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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 February 10, 2022.

CURRENT BUSINESS

2. National Library Week
3. Strategic Plan Update



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	April 14, 2022	1:00 p.m.*	City Council Chambers
Thursday	May 12, 2022	2:00 p.m.	City Council Chambers
Thursday	June 9, 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**February 10, 2022 MEETING MINUTES**

CALL TO ORDER: 2:00 p.m.

Trustees Present: President Carolyn Clemens, Secretary John Schwab, Trustee Ron Guiles, Trustee Virginia Bunnell

Trustees Absent: Trustee Mirek Gorny,

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 January 27, 2022**

Motion - Guiles

Second: Schwab

Approved: 4-0 (Gorny - Absent)

CURRENT BUSINESS**2. New Board Member Handbooks**

Motion to approve the handbook: Guiles

Second: Schwab

Approved: 4-0 (Gorny - Absent)

3. Strategic Plan Committee Survey and Focus Group Update

Trustee Schwab reviewed the Strategic Plan Committee Survey.

4. Discuss Board Vision for a New Library/Future of Library Services

The Trustees shared their vision for the Library

Jack Anderson - Expressed support for continued improvements to the Escondido Library.

5. Discussion of Library Trust Fund

Motion to allow the Library to spend up to \$2,000 out of the Trust Fund: Guiles

Second: Schwab

Approved: 4-0 (Gorny - Absent)

OTHER REPORTS

Statistics Report

Library Director's Report

Katy Duperry provided the Director's Report. Library launched a puzzle exchange program. Spanish language notification options are now available via Polaris. Working on 2021 Library Annual Report. Friends of Library Bookstore is now open to 4:00 p.m. on Saturday.

Trustee Library Use Report

ADJOURNMENT

President Clemens adjourned the meeting at 3:25 p.m.



Agenda Item No. 2

Date: March 10, 2022

TO: Library Board of Trustees

FROM: Trustee Bunnell

SUBJECT: National Library Week

Recommendation:

Receive information

Background:

Trustees discuss how to honor/celebrate National Library Week (April 3-9, 2022)

Agenda Item No.3

Date: March 10, 2022

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

Recommendation:

Receive information

Background:

Receive update from Secretary Schwab on the Strategic Plan Committee's outreach.



Escondido Public Library

MEETING AGENDA
Library Board of Trustees
Thursday, March 10, 2022
2:00 p.m.
City Council Chambers

Monthly Library Board of Trustees Statistics		January 2022	December 2021	November 2021
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	32,991	32,304	33,118
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,203	5,567	5,629
	Total Circulation	39,194	37,871	38,747
	Holds Satisfied	2,359	2,366	2,559
INTER-LIBRARY LOANS:		10	0	5,873
POPULATION & BORROWERS:		74,426	73,834	73,545
REFERENCE QUESTIONS:	Total Registered Borrowers	5,988	9,121	5,873
	Total Reference Transactions	240	260	226
LIBRARY SERVICES:	Public Service Hours	15,045	16,684	14,291
	Library Visits	1,813	1,893	1,739
ELECTRONIC SERVICES:	Users of Public Internet Computers	5,539	5,043	5,276
	Wireless Sessions	17,438	15,824	15,653
	Number of Website Visits (website+catalog)	125	126	131
VOLUNTEERS:		1,549	1,530	1,583
PROGRAMS:	Total Volunteer Hours	38	25	29
	# of live, in-person programs	881	609	706
	Live, in-person attendance	5	5	11
	# of live, virtual programs	29	65	80
	Live, virtual program attendance	4	3	31
	# of pre-recorded programs	0	71	6
	# of views of recorded program content	1	7	3
	# of live, off site programs (outreach)	20	191	228
Live, off site program (outreach) attendance		0	24	0
# of take home kits given out				

Director's Report

Adult Services hosted guest author Aners Molrey at the February 2 Escondido Writers Group, which had 15 attendees. 2nd Saturday Concert featuring Duo Imaginalis, held on February 12, had 42 attendees, and the Virtual Author Chat featuring young adult and fantasy authors on February 17 had 17 attendees.

The first meeting of the teen romance book club, *To All the Books I've Loved Before* was held on Tuesday, February 22. Teens discussed *Super Fake Love Song* by David Yoon, about Korean-American Sunny Dae's quest to win the heart of a girl in his class by posing as a guitarist in a rock band. Four attendees enjoyed Korean snacks and fun conversation.

The mini park adjacent to the mural has been completed and is beautiful! The City and Escondido Library Foundation will be hosting a dedication event for the mural and park on Saturday, March 12 at 9:30 a.m. in the mini park.

Pioneer Room administrative staff, and Escondido History Center administrative staff met on Tuesday, February 22 to discuss a partnership between the two. Ideas discussed included coordinated marketing and exhibits, potential storage and housing of collections, and/or shared digital storage of photo collections. Staff will meet soon to figure out next steps.

We are excited to welcome a new ¾ time Library Associate 2 to Customer Service! Melissa Haire started on Tuesday, March 8. She has several years of library experience at Carlsbad and is enrolled in San Jose State University's Masters program for Library and Information Science.

GOALS	OWNER	MILESTONES	February
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			

Support enrichment with expanded programs	Katouzian, Wood	In Progress	Guest author at Escondido Writers Group
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 be bringing 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	Four staff are working toward their MLIS, with the new addition of a fifth on March 8.
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	Redistricting commission meeting in the Turrentine Room on February 17
Provide programs to help immigrants acclimate	Wood	In Progress	Applied for 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, 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.