

**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 January 9, 2020.

**CURRENT BUSINESS**

2. Developing Metrics

**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	March 12, 2020	2:00 p.m.	City Council Chambers
Thursday	April 9, 2020 <i>**Special Meeting**</i>	1:00 p.m.	City Council Chambers
Thursday	May 14, 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](http://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.



**Escondido Library Board of Trustees  
Special Meeting Minutes  
January 9, 2019**

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

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

**Members Absent:** Trustee Carolyn Clemens

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

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

**ORAL COMMUNICATIONS**

None.

**APPROVAL OF MINUTES**

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

Moved by Trustee Schwab and seconded by Trustee Gorny to approve the December 12, 2019 minutes.

Approved 4-0 (Clemens - Absent)

**CURRENT BUSINESS**

**2. Pulitzer Prize Collection**

Presentation by Katy Duperry, Assistant Librarian regarding the Pulitzer Prize collection.

No action required.

**3. Update on the Palomar Library in Escondido**

Presentation by Joanna Axelrod, regarding the ongoing discussions for the Palomar Library in Escondido. There will be a presentation to the City Council concerning this matter on February 12, 2020.

No action required.

**OTHER REPORTS**

**Library Director's Report**

Dara Bradds informed the Board of Trustees about recent staffing changes at the Library.

**Next Meeting:** The next meeting is scheduled for February 13, 2020 in the Escondido Council Chambers.

**ADJOURN**

Motion by Trustee Schwab, seconded by Trustee Gorny to adjourn the meeting at 1:27 p.m.

Approved 4-0 (Clemens - Absent)

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John Schwab, Secretary

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Zack Beck, City Clerk



Agenda Item No. 2

Date: February 13, 2020

**TO:** Library Board of Trustees  
**FROM:** Trustee Clemens, Trustee Schwab  
**SUBJECT:** Developing Metrics

**Recommendation:**

Receive information and provide direction.

**Background:**

Trustees Clemens and Schwab will discuss how they will go about developing metrics in order to inform the other board members.

<b>Monthly Library Board of Trustees Statistics</b>		<b>December 2019</b>	<b>November 2019</b>	<b>October 2019</b>
<b>CIRCULATION:</b>	Physical Materials (Books, media, museum passes, laptops)	37,001	37,519	38,331
	Children's Material (only juvenile, not teen- includes books, media, digital)	11,676	13,225	14,427
	Non-English Material (includes books, media, digital)	922	1,111	1,357
	eMaterial (includes eBooks and eAudiobooks)	3,060	3,062	3,208
	Holds Satisfied	2,155	1,932	2,408
	ILLs Checked Out	16	11	10
<b>INTER-LIBRARY LOANS:</b>	Total Registered Borrowers	66,461	66,003	65,510
<b>POPULATION &amp; BORROWERS:</b>	Total Reference Transactions	10,986	10,029	8,932
<b>REFERENCE QUESTIONS:</b>	Public Service Hours	249.5	227.5	221.0
<b>LIBRARY SERVICES:</b>	Library Visits	26,379	19,150	28,441
<b>ELECTRONIC SERVICES:</b>	Users of Public Internet Computers	3,590	3,227	4,063
	Wireless Sessions	7,769	7,828	9,051
	Number of Website Visits (website+catalog)	22,063	21,463	24,099
<b>VOLUNTEERS:</b>	Total Volunteers	223	222	225
	Total Volunteer Hours	2,212	2,428	2,674
<b>PROGRAMS:</b>	Kids Programs	20	27	37
	Kids Program Attendance	899	925	1,584
	Teen Programs	5	7	7
	Teen Program Attendance	21	35	30
	Adult Programs (including Literacy and Pioneer Room)	7	10	8
	Adult Program Attendance	183	348	190
	Offsite Programs (Outreach)	2	5	5
	Offsite Program Attendance	31	594	533
	<b>Total Programs</b>	32	49	57
	<b>Total Program Attendance</b>	1,103	1,902	2,337

### Director's Report

We completed the library's annual survey in January. We collected 1,114 surveys in total. The results can be reviewed at the following links.

English: <https://www.surveymonkey.com/results/SM-DCP6QLPR7/>

Spanish: <https://www.surveymonkey.com/results/SM-BDGTWLP7/>

### Staffing

Lorna Underwood announced her retirement in January. Her last day was the 31<sup>st</sup>. We advertised the position and received several resumes. We scheduled interviews with qualified candidates for February 11-13, and hope to refill the Library Associate 3 position as soon as possible.

### January Programming

**Youth Services** hosted the Lion Dancers celebration with 120 attendees. They had 62 participants in their first ever Lego program. They also visited Central school for a parent meeting, and hosted three class tours at the library with a total of 100 parents/students. Additionally, we hosted 11 programs for children from kindergarten to sixth grade with 203 in attendance. We held 13 programs for preschool age children with 699 attending. Teen programs in January included Animanga Kurabu with 8 attendees, BeYOUtiful Nail Art with 8 attendees, TeenTasticFunTime with 7 attendees, and Grub Book Club with 2 attendees.

**Adult Services** hosted two writers' groups with 26 (15, 11) people in attendance, two book clubs with a total of 30 attendees, the 2<sup>nd</sup> Saturday concert with 68 attendees (50 in library, 18 viewed on Facebook), Wellness Fair with 75 attendees, a Movie Matinee 29 attendees, and outreach at Cypress Court for 12 attendees.

GOALS	OWNER	MILESTONES	JANUARY
<b>CONNECT- bring people and groups together</b>			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Rincon Literario Bilingual Book Club
Provide programs for people out in the community- not just in the library	Katouzian, Wood	In Progress	Storytime @ SDCCM
Provide programs where views and opinions can be shared	Katouzian, Wood	In Progress	Rincon Literario Bilingual Book Club, Escondido Writers Group
<b>CONNECT- through marketing</b>			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Shared programs and events through Social Media, eNewsletter, and print resources.
<b>CONNECT- through outreach</b>			
Support education through partnership with local schools	Katouzian, Wood	In Progress	
Support the arts through partnership with California Center for the Arts	Katouzian, Wood	In Progress	

Support community events through continued partnership with Escondido Arts and City of Escondido	Katouzian, Wood	In Progress	
<b>CONNECT- through in library programming</b>			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Fan Favorite Film
<b>CONNECT- through economic development</b>			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Animanga Karuba
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	Wellness Program
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	
<b>INSPIRE</b>			
<b>INSPIRE- quiet study through inviting space</b>			
Reconfigure first floor to support quiet tutoring and group and individual study	Bradds, Katouzian	In Progress	Shelving removed
<b>INSPIRE- productivity through efficient space for meetings and business</b>			
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	
Install additional power outlets	Duperry	Complete	
<b>INSPIRE- through excellent collection</b>			
Increase investment in eBooks and eAudiobooks	Katouzian, Woods	In Progress	
Provide career growth materials	Katouzian	In Progress	
Expand virtual library via improved website	Duperry	In Progress	New Skin coming soon
Invite business community to provide and attend programs	Katouzian	In Progress	Wellness Fair
Provide accredited online high school diploma program	Bradds, Wood	In Progress	
Analyze collection performance and weed as appropriate	Katouzian, Wood	In Progress	
<b>INSPIRE- through support to school communities</b>			
Offer programs that provide opportunities for students	Wood	In Progress	Del Lagos Academy Interns, Teen Advisory Board
Provide books, publications and materials that support home school curricula	Wood	In Progress	



<b>INSPIRE- new skills through basic emerging technology</b>			
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	
<b>GROW- services for patrons of all educational and socioeconomic levels</b>			
<b>GROW- Services to nonusers</b>			
Continue to provide access to government services	Katouzian, Wood	In Progress	
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	
Continue to focus on materials in Spanish and other languages	Katouzian	In Progress	
<b>GROW- services to low-income patrons</b>			
Remove fees to check out DVDs and books on CD	Guiles, Schwab, Bradds, Duperry	Complete	
Provide early literacy programs at WIC Offices	Wood	In Progress	
<b>GROW- services beyond EPL's neighborhood</b>			
Provide library services outside downtown	Katouzian, Wood	In Progress	
<b>Action Step/ Kaizen Events (Any action whose output is intended to be an improvement to the existing process)</b>			
Provide quality storytimes, training and materials to children, parents and caregivers	Wood	In Progress	
Provide quality literacy and STEAM programs	Wood	In Progress	
Teach how to find, evaluate and use information	Katouzian, Wood	In Progress	
Provide healthy learning and social opportunities for middle grade students	Wood	In Progress	
Provide engaging life skills programs for teens	Wood	In Progress	

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.