



## Escondido Public Library Board of Trustees

### AGENDA

#### Library Board of Trustees Meeting

Thursday, May 9, 2013

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.

**3. APPROVAL OF MINUTES FROM April 11, 2013 MEETING:** *Attached*

**4. BOARD ADMINISTRATIVE ANNOUNCEMENTS**

**5. PROJECT UPDATES:** None

- 6. BOARD NEWS/ISSUES:** Letter of support for State Senator Wolk's bill, SCA-7, has been prepared. A copy of text is included in this packet.

- 7. REPORTS FROM AUXILIARY GROUPS:** The Friends of the Library and Friends of the Pioneer Room continue to meet, but do not have special events planned during the month of May. The Friends of Literacy Services will support the Annual Literacy Learner Recognition Event at the Escondido Lexus Dealership on June 13. Invitations will be sent to Trustees in mid-May. Escondido Library Foundation volunteers will support the Library's Expansion Project presence at the Escondido Street Faire on May 19<sup>th</sup>.

**8. SIGNIFICANT UPCOMING EVENTS**

Date & Time	Location	Event
May 11 3:00 PM	Turrentine Room	2 <sup>nd</sup> Saturday Concert Featuring Todo Mundo
May 19 9:30 AM - 5:30 PM	Downtown Escondido	Escondido Street Faire – Library Expansion Project Booth next to Bookmobile

**9. CURRENT BUSINESS**

- Presentation by CSUSM Sociology Students on Report Commissioned by Escondido's Future: "Phase II Impact Study on the East Valley Branch Library Closure. "
- Library Expansion Project Update
- Library Trust Fund Report
- Library Board of Trustees Memberships

**10. CITY STAFF COMMUNICATIONS**

- Director of Library & Community Services
- Deputy City Librarian



Escondido Public Library Board of Trustees

**AGENDA**

**Library Board of Trustees Meeting**

**Thursday, May 9, 2013**

**2:00 p.m.**

**Board Room**

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

**12. ADJOURN UNTIL** June 13, 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	June 13, 2013	2:00 p.m.	Library Board Room
Thursday	July 11, 2013	2:00 p.m.	Library Board Room
Thursday	Aug. 08, 2013	2:00 p.m.	Library Board Room
Thursday	Sept. 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, April 11, 2013, 2:00 p.m.**  
**Library Board Room**

**CALL TO ORDER:** Gary Knight called the meeting to order at 2:05 pm.

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

**Members Absent:** None

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

**Other Attendees:** Patricia Mues, Dorothy McQuiston

Gary Knight and Virginia Loh-Hagan were sworn in as members of the Board of Trustees for another term. Cynthia Smith introduced the new Director of Library and Community Services, Loretta McKinney. The Board commended Cynthia Smith for her good work as Interim City Librarian.

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES:** MSC Cameron/Gorny to approve the minutes of March 14, 2013 as written, Vote 4/0.

**BOARD ADMINISTRATIVE ANNOUNCEMENTS:** Virginia Loh-Hagan's third book will be published on May 1<sup>st</sup>. She has several book signings scheduled.

**BOARD ISSUES/NEWS:** None.

**PROJECT UPDATES:** The Board discussed the status of the Library Expansion Project. Smith gave a synopsis of the project, including the Project Team and Task Force members' roles. She also noted the projected schedule. David Schnee, architect/consultant will be on site to conduct community meetings and meet with staff and City Council members on April 30 and May 1, 2013. Eisler suggested an additional community meeting should be conducted in the northwest section of Escondido.

**REPORTS FROM AUXILIARY GROUPS:** The Friends are having many sales since book donations are so high. The Board was encouraged to participate in the Foundation's fundraiser at participating McDonald's on April 17, 2013. The fundraiser will take place during National Library Week.

**SIGNIFICANT UPCOMING EVENTS:** National Library Week is April 14-20, 2013. Staff is also excited to be involved in the *World Book Night* giveaway this year as part of National Library Week. A reminder was given to Board members to attend the Annual Volunteer Luncheon on April 18<sup>th</sup>.

**CURRENT BUSINESS:**

Annual Volunteer Recognition Events: The Board has allocated monies for Special Projects expenses. The Library Administration would like the Trustees to know that some of the funds are being spent to support annual volunteer recognition in the spring and fall. The Board

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supports this expenditure. **MSC Cameron/Eisler - Vote of Confidence on spending funds for the Annual Volunteer Luncheon and Book Plate Reception. Vote 5/0.**

Change of Board Meeting Date: Since all Board members were present, a discussion was held about changing the time of the board meeting. Loh-Hagan and Knight both have trouble getting here at 2:00 p.m. After discussion, it was determined that the current meeting date and time for the Board meeting is the best. The Board decided to take no action on this item.

2013 Food for Fines Program Request: The *Food for Fines* program has been run successfully by the library for the past several years and is a great community tool. Library staff requested to conduct the program during the month of July and during the year-end holidays. Staff also requested to increase the amount of the maximum "fine forgiveness" level, from \$15.00 to \$20.00. **MSC Cameron/Loh-Hagan to approve the Food for Fines program in 2013 and increase in the maximum fine forgiveness level to \$20.00, Vote 5/0.**

Library Board Trust Fund Information & Budget Authorization: Smith discussed the budgeting process for the Library Trust Fund in general. McKinney has asked the Finance Department to provide a historical accounting of this trust fund so that a bottom-line summary can be provided. McKinney said she and Smith want to take the opportunity to allocate monies in a different manner than we have in prior years. The Board requested a monthly report of the fund balance and a quarterly report with further information. **MSC Eisler/Gorny to approve the trust fund Special Projects and Technology request of \$5,000 for Technology and \$15,000 for Special Projects, Vote 3/1, one abstention.**

Library Board of Trustee Memberships: Loh-Hagan suggested this item be tabled for discussion until after the Trust Fund budget report in May.

Library Legislation Update: Smith provided information on proposed California State constitutional amendment, SCA-7. The bill would provide legislation to lower voter approval threshold for library facility projects and operations from the existing 2/3 vote to 55%. The Board is interested in providing a letter of support to the legislative committee considering this item. President Knight to provide correspondence.

## **CITY STAFF COMMUNICATIONS**

Deputy City Librarian: Mel Takahara from Escondido's Future community group has requested that CSUSM students present the Board with their findings on the second phase of the Impact Study on the closure of the East Valley Branch Library. The Board agreed to hear their report at the next meeting on May 9, 2013. Smith will contact Mr. Takahara and include this item on the next agenda. The National Library Week Proclamation was made by Mayor Abed on Wednesday, April 10, 2013 at the City Council Meeting.

Adjourned: 4:00 pm

Respectfully submitted,

Virginia Loh-Hagan/jr, Board Secretary

**LIBRARY BOARD OF TRUSTEES MEETING**

**Agenda Item No. 9a**

**Presentation by California State University San Marcos Students on a Report Commissioned by Escondido's Future: "Phase II Impact Study on the East Valley Branch Library Closure."**

**Recommendation:**

Receive the report as requested by community group Escondido's Future.

**Background:**

Mr. Melvin Takahara, member of Escondido's Future, requested that the Board of Trustees receive a report referred to as the "Phase II Impact Study on the East Valley Branch Library Closure." Escondido's Future engaged CSUSM Sociology Department students to conduct the report. Mr. Takahara and students involved in the study will present their findings to the Board of Trustees. (A printed copy of the report was not provided in advance.)

**LIBRARY BOARD OF TRUSTEES MEETING**

**Agenda Item No. 9b**

**Library Expansion Project Update**

**Recommendation:**

Receive an update on recent 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 building are well underway. The following activities and events occurred over the past few weeks:

- Community members can now share their vision for the Library's future by completing a survey which is available in English and Spanish. The survey is posted on the Library's website and can be taken online or by completing a printed version, available at Library facilities. The survey will be available through the month of May.
- Library staff attended the Día del Niño celebration at Grape Day Park on April 27<sup>th</sup>. They introduced the project to the public and promoted the survey and pending community meetings.
- Group 4 architects met with Community Services management staff on April 30<sup>th</sup>. They also toured the Library facilities to study workflow, current layout and use patterns.
- Group 4 conducted the first Task Force meeting on April 30<sup>th</sup>. The meeting was well attended and members were fully engaged in the process. Trustees Eisler and Cameron represent Board interests.
- Group 4 conducted community meetings on April 30<sup>th</sup> and May 1<sup>st</sup> at the Library and Oak Hill School respectively. A positive account of the first meeting was reported by the press:  
<http://www.utsandiego.com/news/2013/may/02/escondido-library-expansion-public-forum/>.
- On May 1<sup>st</sup>, the architects met with City Planning and Engineering staff to strategically review the CEQA (California Environmental Quality Act) entitlement process.
- On May 1<sup>st</sup>, the Project Management Team met with City Council members. The meetings were productive. Council members expressed their support for the expansion project and offered constructive advice on how to make the project successful.

Group 4 will process the information received in these meetings and report findings in mid-June when the Task Force meets again. There will be follow-on meetings in July and August. The conceptual design will be presented to City Council in September.

**LIBRARY BOARD OF TRUSTEES MEETING**

**Agenda Item No. 9c**

**Library Trust Fund Report**

**Recommendation:**

Receive the Library Trust Fund report.

**Background:**

The Board of Trustees requested an accounting of the Library Trust Fund balance and expenditures. The attached report provides overview and summary detail for the last three years: FY 2010 -11, FY 2011-12, and FY 2012-13 (FY 12-13 through April 2013).

Overall, the Trust Fund balance has remained constant the last three years despite the loss of state PLF (Public Library Fund) and TBR (Transaction Based Reimbursement) funding. Maintenance of the balance can be largely attributed to careful and conservative spending, primarily in the area of technology. Savings have resulted with the deferral of anticipated equipment purchases and coverage of some equipment by the City's Information Systems Department.

The Trust Fund balance revenues show sizable donations. The bulk of these funds are from the Friends of the Library to help fund circulating collections. The Friends' donation is budgeted as a line item categorized as "Books, Supplemental" and shows up as a pass-through expense.

Each year Library Administration requests that the Board authorize spending for Technology and Special Projects to cover anticipated needs and some needs that cannot be anticipated. Budgeted funds must be accessible from the Trust fund to cover items essential to Library operations, such as a new server, internal connections or a firewall. The Trust fund also provides flexibility and the ability to respond to immediate needs. Board approval of yearly funds makes it possible to purchase necessary items up front which are often reimbursed through grants or donations.

**CITY OF ESCONDIDO  
LIBRARY TRUST FUND REPORT  
Fiscal Year 2010-2011  
General Overview**

**REVENUES 7/1/2010**

Beginning Fund Balance	\$327,103
Literacy Designation	<u>\$7,111</u>
Total	\$334,214

**"NEW" Revenues 7/1/2010 - 6/30/2011**

Library Grants	\$2,000
Reimbursement from Outside Agencies	\$98
Interest	\$6,202
Dividends	\$4,547
General Donations	\$52,664
Other Revenue/Reimbursements	<u>\$426</u>
Total "New" Revenues	\$65,937

Beginning Fund Balance Total	\$334,214
Total "New" Revenues	\$65,936
Total Beginning Balance & "New" Revenues	<u>\$400,150</u>

**PROJECT EXPENDITURES 7/1/2010 - 6/30/2011**

Special Projects	\$18,765
Technology	\$12,902
Literacy Projects	\$60
Homework Center	\$1,701
Books, Supplemental	\$83,245
Digital Storytelling	\$577
History Digital Resources	<u>\$326</u>
	\$117,576

Total Beginning Balance & "New" Revenues	\$400,150
Total Expenditures	<u>-\$117,576</u>
Ending Fund Balance 6/30/2011	\$282,574

Literacy Deduction	<u>-\$7,111</u>
TOTAL Ending Fund Balance	<u>\$275,463</u>

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CITY OF ESCONDIDO  
LIBRARY TRUST FUND REPORT  
Fiscal Year 2010-2011  
Details 7/1/2010-6/30/2011

Project	\$ Requested on 5-13-10	Existing & Allocated	Expenditures	Project Balance Forward
Special Projects	\$30,000	\$30,158	\$18,765	\$11,392
Library Technology	\$30,000	\$46,433	\$12,902	\$33,531
Literacy Projects		\$926	\$60	\$866
Homework Center		\$1,701	\$1,701	0
Library Books/Supplemental		\$98,439	\$83,245	\$15,194
Digital Storytelling		\$577	\$577	0
History Digital Resources		\$326	\$326	0
Ending Balance 6/30/2011	\$60,000	\$178,559	\$117,576	\$60,983

**CITY OF ESCONDIDO  
LIBRARY TRUST FUND  
FY 2011-2012  
General Overview**

**REVENUES 7/1/2011**

Beginning Fund Balance	\$275,463
Literacy Designation	<u>\$7,111</u>
Total	\$282,574

**"NEW" Revenues 7/1/2011 - 6/30/2012**

Library Grants	\$0
Reimbursement from Outside Agencies	\$0
Interest	\$4,050
Dividends	\$7,196
General Donations	\$63,598
Other Revenue/Reimbursements	<u>\$7,804</u>
Total "New" Revenues	\$82,648

Beginning Fund Balance Total	\$282,574
Total "New" Revenues	<u>\$82,648</u>
Total Beginning Balance & "New" Revenues	\$365,222

**PROJECT EXPENDITURES 7/1/2011 - 6/30/2012**

Special Projects	\$19,698
Technology	\$1,342
Literacy Projects	\$359
Books, Supplemental	<u>\$62,192</u>
	\$83,591

Total Beginning Balance & "New" Revenues	\$365,222
Total Expenditures	<u>-\$83,591</u>
Ending Fund Balance 6/30/2011	\$281,631

Literacy Deduction	<u>-\$7,111</u>
TOTAL Ending Fund Balance	<u>\$274,520</u>

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CITY OF ESCONDIDO  
LIBRARY TRUST FUND  
FY 2011-2012  
Detail 7/1/2011 - 6/30/2012

Project	Project Balance Forward	\$ Requested on 4/21/11	Existing Allocated	Expenditures	Project Balance Forward
Special Projects	\$11,392	\$35,000	\$46,392	\$19,698	\$26,694
Library Technology	\$33,531	\$5,000	\$38,531	\$1,342	\$37,189
Literacy Projects	\$866	0	\$866	\$359	\$507
Books-Supplemental (Friends)	\$15,194	\$60,000	\$75,194	\$62,192	\$13,002
	\$60,983	\$100,000	\$160,983	\$83,591	\$77,392

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CITY OF ESCONDIDO  
LIBRARY TRUST FUND REPORT  
FY 2012-2013  
General Overview

**REVENUES 7/1/2012**

Beginning Fund Balance	\$274,519
Literacy Designation	<u>\$7,111</u>
Total	\$281,630

**"NEW" Revenues 7/1/2012 - 4/10/2013**

Library Grants	\$0
Reimbursement from Outside Agencies	\$0
Interest	\$613
Dividends	\$4,329
General Donations	\$77,232
Literacy Program Donations	\$940
Other Revenue/Reimbursements	<u>\$647</u>
Total "New" Revenues	\$83,761

Beginning Fund Balance Total	\$281,630
Total "New" Revenues	<u>\$83,761</u>
Total Beginning Balance & "New" Revenues	\$365,391

**PROJECT EXPENDITURES 7/1/2012 - 4/10/2013**

Special Projects	\$8,961
Technology	\$5,490
Literacy Projects	\$507
Books, Supplemental	<u>\$55,848</u>
	\$70,806

Total Beginning Balance & "New" Revenues	\$365,391
Total Expenditures as of 4/10/2013	<u>-\$70,806</u>
Ending Fund Balance 4/10/2013	\$294,585

Literacy Deduction	<u>-\$7,111</u>
TOTAL Ending Fund Balance	<u>\$287,474</u>

CITY OF ESCONDIDO  
LIBRARY TRUST FUND REPORT  
FY 2012-2013  
Detail

Project	\$ Requested 2012	Existing & Allocated	Expenditures as of 4/10/2013	Project Balance as of 4/10/2013
Special Projects	\$15,000	\$41,694	\$8,961	\$32,733
Library Technology	\$5,000	\$42,189	\$5,490	\$36,699
Literacy Projects		\$507	\$507	\$0
Library Books/Supplemental*	\$60,000	\$73,002	\$17,153	\$55,849
Ending Balance 4/10/2013	\$80,000	\$157,392	\$32,111	\$125,281

NOTES: \* Funds deposited 2013

This is a snapshot of the Revenues and Expenditures as of 4/10/2013. Some revenues and expenditures may not be reflected on this report.

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**LIBRARY BOARD OF TRUSTEES MEETING**

**Agenda Item No. 9d**

**Library Board of Trustees Memberships**

**Recommendation:**

Review information on membership rates for Board members' participation in professional library associations. Determine membership assignments, as appropriate.

**Background:**

This item was tabled at the April Board meeting, pending a better understanding of Trust funds available to cover memberships. It is included again for consideration.

Board members have held memberships in professional library associations as an important means of keeping abreast with library trends and issues. Memberships afford access to newsletters, journals and other publications, as well as training and conference registration discounts. Memberships in ALA, PLA and CLA provide a perspective on national and state library issues. United for Libraries and CPLA are organizations for library advocates, trustees, Friends and foundations.

Here are the annual membership dues for consideration:

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|---|---|
| <u>American Library Association (ALA)</u> | <u>\$59.00</u>                            |
| Public Library Association (PLA)          | \$60.00 (requires ALA membership)         |
| United for Libraries (Formerly ALTAFF)    | \$50.00 (does not require ALA membership) |
- |   |                |
|---|----------------|
| <u>California Library Association (CLA)</u> | <u>\$40.00</u> |
|---|----------------|
- |  |  |
|--|--|
| <u>CPLA Trustees (formerly CALTAC)</u> | <u>\$23.00 individual; \$50 all board members.</u> |
| Group special offered this year only.  |  |

Trustees Eisler and Gorny currently hold individual ALA memberships, which can be renewed for \$100 each. This rate includes membership in CPLA (California Public Library Advocates, formerly known as CALTAC - California Association of Library Trustees and Commissioners). Last year they registered with ALA as part of a package to attend the annual conference which was held on Anaheim.

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May 9, 2013

The Honorable Lois Wolk, Chair  
Senate Governance and Finance Committee  
California State Senate  
State Capitol, Room 5114  
Sacramento, CA. 95814  
Fax: (916) 445-4662

**STATE CONSTITUTIONAL AMENDMENT – 7 (SCA – 7)**

Dear Senator:

I write to respectfully thank you for sponsoring SCA-7, which will lower the local vote threshold from the existing two-thirds vote to 55% for communities to pass a library construction bond measure or a special tax measure to fund library operations.

The Escondido Public Library Board of Trustees has discussed the importance of SCA-7. As Library advocates we fully support this measure. SCA-7 is especially important to the Escondido community for the following reasons:

- The Escondido Public Library has been a vital part of the community's educational, cultural, and economic development for more than a century. The current library building, located in the heart of the City, can no longer accommodate the materials, services, technology, or study spaces to support the community's 21<sup>st</sup> century needs.
- As a result of recent studies confirming the need for an expanded library, the Escondido City Council approved the initiation of a conceptual design to add a new state-of-the-art wing to the existing library facility.

Although broad-based community input and ideas are being actively pursued to assure this project is successful in meeting the needs of the ethnically and economically diverse Escondido citizens, the reality of funding a new 30,000 square foot wing will depend on private fundraising efforts combined with passing a bond measure. There is no doubt that with a 55% vote, this City could provide the community gathering place called the new Escondido Public Library.

The library community is sympathetic to the State's budget challenges; however, cuts to public libraries have been disproportionate to any other segment of local government. We are at a critical crossroads with regard to the impact on services and patrons. I urge you to support SCA-7 and also preserve the California Library Services Act, the Library Literacy Services program, and the Public Library Foundation to the best extent possible.

Thank you for your consideration.

Sincerely,



Gary Knight  
President, Escondido Public Library Board of Trustees

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