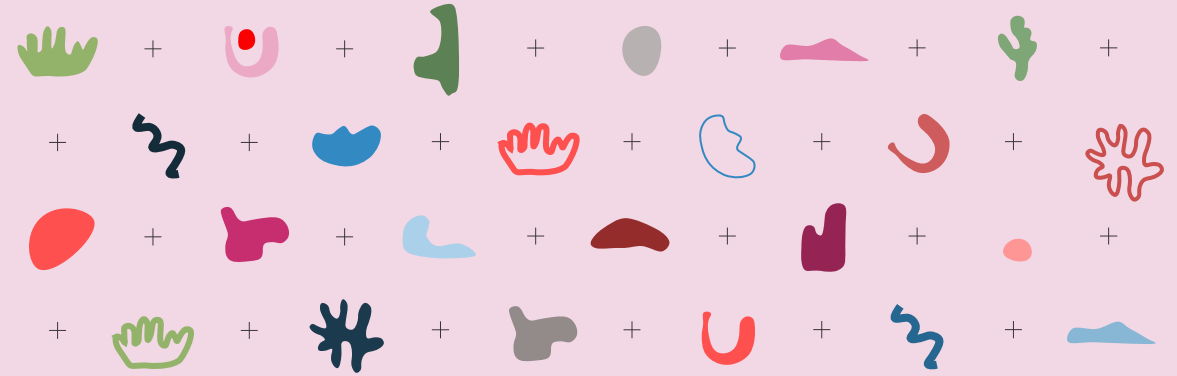


# Palm Desert Public Library





**1 Timeline & Process**

**2 Project Updates**

# Today's Discussion

# **TIMELINE & PROJECT UPDATES**



# Project Timeline

**WE ARE HERE!**

**DAY ONE!  
July 1st**

Nov

Dec

Jan

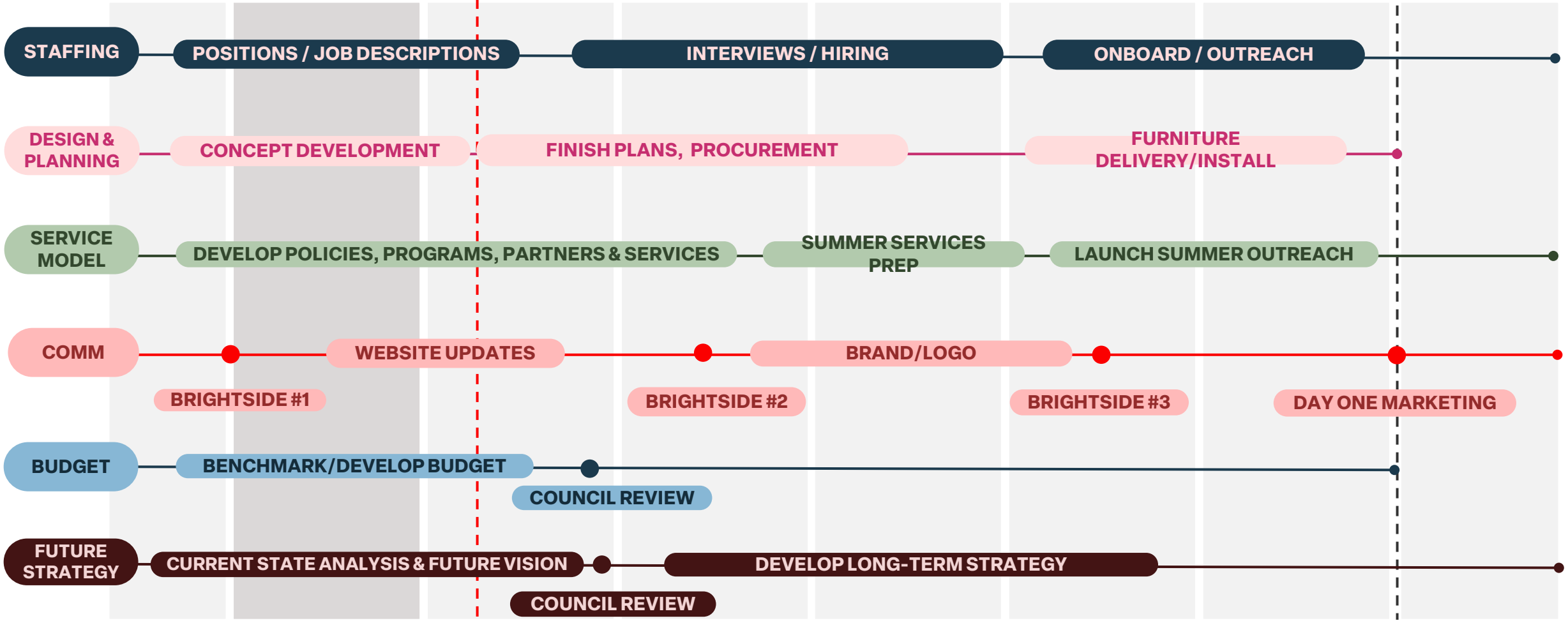
Feb

March

April

May

July



# Taskforce

**Taskforce has met 4x to provide input and direction**

**Subcommittees have met as well. They are:**

- Programming & Planning
- Governance & Finance
- Community Engagement

**Currently tasked with:**

- Recruiting survey respondents
- Visiting:
  - Palm Desert Library
  - Neighboring libraries
  - Places of business
- And completing a visit-form to inform library plans



# Organization Chart & Roles

| POSITIONS                                     | FTE QTY   |
|---|-----------|
| Director                                      | 1         |
| Assistant Director                            | 1         |
| Manager of Community Engagement & Partnership | 1         |
| Manager of Learning & Discovery               | 1         |
| Communications Coordinator (TBD)              | 1         |
| Generalists                                   | 13        |
| <b>TOTAL</b>                                  | <b>18</b> |

FTE 18. Headcounts - Full-time: 8 Part-time (20 hrs.): 20



# Staffing Schedule

## Operating Hours

**Sunday:** 1:00 pm-5:00 pm

**Monday - Wednesday:** 10:00 am-8:00 pm

**Thursday - Saturday:** 10:00 am-6:00 pm

**During open hours (58 total), (5) staff members are planned to be engaged in direct service:**

- Three staff on floor
- Two staff dedicated to programs and outreach

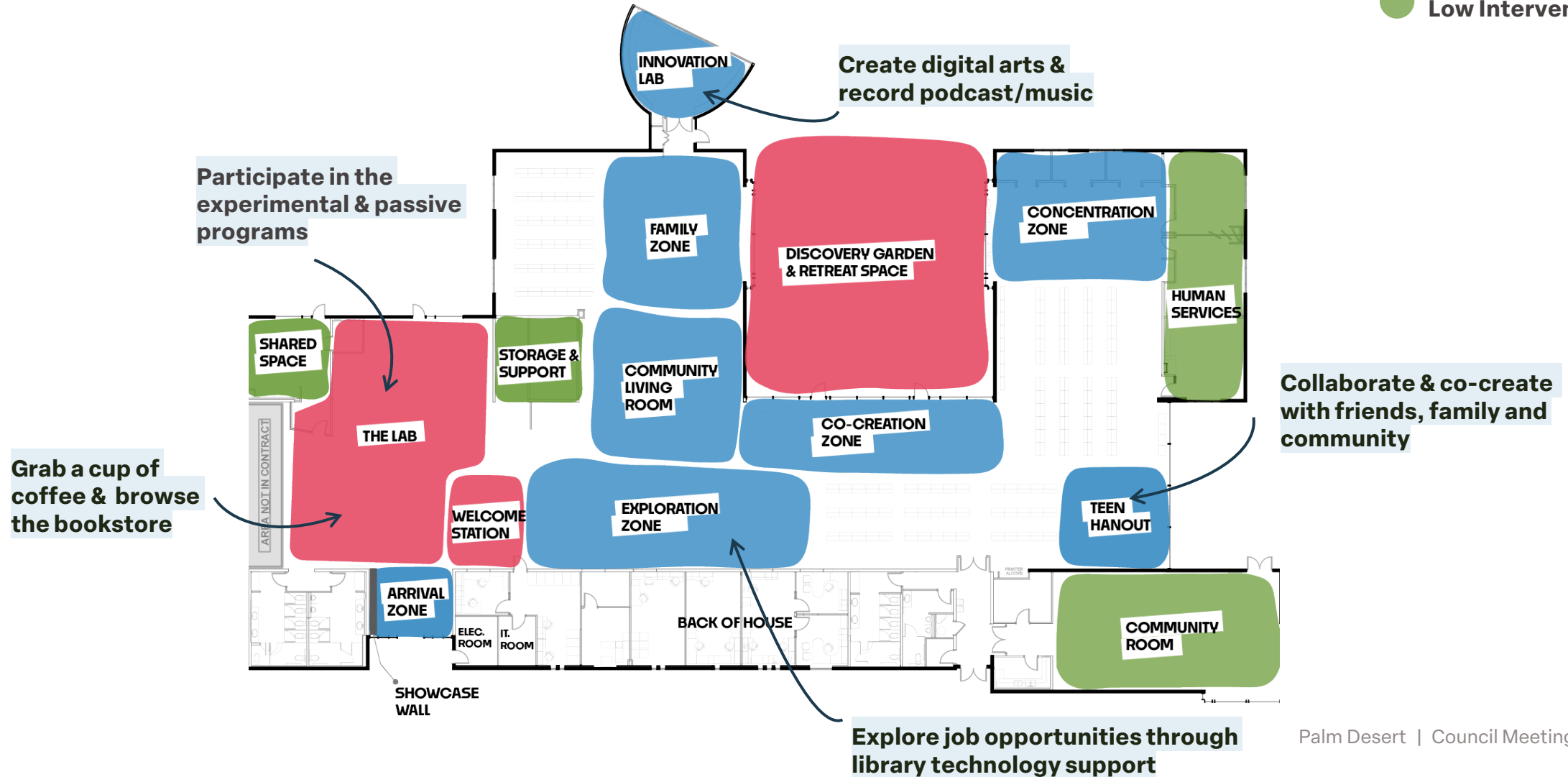
58 (hours open in a week) x 5 (staff members)  
= **290 weekly staff hours**

## Proposed Staff Schedule

| Position (# of FTE)                                | Director (FTE 1) | Assistant Director (FTE 1) | Comms (FTE 1) | Managers (FTE 2) | Generalist (FTE 13) |
|--|------------------|----------------------------|---------------|------------------|---------------------|
| <b>Weekly Hours</b>                                | 40               | 40                         | 40            | 80               | 520                 |
| <b>Account for Vacation, training hours, etc.</b>  | 32               | 32                         | 32            | 64               | 416                 |
| <b>Account for Back of house/ open &amp; close</b> |                  | 16                         | 10            | 38               | 337                 |
| <b>Account for turnover</b>                        |                  |                            |               |                  | 267                 |
| <b>Hours available for direct customer service</b> | as needed        | 6                          | 2             | 15               | 267                 |

# Design Refresh Concept

- High Intervention
- Medium Intervention
- Low Intervention





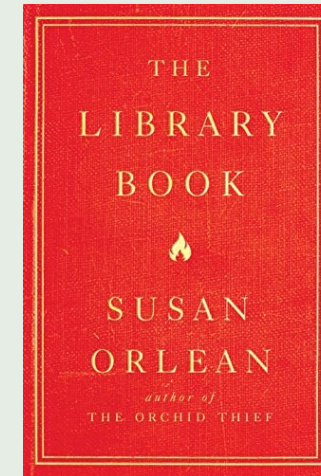
# Library Service Transition

## Library Outreach Vehicle (LOV)



**Launches in May 2024**

## One Book Community Read

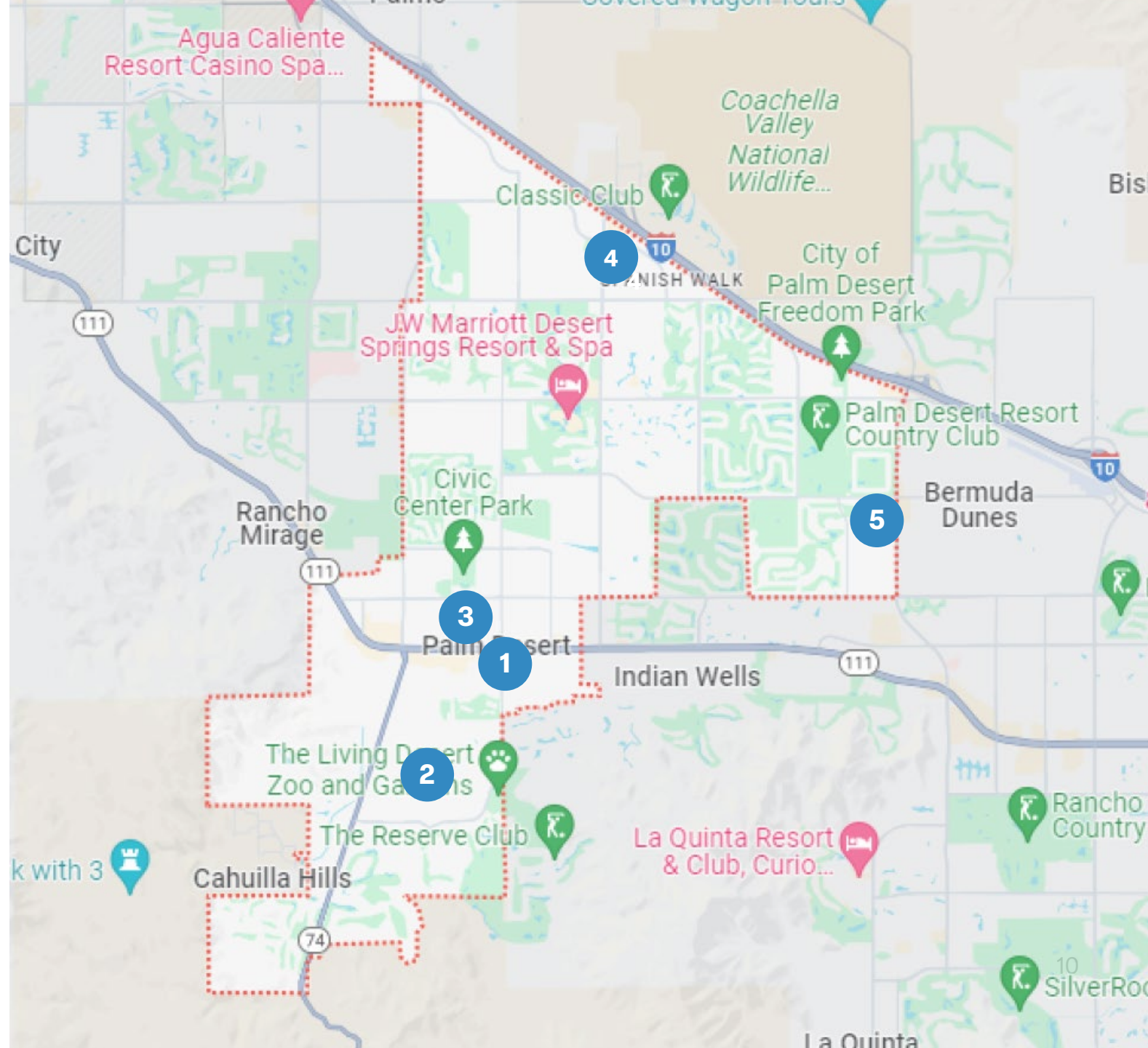


**The Library Book by Susan Orlean**

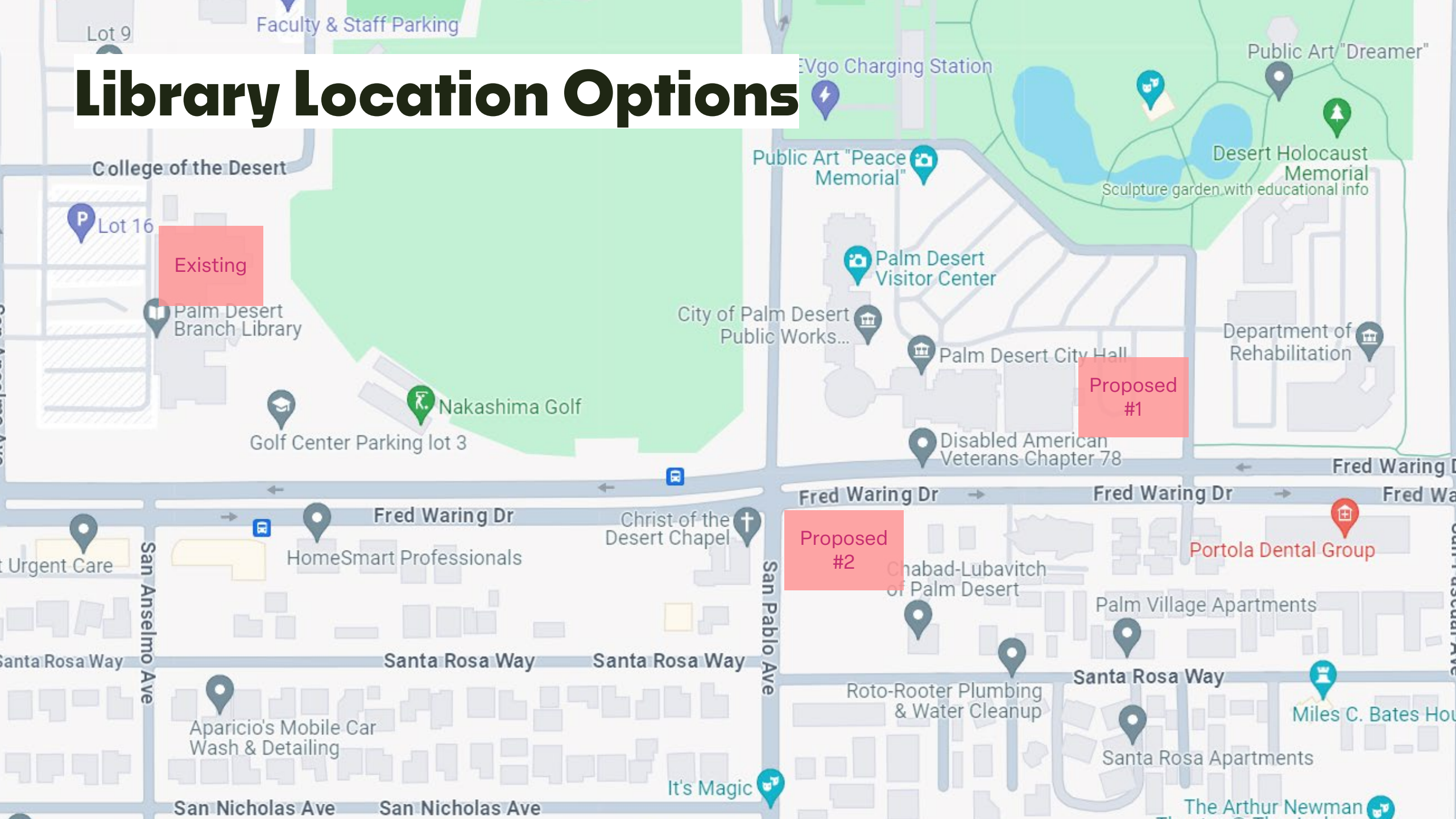
# Library Service Transition

## Five Little Free Library sites

- 1 Portola Community Center
- 2 Ironwood Park
- 3 Palma Village Park
- 4 University Dog Park
- 5 Joe Mann Park



# Library Location Options



Existing

Proposed #1

Proposed #2

Lot 9

Faculty & Staff Parking

EVgo Charging Station

Public Art "Dreamer"

College of the Desert

Public Art "Peace Memorial"

Desert Holocaust Memorial  
Sculpture garden with educational info

Lot 16

Palm Desert Branch Library

Palm Desert Visitor Center

City of Palm Desert Public Works...

Palm Desert City Hall

Department of Rehabilitation

Nakashima Golf

Golf Center Parking lot 3

Disabled American Veterans Chapter 78

Fred Waring Dr

Fred Waring Dr

Fred Waring Dr

Fred Waring Dr

Fred Waring Dr

Christ of the Desert Chapel

HomeSmart Professionals

Proposed #2

Chabad-Lubavitch of Palm Desert

Portola Dental Group

Palm Village Apartments

Santa Rosa Way

Santa Rosa Way

Santa Rosa Way

Roto-Rooter Plumbing & Water Cleanup

Aparicio's Mobile Car Wash & Detailing

Santa Rosa Apartments

Miles C. Bates House

San Nicholas Ave

San Nicholas Ave

It's Magic

The Arthur Newman

# Preferred Location

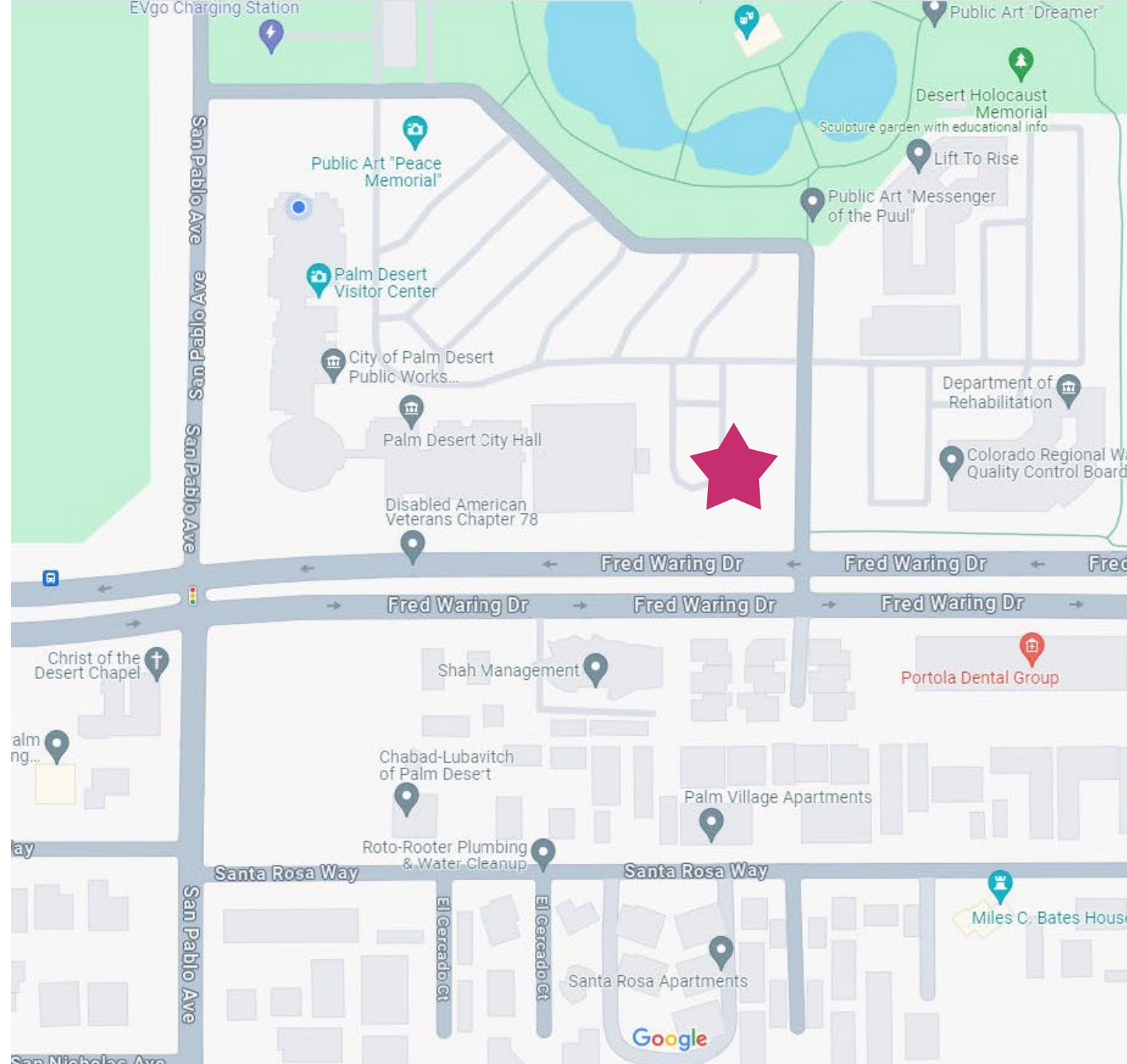
**Campus is Preferred Location.**

**Greater Access to:**

- Amphitheater
- Regional park
- Story time in park
- City Hall. Potential for greater shared services & spaces

**RFP in progress**

**Design/Build**



# Communication & Engagement

## Digital/Social

- Engage PD Website
- Email Blasts
- Brightside Newsletters
- Social Media

## Physical/Print

- Flyers
- Direct Mail
- Brightside Newsletter

## Brand Strategy

- Brand Identity that resonates with the community
- Visual Branding (e.g., logo, color palette, etc.)

## Community Engagement

- January Events/Outreach
- Survey
- Outreach Toolkit
- Build Partnerships

# Community Engagement



The goal of the **Open Engagement** is to bring the community together to connect, explore and envision the future of the Palm Desert Library.



## Three Sessions:

1. South Palm Desert, YMCA, Sunday afternoon, Jan 21
2. School Outreach, Monday afternoon, Jan 22
3. North Palm Desert, iHub, Tuesday Morning, Jan 23



# Budget

## FY '23-24 Library Budget

Operations

\$ 1,321,527

Furniture, Fixtures & Equipment  
Library Improvement Fund (LIF)

\$ 675,000

**Total**

**\$ 1,996,527**

# Look Ahead

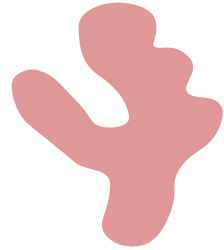


01

## Community Open Engagements

January 20-22

- Envision the future of the Palm Desert Library
- Share the upcoming news about library transition



02

## Task Force Meeting #3

January 21

Potential Topics:

- Share out observational findings
- Discuss future library service strategy
- Design refresh/facilities updates



03

## Bring forward a municipal library ordinance & request LIF appropriation

January 25

## Order furniture, fine-tune design

February

## Approve County Withdrawal and COD Lease agreements

By late February



04

## Design RFP

Mid March

## Creation of a 501(c)(3) foundation for fundraising

upcoming

## Adoption of library policies and governance structure

upcoming





**Thank You!**