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

CALL TO ORDER

Roll Call: President Carolyn Clemens, Secretary John Schwab, Trustee Mirek Gorny, Trustee Ron Guiles, Trustee Virginia Bunnell

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 May 12, 2022.

CURRENT BUSINESS

2. Officer Election
3. 2021 Annual Report Review
4. Pulitzer Statistics Review



2. **OTHER REPORTS**

- Statistics Report
- Library Director’s Report
- Trustee Library Use 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.

Day	Date	Time	Location
Thursday	July 14, 2022	1:00 p.m.*	City Council Chambers
Thursday	August 11, 2022	2:00 p.m.	City Council Chambers
Thursday	September 8, 2022	2:00 p.m.	City Council Chambers
*Special Meeting			



AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas>
- 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

Monday 9:00 a.m. to 6:00 p.m.

Tuesday- Thursday 9:00 a.m. to 8:00 pm

Friday & Saturday 9:00 a.m. to 6:00 p.m.

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

MAY 12, 2022 MEETING MINUTES

CALL TO ORDER: 2:00 p.m.

Trustees Present: President Carolyn Clemens, Secretary John Schwab, Trustee Mirek Gorny, Trustee Ron Guiles, Trustee Virginia Bunnell (arrived at 2:04 p.m.)

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

City Staff Present: Zack Beck, City Clerk; Danielle Lopez, Assistant Director of Community Services; Robert Rhoades, Deputy Director of Community Services

ORAL COMMUNICATIONS

None.

APPROVAL OF MINUTES**1. Approval of Minutes from the Library Board of Trustees Meeting on March 10, 2022**

Motion - Guiles

Second: Gorny

Approved: 4-0 (Bunnell – Absent)

CURRENT BUSINESS**2. Trust Funding Request**

Motion to purchase new office chairs for the Library at a cost of \$13,300 and to bury technical wires below ground at the Library at a cost of \$610.

Second: Clemens

Approved: 5-0

3. Library Trust Report

Katy Duperry provided the Library Trust Report

4. The Escondido Discussion Presentation

Danielle Lopez and Robert Rhoades presented the Escondido Discussion.

5. Proposed FY 2022-2023 Collection Development Budget Review Dara Bradds provided an overview of the proposed FY 2022-2023 Collection Development Budget Review

6. 2021 Annual Report Review

Item continued to the next meeting.



OTHER REPORTS

Statistics Report

Library Director's Report

The Library Mural was unveiled in March. A Grant Proposal for the Library was submitted in March. The Youth Services Department was awarded a \$5,000 Library Innovation Grant. Hosted author Marco Lopez to speak on Cesar Chavez Day at the Library. There was a successful May the Fourth celebration at the Library.

Trustee Library Use Report

Schwab – Enjoys reading periodicals at the Library.

Gorny – Attended Star Wars week with his son at the Library.

Guiles – Expressed appreciation for the Library Volunteers.

Bunnell – Attended the “March with Cesar Day” celebration at the Library.

Clemens – Read some of the Pulitzer Prize winning books at the Library.

ADJOURNMENT

President Clemens adjourned the meeting at 3:04 p.m.

PRESIDENT

CITY CLERK

Agenda Item No.2

Date: June 9, 2022

TO: Library Board of Trustees
FROM: President Clemens
SUBJECT: Officer Election

Recommendation:

Vote

Background:

The trustees will nominate and vote on officers for the Library Board of Trustees.

Agenda Item No. 3

Date: June 9, 2022

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: 2021 Annual Report Review

Recommendation:

Receive and review the Annual Report which can be viewed on the library's website at:
https://library.escondido.org/Data/Sites/2/media/PDF/library_annual_report_2021.pdf

Background:

This is reviewed annually.

Agenda Item No.4

Date: June 9, 2022

TO: Library Board of Trustees
FROM: Katy Duperry, Assistant Library Director
SUBJECT: Pulitzer Statistics

Recommendation:

Review the circulation statistics for the Pulitzer Collection.

Background:

The library created a Pulitzer collection per the request of a library patron. Annually the circulation statistics are reviewed.



Monthly Library Board of Trustees Statistics		April 2022	March 2022	February 2022
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	35,709	36,423	31,528
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,179	6,291	5,800
	Total Circulation	41,888	42,714	37,328
	Holds Satisfied	2,300	2,443	2,205
INTER-LIBRARY LOANS:		13	11	12
POPULATION & BORROWERS:		75,478	75,059	74,585
REFERENCE QUESTIONS:		6,576	6,654	5,635
LIBRARY SERVICES:	Total Reference Transactions	258	273	231
	Public Service Hours	16,977	18,068	15,338
ELECTRONIC SERVICES:	Library Visits	1,885	2,018	1,705
	Users of Public Internet Computers	25,259	28,261	24,348*
	Wireless Sessions	15,884	16,335	15,021
	Number of Website Visits (website+catalog)	127	132	135
VOLUNTEERS:		1,515	1,564	1,525
PROGRAMS:	Total Volunteer Hours	43	35	33
	# of live, in-person programs	1304	1175	775
	Live, in-person attendance	2	10	9
	# of live, virtual programs	8	50	39
	Live, virtual program attendance	2	9	11
	# of pre-recorded programs	2	9	11
	# of views of recorded program content	1	1	3
	# of live, off site programs (outreach)	49	25	85
Live, off site program (outreach) attendance		80	80	0
# of take home kits given out				
*changed to new system; total user sessions now includes multiple sessions by same user in day				



Director's Report

In April the library hosted 45 programs with a total of 1383 people in attendance.

Adult Services hosted a successful Writers Workshop, Your Story. Write Now. with 51 participants (21 in person, 30 virtual). They also offered regular programs like 2nd Saturday Concert (35 attendees), Book Clubs with 51 participants (29 in person, 22 virtual), and Writers Group with 21 participants (11 in person, 10 virtual).

Youth Services hosted Dia de Los Ninos, Dia de Los Libros Celebration with bilingual stories and songs from Mexico and around the world (115 attendees) and eARTh Day Crafts with San Dieguito Park River Interpretative Rangers (23 attendees). This was in addition to our reoccurring programs like the Youth STEM Challenge collaborative program with CSUSM (77 attendees), Toddler Tales (386 attendees), Read to a Dragon (18 attendees), Knights Realm Chess Club (117 attendees), Baby Lapsit (184 attendees), Paws for Reading (22 attendees), and All-Inclusive Art Club (50 attendees).

GOALS	OWNER	MILESTONES	April
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Escondido Writers Group, Knights Realm Chess Club
Provide programs for people out in the community- not just in the library	Katouzian, Wood	In Progress	Storytime @ SDCCM, Author Chats, Between the Covers Book Club
Provide programs where views and opinions can be shared	Katouzian, Wood	In Progress	Escondido Writers Group, book clubs
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Social Media marketing, planning for coordinated campaigns in fall 2022
CONNECT- through outreach			
Support education through partnership with local schools	Katouzian, Wood	In Progress	Local schools have been using Hoopla in curriculum planning for easy access to resources. We are working with MAGEC to share our programs and stream through each other's social media to expand our audiences. We will also be doing this with the Escondido History Center.
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	
CONNECT- through in library programming			
pport enrichment with expanded programs	Katouzian, Wood	In Progress	
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	RLSL letters received and partners confirmed for 2022; focus groups for business leaders
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	



INSPIRE			
INSPIRE- quiet study through inviting space			
Reconfigure first floor to support quiet tutoring and group and individual study	Bradds	In Progress	Strategic Plan Focus Groups touched on this and will brought the Infrastructure Grant to City Council in March to address some of this
INSPIRE- productivity through efficient space for meetings and business			
Enhance the 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	We are open to full capacity, allowing more people to return to the building for quiet space.
Install additional power outlets	Duperry	Complete	
INSPIRE- through excellent collection			
Increase investment in eBooks and eAudiobooks	Katouzian, Woods	Complete	
Provide career growth materials	Katouzian	In Progress	
Expand virtual library via improved website	Duperry	Complete	
Invite business community to provide and attend programs	Katouzian	In Progress	
Provide accredited online high school diploma program	Bradds, Wood	In Progress	
Analyze collection performance and weed as appropriate	Katouzian, Wood	Complete	Ongoing monthly weed/analysis schedule
INSPIRE- through support to school communities			
Offer programs that provide opportunities for students	Wood	In progress	
Provide books, publications and materials that support home school curricula	Wood	In Progress	
INSPIRE- new skills through basic emerging technology			
Support staff competency through training and tools to better assist patrons	Bradds, Guiles	In Progress	Five staff are working toward their MLIS
Support technology learning by offering open lab time	Duperry, Katouzian	In Progress	
Support access by providing ability to print from mobile devices	Bradds, Duperry	Completed	.
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	
Provide programs to help immigrants acclimate	Wood	In Progress	Awarded the Innovation Lab grant that provides resources and programs to immigrant families- Maureen in Youth Services February 2022
Continue English language tutoring	Wood	In Progress	Addition of ESL classes to Literacy offerings in 2022



Continue to focus on materials in Spanish and other languages	Katouzian	In Progress	Spanish language collection spotlight in March eNews
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	
GROW- services beyond EPL's neighborhood			
Provide library services outside downtown	Katouzian, Wood	In Progress	
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	
Provide quality literacy and STEAM programs	Wood	In Progress	CSUSM STEM program for tweens
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	Two tween book clubs offered (graphic novel and fiction), CSUSM STEM starting in March, TAB, Teentastic FunTime, Animanga, etc.
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, Virginia Bunnell, 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.