



AGENDA
Library Board of Trustees
Tuesday, August 9, 2016
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: President Mirek Gorny, Trustee Elmer Cameron, Trustee Ron Guiles, 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 July 12, 2016.

CURRENT BUSINESS

2. Staff Introduction: Katy Duperry, Digital Services Librarian
3. Review of City of Escondido Advisory Body Handbook
4. Library Statistical Review
5. Review City of Escondido/Library Fee Inventory
6. Update on Grape Day Park New Library Task Force

OTHER REPORTS

7. Director of Library and Community Services and Assistant Library Director

ADJOURN

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



AGENDA
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Date & Time	Location	Event
August 9 6:00 p.m.	Turrentine Room	<i>2nd Tuesday Book Club: There's Something I Want You to Do</i> by Charles Baxter
August 11 3:30 p.m.	Turrentine Room	<i>Magical Harry Potter Party</i>
August 26-27 6:00 p.m.	Turrentine Room	<i>Adult Summer Reading Challenge: Building Artificial Intelligence</i>
August 27 3:30 p.m.	Turrentine Room	<i>Rincon Literario: Brooklyn</i> by Colm Toibin
September 1-30	Local Businesses	<i>Read Local, Shop Local!</i> Library card holders show EPL cards at local businesses for discounts during Library Card Sign-Up Month
September 5 All Day	All Library Facilities	<i>Closed for Labor Day</i>
September 6 1:00 p.m.	Turrentine Room	<i>Escondido Writers Group</i>
September 7 1:00 p.m.	Turrentine Room	<i>eReaders eXplained</i>

UPCOMING MEETING SCHEDULE

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

Day	Date	Time	Location
Tuesday	September 13, 2016	2:00 p.m.	Library Board Room
Tuesday	October 11, 2016	2:00 p.m.	Library Board Room
Tuesday	November 8, 2016	2:00 p.m.	Library Board Room



AGENDA
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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>
- 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.



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

ESCONDIDO PUBLIC LIBRARY HOURS

Monday & Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday, Thursday & Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Tuesday, July, 12, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Knight called the meeting to order at 2:05 p.m.

Members Present: Trustees Elmer Cameron, Ron Guiles, Gary Knight

Members Absent: Trustees Mirek Gorny, Mayra Salazar

Staff Present: Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; Monica Barrette, Adult Services Librarian

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: June, 14, 2016 meeting.

Motion by Trustee Cameron and seconded by Trustee Guiles to approve the minutes as written. Motion carried unanimously.

Current business

Agenda Item #2: Staff Introduction: Monica Barrette, Adult Services Librarian

The Board of Trustees were introduced to Adult Services Librarian, Monica Barrette, who joined the Library in October 2015. She was previously employed at Orange Public Library for nine years. During that time she pursued her graduate degree and obtained her Master's in Library and Information Science from San Jose State University with honors. Ms. Barrette also holds a Bachelor's degree in English Literature from California State University, Fullerton.

Ms. Barrette is responsible for collection development specializing in the acquisition and maintenance of adult print fiction, audio, and eAudio books. She recently added an additional category to her duties by creating the new and very popular Adult Graphic Novel collection which has a 50% checkout rate. Besides collection development duties, Ms. Barrette has taken the lead on several adult programs, including the *2nd Tuesday Book Club*, *Star Wars - May the Fourth Be with You*, and the upcoming *Harry Potter* celebration. She has played a key role in the Adult Summer Reading Challenge and was instrumental in developing an activity-based log for adults to track their reading achievements. Her current goals are to increase print and electronic adult fiction circulation, and Adult Summer Reading participation.

Agenda Item #3: Update on Grape Day Park New Library Task Force

Director McKinney noted that this agenda item's background statement should be corrected to reference City Council's direction to study the feasibility of a new library located at the corner of Woodward Avenue and Escondido Boulevard, rather than Washington Avenue and Escondido Boulevard.

She summarized City Manager Graham Mitchell's focus group meetings with local teen and college students as being successful and insightful sharing similar themes of wanting more books and better wireless access. These meetings were followed by a meeting with the Library Support Group Steering Committee on June 23, 2016.

The Grape Day Park Task Force has continued to meet bi-weekly. Task Force members include Graham Mitchell, City Manager; Jay Petrek, Assistant City Manager; Julie Procopio, Assistant Director of Public Works and Engineering; Ira Morgan, Superintendent of Building Maintenance; Loretta McKinney, Director of Library and Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; and Janet Rulien; Administrative Coordinator for Library and Community Services.

Trustee Cameron inquired about the status of a public/private partnership possibility for the existing Library site. Director McKinney responded that all ideas are being considered but there is no commitment at this point. Trustee Guiles, inquired about the level of expertise available to consider building costs and the projected size for a new building. Director McKinney stated that the costs are estimates from data gathered from the Library's consultant architect and costs for similar projects. Depending on the project, location, timing, and economy, the cost can range from \$350-600 per square foot. \$500 per square foot is a working number in use as it takes into account FFE (Furnishings, Fixtures, and Equipment). A size range from 70,000 – 75,000 square feet is a working number for a more ideal sized Library, although the final determination will be made by the Escondido City Council.

The Grape Day Park New Library Task Force is considering the impact of costs associated with parking, traffic, previous buildings at the site, geo-technical, and environmental issues.

Trustee Cameron stated that people want to be proud of the Library facility. Trustee Knight stated that the Library Trustees play a role to help educate the community on the needs and value of such a facility. Several community leaders have stated that they feel the new Library should be a destination and focus of the center of the City. They want future generations to feel proud of their Escondido roots and come back to our community with that sense of pride.

The Trustees discussed the possibility of sharing the new facility with a vocational school in addition to the library functions. Director McKinney stated that one of the goals of the Task Force is to help identify priorities for a new building. Community feedback

indicates the high need for separate study rooms, an auditorium, flexible meeting spaces, a sense of fluidity between indoor and outdoor environments, infrastructure to support technology, and a café. People want printed books in their Library. If a school or business were to be included in the new facility, steps would need to be taken to ensure community priorities are met and the needs of the secondary facility considered as well.

Director McKinney reported that the Task Force will continue to meet for the next month or so and will prepare a staff report for presentation to City Council members. The report will present options and seek direction related to the location of study, including geo-technical, building size, cost, and possible methods of financing.

Director McKinney thanked the Board of Trustees for their support and interest in this project.

Agenda Item #4 Review of City of Escondido Advisory Body Handbook

Due to absences, Director McKinney suggested that this agenda item be tabled until next month or for a future meeting when all members on the Library Board of Trustees can be present to participate in the review.

Motion by Trustee Cameron and seconded by Trustee Guiles to table the review of the Escondido Advisory Body Handbook. Motion carried unanimously.

Agenda Item #5 Graphics Printer

Principal Librarian Axelrod reviewed the request to utilize funds from the Trust Fund Technology budget, not to exceed \$3,700, to purchase a new printer for the Library's graphic design production. This is a special printer, critical to help publicize programs and marketing. The new printer is needed to replace a printer that is no longer functional.

Trustee Knight offered that the San Diego Futures Foundation may be able to donate a printer that meets the stated specifications and could be provided free of charge. Trustee Knight will check availability and reply directly to Library Administration.

Motion by Trustee Guiles and seconded by Trustee Cameron to approve the use of the Trust Fund Technology budget, not to exceed \$3,700 in the event a donation cannot be obtained. Motion carried unanimously.

Agenda Item #6 Other Reports

Trustee Cameron requested that Director McKinney engage in discussion with absent board members to make sure the Board meeting times do not pose a scheduling problem. Assistant Library Director Smith noted that she has begun using the Outlook calendar meeting invite system. The Outlook calendar allows Trustees to reply directly

to Assistant Library Director Smith, noting if the meeting invitation is accepted, declined, or if attendance is tentative.

Director McKinney reported that the 2016-17 Fiscal Year has started. As a result of cuts to the Library's budget, five part-time employees were laid off effective June 30, 2015. The Escondido Technology Center (ETC) is no longer open to the public; however, a new, stronger Wi-Fi system is being installed at the East Valley Community Center and Chromebooks will be provided for public use. Seating has been set up to facilitate Wi-Fi use. The ETC may be leased to an agency who would like to operate the center.

Michelle Peralta has been promoted to fill the vacant Archivist position. Ms. Peralta holds a Master's degree in History and is currently enrolled in the MLIS program at San Jose State University, specializing in archives. The Archive Assistant position is now vacant. Both the Archivist and Archivist Assistant positions are part-time and now included in the Library's Annual Operating Budget, allowing Ryan Trust funds to be saved for later use.

Adjourned: Trustee Gorny adjourned meeting at 3:22 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: June 14, 2016

TO: Library Board of Trustees
FROM: Cynthia Smith, Assistant Library Director
SUBJECT: Staff Introduction: Katy Duperry, Digital Services Librarian

Recommendation:

Receive information

Background:

Katy Duperry serves as Escondido Public Library's Digital Services Librarian. She will share her educational and professional background as well as provide an introduction to her roles and responsibilities within Technology & Support Services.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: August 9, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Review of City of Escondido Advisory Body Handbook

Recommendation:

Receive and file

Background:

Library Director McKinney will review the City of Escondido *Advisory Body Handbook: A Guide to City Boards and Commissions* to highlight important information all Trustees should know.

NOTE: It is requested that the Trustees bring their Handbooks to this meeting.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: August 9, 2016

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

Recommendation:

Receive and discuss the Library's Statistical Report for Calendar Year 2016, through June 30, 2016 (attached).

CY 2016

Note: values in italics are averages not totals

1- Includes checkouts and renewals, in person and online. Does not include e-materials.

2- Total Circulation includes e-materials

3- Major deletion of inactive patrons in April 2016.

4- Sessions on public website and Encore catalog. Addition of Encore sessions began in 2015-16.

5-5- Addition of public use of wireless network with their own devices.

6-Pioneer Room research interactions initiated January 2016

Escondido Public Library Statistical Report

CY 2016

CY2016 YTD vs CY2015 YTD	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	2016 CYTD	Jun-15	2015 CYTD	2015 CY
Library Programs										
Adult Programs	6	6	4	4	5	4	29	3	26	48
Attendance	345	257	193	135	146	64	1,140	34	1,027	1,693
Childrens Programs	17	18	12	20	13	17	97	23	116	257
Attendance	480	1,158	460	882	427	2,048	5,455	1,487	5,554	11,345
Teen Programs	5	4	7	4	0	4	24	5	36	62
Attendance	73	91	110	70	0	54	398	90	415	1,046
Literacy Programs	1	2	2	1	3	3	12	5	26	
Attendance	8	62	135	5	115	27	352	135	303	
Total Programs	28	28	23	28	18	25	150	31	178	367
Total Attendance	898	1,506	763	1,087	573	2,166	6,993	1,611	6,996	14,084
Library Tours										
Childrens Tours	8	2	1	6	9	2	28	9	26	36
Attendance	197	45	17	164	238	45	706	279	850	1,152
Library Outreach										
Childrens Visits	1	0	2	3	7	0	13	2	15	29
Attendance	12	0	220	62	288	0	582	70	519	1,716
Teen Visits	0	0	0	0	2	0	2	0	29	32
Attendance	0	0	0	0	55	0	55	0	608	713
Total Tours	1	0	2	3	9	0	15	2	44	61
Total Attendance	12	0	220	62	343	0	637	70	1,127	2,429
Literacy Instruction										
Tutoring Classes	24	60	34	48	39	4	209	4	295	409
Attendance	162	241	180	202	142	14	941	12	2,437	3,276
Total Learners	98	101	103	103	93	41	90			115
Learner/Tutor Pairs	37	38	38	40	32	31	36	34	30	34
Instructional Hours-Classes	243	362	271	301	212	14	1,403	0	1,392	2,660
Instructional Hours-Tutoring	289	289	392	432	432	279	2,113	410	1,960	4,062
Literacy Volunteers	66	72	78	66	59	60	67	53	53	56
Room Use by Community										
Turrentine Reservations	12	11	10	8	12	9	62	17	77	145
Attendance	765	715	458	368	578	465	3,349	866	3,503	6,858
Volunteers										
Total Volunteers	230	236	234	216	155	156	205	205	208	215
Total Volunteer Hours	2,398	2,531	2,599	2,549	1,710	1,920	13,707	2,774	17,266	33,074



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: August 9, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Review City of Escondido/Library Fee Inventory

Recommendation:

Review proposed changes to Escondido Public Library's Fee Inventory.

Background:

The City of Escondido's Fee Inventory schedule is reviewed annually by each department to ensure that all fees charged to the public are up-to-date, comprehensive, and cover the costs of providing associated services.

As part of this annual process, Library Administration has conducted a comprehensive review of Library fees and the proposed changes are contained in the attached schedule. This schedule is provided to the Library Board of Trustees for informational purposes and discussion. The changes proposed by all City departments will be reviewed and approved by City Council this fall. The newly updated Fee Inventory will become effective as soon as it is adopted by City Council.

Library Fees previously approved by City Council for overdue fines and media checkout fees remain unchanged. The fee review presents an opportunity to delete obsolete information, include items previously not included, and align the Turrentine Room rental with the established Community Services Division's Facility Reservation fee schedule. This measure is proposed to provide consistency with community room rental policy for facilities throughout the City.

Department**Fee Description****Fee/Unit Basis**

Existing Fees appear in black / Changes appear in red

Library	Audio Book Checkout	\$0.50 / 3 weeks
Library	Badly Damaged Video / CD / DVD / AC Audio Book / Software	Variable
Library	Compact Disc (CD) / Software Checkout Fee	\$0.25 / 3 weeks
Library	Copies - Color	\$0.75 / per page
Library	Ear Bud Headphones	\$3.00 / each
Library	Fax - 1 st Page	\$1.75 / per page
Library	Fax - Additional Pages	\$1.00 / per page
Library	Interlibrary Loan	\$2.00 / request
Library	Lost Book	List price or \$30 if out-of-print
Library	Lost Magazine / Paperback Book	List replacement cost
Library	Lost Video / DVD / CD / AC Audio Book	List Price
Library	Lost/Damaged Items Processing Fee	\$5.00 / per item
Library	Media Checkout / DVD / Video Games	\$0.50 / 1 week
Library	Media Checkout/ CD	\$0.25 / 3 weeks
Library	Overdue Book / Adult	\$0.25 / day, excl. Sunday
Library	Overdue Book / Youth	\$0.10 / day, excl. Sunday
Library	Overdue Media / DVD / Video Games / Playaways	\$0.50 / day
Library	Pioneer Room Research (Obituaries, Cemeteries, etc)	20 minutes free, then \$20 / hour
Library	Pioneer Room-Photo or document preservation	\$25 / hour + materials
Library	Replace Lost Library Card / Adult	\$2.50 / per card, \$1.00 / per card for children under 18
Library	Replace Lost Library Card / Youth (under 18 years old)	\$1.00 / per card
Library	Reusable Library Tote Bag	\$2.00 / each
Library	Room Rental - Refund Fee	25% / total rental cost excluding room deposit
Library	Room Rental - Cleaning/Damage Deposit	\$250.00 / flat Rate
Library	Room Rental - Staff Fee	\$25.00 / per hour
Library	Turrentine Room - Kitchen	\$20.00 / flat rate
Library	Turrentine Room - Laptop Use	\$10.00 / flat rate
Library	Turrentine Room - P.A. System Use	\$10.00 / flat rate
Library	Turrentine Room - Piano Use	\$20.00 / flat rate
Library	Turrentine Room - Portable TV/DVD Use	\$10.00 / flat rate
Library	Turrentine Room - Projector Use	\$10.00 / flat rate
Library	Turrentine Room - Rental Fee / Commercial Groups / Class E	\$150 / hour \$90.00/ per hour
Library	Turrentine Room - Rental Fee / Non-Profit / Class C	\$15 / hour \$40.00/ per hour

Updated as of: July 1, 2016

City of Escondido Fee Inventory
Fiscal Year 2016-17

Library	Turrentine Room - Rental Fee	\$25 / per hour
Library	Recitals / Class B	\$75.00 / per hour
Library	Turrentine Room - Rental Fee/ Class D	
	USB Flash Drive	\$5.00 each

CLASSIFICATION OF USERS

Any group utilizing City of Escondido facilities and parks will be classified in one of the following categories for the purpose of determining fees. With the exception of City uses, which have first priority, all other applications are considered on a first-come, first-served basis for available space.

Class A – City of Escondido

Events and meetings organized and conducted by the City of Escondido, or events and meetings co-sponsored by the City of Escondido. The request must originate from the sponsoring City department and a minimum of one City employee must attend co-sponsored meetings. No fee is associated with Class A events regardless of facility location.

Class B – Resident Youth and Senior Organizations

These are locally organized non-profit (must be able to show proof of 501(c)(3) status) groups whose membership is comprised of at least seventy-five percent Escondido residents under the age of 17 years or over the age of 50 years.

Examples: *Recognized Escondido-based youth sports organizations, Boy Scouts and Girls Scouts based in Escondido, Senior Anglers, etc.

*In order for an organization to be recognized as a resident youth serving organization, they must meet specific guidelines and submit all requested information. Call the Community Services Department for more information regarding this process.

Class C – Resident Not-for-Profit Organizations and other Governmental Agencies

These are Escondido based not-for-profit organizations (must be able to show proof of 501(c)(3) status) whose membership is comprised of at least seventy-five percent Escondido residents, and other governmental agencies.

Examples: Escondido Kiwanis Club, Escondido school districts, board of directors/coaches/parent meetings held by Escondido-based youth sports organizations, Escondido private schools, Escondido homeowner associations, and the County of San Diego.

Class D – Private and Non-Resident Organizations

These are private parties and non-Escondido based not-for-profit organizations.

Examples: Private parties include, but are not limited to, weddings, birthdays, memorial services, family gatherings, etc.; Vista Boys and Girls Club, San Marcos Kiwanis Club, non-Escondido based schools and school districts.

Class E – Commercial

These are commercial groups, businesses, or users affiliated with commercial industries.

Examples: Profit-making organizations, seminars, trade shows, film companies, network marketing distributors, franchisees, etc.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 6
Date: August 9, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Grape Day Park New Library Taskforce Update

Recommendation:

Receive information and file.

Background:

On March 23, 2016, City Council directed staff to study the feasibility of a new Library within Grape Day Park, at the corner of Escondido Boulevard and Woodward Avenue. Director McKinney will provide an update on the Grape Day Park New Library Task Force progress.