



**AGENDA**  
**Library Board of Trustees**  
**Tuesday, April 11, 2017**  
**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 February 14, 2017.

**CURRENT BUSINESS**

2. Election of Officers
3. Request to Purchase Smart TV
4. Library Budget Update
5. Review of Mission, Vision, and Values Statements

**OTHER REPORTS**

Director of Library and Community Services and Assistant Library Director

**ADJOURN**

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



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<b>Date &amp; Time</b>	<b>Location</b>	<b>Event</b>
April 1 - 30	All Library Facilities	<i>National Library Month</i>
April 15 1:00 p.m.	Turrentine Room	<i>Escondido Writers Group Open Mic</i>
April 22 3:30 p.m.	Turrentine Room	<i>Rincon Literario: The Ocean at the End of the Lane/ El océano al final del camino by Neil Gaiman</i>
April 26 11:00 a.m.	Turrentine Room	<i>10 Steps to Financial Success</i>
April 27 3:30 p.m.	Turrentine Room	<i>Dia de los niños/Dia de los libros Celebration</i>
April 28-29 10:00 a.m.	Friends Book Shop	<i>50% off Sale</i>
May 2 1:00 p.m.	Turrentine Room	<i>Escondido Writers Group</i>



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**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.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Tuesday	May 9, 2017	2:00 p.m.	Library Board Room
Tuesday	June 13, 2017	2:00 p.m.	Library Board Room
Tuesday	July 11, 2017	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.



**AGENDA**  
**Library Board of Trustees**  
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**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](http://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 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, February 14, 2017, 2:00 p.m.  
Library Board Room**

**CALL TO ORDER:** Trustee Gorny called the meeting to order at 2:01 p.m.

**Members Present:** Trustees Mirek Gorny, Elmer Cameron, Mayra Salazar, Ron Guiles, Gary Knight

**Members Absent:** None

**Staff Present:** Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; Michelle Peralta, Archivist/Historian

**Written/Oral Communications:** None

**Agenda Item #1: Approval of minutes:** January 10, 2017 meeting

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

**Current Business**

**Item #2: Staff Introduction: Michelle Peralta, Archivist/Historian**

Principal Librarian Axelrod welcomed and introduced Michelle Peralta, the Library's Archivist/Historian. Ms. Peralta is a first-year graduate student pursuing a Master's degree in Library and Information Science (MLIS) at San Jose State University. As an undergraduate at San Diego State University, she earned a Bachelor's Degree in humanities with an emphasis in classical language. Additionally, Ms. Peralta holds a master's degree in history, also from San Diego State University, and has spent several years as an educator, teaching courses in both history and the humanities. She joined the City of Escondido as the archivist assistant last February and reports to Viktor Sjöberg in Adult Services. Ms. Peralta's focus in her role as Archivist has been on reorganization of the Pioneer Room, streamlining and creating workflows, and processing existing collections.

**Item #3: Annual Library Statistical Update**

Assistant Director Smith presented the statistical comparison between calendar years 2015 and 2016 highlighting trends in each of the categories. The Trustees approved the new format of colored graphs combined with a narrative explanation of the data. Trustee Salazar suggested including this type of statistical information in our current social media campaign.

#### **Item #4: 2017 Volunteer Luncheon Funding Request**

Assistant Director Smith requested approval to spend \$500 from the Special Projects Trust Fund to supplement the cost of hosting the annual volunteer luncheon on April 13, 2017 which recognizes the significant contribution that volunteers play in supporting Library operations.

**Motion by Trustee Guiles and seconded by Trustee Salazar to approve the expenditure. Motion carried unanimously.**

#### **Item #5: Escondido Public Library Budget Update**

Director McKinney announced that there will be a slight decrease in budgetary personnel costs for FY 2017-18 as a result of hiring some new staff at lower steps in addition to the PERS pension costs being distributed amongst each of the 12 City Departments. This decrease is offset somewhat by the mandatory minimum wage increase. The Library and Community Services Department employs the most part-time staff of any City department, and is therefore impacted most significantly by the minimum wage increase. The costs of doing business are increasing significantly. The Library is reliant upon technology for day-to-day operations, and vendor maintenance costs continue to increase each year. Additionally, utilities costs are also increasing.

Two budget scenarios will be presented to Finance and the City Manager. In addition to the standard budget, a second budget will be submitted with a proposal to increase the hours of one staff member who performs a very specialized job. The budget will look different this year as all departments are being asked to provide an organizational chart, a descriptive narrative, goals and challenges, as well as actual costs for the previous two fiscal years. This is an attempt to make the budget document more user-friendly and understandable for the public.

#### **Other Reports**

#### **Item #5: Director of Library & Community Services and Assistant Library Director**

Director McKinney asked if the Trustees would prefer to hold their elections for Chair and Secretary in April since the City Council appointments will occur after the March Library Board of Trustees meeting. The Trustees agreed to delay the vote until the April meeting.

Assistant Director Smith explained that staff will present a request for approval to award the RFID/AMH bid to the most responsive and responsible bidder on March 1, 2017. She thanked Trustee Gorny for attending the *Jean Will Strings* concert.

**Adjourned:** Trustee Gorny adjourned meeting at 3:34 p.m.



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3  
Date: April 11, 2017

**TO:** Library Board of Trustees  
**FROM:** Loretta McKinney, Director of Library and Community Services  
**SUBJECT:** Request to Purchase Smart TV

**Recommendation:**

It is requested that the Library Board of Trustees approve the expenditure of \$2,000 from the Library Trust Technology fund for the purchase of a Smart TV for the Library Board Room.

**Background:**

The Library Board Room is used for a variety of purposes including webinars, conference calls, Skype interviews, staff trainings, and presentations. The upgraded technology of a Smart TV would enable this business to be conducted more efficiently and eliminate the tripping hazard associated with setting up separate laptop, projector, and conference phone hardware. The Smart TV can also be relocated to a new facility in the future.

In addition to a Smart TV, the \$2,000 would also cover the costs for the required wall mount, and other required adapters.

The current budgeted balance in the Technology Trust Fund is now \$41,305.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Loretta McKinney".

Loretta McKinney  
Director of Library and Community Services



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4  
Date: April 11, 2017

**TO:** Library Board of Trustees  
**FROM:** Loretta McKinney, Director of Library and Community Services  
**SUBJECT:** Escondido Public Library Budget Update

**Recommendation:** Receive information and file.

**Background:**

As previously reported to the Trustees, the City is in the annual budget development process.

In order to provide an accurate accounting of the proposed Library budget, an oral report will be provided at the Library Board of Trustees Meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Loretta McKinney".

Loretta McKinney  
Director of Library and Community Services





# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5  
Date: April 11, 2017

**TO:** Library Board of Trustees  
**FROM:** Loretta McKinney, Director of Library and Community Services  
**SUBJECT:** Escondido Public Library Mission, Vision, and Values Statements

**Recommendation:** Receive information and provide feedback.

**Background:**

Library staff have worked collaboratively over the last several months to revise and update the Library's Mission, Vision, and Values Statements listed below. The Trustees' comments are appreciated, and feedback will be shared with staff for their consideration.

The following are the current Mission and Guiding Principles. There is no current Vision statement.

**Mission Statement** To enrich, empower and educate our community through universal access to quality resources, services and programs.

**Guiding Principles (Values)**

- **Create Readers**  
Introduce children and adults to the joys and rewards of reading and using the public library and meet their need to perform essential daily tasks.
- **Build Successful Enterprises**  
Provide tools and knowledge business owners and managers need to develop and maintain strong, viable organizations.
- **Connect With Others**  
Provide a place and a forum for people to communicate and interact with others in the pursuit of knowledge and ideas.
- **Promote Cultural Awareness**  
Celebrate our community's diverse cultures and provide a bridge to a dynamic future.
- **Satisfy Curiosity and Learn**  
Fulfill residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences and life-long learning.
- **Make Informed Decisions**  
Meet the need for information and answers to questions on a broad array of topics related to work, school, personal life, business and consumer needs.
- **Create Information Literacy**  
Address the need for skills related to finding, evaluating, and using print, media and computer information effectively.
- **Discover Our Heritage**  
Address the desire of residents to know and better understand personal or community heritage.

## **Review of Proposed Mission, Vision, and Values Statements**

Proposed Mission Statement: Escondido Public Library provides you with equal access to information and educational experience that inspire learning and foster participation in a thoughtful, diverse society.

Proposed Vision Statement: Escondido Public Library – The destination to expand your world to limitless possibilities.

Proposed Values Statement (to replace Guiding Principles):

We proudly carry out the goals and objectives of our mission by upholding these values.

### *Excellence*

We are dedicated to providing the highest quality professional resources and services in everything we do.

### *Inspiration*

We encourage innovation, curiosity, and exploration of ideas to inspire progress and enrich quality of life.

### *Collaboration*

We are committed to building partnerships that strengthen our community.

### *Education*

We believe that literacy, understanding, and cultural enrichment are essential for everyone to be successful in their endeavors.

### *Community*

We encourage community connections by creating a welcoming environment to share knowledge and experiences.

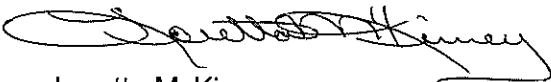
### *Access*

We believe in protecting the right to free and equal access to information and ideas.

### *Diversity*

We welcome everyone.

Respectfully Submitted,



Loretta McKinney  
Director of Library and Community Services