

**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. Introduction to the Pioneer Room
3. An overview of the viability of branch vs main libraries in cities of 200,000 or less population
4. Review and approve letter recommending the elimination of DVD check out fees.
5. Trust Report

**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	November 14, 2019	2:00 p.m.	City Council Chambers
Thursday	December 12, 2019	2:00 p.m.	City Council Chambers
Thursday	January 9, 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 p.m. – 5 p.m.



# LIBRARY BOARD OF TRUSTEES

**Escondido Library**

**Board of Trustees**

**Meeting Minutes**

**September 12, 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 Carolyn Clemens, Trustee John Schwab and Trustee Gorny

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

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

## **ORAL COMMUNICATIONS**

None

## **APPROVAL OF MINUTES**

### **1. Approval of Minutes from the Library Board of Trustees Meeting on August 15, 2019.**

Moved by Trustee Clemens and seconded by Trustee Schwab to approve the August 15, 2019 minutes with the correct spelling of Eveleen Crouthamel.

Approved: 5-0

## **CURRENT BUSINESS**

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

Trustee Schwab provided a presentation related to Grape Day Park.

### **3. Discuss the possibility of building a new library**

The Board of Trustees engaged in a conversation about the possibility of building a new library.

### **4. Status of Palomar MOU**

Joanna Axelrod provided an update regarding the Palomar MOU.



# LIBRARY BOARD OF TRUSTEES

## 5. Update on implementation of Polaris

Katy Duperry provided details related to Polaris. Polaris is a new integrated software management system for the library.

### OTHER REPORTS

#### 1. Library Director's Report

Dara Bradds provided a presentation regarding recent developments at the library during the month of August.

#### Items Which Have Been Requested for Next Month's Agenda

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

**ADJOURNMENT:** Moved by Trustee Clemens and seconded by Trustee Gorny to adjourn the meeting at 2:48 p.m.

Approved 5-0

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John Schwab, Secretary

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Zack Beck, City Clerk



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2

Date: October 10, 2019

**TO:** Library Board of Trustees

**FROM:** Aspen Hill, EPL Archivist

**SUBJECT:** 2. Introduction to the Pioneer Room

**Recommendation:**

Receive information

**Background:**

Archivist Hill will give an overview of the Pioneer Room's contents, resources, support group, and programs.



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3

Date: October 10, 2019

**TO:** Library Board of Trustees

**FROM:** John Schwab, Trustee

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

**Recommendation:**

Receive information

**Background:**

Trustee Schwab will present research comparing cities of similar size to Escondido and the number of library branches they contain.



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4

Date: October 10, 2019

**TO:** Library Board of Trustees

**FROM:** John Schwab, Trustee

**SUBJECT:** 4. Review and approve letter recommending the elimination of DVD checkout fees.

**Recommendation:**

Review and approve

**Background:**

Trustee Schwab will present a letter for the Trustees to sign to request that the City consider removing the \$0.50 checkout fee from DVDs.





# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5  
Date: October 10, 2019

**TO:** Library Board of Trustees

**FROM:** Joanna Axelrod, Director of Communications and Community Services

**SUBJECT:** 4. Trust Report

**Recommendation:**

Receive information

**Background:**

Director Axelrod will present the Trust Report covering July 1, 2019 – September 30, 2019 and provide background on the role the Library Board of Trustees plays in overseeing those funds.



# LIBRARY BOARD OF TRUSTEES

City of Escondido					
Library Trust					
Fund 004					
FY 2019-20 through September 30, 2019					
Account #	Account Description		Amount		Description of Activity
<b>General Library Trust</b>					
3050	Beginning Fund Balance, 07/01/2019		\$ 372,815.12		
Revenues, 07/01/2019-09/30/2019					
4601	Library Trust Dividends		815.59		Signal Hill Petroleum & JP Oil Dividends
4602	General Donations		100.00		Individual donation checks
4609	Investment Earnings		(2,046.55)		City Investment Pool allocated based on the cash balance in the Library Trust Fund. Negative due to interest receivable.
4621	Library Sales		158.00		Sale of Headphones, Library Tote Bag, and USB Flash Drive
4990	Other Revenue		17,665.46		Reimbursements from CENIC grant
	<b>Total Revenues</b>		<b>\$ 16,692.50</b>		
	<b>FY 2018/19 Budgeted Expenditures</b>	<b>Beginning Budget</b>	<b>Actual Expenditures</b>	<b>Remaining Budget</b>	
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	-	36,949.33	
	<b>Total Expenditures</b>	<b>\$ 126,637.14</b>	<b>\$ -</b>	<b>\$ 126,637.14</b>	*This is the remaining balance of budgeted projects.
	<b>Ending Fund Balance, 09/30/2019</b>		<b>389,507.62</b>		This balance includes actual expenditures.
	<b>Remaining Project Budgets*</b>		<b>(126,637.14)</b>		
	<b>Available Fund Balance for Future Projects, 09/30/2019</b>		<b>\$ 262,870.48</b>		This balance includes budgeted expenditures.
<b>Designated for Literacy</b>					
3305	Beginning Fund Balance, 07/01/2019		\$ 10,391.97		
Revenues, 07/01/2019-09/30/2019					
4606	Literacy Program Donations		-		Donations for the Literacy program
	<b>Total Revenues</b>		<b>\$ -</b>		
	<b>Available Fund Balance for Future Literacy Projects, 09/30/2019</b>		<b>\$ 10,391.97</b>		
<b>Designated for Pioneer Room</b>					
3306	Beginning Fund Balance, 07/01/2019		\$ 314.95		
Revenues, 07/01/2019-09/30/2019					
4622	Pioneer Room Donations		-		Donations for research and obituary requests
	<b>Total Revenues</b>		<b>\$ -</b>		
	<b>Available Fund Balance for Future Pioneer Room Projects, 09/30/2019</b>		<b>\$ 314.95</b>		

**Priority: Economic Development**

**Invite Business Community to provide and attend programs**

Local Children's Author Bookfest (September 28) Meet and greet with several self-published and independently published local children's authors! Celebrate a love of reading and writing! Books were available for purchase from the authors.

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**Priority: INSPIRE- new skills through basic and emerging technology**

**Support Staff competency through training and tools to better assist patrons**

**All Staff Training Day** On September 13 Library staff attended an LS&S company-wide training day in Riverside. Members of our staff gave a presentation on our social media marketing methods that was very well-received by attendees from other libraries. Feedback was unanimously high by all who attended!

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**Priority: GROW- services to non-users**

**2nd Saturday Concert Series Presents: Willowood Trio (September 14)** Sheila Jaffe, Beth Folsom, and Kathy Link performed a Celtic music concert; a musical tour of the Misty Isles.

DIRECTOR'S REPORT  
MONTHLY STATISTICAL COMPARISON REPORT 2018-2019

		August 2019
	-	
<b>CIRCULATION:</b>	Physical Materials (Books, media, museum passes, laptops)	54,874
	eBooks & eAudiobooks	3,463
	eMagazines	354
	<b>Total Circulation</b>	<b>58,691</b>
	Children's Material Circ (eMaterials and physical)	13,235
	Holds Satisfied	1,665
<b>POPULATION &amp; BORROWERS:</b>	Total Registered Borrowers	64,511
<b>REFERENCE QUESTIONS:</b>	Reference Transactions	6,146
	Technology Assistance	3,357
	<b>Total Reference Transactions</b>	<b>9,503</b>
<b>LIBRARY SERVICES:</b>	Public Service Hours	267.5
	Library Visits	31,154
<b>ELECTRONIC SERVICES:</b>	Users of Public Internet Computers	4,699
	Wireless Sessions	9,234
<b>VOLUNTEERS:</b>	Total Volunteers	245
	Total Volunteer Hours	2,740
<b>PROGRAMS:</b>	Preschool Programs	11
	Preschool Program Attendance	195
	School-Aged and Family Programs	7
	School-Aged and Family Program Attendance	195
	Teen Programs	2
	Teen Program Attendance	24
	Adult Programs (including Literacy and Pioneer Room)	6
	Adult Program Attendance	106
	Offsite Programs (Outreach)	2
	Offsite Program Attendance	298
	<b>Total Programs</b>	<b>26</b>
	<b>Total Program Attendance</b>	<b>520</b>
	<b>WEB:</b>	Number of Website Visits (including the catalog)