

COVID-19 PUBLIC SERVICE ANNOUNCEMENT

Pursuant to Governor Newsom's Executive Orders, including N-25-20 and N-29-20: Certain Brown Act requirements for the holding of a public meeting have been temporarily suspended and members of the Library Board of Trustees and staff will participate in this meeting via teleconference. In the interest of reducing the spread of COVID-19, members of the public are encouraged to submit their agenda and non-agenda comments online at the following link: <https://www.escondido.org/boards-commissions.aspx>.

Public Comment: To submit comments in writing, please do so at the following link: <https://www.escondido.org/boards-commissions.aspx>. All comments received from the public will be made a part of the record of the meeting.

Meetings will be live streamed and broadcast on the City of Escondido website at <https://www.escondido.org/boards-commissions.aspx>.

CALL TO ORDER

Roll Call: President John Schwab, Trustee Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Carolyn Clemens,

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 13, 2020.

CURRENT BUSINESS

2. Library Reopening Update
3. Using Library IQ to look at the relative use of materials

OTHER REPORTS

Library Director’s Report
 July Statistics 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	October 8, 2020	2:00 p.m.	City Council Chambers
Thursday	November 12, 2020	2:00 p.m.	City Council Chambers
Thursday	December 10, 2020	2:00 p.m.	City Council Chambers

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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.

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
(Temporarily closed due to COVID-19 Public Health Orders)

For information about Curbside service and online programs and resources, please visit <https://library.escondido.org/>

Escondido Library Board of Trustees

Meeting Minutes

August 13, 2020

CALL TO ORDER

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

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

City Staff Present: Zack Beck, City Clerk

ORAL COMMUNICATIONS

Brenda Townsend – Requested that the Library Board of Trustees set measurable goals and objectives in the next Strategic Plan.

Chris Nava – Requested that the Library Board of Trustees improve the book selections to include notable Escondido authors such as Neal Griffin.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on May 14, 2020.

Motion by Trustee Clemens and seconded by Trustee Gorny to approve the minutes from the Library Board of Trustees Meeting on May 14, 2020. Approved 4-0 (Schwab - Absent)

CURRENT BUSINESS

2. Election of Officers

Motion by Trustee Clemens and seconded Trustee Schwab to appoint Trustee Schwab as President and Trustee Clemens as Secretary. Approved 4-1 (Gorny - No)

3. Status of Library Metrics Project

Trustee Schwab provided a presentation regarding metrics at the library.

Motion by Trustee Schwab and seconded by Trustee Clemens to request staff review the viability of the new metrics structure and bring back for consideration at the next meeting. Approved 5-0

4. Develop Protocols for Canceling Library Board Meetings

Motion by Trustee Schwab and seconded by Trustee Clemens that in the event a meeting cancellation is necessary, the Library Director will email the Trustees to receive their approval for the cancellation of a meeting. A majority vote is required to cancel a meeting. Approved 5-0.

5. Establish Committee for Updates to the Current Strategic Plan

Motion by President Guiles and seconded by Trustee Schwab to appoint Trustee Clemens, Trustee Schwab, Katy Duperry and Dara Bradds to serve on the Committee to update the Current Strategic Plan. Approved 5-0

6. Library Trust Report and Funding Requests

Motion by Trustee Clemens and seconded by Trustee Gorny to approve the Library Trust Report and Funding Requests. Approved 4-0 (Schwab - Absent)

7. Public Printing Fees

Katy Duperry provided a presentation regarding public printing fees.

Motion by President Guiles and seconded by Trustee Clemens to approve the recommended printing fees. Approved 5-0.

OTHER REPORTS

Library Director's Report

Dara Bradds presented the June Statistics Report.

ADJOURN

Meeting adjourned at 3:30 p.m.



MEETING AGENDA

Library Board of Trustees

Thursday, September 10

2:00 p.m.

City Council Chambers

Agenda Item No. 2

Date: September 10, 2020

TO: Library Board of Trustees
FROM: Dara Bradds
SUBJECT: Library Reopening Update

Recommendation:

Review information

Background:

Staff will provide an update on library reopening plans.



MEETING AGENDA

Library Board of Trustees

Thursday, September 10

2:00 p.m.

City Council Chambers

Agenda Item No. 3

Date: September 10, 2020

TO: Library Board of Trustees
FROM: Dara Bradds
SUBJECT: Using Library IQ to look at the relative use of materials

Recommendation:

Review information

Background:

Library staff will share a report from Library IQ, and explain how the information helps determine which items are most popular and guides staff in making purchases more accurately based on patron demand.



Escondido Public Library

MEETING AGENDA
 Library Board of Trustees
 Thursday, September 10
 2:00 p.m.
 City Council Chambers

Category	Circulation	% Total Circ	Current Items	% Collection	RU	RU-Adj	Turnover	% DOA	% No Circ 3 yrs	Circ Time
DVD Fiction	40131	15.82	7839	5.98	2.65	1.09	5.12	2.51	0.75	7
eBook	23078	9.1	11119	8.48	1.07	1.32	2.08	50.09	0.01	21
Children's Picture Book	21360	8.42	7050	5.38	1.57	1.93	3.03	10.92	1.26	21
Nonfiction	20540	8.1	19827	15.12	0.54	0.66	1.04	26.96	18.22	21
Fiction	20169	7.95	13855	10.56	0.75	0.93	1.46	15.87	13.42	21
Children's Fiction	18914	7.45	7841	5.98	1.25	1.54	2.41	19.6	5.61	21
Children's Easy Reader F	13035	5.14	2418	1.84	2.79	3.44	5.39	5.94	0.21	21
Mystery	12311	4.85	7655	5.84	0.83	1.03	1.61	11.49	10.29	21
DVD Television	12189	4.8	5370	4.09	1.17	0.96	2.27	5.92	3.67	14
Children's Nonfiction	9769	3.85	6361	4.85	0.79	0.98	1.54	15.19	7.2	21
Children's Graphic Fictio	7330	2.89	1875	1.43	2.02	2.49	3.91	11.33	0.27	21
Teen Graphic Fiction	6110	2.41	4111	3.13	0.77	0.95	1.49	29.04	3.48	21
Children's Board Book	4960	1.95	848	0.65	3.02	3.73	5.85	3.22	0.12	21
Teen Fiction	4458	1.76	3548	2.71	0.65	0.8	1.26	31.12	5.75	21
Audiobook Fiction	3817	1.5	2120	1.62	0.93	1.15	1.8	5.06	3.92	21
Children's DVD Fiction	3357	1.32	1182	0.9	1.47	0.6	2.84	12.12	1.52	7
DVD Nonfiction	3314	1.31	2720	2.07	0.63	0.26	1.22	15.79	10.99	7
Large Print Fiction	3113	1.23	2092	1.59	0.77	0.95	1.49	5.77	8.37	21
Graphic Fiction	2387	0.94	1477	1.13	0.84	1.03	1.62	43.18	1.49	21
Children's Holiday	2044	0.81	1005	0.77	1.05	1.3	2.03	8	2.79	21
Biography	1997	0.79	2184	1.67	0.47	0.58	0.91	14.4	21.52	21
Spanish Children's Pictu	1952	0.77	1407	1.07	0.72	0.88	1.39	9.3	3.7	21
Large Print Mystery	1889	0.74	1516	1.16	0.64	0.79	1.25	12.24	7.32	21
Blu-ray Fiction	1507	0.59	277	0.21	2.81	1.16	5.44	4.55	0	7
DVD World Languages	1276	0.5	1247	0.95	0.53	0.22	1.02	4.17	19.17	7
Science Fiction	1233	0.49	844	0.64	0.76	0.93	1.46	15.91	5.21	21
Children's Biography	1097	0.43	444	0.34	1.28	1.58	2.47	22.81	2.25	21
Spanish Children's Nonf	948	0.37	1351	1.03	0.36	0.45	0.7	20.83	11.47	21
New Fiction	828	0.33	324	0.25	1.32	1.63	2.56	31.58	0	21
DVD Anime	821	0.32	468	0.36	0.91	0.37	1.75	0	4.91	7
Children's Audiobook Fi	815	0.32	625	0.48	0.67	0.83	1.3	26.67	4.48	21
Audiobook Nonfiction	704	0.28	484	0.37	0.75	0.93	1.45	0	7.02	21
Spanish Fiction	678	0.27	1121	0.85	0.31	0.39	0.6	47.32	15.61	21
Spanish Children's Easy	639	0.25	486	0.37	0.68	0.84	1.31	20.59	0	21
Spanish Nonfiction	572	0.23	1130	0.86	0.26	0.32	0.51	47.37	18.94	21
Spanish Children's Fictio	565	0.22	453	0.35	0.64	0.8	1.25	33.33	3.53	21
New Nonfiction	491	0.19	248	0.19	1.02	1.26	1.98	46.9	0	21
New Mystery	401	0.16	156	0.12	1.33	1.64	2.57	31.43	0	21
Teen Nonfiction	304	0.12	186	0.14	0.84	1.04	1.63	24.53	1.61	21
Large Print Western	282	0.11	549	0.42	0.27	0.33	0.51	33.33	5.83	21
Children's Concept	263	0.1	162	0.12	0.84	1.03	1.62	25	1.23	21
Children's DVD Nonfictio	260	0.1	208	0.16	0.65	0.27	1.25	23.08	8.17	7
Large Print Nonfiction	195	0.08	208	0.16	0.48	0.6	0.94	0	14.42	21
New Large Print Fiction	169	0.07	22	0.02	3.97	4.9	7.68	0	0	21
Music CD	163	0.06	1868	1.42	0.05	0.06	0.09	N/A	40.69	21
Children's Music CD	151	0.06	289	0.22	0.27	0.33	0.52	77.78	21.8	21
Museum Pass	100	0.04	1	0	51.69	63.75	100	N/A	0	21
Book Club Kit	96	0.04	67	0.05	0.74	0.91	1.43	0	1.49	21
New Large Print Myster	84	0.03	14	0.01	3.1	3.82	6	10	0	21
Large Print Biography	77	0.03	84	0.06	0.47	0.58	0.92	0	16.67	21
Graphic Nonfiction	74	0.03	49	0.04	0.78	0.96	1.51	6.25	0	21
New Biography	70	0.03	48	0.04	0.75	0.93	1.46	25	0	21
Teen Biography	63	0.02	23	0.02	1.42	1.75	2.74	100	0	21
Spanish Children's Biogr	61	0.02	95	0.07	0.33	0.41	0.64	0	23.16	21
Interlibrary Loan	58	0.02	5	0	6	7.39	11.6	0	60	21
Audiobook Biography	54	0.02	54	0.04	0.52	0.64	1	N/A	7.41	21
Spanish Biography	42	0.02	104	0.08	0.21	0.26	0.4	16.67	23.08	21
Blu-ray Nonfiction	32	0.01	6	0	2.76	1.13	5.33	25	0	7
Television Series	32	0.01	2	0	8.27	10.2	16	0	0	21
Japanese	31	0.01	125	0.1	0.13	0.16	0.25	N/A	30.4	21
Korean	30	0.01	126	0.1	0.12	0.15	0.24	N/A	61.9	21
Local Author	28	0.01	159	0.12	0.09	0.11	0.18	89.47	37.11	21
New Large Print Nonfict	26	0.01	2	0	6.72	8.29	13	0	0	21
MP3	20	0.01	146	0.11	0.07	0.09	0.14	N/A	41.78	21
Spanish Graphic Fiction	20	0.01	41	0.03	0.25	0.31	0.49	N/A	4.88	21
Spanish Children's Boar	19	0.01	11	0.01	0.89	1.1	1.73	55.56	0	21
Literacy	17	0.01	643	0.49	0.01	0.02	0.03	N/A	89.42	21
Laptop	16	0.01	22	0.02	0.38	0.46	0.73	100	0	21
New Science Fiction	15	0.01	14	0.01	0.55	0.68	1.07	50	0	21
Children's Easy Reader M	12	0	14	0.01	0.44	0.55	0.86	N/A	0	21
Chinese	11	0	83	0.06	0.07	0.08	0.13	N/A	49.4	21
New Large Print Biograp	9	0	0	0	N/A	N/A	N/A	N/A	N/A	21
Playaway Fiction	9	0	38	0.03	0.12	0.15	0.24	N/A	7.89	21
Nook	5	0	1	0	2.58	3.19	5	0	0	21
Children's Audiobook Bi	4	0	2	0	1.03	1.27	2	N/A	0	21
Children's Audiobook N	4	0	1	0	2.07	2.55	4	N/A	0	21
Music Score	3	0	1	0	1.55	1.91	3	0	0	21
	2	0	1	0	1.03	1.27	2	0	0	21
Armenian	2	0	0	0	N/A	N/A	N/A	N/A	N/A	21
Equipment	2	0	73	0.06	0.01	0.02	0.03	N/A	80.82	21
Children's Pop-Ups	2	0	0	0	N/A	N/A	N/A	N/A	N/A	21
French	1	0	22	0.02	0.02	0.03	0.05	N/A	81.82	21
German	1	0	10	0.01	0.05	0.06	0.1	N/A	60	21
Toy and Game	1	0	24	0.02	0.02	0.03	0.04	7.14	4.17	21



Category	Dewey	Circ	% Total Circ	Current Items	% Collection	RU	Turnover	% DOA	No Circ 3 years
Technology	600	8183	24.11	6108	19.71	1.22	1.34	26.2	8.15
History & geography	900	5870	17.3	6717	21.67	0.8	0.87	24.62	22.12
Social sciences	300	5497	16.2	5350	17.26	0.94	1.03	29	22.39
Natural sciences & mathematics	500	4881	14.38	3525	11.37	1.26	1.38	14.56	7.89
The arts; fine & decorative arts	700	3016	8.89	3398	10.96	0.81	0.89	27.65	17.45
Philosophy & psychology	100	2189	6.45	1312	4.23	1.52	1.67	26	8.54
Literature & rhetoric	800	1402	4.13	2028	6.54	0.63	0.69	30.49	30.67
Religion	200	1374	4.05	1240	4	1.01	1.11	27.03	12.66
Computer science, information & general works	0	900	2.65	584	1.88	1.41	1.54	16.98	12.84
Language	400	627	1.85	728	2.35	0.79	0.86	66.67	45.05

Director's Report

On Friday, August 28, San Diego County announced that libraries could reopen at half capacity, and follow the same guidelines as retail stores. The library has been working to get a plan for safe reopening in place, while LS&S works with the City to determine details of the next steps.

GOALS	OWNER	MILESTONES	August
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Rincón Literario Bilingual Book Club
Provide programs for people out in the community- not just in the library	Katouzian, Wood	In Progress	Storytime @ SDCCM, Facebook Live
Provide programs where views and opinions can be shared	Katouzian, Wood	In Progress	Rincon Literario Bilingual Book Club, Escondido Writers Group
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Shared programs and events through Social Media, eNewsletter, and print resources.
CONNECT- through outreach			
Support education through partnership with local schools	Katouzian, Wood	In Progress	Dan has been working with schools to plan for the upcoming school year to support curriculum with our virtual collections.
Support the arts through partnership with California Center for the Arts	Katouzian, Wood	In Progress	We are working with area groups to share our programs and stream through each other's social media to expand our audiences.
Support community events through continued partnership with Escondido Arts and City of Escondido	Katouzian, Wood	In Progress	
CONNECT- through in library programming			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	N/A during closure
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	N/A during closure
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	Working with Deputy Director of Economic Development to develop

			and strategize new ways to connect the business community to the library.
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	Career Program
INSPIRE			
INSPIRE- quiet study through inviting space			
Reconfigure first floor to support quiet tutoring and group and individual study	Bradds	In Progress	N/A during closure
INSPIRE- productivity through efficient space for meetings and business			
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	N/A during closure
Install additional power outlets	Duperry	Complete	
INSPIRE- through excellent collection			
Increase investment in eBooks and eAudiobooks	Katouzian, Woods	Complete	We will continue to focus on developing the eMaterials collections.
Provide career growth materials	Katouzian	In Progress	We continue to work with the Adult School
Expand virtual library via improved website	Duperry	On Hold	On hold during limited services
Invite business community to provide and attend programs	Katouzian	In Progress	We continue to work with the Adult School
Provide accredited online high school diploma program	Bradds, Wood	In Progress	Working with the Adult School
Analyze collection performance and weed as appropriate	Katouzian, Wood	In Progress	We finished weeding and inventory during closure
INSPIRE- through support to school communities			
Offer programs that provide opportunities for students	Wood	On Hold	We need to communicate with schools to determine if this program can continue in 2020.
Provide books, publications and materials that support home school curricula	Wood	In Progress	Purchased subjects for curriculum in science, STEM, history, and several biographies for elementary grades

INSPIRE- new skills through basic emerging technology			
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	This project is in the final phase of completion; anticipated end is September.
GROW- services for patrons of all educational and socioeconomic levels			
GROW- Services to nonusers			
Continue to provide access to government services	Katouzian, Wood	In Progress	We provided Tax Document pick up in July and will be a ballot drop off location in the fall.
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	LLC continues to work with learners virtually and stay on schedule.
Continue to focus on materials in Spanish and other languages	Katouzian	In Progress	We have orders in for other language materials, but we are waiting for publishers to provide materials.
GROW- services to low-income patrons			
Remove fees to check out DVDs and books on CD	Guiles, Schwab, Bradds, Duperry	Complete	
Provide early literacy programs at WIC Offices	Wood	On Hold	We will revisit this in future reopening phases.
GROW- services beyond EPL's neighborhood			
Provide library services outside downtown	Katouzian, Wood	In Progress	Our Author chats have been viewed throughout the country and been mentioned in Publisher's Weekly

MEETING AGENDA

Library Board of Trustees

Thursday, September 10

2:00 p.m.

City Council Chambers



Action Step/ Kaizen Events (Any action whose output is intended to be an improvement to the existing process)			
Provide quality storytimes, training and materials to children, parents and caregivers	Wood	In Progress	Storytimes for all ages are streamed online and stored for watching in YouTube
Provide quality literacy and STEAM programs	Wood	In Progress	Virtual Lego program
Teach how to find, evaluate and use information	Katouzian, Wood	In Progress	We have offered this through virtual reference
Provide healthy learning and social opportunities for middle grade students	Wood	In Progress	Cathy has a hosted several virtual teen challenges online as part of the SRAC
Provide engaging life skills programs for teens	Wood	In Progress	Cathy created a "How to Journal" tutorial and streamed it on Facebook.

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.



Monthly Library Board of Trustees Statistics	July 2020	June 2020	May 2020
CIRCULATION:			
Physical Materials (Books, media, museum passes, laptops)	12,217	6,618	3,857
eMaterial (includes eBooks and eAudiobooks-As of May, includes OverDrive and CloudLibrary)	5,381	5,446	5,168
eMagazines (Flipster)	203	302	464
Hoopla (includes eAudio, eBooks, eComics, streaming video, and streaming music)	811	584	669
Total Circulation	18,612	6,332	6,301
Children's Material (only juvenile, not teen- includes books, media, digital)	5,432	3,410	1,344
Non-English Material (includes books, media, digital)	345	146	81
Holds Satisfied	6,578	5,012	740
ILLs Checked Out	0	0	2
INTER-LIBRARY LOANS:			
Total Registered Borrowers	68,074	68,011	67,859
POPULATION & BORROWERS:			
Total Reference Transactions	625	514	127
REFERENCE QUESTIONS:			
Public Service Hours	N/A	N/A	N/A
LIBRARY SERVICES:			
Library Visits	N/A	N/A	N/A
Users of Public Internet Computers	N/A	N/A	N/A
ELECTRONIC SERVICES:			
Wireless Sessions	2,057	1,962	1,145
Number of Website Visits (website+catalog)	18,705	17,876	10,212
VOLUNTEERS:			
Total Volunteers	76	76	79
Total Volunteer Hours	322	303	309
PROGRAMS:			
Kids Programs	23	16	18
Kids Program Attendance	2,022	1,596	573
Teen Programs	8	2	5
Teen Program Attendance	115	0	84
Adult Programs (including Literacy and Pioneer Room)	14	15	20
Adult Program Attendance	1,487	1,463	1,095
Offsite Programs (Outreach)	1	3	2
Offsite Program Attendance	157	399	476
Total Programs	44	33	43
Total Program Attendance	3,624	14	1,752