



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.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	September 12, 2019	2:00 p.m.	City Council Chambers
Thursday	October 10, 2019	2:00 p.m.	City Council Chambers
Thursday	November 14, 2019	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 p.m. – 5 p.m.



LIBRARY BOARD OF TRUSTEES

Meeting Minutes
Library Board of Trustees
Thursday, August 15, 2019
Special Meeting, 2:00 p.m.
City Council Chambers

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 the new logo design.



LIBRARY BOARD OF TRUSTEES

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



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2

Date: September 12, 2019

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.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3

Date: September 12, 2019

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.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4

Date: September 12, 2019

TO: Library Board of Trustees

FROM: John Schwab, Trustee

SUBJECT: 4. Status of the Palomar MOU

Recommendation:

Receive information

Background:

Status update.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5

Date: September 12, 2019

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 Gehrler. 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		July 2019	June 2019	May 2019	July 2018	June 2018	May 2018
By Format:	Print	30,962	30,331	23,827	32,027	30,901	24,994
	Media	8,816	8,218	8,248	9,289	9,031	8,340
	Electronic Devices (Equipment)	155	130	173	125	130	114
	Museum Passes	28	48	8	97	77	93
	eBooks & eAudiobooks	3,896	3,565	3,486	2,411	2,321	2,163
	eMagazines	309	661	690	403	243	241
	Total Circulation	44,166	42,953	36,432	44,352	42,703	35,945
	Holds Filled	1,822	1,903	1,907	2,063	2,158	2,838
SELF CHECKOUT CIRCULATION:	# Patrons Served	4,162	4,054	3,197	4,049	4,195	3,213
	# Items Circulated	24,199	24,151	17,668	23,824	23,586	17,031
	Percent of Total Circulation	54.79%	56.23%	48.50%	57.7%	55.2%	51.1%
PATRONS:	Total Patrons	69,732	69,011	68,214	62,680	62,560	62,675
	Total Active Patrons	33,300	32,449	33,241	21,369	21,044	22,526
	Percent Active	47.8%	47.0%	48.7%	34.1%	33.6%	35.9%
PC USE:	Chromebook Sessions	155	130	171	111	123	111
	Total PC users (adult, incl. parents)	3,400	3,319	3,627	4,450	4,441	4,425
	Total PC users (teens)	198	171	164	127	188	127
	Total PC users (kids)	869	772	339	737	766	534
	Total Wireless Sessions	8,127	8,172	7,969	14,339	13,088	12,424
PROGRAMS:	Total Programs	38	45	39	38	34	26
	Total Program Attendance	1,983	1,764	1,301	2,433	2,019	835
	Total Outreach/Tours	4	5	25	0	5	23
	Total Outreach/Tour Attendance	52	147	1,069	0	137	1,237
REFERENCE QUESTIONS:		10,483	10,415	8,535	7,728	9,156	6,871
VISITS:	Total Door Count	33,723	32,140	30,111	38,424	38,694	32,060
	Total Door Count: Daily Avg.	1,163	1,071	1,004	1,281	1,290	1,069
VIRTUAL:	Website and Catalog Sessions	26,334	25,947	25,287	29,667	29,702	26,126
VOLUNTEERS:	Total Volunteers	251	248	218	236	209	205
	Total Volunteer Hours	2,927	2,928	2,653	3,356	2,238	2,310