Palm Desert Public Library

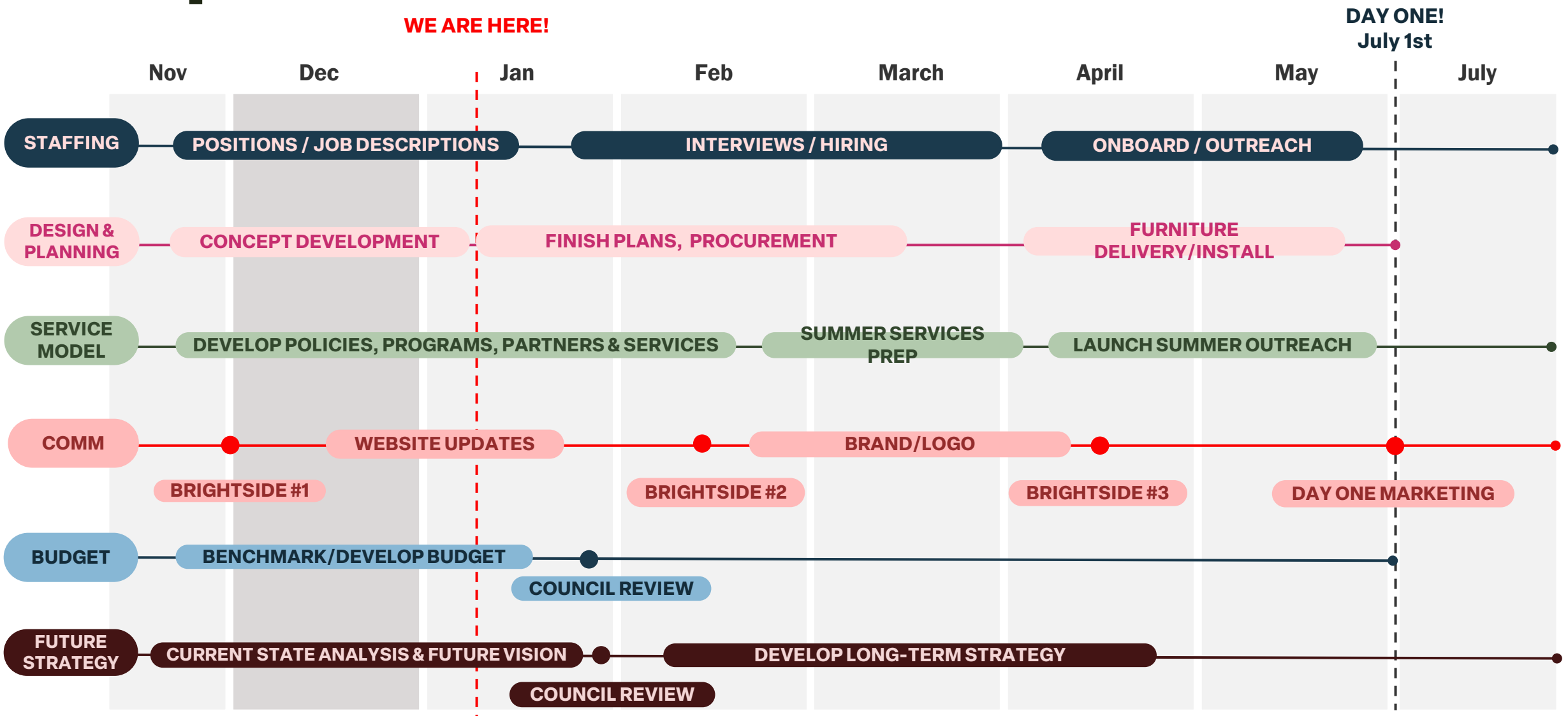
Today's Discussion

1 Timeline & Process

2 Project Updates

TIMELINE & PROJECT UPDATES

Project Timeline



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
TOTAL	**18**

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

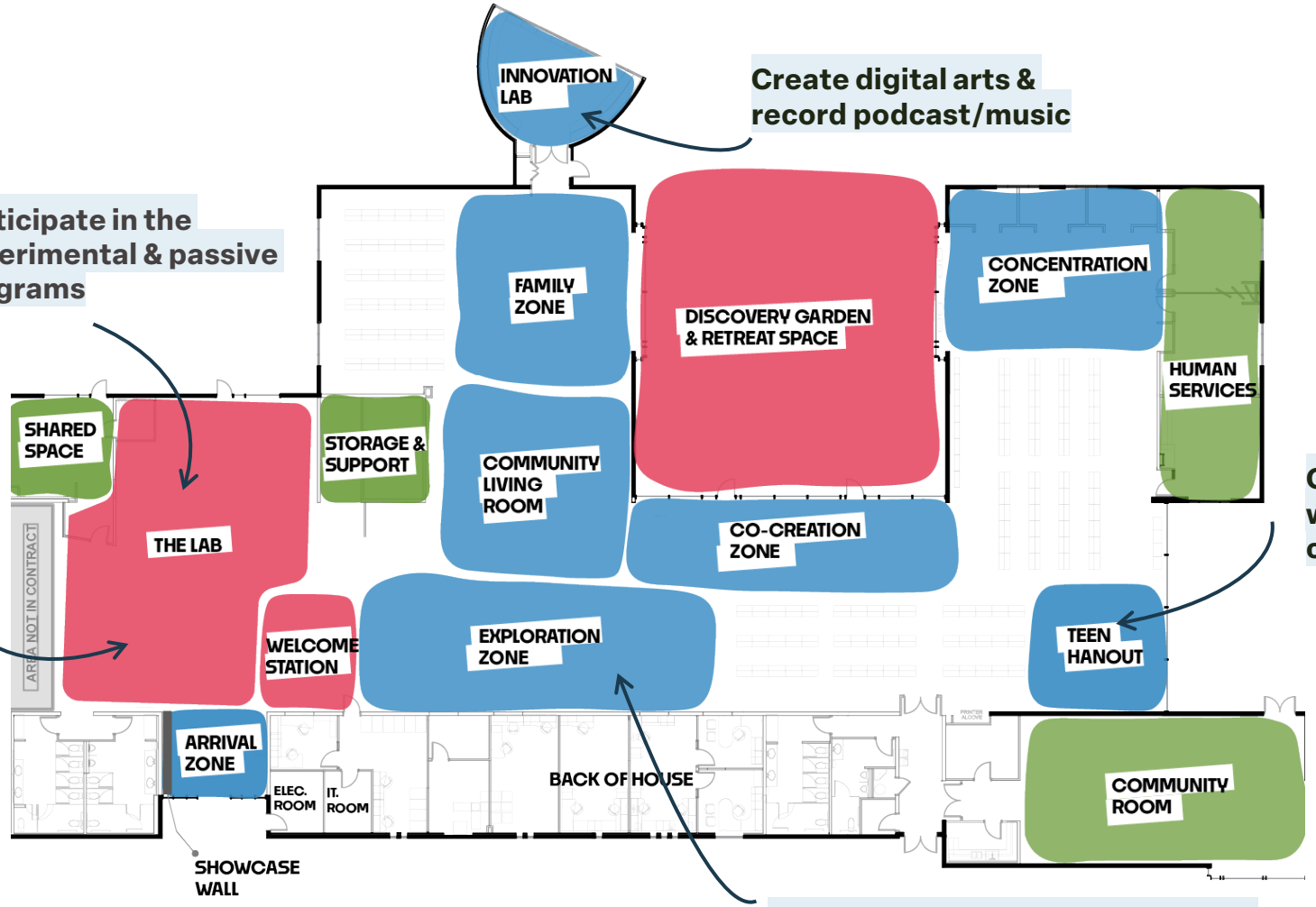
Position (# of FTE)	Director (FTE 1)	Assistant Director (FTE 1)	Comms (FTE 1)	Managers (FTE 2)	Generalist (FTE 13)
Weekly Hours	40	40	40	80	520
Account for Vacation, training hours, etc.	32	32	32	64	416
Account for Back of house/ open & close		16	10	38	337
Account for turnover					267
Hours available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

Design Refresh Concept

High Intervention

Medium Intervention

Low Intervention

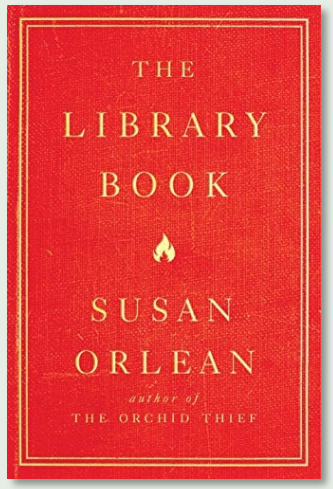


Library Service Transition

Library Outreach Vehicle (LOV)

Launches in May 2024

One Book Community Read

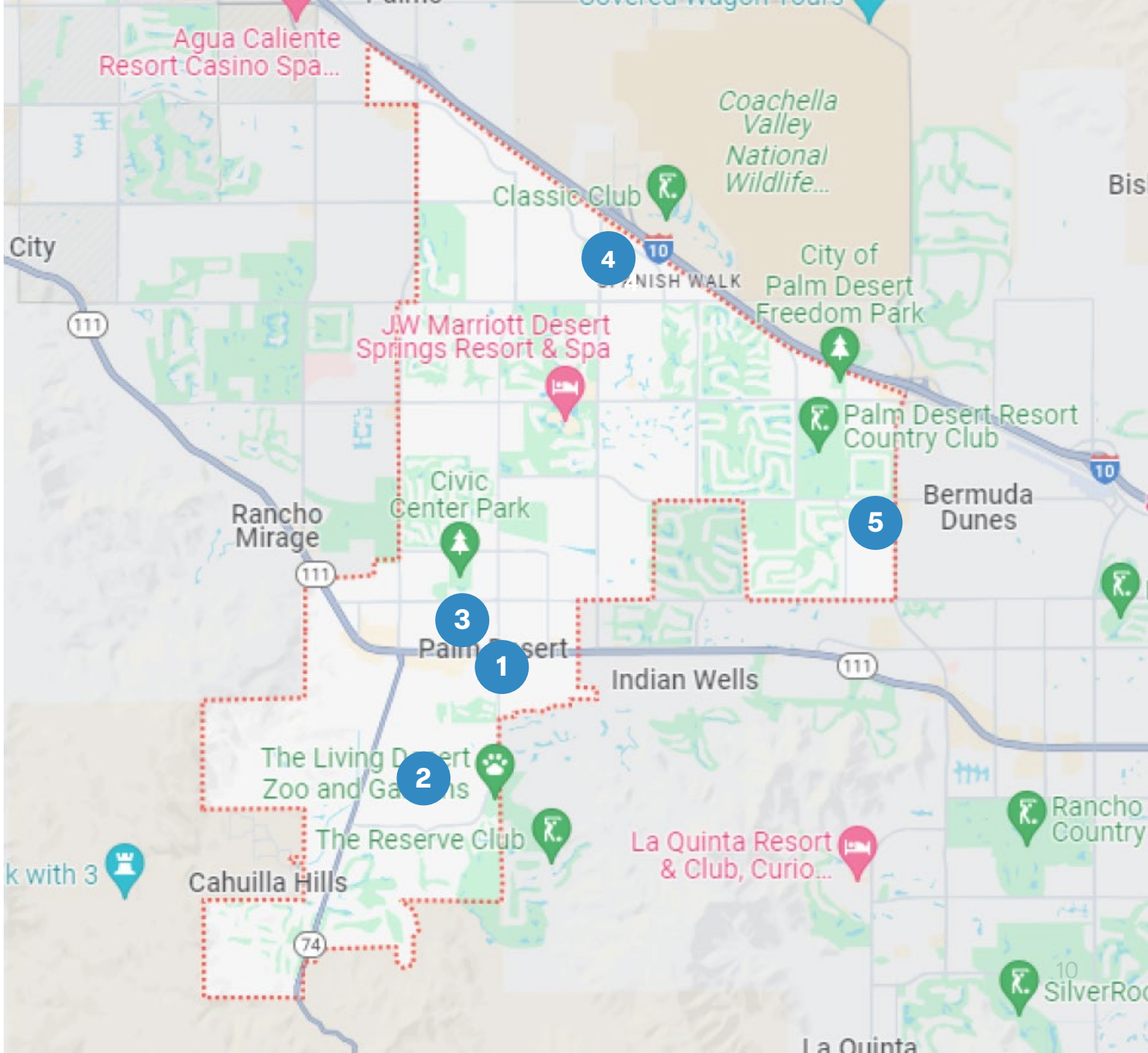


The Library Book by Susan Orlean

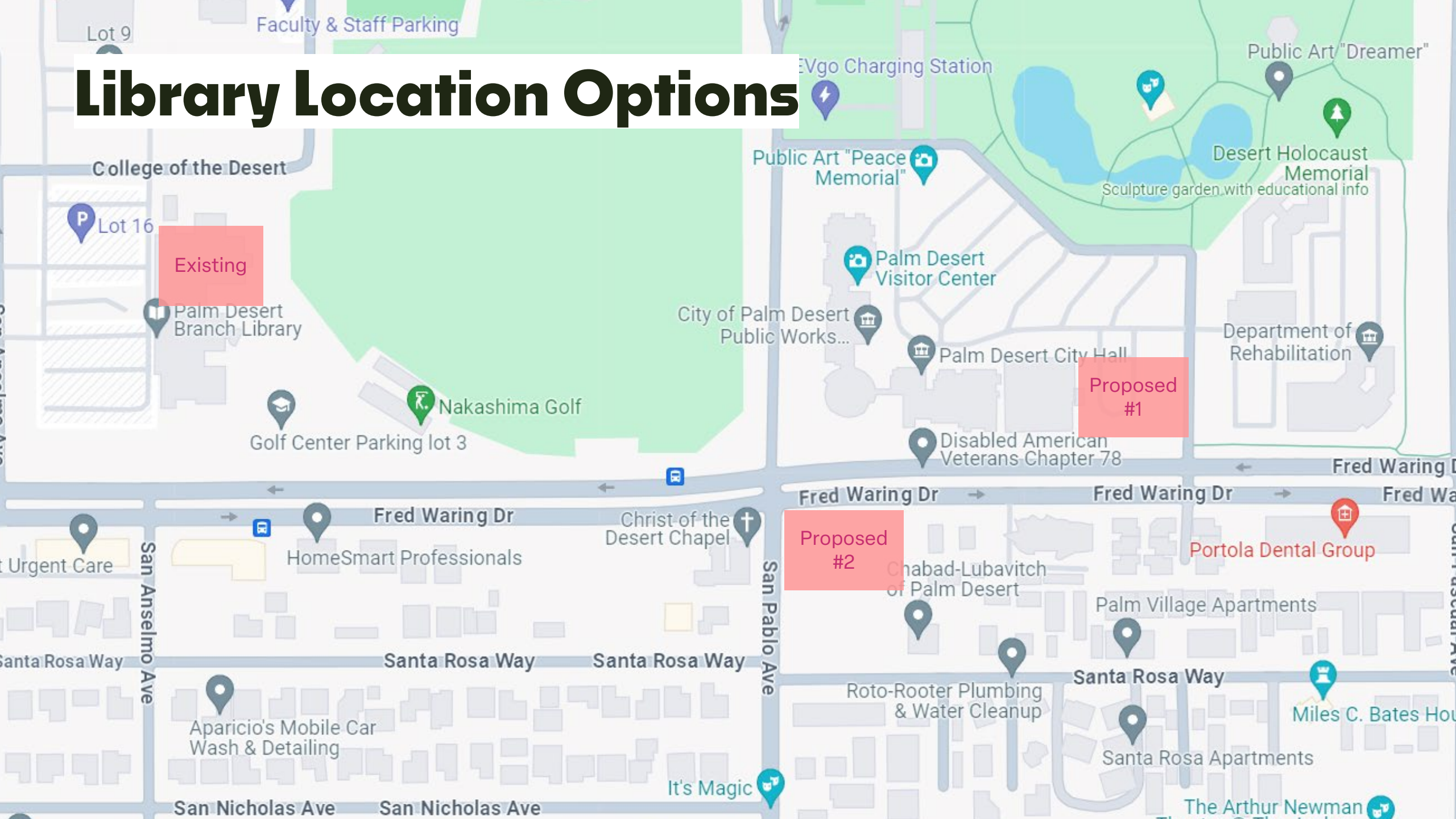
Library Service Transition

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

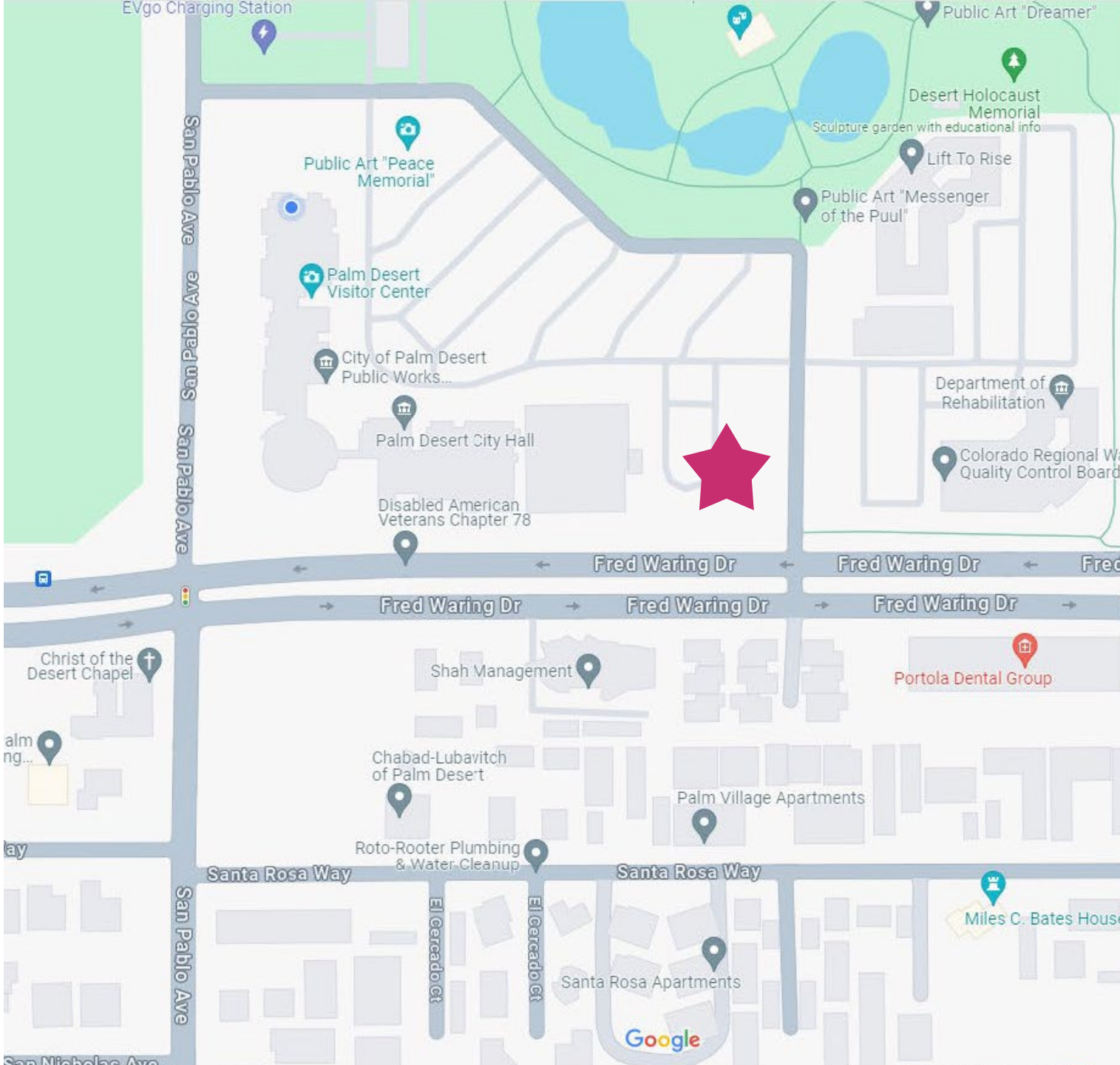


Preferred Location

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**

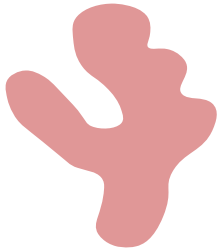
Look Ahead

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!