



# CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

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September 12, 2024 at 4:00 PM

**Council Chambers: 201 North Broadway, Escondido, CA 92025**

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## **WELCOME TO YOUR BOARD MEETING**

We welcome your interest and involvement in the legislative process of Escondido. This agenda includes information about topics coming before the board.

### **PRESIDENT**

Virginia Bunnell

### **SECRETARY**

Francis X. Bova III

### **TRUSTEES**

John Schwab

Carolyn Clemens

Maribel Reyes

### **ASSISTANT CITY CLERK**

Sarena Garcia

### **HOW TO WATCH**

The City of Escondido provides one way to watch a board meeting:

#### **In Person**



201 N. Broadway, Escondido, CA 92025



# CITY of ESCONDIDO

## LIBRARY BOARD OF TRUSTEES

THURSDAY, SEPTEMBER 12, 2024

### HOW TO PARTICIPATE

The City of Escondido provides two ways to communicate with the board during a meeting:

#### In Person



Fill out Speaker Slip and Submit to City Clerk

#### In Writing



<https://escondido-ca.municodemeetings.com>

### ASSISTANCE PROVIDED

If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 760-839-4869. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility. Listening devices are available for the hearing impaired – please see the City Clerk.



### ROLL CALL

### ORAL COMMUNICATIONS

### APPROVAL OF MINUTES

- [1.](#) Review and Approve the minutes from the August 8, 2024 meeting

### CURRENT BUSINESS

- [2.](#) **Building Forward: Library Infrastructure Grant Project**

A presentation on the overall project, budget, current status, and challenges of the \$10 million library infrastructure state grant project.

Staff Recommendation: Receive and File (Library: Rino Landa, Library Director)

Presenter(s): Ed Vasquez, Project Manager

- [3.](#) **2025 Board Meeting Schedule**

Request to review and approve the 2025 Library Board of Trustees meeting schedule.



# CITY of ESCONDIDO

## LIBRARY BOARD OF TRUSTEES

THURSDAY, SEPTEMBER 12, 2024

Staff Recommendation: Approve (Library: Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

### STATISTICS REPORT

- [4.](#) Monthly statistical report for the library for May, June, and July 2024; quarterly update on Strategic Goals.

Staff Recommendation: Receive and File (Library: Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

### LIBRARY DIRECTOR'S REPORT

- [5.](#) Library Director's report and monthly highlights for August, 2024.

Staff Recommendation: Receive and File (Library: Rino Landa, Library Director)

Presenter: Rino Landa, Library Director

### TRUSTEE LIBRARY USE REPORT

6. Reports by the Library Board of Trustees of their use of the library and its services.

### ADJOURNMENT

### UPCOMING MEETING SCHEDULE

7. Unless otherwise noted, the Library Board of Trustees meets on the second Thursday of each month at 4:00 p.m. in the City Council Chambers.

**10/10/2024 at 6:00 p.m.**

11/14/2024 at 4:00 p.m.

12/12/2024 at 4:00 p.m.



# CITY of ESCONDIDO

## LIBRARY BOARD OF TRUSTEES MEETING

August 08, 2024 at 4:00 PM

### MINUTES

#### ROLL CALL

#### PRESENT

President Virginia Bunnell  
Secretary Francis X. Bova III  
Trustee Carolyn Clemens  
Trustee John Schwab  
Trustee Maribel Reyes

#### ORAL COMMUNICATIONS

None

#### APPROVAL OF MINUTES

1. Review and approval of minutes from the July 11, 2024 meeting.

Motion made by Trustee Schwab  
Seconded by Trustee Reyes  
Approved 5-0

#### CURRENT BUSINESS

2. A presentation on research on the selection and criteria for building branch libraries

**Presenter:** John Schwab, Library Board of Trustees Member

3. Request for approval to reduce the current maximum number of checkouts (downloads) for the Hoopla digital resource from five (5) per month to three (3) and implement a monthly budget cap.

**Presenter:** Rino Landa, Library Director

**Staff Recommendation:** Approval (Library: Rino Landa, Library Director)

Motion made by Trustee Clemens  
Seconded by Trustee Reyes  
Approved 5-0



# CITY of ESCONDIDO

## LIBRARY BOARD OF TRUSTEES MEETING

August 08, 2024 at 4:00 PM

4. Request approval for two exterior mural designs. The Escondido Community Foundation (grantor) will select the final design, which local artist Tim Topalov will paint.

**Presenter:** Rino Landa, Library Director

**Staff Recommendation:** Approval (Library: Rino Landa, Library Director).

Item tabled to next meeting; Staff directed to provide additional information at next meeting

### STATISTICS REPORT

5. Presentation of monthly statistical reports and strategic plan updates

### LIBRARY DIRECTOR'S REPORT

6. Monthly report by the Library Director.  
President Bunnell requested bi-weekly updates regarding the library renovation; Board will send questions to Trustee Schwab and Trustee Clemens  
Trustee Schwab requested an update on the archives at next meeting

### TRUSTEE LIBRARY USE REPORT

7. Reports by the Library Board of Trustees of their use of the library and its services.

President Bunnell - Escondido Mom's looking for in-expensive things to do- pointed her to the free passes on the library's website; will check out Read to a Dragon

Secretary Bova - Kids love library; Noticed the Monday Chess Club

Trustee Schwab - Inquired about the availability of the public passes for the beaches

Trustee Reyes - Attended the Animal Encounters event and Artsy Adults Calligraphy

Trustee Clemens - Found the World language DVDs at library

### ADJOURNMENT

Meeting Adjourned at 5:36 p.m.



# CITY of ESCONDIDO

## LIBRARY BOARD OF TRUSTEES MEETING

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August 08, 2024 at 4:00 PM

### UPCOMING MEETING SCHEDULE

8. Library Board of Trustees Meetings are scheduled for the second Thursday of each month in the City Council Chambers at City Hall. Unless noted otherwise, meetings are at 4:00 p.m.

Thursday, September 12 at 4:00 p.m.

Thursday, October 10 at 6:00 p.m.

Thursday, November 14 at 4:00 p.m.

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PRESIDENT

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ASSISTANT CITY CLERK



# Library Infrastructure Improvement Grant

Escondido Library Board of Trustees Presentation  
September 12, 2024

# **BUILDING FORWARD LIBRARY INFRASTRUCTURE PROGRAM**

- State grant program
- One-time funds
- City of Escondido awarded 10 Mil.
  - Includes 30% soft cost, Design & Development, Construction and Project Management
- Funds must be expended by March 31, 2026
- Unallowable cost -Slide 4 overview to follow
- Main use of funds is for Infrastructure deficiency's



# Grant Priorities

“Life safety and other critical Maintenance and Infrastructure Improvements”

- Mechanical - HVAC throughout facility, duct work, balance systems remove old boilers, new roof mounted system
- Electrical - Replace substandard panels 200Amp & 100 AMP, update lighting, update outlets add floor power, Install conduit for future expansion
- Plumbing - Bring bathrooms to ADA compliance, replace main sewer line
- Roof / Structure - Repair leaks, replace windows & doors, repair and repair roof
- ADA Compliance – Path of Travel, Restrooms 1<sup>st</sup> & 2<sup>nd</sup> Floors

# Grant Restrictions / Not Covered

- Furniture (including accessible furniture) and furnishings
- Improvements to facilities that do not qualify as public library outlets
- Moving or storage costs
- Playgrounds and play structures (internal or external)
- Work related to parking lots and related features (including but not limited to creation, maintenance, reconfiguration, repair, sealing, resurfacing, and/or restriping)
- Landscaping
- Shelving which is not attached to the building
- Tangible property to support program operations (e.g., tables, chairs, computers, or vehicles)

# Design Estimate

## Critical Infrastructure Improvements:

• Asbestos abatement	\$ 75,000
• Demo, Slab Cutting, Metals	\$288,000
• Rough Carpentry	\$ 60,000
• Thermal Moisture Protection	\$670,000
• Doors / Windows	\$164,000
• Finishes (Drywall, Ceiling, Flooring)	\$1,071,636
• Built-Ins (Stacks, Cabinets & Counter)	\$523,500
• Fire Suppression	\$ 45,000
• Plumbing	\$289,000
• HVAC	\$720,000
• Electrical	\$800,000

Rough total cost: \$7,500,000

(NOT ALL ITEMS LISTED)

# Design Estimate

## Unallowable Items not covered by Grant

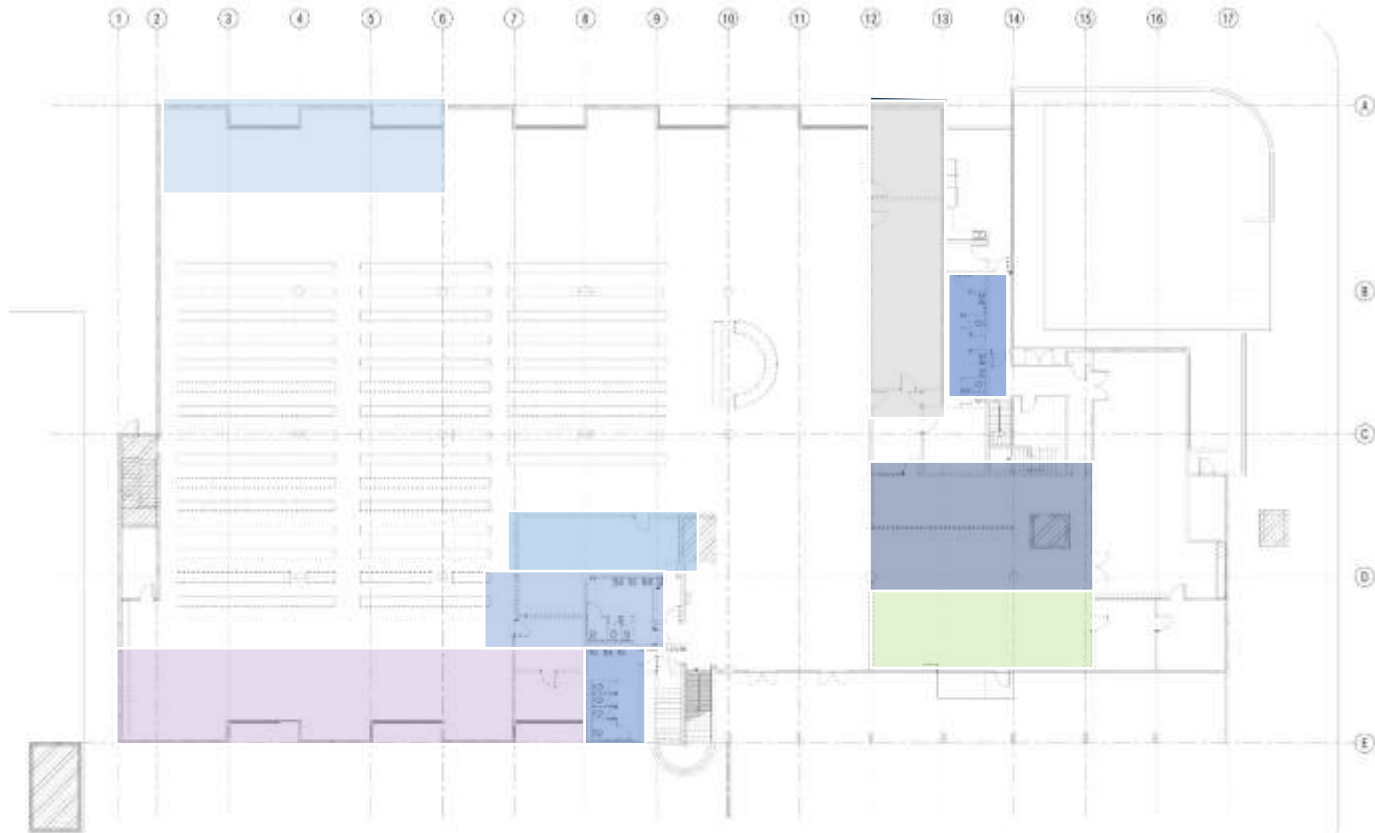
• Fixtures, Furnishings & Equipment	\$250,000
• Outside ADA Path of Travel	\$275,000
• Temp Facility Moving, Relocations	\$250,000
• Electronics, Computers, Card readers, AV	\$200,000
• 2 <sup>nd</sup> Floor FF&E	\$162,000
• 2 <sup>nd</sup> Floor carpet	\$104,000

Rough cost not cover by grant:	\$1,250,000
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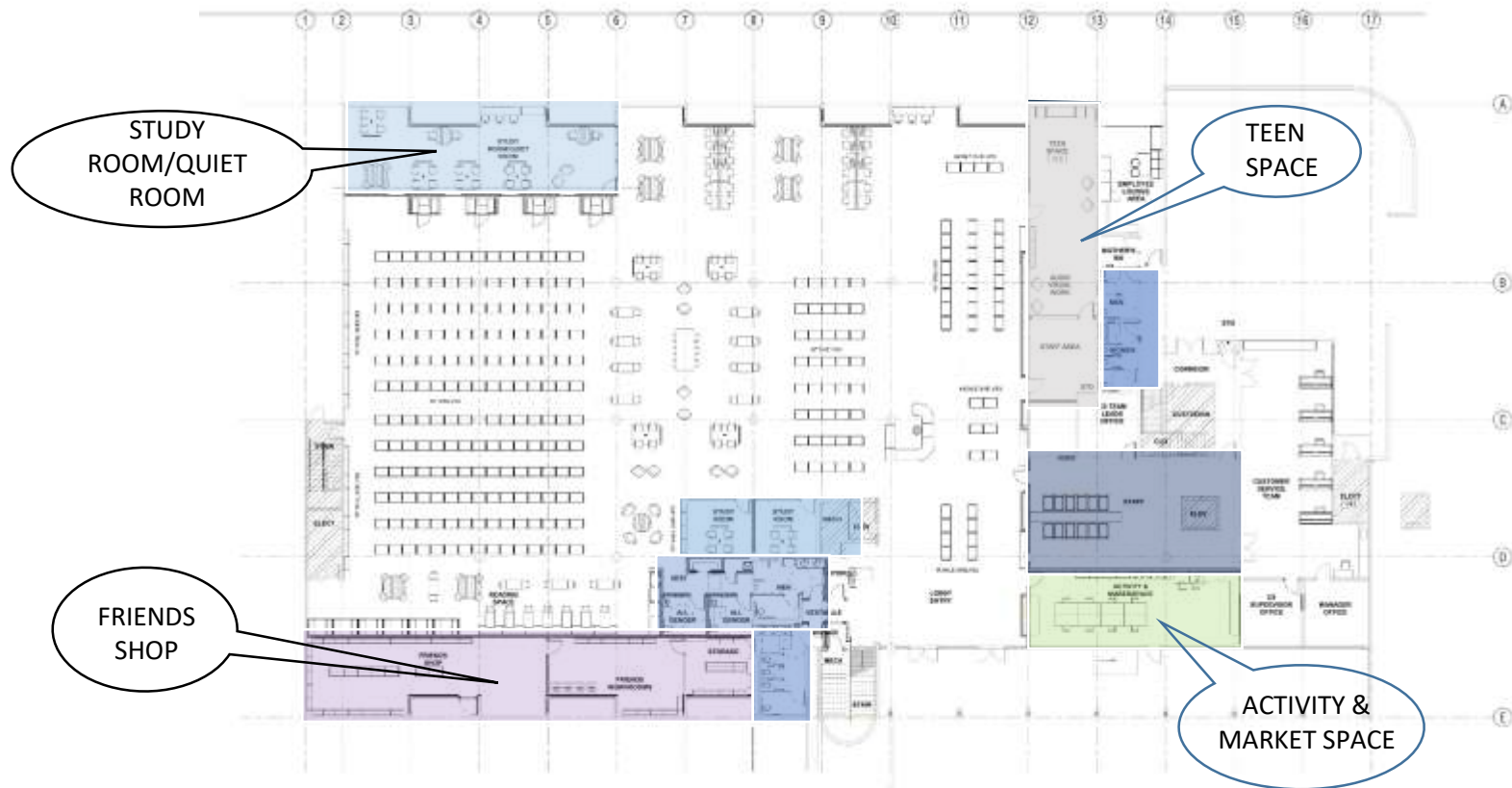
(NOT ALL ITEMS LISTED)

# Existing Floor Plan

Item 2.



# Reconfigured First Floor



## Building Forward Library Infrastructure Grant Program Supplemental Budget Detail

### Part 1: Project

Information must match original application.

Organization:	City of Escondido	
Project Title:	Escondido Public Library Critical Infrastructure & Modernization	
Library Facility:	Escondido Public Library	
Match Reduction Requested:	100% Reduction	Select from dropdown list.

### Part 2: What will the grant fund?

List all major outputs and/or parts of your project that will be funded by the grant request, if awarded. **Examples include, but are not limited to,** window replacement, flooring repair, security system elements, HVAC system repair or replacement, and elevator repair or replacement. Do not include items that were not submitted as part of the original budget. If necessary, include a brief explanation.

Major Outputs	Note/Justification
Library Interior Renovations - Materials/Supplies/Electrical	Complete reconfiguration of the first floor including paint, carpeting, and furniture to allow desired service space improvements, including lower shelving to improve sightlines, new energy efficient lighting system, construct study rooms and meeting rooms, a Friends of the Library Bookstore, improved and efficient staff workspaces, and a market space and café
Roof Replacement	Replace leaking roof which includes, replacement of damaged shingles and sheeting, install new 4'x8' foil insulated plywood sheeting, install waterproof underlayment, and install 40 year replacement composite tile shingles.
(7) HVAC System Replacements	Library HVAC system is at end of product life. Project will replace (7) existing HVAC units and replace all associated ductwork
Window Replacement at Roofline	Remove leaking single pane plate glass windows and install new dual pane, low e, energy efficient windows
ADA Restroom Upgrades	Redesign existing restrooms to meet current ADA requirements. This will include moving restroom walls to accommodate larger stalls, break out floor concrete to relocate drains and plumbing, replace stall partitions, sinks, toilets, urinals, tile, flooring, and restroom fixtures.
Design Consulting Fees	Design & permitting services for the ADA restroom

	upgrades and interior facility improvements
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Item 2.



## Part 3: Budget

Enter costs associated with the key project outcomes listed above.

### Administrative Costs

Enter any administrative costs which will be incurred. Costs must be evenly split between grant and local funds.

Item	Building Forward	Local Match	Total
Contracted Project Administration	\$1,000,000		\$1,000,000
- Salaries/Wages/Benefits			\$0
- Travel			\$0
- Administrative Supplies			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Administrative Costs	\$1,000,000	\$0	\$1,000,000

### Project Costs

Enter all non-administrative costs associated with each major output listed above. Costs must be evenly split between grant and local funds.

Item	Building Forward	Local Match	Total
Library Interior Rennovations -	\$6,353,000		\$6,353,000
Materials/Supplies/Electrical			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Roof Replacement	\$565,000		\$565,000
			\$0
			\$0
			\$0
			\$0
(7) HVAC System Replacements	\$452,000		\$452,000
			\$0
			\$0
Window Replacement at Roofline	\$339,000		\$339,000
			\$0
			\$0
ADA Restroom Upgrades	\$791,000		\$791,000

			Item 2.
			\$0
			\$0
			\$0
			\$0
Design Consulting Fees	\$400,000		\$400,000
			\$0
Total Project Costs	\$8,900,000	\$0	\$8,900,000

## Subtotal

Item	Grant Funded	Match Funded	Total
Subtotal	\$9,900,000	\$0	\$9,900,000

## Project Contingency (Maximum 10% of grant subtotal)

Item	Grant Funded	Match Funded	Total
Project Contingency	\$100,000		\$100,000
Total Project Contingency	\$100,000	\$0	\$100,000

## Grant Total

Item	Grant Funding	Match Funding	Grand Total
Grand total	\$10,000,000	\$0	\$10,000,000

## Eligibility/Review

Item	Grant Funding	Match Funding	Status Check
Maximum Allowable Administration Costs	\$1,000,000	\$0	Okay
Maximum Allowable Contingency	\$990,000	\$0	Okay
Minimum Allowable Match	N/A	\$0	Okay



**Building Forward: Library Infrastructure Grant Program  
Guidelines and Application Requirements  
2022**

*Applications due no later than March 21, 2022 at noon*

*Questions should be emailed to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov) by 5 pm on March 14, 2022*

## Introduction

This document provides an overview of the Building Forward Library Infrastructure Grant Program, the program guidelines, and application process.

### ABOUT THE CALIFORNIA STATE LIBRARY AND LIBRARY DEVELOPMENT SERVICES BUREAU

The California State Library promotes the development and growth of public libraries throughout California by providing funding, access to resources, and ongoing technical assistance.

The Library Development Services Bureau of the State Library supports this mission by administering State and Federal grant programs; developing statewide programs and initiatives; fostering interagency collaboration; and facilitating interagency resource and information sharing.

The State of California Budget Act of 2021 (SB 129, Chapter 69, Statutes of 2021) allocated \$439 million in one-time funds to the California State Library to address life safety and critical maintenance needs of public library facilities throughout California. This grant program “prioritizes funding for local libraries located in high poverty areas of the state”. If funding is available, other library infrastructure projects may be considered.

## Program Overview

### AVAILABLE FUNDING

A total of \$439 million in competitive grant funding is available to cities, counties, or library districts for projects related to “life safety, critical maintenance and infrastructure” needs. If funding is available, other library infrastructure projects may be considered. However, funding requests are expected to exceed funds available through this grant opportunity.

### MAXIMUM AWARDS

The maximum grant amount per library facility is \$10 million.

### MATCH REQUIREMENTS

A dollar-for-dollar match is required. Applicants may request a reduction in the required match based on certain conditions (See Page 5 for more information).

### FUNDING PRIORITIES

Pursuant to SB 129, funding will be prioritized for the following:

- Projects addressing “life safety and other critical maintenance and infrastructure projects”; and
- Projects “located in high poverty areas of the state”.

Other library infrastructure projects may be considered “only if funding remains after supporting life-safety and other critical projects”.

The California Poverty Measure will be used to prioritize projects in high poverty areas of the state. The California Poverty Measure for each library facility can be found online at:

<https://www.library.ca.gov/grants/buildingforward>.

## FUNDING ROUNDS

Grant funds will be awarded in multiple rounds. **Deadlines**

Round 1: Questions should be submitted by 5 pm on March 14, 2022 to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov). Applications are due by noon on March 21, 2022.

The deadline(s) for subsequent rounds will be posted online when available. *Applications not awarded in Round 1 will automatically be considered during the next round. Award of a grant is not guaranteed.*

For all rounds, grant funds must be expended by March 31, 2026.

## HOW TO APPLY

Applications will be accepted online at: <https://www.library.ca.gov/grants/buildingforward>. The authorized representative for the applicant organization must certify that the information in the application is correct and true at the time of application submission. **Note:** If funding is awarded, an authorizing resolution from the applicant organization's city council, executive board, or other governing body is required prior to executing the grant agreement.

## QUESTIONS & CONTACT INFORMATION

Questions should be submitted in writing by email to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov) by 5 pm on March 14, 2022. Answers will be added to the FAQs at: <http://www.library.ca.gov/grants/buildingforward>. Applicants are encouraged to check the FAQs regularly for updates.

## Eligibility

### ELIGIBLE APPLICANTS

Applications may be submitted by cities, counties, or library districts on behalf of local library jurisdictions or facilities under their jurisdiction. Library-related nonprofit organizations such as "Friends" groups, are not eligible applicants. One application per library facility will be accepted. Cities, counties, or library districts seeking funding for multiple outlets must submit an application for each facility.

### ELIGIBLE & PRIORITY PROJECT TYPES

Applications for any library facilities-related project are welcome. Priority will be given to projects supporting libraries "located in high-poverty areas of the state", and to projects that directly address life safety and/or critical maintenance needs and critical infrastructure.

For the purposes of this grant, **life safety projects** are defined as those that address significant health and safety risks to patrons or staff using a facility. This includes any physical aspect of the facility, its building systems, or equipment essential to emergency response situations specific to the library facility.

Examples include, but are not limited to:

- Fire suppression systems/fire pumps
  - For example: Fire and gas detection, sprinklers, stairwell pressurization, emergency egress

- Security systems and safety features
  - For example: Cameras, security/emergency lighting, safe rooms, emergency wayfinding signage
- Emergency communication systems
- Air filtration systems
- Repairs to eliminate hazards and passive risk to individuals
  - For example: Tripping or slipping
- Backup power supply needed for emergency purposes

For the purposes of this grant, **critical maintenance and critical infrastructure projects** are defined as those needed to keep existing facilities, building-related structural components, and related building systems suitable for public use and compliant with all prevailing codes, rules, regulations, and standards governing their usage, such as the Americans with Disabilities Act.

Examples include, but are not limited to:

- Necessary repair or replacement of essential building systems:
  - HVAC and air filtration
  - Utilities and telecom
  - Energy management
  - Water and gas lines
- Repair or replacement of broken or nonfunctioning essential building components
  - For example: Locks, windows, elevators, and doors
- Seismic retrofit
- Inclusive access
- Roof replacement and/or foundation repair
- Mold abatement and remediation
- Asbestos abatement
- Deep cleaning or repairs related to water damage, fire/smoke damage, insect damage, or wood rot

All projects not meeting the above definitions of life safety, critical maintenance and/or critical infrastructure will be considered non-critical. Examples of **non-critical projects** include but are not limited to:

- Preventative maintenance
- Repair or replacement of flooring, tables, chairs, shelving.
- Upgrades to non-emergency lighting
- Solar panel installation for non-emergency use
- Exterior grounds repair or replacement

- For example: Resurfacing paved areas, landscaping, and non-emergency lighting
- Repair or replacement of signage
- Facility expansion
  - For example: New rooms, meeting spaces, other interior or exterior program spaces, and bookmobiles
- New construction (not based on cost effectiveness)
- Replacement of functioning building components
  - For example: Locks, windows, elevators, and doors
- Cosmetic updates such as painting

*In cases where it is more cost effective to replace existing facilities or building-related structural components rather than repair them, these activities may be considered as "critical". Applicants should clearly detail and justify cost-effectiveness in their grant application.*

#### ELIGIBLE COSTS

Eligible costs include, but are not limited to:

- Construction and/or installation
- Consultant fees for plans, specifications, construction documents, cost estimates or design
- Permit and inspection fees
- Project management of the construction or installation
- Insurance and hazard liability bond premiums
- Project administration (Maximum of 10 percent)

Ineligible costs include, but are not limited to:

- Costs incurred outside of the grant period
- Any expenditure not a part of the approved grant budget
- Land acquisition and related fees
- Tangible property to support program operations
  - For example: Tables, chairs, shelving, computers, and vehicles
- Landscaping and improvements to exterior common areas such as paved sitting areas or benches
- Operation and/or ongoing maintenance
- Community planning meetings or workshops
- Grant writing, fundraising, or lobbying
- Establishment of a reserve fund

- Federal or state taxes
- Entertainment or meals
- Indirect costs

A project contingency is recommended. A maximum contingency of 10% of the total grant request is allowed.

#### MATCH REQUIREMENT

Grantees will be required to provide matching funds on a dollar-for-dollar basis. Match contributions must be a cash match, either from the applicant organization or funds from third party sources (other grants, foundations, or private donors). In-kind contributions will not be considered as an eligible source of match funds. Funds expended before or after the grant period are not considered an allowable match. Matching funds can only be used for costs eligible under this grant program.

Applicants may apply for a reduction in their required match based on Local Operating Income Per Capita by submitting a written Match Reduction Justification Request as part of the application. Applicants requesting a match reduction must be able to demonstrate that they are financially unable to provide the required match. *Note: Submitting a Match Reduction Justification Request does not guarantee that the required match amount will be reduced. If your project budget is based on a reduction request, it may need to be adjusted accordingly.* Local Operating Income Per Capita levels for Round 1 applications will be based on data from the 2021-2022 fiscal year, available online at: <https://www.library.ca.gov/grants/BuildingForward>. If a library's per capita spending level changes during the grant period, its match requirement does not change.

The maximum allowable match reduction is as follows:

<b>LIPC level</b>	<b>Maximum Allowable Match Reduction</b>
\$40 or more	Not eligible for match reduction
\$40 and \$15.01	May be reduced by half
\$15 or less	May be eliminated

#### ADDITIONAL REQUIREMENTS

- If the library facility is leased, a lease commitment of at least 10 years is required following the completion of the funded project.
- If a grant is awarded, a resolution adopted by the city, county, or library district authorizing acceptance of grant funds, the submission of the application, and the designation of an Authorized Representative to enter into agreements on the behalf of the organization is required (See Appendix C).
- Projects completed under this grant must be completed according to the California Building Standards Code, and applicable federal, state, and local laws, regulations, ordinances, policies, and guides.
- Any transmission, correspondence, report, or application is subject to disclosure pursuant to the California Public Records Act.



- If the grant-funded project is part of a larger project that is not fully funded by Building Forward, the larger project does not have to be completed by the end of the grant period, but all components funded by the grant must be.
- Grantees who contract for the acquisition of goods, services, and construction must make agreements in writing and adhere to all applicable local and state laws and regulations. The grantee should have written policies detailing their internal process for selecting and negotiating competitive bids.
- Applicants may apply for grants to fund elements of a larger project. However, grant and matching funds may only be used for activities and items that are allowable under this funding opportunity.
- Matching funds must be documented, tracked, and reported. All matching funds must be administered by the grant recipient. The match must be contributed during the grant period. Other State funds will not be considered an allowable match contribution.

## APPENDIX A: Definitions

- **Applicant** – The public agency submitting a grant application that will enter into an agreement and administer funds if a grant is awarded. Eligible applicants are cities, counties, or library districts.
- **Application** – The electronic request for grant funding submitted to the State Library to support a specific project that the applicant intends to implement.
- **California Poverty Measure** – A measure created by the Public Policy Institute of California and the Stanford Center on Poverty and Inequality to more comprehensively assess poverty levels by considering income and benefits from social safety net programs, (e.g. CalFresh and unemployment benefits), medical expenses, childcare costs, and geographic differences in housing costs.
- **Critical Maintenance** – Projects needed to keep existing facilities, building-related structural components, and related building systems suitable for public use, and compliant with all prevailing codes, rules, regulations, and standards governing their usage, such as Americans with Disabilities Act.
- **Eligible costs** – Expenses allowable under this grant program incurred by a Grantee during the grant period to complete the approved project as detailed in the project plan and budget.
- **Governing Agency** – The jurisdiction -- city, county, or library district -- that will implement the project and administer grant funds on behalf of a library facility.
- **Grant Period** – The time during which grant funds may be spent.
- **Grantee** – An entity receiving grant funding from the State Library that is responsible for the administration of the grant agreement.
- **High Poverty Areas** – For the purposes of this grant, the California Poverty Measure will be used to assess and identify High Poverty Areas.
- **In-kind contributions** – Any non-cash contribution such as goods, services, and equipment
- **Inclusive Access** – Barrier-free spaces that allow individuals equal and independent access to public facilities to the extent possible, in accordance with the Americans with Disabilities Act.
- **Infrastructure** – The physical equipment and structures required for a facility to function properly.
- **Library District** – A governing entity other than a county, municipality, township, or school district that is authorized to establish and operate a public library as defined by the Federal-State Cooperative System.
- **Library Facility** – An individual library building.
- **Life Safety** – Projects that address significant health and safety risks to patrons or staff using a facility. This includes any physical aspect of the facility, building systems, or equipment essential to emergency response situations specific to the library facility.

- **Local Operating Income Per Capita** – The library jurisdiction’s operating revenue from local sources, divided by the service area population.
- **Matching funds** – A direct cash contribution toward a project receiving state grant funds.
- **Match reduction** – A request to reduce the match funding requirement.
- **Preventative maintenance** – The regular upkeep of existing facilities, building-related structural components, and related building systems including standard recurring and service schedule maintenance necessary to keeping components in good working order.

## APPENDIX B: Sample Application

### GENERAL APPLICATION INSTRUCTIONS & QUESTIONS

The full application is online at: <https://www.library.ca.gov/grants/buildingforward>. The applicant organization (city, county, or library district) will need to create a login and profile in order to access the application. *Reminder: One application may be submitted per facility. Applicant organizations with more than one site should submit one application for each site under the organization's profile.*

#### Basic Information

- Project Title
- Project Summary (Maximum of 50 words)
- Requested Grant Amount
- Library Jurisdiction
- Library Facility Name and Address
- Is the facility leased?
- Project Contact

#### Project Detail & Implementation

- Project Description (Maximum of 350 words)
- Project Status
- List and describe the roles of all consultants involved in this project such as planning, construction, contractors, and project management. If not yet contracted, briefly detail your plan and timeline to solicit and select consultants. (Maximum of 200 words)
- Briefly describe any past relevant capital improvements to the facility, including the year completed. (Maximum of 200 words)
- How will your project address conditions that negatively impact your library's ability to deliver needed services? (Maximum of 200 words)
- Describe how your project contributes to: sustainability, inclusive access, and/or the ability of the facility to adapt to evolving needs. (Maximum of 200 words)
- Project Implementation Plan (Upload)
- Supporting Documentation (Upload)

#### Budget and Funding

- Total Project Budget (including grant, match, and additional funding).
- Project Budget Detail (Upload)

- Describe the basic elements of the budget, how the budget was created, and the methodology for any project contingency. (Maximum of 200 words)
- Project funding from other sources
- Has funding from all other sources been secured?
  - If no, please explain
- List other project funding sources, including any sources and amounts for matching funds and any related requirements to obtaining funds. (Maximum of 200 words)
- If applicable, describe past attempts to fund this project, including other funding sources sought and key obstacles to secure funds. (Maximum of 200 words)
- If grant funding is not approved, or if only a portion of the requested funding for the project is awarded, explain how the project will be completed (Maximum of 200 words)

### Match Requirement

- Are you able to match grant funds on a dollar-for-dollar basis?
  - If no, explain why the requested match reduction is essential to completing the project. Describe any current or past barriers to obtaining funding to support this project and obtaining match funds. Documentation supporting a reduction may be requested during review. (Maximum of 250 words)
- Letter from Finance Director or equivalent verifying availability match funds (Optional at time of application submission. Required if a grant is awarded.)

### Certification and Signature

- Authorized Representative Name, Title and Signature
- Authorizing Resolution (Optional at time of application submission. Required if a grant is awarded.)

### ATTACHMENTS AND UPLOADS

A Project Implementation Plan and Budget are required as part of the application. Templates for these forms are available online at: <https://www.library.ca.gov/grants/buildingforward>. Other documentation may be submitted as part of your application to support requests or narrative.

- Project Implementation Plan (Required)
- Budget Detail (Required)
- Supporting Documentation demonstrating why the work is needed and/or planning progress made to-date such as photos, videos, or planning documents. (Optional, but highly recommended. Maximum of 3 accepted.)
- Authorizing Resolution (Optional for application submission. Required if a grant is awarded)

- Letter from Finance Director or equivalent verifying the availability of match funds. (Optional at time of application submission. Required if a grant is awarded.)

## APPENDIX C: Authorizing Resolution Template

If awarded, a resolution adopted by the city, county, or library district applying for funds is required. The resolution should authorize the submission of an application; approval to implement the awarded project; and designation of an Authorized Representative to enter into the grant agreement. If the resolution has not been adopted before the application deadline, applicants may apply but we suggest the applicant seek guidance from their legal counsel to ensure they are authorized to apply.

### RESOLUTION NO. [#]

A RESOLUTION OF THE [APPLICANT] AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129)

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing board either before submission of said application(s) to the State or prior to execution of the grant agreement; and

WHEREAS, the Applicant/Grantee, if selected, will enter into an agreement with the State of California to carry out the project

WHEREAS, [APPLICANT] proposes to implement [PROJECT TITLE];

WHEREAS, [APPLICANT] has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, [APPLICANT] intends to apply for grant funding from the California State Library for the [PROJECT TITLE];

THEREFORE, BE IT RESOLVED by the [APPLICANT], with acknowledgement of [LIBRARY/LIBRARY JURISDICTION], as follows:

1. That pursuant and subject to all of the terms and provisions of the California Budget Act of 2021, the [APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE], or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library, and take such other actions necessary or appropriate to obtain grant funding.
2. The [APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE], or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.
3. The [APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE], or designee is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding.
4. Certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained; and,

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the [Governing Body Name] of the [agency name] at the meeting held on [DATE], motion by [NAME] and seconded by [NAME], motion passed by the following vote:

AYES: [#]

NOES: [#]

ABSTAIN: [#]

ABSENT: [#]

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[PRINTED NAME]  
[TITLE], [GOVERNING BODY]

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[PRINTED NAME]  
[SECRETARY/CLERK]



## Building Forward Grant Program Unallowable Costs: Round 1 *Updated 10/03/2022*

This document outlines costs that are **not allowable** under the Building Forward Grant Program.

**No grant funds or required local matching funds may be spent on unallowable costs.**

### Unallowable Costs include, but are not limited to:

- Bidding/advertising
- Book drops if not directly attached or built into the library building
- Book lockers
- Community engagement, planning meetings, or workshops
- Costs incurred outside of the grant period
- Entertainment or meals
- Escalation in addition to the project contingency
- Establishment of a reserve fund
- Exterior elements not attached to building, including but not limited to:
  - Consultants or contractors engaged specifically for exterior elements/grounds (e.g. landscape designers, landscapers, planners), unless the work is directly associated with a funded project output and approved by the State Library
  - Electric vehicle charging stations
  - Fences or Gates, installation and/or repair, unless directly attached to building, addressing an immediate life safety issue, and approved by the State Library
  - Fountains or other water features
  - Landscaping
  - Outdoor areas and access to these areas, including program space, courtyards, patios, benches/furniture, sitting areas, shade structures, and pergolas
  - Hardscape, outdoor walkways/paths of travel - including curbs, sidewalks, and walkways
  - Parking lots – creation, maintenance, reconfiguration, repair, sealing, resurfacing, and/or restriping
  - Security cameras and/or lighting not directly attached to building
  - Shade structures
  - Sprinklers or sprinkler repair
- Federal or state taxes
- Furniture (including accessible furniture) and furnishings



- General costs directly related to unallowable project components (or portion thereof), including, but not limited to: planning, construction/project management, consultant fees, design, architecture and engineering services, permits and fees, other pre-construction costs
- Grant writing, fundraising, or lobbying
- Improvements to facilities that do not qualify as public library outlets
- Indirect costs
- Moving or storage costs
- Open+
- Operation and ongoing maintenance – including extended warranties
- Playgrounds and play structures (internal or external)
- Programming
- Public art
- Real estate – purchase of land, structures, and any related fees
- Removal/disposal of functional items
- Spaces not specifically for library use, such as general municipal services
- Tangible property to support program operations and service delivery, such as tables, chairs, shelves, computers, servers, books, AV equipment/systems, televisions, vehicles, automatic book sorting systems, and self-check machines

**Any expenditure not part of the approved grant budget is also considered unallowable. Any project activity not associated with an approved output is not allowable. Any modifications to the project budget must be reviewed and approved by the State Library.**

If a grantee is unsure whether a cost is allowable or unallowable, they should contact the State Library before committing any funds and/or starting work.

Questions should be emailed to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov).



## Building Forward Grant Program Unallowable Costs: Round Two *Updated 09/13/2023*

This document outlines costs that are **not allowable** under the Building Forward Round Two Grant Program. **No grant funds or required local matching funds may be spent on unallowable costs.**

**Any expenditure not part of the approved grant budget is also unallowable. Any project activity not associated with an approved output is not allowable. Any modifications to the project budget and/or implementation plan must be reviewed and approved by the State Library.**

Unallowable Costs include, but are not limited to:

- Any expenditure not part of the approved grant budget
- Bidding/advertising
- Book drops if not directly attached or built into the library building
- Building space not directly related to library operations (e.g., cafés, friends of the library spaces, general municipal services)
- Contractor burden
- Contractor or supply escalation costs or markups outside of the designated project contingency (limited at 10%)
- Community planning meetings or workshops
- Costs incurred outside of the grant period (the grant period begins upon the execution of the grant agreement by the grantee and the State Library)
- Counters or desks which are movable or unattached to the building
- Entertainment or meals
- Establishment of a reserve fund
- Electric vehicle charging stations
- Federal or state taxes (not including sales tax)
- Furniture (including accessible furniture) and furnishings
- General costs directly related to unallowable project components (or portion thereof), including, but not limited to planning, construction/project management, consultant fees, design, architecture and engineering services, permits and fees, or other pre-construction costs
- Grant writing, fundraising, advertising, or lobbying
- Improvements to facilities that do not qualify as public library outlets

- Indirect or in-kind (e.g., non-cash contribution such as goods, services, and equipment) costs
- Moving or storage costs
- Land acquisition or related fees (including the purchase of land, structures, and any related fees)
- Operation and ongoing maintenance – including extended warranties
- Physical hardware or equipment which is not a component of the essential building system, including but not limited to:
  - Appliances
  - Audio visual equipment
  - Automated materials handling or sorting machines
  - Book vending machines or lockers (including Open+ system fees)
  - Computers
  - Computer or device vending technology
  - Material security enhancements (e.g., RFID, tattle tape, material security gates)
  - Program or collection equipment (e.g., makerspace technology or material processing equipment, book sorting machines)
  - Self-check machines
- Playgrounds and play structures (internal or external)
- Programming
- Public art
- Regularly scheduled maintenance
- Removal/disposal of functional items
- Shelving which is not attached to the building
- Tangible property to support program operations (e.g., tables, chairs, computers, or vehicles)
- Warranties, agreements, or contracts with terms extending beyond the grant period
- Work related to parking lots and related features (including but not limited to creation, maintenance, reconfiguration, repair, sealing, resurfacing, and/or restriping)

If a grantee is unsure whether a cost is allowable or unallowable, they should contact their grant monitor before committing any funds and/or starting work.

*Questions should be emailed your grant monitor.*

**City of Escondido  
Escondido Public Library  
Photos of Critical Infrastructure Needs**

Item 2.

**Water Damage & Asbestos Tiles**



**City of Escondido  
Escondido Public Library  
Photos of Critical Infrastructure Needs**

*Item 2.*





City of Escondido  
Escondido Public Library  
Photos of Critical Infrastructure Needs

Item 2.



**City of Escondido  
Escondido Public Library  
Photos of Critical Infrastructure Needs**

Item 2.



**City of Escondido  
Escondido Public Library  
Photos of Critical Infrastructure Needs**

*Item 2.*



**Non-Functional Windows**



**City of Escondido  
Escondido Public Library  
Photos of Critical Infrastructure Needs**

Item 2.



**Roof**

**City of Escondido  
Escondido Public Library  
Photos of Critical Infrastructure Needs**





## 2025 Library Board of Trustees Meetings

The following dates and times are proposed by the Clerk's office:

**1/9/25 @ 6:00 PM**

2/6/25 @ 4:00 PM

3/13/25 @ 4:00 PM

**4/10/25 6:00 PM**

5/8/25 @ 4:00 PM

6/12/25 @ 4:00 PM

**7/10/25 @ 6:00 PM**

8/14/25 @ 4:00 PM

9/11/25 @ 4:00 PM

**10/9/25 @ 6:00 PM**

11/13/25 @ 4:00 PM

12/11/25 @ 4:00 PM





## STATISTICS REPORT

Monthly Library Board of Trustees Statistics 2024-2025		May	June	July
<b>CIRCULATION:</b>	Physical Materials (Books, media, museum passes, laptops)	44,122	42,464	49,378
	eMaterial (includes eBooks and eAudiobooks-OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,474	6,851	7,503
	Total Circulation	50,596	49,315	56,881
	Holds Satisfied	2,445	2,421	2,551
<b>INTER-LIBRARY LOANS:</b>	ILLs Checked Out	6	6	12
	Link+ Items Borrowed (EPL patrons)	382	319	347
	Link+ Items Lent (to patrons at other libraries)	374	328	349
<b>POPULATION &amp; BORROWERS:</b>	Total Registered Borrowers	83,469	84,155	90,116
<b>REFERENCE QUESTIONS:</b>	Total Reference Transactions	6,412	6,858	7,599
<b>LIBRARY SERVICES:</b>	Public Service Hours	249	271	260
	Library Visits	22,813	23,183	26,472
<b>ELECTRONIC SERVICES:</b>	Users of Public Internet Computers	2,481	2,535	2,795
	Wireless Sessions	24,772	30,014	11,422
	Number of Website Visits	10,721	9,563	9,106
<b>VOLUNTEERS:</b>	Total Active Volunteers	108	95	113
	Total Volunteer Hours	1,081	1,104	1,173
<b>PROGRAMS:</b>	# of live, in-person programs	133	87	97
	Live, in-person attendance	2781	1541	2879
	# of live, virtual programs	0	0	0
	Live, virtual program attendance	0	10	0
	# of pre-recorded programs	0	0	0
	# of views of recorded program content	0	0	0
	# of live, off site programs (outreach)	12	539	2
	Live, off site program (outreach) attendance	134	94	76
	# of take home kits given out	80	60	80



**STRATEGIC PLAN GOALS & OBJECTIVES REPORT****1) Community Hub/Cultural Connector**

EPL will provide experiences that bring the community together, embrace the diversity of a dynamic and growing community, and be a hub for local information.

Strategy	Objective	Timeline	Updates (May – August)
<b>Leverage partnerships for visibility</b>	Create mutual value by supporting the goals of four partner organizations while marketing EPL on partner websites and social media.	FY 2023–2027	Facebook posts for: San Diego Law Library, San Diego Entertainment Arts Guild, Paw to Read, and others.
	Increase EPL visibility by Library staff presenting at community events (city council meetings, local community service organizations, etc.) four times annually.	FY 2023–2027	National Night Out, San Diego Safari Park, and Grape Day; along with routine school outreach events
	Build new partnerships by reaching out to one new community-focused organization quarterly and inviting them to offer programs in the Library.	FY 2024–2027	Programs by Patio Playhouse, Lambda Archives, and Wild Wonders
<b>Act as a local information hub</b>	Position Library and website as a center for the community.	FY 2024–2027	New website continues to be updated and enhanced.
<b>Embrace diverse cultures</b>	Expand multicultural marketing efforts by researching the most effective channels for specific communities and execute three campaigns annually.	FY 2023–2027	More social media marketing in Spanish; hired a Marketing Coordinator fluent in Spanish
	Showcase Escondido diversity across age, gender, culture, race, orientation, or ethnicity by offering timely and relevant cultural events, resources and services. Offer one cultural celebration each year.	FY 2023–2027	Increased collection budget for Spanish across all ages (FY24-25); new LGBTQ+ program in June; continuing to support weekly bilingual storytimes and intergenerational storytimes every other week.







## LIBRARY DIRECTOR'S REPORT

### Staff Training & Development Day

The library will be closed September 13 for our annual staff training and development day. Staff will receive training and presentations on a variety of topics, including the library infrastructure grant project, safety and security best practices, artificial intelligence for libraries, and teambuilding.

### Play for All Grant Update

The Escondido Library was awarded a \$19,710 California State Library LSTA grant to transform the Children's Area through the *Little Explorers Safari* project, aimed at enhancing early childhood learning and play experiences. The library has begun initial purchases of program tools and manipulatives to support its popular children's programs, such as *Rhyme & Shine* and *Toddler Tales*. Larger items, including new furniture, climbing structures, and interactive technology, are currently being quoted by vendors. These improvements will create a vibrant, engaging space for children and families, with a focus on fostering literacy and cognitive development through play.

### County-Wide Digital Equity Grant Application

The library has been a participant in the development of an application a regional grant. The Digital Equity Competitive Grant Program, established under the Digital Equity Act of 2021, aims to empower underserved populations affected by the digital divide, including low-income households, aging individuals, veterans, individuals with disabilities, and those in rural areas. Eligible applicants include political subdivisions, tribal entities, nonprofits, community institutions, and workforce development groups, provided they have not administered prior state-level grants. The grant can be used for digital inclusion activities, broadband adoption, training programs, equipment provision, and public computing centers. The program covers up to 90% of project costs, with a four-year performance period. The grant is likely to provide more computer and technology classes, along with equipment, at libraries and select community organizations across the county. More information will be available next month as the grant application is finished.



## ADULT SERVICES HIGHLIGHTS



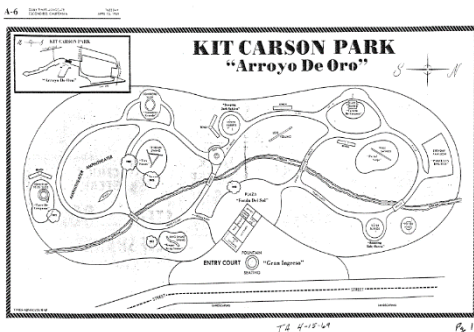
## August 1st, 2024: Artify Your Life - Calligraphy Workshop

Local artist Lisa McCague returned to lead a vibrant and engaging calligraphy workshop, where participants explored the art of colorful brush calligraphy and designed their own personalized bookmarks. With registration filling up in just one week, the session saw **17 enthusiastic attendees** who praised Lisa's expert guidance.

## August 10th, 2024: 2nd Saturday Concert – Rupert Wates

Known for his American-style folk and acoustic music, Wates, an Oxford-educated artist with over 40 awards, captivated an **audience of 65** in person, with an additional 4 attendees joining via Zoom. The concert received overwhelmingly positive feedback, with attendees expressing a strong interest in future performances. We are eager to continue offering high-quality musical experiences for our community.

## PIONEER ROOM HIGHLIGHTS



In August, the Pioneer Room assisted **74 patrons**, providing valuable resources and historical information. Among these patrons were two friends seeking to settle a debate regarding the location of the Sombrero Slide at Kit Carson Park. We were able to offer comprehensive documentation, including a photograph from the *Times-Advocate* collection, which captured the Snake Swing with the Sombrero Slide in the background, as well as articles from the Kit Carson Park clipping file.

The Arroyo de Oro children's play area at Kit Carson Park once featured a variety of structures, including the Tower of Bells slide, the Happy King Snake swing, Jumping Jack Rabbits teeters, the Tri Beam Swing, and the notable Sombrero Grande, among others.



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## LITERACY HIGHLIGHTS

One of our adult students, who has been working toward her GED for several years, visited to share the exciting news that she has passed. With her newfound confidence, she applied for a teacher assistant position with the local school district, secured an interview, and was offered the job. She expressed her gratitude to the program for providing her with the tools to gain employment in the same district where her children attend school.

Additionally, two of our ESL students have improved their English proficiency to a level that qualifies them to transition into the Adult Program.

As part of the National Night Out event at Grape Day Park, our literacy team distributed nearly 300 books to the community, furthering our commitment to promoting literacy and education.

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## YOUTH SERVICES HIGHLIGHTS



After 14 years of leading our Rhymes and Reading Storytime, Mrs. Cox retired following her final session on Monday, August 26. Families and children she has guided toward preschool and kindergarten readiness over the years returned to express their gratitude and wish her well. In response to Mrs. Cox's departure, Youth Services has developed two new storytimes to continue meeting the needs of the community:

- The first program, *Little Explorers*, is designed for children aged 3 to 5. This pre-kindergarten storytime focuses on interactive play, featuring hands-on activities and games that complement the stories. Exploration stations will offer themed, play-based learning opportunities that promote creativity and active engagement.
- The second program, *Rhyme and Shine Storytime*, caters to children aged 4 to 6. This dynamic storytime helps develop key skills for a successful transition to kindergarten, blending stories, songs, structured play, and themed crafts and activities.

Additionally, Youth Services is launching a *Teen Crochet Club* for ages 13 to 18. Open to all skill levels, this monthly club offers opportunities to learn the basics of crochet, receive guidance on projects, or simply enjoy crafting with peers. Yarn and hooks will be provided for participants during each meeting.

