



AGENDA

Library Board of Trustees
Thursday, December 10, 2015
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: Trustee Elmer Cameron, Trustee Ron Guiles, Trustee Mirek Gorny, Trustee Gary Knight, Trustee Mayra Salazar

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. (Refer to the last page for instructions.)

APPROVAL OF MINUTES

1. Approval of minutes from the Library Board of Trustees Meeting on November 12, 2015.

CURRENT BUSINESS

2. Staff Introduction of Misty Breymeyer
3. Trust Fund Report
4. 1st Quarter Library Statistical Report
5. Update on the Library Expansion Project

OTHER REPORTS

6. Director of Library and Community Services and Deputy City Librarian

ADJOURN

(List of Special Programs and Library Events continue on Page 2)



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SPECIAL PROGRAMS AND LIBRARY EVENTS

Date & Time	Location	Event
November 30 – December 31 Ongoing	Customer Service Desk	<i>Food for Fines</i>
December 12 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Series Presents Courtly Noyse</i>
December 24 3:00 p.m.	All Library Locations	<i>Closed at 3 p.m. for Christmas Eve</i>
December 25 All day	All Library Locations	<i>Closed for Christmas Holiday</i>
December 31 3:00 p.m.	All Library Locations	<i>Closed at 3 p.m. for New Year's Eve</i>
January 9 12:00 p.m.	Turrentine Room	<i>New Year, New You: Travel Adventures with Road Scholar</i>
January 9 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Series Presents Opera Exposed!</i>
January 12 6:00 p.m.	Turrentine Room	<i>2nd Tuesday Book Club</i>



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UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday of the month in the Library Board Room. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	January 14, 2016	2:00 p.m.	Library Board Room
Thursday	February 11, 2016	2:00 p.m.	Library Board Room
Thursday	March 10, 2016	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Division Coordinator. Submit the *Speaker's Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Director of Library and Community Services/staff or scheduled on a subsequent agenda.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the Library Division Coordinator.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.

AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas.aspx>



AGENDA

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- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING:

Any supplemental writings or documents provided to the Library Board of Trustees regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 North Broadway during normal business hours, or in the Library Board Room while the meeting is in session.

Please Turn Off All Cell Phones While The Meeting Is In Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday & Tuesday	10:00 AM – 8:00 PM
Wednesday, Thursday & Friday	10:00 AM – 6:00 PM
Saturday	10:00 AM – 5:00 PM

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Thursday, November 12, 2015, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Gorny called the meeting to order at 2:09 p.m.

Members Present: Elmer Cameron, Mirek Gorny, Ron Guiles

Members Absent: Mayra Salazar, Gary Knight

Staff Present: Cynthia Smith, Deputy City Librarian; Joanna Axelrod, Principal Librarian; Janet Rulien, Minutes Clerk

Others Attendees: Jack Anderson and Kathy Eisler from Escondido Library Foundation

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES: MSC Guiles/Cameron to approve the minutes as written, Vote 3/0.

CURRENT BUSINESS:

Update on the Library Expansion Project

Escondido Library Foundation (ELF) President Jack Anderson introduced himself and Mrs. Kathy Eisler to update the Board on the progress the ELF has made regarding the Library Expansion Project. ELF members, in coordination with members of the Library Expansion Steering Committee, commissioned the production of three informational marketing brochures geared to different segments of the community – potential donors, strategic partners, and Spanish-speakers.

Polling of registered Escondido voters is currently underway to gauge attitudes, awareness, and level of support for a November 2016 ballot measure in favor of funding an expanded Library. Once the results of this poll are reported, City Council will direct the Library Expansion Steering Committee on how to proceed.

President Anderson reported that ELF members have done presentations within the community to raise awareness including speaking with principals from the Escondido Union School District and have lined up volunteers within ELF who plan to speak with other service clubs and community groups. He encouraged Trustees to share the informational brochures with their social networks as well. Trustee Guiles suggested that the San Diego Charitable Foundation might be interested in providing seed money for the expansion or, if this does not fall under the scope of their giving priorities, perhaps individual members, such as Jack Raymond, might serve as donors.

Trustee Guiles commented on the number of positive programs and services the Library offers the community and asked how the Library gets the word out to the general public. Discussion ensued about ways to raise awareness by bringing the community into the Library such as by hosting a Rotary meeting in the Library's Turrentine Room and having a select group of Library

staff make a presentation about the programs and services offered and conduct a tour of the Library.

OTHER REPORTS:

Deputy City Librarian Cynthia Smith reported that Director Loretta McKinney will provide a presentation to City Council regarding the results of Library expansion survey on or around January 13, 2015.

Principal Librarian Joanna Axelrod was introduced and shared her educational and professional background. Trustee Cameron requested that each month a staff member be invited to the Board meeting to introduce themselves and educate the Trustees about their role within the Library.

Deputy City Librarian Smith reported that the Library currently has six open recruitments: Senior Librarians for Youth Services and Technology & Support Services; Digital Services Librarian; Archivist; part-time Library Associate for the Pioneer Room; Librarian II in Adult Services; and a part-time Library Associate in Adult Services. Two Librarian I positions were recently filled by hiring Kristine Macalalad in Youth Services and Monica Barrette in Adult Services.

Veteran's Services has moved to the HSSA building on Mission St. in Escondido.

The Library received additional state funding for Literacy Services which may be used to hire another part-time staff member. An intern from John Paul the Great Catholic University in Escondido will also be joining the Literacy Services team.

The Library's networked public computers are now running at 1gbps of broadband. Principal Librarian Axelrod explained that this is 2000% faster than our previous 50 mbps connection and gave an analogy of how it took 5 seconds to download a photo on our old connection and only 0.005 seconds with our new connection.

Deputy City Librarian Smith encouraged Trustees to bring their youngsters to see Santa at the Children's Holiday Tree Trimming Party December 3, 2015 from 3:30 – 5:00 p.m. and invited them to attend the Staff/Volunteer Holiday Party on December 16, 2015 at noon in the Turrentine Room.

The next Library Board of Trustees meeting is December 10, 2015.

Adjourned: 3:34 p.m.

Respectfully submitted,

Mirek Gorny, Board President

Janet L. Rulien, Minutes Clerk



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: December 10, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Staff Introduction of Misty Breymeyer

Recommendation:

Receive information

Background:

Misty Breymeyer is joining the Escondido Public Library as Division Coordinator. She will share her educational and professional background.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: December 10, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Trust Fund Report

Recommendation:

Receive and discuss the Trust Fund Report attached.

**CITY OF ESCONDIDO
LIBRARY TRUST FUND REPORT
FY 2012-2013
General Overview**

REVENUES 07/01/2015

Beginning Fund Balance	\$311,483
Literacy Designation	<u>\$9,311</u>
Beginning Fund Balance Total	\$320,793

"NEW" Revenues 7/1/2015-9/30/2015

Library Grants	\$0
Reimbursement from Outside Agencies	\$0
Interest	-\$325
Dividends	\$1,308
General Donations	\$4,778
Literacy Program Donations	\$0
Other Revenue/Reimbursements	<u>\$15</u>
Total "New" Revenues	\$5,776

Beginning Fund Balance Total	\$320,793
Total "New" Revenues	<u>\$5,776</u>
Total Beginning Balance & "New" Revenues	\$326,569

PROJECT EXPENDITURES 7/1/2015-9/30/2015

Neihoff Donation	\$0
Special Projects	\$75
Technology	\$0
Literacy Projects	\$0
Books, Supplemental	<u>\$5,156</u>
	\$5,231

Total Beginning Balance & "New" Revenues	\$326,569
Total Expenditures as of 09/30/2015	<u>-\$5,231</u>
Ending Fund Balance 09/30/2015	\$321,338

Literacy Deduction	<u>-\$9,311</u>
TOTAL Ending Fund Balance	<u>\$312,028</u>



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: December 10, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library 1st Quarter 2015 Statistical Report

Recommendation:

Receive and discuss the Library's 1st Quarter 2015 Statistical Report attached.

Escondido Public Library
Fiscal Year Statistical Report

Current Month/Year is:

December ▼

2015-16 ▼

	July 2015	August 2015	September 2015	October 2015	YTD 2015-2016	YTD 2014-2015	Entire Year 2014-2015
STAFF ASSISTED CIRCULATION:	17,512	16,754	15,745	16,588	66,599	117,401	212,817
SELF-CHECK CIRCULATION:	39,448	32,311	31,414	32,384	135,557	204,180	392,308
Total Checkout	56,960	49,065	47,159	48,972	202,156	321,581	605,125

(see note in C1)

NEW LIBRARY CARDS:	616	760	149	213	1,738	4,685	8,645
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DOOR COUNT:	42,982	38,242	38,132	40,978	160,334	243,263	466,581
VIRTUAL DOOR COUNT:	21,872	20,875	19,182	20,001	81,930	99,843	220,185
Total Door Count:	64,854	59,117	57,314	60,979	242,264	343,106	686,766

REFERENCE INTERACTIONS:

Adult:	5,620	5,086	4,905	5,190	20,801	31,740	61,469
Media/Teen:	0	0	0	0	0	0	0
Children:	3,216	2,457	3,041	4,185	12,899	11,901	28,122
Customer Service:	534	682	627	558	2,401	2,801	5,763
Total Reference Interactions:	9,370	8,225	8,573	9,933	36,101	46,442	95,354

INTER-LIBRARY LOANS:

Borrowed:	20	16	17	17	70	118	223
Loaned:	0	0	0	0	0	2	8

COMPUTER USE:

Adult:	4,856	5,058	4,862	5,064	19,840	28,976	55,672
Teen:	300	220	229	248	997	1,948	3,252
Children & Parent	969	863	693	677	3,202	3,982	7,764
Computer Center/Lab	0	0	0	0	0	77	77
Pioneer Room:	13	13	7	7	40	67	91
Escondido Technology Center:	727	930	1,031	1,053	3,741	4,681	9,325
Chromebooks:	296	0	0	0	296	1,539	2,955
Teen Laptops:	0	0	0	0	0	11	11
Total Computer Use:	7,161	7,084	6,822	7,049	28,116	41,281	79,147

LIBRARY TOURS:

Adult	# of tours:	0	0	0	0	0	0
	Attendance:	0	0	0	0	0	0
Teen	# of tours:	0	0	0	1	1	1
	Attendance:	0	0	0	35	4	4
Children's	# of tours:	0	0	3	0	3	45
	Attendance:	0	0	101	0	101	1,285
Literacy	# of tours:						
	Attendance:				0		
Total Tours:		0	0	3	1	4	46
Total Attendance:		0	0	101	35	136	1,289

PROGRAMS:

Adult	# of programs:	3	3	4	5	15	17	43
	Attendance:	113	97	54	143	407	365	1,392
Teen	# of programs:	10	1	6	4	24	26	62
	Attendance:	257	22	123	150	602	291	706
Children's	# of programs:	29	14	35	0	78	109	225
	Attendance:	2,109	565	949	0	3,623	4,905	10,459
Computer Center/Lab	# of programs:	4	5	3	0	12	19	42
	Attendance:	10	14	12	0	36	66	147
Literacy	# of classes/programs:	0	0	0	0	0	280	599
	Attendance:	0	0	0	0	0	3,162	5,607
Total Classes/Programs:		46	23	48	9	129	451	971
Total Attendance:		2,489	698	1,138	293	4,668	8,789	18,311

OUT OF BUILDING VISITS:

Adult	# of visits:	9	14	13	10	46	16	78
	Attendance:	25	32	30	20	107	282	499
Teen	# of visits:	0	0	3	0	3	1	30
	Attendance:	0	0	105	0	105	40	648
Children's	# of visits:	2	1	4	0	7	16	31
	Attendance:	82	65	350	0	497	622	1,141
Total Visits:		11	15	20	10	56	33	139
Total Attendance:		107	97	485	20	709	944	2,288

Escondido Public Library
Fiscal Year Statistical Report

Current Month/Year is:

December ▼

2015-16 ▼

July 2015 August 2015 September 2015 October 2015 YTD 2015-2016 YTD 2014-2015 Entire Year 2014-2015

COMMUNITY ROOM USE:

Board Room	# of uses:	20	0	18	21	59	97	248
	Attendance:	133	0	126	128	387	873	2,058
Turrentine Room	# of uses:	8	9	11	12	40	78	155
	Attendance:	518	573	428	544	2,063	3,148	6,651
	Total Uses:	28	9	29	33	99	175	403
	Total Attendance:	651	573	554	672	2,450	4,021	8,709

VOLUNTEERS:

Total # of volunteers:	243	215	219	225	902	1,299	2,547
Total volunteer hours:	3,509	2,499	2,648	2,682	11,338	15,758	33,024

LITERACY:

Total # of Learner/Tutor Pairs:	38	38	38	37	151	201	380
Total # of New Learners:	3	9	3	1	16	12	15
Total # of Tutors:	52	50	49	53	204	240	490



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: December 10, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Expansion Project Update

Recommendation:

Receive information

Background:

Loretta McKinney, Director of Library and Community Services, will provide an update on progress made thus far to fulfill City Council's direction given on August 19, 2015.