provided information on the limitations for the existing sign.

Committee Member Buller reported on her attendance at library activities.

7.b CITY COUNCIL LIAISON

Councilmember Trubee requested that staff provide monthly written reports to the committee on library activities, usage, and circulation.

7.c CITY STAFF

7.c.1 LIBRARY POLICIES REVIEW

Assistant Library Director Vonnegut narrated a PowerPoint presentation on the adopted library policies.

7.c.2 LIBRARY PARTNERSHIPS AND PROGRAMS

Library Manager Garcia provided a verbal report on the library partnerships. Library Manager Hancock provided a verbal report on the library programs.

7.c.3 PALM DESERT CITY FOUNDATION

Assistant Library Director Vonnegut provided a verbal report on the Palm Desert City Foundation.

7.c.4 CIVIC CENTER PARK LIBRARY UPDATE

Senior Project Manager Lamb provided an update on the Civic Center Park Library location.

7.c.5 LIBRARY ADVISORY COMMITTEE WORKPLAN 2024-25

Assistant City Manager Escobedo introduced the Library Advisory Committee workplan for 2024-25.

7.d ATTENDANCE REPORT

Report provided; no action taken on this item.

8. ADJOURNMENT

The Library Advisory Committee adjourned at 1:56 p.m.

Respectfully submitted,

Erika Castellano, Sr. Administrative Assistant
Recording Secretary

Shannon Vonnegut, Assistant Director of Library Services
Secretary

DATE APPROVED BY LIBRARY ADVISORY COMMITTEE

**CITY OF PALM DESERT
LIBRARY ADVISORY COMMITTEE
STAFF REPORT**

MEETING DATE: September 23, 2024

PREPARED BY: José García, Library Manager, Community Partnerships & Engagement

SUBJECT: RECEIVE AND FILE LIBRARY UPDATES RELATED TO STATISTICS, WEBSITE, STRATEGIC FRAMEWORK, THE LIBRARY ADVISORY COMMITTEE WORKPLAN, LIBRARY OF THINGS, PROGRAMS & PARTNERSHIPS

RECOMMENDATION:

Receive and file library updates related to statistics, the website, strategic framework and the Library Advisory Committee workplan, library of things, programs and partnerships.

BACKGROUND/ANALYSIS:

The Library Strategic Framework is being reintroduced for the benefit of the Library Advisory Committee work in developing their workplan.

Project Description:

- Library statistics dashboard.
- Library website demonstration.
- Library strategic framework and the Library Advisory Committee Workplan.
- Library of Things update.
- Programming & Partnerships Update.

ATTACHMENTS:

1. Staff Report PowerPoint.

LIBRARY ADVISORY COMMITTEE

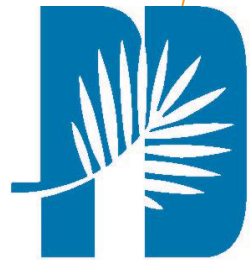
Shannon Vonnegut
Library Services
September 23, 2024



PALM DESERT



TODAY'S DISCUSSION



PALM DESERT
Library

- Library Statistics
- Library Website
- Library Strategic Initiatives and the LAC Work Plan
- Library of Things
- Programming & Partnerships Update

LIBRARY STATISTICS

	July	August	Total
Library Visitors	5951	5353	11304
Registration Cards Issued	2154	1115	3269
Physical Circulation	9193	10960	20153
Digital Circulation	579	655	1234
Laptop Checkouts	499	523	1022

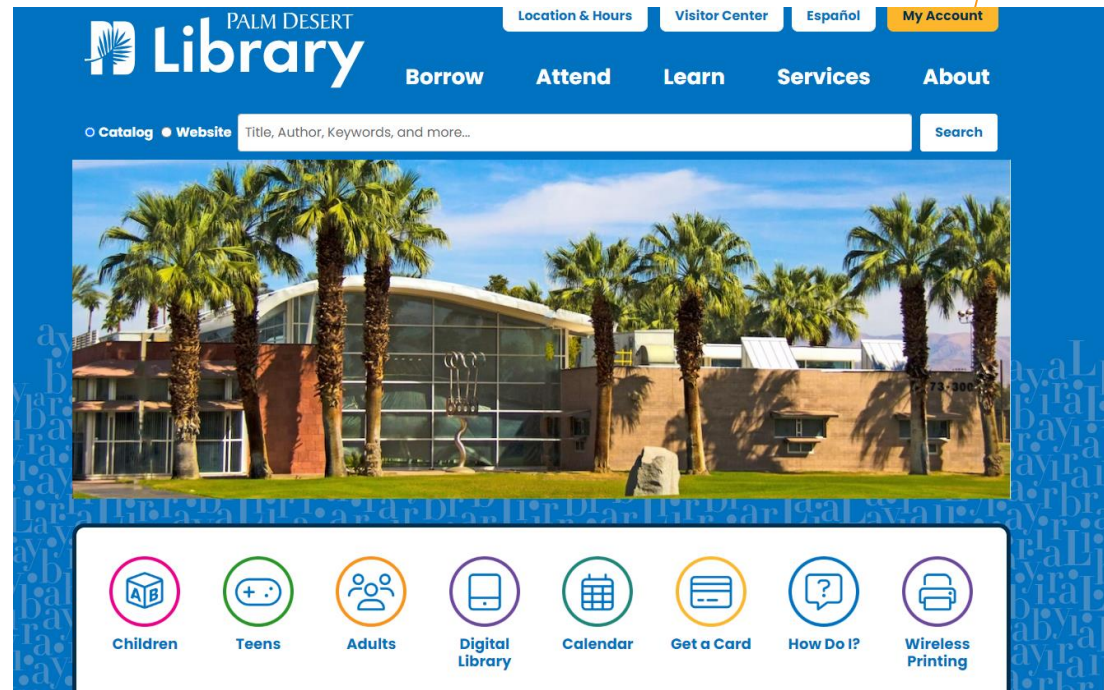


LIBRARY STATISTICS

	July	August	Total
Childrens Programs	8	12	20
Attendance	137	91	228
Young Adult Programs	4	0	4
Attendance	28	0	28
Adult Programs	5	4	9
Attendance	88	50	138
Offsite Programs	1	3	4
Attendance	30	195	225
Community Partner Engagement	5	3	8

LIBRARY WEBSITE

www.palmdesertlibrary.org



LIBRARY STRATEGIC INITIATIVES & THE LAC WORK PLAN

Strategic Initiatives

The strategic initiatives stem from Palm Desert's community needs and opportunities, crafted through feedback from City leaders, the public, and library partners. They emphasize the library's goals for greater impact. With these initiatives as a guide, Palm Desert Library will harness staff skills, partnerships, services, and spaces to drive positive change.

Create Community Connections

Create a welcoming and inclusive environment to foster connections and a sense of belonging for the community.

Foster Community Coalitions

Enhance connection and collaboration among organizations, community groups and individuals.

Celebrate Arts & Culture

Celebrate pride in both individual and community identities while embracing Palm Desert's arts and culture.

Promote Economic Development

Assist patrons to meet their economic, financial, and career goals.

Support Youth & Family

Provide the resources and platforms for youth and family development.

Explore Critical Literacies

Foster literacies as the basis of an individual's ability to participate fully in society.



LIBRARY OF THINGS



LIBRARY PROGRAMS & PARTNERSHIPS



Music Program



Craft Program



Community Partner



Outreach



Community Partner



Programming Partner



Storytime

THANK YOU

Shannon Vonnegut
svonnegut@palmdesert.g
ov
760.776.6460



PALM DESERT



CITY OF PALM DESERT ATTENDANCE REPORT

Advisory Body: Library Advisory Committee

Prepared By: Erika Castellano

Year	2024	2024	2024	2024	2024	2024	2025	Total	Total
Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Total	Unexcused
Date	22-Jul	26-Aug	23-Sep	28-Oct	25-Nov	23-Dec	27-Jan	Absences	Absences
Buller, Jann	E	P						1	0
Johnson, Matt	P	A						1	1
Lumley, Risa	P	P						0	0
Malone, Cathy	E	E						2	0
Murphy, Paul	P-Voting	P						0	0
Perry, Ralph	P	P-Voting						0	0
Stewart, Robin	P	P						0	0

Palm Desert Municipal Code 2.34.010:

Monthly- Three unexcused absences from regular meetings in any twelve-month period on appointed bodies that meet monthly.

- P Present
- A Absent
- E Excused
- No meeting