

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 July 15, 2021.

CURRENT BUSINESS

2. Library Fine Free Recommendation Letter
3. Library Literacy Services Update
4. Strategic Planning Committee Update
5. Informal Trustee Discussion of Library Experiences

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	September 9, 2021	2:00 p.m.	City Council Chambers
Thursday	October 14, 2021	1:00 p.m.	City Council Chambers
Thursday	November 4, 2021	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

Special Meeting Minutes

July 15, 2021

CALL TO ORDER

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

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

City Staff Present: Zack Beck, City Clerk; Joanna Axelrod, Deputy City Manager/Director of Communications & Community Services

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on June 10, 2021.

Motion: Guiles

Second: Bunnell

Vote: 5-0

CURRENT BUSINESS

2. Library Fine Free Proposal

Katy provided update; Items that are not returned have (30) days until marked as lost and card is marked as inactive and cannot checkout items until returned or fee is paid; Eliminates barriers to access

Schwab moved to wait (30) days and have staff evaluation; motion died

Motion to accept

Motion: Guiles

Second: Bunnell

Vote: 4-1, Schwab No

3. Continuation of Automated Renewal

Katy provided update on process; automatically renewals (3) times, unless reserved

Move to continue automated renewal indefinitely – Schwab

Motion: Guiles

Second: Gorny

Vote: 5-0

4. Collection Development Budget Overview FY 2021-2022

Duperry presented and provided updated overview

Motion: Schwab

Second: Gorny

Vote: 5-0

5. Review of updated Collection Development Policy/Plan

Motion: Guiles

Second: Bunnell

Vote: 5-0

6. Monthly Trustee Reports

Motion: Gorny

Second: Bunnell

Vote: 5-0

OTHER REPORTS

March – May 2021 Statistics Report

Library Director's Report

Trustee Bunnell reported on collection management process

President Clemens adjourned at 2:26 p.m.



Agenda Item No. 2

Date: August 12, 2021

TO: Library Board of Trustees

FROM: Dara Bradds

SUBJECT: Library Fine Free Letter

Recommendation:

Vote to approve Fine Free Proposal Letter

Background:

Trustees will discuss and vote on recommended edits to the letter that will be presented to the City Manager.



Library Board of Trustees
239 S. Kalmia St.
Escondido, CA 92025

July 21, 2021

To: Sean McGlynn, City Manager
From: Escondido Library Board of Trustees
Subject: Elimination of Library Overdue Fines

Dear Mr. McGlynn,

During the formulation of the Escondido Public Library's 2018-2022 Strategic Plan, community input was received recommending increased services to low income patrons. Providing equitable access to all library resources is a primary goal of the Library Board of Trustees, and we believe that the elimination of daily overdue fines will remove a significant barrier to access.

Over the past four years, there has been a growing movement among public libraries to go fine free. Locally, San Diego Public Library went fine free in its 36 locations in 2018, and the San Diego County Library system just announced it will be going fine free in its 33 branches. There is an important distinction between overdue fines and lost item fees. Overdue fines are the daily charges applied to items not returned by their specified due date and are the subject of this recommendation. Lost item fees represent the charges applied to lost, damaged, or unreturned materials and would remain in place after overdue fine elimination.

Numerous studies have been done across the country to look into the financial and social outcomes of this, and all have drawn the same conclusions:

- Overdue fines act as barriers to access for many members of the public, especially those from lower socioeconomic backgrounds and minority groups.
- Cities on the whole collect less than 10% of the overdue fines owed, often spending more in terms of staff time and money on postage in the collecting of these fines than they actually receive.
- Fines contribute to negative interactions with patrons. Often staff have uncomfortable discussions with patrons that are angry or upset over fines. These patrons leave the Library with a negative image and many times not only that patron but the entire family stops using the library. There have been many times when staff have heard stories of parents not allowing their children to check out books because they can't afford the fines, or of children being afraid of the library because of the threat of fines. This is in direct conflict with making the Library welcoming and accessible to everyone.



LBOT Overdue Fine Elimination
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Accumulation of any fines from overdue materials often leads to people no longer using the library. Escondido Public Library's current policy is that once a patron reaches a \$15.00 threshold on fines, they are blocked from checking materials out from the library. Analysis of fines shows that the majority of patrons with blocked accounts are in the 92025 and 92027 zip codes. According to US Census Bureau data, 92025 has the lowest median income per household.

Eliminating overdue fines will also allow library staff to make better use of their time and resources and focus on positive patron interactions versus negative conversations over fines.

It is difficult to parse out exactly how much revenue is collected specifically from overdue fines as that level of granularity is not available in either the library's Integrated Library System or the City's financial system. Instead, a lump sum total representing more than 16 categories of fines and fees (including daily overdue charges, lost item charges, interlibrary loan fees, and replacement library card fees) is reported. However, the COVID-19 pandemic and the subsequent decision to suspend the charging of overdue fines from March 10, 2020 - July 1, 2021 provided a unique insight in that not only were patrons still returning items on time even though there were no overdue fees, but lost item fees were still paid, resulting in an average monthly income of \$911.

It is our belief that the positive outcomes of improving community perception of the library, increasing usage, and reducing barriers to access outweigh the relatively small amount of revenue collected from these overdue fines. It is for these reasons that the Board of Trustees recommends eliminating overdue fines. Thank you for your consideration.

Sincerely,

Carolyn Clemons
President

John Schwab
Secretary

Ron Guiles
Trustee

Mirek Gorny
Trustee

Virginia Bunnell
Trustee

Cc:

Joanna Axelrod, Deputy City Manager/Director of Communications & Community Services
Dara Bradds, Library Director

Agenda Item No. 3

Date: August 12, 2021

TO: Library Board of Trustees
FROM: Dan Wood
SUBJECT: Library Literacy Services Update

Recommendation:

Receive information

Background:

Dan Wood, Head of Youth and Literacy Services, will give an update on the Library Literacy Services Department and talk about how they were affected by COVID, what they learned, and how it changed things for the future.

Agenda Item No. 4

Date: August 12, 2021

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

Recommendation:

Receive information

Background:

The Strategic Planning Committee continues to meet and make progress. Trustee Schwab will give an update on the process.

Agenda Item No. 5

Date: August 12, 2021

TO: Library Board of Trustees

FROM: Trustees

SUBJECT: Informal Trustee Reports

Recommendation:

Receive information

Background:

This is an opportunity for Trustees to share information with each other, library staff, and the community about their library experiences since the last meeting.



Monthly Library Board of Trustees Statistics		June 2021	May 2021	April 2021
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	38,033	33,471	31,393
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	5,871	6,181	5,826
	Total Circulation	49,775	39,652	37,219
	Holds Satisfied	2,950	2,638	3,251
INTER-LIBRARY LOANS:		15	15	7
POPULATION & BORROWERS:		71,232	70,827	70,559
REFERENCE QUESTIONS:	Total Registered Borrowers	5,755	4,738	4,916
	Total Reference Transactions	227	200	208
LIBRARY SERVICES:	Public Service Hours	12,102	9,455	9,726
	Library Visits	1,513	1,276	1,169
ELECTRONIC SERVICES:	Users of Public Internet Computers	3,478	3,591	*3251
	Wireless Sessions	18,049	16,457	15,859
	Number of Website Visits (webs.ite+catalog)	113	89	83
VOLUNTEERS:		1,200	778	511
PROGRAMS:	Total Volunteer Hours	8	9	8
	Kids # of Live, Virtual Programs	73	107	77
	Kids Live, Virtual Program Attendance	7	13	10
	Kids # recordings of program content	251	488	543
	Kids # views of recorded program content	1	1	1
	Teen # of Live, Virtual Programs	2	7	7
	Teen Live, Virtual Program Attendance	1	0	1
	Teen # recordings of program content	8	0	135
	Teen# views of recorded program content	21	26	22
	Adult # of Live, Virtual Programs	244	277	311
	Adult Live, Virtual Program Attendance	5	6	7
	Adult # recordings of program content	81	159	172
	Adult # views of recorded program content	6	4	7
	Total Outreach	48	34	111
	Total Outreach Attendance	30	36	31
LIBRARY SERVICES:	Total # of Live, Virtual Programs	319	391	395
	Total Live, Virtual Program Attendance	13	19	18
	Total # recordings of program content	340	647	856

Please note: Statistics for fiscal year 2021-2022 will have some changes in the way that programs are counted to conform with the California State Library Report. This will change at the next Board Meeting where July 2021 stats will be shown.

Director's Report



Summer Virtual Activity Challenge 2021

Activity Book

BABIES KIDS TWEENS TEENS ADULTS



Sponsored by the Friends of the Escondido Public Library

The SVAC Enrollment for Youth Services totaled 560 participants with 76 babies, 235 kids, 156 tweens, and 93 teens.

Page Turner was a huge part of the Summer Activity Challenge! We had so many parents and families comment that it was a great addition to the events.

We want to express our appreciation to the Friends for supporting this program.

We were able to collaborate with several local agencies, including California State Parks, the Palomar Audubon Society, San Diego Children's Discovery Museum, Birch Aquarium, and San Diego Botanic Garden and create an activity book where all ages and levels were our target audience!

We printed out 300 and all were distributed within the first week and a half of the beginning SVAC. This was a huge hit with our community and local partners!

Kids Craft Kits: we created 12 craft kits for the different age groups participating in SVAC- Total number handed out was 384! This was separate from the Inclusive Art

Club craft kits where we created two additional crafts and a total of 220 handed out to very pleased families.

GOALS	OWNER	MILESTONES	JULY
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Seed Swap, Artsy Adult Crafts, and Backyard Birding 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	Writing Competition with 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
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 area groups to share our programs and stream through each other's
Support community events through continued partnership with	Katouzian, Wood	In Progress	

Escondido Arts and City of Escondido			social media to expand our audiences.
CONNECT- through in library programming			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Planning for in person programs in August
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Planning for in person programs in August
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	We have confirmed all of our RLSL businesses for the year ahead.
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	Career Program, now offering Brainfuse's JobNow and VetNow online resources
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 will visit 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.
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 provided Tax Document pick up in July and served as a ballot drop off location for the 2020 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 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.