



# ESCONDIDO PUBLIC LIBRARY BOARD OF TRUSTEES

**AGENDA**  
**Thursday, August 13, 2009**  
**2:00 p.m.**  
**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. (Please refer to the back page of the agenda for instructions.)

**3. APPROVAL OF MINUTES FROM PREVIOUS MEETING.** *Attachment 3a.*

**4. BOARD ADMINISTRATIVE ANNOUNCEMENTS**

- 5. PROJECT UPDATES.** Self-checkout machines are scheduled to be delivered and installed on Sept. 21.

- 6. BOARD NEWS/ISSUES.** It appears that the State budget crisis will not affect PLF or literacy funding.

**7. REPORTS FROM AUXILIARY GROUPS**

- a. Serra Library System Advisory Board – Serra is meeting next on August 27<sup>th</sup>. Our representative to the System Advisory Board, Caryl White, would like to retire, so we need to find someone to take this volunteer job; suggestions are welcome.
- b. Friends of the Escondido Public Library – The Friends' Board meets on the 13<sup>th</sup> this month, just before your Board meeting. We will have an update for you at the meeting.
- c. Pioneer Room Friends – The PR Friends are putting the calendar together, and it will go on sale soon.
- d. Escondido Library Endowment Foundation – board members worked hard on the two street concerts, and the events raised several thousand dollars for the foundation.
- e. Friends of Library Literacy Services – The Friends are planning another fund raiser/get-together to recruit new board members.

**8. SIGNIFICANT UPCOMING EVENTS**

<i><b>Date &amp; Time</b></i>	<i><b>Location</b></i>	<i><b>Event</b></i>
August 1	All locations	Final day of Summer Reading Program
August 8, 3 p.m.	Turrentine Room	Judy Taylor & the Wild Oats concert
August 8, 5 p.m.	Kalmia & Grand	Luna Llena concert fund raiser
August 11, 10 a.m.	Board Room	Phone conference, Project Mgmt. Team
August 17-22		Laura on vacation

**9. CURRENT BUSINESS**

- a. **RENOVATION PROJECT.** Review of progress to date; preliminary plans for closing for HVAC installation and carpeting in late October. Possible closing September 19<sup>th</sup> for computer cabling.

**Library Board of Trustees**  
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- b. **LIBRARY BUDGET/SERVICES.** Discuss reduced library hours and resulting impact on access to library services.
- c. **LIBRARY PLANNING.** Report from Project Management Team regarding the Trustees/ELEF-funded Green Vision Project.
- d. **ANNUAL STATISTICAL REPORT STATUS.** Due to City Council August 31 for year ending June 30, as per Education Code Section 18927.
- e. **ELEF CHALLENGE GRANT.** Report from ELEF and request for grant.
- f. **COMPUTER ENHANCEMENT REQUEST.** Approve funding for a router for the East Valley Branch Library.
- g. **INSTRUCTIONAL TECHNOLOGY "SERVICE STATION" GRANT.** Discuss the grant opportunity and determine whether to provide support.
- h. **CALIFORNIA LIBRARY ASSOCIATION CONFERENCE.** Approve sending 2-3 staff who are members/presenters to this conference, October 30 – November 2, Pasadena.

**10. CITY STAFF COMMUNICATIONS**

- a. Community Services Director
- b. City Librarian
- c. Deputy City Librarians

**11. CUSTOMER SERVICE COMMENTS.** Available at meeting.

**12. PRESENTATION OF CERTIFICATE TO ESCONDIDO CHAMBER OF CITIZENS**

**13. ADJOURN UNTIL September 10, 2009**

**14. 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>
Tuesday	September 10, 2009	2:00 p.m.	Library Board Room
Thursday	October 14, 2009	2:00 p.m.	Library Board Room
Thursday	November - TBD	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 Administrative Assistant. 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 Administrative Assistant. To address the Board, STATE YOUR NAME FOR THE RECORD. **Please turn off all cell phones and pagers while the meeting is in session.**

**Escondido Public Library Board of Trustees**  
**MINUTES**  
**Thursday, July 9, 2009, 2:00 p.m.**  
**Library Board Room**

**CALL TO ORDER:** Board President Alex Galenes called the meeting to order at 2:02 p.m.

**Members Present:** Elmer Cameron, Alex Galenes, Diane Yerkes, Stan Levy, Gary Knight

**Members Absent:** None

**Staff Present:** Community Services Director Jerry Van Leeuwen, City Librarian Laura Mitchell, Deputy City Librarian Jo Ann Greenberg, Board Secretary Janet Rulien

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:** MSC Yerkes/Cameron to approve the minutes from the prior meeting. Vote 5/0.

**BOARD ADMINISTRATIVE ANNOUNCEMENTS:** Galenes announced the Board will make a concerted effort to keep the meetings to two hours. Yerkes passed around some relevant materials on technology to all Board members and staff.

**PROJECT UPDATES:** We are still looking into a fine free day every month for our library. Our figures will be skewed because of new library hours, etc. The County Library reported that their revenue went up because of the fine free day.

**BOARD NEWS/ISSUES:** There is still no budget from the State. The Public Library Funding (PLF) has not been marked for a cut yet, but if the City does not meet the "maintenance of effort" requirement with local funding, we will not be getting this money.

**REPORTS FROM AUXILIARY GROUPS:** Tickets for ELEF's July 11<sup>th</sup> jazz event are now \$10.00 per person, since ticket sales were really slow. This event is co-sponsored by ELEF and the DBA. The local authors and poets will be on July 25<sup>th</sup> with the focus on the military in the morning. The Friends have scheduled a huge sidewalk book sale this Saturday. Barnes & Noble donated \$353.00 to the Friends for the Robert Wagner book sales.

**RENOVATION PROJECT:** The new front patio looks great and it appears that the patrons are really enjoying the new tables and benches. The parking lot project bid has not been finalized. The coffee cart was briefly discussed. One Board member was concerned about the coffee cart encroaching on the front door. The tree for the Children's Room is being installed next week on Friday. The restrooms are being worked on. Quotes are being sought for the front door renovation; we are considering changing to one sliding door to accommodate both the new self check machines and lines for the coffee cart. The Library closure for carpeting and HVAC installations is tentatively scheduled for late October.

**LIBRARY & CITY BUDGET:** The library budget has not been cut any further. Proposed City employee cuts in compensation will equal \$1.3 million. The employee association is asking for a furlough plan instead of paying for PERS and benefits, i.e., 8 hours of furlough per 80 hours of

work. This would be akin to losing 11% of our work force. A discussion was held as to how this would affect library service.

Galenes spoke of looking at providing library services differently. He proposed that we work with Cal State San Marcos "Senior Experience Program" and see if we can get a project together. This would be sponsored by the Trustees. Projects could be digitization of materials, work space, libraries of the future. He would like to get a steering committee together and then determine a scope of work, etc. Gary Knight volunteered to contact the program. The topic is "what is appropriate for library services for Escondido in the future?" What involvement would our library staffers have as far as a time commitment?

Cox Communications is looking to expand services and opportunities for revenue streams. We have been trying to increase our incoming bandwidth and Cox covers our outgoing bandwidth. Apparently there may be stimulus money for this. We are exploring this with the state library system who is interested in approaching this on a state-wide basis.

The Board discussed how to maximize computer use. We would like to make those computers available in the afternoon to either patrons or expanding the career center hours. Galenes wonders if the library should be running a computer lab at all. Greenberg said that computers are just another way of accessing information and feels that this is the mission of the library. We are continuing this mission with all speed. We need to advocate for universal access.

**LIBRARY PLANNING:** We have invited a cross-section of community members to the library planning meeting scheduled for the 21st. So far we have asked 37 people. Board members suggested other community members. This meeting will be two hours and is a working meeting to talk about the library vision. We will post a notice of this meeting just to meet our Brown Act obligations.

**CITY STAFF COMMUNICATIONS:** Mitchell reported major library statistics for last year and this year. She explained the categories that she used and explained some of the figures. We had about 13% less hours this year but only 4% loss in circulation.

**DEPUTY CITY LIBRARIANS:** Greenberg said we have our first group of the Hire-A-Youth summer workers; we have 11 workers, from 15-17 years old. The Library Career Center is working out very well with Renee Nilles, who had been laid off and was rehired. September 21<sup>st</sup> has been set as the date to receive and install the rest of the self check machines.

Adjourned: 3:55 p.m.

Respectfully submitted,

Gary Knight, Secretary

**Highlights:**

- ⌘ The public rest rooms have been completed – at last!
- ⌘ The mural is well advanced, and children are able to watch the artist at work. Be sure to stop by for a look. The tree has also been installed.
- ⌘ Vendors have been found for re-upholstering all the lounge chairs and study chairs throughout the library in the chosen fabrics, and that work has begun.
- ⌘ A painting scheduled for the walls and trim in the remaining areas has been developed and assigned.
- ⌘ The stairs and elevator floors have been re-covered in a rubber material.
- ⌘ The bid opening for the HVAC system and roof repair is set for Aug. 12.
- ⌘ Carpet specifications for the bid package are now being written. Our goal is to close only one time and complete all the major work concurrently.
- ⌘ A list of the remaining tasks is attached.

**Some Highlights of Preliminary Plan for Closing:**

Plans are being developed to continue services during the time the library is closed, which now looks like it might be in late October. We anticipate being closed for at least one month and will probably give notice for 6 weeks. We have done extensive research on the best procedures for closing, based on the experiences of other libraries.

- ⌘ The East Valley Branch is planned to open the same hours the Main Library currently is open, that is, Mon, Tues, & Thurs 10-7, Wed 10-6, and Saturday 10-5, for the duration. We will send additional staff out to the branch to help; the Branch manager is now working out a staffing plan based on their space and the extended hours.
- ⌘ The Pioneer Room will be open for computer use from 12:30 – 5:30 Monday – Thursday, and from 10-5 on Saturday, also for the duration. In addition to making computers available, patrons may pick up reserved books and be able to check out some new and popular materials (the selection will be limited).
- ⌘ We will keep the regular due dates (some libraries extend due dates until they reopen), and will keep the book drops open. We will lift the restriction of only renewing one time and will let people renew 2-3 times. In addition, no fines will be charged for the period we are closed.
- ⌘ We may need a space to store temporarily the books and media that are returned, and will use either the pods outside or the Turrentine Room or Technical Services.

Staff can go over the plans in more detail at the meeting.

# Renovation Task List

Rev. 7/27/09

## HVAC

- Bid package goes out 6/23
- Bid opening scheduled for 8/12
- Council approval of contract set for early Sept.
- Possible start date in late-October

## Carpet

- Danny to start work on carpet specs week of July 27 – get all needed info to him
- Carpet rep: Glenn Thomas, [glenn@gcthomas.com](mailto:glenn@gcthomas.com), 619-518-7847
- Bid package goes out
- Bid opening scheduled for
- Council approval of contract set for
- Start date set for

## Collection

- Move bar codes – Heather, Kathy, volunteers, summer workers?
  - Oversize, adult Main
  - JE, children's Main
  - Oversize, EVB
  - JE, children's EVB
  - Audio books
- Security strips for DVDs & CDs?
- Back-shift nonfiction & fiction
- Shift VHS & DVD items – (keep DVDs in front temporarily?)

## Miscellaneous

- Replace HVAC vents throughout the building
- Get sign designs from Bob for input and approval
- Choose vendor for upholstering chairs & schedule work
- Write specs for painting interlocking ceiling tiles & ducts, get quotes; schedule
- Finish ceiling tile replacement – Tech Services, Board Room, etc.
- **Review use of current shelving and needs for new shelving;** consult with Yamada

# **Renovation Task List**

**Rev. 7/27/09**

## **Rest Rooms**

- Replace burned partition
- Fix grout in public rest rooms
- Replace baby changer

## **AREA PLANS**

### **Children's Room**

- Paint mural
- Obtain design for entry / lobby – Julia will supply
- Upholster chairs – Cindy & Janet
- Clean and paint ducts; remove duct end piece if possible
- Order & install tack board in windows - Cindy
- Finish wall repairs in story room
- Paint non-mural walls
- Construct tent and jeep
- Design, order & install end panels for stacks
- Design, order & install signage
- Move & replace video shelving & shelving under windows

### **Turrentine Room**

- Clean and paint ducts
- Send contract info to HAVS & get insurance – need PSA – Laura
- Run cabling to projector room – schedule Bill Ayers – Jo Ann
- Install new projector

### **Administrative Offices / Literacy / Board Room**

- Finish ceiling tiles in Board Room
- Literacy partitions

### **Patio Area & Outside**

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## **Renovation Task List**

**Rev. 7/27/09**

- Prepare pad for bike rack and install bike rack
- Re-pave parking lot & re-stripe
- Get quotes for banners & order – Laura
- Schedule PW to install banners
- Get quotes for painting the outside of the library (need bid package?)

### **Lobby / Self-checkout**

- Get quotes for changing entrance/exit doors – Ira
- Contact 3M about moving gates after door plan is known – Jo Ann
- Order & install tack board panels on book return wall – Cindy
- Demo & remove current Circ Desk Thurs. evening, Sept. 17
- Move entrance doors and replace window glass, 9/18
- Arrange for Datel or Bill Ayers to cap off and/or extend computer cable to Circ Desk area, 9/18
- Move security gates to new locations incl. running power source, 9/18
- Repair floor & patch carpet temporarily, 9/18
- Install new self-checkout machines, 9/21
- Set up staff workstation next to self-checkouts. 9/21
  - Identify and obtain a stand with a locking drawer for the computer station – Emiko – 9/15
  - Make sure all needed connections are available – Eugene

### **Public Service Desks**

- Meet with Jerry Dunaway to draw up plans – 7/29, 8:30 a.m.
- Finalize plan for reference desk & Teen/Media desk
- Determine timeline for replacing desks & where to store desks if not needed immediately
- Determine priority order for Jerry's other cabinet work
- Work with Lori Asper to order & install partitions where planned
- Install new flooring in Customer Service work area



## **Renovation Task List**

**Rev. 7/27/09**

### **Marketplace Area**

- **Meet with Admin, Emiko, Paul & Donna to finalize floor plan, including furniture, shelving and display units and which books will go where** – Laura, mid-July
- Determine which new units are needed and when to order; place order at appropriate time

### **Adult Services / Media Desk Area**

- Media work room – work with Lori Asper to finalize and order work stations
- Clear out media work room wall area for painting & complete painting – Media staff
- Install and move into new media work stations
- Build new wall in front of current Media Desk, after new Reference Desk is built
- Install electrical, voice/data cables in new wall – Bill Ayers?
- Transfer single face shelving behind current Ref Desk to new wall behind new Ref Desk
- Install new Reference Desk as soon as wall is finished
- Transfer phones & move into new desk – Media and Reference to share temporarily
- Demo old Reference Desk & remove
- Repair walls & install cable drops for new Internet area – timing?
- Determine best use for old reference desk area – temporary storage or move Internet computers? Move microforms to this area to free up space for Spanish books?

### **Reference Office Area**

- Move out media items from current media area to newly-emptied shelving
- Demo & remove old shelves
- Install new doors to make new office areas
- Repair walls, paint
- Build wall & door to Paul's new office – need to order doors?
- Do electrical, cable drops & phone
- Move reference librarians to new offices

### **Friends Book Shop**

- Order needed new shelving
- Remove 2 sections of shelving right outside Shop window
- Repair walls, paint in old reference office
- Install new shelving plus some old shelving

## **Renovation Task List**

**Rev. 7/27/09**

- Move Friends Book Shop into old reference office

### **Media Public Area**

- Determine final layout and any needed new furniture; order as needed
- Move out media items from current media area to newly-emptied shelving – mid- to late-Sept.
- Move Internet computers to new area on other side of library
- Repair and paint walls; cap off unneeded cable drops from old Internet area
- Install new Media Desk with cabinets behind
- Move CD cases to new location
- Move Spanish books and some shelving out and bring in oak shelving from pod for feature films.
- Move audio books to wall shelving, starting at end of Shop window and moving around wall into former sorting and Spanish shelving

### **Teen Area**

- Determine furniture layout, including computer seating and configuration
- Order needed computer carrels/stands
- Rotate booths to face other direction?

### **Study Area – North Reading Room**

- Determine final layout; count tables – Laura
- Make a decision on whether to have low partition with electrical between study tables; schedule with Jerry if yes
- Donate bust to EUHSD – Jo Ann

### **Spanish / Literacy Area**

- Determine shelving needed for Spanish area; order if needed
- Install new shelving or move current shelving into place
- Determine layout of books/media items and shift
- Shift literacy items

### **Business Center**

- Determine shelving distribution
- Determine any new furniture needed; e.g., computer carrels

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## **Renovation Task List**

**Rev. 7/27/09**

- Replace shelving on east wall; move double-sided range of shelving in place
- Move business collection
- Move copiers to new location

### **Closing Procedure**

- Staff – develop plan for deploying staff while library is closed
  - Find out about allergies, sensitivity to dust & glue
  - Assign allergic people to EVB, PR or Annex for duration
  - Find out who can do physical tasks
  - Develop list of clerical and physical tasks staff can do
  -
- Order boxes for moving books
- Public – develop plan for serving the public while closed
- Publicize temporary longer hours at EVB
- Develop & publicize grand opening

### **Carpenter's Priority List**

- Staff computer station at checkout
- Shelf around pillar and cord/wire management at both pillars
- Reference public desk
- Media/Teen public desk
- Cabinets in alcove behind Media/Teen public desk
- Panel divider in north reading room to carry electricity to study tables for laptops
- Counter-high cabinets in Customer Service work area (adjustable shelving, drawers)
- Island work station in graphic artist's area

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**LIBRARY BOARD OF TRUSTEES MEETING****Date:** August 13, 2009**Agenda Item No. 9b  
Library & City Budget****Recommendation:**

Discuss reduced library hours and resulting impact on access to library services.

**Background:**

So far, the City Council has not indicated that further cuts will be made as the result of the state take away. The cuts to employee compensation are still on the table, and those cuts will most likely take the form of furloughs, reducing our staffing strength further.

**President Galenes' Message:**

As a result of the loss of 29 staff (16 FTE), Escondido has no library services on Friday or Sundays of each week. The latest any of our libraries is open is 7 pm (Main Library three days per week). Closing before 9 pm on weekdays and closure of the libraries on Sundays precludes working people, students and families from beneficial use of their library facilities.

How can these issues be most effectively addressed? Staff will be looking at the issues and will have more information and hopefully some suggestions at the Board meeting.

**Issues:**

- Staff is still spread thin, even though hours have been cut. When employees are ill or on vacation, it is difficult to staff public desks. Many employees are at the upper limit of vacation accrual and must take it off or lose it.
- Staff is so busy now that supervisors often must force them to take breaks.
- Staff gets no premium pay for working evenings and weekends. Employee unions have indicated they would object to having volunteers take over the jobs of paid members.
- Libraries that open on Sunday indicate that it's their busiest day, so minimal staff could be problematic.
- The Main Library is not well-configured to offer partial service. At least 14 people are needed to open the Main Library for a 4-hour period such as a Sunday afternoon: 3 at Customer Service/Checkout, 2 Pages, 1 Security Guard, 2 at Reference, 1 at Media, 1 at Internet Computers, 2 in Children's, 2 floaters.
- Even after we have self-checkout machines, we will still need staff at the machines and at customer service to handle problems such as expired cards, blocks on cards for whatever reason, etc., which would prevent people from checking out.
- Past experience of libraries has shown that attempts to keep libraries open exclusively or mostly with volunteers have failed after a short time. We already have over 200 volunteers helping out. Efforts to recruit more have been slow.
- It would take less staff to have the East Valley Branch open more hours. Likewise, it may be possible to use the Pioneer Room in more ways and extend hours there.
- More computers are needed, but there is little space to add any more and we are already experiencing bandwidth constraints.

## North County Times

### ESCONDIDO: Frustrated by library cuts, city explores new approaches

#### City may use all-volunteer force, cede control to county

DAVID GARRICK - dgarrick@nctimes.com | Posted: Saturday, August 8, 2009 6:15 pm |



Escondido Library patrons are reflected in the front windows as they crowd near the entrance Wednesday. (Photo by Don Boomer - Staff photographer)

Severe budget cuts this spring have left the libraries in Escondido with the shortest hours in North County and by far the longest lines for Internet usage, prompting city officials to explore some radical new options.

Sunday and evening hours could be restored by fielding an all-volunteer staff at those times, the hours at the main library could be increased by closing the East Valley branch, or the city might turn over the operation of its libraries to the county.

The goals would be reducing the average wait time for Internet access, which has increased from 30 minutes to 90 minutes since March, and boosting the number of hours the libraries in Escondido are open each week beyond 42, which is far below the North County norm of 61 hours per week.

"This is just an inexcusable situation," said Alex Galenes, president of the Escondido Library board of trustees. "Using volunteers to restore some of these hours would allow people access to the materials and computers the taxpayers have bought."

City officials said closing the East Valley branch would only allow the main library to stay open a few more hours each week. But they were far more optimistic about using volunteers to expand library hours and letting the county operate the libraries, as San Marcos, Vista and Poway have done.

"We are a big city and we want control of our own libraries," said City Councilman Sam Abed. "But looking at it as a taxpayer, we have to carefully consider something that could save us money and increase the hours."

#### Reduced access

Extra hours and shorter waits for Internet access would be welcome news to thousands of Escondido residents who rely on the library to check their e-mail, apply for jobs online or borrow books and movies.

Library hours were slashed from 57 per week to 42 per week on March 1 after the City Council cut \$600,000 from the library's annual budget of nearly \$4 million. The cuts, which included closing on Fridays, required a reduction in full-time staff from 28 to 25 and layoffs for 26 of the library's 52 part-timers.

But the shorter hours have not reduced computer demand, they have just crammed that demand into a smaller time frame, deputy city librarian Jo Ann Greenberg said last week.

Wait times for computers have gotten so severe that people hover near the door when the main branch on Kalmia Street opens, preparing to gallop through the library to one of the 18 Internet terminals.

Last Tuesday morning, about half the people employing that strategy were successful. Tanis Castaneda, a 20-year-old Escondido resident planning to apply for fast-food jobs, was not so fortunate.

"I tried to get there first, but there were little kids in the way that I didn't want to run over," said Castaneda, who was given a slip of paper estimating his wait time at 55 minutes.

Tina Speaks, a 45-year-old Escondido resident who was recently laid off, said she has waited as long as two hours for a computer this summer.

"I've definitely noticed a change recently in how long we have to wait," said Speaks. "It's frustrating."

Mike Barencha said he was also frustrated, but explained that he'd be willing to wait even longer if the library would allow him to use the computer for more than the 90-minute maximum once he had waited his turn.

"It's no good if you're in the middle of a Taco Bell application online and your time is up," said Barencha, a 28-year-old Escondido resident. "You can basically only do one application a day."

### **A volunteer force?**

To help alleviate the problem, Abed and Galenes have been trying to recruit a team of volunteers who could join one trained library employee to restore some hours on Sundays and evenings.

The extra cost to the city would be far less than having a full staff in place, but residents would be able to use computers, read magazines and possibly check out books with new automated machines, Abed said.

Galenes said the library could have three "tiers" of service.

The lowest level would require a small number of volunteers, and people would only be allowed to read and browse the shelves, he said. The next tier would allow checking out of books and use of

computers. And the highest tier would be the library as it operates today, with fully-trained reference and children's librarians providing customers with advice and expertise.

Greenberg and fellow deputy librarian Cynthia Smith said customers would badly miss the guidance they get from fully trained staff.

"This is not a rural library ---- it's a big city library with lots of bells and whistles," Smith said.

Similar sentiments were offered last week by Camila Alire, president of the American Library Association, a nonprofit based in Washington, D.C.

"Expertise is crucial in libraries," said Alire. "Customers won't understand that they are getting help from volunteers, so they are going to be frustrated that the volunteers won't know how to help them."

But Galenes said being partially open is far better than being closed.

"Some people think if it's open you have to give 110 percent service," said Galenes. "But many kids need the libraries on Sundays and evenings to do their homework."

Abed agreed.

"Whether it's an extra one hour or two hours or five hours, it will make a difference," he said.

### **County in charge**

Another possible solution would be for the county to take over the libraries in Escondido, which would make them cheaper to run because of "economies of scale," said Abed, noting that county libraries are open seven days a week.

He said the possibility has not been formally analyzed, so it's not clear how much money would be saved or whether the county could keep Escondido's libraries open the same 61 hours per week that county-run libraries in San Marcos, Vista and Poway are open.

Plus, Oceanside and Carlsbad run their own libraries and have managed to provide more hours than the county. Libraries in Carlsbad are open 68 hours per week and libraries in Oceanside are open 62 hours per week.

The change would also transfer control of Escondido's libraries from the City Council to the county Board of Supervisors.

But Abed and Galenes said the idea was still worth exploring.

"Nobody wants to relinquish control over their library, but I think it needs to be looked at," Galenes said.

Call staff writer David Garrick at 760-740-5468.

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**LIBRARY BOARD OF TRUSTEES MEETING**

**Date:** August 13, 2009

**Agenda Item No. 9c**  
**Library Planning**

**Recommendation:**

- Debriefing on workshop with Group 4 Architectural firm.
- Receive report from the Project Management Team of phone conference on 8/11/09.

**Background:**

Report will be provided at the Board meeting.



**LIBRARY BOARD OF TRUSTEES MEETING****Date:** August 13, 2009**Agenda Item No. 9d  
Annual Statistical Report****Recommendation:**

Report will be distributed at the Board meeting. Review and provide direction to staff.

**Background:**

Last year, the Board's funded a handout of the annual report in booklet format. I have only a couple of copies left but will have one to pass around at the Board meeting.

The Board emphasized the following points in their discussion last year:

- The report was presented to the City Council to coincide with the statistical report sent to the State Library.
- The Library's support groups should have a prominent place in the report, with contributions noted, in money and the number of volunteers, to recognize what the community does for the library.
- The Board did fund the copying bill, although the first thought was to try to get vendors to pay for the printing by giving them recognition in the annual report.
- It is important to target our audience and give consideration to what types of information would impress them; reaching non-library users or the public that is not that heavily involved is important.
- It will have wide distribution to the public, including possibly giving one to each city employee; putting them at the Sprinter station and other places in the downtown area; mailing out; using them when we make presentations to groups; and putting it on the web as a PDF file.

**LIBRARY BOARD OF TRUSTEES MEETING**

**Date:** August 13, 2009

**Agenda Item No. 9e  
ELEF Challenge Grant**

**Recommendation:**

Receive report from Jack Anderson, Chair of the Escondido Library Endowment Foundation, and disperse grant.

**Background:**

Last August, the Library Board voted to encourage fund raising by the ELEF by routing \$30,000 of the bequest to them as a challenge grant, asking them to raise a matching donation by the end of June, 2009.

The ELEF has met that goal and will present a request to the Board to issue the grant.

**LIBRARY BOARD OF TRUSTEES MEETING****Date:** August 13, 2009**Agenda Item No. 9f  
Computer Enhancement Request****Recommendation:**

Approve the purchase of a Cisco Modular Router to enhance the computers at the East Valley Branch and authorize funds from the Library Trust Technology Account in the amount of \$1,585.91.

**Background:**

The attached quote for a Cisco Modular Router is proposed for purchase for the branch library. Lately, the branch has been experiencing tremendous work stoppages. For example, several weeks ago, branch staff were not able to access any functions of the library circulation/catalog system. Staff could not check in, check out, register patrons or access the catalog for several hours! They resorted to using pencil and paper which took time and patience.

There are several reasons why this happened: The branch shares its T1 line with Education Compact, Recreation, and the Credit Union. Including branch, 50 computers are routed through to City Hall and the main library depending on its final destination. This creates "a traffic jam" and work slowdown/stoppage. There is also no broadband limit so even one person can "jam up the works."

Another router would be directed exclusively from the branch to the main library and bypass all other traffic. This will favorably impact staff access to the library circulation/catalog system.

Please see the attached purchase price which includes freight and tax.



ISO 9001 Certified

CXtec (formerly CABLExpress Technologies) is a DBA of Cablexpress Corporation

Sue Rogers phone extension 2173, email srogers@cxtec.com

## CXtec

5404 South Bay Road, P.O. Box 4799  
Syracuse, NY 13221-4799  
North American Offices: 315-476-3000,  
North American Fax: 315-455-1800,  
International Offices: 011-315-476-3100,  
International Fax: 011-315-455-1800,  
<http://www.cxtec.com>

### Notes

Hi Eugene,

Here ya go!! We have stock on both router and wic card. Just let me know if you have any questions on this at all!! Thanks so much!!

Sue ext.2173

City of Escondido Quote 10518323, Tue Jul 28 14:28:52 EDT 2009  
Expires 27-Aug-2009

Requested By:	Ship To:	Bill To:
Eugene Davis	Eugene Davis 201 N Broadway Escondido, CA 92025	Eugene Davis 201 N Broadway Escondido, CA 92025

Qty	Mfr Part	Description	Unit Price	Ext. Price
1	CISCO1841	237736: equal2new CISCO 1841 10/100 MODULAR ROUTER WITH 2FE/2WAN SLOTS IP BASE 32MB FLASH/128MB DRAM <b>Note:</b> The Cisco 1841 is a modular router with the following features: * (2) 10/100 Fast Ethernet ports * (2) WAN slots for various WIC, VWIC, and VIC modules * Small desktop form factor chassis * IP BASE Cisco IOS Software * 32MB Flash * 128MB DRAM 3YEAR WARRANTY THROUGH CXTEC 1ST YEAR ADVANCE REPLACE.	\$745.00	\$745.00
2	WIC-1DSU-T1-V2	224653: equal2new CISCO 1 PORT T1 DSU/CSU PLUG IN MODULE	\$349.00	\$698.00
			Freight	\$23.86
			Tax (Mixed Percentages)	\$119.05
<b>TOTAL PURCHASE PRICE</b> (Purchase Order Must Be For This Amount)				\$1,585.91

**Cisco:** Equal2new items ship with a 3 Year Warranty with a first year advanced replacement.

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**Recommendation:**

Discuss the grant opportunity and determine whether to provide support.

**Background:**

The California State Library has put a project together for the first round of the Broadband Technology Opportunities Program via the National Telecommunications and Information Administration (NTIA) and Rural Utilities Service (RUS).

They have been collecting information on

1. which libraries would be interested in infrastructure projects to increase bandwidth.
2. what kinds of projects are already out there that may be providing opportunities for libraries, to get a sense of what is already being done.

In looking for grant opportunities that would support libraries, due to matching fund issues they are not pursuing an infrastructure (building more bandwidth) grant during this first round. They are going to work with the Cooperative Library Systems to figure out the possibilities for pursuing a second round grant for infrastructure.

**The Project:**

For a first round grant, public libraries and Community Colleges will partner in a project to support 58 public libraries and 58 community colleges to become Service Stations for videoconferencing capability through room based and PC based technology. This medium will offer residents access to courses and programs that will be developed to address basic literacy needs, technology skill building, job searches, workforce preparation, lifelong learning, healthy living and business development/e-commerce. All of the content will be created and shared across the network of Service Stations.

One specific example will be using the videoconferencing to increase capacity for the California Library Literacy Services program. The room based videoconferencing will provide an opportunity to connect and train more tutors more efficiently. The PC based videoconferencing will offer an opportunity to connect tutors in locations where there are not enough students, to students in areas where there are not enough tutors. \$60,000 worth of equipment will be provided to participants.

In order to participate, we had to complete and send in all of the requested information by July 27, 2009. As a result, we decided to apply with the thought that, if the Board and City do not support it, we will withdraw our application.

The Application is attached. The grant requires some increased bandwidth, which we do need. If we receive the award, there may be some costs for this fiscal year that we had not anticipated for this increased bandwidth. Staff would have to rely on the Trust Fund to pay any unforeseen expenses the first year, and we really don't have an estimate of that at this point. It could be several thousand dollars.

We need to find out whether the Board is willing to support those costs in order to go ahead with the grant application.

## **PROJECT SUMMARY**

### **The Instructional Technology "Service Station"**

This proposal represents a unique partnership between California's public libraries and community college system to provide residents across the state with 116 "go to" sites that enable residents to access computers, the Internet, and learning opportunities. Service Stations will be created in 58 public libraries and 58 community colleges, which will offer videoconferencing capability through room based and PC based technology. This medium will offer residents access to courses and programs that will be developed to address basic literacy needs, technology skill building, job searches, workforce preparation, lifelong learning, healthy living and business development/e-commerce. The programs/courses will be designed to attract and support the individual's interest and ability to use the internet.

One specific example will be using the videoconferencing to increase capacity for the California Library Literacy Services program. The room based videoconferencing will provide an opportunity to connect and train more tutors more efficiently. The PC based videoconferencing will offer an opportunity to connect tutors in locations where there are not enough students, to students in areas where there are not enough tutors.

The library project will be led by the Califa Group, a non-profit membership organization that serves the California Library Community. Califa is partnering in this project with California Community College Chancellor's Office's California Virtual Campus and CENIC the Corporation for Education Network Initiatives in California, which built and maintains a fiber based network for California's research and education community, and the California State Library.

This partnership engages libraries in a program that will stimulate learning and enhance the skills to access technology for broader participation in education, the workforce and community life.

## **REQUIREMENTS FOR PARTICIPATING**

### **Equipment and Support Provided for Participating Libraries**

The 58 public libraries participating will receive a direct benefit valued at \$60,000 per site. This includes:

- 1 room based videoconferencing unit
- 10 laptops
- 1 echo cancelling microphone
- 5 PC cameras
- Financial support for Service Station facilitator

In order to participate in this grant proposal, there are several requirements that will need to be met by your library in order to support the Instructional Technology Service Stations.

### **Physical Space**

- A room that can hold 15-20 people for distance learning events
- Enough electricity to support video conferencing equipment and 10 laptops
- A safe location for videoconferencing equipment and laptops when they are not in use

### **Staff**

- Service Station Facilitator or team of staff who will:
  - Liaison with the Califa Project Coordinator
  - Provide onsite technical support to address networking, videoconferencing or computer problems for users of Service Stations
  - Arrange/host videoconferencing events
  - Schedule and advertise events offered via the Service Stations
  - Support public participation in courses/programs offered via videoconferencing
  - Support local participation in “live” course offerings by distant instructors via room based or PC based videoconferencing
  - Provide short courses on how to use basic computer programs (Word, Excel, Google Docs, Email, etc...), how to participate in pc based videoconferencing, and how to build an e-portfolio
  - Ability to monitor students taking English and math placement exams online

### **Access**

- Site/staff availability for at least 8 hours per day for 4 days per week between the hours of 8 am and 6 pm
- Site/staff availability for at least 3 days per week between the hours of 5 pm and 8 pm
- 24x7 site availability and staff support for emergency responders if/when needed

### **Future Expectations**

All participating libraries will need to be able to support the cost of ongoing connectivity for the videoconferencing equipment and laptops. A minimum of a single T1 line will be required to support the videoconferencing equipment. Another T1 is recommended to support the connectivity of the laptops or PCs for PC based videoconferencing. Unless your library has enough bandwidth currently to support your needs and these additional services, your library will need to be able to support the ongoing costs of the additional T1 lines.

While there are some significant requirements, the benefits to your community and the ability to connect them to learning opportunities that are not available locally will be great.



## BASIC LIBRARY INFORMATION

<b>Name:</b>	Jo Ann Greenberg
<b>Title:</b>	Deputy City Librarian
<b>Library Jurisdiction:</b>	Escondido Public Library
<b>Address:</b>	239 S. Kalmia Street
<b>Phone:</b>	(760)839-4825
<b>Email:</b>	jgreenberg@escondido.org
<b>Library Outlet for Service Station:</b>	
<b>Address (if different than above):</b>	same

### *Connectivity*

<b>Where do you connect today for Internet Service?</b>	<input checked="" type="checkbox"/> Direct to Internet Service Provider (Public) <input type="checkbox"/> To Central library location <input checked="" type="checkbox"/> To City (staff) <input type="checkbox"/> To County <input type="checkbox"/> To Education entity <input type="checkbox"/> Other _____
<b>What is the current bandwidth of that connection?</b>	T1
<b>Any special circumstances or issues we should be aware of regarding connectivity to your site?</b>	No



**Broadband Technology Opportunities Program  
Federal Grant Application  
Public Computer Centers Program (Track 2)**

**E. Project Benefits - Expanding Broadband Public Computer Center Capacity**

**Public Computer Center Capacity, Including Areas and Populations Served**

12. **Public Availability.** Will your facility be available to all members of the general public, or a specific population only? Please explain. If you charge membership dues or other fees for the population you are proposing to serve, please explain how these charges are consistent with the public interest. [One Page Limit]
13. **Restrictions on Center Use.** If the use of your center(s) is restricted to certain purposes, please identify those and explain the reasons for the restrictions. [1/2 Page Limit]
14. **Accessibility.** Please describe the ways in which your center(s) will be accessible and welcoming to people with disabilities. [1 Page Limit]
15. **Center Locations.** What is/are the location(s) of your new/expanded Public Computer Center(s)? Please complete the following key metrics chart, referring to sample and Guidelines:

Public Computer Center	Address Line 1	Address Line 2	City	State	Zip
Escondido Public Library	239 S. Kalmia		Escondido	CA	92025

16. **Center Capacity.** Please complete the following key metrics chart, referring to sample and Guidelines:

Computer Center Name / Type	Current Hours Open to Public Per 120-hour Business Week	Current Hours Open to Public Per 48-hour Weekend	Proposed Hours Open to Public Per 120-hour Business Week	Proposed Hours Open to Public Per 48-hour Weekend	Current # of Broadband Workstations	Proposed # of Broadband Workstations	Current Facility Broadband Connection Speed (Mbps)	Proposed Facility Broadband Connection Speed (Mbps)
Turrentine Room Computer Ctr/Library Facility	35	7			60	70	1.544 Mbps	15 Mbps

12. **Public Availability.** Will your facility be available to all members of the general public, or a specific population only? Please explain. If you charge membership dues or other fees for the population you are proposing to serve, please explain how these charges are consistent with the public interest.

The facility will be available to most members of the general public. The Turrentine Room is currently a meeting room used primarily for staff sponsored library programs and by groups or individuals in the community who are compliant with library meeting room policy.

**Public programs:**

The library proposes to adapt its meeting room policy to include this videoconferencing service station proposal so that it is consistent with the library's meeting room policy. Because this service station proposal is grant funded, the library's motivation will not be to generate a profit. The Public Computer Center would be available to groups with no fees for government agencies, nominal fees for non-profit groups, and competitive fees for businesses giving seminars or classes. Individuals are never charged.

Escondido Library's current meeting room policy is as follows:

"All meetings must be open and free to the general public; admission or other fees may not be charged. Programs or seminars for the public conducted by profit-making businesses must be educational in nature and may not specifically promote the sponsoring organization."

Therefore, businesses which are profit-making, non-educational in nature, charge admission or other fees would not be eligible to use the library Public Computer Center.

**Staff programs:**

Staff sponsored programs in the meeting room are always free to the community. The videoconferencing service station might address basic literacy needs, technology skill building, job searches, workforce preparation, lifelong learning, healthy living and business development/e-commerce. Staff sponsored programs for staff might address staff training and administrative meetings to supplement face-to-face meetings.

**13. Restrictions on Center Use. If the use of your center(s) is restricted to certain purposes, please identify those and explain the reasons for the restrictions.**

The library overall encourages public use of its meeting rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment. The Center restrictions are consistent with the library's meeting room policies, including denying use to:

- Businesses which are profit-making, non-educational in its purpose, charge admission or registration fees and/or solicits donations.
- Private social functions such as weddings, anniversary celebrations, funerals, reunions, dances, etc.
- Programs unsuitable for the library's physical facilities.
- Any individual or group who abuses or violates rules or engages in activities which disturb normal library operations.

#### **14. Accessibility**

**Please describe the ways in which your center will be accessible and welcoming to people with disabilities?**

The library is in the process of a major renovation, employing principles of universal design for a broad range of users who may have a wide range of hearing, visual mobility and learning impairments. For example, the parking area, pathway and entrance to the building are wheelchair accessible with ample disabled parking. The entrance has always been accessible but it is even better now that it has recently been renovated with wider wheelchair access, clear of obstructions, high contrast and directional signage to navigate throughout the building.

The restrooms, located close to the exit door, have recently been upgraded with wide partitions for wheelchairs and automatic flush and faucet amenities.

The center will be located on the second floor close to the elevator and stairwell. The elevator has both auditory and visual signals to differentiate the floors. The controls are accessible from a seated position and available in Braille.

The room, which can comfortably hold 150 people, has moveable tables and chairs to fit many different lab configurations. Lighting (which has recently been upgraded) is cool and adjustable depending on the center use (i.e. darkened room for slide presentations).

The library will purchase several adjustable tables to accommodate access to the computers. Each computer will have a wrist and forearm rest; several computers will have a trackball, to modify keyboard responses (sticky keys, repeat rate and delay), software to enlarge screen images, headphones for patrons who need to concentrate, large print keytop labels and web resources that adhere to accessibility standards adopted by the center. These are low cost accommodations and can be easily implemented. Other software programs such as speech synthesizers (those who can't see) and access to text-based web pages (those who can't hear) would also be seriously considered.

An ergonomic city team evaluates all aspects of accessibility for the library and its environs and makes recommendations for all users with disabilities. The library team also evaluates specific library areas, including individuals with disabilities and organizations who can best recommend areas of change.

Some library staff have already been trained in some of the library's adaptive computer equipment; the center staff will continue to train on the newer technologies and present them at staff trainings and workshops.

Knowing that the library is dedicated to serving all patrons including those with disabilities through universal design in its current renovation will make all patrons feel welcome. Equal access policies that are in place at the center will allow patrons with disabilities independence and a feeling of welcome.

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**Broadband Technology Opportunities Program  
Federal Grant Application  
Public Computer Centers Program (Track 2)**

**E. Project Benefits - Expanding Broadband Public Computer Center Capacity**

**Public Computer Center Capacity, Including Areas and Populations Served**

**17. Size and Scope of Target Audience.** For the computer locations you described above, please complete the following table indicating the size and scope of your target population, and targets for persons served in each center, referring to the sample.

Computer Center Name	Estimated # of Total Persons in your Service Area (or Specific Population Sub-Group)	Service Area Identifier (Municipality, County, Census Tract, or other area designation)	# of Persons served per 120-hour business week (current)	# of Persons served per 48-hour weekend (current)	# of Persons served per 120-hour business week (proposed target)	# of Persons served per 48-hour weekend (proposed target)
Escondido Public Library	142,389	SANDAG Population Estimate	748	187	1,000	225

**18. Population Demographics.** Indicate the demographic category or categories your program will serve by completing the questions below. [One Page Limit]

a) Age distribution:

- ☐ 0 to 4 years
- ☒ 5 to 19 years
- ☒ 20 to 29 years
- ☒ 29 to 39 years
- ☒ 40 to 49 years
- ☒ 50 to 59 years
- ☒ 60 to 69 years
- ☒ 70 and above

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**Broadband Technology Opportunities Program  
Federal Grant Application  
Public Computer Centers Program (Track 2)**

**E. Project Benefits - Expanding Broadband Public Computer Center Capacity**

**Public Computer Center Capacity, Including Areas and Populations Served**

b. Ethnicity or Ethnicities

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Hispanic                     | <input checked="" type="checkbox"/> Non-Hispanic Hawaiian or Pacific Islander |
| <input checked="" type="checkbox"/> Non-Hispanic White           | <input checked="" type="checkbox"/> Non-Hispanic Other                        |
| <input checked="" type="checkbox"/> Non-Hispanic Black           | <input checked="" type="checkbox"/> Two or More Races                         |
| <input checked="" type="checkbox"/> Non-Hispanic American Indian |   |
| <input checked="" type="checkbox"/> Non-Hispanic Asian           |   |

c. Gender ☒ Male ☒ Female

d. Median Household Income:

- |   |  |
|---|--|
| <input type="checkbox"/> Less than \$9,000              | <input type="checkbox"/> \$50,000 - \$74,999   |
| <input type="checkbox"/> \$10,000 - \$14,999            | <input type="checkbox"/> \$75,000 - \$99,999   |
| <input type="checkbox"/> \$15,000 - \$24,999            | <input type="checkbox"/> \$100,000 - \$149,999 |
| <input type="checkbox"/> \$25,000 - \$34,999            | <input type="checkbox"/> \$150,000 - \$199,999 |
| <input checked="" type="checkbox"/> \$35,000 - \$44,999 | <input type="checkbox"/> \$200,000 and above   |

e. Educational Levels

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> None   | <input checked="" type="checkbox"/> Middle - Grade 6 to Grade 8     | <input checked="" type="checkbox"/> Masters       |
| <input checked="" type="checkbox"/> Nursery School - Preschool          | <input checked="" type="checkbox"/> Secondary - Grade 8 to Grade 12 | <input type="checkbox"/> Doctorate/Post-Doctorate |
| <input checked="" type="checkbox"/> Elementary - Kindergarten - Grade 5 | <input checked="" type="checkbox"/> College                         |   |

f. Disabilities status

- ☒ Blindness, Deafness or a severe vision or hearing impairment
- ☒ A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying.
- ☒ A physical, mental or emotional condition lasting 6 months or more

g. Unemployment rate 9.10%

h. Language

- ☒ English - Primary ☒ English - Second Language ☒ Non-English

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Laura Mitchell, City Librarian  
Escondido Public Library  
239 S. Kalmia, Escondido, CA 92025  
(760) 839-4601  
[Lmitchell@escondido.org](mailto:Lmitchell@escondido.org)

July 23, 2009

To Whom It May Concern:

I am writing on behalf of the Escondido Public Library to express strong support for the Califa Group's IT Service Station project and the California Virtual Campus' Digital Destinations project. These two complimentary projects will help drive future innovations in California made possible as a result of federal investments in broadband infrastructure in rural unserved and underserved areas.

The IT Service Station proposal will establish 116 California library and community college off-campus sites dedicated to providing public access to Internet connected computers, e-portfolio tools, and technology training. Sites will co-deliver online programs offered by partnering organizations via videoconferencing, with the goal of attracting and then transitioning potential broadband users to use within their homes (via desktop videoconferencing options). Program offerings will be tailored to the interests/needs of groups with low broadband and computer use.

The Digital Destinations project will provide essential centralized services and support to educational and workforce preparation providers that will allow providers to evolve program delivery models from face-to-face to more effective hybrid online delivery models using videoconferencing. The support will help overcome financial barriers to change while creating long-term efficiencies. It will compliment a BTOP IT Service Station proposal to establish 116 "go to" places for participants until they learn to access programming from PC based videoconferencing in their homes.

The Escondido Public Library looks forward to being one of the "go to" sites described above, and will do everything possible recruit and support local residents' participation in the programs and services made possible by the two grants. There is no doubt that the planned enhancements in our Escondido community will help address the education and workforce development needs of area residents, and will provide key supports to those whose adoption of new technologies in their homes lags other participants. We strongly urge you approval of these two requests.

Sincerely,

A handwritten signature in cursive script that reads "Laura Mitchell".

Laura Mitchell  
City Librarian

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**LIBRARY BOARD OF TRUSTEES MEETING**

**Date:** August 13, 2009

**Agenda Item No. 9h  
CLA Conference Support**

**Recommendation:**

Approve sending 2-3 staff who are members/presenters to this conference, October 30 – November 2, in Pasadena and authorize payment from the Trust Fund.

**Background:**

The Library budget for this year does not include any money for training and travel, and generally speaking, we are not planning on sending staff to conferences. However, we have at least one employee who is a presenter at a workshop, Joanna Axelrod. In addition, we have one or two others who would like to attend using their own money.

It is traditional for the Trust Fund to subsidize City funding for training and travel, and this is a very good year to do that. It would be very much appreciated by staff.

30-