

COVID-19 PUBLIC SERVICE ANNOUNCEMENT

Pursuant to Governor Newsom's Executive Orders, including N-25-20 and N-29-20: Certain Brown Act requirements for the holding of a public meeting have been temporarily suspended and members of the Library Board of Trustees and staff will participate in this meeting via teleconference. In the interest of reducing the spread of COVID-19, members of the public are encouraged to submit their agenda and non-agenda comments online at the following link: <https://www.escondido.org/boards-commissions.aspx>.

Public Comment: To submit comments in writing, please do so at the following link: <https://www.escondido.org/boards-commissions.aspx>. All comments received from the public will be made a part of the record of the meeting.

Meetings will be live streamed and broadcast on the City of Escondido website at <https://www.escondido.org/boards-commissions.aspx>.

CALL TO ORDER

Roll Call: President Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Carolyn Clemens, Trustee John Schwab

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item, which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on May 14, 2020.

CURRENT BUSINESS

2. Election of Officers
3. Status of Library Metrics Project
4. Develop Protocols For Canceling Library Board Meetings
5. Establish Committee For Updates To The Current Strategic Plan
6. Library Trust Report and Funding Requests

7. Public Printing Fees

OTHER REPORTS

Library Director’s Report
June Statistics Report

ADJOURN

UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday of the month in the City Council Chambers, City Hall. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	September 10, 2020	2:00 p.m.	City Council Chambers
Thursday	October 8, 2020	2:00 p.m.	City Council Chambers
Thursday	November 12, 2020	2:00 p.m.	City Council Chambers

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

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING:

Any supplemental writings or documents provided to the Library Board of Trustees regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 North Broadway during normal business hours.

Please Turn Off All Cell Phones While the Meeting Is in Session

ESCONDIDO PUBLIC LIBRARY HOURS
(Temporarily closed due to COVID-19 Public Health Orders)

For information about Curbside service and online programs and resources, please visit <https://library.escondido.org/>

Escondido Library Board of Trustees

Meeting Minutes

May 14, 2020

CALL TO ORDER: President Guiles called the meeting to order at 2:00 p.m.

Members Present: President Ron Guiles, Trustee Elmer Cameron, Trustee Carolyn Clemens, Trustee John Schwab, Trustee Mirek Gorny

LS&S Staff Present: Dara Bradds, Library Director; Katy Duperry, Assistant Library Director

City Staff Present: Zack Beck, City Clerk; Joanna Axelrod, Director of Communications and Community Services

ORAL COMMUNICATIONS

None.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on March 12, 2020.

Motion by Trustee Cameron to approve the minutes from the Library Board of Trustees Meeting on March 12, 2020 and seconded by Trustee Clemens.

Approved 5-0

CURRENT BUSINESS

2. Statistical Reports: COVID-19

Katy Duperry presented statistical reports related to COVID-19.

3. LBOT update on metrics development

John Schwab presented metrics related to library performance.

4. Library COVID-19 reopening recommendations

Dara Bradds and Joanna Axelrod presented a re-opening plan for the Escondido Public Library. The Board of Trustees provided direction to have the library re-open according to the plan outlined in the presentation and afford staff flexibility to adjust hours, as needed moving forward based on the fluid nature of the pandemic.



OTHER REPORTS

Library Director's Report

Dara Bradds presented a report related to changes that have transpired at the library due to COVID-19.

Next Meeting: The next meeting is scheduled for August 13, 2020.

ADJOURN

Motion by Trustee Clemens, seconded by Trustee Gorny to adjourn the meeting at 3:05 p.m.

Approved 5-0

John Schwab, Secretary

Zack Beck, City Clerk



MEETING AGENDA
Library Board of Trustees
Thursday, August 13
2:00 p.m.
City Council Chambers

Agenda Item No. 2

Date: August 13, 2020

TO: Library Board of Trustees
FROM: Ron Guiles
SUBJECT: Election of Officers

Recommendation:

Vote on President and Secretary

Background:

The trustees will nominate and vote to elect Library Board of Trustee Officers.



MEETING AGENDA
Library Board of Trustees
Thursday, August 13
2:00 p.m.
City Council Chambers

Agenda Item No. 3

Date: August 13, 2020

TO: Library Board of Trustees
FROM: Trustee Clemens and Trustee Schwab
SUBJECT: Status of Library Metrics Project

Recommendation:

Receive information and provide direction.

Background:

Trustee Clemens and Trustee Schwab will present the update of the metric plan.



Agenda Item No. 4

Date: August 13, 2020

TO: Library Board of Trustees
FROM: Elmer Cameron
SUBJECT: Develop Protocols for Canceling Library Board Meetings

Recommendation:

Receive information and provide direction.

Background:

The cancellation of meetings during COVID-19 brought into question whether there is a need for protocols when making the decision to cancel Library Board of Trustee Meetings.



MEETING AGENDA

Library Board of Trustees

Thursday, August 13

2:00 p.m.

City Council Chambers

Agenda Item No. 5

Date: August 13, 2020

TO: Library Board of Trustees

FROM: John Schwab

SUBJECT: Establish Committee for Updates to the Current Strategic Plan

Recommendation:

Receive information and provide direction.

Background:

The current Strategic Plan expires in 2022. In preparation for the next strategic plan, it is proposed that there be a committee to provide direction.



MEETING AGENDA

Library Board of Trustees

Thursday, August 13

2:00 p.m.

City Council Chambers

Agenda Item No. 6

Date: August 13, 2020

TO: Library Board of Trustees
FROM: Dara Bradds
SUBJECT: Library Trust Report and Funding Requests

Recommendation:

Receive and file Trust Report

Approve funding requests

Background:

With so many library programs and meetings now occurring in virtual formats, we have discovered our need to update our technology. It is requested that the Board approve a Trust Fund expenditure of \$9,532 for the purchase of digital media equipment.



Escondido Public Library

MEETING AGENDA
 Library Board of Trustees
 Thursday, August 13
 2:00 p.m.
 City Council Chambers

City of Escondido Library Trust Fund 004 FY 2019-20 through June 30, 2020						
Account #	Account Description	Beginning Budget	Actual Expenditures	Remaining Budget	Amount	Description of Activity
General Library Trust						
3050	Beginning Fund Balance, 07/01/2019				\$ 372,815.12	
	Revenues, 07/01/2019-06/30/2020					
4601	Library Trust Dividends		2,239.07			Signal Hill Petroleum & JP Oil Dividends
4602	General Donations		693.85			Individual donation checks
4609	Investment Earnings		7,029.10			City Investment Pool allocated based on the cash balance in the Library Trust Fund.
4621	Library Sales		534.82			Sale of Headphones, Library Tote Bag, and USB Flash Drive
4990	Other Revenue		17,665.46			Reimbursements from CENIC grant
	Total Revenues				\$ 28,162.30	
	FY 2019/20 Budgeted Expenditures	Beginning Budget	Actual Expenditures	Remaining Budget		
400501	Neihoff Donation	36,493.00	-	36,493.00		
400509	Library Trust Special Projects	11,864.99	-	11,864.99		
400819	Library Technology	40,080.55	-	40,080.55		
400839	Literacy Projects	1,249.27	-	1,249.27		
409501	Library Books-Supplemental	36,949.33	4,999.18	31,950.15		LS&S - CRISIS June 2020
	Total Expenditures	\$ 126,637.14	\$ 4,999.18	\$ 121,637.96		*This is the remaining balance of budgeted projects.
	Ending Fund Balance, 06/30/2020				395,978.24	This balance includes actual expenditures.
	Remaining Project Budgets*				(121,637.96)	
	Available Fund Balance for Future Projects, 06/30/2020				\$ 274,340.28	This balance includes budgeted expenditures.
Designated for Literacy						
3305	Beginning Fund Balance, 07/01/2019				\$ 10,391.97	
	Revenues, 07/01/2019-06/30/2020					
4606	Literacy Program Donations		-			Donations for the Literacy program
	Total Revenues				\$ -	
	Available Fund Balance for Future Literacy Projects, 06/30/2020				\$ 10,391.97	
Designated for Pioneer Room						
3306	Beginning Fund Balance, 07/01/2019				\$ 314.95	
	Revenues, 07/01/2019-06/30/2020					
4622	Pioneer Room Donations		-			Donations for research and obituary requests
	Total Revenues				\$ -	
	Available Fund Balance for Future Pioneer Room Projects, 06/30/2020				\$ 314.95	

Requests for equipment funds:

- (16) webcams; \$29.99 each. On Amazon with tax and shipping: \$516.96. Webcams are necessary for socially distanced meetings.
- (3) iPads- one for each department. \$1,425.03. iPads will be used for Polaris functions in the stacks, and social media.
- (1) Prusa i3 MK3S 3D \$1,122.88. This is a replacement 3D printer- our two 3D printers are no longer supported by the company that made them (it went out of business) and parts are impossible to get. One of the 3D printers stopped functioning 5 months ago, and the other has been having problems with the heating element.

Total requested \$3,064.87

Technology Purchases for Youth Services

1. [Canon Rebel SL2](#): (\$600)
2. [Canon Rebel 7T](#): (\$400)
3. [Tripod](#): (\$45)
4. [Deity V-Mic D3 Pro Shotgun Microphone](#): (\$200)
5. [HDMI cable](#): (\$10)
6. [Elgato](#): (\$135 with shipping)
7. [SD card \(64GB\)](#): (2X--\$40)
8. [SD Card Reader/Adapter](#): (\$16)
9. [External hard-drive](#): (\$60)
10. [Anker Bluetooth speaker](#): (\$30)
11. [Rocking Chair](#): (\$205)
12. [Magnetic, whiteboard and flannel, 24x36](#): (\$80, free ship)
13. [Easel](#): (\$20)

Before Tax: \$1, 841
Plus tax (7.75%): \$138
Total: \$1, 979

Conference table and chairs, Modernofficefurniture.com

- (1) Table 96" \$1499.00
- (10) Chairs \$2990.00

Total \$4,489.00

Total request: \$3,064.87 + \$1,979.00 + \$4,489.00 = 9,532.00



MEETING AGENDA

Library Board of Trustees

Thursday, August 13

2:00 p.m.

City Council Chambers

Agenda Item No. 7

Date: August 13, 2020

TO: Library Board of Trustees

FROM: Katy Duperry

SUBJECT: Public Printing Fees

Recommendation:

Approve

Background:

Escondido Public Library is replacing its existing public PC Management System. The new vendor, Comprise, will be paid an annual contract fee to maintain and support all systems and machinery offset by the revenue generated by copying, printing, and faxing.

Currently, the Library charges \$0.15 per page for black and white prints and copies, and \$0.75 per page for color prints. Faxing is not currently available.

The Library would like to change the print fee model to reflect current standards in the profession, as well as to help offset the annual cost to Comprise for maintenance and support. The changes would be:

\$0.20 per page for black and white prints and copies

\$0.50 per page for color prints and copies

\$1.00 per page for outgoing faxes

Director's Report

Our contract (and therefore staff hours) are still reduced, but we continue to provide curbside pickup, virtual reference and programming although the building is still closed to the public. We are circulating between 25-34% of what our circulation was this time last year for physical items through curbside. Our eMaterials circulation, including eBooks, eAudiobooks, and eMagazines, are up 127% compared to last year.

Our Summer Reading Virtual Activity Challenge has done very well with 69 signed up for babies, 168 for kids, 90 for tweens, 80 for teens, and 97 for adults. We had 965 activities completed in week one, with slightly lower numbers in the following weeks, likely due to people tiring of the virtual environment for activities and getting ready for the school year that starts in a couple of weeks in a virtual format.

We are working with Escondido area schools to coordinate efforts to support curriculum. A professor at Cal State San Marcos complimented us for adding Hoopla. He will be using several educational resources from this service to plan his fall curriculum.

Assistant Director's Report**Turrentine Room Upgrade**

The Turrentine Room upgrade project is now complete! In 2019, the Library received approval for funding for up to \$22,000 from Escondido Library Foundation to upgrade the projector and audio technology in the Turrentine Room, as the existing equipment was obsolete. Using the Mitchell Room as a template, the City of Escondido InfoSys department procured equipment, programmed a user interface, and installed the equipment in the Library's Turrentine Room from May-July 2020 during the closure. The new equipment can sync wirelessly to any Apple or Windows device, and most Android devices. It can also be plugged in via HDMI and VGA. New speakers and a new high definition projector round out the package, making for a seamless, user-friendly experience for any Library staff and (in the post-COVID world) renters from the public who use the room.

Public Printing Project

The Public Printing Project is a capital funding project approved by the City of Escondido to allow patrons to print via wireless devices, and pay for their prints by credit card in addition to cash. This project is nearing the final stages, with an estimated completion in September. The Library's existing public PC management system, print management system, room booking system, and all public printers and copiers are being replaced with one, integrated system and new machines capable of printing and copying in black and white and color, faxing, scanning, and processing double sided jobs. Patrons will be able to send prints from anywhere and pick them up at the library, a service we will be integrating with curbside pickup during the COVID-19 closure. In addition to this, patrons will now be able to pay with a credit card.

GOALS	OWNER	MILESTONES	July
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Rincón Literario Bilingual Book Club
Provide programs for people out in the community- not just in the library	Katouzian, Wood	In Progress	Storytime @ SDCCM, Facebook Live
Provide programs where views and opinions can be shared	Katouzian, Wood	In Progress	Rincon Literario Bilingual Book Club, Escondido Writers Group
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Shared programs and events through Social Media, eNewsletter, and print resources.
CONNECT- through outreach			
Support education through partnership with local schools	Katouzian, Wood	In Progress	Dan has been working with schools to plan for the upcoming school year to support curriculum with our virtual collections.
Support the arts through partnership with California Center for the Arts	Katouzian, Wood	In Progress	We are working with area groups to share our programs and stream through each other's social media to expand our audiences.
Support community events through continued partnership with Escondido Arts and City of Escondido	Katouzian, Wood	In Progress	
CONNECT- through in library programming			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	N/A during closure
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	N/A during closure
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	Working with Deputy Director of Economic Development to develop and strategize new ways to connect the business community to the library.
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	Career Program
INSPIRE			
INSPIRE- quiet study through inviting space			

Reconfigure first floor to support quiet tutoring and group and individual study	Bradds	In Progress	N/A during closure
INSPIRE- productivity through efficient space for meetings and business			
Enhance business center with technology, books and electronic resources.	Katouzian	In Progress	This is part of monthly book ordering considerations
Provide quiet space for remote workers, small business and entrepreneurs	Bradds, Katouzian	In Progress	N/A during closure
Install additional power outlets	Duperry	Complete	
INSPIRE- through excellent collection			
Increase investment in eBooks and eAudiobooks	Katouzian, Woods	Complete	We are approved to start our 2020/2021 FY ordering. We will continue to focus on developing the eMaterials collections.
Provide career growth materials	Katouzian	In Progress	We continue to work with the Adult School
Expand virtual library via improved website	Duperry	In Progress	New Skin coming soon
Invite business community to provide and attend programs	Katouzian	In Progress	We continue to work with the Adult School
Provide accredited online high school diploma program	Bradds, Wood	In Progress	Working with the Adult School
Analyze collection performance and weed as appropriate	Katouzian, Wood	In Progress	We finished weeding and inventory during closure
INSPIRE- through support to school communities			
Offer programs that provide opportunities for students	Wood	On Hold	We need to communicate with schools to determine if this program can continue in 2020.
Provide books, publications and materials that support home school curricula	Wood	In Progress	Purchased subjects for curriculum in science, STEM, history, and several biographies for elementary grades
INSPIRE- new skills through basic emerging technology			
Support staff competency through training and tools to better assist patrons	Bradds, Guiles	In Progress	Three staff working toward their MLS, one working toward a Bachelors, and two attending library leadership training through the State Library

Support technology learning by offering open lab time	Duperry, Katouzian	In Progress	
Support access by providing ability to print from mobile devices	Bradds, Duperry	In Progress	This project is in the final phase of completion; anticipated end is September.
GROW- services for patrons of all educational and socioeconomic levels			
GROW- Services to nonusers			
Continue to provide access to government services	Katouzian, Wood	In Progress	We provided Tax Document pick up in July and will be a ballot drop off location in the fall.
Provide programs to help immigrants acclimate	Wood	In Progress	LLC currently has 107 students. Eleven are new since July.
Continue English language tutoring	Wood	In Progress	LLC continues to work with learners virtually and stay on schedule.
Continue to focus on materials in Spanish and other languages	Katouzian	In Progress	We have orders in for other language materials, but we are waiting for publishers to provide materials.
GROW- services to low-income patrons			
Remove fees to check out DVDs and books on CD	Guiles, Schwab, Bradds, Duperry	Complete	
Provide early literacy programs at WIC Offices	Wood	On Hold	We will revisit this in future reopening phases.
GROW- services beyond EPL's neighborhood			
Provide library services outside downtown	Katouzian, Wood	In Progress	Our Author chats have been viewed throughout the country and been mentioned in Publisher's Weekly
Action Step/ Kaizen Events (Any action whose output is intended to be an improvement to the existing process)			
Provide quality storytimes, training and materials to children, parents and caregivers	Wood	In Progress	Storytimes for all ages are streamed online and stored for watching in YouTube
Provide quality literacy and STEAM programs	Wood	In Progress	Virtual Lego program
Teach how to find, evaluate and use information	Katouzian, Wood	In Progress	We have offered this through virtual reference

MEETING AGENDA

Library Board of Trustees

Thursday, August 13

2:00 p.m.

City Council Chambers



Provide healthy learning and social opportunities for middle grade students	Wood	In Progress	Cathy has a hosted several virtual teen challenges online as part of the SRAC
Provide engaging life skills programs for teens	Wood	In Progress	Cathy created a "How to Journal" tutorial and streamed it on Facebook.

Improvement Priority Title: Key Areas of Operational Quality Improvement

Core Objective: Sustain and improve quality library service to patrons through excellent patron service, outreach, collections, programs, marketing, technology and facilities.

Action Step / Kaizen Events (Any action whose output is intended to be an improvement)

Management Owners: Dara Bradds, Katy Duperry, Dan Wood, Azar Katouzian, Ron Guiles, Mirek Gorny, Elmer Cameron, John Schwab, Carolyn Clemens Trustees

"Complete" = Action Step is Complete
 "In Progress" = progress being made toward completion
 "On-Target" = Action Step on-target
 "Past Due" = Action Step is behind original plan. New date should be in "Planned Dates" field with original planned date reflected in Timeline fields (shading of cells). Provide descriptive remarks if appropriate. Ex. "delayed due to supplier problem", "quality defect causing delays", etc.

Core Objective: Sustain and improve quality library service to patrons through excellent patron service, outreach, collections, programs, marketing, technology and facilities.



	June 2020	May 2020	April 2020
Monthly Library Board of Trustees Statistics			
CIRCULATION:			
Physical Materials (Books, media, museum passes, laptops)	6,618	3,857	N/A
eMaterial (includes eBooks and eAudiobooks-As of May, includes OverDrive and CloudLibrary)	5,446	5,168	4,624
eMagazines (Flipster)	302	464	402
Hoopla (includes eAudio, eBooks, eComics, streaming video, and streaming music)	584	669	744
Total Circulation	6,332	6,301	5,770
Children's Material (only juvenile, not teen- includes books, media, digital)	3,410	1,344	748
Non-English Material (includes books, media, digital)	146	81	49
Holds Satisfied	5,012	740	N/A
ILLs Checked Out	0	2	2
INTER-LIBRARY LOANS:			
Total Registered Borrowers	68,011	67,859	67,793
POPULATION & BORROWERS:			
Total Reference Transactions	514	127	112
REFERENCE QUESTIONS:			
Public Service Hours	N/A	N/A	N/A
LIBRARY SERVICES:			
Library Visits	N/A	N/A	N/A
Users of Public Internet Computers	N/A	N/A	N/A
ELECTRONIC SERVICES:			
Wireless Sessions	1,962	1,145	N/A
Number of Website Visits (website+catalog)	17,876	10,212	8,876
VOLUNTEERS:			
Total Volunteers	76	79	89
Total Volunteer Hours	303	309	503
PROGRAMS:			
Kids Programs	16	18	20
Kids Program Attendance	1,596	573	465
Teen Programs	2	5	2
Teen Program Attendance	0	84	58
Adult Programs (including Literacy and Pioneer Room)	15	20	9
Adult Program Attendance	1,463	1,095	1,047
Offsite Programs (Outreach)	3	2	3
Offsite Program Attendance	399	476	172
Total Programs	33	43	32
Total Program Attendance	3,059	1,752	1,589

MEETING AGENDA

Library Board of Trustees

Thursday, August 13

2:00 p.m.

City Council Chambers



*Statistics notes:

Once statistics began to be gathered for curbside pickup services, staff recognized that eBook/eAudiobook circ was being double counted previously due to OverDrive's integration with Polaris. Effective June 2020, eBooks circ will be properly counted.

Library closed to the public 1:30 PM Monday 3/16 due to COVID-19. Virtual programs and reference were provided in April and May; metric used is "1 minute live views" in FB for attendance

Curbside pickup for legacy holds began Monday 5/18; for new holds 6/1. The WiFi was turned on Tuesday 5/12 for patrons to use in the parking lot/in front of the building.