Escondido Public Library Board of Trustees
AGENDA
Library Board of Trustees Meeting
Thursday, May 8, 2014
2:00 p.m.
Library Board Room

1. **CALL TO ORDER**

2. **ORAL COMMUNICATIONS:** In addition to speaking during particular agenda items, the public may address the Library Board of Trustees on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the Library Board of Trustees. 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. (Please refer to the back page of the agenda for instructions.) Speakers are limited to only one opportunity to address the Board under Oral Communications.

3. **APPROVAL OF MINUTES:** April 10, 2014 Library Board of Trustees Meeting.

4. **BOARD ADMINISTRATIVE ANNOUNCEMENTS/NEWS**.

5. **PROJECT UPDATES**.

6. **REPORTS FROM AUXILIARY SUPPORT GROUPS:**

   The Friends of the Library Board of Directors has named a new Book Shop Coordinator. A smooth transition is expected as the new coordinator gets acclimated. The Friends Book Shop has a well-established volunteer base to carry on operations.

   The Friends of Literacy Services will attend the Escondido Street Faire on May 18, 2014 with Literacy and Youth Services staff.

7. **SIGNIFICANT UPCOMING EVENTS**

Date & Time	Location	Event
May 10 3:00 PM	Library – Turrentine Room	2nd Saturday Concert Series Presents the San Diego Chorus
May 18 10:00 AM- 4:00 PM	Downtown Escondido	Escondido Street Faire Library Booths (Bookmobile @ Orange & Grand; Library Booth @ Kalmia & Grand)
May 26	Library – All Locations	Closed in Observance Memorial Day Holiday
May 28 10:00 AM -2:00 PM	Library – Turrentine Room	Job Fair
June 12	Escondido Lexus	Annual Literacy Learner Awards & Recognition Reception

Escondido Public Library Board of Trustees
AGENDA
Library Board of Trustees Meeting
Thursday, May 8, 2014
2:00 p.m.
Library Board Room

8. **CURRENT BUSINESS**

    a. Library Support Group Workshop Update

    b. Library Coffee Cart RFP Status

    c. Integrated Library System Software Conversion Project

    d. Library Statistics

9. **CITY STAFF COMMUNICATIONS**

    a. Director of Library & Community Services

    a. Deputy City Librarian

10. **CUSTOMER SERVICE COMMENTS:** To be distributed at the meeting.

11. **ADJOURN UNTIL** June 12, 2014

12. **UPCOMING MEETING SCHEDULE.** The Library Board of Trustees Meetings are scheduled the second Thursday of the month at 2:00 PM in the Library Board Room.

Day	Date	Time	Location
Thursday	June 12, 2014	2:00 p.m.	Library Board Room
Thursday	July 10, 2014	2:00 p.m.	Library Board Room
Thursday	August 14, 2014	2:00 p.m.	Library Board Room

TO ADDRESS THE BOARD: The public may address the Library Board of Trustees on any agenda item. Please complete a Speaker's form and give it to the Library Division Coordinator. Submission of Speaker forms prior to the discussion of an item is highly encouraged. Comments are generally limited to 3 minutes.

If you wish to speak concerning an item not on the agenda, you may do so under "Oral Communications." Please complete a Speaker's form as noted above. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

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

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

Escondido Public Library Board of Trustees
AGENDA
Library Board of Trustees Meeting
Thursday, May 8, 2014
2:00 p.m.
Library Board Room

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.
- At the Library Board of Trustees Meeting. (Please see the Library Division Coordinator.)

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.

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

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

Escondido Public Library Board of Trustees
MINUTES
Thursday, April 10, 2014, 2:00 p.m.
Library Board Room

CALL TO ORDER: Trustee Knight called the meeting to order at 2:10 pm.

Members Present: Elmer Cameron, Gary Knight, Mirek Gorny, James Lund

Members Absent: Virginia Loh-Hagan

Staff Present: Loretta McKinney, Director of Library & Community Services, Janet Rulien,
                             Board Secretary

Others Present: Diane Halverson, Escondido City Clerk

Diane Halverson, City Clerk, administered the Oath for the new and returning Board members James Lund and Mirek Gorny.

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES FROM: MSC Cameron/Gorny to approve the minutes of February 13, 2014 and March 20, 2014 as written, Vote 4/0.

BOARD ADMINISTRATIVE ANNOUNCEMENT/NEWS: The individual board members introduced themselves to Mr. Lund and gave him brief background information. Mr. Lund shared his background information as well.

PROJECT UPDATES: A glass partition was installed in the hallway between the Turrentine Room and Administration area. The door provides a measure of security and can be accessed by using a key or card reader for entry during business hours

Trustee Knight requested an update on the coffee cart. The Request for Proposals for the coffee cart is in its final draft stage. As a next step, the RFP will be reviewed by both City Purchasing and the City Attorney's office. The RFP will then be brought to the Board for final approval (in May or June) and hopefully put out the bid in June. A new vendor should be on board in late August, at the earliest. McKinney went over the upcoming events.

CURRENT BUSINESS:

Library Support Group Workshops: McKinney went over the homework assignment from the Support Group Workshop which was held on March 20, 2014. The Board developed its top ten priorities for the future of the expanded Library.

Statistics: The Board reviewed the statistical report and discussed various activities.

City Communications: McKinney reported the Governor appointed a new State Librarian, Greg Lucas, who is a journalist by profession. He will be backing the broadband access initiative because the recent survey showed that there is a large group of libraries lacking broadband, and pending legislation creates

_4_

standards throughout California for public libraries. Gary Knight will send a letter of support for the broadband initiative on behalf of the Board. **MSC Cameron/Lund for Gary Knight, representing the Library Board of Trustees, to send a letter in favor of this initiative on behalf of the Board, Vote 4/0.**

McKinney also noted that on Wednesday April 23, 2014, a hearing will be held in the California State Legislature on SB-1455, the Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2016. MSC Lund/Gorny for Gary Knight, representing the Library Board of Trustees, to send a letter to in favor of this needs assessment, Vote 4/0.

Adjourned: 4:10 p.m.

Respectfully submitted,

Gary Knight, President & Acting Secretary

/jr

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 8a

Library Support Groups Workshop Update

Recommendation:

Receive an update on the status of the Library Support Group Workshop and reschedule a Special Meeting to hold the next Workshop.

Background:

The second Library Support Group Workshop, scheduled as a Special Meeting of the Board on April 24, 2014, was canceled because of illness. Camille Primm, meeting facilitator, is well now and the proposed rescheduled date is Thursday, May 29, 2014 from 10:30 AM – 12:30 PM in the Turrentine Room. If this date is agreeable to the Board, the next Workshop agenda will be announced publically as a Special Meeting in compliance with the Brown Act.

Each Board President was tasked to meet with his or her group before the next Workshop and create a "Top 10 List of Ideas" which will form the basis for a Support Group Action Plan. Library Administration will submit the various lists that have been generated to Ms. Primm for her use in planning the next Workshop.

LIBRARY BOARD OF TRUSTEES MEETING   **Agenda Item No. 8b**

Library Coffee Cart RFP Status

Receive an update on the status of the Library Coffee Cart Request for Proposal (RFP) project.

Background:

The draft of the Library Coffee Cart RFP, which includes an *Occupancy License Agreement,* was reviewed by the City's Procurement Officer and suggested changes have been incorporated. The drafts are currently in the City Attorney's Office for final review. It is anticipated that the review will be completed soon and the final documents will be included in next month's Library Board of Trustees' Agenda packet. The RFP will be issued once the Board of Trustees' review is complete and approved.

Library Administration has been developing a bidders' list of potential vendors. The list is comprised of individual parties and current local coffee cart vendors who have an expressed an interest in establishing a coffee cart business at the Library. Those listed will be notified when the RFP is issued. The RFP will be posted on the Library's website and publicized locally so that those on the bidders' list and any interested party can be informed.

As part of the RFP process, Library Administration will conduct an information session and site visit for proposal respondents under consideration. These steps are being taken to ensure the terms and conditions for operating the coffee cart are clear for all parties involved.

LIBRARY BOARD OF TRUSTEES MEETING   **Agenda Item No. 8c**

Integrated Library System Software Conversion Project

Receive information on the Integrated Library System Software Conversion Project.

Background:

The Integrated Library System (ILS) is a sophisticated software system comprised of the Library's catalog of holdings and patron database. The ILS database is the Library's technology backbone which manages Library transactions for circulation, patron accounts, cataloging, reference searching, holdings, acquisitions, collection and activity reports, and resource planning. Escondido Public Library's current system was installed in 2002 and is in the process of being upgraded.

Library staff has worked diligently on the ILS project for the past two years. They conducted research to identify a cost-effective state-of-the art system to fit our needs, issued a request for proposals, and conducted vendor selection. For the past several months, Library Administration has been deeply involved in the contract approval cycle. Once the contract was approved, the project went into high gear. The Library's ILS Project Management Team (PMT) has been working on putting software conversion, training and implementation plans into action for the past three months.

The new ILS system, *Sierra,* by innovative Interfaces, Inc., is scheduled to "go live" on June 18, 2014. The ILS PMT has been working steadily behind the scenes, ensuring that data extraction, migration, mapping, and profiling is complete. The first of four training sessions was conducted April 30 – May 1. The second session will take place in mid-May and the third session will take place the first week in June. The fourth training session will take place post-implementation. A train-the-trainer approach will be utilized in preparation for the "go live" date. Library staff training will be our highest priority so that they can deliver the same high quality customer service using the new system.

The Library's PMT and implementation team members are doing a superb job of keeping all tasks on track during this compressed schedule. We also recognize the public's need to use the system with ease. Every effort will be made to inform the public that a new software program will be introduced and assist them as they adapt.

The *Sierra* and *Encore* Discovery systems are intuitive and the public's transition should be fairly straightforward. The new ILS system offers advanced and modern technology that will benefit both the public and staff.

Library Board of Trustees
Meeting Agenda
May 8, 2014

LIBRARY BOARD OF TRUSTEES MEETING   **Agenda Item No. 8d**

<u>**Library Statistics**</u>

Receive the monthly Library Statistics Report.

<u>**Background**</u>

The monthly statistics report now includes information on the Literacy Service's program. This program provides reading and writing improvement for adult learners through one-on-one tutoring by volunteers. The program also includes a *Families for Literacy* (FFL) component supported by the California State Library and a Career Readiness initiative supported by Community Development Block Grant (CDBG) funding. Literacy Service programs are mainly comprised of one-on-one tutoring sessions and courses for Literacy learners. Literacy courses are conducted from September through May. There is also a special summer session.

ESCONDIDO PUBLIC LIBRARY
Combined Statistical Report
March 2014

	Mar 2014	Year to Date 13/14	Year to Date 12/13	YTD %
I. USAGE				

A. Circulation
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Library	55,445	485,811	507,937	-4.36%

B. Inter-Library Loan
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Borrowed	18	146	182	-19.78%
Loaned	6	36	40	-10.00%

C. New Borrowers Registered
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
C. New Borrowers Registered	650	5,954	6,597	-9.75%

D. Library Door Count
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Library	42,402	373,737	369,478	1.15%
Pioneer Room	97	1,042	1,207	-13.67%
Computer Center/Lab	32	227	264	-14.02%
TOTAL	42,531	375,006	370,949	1.09%

	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Virtual Library	17,050	192,383	195,841	-1.77%
GRAND TOTAL	59,581	567,389	566,790	0.11%

E. Reference Questions
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Library	7,984	64,814	69,001	-6.07%
Pioneer Room	908	7,647	9,442	-19.01%
TOTAL	8,892	72,461	78,443	-7.63%

F. Computer Users
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Library	6,480	59,496	57,434	
Pioneer Room	3	68	88	
Computer Center/Lab	20	134	155	
Escondido Technology Center	692	6,288	691	
TOTAL	7,195	65,986	58,368	13.05%

G. Virtual Library Use
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Website	45,071	423,211	405,393	
Databases	492	4,902	5,895	
Brainfuse	114	1,797	3,022	
Questionpoint	5	42	65	
TOTAL	45,682	429,952	414,375	3.76%

H. Programs/Classes (Number of)
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Library	29	269	350	
Pioneer Room	0	5	5	
Computer Center/Lab	5	34	32	
TOTAL	34	308	387	-20.41%

I. Programs/Classes (Attendance of)
	Mar 2014	YTD 13/14	YTD 12/13	YTD %
Library	1,124	8,910	6,606	
Pioneer Room	0	214	63	
Computer Center/Lab	20	135	156	
TOTAL	1,144	9,259	6,825	35.66%

	Mar 2014	Year to Date 13/14	Year to Date 12/13	YTD %

II. RESOURCES

A. Collection

	Mar 2014	Year to Date 13/14	Year to Date 12/13	YTD %
Library			210,752	220,336	
Pioneer Room			31,685	31,646	
TOTAL			242,437	251,982	-3.79%

B. Volunteers (numbers of)

	Mar 2014	Year to Date 13/14	Year to Date 12/13	YTD %
Library	100	903	947	
Friends Bookstore	50	445	392	
Pioneer Room	16	127	92	
Literacy	94	618	611	
Computer Center/Lab	3	28	38	
Escondido Technology Center	0	0	7	
TOTAL	263	2,121	2,080	1.97%

C. Volunteer Hours Donated

	Mar 2014	Year to Date 13/14	Year to Date 12/13	YTD %
Library	1,503	13,037	14,294	
Friends Bookstore	713	6,792	6,542	
Pioneer Room	246	1,845	2,211	
Literacy	883	6,175	6,430	
Computer Center/Lab	33	234	334	
Escondido Technology Center	0	0	129	
TOTAL	3,378	28,083	29,811	-5.80%