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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 March 10, 2022.

CURRENT BUSINESS

2. Trust Funding Request
3. Library Trust Report
4. The Escondido Discussion Presentation
5. Proposed FY 2022-2023 Collection Development Budget Review
6. 2021 Annual Report 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.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	June 9, 2022	2:00 p.m.	City Council Chambers
Thursday	July 14, 2022	1:00 p.m.*	City Council Chambers
Thursday	August 11, 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/>

Escondido Library Board of Trustees
March 10, 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

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

City Staff Present: Zack Beck, City Clerk

ORAL COMMUNICATIONS

None.

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

Motion - Guiles

Second: Schwab

Approved: 5-0

CURRENT BUSINESS**2. National Library Week**

Trustee Bunnell provided an update regarding National Library Week and discussed the details of the Volunteer Luncheon.

3. Strategic Plan Update

John Schwab provided an update regarding the Strategic Plan.

OTHER REPORTS**Statistics Report****Library Director's Report**

Library Park will be dedicated on March 12, 2022 at 9:30 a.m.

Trustee Library Use Report

Bunnell - Discovered that the Library provides access to a driver's license handbook and test.

Guiles - City Council approved a Library Grant application. The Pioneer Room and Escondido History Center will partner together.

Clemens - Toured the Pioneer Room. Explore digitization and electronic storage possibility of records at the Pioneer Room.

Gorny - Thanked the staff and volunteers for running a smooth operation at the Library.

Schwab - Would like to see better lighting as part of the Library remodel.

ADJOURNMENT

President Clemens adjourned the meeting at 2:38 p.m.

Agenda Item No.2

Date: May 12, 2022

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: Trust Funding Request

Recommendation:

Approve Funding Request

Background:

We are requesting money from the trust for the following:

1. New office chairs for staff. This is a total of 38 chairs for approximately \$350 per chair. **\$13,300**
2. Bury wires that are above ground on the first floor in the Circulation work area. **\$608.74**





Agenda Item No. 3

Date: May 12, 2022

TO: Library Board of Trustees
FROM: Katy Duperry, Assistant Library Director
SUBJECT: Library Trust Report

Recommendation:

Receive and file Trust Report

Background:

This will be reviewed quarterly.



Escondido Public Library

MEETING AGENDA
Library Board of Trustees
Thursday, May 12, 2022
2:00 p.m.
City Council Chambers

City of Escondido Library Trust					
Fund 004					
FY 2021-22 through March 31, 2022					
Account #	Account Description	Amount	Description of Activity		
General Library Trust					
3050	Beginning Fund Balance, 07/01/2021	\$ 419,511.44			*Closed out designated funds for Literacy and Pioneer Room to Fl
4601	Revenues, 07/01/2021 - 03/31/2022				
	Library Trust Dividends	2,209.82	Signal Hill Petroleum & JP Oil Dividends		
4609	Investment Earnings	954.41	City Investment Pool allocated based on the cash balance in the Library Trust Fund.		
4621	Library Sales	58.00	Sale of Headphones, Library Tote Bag, and USB Flash Drive		
4990	Other Revenue	18,515.84	Reimbursements from CENIC grant		
	Total Revenues	\$ 21,738.07			
FY 2021/22 Budgeted Expenditures					
400501	Neihoff Donation	36,493.00	Remaining Budget		
400509	Library Trust Special Projects	7,197.67	-	36,493.00	
400819	Library Technology	38,788.64	-	7,197.67	
400839	Literacy Projects	11,644.27	6,253.88	32,534.76	
408201	Pioneer Room	30,975.00	-	11,644.27	
409201	Youth Services-Library	25,000.00	-	30,975.00	
409501	Library Books-Supplemental	15,525.69	-	25,000.00	
	Total Expenditures	\$ 165,624.27	\$ 6,253.88	\$ 159,370.39	*This is the remaining balance of budgeted projects.
	Ending Fund Balance, 03/31/2022		434,995.63	-	
	Remaining Project Budgets*		(159,370.39)		This balance includes actual expenditures.
	Available Fund Balance for Future Projects, 03/31/2022	\$	\$ 275,625.24		This balance includes budgeted expenditures.

Agenda Item No.4

Date: May 12, 2022

TO: Library Board of Trustees
FROM: Danielle Lopez, Assistant Director of Community Services
SUBJECT: The Escondido Discussion Presentation

Recommendation:

Receive information

Background:

Danielle Lopez, Assistant Director of Community Services, will give a presentation on The Escondido Discussion.

Agenda Item No.5

Date: May 12, 2022

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: Proposed FY 2022-2023 Collection Development Budget Review

Recommendation:

Receive information

Background:

Dara Bradds will go over the proposed FY 2022-2023 Collection Development Budget.



Library:		
Proposed Allocations	Dollar Amounts	Notes
Databases/Platform fees	68,800.00	
YS eBooks	850.00	
Teen eBooks	1,000.00	
eBooks	16,200.00	
eAudiobooks	6,100.00	
Local History	2,000.00	
Literacy		<i>Grant</i>
YS Periodicals	326.00	
Periodicals	7,500.00	
Adult Reference	0.00	
Adult Fiction	21,000.00	
Adult Nonfiction	17,000.00	
Adult GN	4,500.00	
Large Print	4,500.00	
Juv Fiction	5,440.00	
Juvenile Nonfiction	4,880.00	
Juv Board Book	436.00	
Juv Easy Reader	2,000.00	
Juv Picture Book/EZ	5,960.00	
Juv GN	2,720.00	
YA Fic	5,200.00	
YA NF	880.00	
YA GN	7,200.00	
Adult DVD	14,500.00	
Juv DVD	800.00	
Adult Audiobooks	3,274.00	
Juv Audiobooks	400.00	
Spanish Adult Fiction	2,000.00	
Spanish Adult Nonfiction	800.00	
Spanish Juv	4,800.00	
Adult Discretionary	13,000.00	
Juv Discretionary	6,909.00	
DVD Discretionary	3,800.00	
Teen Discretionary	3,320.00	
TOTAL	238,095.00	

Database/eMats Breakdowns	Dollar Amounts	Notes
Databases AS	35,412.00	<i>Ancestry/AtoZ/Chilton/Ebsco/Pronunciator/CloudLibrary Platoform/CloudLink/Biblioboard/Niche Academy/Digital Reel</i>
Databases YS	5,299.00	<i>ComicsPlus and Tumblebooks</i>
Hoopla	28,000.00	

Agenda Item No.6

Date: May 12, 2022

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

Recommendation:

Receive information

Background:

Trustees will review the Library's [2021 Annual Report](https://library.escondido.org/Data/Sites/2/media/PDF/library_annual_report_2021.pdf) which is linked [here](#) and available at https://library.escondido.org/Data/Sites/2/media/PDF/library_annual_report_2021.pdf.



Monthly Library Board of Trustees Statistics		March 2022	February 2022	January 2022
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	36,423	31,528	32,991
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,291	5,800	6,203
	Total Circulation	42,714	37,328	39,194
	Holds Satisfied	2,443	2,205	2,359
INTER-LIBRARY LOANS:	ILLs Checked Out	11	12	10
	Total Registered Borrowers	75,059	74,585	74,426
POPULATION & BORROWERS:	Total Reference Transactions	6,654	5,635	5,988
	Public Service Hours	273	231	240
LIBRARY SERVICES:	Library Visits	18,068	15,338	15,045
	Users of Public Internet Computers	2,018	1,705	1,813
	Wireless Sessions	28,261	24,348*	5,539
	Number of Website Visits (website+catalog)	16,335	15,021	17,438
VOLUNTEERS:	Total Volunteers	132	135	125
	Total Volunteer Hours	1,564	1,525	1,549
PROGRAMS:	# of live, in-person programs	35	33	38
	Live, in-person attendance	1175	775	881
	# of live, virtual programs	10	9	5
	Live, virtual program attendance	50	39	29
	# of pre-recorded programs	9	11	4
	# of views of recorded program content	9	11	0
	# of live, off site programs (outreach)	1	3	1
	Live, off site program (outreach) attendance	25	85	20
	# of take home kits given out	80	0	0

*changed to new system; total user sessions now includes multiple sessions by same user in day

Director's Report

On March 12, the City and Escondido Library Foundation dedicated the mini park and *Escondido's Vision* mural. Over 60 people attended the ribbon-cutting ceremony, including the Mayor, City Manager, and City Council.

The Library submitted its application to the California State Library for the Building Forward Infrastructure Grant on March 21, 2022. Winners are scheduled to be announced in Spring.

The Youth Services Department was awarded a \$5,000 Library Innovation Lab Grant to provide family programming to engage immigrants in the Escondido Community. Children's Librarian Maureen Hogan is spearheading this project and will be working with the Youth Services team to implement it.

Adult Services hosted speaker and author Marco Lopez who discussed his memoir *My March with César* in celebration of César Chavez Day, March 31.

In April Youth Services hosted Dia de Los Ninos, Dia de Los Libros Celebration with bilingual stories and songs from Mexico and around the world. This was in addition to our reoccurring programs like the Youth STEM Challenge collaborative program with CSUSM, BeYOUtiful Nail Art, Animanga Kurabu, Toddler Tales, Read to a Dragon, Knights Realm Chess Club, Baby Lapsit, Paws for Reading, and All-Inclusive Art Club.

Also in April, Adult Services hosted a successful writers workshop, *Your Story. Write Now.* while also offering regular programs like 2nd Saturday Concert, Book Clubs, and Writers Group.

GOALS	OWNER	MILESTONES	March
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.
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. We will also be doing this with
Support community events through continued partnership with Escondido Arts and City of Escondido	Katouzian, Wood	In Progress	

			the Escondido History Center.
CONNECT- through in library programming			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	My March with Cesar program
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 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	On Hold	We need to communicate with schools to determine if

			this program can continue in 2022.
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 March/April 2022
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.