

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 September 12, 2019

CURRENT BUSINESS

2. Determine areas of focus for the next quarter of goal planning.
3. Parameters for data that can be pulled from Polaris for the Monthly Statistical Report for LBOT
4. Addressing Community Concerns about the state of the library

OTHER REPORTS

Library Director's 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	December 12, 2019	2:00 p.m.	City Council Chambers
Thursday	January 9, 2020	2:00 p.m.	City Council Chambers
Thursday	February 13, 2020	2:00 p.m.	City Council Chambers

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the City Clerk. Submit the *Speaker's Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Library Director or scheduled on a subsequent agenda. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the City Clerk.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.

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.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

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

Monday – Friday: 9:30 a.m. – 7:00 p.m.
Saturday: 9:30 a.m. – 6:00 p.m.
Sunday: 1:00 p.m. – 5:00 p.m.



**AGENDA, OCTOBER MINUTES
MONTHLY STATISTICAL REPORT, SEPT 2019
DIRECTOR'S REPORT**

**Escondido Library Board of Trustees
Meeting Minutes
October 10, 2019**

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

Members Present: President Ron Guiles, Trustee Carolyn Clemens, Trustee John Schwab and Trustee Gorny

Members Absent: Trustee Elmer Cameron

LS&S Staff Present: Dara Bradds, Library Director; Katy Duperry, Assistant Library Director, Aspen Hill, Pioneer Room Manager.

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

ORAL COMMUNICATIONS

Brenda Townsend - Informed the Board of Trustees that she has started the Escondido Library Watchdog group.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on September 12, 2019.

Moved by Trustee Gorny and seconded by Trustee Clemens to approve the September 12, 2019 minutes.

Approved 4-0 (Cameron - Absent)

CURRENT BUSINESS

2. Introduction to the Pioneer Room

Aspen Hill provided an overview of the Pioneer Room.

No action required.

3. An overview of the viability of branch vs main libraries in cities of 200,000 or less population

John Schwabb provided a presentation regarding branch libraries.

No action required.

4. Review and approve letter recommending the elimination of DVD check out fees.

Motion by Trustee Gorny, seconded by Trustee Clemens to approve a letter recommending the elimination of DVD check out fees.

Approved 4-0 (Cameron – Absent)



**AGENDA, OCTOBER MINUTES
MONTHLY STATISTICAL REPORT, SEPT 2019
DIRECTOR'S REPORT**

5. Trust Report

Joanna Axelrod, provided an overview of the Trust Report.

OTHER REPORTS

Library Director's Report

Dara Bradds informed the Board of Trustees that Katy Duperry is now the Assistant Library Director.

Next Meeting: The next meeting is scheduled for November 14, 2019 in the Escondido Council Chambers.

ADJOURN

Motion by Trustee Schwab, seconded by Trustee Gorny to adjourn the meeting at 2:59 p.m.
Approved 4-0 (Cameron - Absent)

John Schwab, Secretary

Zack Beck, City Clerk



AGENDA, OCTOBER MINUTES
MONTHLY STATISTICAL REPORT, SEPT 2019
DIRECTOR'S REPORT

Agenda Item No. 2

Date: November 14, 2019

TO: Library Board of Trustees

FROM: Dara Bradds, Library Director

SUBJECT: 2. Determine areas of focus for the next quarter of goal planning

Recommendation:

The LBOT will discuss and recommend where library focus should lie in the quarter ahead.

Background:

Quarterly the LBOT evaluates goals defined by the Strategic Plan, and decides what items the library should focus on as areas of improvement. The Goal Planning Sheet is printed out as a separate hand out.



AGENDA, OCTOBER MINUTES
MONTHLY STATISTICAL REPORT, SEPT 2019
DIRECTOR'S REPORT

Agenda Item No. 3

Date: November 14, 2019

TO: Library Board of Trustees

FROM: Katy Duperry, Assistant Library Director

SUBJECT: 3. Parameters for data that can be pulled from Polaris for the Monthly Statistical Report for LBOT

Recommendation:

Receive information

Background:

Katy will explain the new format for the monthly statistics. This will be a chance for the LBOT to ask questions about the information that might result from the new format due to the changeover to Polaris.



AGENDA, OCTOBER MINUTES
MONTHLY STATISTICAL REPORT, SEPT 2019
DIRECTOR'S REPORT

Agenda Item No. 4

Date: November 14, 2019

TO: Library Board of Trustees

FROM: John Schwab, Trustee

SUBJECT: 4. Addressing Community Concerns about the state of the library

Recommendation:

Receive Information

Background:

Dara Bradds will respond to concerns brought to her attention about a past library program and the library's collection.

Monthly Library Board of Trustees Statistics		September 2019
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	34,355
	Children's Material (only juvenile, not teen- includes books, media, digital)	12,854
	Non-English Material (includes books, media, digital)	1,132
	eMaterial (includes eBooks and eAudiobooks)	3,364
	Holds Satisfied	2,514
INTER-LIBRARY LOANS:	ILLs Received	6
POPULATION & BORROWERS:	Total Registered Borrowers	65,001
REFERENCE QUESTIONS:	Total Reference Transactions	8,350
LIBRARY SERVICES:	Public Service Hours	234.5
	Library Visits	26,853
ELECTRONIC SERVICES:	Users of Public Internet Computers	734
	Wireless Sessions	9,459
	Number of Website Visits (website+catalog)	25,501
VOLUNTEERS:	Total Volunteers	221
	Total Volunteer Hours	2,584
PROGRAMS:	Kids Programs	30
	Kids Program Attendance	1,225
	Teen Programs	5
	Teen Program Attendance	26
	Adult Programs (including Literacy and Pioneer Room)	6
	Adult Program Attendance	199
	Offsite Programs (Outreach)	5
	Offsite Program Attendance	6
	Total Programs	41
	Total Program Attendance	1,450

GOALS	Owner	October Milestones
CONNECT - bring people and groups together		
Provide programs for people with shared interests	Katouzian, Wood	Adult Graphic Novel Book Club, Halloween Make-Up, Concert Series, Bilingual Book Club, Scary Movie Night
Provide programs out in the community - not just in the library	Katouzian, Wood	Dan represented the library in NYC at Comic Con as part of <i>Beyond a Con: Build Relationships in Comics that Lead to Next Level Library Planning</i>
Provide programs where views and opinions can be shared	Katouzian, Wood	In Progress
CONNECT - through marketing		
Raise public awareness through enhanced marketing plan	Bradds & Duperry	We received an award for our Boos and Booze Program and shared mugs that Marketed EPL at the CLA awards ceremony.
CONNECT - through outreach		
Support education through partnerships with local schools	Wood	Internship Program- 3D Printing Project
Support the arts through partnership with California Center for the Arts	Katouzian, Wood	In Progress
Support community events through continued partnership with Escondido Arts Partnership and City of Escondido	Katouzian, Wood	In Progress
CONNECT - through in-library programming		
Support enrichment with expanded programs	Katouzian, Wood	Adult Graphic Novel Book Club, Halloween Make-Up, Concert Series, Bilingual Book Club, Scary Movie Night
CONNECT - through economic development		
Support enrichment with expanded programs	Katouzian, Wood	Inclusive Art Club and Bilingual Book Club
Invite business community to provide and attend programs	Katouzian, Wood	In Progress
Offer workforce readiness and development programs	Katouzian, Wood	In Progress

INSPIRE		
GOALS	Owner	October Milestone
INSPIRE - quiet study through inviting space		
Reconfigure first floor to support quiet tutoring and group and individual study	Bradds, Katouzian	Past Due- issues finding a place to store removed shelving.
INSPIRE - productivity through efficient space for meetings and business		
Enhance Business Center with technology, books and electronic resources	Katouzian	In Progress
Provide quiet meeting space for remote workers, small business and entrepreneurs	Bradds	In Progress
Install additional power outlets	Duperry	Complete
INSPIRE - through excellent collection		
Increase investment in eBooks and eAudiobooks	Katouzian, Wood	In Progress
Provide career growth materials	Katouzian	In Progress
Expand virtual library via improved website	Duperry, Wood	On Target
Invite business community to provide and attend programs	Katouzian	In Progress
Provide accredited online high school diploma program	Wood	Dara attended a program to learn more about this and has talked with Joanna and the CA State Library about implementing this program.
Analyze collection performance and weed as appropriate	Katouzian, Wood	We have started a library wide weeding and shifting program using Polaris' Simply report to start with items that have not circulated in over 3 years.
INSPIRE - through support to school communities		
Offer programs that provide social opportunities for students	Wood	In Progress
Provide books, publications and materials that support homeschool curricula	Wood	In Progress
INSPIRE - new skills through basic and emerging technology		
Support staff competency through training and tools to better assist patrons	Bradds, Guiles	We had 9 employees attend the CLA Conference, and one attend the Internet Librarian Conference.
Support technology learning by offering open lab time	Katouzian, Duperry	On Target
Support access by providing ability to print from personal mobile devices	Bradds, Duperry	On Target

GROW - services for patrons of all educational and socioeconomic levels		
GOALS	Owner	October Milestone
Address homeless patron concerns to support a comfortable library experience for all	Bradds, Duperry, Katouzian, Wood,	In Progress
GROW - services to nonusers		
Continue to provide access to government services	Katouzian, Wood	In Progress
Provide programs to help immigrants acclimate	Wood	In Progress
Continue English language tutoring	Wood	Adult and Family Literacy Programs
Continue to focus on materials in Spanish and other languages	Katouzian	In Progress
GROW - services to low-income patrons		
Remove fees to check out DVDs and books on CD	Guiles, Schwab, Bradds, Duperry	Removed all fees from DVDs and CDs
Provide early literacy programs at WIC offices	Wood	In Progress
GROW - services beyond EPL's neighborhood		
Provide library services outside of downtown	Wood, Duperry, Bradds	433 in attendance at Outreach events
GROW - support to build a new library		
Provide increased outreach services to support public demand for new library	Wood, Bradds	On Target
Action Step / Kaizen Events (Any action whose output is intended to be an improvement to an existing process.)		
Provide quality storytimes, training and materials to children, parents and caregivers	Wood	Storytime attendance for the month was 1,584
Provide quality literacy and STEAM programs	Wood	In Progress
Teach how to find, evaluate and use information	Wood, Duperry	In Progress
Provide healthy learning and social opportunities for middle grade students	Wood	In Progress
Provide engaging life skills programs for teens	Wood	54 teens attended programs at the library

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.

Action Step / Kaizen Events (Any action whose output is intended to be an improvement to an existing process.)	
Provide quality storytimes, training and materials to children, parents and caregivers	Wood
Provide quality literacy and STEAM programs	Wood
Teach how to find, evaluate and use information	Katouzian, Wood
Provide healthy learning and social opportunities for middle grade students	Wood
Provide engaging life skills programs for teens	Wood