



The Brown Act provides an opportunity for members of the public to directly address the Library Board of Trustees. If you wish to speak regarding an agenda item on the agenda or an item not on the agenda, please submit a digital request to speak form at the following link: [In Person Public Comment - City of Escondido](#) or fill out a physical request to speak form and provide it to the clerk.

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 November 4, 2021.

CURRENT BUSINESS

2. Update on Strategic Plan Committee
3. Discuss the Library Board of Trustees New Trustee Checklist/Handbook

OTHER REPORTS

Statistics Report

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	January 13, 2022	1:00 p.m.	City Council Chambers
Thursday	February 10, 2022	2:00 p.m.	City Council Chambers
Thursday	March 10, 2022	2:00 p.m.	City Council Chambers



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/>

Escondido Library Board of Trustees

November 4, 2021 Meeting Minutes

CALL TO ORDER

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

Members Absent: Trustee Virginia Bunnell

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

City Staff Present: Zack Beck, City Clerk; Joanna Axelrod, Deputy City Manager and Director of Communications and Community Services; Sarena Garcia, Assistant City Clerk

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on September 8, 2021.

Motion: Guiles

Second: Schwab

Vote: 4-0 (Bunnell - Absent)

CURRENT BUSINESS

2. Strategic Planning Committee Progress

Trustee Schwab provides an update on the Strategic Planning Committee, including outreach that was conducted at the Grand Avenue Festival.

3. Library Hours

Dara Bradds provided an update regarding the new library hours.

4. Update on Interior Design

Dara Bradds provided an update on the interior design that may include the addition of study rooms.

5. Update on Business Partnerships

Dara Bradds informed the Board that the library is working to partner with various businesses throughout Escondido.

6. LBOT Handbook

Trustee Schwab asked that Trustees come up with a list of items future Trustees should be aware of and use that as the basis of a handbook. President Clemens requested that a handbook be included as part of a more comprehensive database.

OTHER REPORTS

Statistics Report

Katy Duperry provided an update regarding recent trends in more online usage of library services.

Library Director's Report**Trustee Reports**

Gorny - Visited the library on Star Wars day.

Guiles - Commended the library on the new mural.

Schwab - Attended a booth for the library at the farmer's market.

Clemens - Attended a booth for the library at the Grand Avenue Festival

ADJOURNMENT

President Clemens adjourned the meeting at 2:37 p.m.



Agenda Item No. 2

Date: December 9, 2021

TO: Library Board of Trustees
FROM: Secretary Schwab
SUBJECT: Strategic Planning Committee Update

Recommendation:

Receive information

Background:

Update on the committee's progress and outreach.

Agenda Item No.3

Date: December 9, 2021

TO: Library Board of Trustees

FROM: Secretary Schwab

SUBJECT: Discuss the Library Board of Trustees New Trustee Checklist/Handbook

Recommendation:

Receive information

Background:

Discuss inclusions trustees have for the new trustee checklist/handbook.



Monthly Library Board of Trustees Statistics		October 2021	September 2021	August 2021
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	35,897	34,918	42,393
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	5,775	5,755	5,998
	Total Circulation	41,672	40,673	48,391
	Holds Satisfied	2,603	2,358	2,536
INTER-LIBRARY LOANS:		0	14	10
POPULATION & BORROWERS:		73,154	72,662	72,150
REFERENCE QUESTIONS:	Total Registered Borrowers	6,419	6,422	5,731
	Total Reference Transactions	258	217	260
LIBRARY SERVICES:	Public Service Hours	15,957*	18,695	16,629
	Library Visits	1,731	1,655	1,705
ELECTRONIC SERVICES:	Users of Public Internet Computers	5,975	5,781	4,971
	Wireless Sessions	16,986	17,283	17,693
VOLUNTEERS:	Number of Website Visits (website+catalog)	134	125	124
	Total Volunteers	1,829	1,750	1,738
PROGRAMS:	Total Volunteer Hours	37	24	4
	# of live, in-person programs	1020	527	82
	Live, in-person attendance	14	10	18
	# of live, virtual programs	90	68	174
	Live, virtual program attendance	8	6	0
	# of pre-recorded programs	8	9	0
	# of views of recorded program content	2	16	10
	# of live, off site programs (outreach)	20	53	66
Live, off site program (outreach) attendance		46	172	244
# of take home kits given out		*gates were down for at least two days so we're missing some of our visit data.		

Director's Report

November was a busy month for the Library. We hosted our annual Dia de los Muertos program on November 1, with 132 people in attendance. Patrons learned about the holiday, enjoyed a performance by traditional Folklorico dancers, decorated sugar skulls, and over 80 people participated in a community ofrenda to honor loved ones who had passed. This year, we also put a community ofrenda up in the lobby for the weeks preceding the holiday for community members to participate:



Youth services programs continue to see a wonderful turn out for in person programming. And the Escondido World Market Outreach event went incredibly well with reaching members of the community about the Library Survey and services the library offers.

Adult Services had pretty great attendance for two of their back-to-in person programs, with 44 attending the 2nd Saturday Concert on November 13, featuring Mariachi Divinas, and 57 attending the International Games Week Finale, also on November 13.

Muralist Julia Anthony placed the finishing touches on the Foundation's library mural, and is in the process of applying anti-graffiti sealant.

GOALS	OWNER	MILESTONES	November
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Dia de los Muertos
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
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Weekly Social Media updates on the library Mural, Strategic Plan Survey

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.
Support the arts through partnership with California Center for the Arts	Katouzian, Wood	In Progress	We are working with MAGEC 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	Virtual Kids! Poetry Annual, Virtual Cover Letter Writing
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	In person programming will continue in December.
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	We are sending the 2022 RLSL agreements in December
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	Virtual Cover Letter Program
INSPIRE			
INSPIRE- quiet study through inviting space			
Reconfigure first floor to support quiet tutoring and group and individual study	Bradds	In Progress	An interior designer visited the library in August to help plan for a first floor renovation.
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	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	We will continue to focus on developing the eMaterials collections; we have more than doubled financial allocation for these

			materials for the FY 20-21. Hoopla added access to 1 million digital items.
Provide career growth materials	Katouzian	In Progress	We continue to work with the Adult School
Expand virtual library via improved website	Duperry	Complete	The website was updated in 2020
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	Complete	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 2021.
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	Two 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	We served as a ballot drop off location for the recall election.
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
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 have returned to in person programming.
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 offer this through our Reference Services
Provide healthy learning and social opportunities for middle grade students	Wood	In Progress	Cathy hosted in-person teen programs in September including Teen Book Club, TeenTasticFunTime, and Teens Go to the Movies.
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, 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.



Escondido Public Library

MEETING AGENDA
Library Board of Trustees
Thursday, December 9, 2021
2:00 p.m.
City Council Chambers

Core Objective: Sustain and improve quality library service to patrons through excellent patron service, outreach, collections, programs, marketing, technology and facilities.