



## Escondido Public Library Board of Trustees

### AGENDA

#### Library Board of Trustees Meeting

Thursday, July 10, 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:** June 12, 2014 Library Board of Trustees Special Meeting, 10:30 AM; and June 12, 2014 Library Board of Trustees Special Meeting, 1:00 PM.

4. **BOARD ADMINISTRATIVE BUSINESS/NEWS:** Discuss the possibility of changing the Library Board of Trustees Meeting day and time. This discussion is continued from the June 12, 2014 Library Board of Trustee Meeting.

#### 5. PROJECT UPDATES.

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

The Friends of the Library and Friends of the Pioneer Room will not hold Board meetings in July. The Friends of Literacy helped sponsor the Literacy Learner Recognition Reception on June 12 at Escondido Lexus. The reception was very inspirational, celebrating learning and achievement by learners enrolled in the program. In honor of *National Literacy Month*, The Friends of Literacy Services are planning an evening with author Victor Villaseñor on September 11, 2014. This event is sponsored by the Friends of Literacy and largely underwritten by sponsor, Mission Federal Credit Union. More details on this event will follow.

#### 7. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
June 23 – August 2	Library	<i>Summer Reading Clubs for babies, children, teens and adults</i>
July 10 6:00 PM	Library – Turrentine Room	<i>2<sup>nd</sup> Tuesday Book Club</i>
July 15 6:00 PM	Library – Turrentine Room	<i>Train Your Tablet for eBooks</i>
July 26 3:30 PM	Library – Turrentine Room	<i>Rincon Literario – Bilingual book Club</i>
August 1 6:00 – 10:00 PM	Library – Turrentine Room	<i>Teen Summer Reading Lock-in Party – Invitation Only</i>



Escondido Public Library Board of Trustees

**AGENDA**

**Library Board of Trustees Meeting**

**Thursday, July 10, 2014**

**2:00 p.m.**

**Library Board Room**

**8. CURRENT BUSINESS**

- a. Integrated Library System Software Conversion Project
- b. Library Capital Budget

**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 August 14, 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.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	August 14, 2014	2:00 p.m.	Library Board Room
Thursday	September 11, 2014	2:00 p.m.	Library Board Room
Thursday	October 9, 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.**

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

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



## Escondido Public Library Board of Trustees

### **AGENDA**

#### **Library Board of Trustees Meeting**

**Thursday, July 10, 2014**

**2:00 p.m.**

**Library Board Room**

- 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.
- 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  
SPECIAL BOARD MEETING MINUTES  
Thursday, June 12, 2014, 10:30 a.m.  
Library Turrentine Room**

**CALL TO ORDER:** Trustee Cameron called the meeting to order at 10:45 a.m.

**Members Present:** Elmer Cameron, Mirek Gorny, James Lund

**Members Absent:** Virginia Loh-Hagan, Gary Knight

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

**WRITTEN/ORAL COMMUNICATIONS:** None.

Trustee Cameron welcomed Library Support groups saying the purpose of this Workshop is to bring support groups together to set goals for the Library's future and create action plans to achieve the goals. He stated that all Library Support Groups are here for the Library and need to unify with the ultimate goal of expanding library services. The focus of the Workshop is to build an action plan as a unified group.

Camille Primm, Workshop facilitator, started the Workshop portion of the meeting at 10:50 a.m. She welcomed the group and gave the Support Group members accolades for their time and commitment. She then moved into the Workshop by reviewing prioritized ideas submitted by each group. The common idea among the groups was to create a Steering Committee to communicate and coordinate common goals.

The groups created action items using the SMART method for goal setting to coordinate communication, sustain Library services, expand the Library facility and create a Steering Committee. Ms. Primm will consolidate the input and provide a summary to Library Administration to share with the support group members.

The recommendation was made for a Steering Committee to meet by August 1, 2014 to maintain momentum.

Adjourned: 12:40 p.m.

Respectfully submitted,

Elmer Cameron, Acting Secretary

/jr

**Escondido Public Library Board of Trustees  
SPECIAL BOARD MEETING MINUTES  
Thursday, June 12, 2014, 1:00 p.m.  
Library Turrentine Room**

**CALL TO ORDER:** Trustee Knight called the meeting to order at 1:04 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; Cynthia Smith, Deputy City Librarian; Janet Rulien, Board Secretary

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES FROM 5/8/14 MEETING:** MSC Lund/Gorny to accept the minutes as written, 3/0.

**BOARD ADMINISTRATIVE BUSINESS/NEWS:** Virginia Loh-Hagan requested that the Board discuss the Board of Trustees' meeting day and time for possible accommodation. Her work schedule has changed and business often requires out of town travel during the second week of the month. Loh-Hagan has advised she will attend the July Board of Trustees meeting. Lund stated he supports moving the meeting time to either the end of the day or the beginning of the day, and he would like to limit the meeting to one hour. Knight stated he prefers to meet in the morning. Cameron stated he is reluctant to limit the amount of time a meeting can run. Gorny commented that changing the Board Meeting date and time to accommodate a schedule(s) may not guarantee attendance. He stated the current Board Meeting day and time works well. He added that Trustees are made aware of the established schedule when they agree to serve and should be prepared to make the commitment. The Trustees also discussed the following concerns:

- Why change the Library Board of Trustees Meeting day and time now? They voiced concern about the impact of changing an established schedule. The Board's meeting day and time is long-standing and the community is familiar with the current schedule.
- Should the length of the Board Meeting be limited?
- What time works best for everyone: early or late? They must consider the public's access if they agree to change the meeting day and time.
- It is critical for Board members to attend all meetings, particularly because the Library Expansion Project is important and requires their attention.

Since Loh-Hagan could not be present and is expected at the next meeting, this item will be continued on the Board of Trustees Meeting Agenda in July.

**Project Updates:** The new Integrated Library System (ILS) is scheduled to "go live" on June 18, 2014. A presentation will be given to the Trustees at the next meeting showcasing new features in the Encore Discovery interface that patrons use.

Summer Reading begins on Monday, June 23 and runs through August 2, 2014. This year programs will be available for all ages, from babies through adults.

Smith reported that the KPBS One Book, One San Diego community reading program Advisory Committee will meet on June 16 and more information regarding programs and author engagements will be available then.

Reports from Auxiliary Support Groups: The Friends of the Library held a half-price sale that went very well. McKinney said the Escondido Library Foundation is working on strategies to raise capital funds for the Library Expansion project. They are discussing issues related to library funding and a possible bond measure. Lund requested needs assessment documentation for a new Library. McKinney stated that a new needs assessment would be conducted in the near future to support efforts made for the Library Expansion.

Significant Upcoming Events: The various events listed were noted.

Library Support Groups Workshop Update: Camille Primm, Support Group Workshop facilitator, will summarize input from the second Workshop held on June 12. Library Administration will follow-up by forwarding this information to the Support Groups. Cameron said he felt the interactive session pulled the workshop goals together in a tangible way. Cameron stated he would prefer to serve on the Support Group Steering Committee representing the Friends of the Library, rather than as a Trustee.

The Support Group Steering Committee will hold its initial meeting by August 1, 2014. Lund expressed concern over what the Committee would steer without a current needs assessment. Cameron felt strongly that an expanded library is needed and reviewed information to support that point. McKinney said that City Council agreed long ago that a new or expanded library is needed in this City and provided some history regarding steps that have been taken over the past 12 years. She stated that the Library should conduct a needs assessment to identify current community needs; not whether a new/expanded library is needed. McKinney then went on to say that City Council was in full support of the conceptual design for an expanded library at the October 16, 2013 Council Meeting; however, Council members were not in a position to commit funding. In general, the Council has stated support for some level of bond funding. The process to expand the Library building is being taken one step at a time.

Discussion about the role of the Support Group Steering Committee resumed. The Steering Committee was characterized as an umbrella to keep other Support Group Committees going and the various Support Groups connected. McKinney said that the Council and the Mayor want the Library Board of Trustees to lead the mission of getting a new/expanded library. Lund questioned by asking "How?" and asked "With what means?"

Library Coffee Cart Request for Proposal: The Board discussed the Library Coffee Cart Request for Proposal and complimented staff on the comprehensive document. They discussed the fact that the public has not complained about the absence of the coffee cart and there have been no comment cards received since Mr. Pham closed the business. **MSC Cameron/Lund to approve the RFP for the Coffee Cart, Vote 4/0 to deny the motion.**

The Board of Trustees are in favor of improving the outside Library entrance by opening up the space occupied by the coffee cart. They advocated removing the retaining gate and curtain to enhance the area.

Library Statistics: The statistics were reviewed.

**Integrated Library System Software Conversion Project**

**Recommendation:**

Receive an overview of the implementation process of the new *Sierra* Integrated Library System (ILS) and a demonstration of the *Encore* catalog discovery interface provided by Library staff members Joanna Axelrod and Viktor Sjoberg.

**Background:**

As scheduled, the *Sierra* ILS system and *Encore* discovery interface for the Library catalog and check-out system went live on June 18, 2014 and the Library successfully opened for business with the new system on June 19, 2014. This project will continue beyond the initial implementation as additional features, such as report generation, acquisitions and other enhancements are introduced to staff. The fact that the initial roll-out was accomplished on a compressed schedule and on-time is commendable. The project's success can be attributed to the selection of a fine software product, but also to the Library's outstanding teamwork and dedicated staff who are devoted to delivering exceptional customer service and technology.

The extraction and migration of data from the former Horizon system went very well. This project required staff to work on the technical aspects of mapping the data for the Library collection and detailed profiling of the system to ensure that patrons can use it with ease.

The Library's Technology and Support Services Division, led by Joanna Axelrod, took the lead in the implementation project and coordinated and resolved technical issues. As with any new system, there are some outstanding issues yet to be resolved. Joanna and her team are actively tracking them to completion with the vendor. The Library's Project Management Team (PMT), led by Joanna and Librarian Viktor Sjoberg serve as systems specialists. Joanna and Viktor specialize in the *Encore* catalog interface and have a comprehensive understanding of the *Sierra* system as well.

The PMT's highest priority has been to train Librarians and front-line staff members on how to use *Encore* to search the catalog and to train Customer Services staff on how to use the *Sierra* system for circulation and account management. Customer Services Supervisor, Linda Weber and Principal Librarian, Emiko Kauz and Cynthia Smith are also on the PMT. Emiko and Linda were instrumental in developing training courses tailored for front line customer services and circulation employees. Cynthia Smith is working closely with the vendor to keep the project on track, achieve noted milestones and resolve outstanding issues.

A demonstration of the *Encore* system will be provided to the Board of Trustees to showcase the powerful search engine with user friendly features. With the new system, patrons can now receive notification by phone, email and/or text messaging. They can create lists of favorite materials and share them with others. They can see their reading history and tag materials of interest. *Encore* includes database article integration in search results, an exciting feature which patrons will enjoy. Many other notable improvements will be highlighted in the demonstration.

**LIBRARY BOARD OF TRUSTEES MEETING  
Library Capital Budgets**

**Agenda Item No. 8b**

**Recommendation:**

Receive information on Fiscal Year 2014-15 Library Capital Budget.

**Background:**

On June 18, 2014, City Council approved the Capital Improvement Program (CIP) Budget for Fiscal Year 2014-15. The CIP included the Library's request for funds for:

- \$175,000 for Circulating Materials.
- \$257,000 funding to begin the first phase of design development for the Library Expansion Project. This amount will be added to the remaining balance from the Conceptual Design Project to bring the new balance to \$300,000.
- The CIP approval secures the Library Trust Fund accounts that include the Literacy, Supplemental Materials (funded by the Friends of the Library), Special Projects, Technology and other donation Trusts such as the Hegyi, Ryan, and Neihoff accounts.