



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, August 8, 2013

2:00 p.m.

Library Board Room

1. CALL TO ORDER.

- 2. WRITTEN/ORAL COMMUNICATIONS:** At this time, the public may comment on items not appearing on the agenda. State law prohibits the Board from discussing or taking action on such items, but the matter may be referred to the staff or scheduled on a subsequent agenda.

- 3. APPROVAL OF MINUTES FROM June 13, 2013 MEETING:** Attached.

- 4. BOARD ADMINISTRATIVE ANNOUNCEMENTS:** The Library Board Meeting scheduled on July 11, 2013 was canceled. As required, public notice of the cancelation was issued.

- 5. PROJECT UPDATES:** None.

- 6. BOARD NEWS/ISSUES:** None.

- 7. REPORTS FROM AUXILIARY GROUPS:** The Friends of the Library, Friends of Literacy Services, and the Pioneer Room Friends did not hold board meetings last month (July 2013). Board meetings for the three support groups will resume as regularly scheduled in August.

The Friends of the Library Board opted to simplify their workflow by processing and limiting donations for in-house storage rather than pursue storing inventory at an offsite location provided by the City. The Pioneer Room Friends will discuss participation in the City's 125th Anniversary Celebration at their August Board meeting. The celebration presents an opportunity to sell their 2014 calendar and gather stories from Escondido citizens. The Escondido Library Foundation continues to plan a special dinner event for stakeholders and prospective members. The date has been changed to Sunday, November 3, 2013.

8. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
August 14 4:30 PM	City Council Chambers	<i>Recognition Award presentation to the Escondido Library by State Assembly member Marie Waldron for the "Food for Fines" and Summer Reading Food Drive Programs.</i>
September 2	City of Escondido Facilities	<i>All Library Facilities will be Closed for the Labor Day Holiday.</i>
October 6 1:00 – 4:00 PM	Grape Day Park	<i>City of Escondido 125th Anniversary Celebration.</i>
October 16 4:30 PM	City Council Chambers	<i>Group 4 Architects, Research + Planning Inc. presentation of the "Conceptual Design for the Escondido Library Expansion Project."</i>



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, August 8, 2013

2:00 p.m.

Library Board Room

9. CURRENT BUSINESS

- a. Escondido Library Career Center Overview
- b. Library Expansion Project Update
- c. Library Exterior Building Image and Appearance
- d. City of Escondido 125th Anniversary Celebration

10. CITY STAFF COMMUNICATIONS

- a. Director of Library & Community Services
- a. Deputy City Librarian

11. CUSTOMER SERVICE COMMENTS: To be distributed at the meeting.

12. ADJOURN UNTIL September 12, 2013

13. UPCOMING MEETING SCHEDULE. Regular meetings are the 2nd Thursday of each month at 2 p.m.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	Sept. 12, 2013	2:00 p.m.	Library Board Room
Thursday	Oct. 10, 2013	2:00 p.m.	Library Board Room
Thursday	Nov. 14, 2013	2:00 p.m.	Library Board Room
Thursday	Dec. 12, 2013	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. 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.

Handouts for the Library Board should be given to the Library Division Coordinator. To address the Board, STATE YOUR NAME FOR THE RECORD.

Please turn off all cell phones while the meeting is in session.

Escondido Public Library Board of Trustees
MINUTES
Thursday, June 13, 2013, 2:00 p.m.
Library Board Room

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

Members Present: Virginia Loh-Hagan, Elmer Cameron, Kathy Eisler, Mirek Gorny

Members Absent: None

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Janet Rulien, Board Secretary

Written/Oral Communications: None.

Approval of Minutes: MSC to approve the minutes of May 9, 2013, as written Cameron/Gorny, Vote 5/0.

BOARD ADMINISTRATIVE ANNOUNCEMENTS: Gorny spoke about the appearance of the building and the groups of people who are hanging around the Library grounds. The Trustees asked that these two issues, building appearance and the coffee cart, be put on next month's agenda, with a staff report and a recommendation.

PROJECT UPDATES: None.

BOARD NEWS/ISSUES: None.

REPORT FROM AUXILIARY GROUPS: Cameron reported on slowing down the amount of book donations that come into The Friends, since they are overwhelmed. Other items listed on the agenda were discussed.

SIGNIFICANT UPCOMING EVENTS: Literacy Services is celebrating its annual Year of the Learner this evening at the Lexus dealership and all Trustees are invited.

CURRENT BUSINESS:

2013 Summer Reading Club Overview: Smith described the program in greater detail. Our big drive is to stop children from losing reading achievements over the summer. Cameron suggested a story in the Union Tribune.

Library Expansion Project Update: Smith spoke about the various meetings we have already had as well as the public surveys and a separate staff survey. The Consultant spoke with the Mayor and City Council Members at City Hall in April. In July there will be more meetings scheduled with the architects and City staff. Another round of Community meetings will be held in July. A resounding message from the Mayor was that he wanted the Library Trustees to be very active in the process and that he was supportive of the project. The Trustees discussed this project in detail. Eisler cannot make the next Task Force meeting and Mirek Gorny will attend in her absence.

CITY STAFF COMMUNICATIONS:

Director of Library & Community Services: McKinney said the General Fund Budget was approved last night. All City departments' budgets were approved as submitted. In response to Council's raising the issue, the Board discussed the requests for Sunday hours. Eisler asked about the East Valley Technology Center's use. So far it is pretty quiet, but we are ready to see if summer impacts this. The Charter school will be starting to lease space at the EVCC in August, and it is anticipated that having the students at the EVCC site will impact services. The lease agreement was finalized. Education Compact is now located at 228 Broadway behind the Library. McKinney clarified what sections of EVCC are still open to the public and run by the City. With regard to the State Library Budget, it is believed that the State will fund literacy services at the same level as last year. McKinney talked about our new Principal Librarian position. This is an in-house position for promotion. This position will be housed in administration and be the day-to-day operations supervisor. This will free up Cindy to take care of administrative level needs like the library expansion project.

Deputy City Librarian: Smith said that Donna Feddern is now in Olympia, WA and is doing very well as a branch manager. The Senior Librarian position she vacated has been opened this week. We estimate filling that job by the end of August. We have a part-time opening for a Graphic Artist, which we are in the process of filling. We are going through a process with the Management Team with looking over our organizational structure. The roof project has been completed.

Adjourned: 3:20 p.m.

Respectfully submitted,

Virginia Loh-Hagan/jr
Board Secretary

LIBRARY BOARD OF TRUSTEES MEETING
Escondido Library Career Center Overview

Agenda Item No. 9a

Recommendation:

Receive information on the Escondido Public Library Career Center, presented by Library staff member Renee Nilles.

Background:

In 2009, the effects of the recession were widespread. Record numbers of people turned to the Library seeking computer use for job searching and they continually asked Library staff for career assistance. Even though the Library provided free computer use, staff discovered they could not meet the public's need for in-depth career services. As a solution, the Library entered into an agreement with the *San Diego Workforce Partnership* and the *North County Inland Career Center* (NICC), offering the Mathes Center/Pioneer Room as career center facility.

The *San Diego Workforce Partnership*/NICC contracted with *ResCare Workforce Services* to operate the center. The City of Escondido provided Community Development Block Grant (CDBG) funds for a part-time employee to serve as Library liaison and the Center was born. The Escondido Library Career Center (AKA as the NICC Escondido Library Satellite) has been in operation for the past 4 years, open Monday through Friday from 8:00 AM – 12:00 PM. The Career Center specializes in helping those who have significant barriers to employment, have lost their jobs or are entering the workforce. Professional staff helps individuals identify employment opportunities, and/or obtain education and training. A copy of the *Escondido Library Career Center Periodic Program Report for FY 2012-13, 4th Quarter* is included in this packet and provides an overview of Career Center's recent services.

Ms. Renee Nilles, Library liaison to the Career Center will attend the Board Meeting to provide a brief overview and answer questions.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9b

Library Expansion Project Update

Recommendation:

Receive an update on current activities and events related to the Library Expansion Project.

Background:

Activities for the Library Expansion Project leading to a conceptual design for a new wing and reorganization of the existing Library building are progressing according to plan. The Group 4 team of architect/consultants is on schedule to present the conceptual design to City Council on Wednesday, October 16, 2013 at 4:30 PM. Library Board of Trustees and Task Force members are requested to attend the presentation.

Highlights of recent activities include:

- The PMT (Project Management Team) has been meeting regularly to move the project forward and plan Task Force and Community Meetings. The PMT is also involved in making plans and preparations for the presentation to City Council in October.
- Task Force Meetings were held on June 18 and July 23, 2013. Trustees Gorny and Eisler attended the meetings respectively. The next (and final) Task Force meeting is scheduled on September 10, 2013. The consultants will preview the proposed final conceptual design and seek input for the presentation.
- The PMT arranged for the consultants to meet with City Planners to vet technical design considerations and discuss code requirements to connect the two buildings. CEQA (California Environmental Quality Act) entitlement considerations were also discussed.
- Group 4 conducted two Community Meetings on July 23 and July 24, 2013. Community members received an update on the project and viewed two emerging design ideas for the interior and exterior of the new and existing buildings. The community reception was positive at both meetings.
- Group 4 will meet with Library staff on August 15 to provide an update on the project and receive feedback. The lead architect will also meet with the City's *Appearance Committee* to address exterior design considerations important to the City's Engineering, Planning, Building Maintenance, and Public Works departments.
- Group 4 commissioned a study to determine the historical value of the Mathes Center. The study, conducted by Archaeos Consulting, has been completed.
- The Library's website has dedicated a page to the Library Expansion Project:
<http://library.escondido.org/library-expansion.aspx>

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9c

Library Building Exterior Image and Appearance/Coffee Cart

Recommendation:

Discuss concerns about the Library's exterior image and appearance and the effect the Coffee Cart has on the Library's appearance. Take appropriate action as recommended or approved by the Board of Trustees.

Background:

At the June 13, 2013 Board meeting, Trustee Gorny expressed concern about the exterior appearance of the Library, specifically noting that it looks run down and that groups of people are hanging around the sidewalk, portico and patio areas. These people are creating a negative image and unwelcoming environment for patrons. It was also noted that most of these people are smokers who leave litter and cigarette butts in their wake, further contributing to the negative appeal. The Library entry was described as unsightly and cluttered by the coffee cart which looks messy and run-down. The coffee cart was noted as contributing to attracting people who hang around.

The Board requested that staff address these issues and propose recommendations to improve the Library's appearance and strengthen its image.

Smokers

Library Administration is aware that a number of people frequent the Library on a regular basis, and many are smokers. As a public facility, people have a right to be on City property as long as they are abiding by the law and the Library's *Code of Conduct* policy. Smoking within 80' of an operable door/window is against the City's Municipal Code and can be enforced. The Library has taken the following steps to address the smoking problem:

- Library Security Officers patrol the area regularly and routinely inform smokers that they must extinguish their cigarettes. This has some measure of affect, however many regulars continue to smoke.
- Library Administration works closely with the Escondido Police Department to report problem behavior or smoking violations. Bike Patrol officers issue citations when they are able to catch those who are in violation of the smoking ordinance.
- New "No Smoking" signs have been ordered and will be posted, explicitly stating:
"Pursuant to §22A-4 of the Escondido Municipal Code it is unlawful to smoke within 80 ft. of operable doors/windows of a City-owned building."

Recommendations for discussion: Seek to make the entire Library campus a smoke-free area (bordered by 2nd and 3rd Avenues; and Kalmia Street and Broadway). Work with EPD to actively enforce the existing ordinance or any new ordinance.

External Appearance

The Library's exterior could be enhanced by improving the landscaping and cleaning, including power washing sidewalks.

Recommendation: Request Public Works and Building Maintenance increase landscaping and maintenance efforts.

The exterior of the Library needs painting.

Recommendation: Submit a capital project request for exterior painting.

The exterior entry of the Library is greatly influenced by the presence of the coffee cart.

- Originally, sales were confined to products that were on the cart itself, however additional display stands of candy, snacks and a popcorn machine have been added by the owner, expanding the amount of room the cart takes immediately outside the Library entry.
- The coffee cart itself looks run-down and cluttered. An assortment of items advertised with homemade signage looks less than professional.
- The coffee cart has several tables and mismatched chairs that are placed in the portico outside. They are stored in the Library lobby at night or when not in use and take up valuable space indoors. The chairs are unsightly and need to be replaced.

Recommendations for discussion: Limit sales of products to those that can be contained within the cart itself. Eliminate the displays and tables of snacks and candy. Require the coffee cart owner to clean the cart and improve signage. As a larger step, eliminate the coffee cart service.

SUMMARY HISTORY OF THE COFFEE CART

- In May 1994, \$20,000 was approved by the Board of Trustees from the Trust Fund to purchase an espresso cart, machinery, display cabinets and equipment. The expectation was that revenues (profits) would offset the expenses and return funds to the Trust Fund. The initial plan included hiring 3 part-time workers (one supervisor for the other two). The cost for personnel would be \$19,300/year. The anticipated profit expected was \$10,000 the first year and \$25,000 in subsequent years.

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- Records for the first 3 years show the cart did not bring in anticipated revenues and in fact lost money.
- In February 2003, the Board authorized the transfer of \$105,315 to the General Fund from the Library Trust as reimbursement for cart employee expenditures September 1998 – December 2002.
- An analysis of coffee cart operations for 5 ½ years, 1997 – 2002, showed a net revenue loss of \$40,082.
- In April 2003, the Library Board of Trustees entered into a 3-year agreement with Ron Shopbell as a contractor to run the Coffee Cart. The agreement allowed Mr. Shopbell to manage and operate the cart. Mr. Shopbell purchased the cart and related equipment and he retained all revenues. The City (Trust Fund) paid for site improvements, which included a cement pad, roof enhancements and overhead lighting.

Mr. Shopbell was allowed to use the Library kitchen facilities, storage, power, water and other utilities needed for cart operation at no expense to the contractor.

Mr. Shopbell was required to have insurances and a business license.

The agreement's Scope of Services required the contractor to provide 50 hours of service/week. The cart was to be maintained in a professional and attractive manner with quality displays and signs.

The contractor was responsible to make available a profit and loss statement for review by the Board at the end of the first year. At the end of the 2nd year, the contractor was to compensate the Board in the amount of 1% of the gross revenues over and above \$50,000.

Either the contractor or the Board could terminate the agreement with 30 days advance written notice.

- In August 2003, the Board of Trustees authorized the transfer of \$10,270 from the Trust Fund to the General Fund as reimbursement for cart employee expenditures.
- June 2006, Mr. Shopbell retired and sold the coffee cart to Nikki Pham. Operation of the cart with the new owner was basically under the same terms and conditions that Mr. Shopbell had. Ms. Pham moved away and sold the business to her brother, Don Pham around 2010.

Mr. Pham currently operates the business and has one employee.

Library Administration has been unable to locate a copy of the agreement between the Board of Trustees and either Ms. Pham or Mr. Pham.

**LIBRARY BOARD OF TRUSTEES MEETING
City of Escondido 125th Anniversary Celebration**

Agenda Item No. 9c

Recommendation:

Receive information on the City of Escondido 125th Anniversary Celebration.

Background:

The City of Escondido is planning to celebrate its 125th Anniversary on Sunday, October 6, 2013 at Grape Day Park from 1:00 – 4:00 PM. The event will feature many community organizations and the Escondido Public Library will participate in partnership with Library support groups and Community Services. The Friends of the Pioneer Room will be actively involved. Current plans include having the bookmobile onsite. The Library Board of Trustees and Library support groups are encouraged to participate.

For more information, go to <http://www.escondido.org/happy-birthday-escondido.aspx>

**Escondido Library Career Center
CDBG Program FY 2012-2013
Periodic Program Report Narrative (4th Quarter)**

Technology plays a huge role in how members of our society interact. It has become so important to our way of life that it is now almost impossible to apply for a job without the use of a computer with Internet access. This has made it increasingly vital that job seekers have free computer access in order to perform job searches. The lack of available computers with Internet access is one of the leading barriers to individuals attempting to procure employment. Other major barriers include lack of computer skills and transportation. The Escondido Library Career Center (ELCC) offers 15 computers that can be used by job seekers to apply for unemployment, register with CalJobs, search for job openings, fill out applications, write resumes, and check their e-mail for responses. The ELCC also provides assistance with resume writing, resume critiquing, and job leads as well as referrals to additional services as appropriate.

During their initial visit, a participant is required to fill out a customer questionnaire provided by North County Inland Career Center (NCICC), our partnering agency. The questionnaire provides the following participant statistics cited in this report. The outcomes presented in the report are gathered by accessing CISRS, the database used by the NCICC. The CDBG Periodic Program Report, which was provided to us by the Neighborhood Services Division of the City of Escondido, is attached as Appendix A.

In the fourth quarter of the 2012-2013 fiscal year, the ELCC provided services for 56 new participants for a total of 221 served throughout the year. All 221 have their resumes listed on Cal-Jobs. Of these participants, 101 are female and 120 are male. The majority of participants (176) identify their race as white, with an additional 61 reporting an ethnicity of Hispanic or Latino. Additional participants classify their race as follows:

- Black/African American (21) with one reporting an ethnicity of Hispanic or Latino
- Asian (11)
- American Indian/Alaskan Native (3) with one reporting an ethnicity of Hispanic or Latino
- Native Hawaiian/Other Pacific Islander (2) with one reporting an ethnicity of Hispanic or Latino
- American Indian/Alaskan Native and White (3) with one reporting an ethnicity of Hispanic or Latino
- Asian and White (2)
- Other/Multi-Racial(3)

Those that self-identified as Other/Multi-Racial classify themselves as:

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- Native Hawaiian/ Other Pacific Islander and Asian with an ethnicity of Hispanic or Latino
- Native Hawaiian/ Other Pacific Islander and Asian and Black/ African American with an ethnicity of Hispanic or Latino
- American Indian/ Alaskan Native and Asian and Native Hawaiian/ Other Pacific Islander.

Eighty-seven participants claim to have received their high school diploma, with an additional 33 stating that they have received their GED or equivalent. The highest level of education reported by a participant was a Doctoral Degree (1). Additional participant's levels of education are as follows:

- Master's Degree(8)
- Bachelor's Degree (34)
- Associates Degree (26)
- Completed 11th Grade (12)
- Completed 10th Grade (4)
- Completed 9th Grade (2)
- Completed 7th Grade (1)
- Student, High School or Less (3).

Ten participants also chose not to answer this question.

The highest number of participants (202) reported as being extremely low income. Nine reported as low income, six as being of moderate income and four with incomes that exceeded 80% of the median family income. Additionally, four participants reported that they are homeless, four are a female head of household, and 26 as being disabled or having special needs. Twenty-two participants also reported that they are veterans.

Most participants (157) live in Escondido with additional participants coming from San Marcos (18), San Diego (13), Vista (11), Valley Center (8), Ramona (3), El Cajon (2), Poway (2), Carlsbad (2), Temecula (2), Fallbrook (1), Rancho Santa Fe (1), and Oceanside (1).

Goals

The goals of the ELCC are to provide those who are performing job searches with computers, to assist them with obtaining computer skills, to provide resources to assist them with their job search, to assist them with locating classes that will enable them to update their skills, and finally to obtain employment. In order to assist participants with their job search, the ELCC provides access to computers to those who are performing job searches. Participants are able to use these computers to apply for unemployment, search for job openings, fill out applications, write resumes, and check their e-mail for responses.

Many individuals come to us with little or no computer skills. Our goal is to provide them with the resources necessary to develop or improve these skills. These individuals are referred to the Escondido Adult School for classes that will assist them to develop these skills. If they require more assistance than these classes can provide, these individuals are referred to the one-on-one tutoring offered in the Escondido Public Library computer center on Mondays. We also aim to provide participants with additional resources to use during their job search. This includes print and non-print materials as well as referrals to workshops such as Resume Writing, Resume Critiquing, Job Search Skills, and Work Readiness at the NCICC. The ultimate goal of the ELCC is to see our participants locate either full or part-time employment.

Program Evaluation

The ELCC continues to serve the 56 participants who signed up during the fourth quarter as well as the 165 who signed up during the first three quarters of the current fiscal year. We also provide ongoing services to the 766 individuals who signed up during our first three years of operation. The ELCC is very successful and busy. Computers are available for participant use for up to four hours a day.

One of the participants who signed up this fiscal year is a woman in her 40's. She never had problems finding work until the last couple of years. She did not know why she could not secure a job and asked if we could offer an insight. After reviewing her resume and asking a few questions, the issue was obvious. She had not graduated high school and never pursued her GED. We explained to her that although this never used to be an issue, the lack of a high school diploma or GED is now part of the criteria employers use to eliminate potential candidates. This participant decided to pursue her GED while continuing her job search. She has since completed her GED and obtained a full-time position in a real estate office. When she told us about her new position, she said she was very happy and that if it had not been for our assistance she would have never known what was holding her back.

Another participant, a man in his 40's worked as a computer programmer in a small company. He was laid off when the owner's brother-in-law needed a job. He first came to us for assistance filling out unemployment forms. English was his second language, so he wanted to make sure that he filled everything out correctly. He registered with the Career Center and asked us to evaluate his resume. Once we helped revise his resume he started applying for jobs. After about two weeks of submitting applications, he returned to tell us that he had received a job offer and would be starting work the next week. He was very excited and relieved to be working again. He said that he would not have gotten a job without our help. He also said that after we helped revise his resume, he felt much more confident sending it to prospective employers.

Outcome

Although the Career Center encourages participants to report job placement for statistical purposes, the Career Center has not received much feedback in this regard. Of the 56

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participants who registered this quarter, we have been informed that at least 3 full-time and 2 part-time positions have been obtained. When the reported results from previous quarters are totaled, a total of 18 full-time positions, 14 part-time positions, and 1 temporary position have been obtained by participants.

During the fourth quarter of the FY 2012-2013 fiscal year, we have had 544 participants walk through our door. When added to the totals for the first three quarters of the fiscal year, there were 2,572 participant visits. This includes participants from our previous years of operation as well as ones who were registered this fiscal year.

Eleven participants who received services at our facility this quarter completed the process to receive more intensive services. This means that they were provided with a case manager through NCICC and became eligible to receive funding to assist with job training. When we look at the entire fiscal year, 45 participants completed this process.

One of the services provided at the ELCC is referrals to additional services. The NCICC offers workshops and classes designed to teach participants job search skills and to improve their job search techniques. Of the participants who have been referred this quarter 9 have completed the Career Exploration workshop. Additional workshops attended include:

- Job Search Strategies (7)
- Interviewing (4)
- Resume Writing (4)
- Professional Networking (4)
- Social Media Part 1 (3)

When these numbers are added to those from the first three quarters 30 participants completed the Career Exploration Workshop. Additional workshops completed include:

- Job Search Strategies (24)
- Professional Networking Group (14)
- Resume Writing (14)
- Interviewing (14)
- Social Media Part 1 (10)
- Social Media Part 2 (6)
- Resume and Cover Letter Writing (3)
- Cover Letters and More (2)
- How to Build a Resume (2)
- Midlife Decisions (2)
- How to Work a Job Fair (2)
- 7 Steps to Success (1)

- Salary Negotiations (1)
- What to Say in a Job Interview (1).

ELCC has also referred 5 participants this quarter for additional assistance through the NCICC. As transportation is another major barrier to employment, the NCICC provides assistance with the purchase of bus passes and gas for vehicles. Referred participants received gas cards to assist with transportation to and from job opportunities. When we look at the entire fiscal year, 13 participants received assistance with 12 receiving gas cards and 1 participant receiving a bus pass.

Our partnership with Escondido Veterans Services has been very successful and beneficial. We registered 9 veterans this quarter for a total of 22 this fiscal year. Each veteran registered was either referred to Escondido Veterans Services or was referred to us by them. Having both services co-located in the same building is very convenient to veterans and increases the odds that they will make use of both services. We continue to cultivate the partnership we have formed with Escondido Veterans Services during the next fiscal year and to ensure veterans receive all of the assistance to which they are entitled.

We are also able to make use of the resources available in the Escondido Public Library and vice versa. This resource sharing ensures that our participants are provided with computer and reference materials not only during our hours of operation, but those of the library as well. When the Career Center is closed participants are referred to the Library business center where they can use computers for job search activities. These computers are on a timed reservation system and can be used for up to 90 minutes each day. Conversely, when the Career Center is open the library encourages patrons to make use of our facility and all of the services we provide.

Future Goals

During the 2013-2014 fiscal year, the ELCC will continue to provide services to the 987 participants who registered in our first four years of operation. Our goal for the next fiscal year is to provide services to an additional 250 participants.

Continuing to perform outreach to the community will assist with making people aware of our services. The ELCC will continue to provide flyers to the adjacent library. This will enable us to advertise to those individuals who will benefit most from our services. We will also continue to refer participants to resources located in the adjacent Library facility. These resources include one-on-one computer tutoring, literacy services, public Internet computers, the business center, and job search materials. Finally, we also continue to refer veterans to Escondido Veterans Services in order to ensure they receive all of the services to which they are entitled.

**Escondido Library Career Center
CDBG Program FY 2012-2013**

Budget

ITEM	BUDGETED FUNDING (YTD)	SPENT FUNDING (4th QUARTER)	SPENT FUNDING (YTD)	REMAINING FUNDING
Personnel				
Salaries/Labor Library Associate - \$18.213 per hour	\$13,941	\$3,431.35	\$13,941	\$0
Benefits Library Associate – Medicare, PARS, SDI	\$859	\$284.52	\$604	\$255
Total	\$14,800	\$3,715.87	\$14,545	\$255

CDBG Program FY 2012-2013

Escondido Library Career Center Periodic Program Report Narrative (4th Quarter)

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**CITY OF ESCONDIDO
CDBG PROGRAM
PERIODIC PROGRAM REPORT**

FY Period Reported: April 1, 2013 to June 30, 2013

Quarter Reported: 4th Quarter

Agency Name: Escondido Public Library

Reporter's Name: Renee Nilles

Program Name: Escondido Library Career Center

Phone Number: (760) 839-4280

Numbers reported must reflect number of Persons served. Persons served is defined as all program clients assisted with Escondido's CDBG funding that are not already counted by other cities' CDBG funding. If your program receives funding from other sources and/or assists clients from more than one city, you should count them as long as they are not already counted by the other city(ies). Households (H) may only be reported with previous approval of the Neighborhood Services Division only.

Check Here only if program is counting Households (H) instead of Persons (P) <input type="checkbox"/>	<u>QUARTERLY</u> Total Number of new <u>Persons served</u> this Quarter	New <u>Persons served</u> this Quarter who reported Hispanic ethnicity (by Race)	<u>YEAR-TO-DATE</u> Total number of <u>Persons served</u> (since July 1 of current FY)	<u>YEAR-TO-DATE</u> Number of <u>Persons served</u> who reported Hispanic (by Race)
1. TOTAL	56	17	221	67

	Total # Each Race	Total # of Hispanics Each Race	Year-to-date Total # Each Race	Year-to-date Total # of Hispanics Each Race
White	50	17	176	61
Black / African American	2	0	21	1
Asian	3	0	11	0
American Indian / Alaskan Native	1	0	3	1
Native Hawaiian / Other Pacific Islander	0	0	2	1
American Indian / Alaskan Native and White	0	0	3	1
Asian and White	0	0	2	0
Black / African American and White	0	0	0	0
American Indian / Alaskan Native & Black / African American	0	0	0	0
Other/Multi-Racial	0	0	3	2
2. TOTAL	56	17	221	67

The Periodic Program Report continues on the following page.

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CDBG Program FY 2012-2013**Escondido Library Career Center Periodic Program Report Narrative (4th Quarter)**

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Extremely Low Income (0-30% MFI)	52		202	
Low Income (>30-50% MFI)	1		9	
Moderate Income (>50-80% MFI)	1		6	
Income above 80% MFI	2		4	
3. TOTAL	56		221	

Homeless	3		4	
Female Headed Households	2		4	
Disabled/Special Needs	7		26	

IMPORTANT—PLEASE NOTE: 1) Hispanic is no longer considered a race, but an ethnicity and must be reported separately. A member of any race may also report as Hispanic. "Other" is for multi-racial reports only and must be identified in the narrative report. 2) **Totals for lines 1, 2a, and 3 must match each other for each column.** 3) List only unduplicated program participants—clients receiving continued services from previous fiscal year may be counted only once during the contract year (usually in the first month). 4) **A narrative report must accompany this form.** The narrative should reflect all other data collected as agreed in the contract, such as number of families served, number of projects completed, number of program hours provided, or other performance outcome measurements. For questions about this report form, please contact Danielle Lopez at (760) 839-4517 or dmlopez@escondido.org.

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