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 August 15, 2019.

CURRENT BUSINESS
2. Escondido Creek Conservancy’s plan for a diversion pond system for Grape Day Park
3. Discuss the possibility of building a new library
4. Status of the Palomar MOU
5. Update on the implementation of Polaris

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.

<table>
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<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>September 12, 2019</td>
<td>2:00 p.m.</td>
<td>City Council Chambers</td>
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<tr>
<td>Thursday</td>
<td>October 10, 2019</td>
<td>2:00 p.m.</td>
<td>City Council Chambers</td>
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<tr>
<td>Thursday</td>
<td>November 14, 2019</td>
<td>2:00 p.m.</td>
<td>City Council Chambers</td>
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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:

- 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 p.m. – 5 p.m.
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, and Trustee John Schwab (Trustee Gorny - Absent)

LS&S Staff Present: Dara Bradds, Library Director; Dan Wood, Director of Literacy and Youth Services; Evelyn Cram, Youth Services Department; Myrna Montano, Literacy Department

City Staff Present: Zack Beck, City Clerk

ORAL COMMUNICATIONS
None

APPROVAL OF MINUTES

1. Agenda Item #1. Approval of Minutes from the Library Board of Trustees Meeting on July 25, 2019.

Moved by Trustee Schwab and seconded by Trustee Clemens to approve the July 25, 2019 minutes as written.
Approved: 4-0 (Gorny - Absent)

CURRENT BUSINESS

2. Identify new Strategic Plan Priorities to focus on for September, October, and November
   - Trustee Schwab recommended offering workforce readiness and development programs.
   - President Guiles recommended that we target our outreach efforts on non-users of the library.
   - President Guiles recommended that the Board of Trustees begin discussions with the City of Escondido regarding the possibility of building of a new library.
   - Trustee Clemens recommended library support staff competency through training and tools to better assist patrons.

OTHER REPORTS

3. Library Director’s Report
   - Dara Bradds shared comment cards from patrons of the library.
   - Dan Wood provided an overview of the literacy and youth services programs that the library offers.
   - Evelyn Cram provided an overview of the youth services programs that are offered by the library.
   - Myrna Montano provided an overview of the literacy programs offered by the library.
   - Library staff provided an overview of the new logo design.
Items Which Have Been Requested for Next Month’s Agenda

- Trustee Clemens requested an update regarding the implementation of the Polaris software.
- Trustee Cameron requested a review of the individual organizations that support the library one at a time. This item could take place at any future board meeting.
- Trustee Cameron requested an item to discuss the possibility of building a new library.

Next Meeting: The next meeting is on Thursday, September 12, 2019 at 2:00 p.m. in the Escondido City Council Chambers.

ADJOURNMENT: Moved by Trustee Schwab and seconded by Trustee Clemens to adjourn the meeting at 3:01 p.m. 
Approved 4-0 (Gorny - Absent)

__________________________________________  ____________________________
John Schwab, Secretary                      Zack Beck, City Clerk
TO: Library Board of Trustees

FROM: John Schwab, Trustee

SUBJECT: 2. Escondido Creek Conservancy's plan for a diversion pond system for Grape Day Park

Recommendation:

Receive information

Background:

Trustee Schwab will share 3 slides from the 10/16/2016 Council meeting. Item 15 shows the actual maps of site 1 and site 2 plus the architect's sketch of site 2 which show the library in the upper left corner as building #3.
TO: Library Board of Trustees

FROM: Carolyn Clemens, Trustee

SUBJECT: 3. Discuss the possibility of building a new library

Recommendation:

Receive information

Background:

Trustee Clemens asked that the board discuss the possibility of building a new library.
TO: Library Board of Trustees

FROM: John Schwab, Trustee

SUBJECT: 4. Status of the Palomar MOU

Recommendation:

Receive information

Background:

Status update.
TO: Library Board of Trustees

FROM: Carolyn Clemens, Trustee

SUBJECT: 5. Update on the Polaris implementation

Recommendation:
Receive information

Background:
Katy Duperry will be present to give an overview of the system upgrade.
Library Director’s Report

Priority: Economic Development

Invite Business Community to provide and attend programs

The Head of Adult Services, Azar Katouzian has-

- added a new member of Read Local Shop Local, Shakey’s Pizza Parlor.
- Been communicating with Chris Cochran of the Chamber of Commerce about working together on the Wellness Program.

Priority: INSPIRE- new skills through basic and emerging technology

Support Staff competency through training and tools to better assist patrons

With the implementation of Polaris staff had access to one to one tutorial sessions with, Carrie Gehrer. Carrie also made training videos for staff to access in addition to training courses that she led in July to prepare staff for the new system. Additionally, Carrie and Dan Messer were on hand at the Customer Service and Information Desks as the library staff helped patrons while navigating Polaris during open hours for the first time.

Priority: GROW- services to non-users

Youth Services attended-

- an ice cream social at Bernardo Elementary to talk about library services, programs, and back to school preparation.
- hosted Kids San Diego Poetry Annual, which is a countywide event that brings attendees from surrounding communities.
- attended the Grandparents Raising Grandchildren meeting at the Live Well Center where they invited families to the library to attend programs and learn about our services.
# DIRECTOR’S REPORT
## MONTHLY STATISTICAL COMPARISON REPORT 2018-2019

### CIRCULATION

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<tr>
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<tr>
<td>Print</td>
<td>30,962</td>
<td>30,331</td>
<td>23,827</td>
<td>32,027</td>
<td>30,901</td>
<td>24,994</td>
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<tr>
<td>Media</td>
<td>8,816</td>
<td>8,218</td>
<td>8,248</td>
<td>9,289</td>
<td>9,031</td>
<td>8,340</td>
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<tr>
<td>Electronic Devices (Equipment)</td>
<td>155</td>
<td>130</td>
<td>173</td>
<td>125</td>
<td>130</td>
<td>114</td>
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<tr>
<td>Museum Passes</td>
<td>28</td>
<td>48</td>
<td>8</td>
<td>97</td>
<td>77</td>
<td>93</td>
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<tr>
<td>eBooks &amp; eAudiobooks</td>
<td>3,896</td>
<td>3,565</td>
<td>3,488</td>
<td>2,411</td>
<td>2,321</td>
<td>2,163</td>
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<td>eMagazines</td>
<td>309</td>
<td>661</td>
<td>690</td>
<td>403</td>
<td>243</td>
<td>241</td>
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<tr>
<td>Total Circulation</td>
<td>44,166</td>
<td>42,953</td>
<td>36,432</td>
<td>44,352</td>
<td>42,703</td>
<td>35,945</td>
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<tr>
<td>Holds Filled</td>
<td>1,822</td>
<td>1,903</td>
<td>1,907</td>
<td>2,063</td>
<td>2,158</td>
<td>2,838</td>
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<tr>
<td># Patrons Served</td>
<td>4,162</td>
<td>4,054</td>
<td>3,197</td>
<td>4,049</td>
<td>4,195</td>
<td>3,213</td>
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<tr>
<td># Items Circulated</td>
<td>24,199</td>
<td>24,151</td>
<td>17,668</td>
<td>23,824</td>
<td>23,586</td>
<td>17,031</td>
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<tr>
<td>Percent of Total Circulation</td>
<td>54.79%</td>
<td>56.23%</td>
<td>48.50%</td>
<td>57.7%</td>
<td>55.2%</td>
<td>51.1%</td>
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### SELF CHECKOUT CIRCULATION:

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<tbody>
<tr>
<td>Total Patrons</td>
<td>69,732</td>
<td>69,011</td>
<td>68,214</td>
<td>62,680</td>
<td>62,560</td>
<td>62,675</td>
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<tr>
<td>Total Active Patrons</td>
<td>33,300</td>
<td>32,449</td>
<td>33,241</td>
<td>21,369</td>
<td>21,044</td>
<td>22,526</td>
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<tr>
<td>Percent Active</td>
<td>47.8%</td>
<td>47.0%</td>
<td>48.7%</td>
<td>34.1%</td>
<td>33.8%</td>
<td>35.9%</td>
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### PC USE:

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<tbody>
<tr>
<td>Chromebook Sessions</td>
<td>155</td>
<td>130</td>
<td>171</td>
<td>111</td>
<td>123</td>
<td>111</td>
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<tr>
<td>Total PC users (adult, incl. parents)</td>
<td>3,400</td>
<td>3,319</td>
<td>3,627</td>
<td>4,450</td>
<td>4,441</td>
<td>4,425</td>
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<td>Total PC users (teens)</td>
<td>198</td>
<td>171</td>
<td>164</td>
<td>127</td>
<td>188</td>
<td>127</td>
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<tr>
<td>Total PC users (kids)</td>
<td>869</td>
<td>772</td>
<td>339</td>
<td>737</td>
<td>766</td>
<td>534</td>
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<tr>
<td>Total Wireless Sessions</td>
<td>8,127</td>
<td>8,172</td>
<td>7,969</td>
<td>14,339</td>
<td>13,088</td>
<td>12,424</td>
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### PROGRAMS:

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<tr>
<td>Total Programs</td>
<td>38</td>
<td>45</td>
<td>39</td>
<td>38</td>
<td>34</td>
<td>26</td>
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<tr>
<td>Total Program Attendance</td>
<td>1,983</td>
<td>1,764</td>
<td>1,301</td>
<td>2,433</td>
<td>2,019</td>
<td>835</td>
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<tr>
<td>Total Outreach/Tours</td>
<td>4</td>
<td>5</td>
<td>25</td>
<td>0</td>
<td>5</td>
<td>23</td>
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<tr>
<td>Total Outreach/Tour Attendance</td>
<td>52</td>
<td>147</td>
<td>1,069</td>
<td>0</td>
<td>137</td>
<td>1,237</td>
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### REFERENCE QUESTIONS:

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<tbody>
<tr>
<td>Total Door Count</td>
<td>33,723</td>
<td>32,140</td>
<td>30,111</td>
<td>38,424</td>
<td>38,694</td>
<td>32,060</td>
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<tr>
<td>Total Door Count: Daily Avg.</td>
<td>1,163</td>
<td>1,071</td>
<td>1,004</td>
<td>1,281</td>
<td>1,290</td>
<td>1,069</td>
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### VISITS:

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<tbody>
<tr>
<td>Website and Catalog Sessions</td>
<td>26,334</td>
<td>25,947</td>
<td>25,287</td>
<td>29,667</td>
<td>29,702</td>
<td>26,126</td>
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### VOLUNTEERS:

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<tbody>
<tr>
<td>Total Volunteers</td>
<td>251</td>
<td>248</td>
<td>218</td>
<td>236</td>
<td>209</td>
<td>205</td>
</tr>
<tr>
<td>Total Volunteer Hours</td>
<td>2,927</td>
<td>2,928</td>
<td>2,653</td>
<td>3,356</td>
<td>2,238</td>
<td>2,310</td>
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