

City of Corona

*Corona Public Library Boardroom
650 S. Main Street
Corona, CA 92882*

Library Board of Trustees Meeting Agenda

Monday, July 27, 2020

Corona Public Library 5:30 PM



**Jami Merchant, Chair
Leonard Enlow, Vice Chair
Anna Coriddi Meza, Trustee
Connie Newhan, Trustee
Shirley Towler-Hayes, Trustee**

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****COMMUNICATIONS FROM THE PUBLIC**

Persons wishing to address the Library Board of Trustees on items listed on the agenda are requested to identify themselves and state the matter on which they wish to comment. No action will be taken on matters not listed on the agenda. The Trustees will appreciate your cooperation in keeping your comments brief.

MEETING MINUTES

1. **MINUTES** - [Approval of the minutes of the regular board meeting held on June 22, 2020](#)

REPORTS FROM SUPPORT GROUP LIAISONS & THE CITY**ADMINISTRATIVE REPORTS**

2. **REPORT** - [Financial Report and Stats](#)

LIBRARY REPORT

3. **REPORT** - [Calendar and Flyers](#)

OLD BUSINESS**NEW BUSINESS**

4. **REPORT** - [Open+ Program Grant](#)
5. **REPORT** - [Public Services Committee Report - Cancelled](#)
6. **REPORT** - [Public Services Committee Representation August 5, 2020 at 3:00 PM](#)
7. **REPORT** - [Friends Representation August 11, 2020 at 6:30 PM](#)

TRUSTEE COMMUNICATIONS**ADJOURNMENT**

NOTICE TO THE PUBLIC

Agendas for all Library Board of Trustees meetings are posted at least 72 hours prior to the meeting in the entry way display case at City Hall and in the Library Lobby. A complete agenda packet is available for public inspection during business hours at the Corona Public Library Heritage Room Reference Desk. Any materials relating to an item on the agenda which are distributed to all, or a majority of all, Board Members after the posting of the agenda will also be available at the same time for public inspection during business hours at the Corona Public Library.

Written communications from the public for the agenda must be received by the Administration Office seven (7) days prior to the Board meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Library Administration at (951) 736-2384. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CITY COUNCIL LIAISONS 2020/21

*Anna Coriddi Meza / Jason Scott
Connie Newhan / Jim Steiner
Len Enlow / Yolanda Carrillo
Jami Merchant / Wes Speake
Shirley Towler-Hayes / Jacque Casillas*

UPCOMING MEETINGS

*Public Services Committee Meeting / Wednesday, August 5, 2020 @ 3:00 pm
Friends Annual Meeting / Thursday, August 27, 2020 @ 5:00 pm
Next Trustee Meeting / Monday, August 24, 2020 @ 5:30 pm*



City of Corona

Corona Public Library
Boardroom
650 S. Main Street
Corona, CA 92882

Minutes - Draft

Library Board of Trustees

Connie Newhan, Chairman
Jami Merchant, Vice Chair
Anna Coriddi Meza, Trustee
Leonard Enlow, Trustee
Shirley Towler-Hayes, Trustee

Monday, June 22, 2020

5:30 PM

Corona Public Library 5:30 PM

CALL TO ORDER

Meeting was called to order at 5:32 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present 5 - Chair Connie Newhan, Vice Chair Jami Merchant, Trustee Anna Coriddi Meza, Trustee Leonard Enlow, and Trustee Shirley Towler-Hayes

Others Present: Danielle Perez-Granado, Librarian III, Library & Recreation Services
Jason Lass, Recreation Manager, Library & Recreation Services
Katherine Backus, Management Analyst

COMMUNICATIONS FROM THE PUBLIC

None.

MEETING MINUTES

1. [20-0494](#) Approval of the minutes of the regular board meeting held on May 26, 2020

A motion was made by Trustee Enlow, seconded by Vice Chair Merchant, that the Minutes be approved. The motion carried by the following vote:

Aye: 5 - Chair Newhan, Vice Chair Merchant, Trustee Coriddi Meza, Trustee Enlow, and Trustee Towler-Hayes

REPORTS FROM SUPPORT GROUP LIAISONS & THE CITY

Sebastian Caballero, President, Teen Advisory Council (TAC) reported that they have 15 total members. Their Novel Ideas book clubs are going well. They have crafts based on popular book titles. They ask problem solving questions based on the main themes of the books. Tweens, ages 9-12, had an origami activity to make a rose out of paper. July's activity will be making crafts out of newspaper. Kids, ages 5-8, had a space themed craft, making aliens out of paper bags. July's activity will be making rocket

ships out of recycled materials.

Diversity in Action (DIA) will be June 29th - July 2nd. Featuring five countries: Mexico, Philippines, Iceland, South Africa, and Japan. There will be crafts, brief histories, recipes, and myths regarding these countries.

Murder Mystery date to be determined. Via online with prerecorded videos of their separate characters. They will split the people up into groups.

Len Enlow, Trustee, reported on the Friends of the Corona Public Library. Kathy Wright is still President and Terri Jagers, Vice President. The Quarterly Newsletter will be out soon. They have been working on canceling their author events. They plan to continue with the Ladders and Linguine event next year.

ADMINISTRATIVE REPORTS

2. [20-0495](#) Financial Report and Stats

This Report was received and filed.

LIBRARY REPORT

Danielle Perez-Granado, Librarian III, Library and Recreation Services reported on the following:

1. **Click, Park, and Pick Up:** This walk -up service began on Tuesday, May 26th. Patrons place a hold on an item or grab bag. Staff fills the hold and checks out the items to the patron. When the transaction is completed, the patron coordinates a pick-up time. This service runs Tuesday-Saturday, 11 AM - 3 PM. Staff are working on-site to support this service.

Service	May	June 1st - 22nd
Library Items Checked Out	833	4196
Zip Book Checkouts	192	167
Holds Placed	749	2273
Completed Appointments		190
Canceled Appointments		13
Returned Items	465	4323

2. **Summer At Your Library:** Dig Deeper is this year's theme. With the continued restrictions in place as a result of COVID-19, we have developed a virtual experience for our community. Patrons have been able to register online for the Summer Reading Challenge many years now. All documents to track reading are in

the BookPoints app, as well as enrichment and activity links. So far we have 498 registered readers that have read or earned 141,502 minutes. A Summer at Your Library booth is another element of the Click, Park, and Pick-Up service. Participants are able to collect activity supply kits and, eventually, their incentives earned by participating in the Summer Reading Challenge. New virtual content is available on a weekly basis throughout the summer months-so far 75 individual events have been scheduled with 32 accessible on the June calendar. Our first live storytime will be tomorrow with a new community partner hosting. We look forward to, hopefully, returning to our fully realized Summer At Your Library activities next summer.

3. **Safety:** All City staff are required to continue social distancing and safety procedures when working. This includes the taking of temperature upon reporting for their shift. Facilities staff sanitize surfaces throughout the library while staff are on site. In addition, all returned items are in quarantine for 72 hours before check in. Items are taken from the book drop to the designated quarantine area in the back part of the library. Procedures are being developed to return volunteers back to the library. Volunteers will follow the same safety procedures as staff. To that end, we have let the Friends know they can have two people on site to return to their online sales platform. This has started and, moving forward, the Friends are considering going entirely cashless transactions at the Book Shop.
4. **Donations:** When the library closed in March, we discontinued the acceptance of donations. That will continue for now. A procedure for quarantining donated items must be developed, if that is allowed to resume. Currently, there is a large volume of donations that have yet to be sorted and priced. The online sales team also has a surplus of items for online sales that are ready to go when Friends resume online sales.
5. **Reopening the Library:** The state and county have indicated libraries could open beginning on Friday, June 19. We have many safety protocols to be put in place before we begin to allow the public back in the building. We are awaiting the installation of sneeze guards. With the recently imposed requirement of face coverings, we are discussing how that will be enforced. We have removed chairs from the main part of the building and moved them to the parking garage to allow for social distancing. We will continue our Click, Park, & Pick-Up service to reduce the number

of people in the building. Any services offered will be by appointment. We have been coordinating with our facilities staff to create this appointment application as part of the Civic Rec app. At this point, we have not determined the exact date when the reopening will occur.

3. [20-0496](#) Calendar and Flyers

This Report was received and filed.

OLD BUSINESS

4. [20-0497](#) Budget Meeting Follow-up

Jason Lass, Recreation Manager, Library and Recreation Services reported on the City Council Budget Meeting on June 17, 2020.

The FY 20/21 Budget was approved. It will be available on the City Website soon. The Finance Department is working on the Covid-19 impacts. Service Level Changes that were approved were: Hallweekend, Art-Attack, Skylite Replacement, and Minimum Wage Impacts.

NEW BUSINESS

5. [20-0498](#) Election of Officers FY20/21

a. Election of Chairman of the Board of Trustees for FY 20/21

A motion was made by Chair, Newhan, seconded by Trustee, Coriddi Meza, to nominate Jami Merchant for the position of Chairman of the Board of Trustees for FY 20/21 and was approved by the following vote:

Aye: 5 - Chair Newhan, Vice Chair Merchant, Trustee Coriddi Meza, Trustee Enlow, and Trustee Towler-Hayes

b. Election of Vice chair of the Board of Trustees for FY 20/21

A motion was made by Vice Chair, Merchant, seconded by Trustee, Towler-Hayes, to nominate Len Enlow for the position of Vice Chair of the Board of Trustees for FY 20/21 and was approved by the following vote:

Aye: 5 - Chair Newhan, Vice Chair Merchant, Trustee Coriddi Meza, Trustee Enlow, and Trustee Towler-Hayes

6. [20-0530](#) Public Services Committee Report

Connie Newhan, Chair, reported on the Public Services Committee meeting June 3, 2020. The only item on the agenda was an update to the Military Banner Program. The City has expanded the program to include

people who attended the Corona/Norco School District. They have also expanded the locations of the banners.

7. [20-0531](#) Public Services Committee Representation July 1, 2020 at 3:00 PM
Connie Newhan, Chair, will attend the Public Services Committee meeting on July 1, 2020 at 3:00 PM.
8. [20-0532](#) Friends Representation July 14, 2020 at 6:30 PM
Len Enlow, Trustee, will attend the Friend's meeting on July 14, 2020 at 6:30 PM.

TRUSTEE COMMUNICATIONS

Shirley Towler-Hayes - Attended her second online Library Fiction Book club Meeting. The book was *The Dutch House*. Next month's book is *The Library Store*.

Anna Coriddi Meza - It was good to see everyone the other day for the 4th of July video shoot.

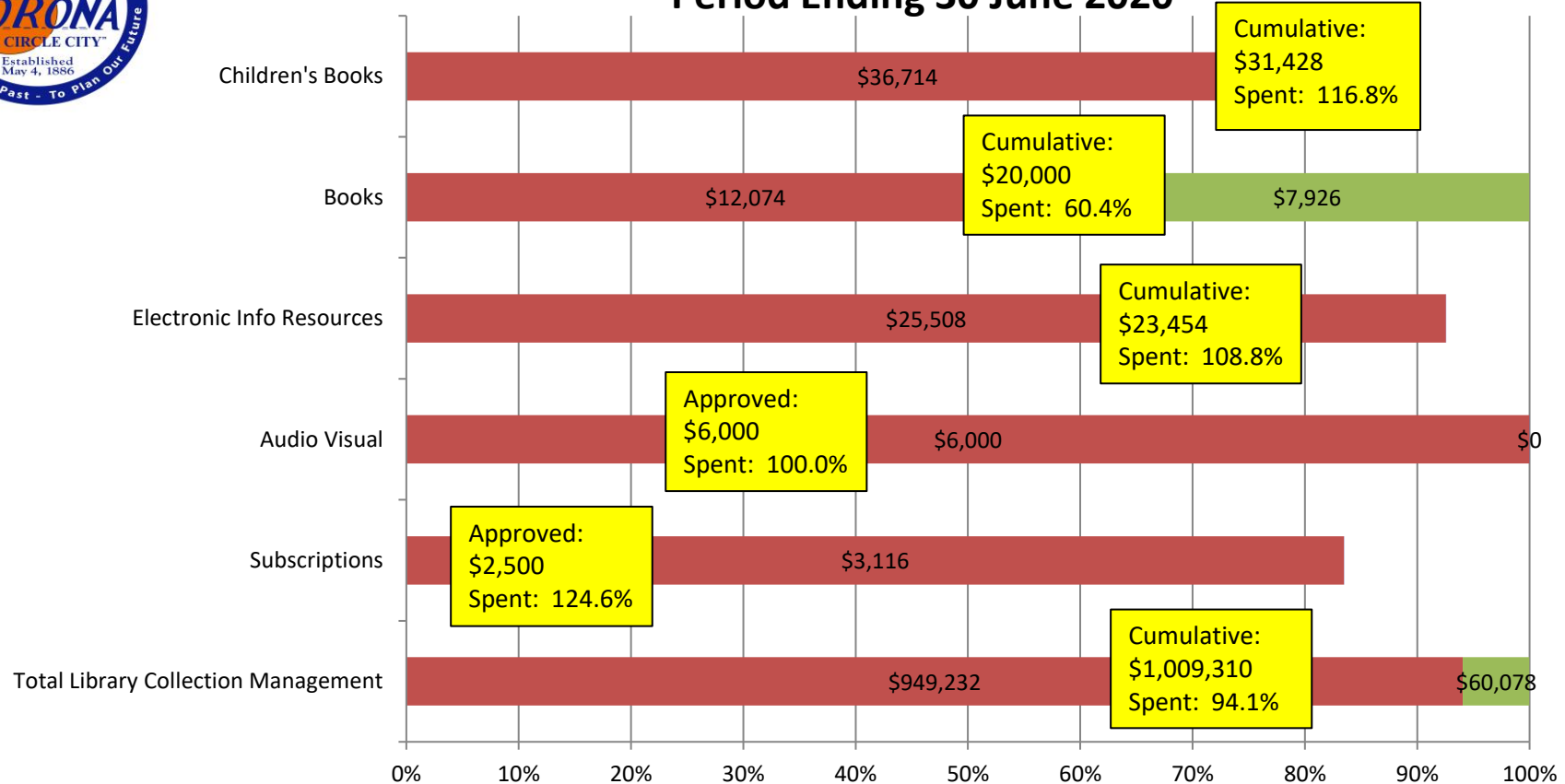
ADJOURNMENT

The meeting adjourned at 6:12 PM

Katherine Backus
Meeting Recorder



Library Collection Management 2019-20 Period Ending 30 June 2020



	Total Library Collection Management	Subscriptions	Audio Visual	Electronic Info Resources	Books	Children's Books
■ Expenditures and Encumbrances	\$949,232	\$3,116	\$6,000	\$25,508	\$12,074	\$36,714
■ Account Balance	\$60,078	-\$616	\$0	-\$2,054	\$7,926	-\$5,286
■ Spent	94.1%	124.6%	100.0%	108.8%	60.4%	116.8%

Percentages represent funds used or encumbered to date. Total Library Collection Management includes full and part-time staff.

STATISTICAL INFORMATION June 2020

LIBRARY ACTIVITY	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
PATRON VISITS	0	33,930	247,659	348,807	-29%
Average Visits Per Hour	0.0	159.3	137.2	139.3	-2%
Service Hours	0	213	1,805	2,504	-28%
DAYS OPEN	0	25	212	290	-27%
BORROWERS REGISTERED	295	827	5,682	6,941	-18%
Resident	295	381	2,805	3,589	-22%
Nonresident	0	446	2,877	3,352	-14%
% Resident	100%	46%	49%	52%	-5%
Smart Passes Issued	791	12	11,071	1784	
TOTAL REGISTERED BORROWERS	142,408	135,341	142,408	135,341	5%
Patrons 18 and over	53,313	51,139	53,313	51,139	4%
Patrons under 18	89,095	84,202	89,095	84,202	6%
PHONE CALLS (Admin, Circ, Adult Ref, Passports)	2,894	1,304	14,430	18,206	-21%
TOTAL REFERENCE QUESTIONS	0	1,294	15,256	20,444	-25%
ADULT Questions	0	433	8,566	8,256	4%
CHILDREN'S Questions	0	579	4,550	9,581	-53%
YOUNG ADULT Questions	0	250	1,837	2,126	-14%
At HERITAGE ROOM Desk	0	32	303	481	-37%
Technology Questions	0	927	11,159	8,915	25%
Directional Questions	0	525	9,318	2,098	344%
CIRCULATION	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
TOTAL CIRCULATION	9,163	35,381	284,375	342,509	-17%
CloudLibrary/Enki/Zinio Ebook Checkouts	2,758	2,092	26,251	22,751	15%
Laptop Checkouts	0	50	374	726	-48%
TOTAL PHYSICAL CIRCULATION	6,405	33,239	257,750	319,032	-19%
Adult Books	1,337	4,927	44,966	55,157	-18%
Percentage of Total Circulation	21%	15%	17%	17%	0%
Children's Books/A-V	4,779	25,528	191,383	231,886	-17%
Percentage of Total Circulation	75%	77%	74%	73%	2%
Non-English	151	1,292	10,294	13,429	-23%
Percentage of Total Circulation	2%	4%	4%	4%	0%
Non-Book (AV and library of things)	138	1,492	11,107	18,560	-40%
Percentage of Total Circulation	2%	4%	4%	6%	-2%
Self Checkout	3,407	18,026	124,501	134,773	-8%
Percent Circulation	53%	54%	48%	42%	6%
PUBLIC COMPUTER USAGE	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
Public Computer Usage	0	3,370	27,053	30,428	-11%
Wi-Fi Usage	512	3,150	27,890	38,165	-27%
Visits to library webpage	20,447	26,151	228,248	269,461	-15%
Visits to catalog	4,846	5,442	55,483	56,026	-1%
LIBRARY PROGRAMS & TOURS	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
Pre-School	0	18	154	155	
School Age	0	31	256	276	
Teen	0	23	283	261	
Adult	0	19	248	247	
Community	0	17	111	125	
Outreach	0	13	95	173	
TOTAL NUMBER OF PROGRAMS	0	121	1,147	1,237	-7%
Pre-School (0-5 yrs old)	0	1921	14725	19934	
School Age	0	3065	6119	8466	
Teen	0	588	3506	3139	
Adult	0	564	7003	8149	
Community	0	1101	4351	11155	
Outreach	0	430	2871	6265	
TOTAL ATTENDEES	0	7,669	38,575	57,108	-32%

STATISTICAL INFORMATION June 2020

COLLECTION SIZE	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
Items of Printed materials in collection	96,252	96,992	96,252	96,992	
Children's items held	49,791	49,192	49,791	49,192	
Young Adult items held	4,660	5,280	4,660	5,280	
Adult audio items held	2,818	2,888	2,818	2,888	
Children's audio items held	913	844	913	844	
Adult DVD items held	3,541	3,674	3,541	3,674	
Children's DVD items held	1,056	1,181	1,056	1,181	
Items in Library of Things (Laptops, Games)	208	197	208	197	
Items of digital material in collection	81,735	60,320	81,735	60,320	36%
eBooks held	81,131	59,783	81,131	59,783	
eAudio held	604	537	604	537	
Items in Database	187,702	169,164	187,702	169,164	11%
Items Missing, Discarded, etc.	3,908	3,404	3,908	3,404	
Adjusted Collection Size	183,794	165,760	183,794	165,760	11%
Adult	129	278	4,428	6,614	
Children	369	114	3,401	3,802	
Teen	187	43	555	522	
TITLES ADDED	685	435	8,384	10,938	-23%
HERITAGE ROOM	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
Heritage Room visits	0	40	209	559	-63%
Visits / hour	0.0	1.0	5.2	9.5	
Islandora database size	5,828	5,826	5,828	5,826	
Donations	3	175	218	1,402	-84%
Items added to Islandora	2	0	2	21	
Visits to Islandora	5791	1601	39347	17959	
Visits to HR Webpages	2058	1451	27979	18919	48%
REVENUE	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
TOTAL REVENUE	\$143.65	\$54,817.31	\$357,857.68	\$593,967.29	-40%
Community Rooms	\$0.00	\$2,163.86	\$24,715.86	\$32,739.74	-25%
Number of Community Rooms Events	\$0.00	18	137	188	-27%
Passport Service					
Applications	\$0.00	708	4,538	7,714	-41%
Income	\$0.00	\$24,780.00	\$160,195.00	\$269,990.00	-41%
Photos	\$0.00	562	3,896	6,143	-37%
Photo Income	\$0.00	\$6,696.00	\$46,620.00	\$73,704.00	-37%
Circle City Passport Services					
Applications	\$0.00	333	1,514	3,152	-52%
Income	\$0.00	\$11,655.00	\$52,990.00	\$110,320.00	-52%
Photos	\$0.00	184	824	1,744	-53%
Photo Income	\$0.00	\$2,208.00	\$9,888.00	\$20,928.00	-53%
Notary	\$15.00	\$240.00	\$975.00	\$1,420.00	-31%
Proctoring	\$0.00	\$150.00	\$800.00	\$1,400.00	-43%
Photo Reproductions	\$0.00	\$0.00	\$420.00	\$442.50	
Fines Collected	\$128.65	\$2,993.31	\$23,373.83	\$36,919.58	-37%
Reimbursed Fees	\$0.00	\$450.44	\$2,834.37	\$5,225.82	-46%
Fax Machine	\$0.00	\$56.00	\$599.00	\$1,525.75	-61%
Copy Machine	\$0.00	\$1,713.70	\$16,054.62	\$20,224.90	-21%
RTA Bus Passes	\$0.00	\$1,711.00	\$18,267.00	\$19,127.00	-4%
Gallery Booking Fee	\$0.00	\$0.00	\$125.00	\$0.00	0%
DONATIONS	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
TOTAL DONATIONS	\$0.00	\$19,899.00	\$184,555.97	\$251,805.24	-27%
MONEY DONATIONS RECEIVED	\$0.00	\$19,174.00	\$35,094.60	\$73,439.51	-52%
Grants Received	\$0.00	\$0.00	\$140,561.37	\$153,045.73	-8%
In-Kind Donations (Value of books)	\$0.00	\$725.00	\$8,900.00	\$25,320.00	-65%
TOTAL Free books & AV Added	0	29	356	1,051	-66%
VOLUNTEERS	Jun-20	Jun-19	FYD 2019-20	FYD 2018-19	% Change
TOTAL LIBRARY VOLUNTEERS	40	141	1,246	1,663	-25%
LIBRARY	20	90	816	1,017	-20%
FRIENDS OF CPL	20	51	430	596	-28%
TOTAL VOLUNTEER HOURS WORKED	3,731.0	1,596.0	14,863.3	16,548.5	-10%
LIBRARY	2,661.0	734.0	7,674.3	6,721.0	14%
FRIENDS OF CPL	1,070.0	862.0	7,189.0	9,827.5	-27%

Virtual Services	Jun-20	May-20	Apr-20	Mar-20	Total	% Change from March 2020
Virtual Reference Questions	25	29	28	25	107	0%
Wi-Fi Usage (after closure)	512	468	432	1,000	2,412	-49%
Emedia checkouts	2,758	2,934	3,157	2,377	13,038	16%
Online Homework Help	1,329	545	906	1,010	3,790	32%
Visits to library webpage	20,447	12,076	16,139	28,431	95,032	-28%
Visits to catalog	4,846	1,005	2,737	5,289	18,887	-8%
Visits to Islandora	5,791	2,456	2,176	2,397	14,721	142%
Visits to HR Webpages	2,058	2,476	4,149	8,292	21,449	-75%
Youtube views	3,041	3,439	1,099	1,658	9,237	83%
Youtube subscribers	166	154	145	136	601	22%
Facebook Followers	5,235	5,170	5,030	4,878	20,313	7%
Instagram Followers	1,026	991	941	877	3,835	17%
Twitter Followers	789	786	789	779	3,143	1%
Facebook Engagements	2,295	2,107	3,407	4,177	11,986	-45%
Instagram Engagements	382	355	535	473	1,745	-19%
Twitter Engagements	256	90	182	184	712	39%
Facebook Impressions	56,754	46,208	57,700	66,600	227,262	-15%
Instagram Impressions	16,373	11,493	18,200	13,000	59,066	26%
Twitter Impressions	8,667	7,887	8,953	12,000	37,507	-28%

Curbside Services	Jun-20	May-20	Apr-20	Mar-20	Total	% of Change
Items Circulated	3,766	833	n/a	n/a	4,599	352%
Holds Placed	3,230	749	n/a	n/a	3,979	331%
Appointments Completed	716	141	n/a	n/a	857	408%

Summer Programming	Jun-20	May-20	Apr-20	Mar-20	Total
Live Programs	2,001	n/a	n/a	n/a	2,001
Virtual LaRs Views	769	n/a	n/a	n/a	769
Page Turner Views	310				310



Corona Public Library Open+ Agreement

As a participant in Corona Public Library's Open+ Extended Hours program, I agree to abide by the following policies and procedures:

1. Open+ is limited to library cardholders 18 years of age or older.
2. I understand that I must have a Corona Public Library card in good standing.
3. I agree to comply with all Corona Public Library policies and guidelines including the Library Code of Conduct and Internet Use Policy.
4. I accept responsibility for the space, equipment, and furniture during my access time.
5. I am aware that library staff may not be present.
6. I understand that I may not open the library to non-registered patrons other than the people accompanying you.
7. I understand that I will have access to remote assistance for questions and equipment malfunctions.
8. I understand that I will be able to summon 911 assistance in an emergency.
9. I understand that the Open+ hours are subject to change.
10. I understand that the following areas are restricted:
 - a. The Friends of the Corona Public Library Bookshop
 - b. All Meeting Rooms
 - c. Study Rooms
 - d. Maker Exchange
 - e. Heritage Room
 - f. Any staff areas
11. The library reserves the right to update this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy. Violation of the Open+ Policy may result in the following consequences:

First offense: Termination of privileges for one day.

Second offense: Termination of privileges for one month.

Third offense: Termination of all privileges.

Name: _____

Library Card Number: _____

Signature: _____

Date: _____

Draft