

*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 December 9, 2021

### **CURRENT BUSINESS**

2. Review of COVID At-Home Test Kit Program
3. Strategic Plan Committee Survey and Focus Group Update
4. Review City Manager Meeting with Board President and Secretary Regarding New Library
5. Library Trust Report
6. Vote on Library Hours
7. Presentation on Library Infrastructure Grant

**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	February 10, 2022	2:00 p.m.	City Council Chambers
Thursday	March 10, 2022	2:00 p.m.	City Council Chambers
Thursday	April 14, 2022	1:00 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**  
**December 9, 2021 Meeting Minutes**

**CALL TO ORDER:** 2:00 p.m.

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

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

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

**ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

**1. Approval of Minutes from the Library Board of Trustees Meeting on November 4, 2021.**

Motion: Guiles

Second: Schwab

Vote: 5-0

**CURRENT BUSINESS**

**2. Update on Strategic Planning Committee**

Trustee Schwab provided an update on the Strategic Planning Committee. The outreach survey closed on November 29. Focus Group scheduled for the week of January 10. Results will be reviewed in February.

**3. Discuss the Library Board of Trustees New Trustee Checklist/Handbook**

Trustee Schwab provided a draft orientation checklist for future Trustees. Requested input from Trustees. Final version will be presented in January.

**OTHER REPORTS**

**Statistics Report**

Katy Duperry provided an update regarding the Dia De Los Muertos event. Conducted public outreach at the Escondido World Market.

**Library Director's Report**

**Trustee Reports**

**ADJOURNMENT**

President Clemens adjourned the meeting at 2:22 p.m.



**MEETING AGENDA**  
Library Board of Trustees  
\*Special Meeting\*  
**Thursday, January 27, 2022**  
**1:00 p.m.**  
City Council Chambers

Agenda Item No. 2

Date: January 27, 2022

**TO:** Library Board of Trustees  
**FROM:** Katy Duperry, Interim Library Director  
**SUBJECT:** Review of COVID At-Home Test Kit Program

**Recommendation:**

Receive information

**Background:**

County of San Diego's Health and Human Services Agency received rapid COVID test kits as part of a California State initiative, and sent them to public libraries in San Diego County for free, public distribution. On Thursday, December 23, Escondido Public Library received 2,000 test kits. Each test kit had two COVID rapid tests. Distribution began on Monday, December 27, and followed HHSA's guidelines of issuing one kit per person per day, and not promoting anything on social media platforms. The Library ran out of kits on Wednesday December 29, at 7 p.m. The libraries have been told that there are no more kits expected, and the State will be issuing kits to school districts next.



**MEETING AGENDA**  
Library Board of Trustees  
\*Special Meeting\*  
**Thursday, January 27, 2022**  
**1:00 p.m.**  
City Council Chambers

Agenda Item No.3

Date: January 27, 2022

**TO:** Library Board of Trustees  
**FROM:** Secretary Schwab and Interim Director Katy Duperry  
**SUBJECT:** Strategic Plan Committee Survey and Focus Group Update

**Recommendation:**

Receive information

**Background:**

From Debbie Joy, Marketing Director at Library Systems and Services:

*We had a wonderful, productive week with in-person and virtual focus groups the week of January 10. The final virtual focus group was held on Wednesday, January 19. We also conducted personal interviews with Library staff, City Councilmembers and City staff. We also had five sessions conducted by Escondido Education Compact's Maribel Reyes and staff for Compact customers.*

*We are excited to share preliminary impressions with the Library Board but have not had time yet to meet with Maribel and Compact staff, review notes and recordings, and meet with the Strategic Planning Committee. Once this is accomplished we will share with the Board.*

**Stats:**

639 total surveys were completed - 24 Spanish and 615 English.

Six English language focus groups were held the weeks of 1/10 and 1/17, including three in-person, two virtual, and the Community Alliance for Escondido (CAFÉ) monthly meeting, with 64 attendees. Additionally, four Spanish language focus groups were held with 44 attendees.

Receive update from Secretary Schwab on his observations from Focus Groups.



**MEETING AGENDA**  
Library Board of Trustees  
\*Special Meeting\*  
**Thursday, January 27, 2022**  
**1:00 p.m.**  
City Council Chambers

Agenda Item No.4

Date: January 27, 2022

**TO:** Library Board of Trustees

**FROM:** President Clemens

**SUBJECT:** Review City Manager Meeting with Board President and Secretary Regarding New Library

**Recommendation:**

Receive information

**Background:**

Information from the City Manager meeting discussion regarding a new library.



**MEETING AGENDA**  
Library Board of Trustees  
\*Special Meeting\*  
**Thursday, January 27, 2022**  
**1:00 p.m.**  
City Council Chambers

Agenda Item No.5

Date: January 27, 2022

**TO:** Library Board of Trustees  
**FROM:** Katy Duperry, Interim 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  
 \*Special Meeting\*  
**Thursday, January 27, 2022**  
**1:00 p.m.**  
 City Council Chambers

City of Escondido Library Trust Fund 004					
FY 2021-22 through December 31, 2021					
Account #	Account Description	Amount	Description of Activity		
<b>General Library Trust</b>					
3050	Beginning Fund Balance, 07/01/2021	\$ 419,511.44	*Closed out designated funds for Literacy and Pioneer Room to FB.		
4601	Revenues, 07/01/2021 - 12/31/2021 Library Trust Dividends	1,206.77	Signal Hill Petroleum & JP Oil Dividends		
4609	Investment Earnings	(734.64)	City Investment Pool allocated based on the cash balance in the Library Trust Fund. Negative due to interest receivable.		
4621	Library Sales	26.00	Sale of Headphones, Library Tote Bag, and USB Flash Drive		
4990	Other Revenue	18,515.84	Reimbursements from CENIC grant		
	<b>Total Revenues</b>	<b>\$ 19,013.97</b>			
	<b>FY 2021/22 Budgeted Expenditures</b>	<b>Beginning Budget</b>	<b>Actual Expenditures</b>	<b>Remaining Budget</b>	
400501	Neihoff Donation	36,493.00	-	36,493.00	
400509	Library Trust Special Projects	7,197.67	-	7,197.67	
400819	Library Technology	38,788.64	6,253.88	32,534.76	
400839	Literacy Projects	11,644.27	-	11,644.27	
408201	Pioneer Room	30,975.00	-	30,975.00	
409201	Youth Services-Library	25,000.00	-	25,000.00	
409501	Library Books-Supplemental	15,525.69	-	15,525.69	
	<b>Total Expenditures</b>	<b>\$ 165,624.27</b>	<b>\$ 6,253.88</b>	<b>\$ 159,370.39</b>	*This is the remaining balance of budgeted projects.
	<b>Ending Fund Balance, 12/31/2021</b>	<b>432,271.53</b>			This balance includes actual expenditures.
	<b>Remaining Project Budgets*</b>	<b>(159,370.39)</b>			
	<b>Available Fund Balance for Future Projects, 12/31/2021</b>	<b>\$ 272,901.14</b>			This balance includes budgeted expenditures.



**TO:** Library Board of Trustees  
**FROM:** Katy Duperry, Interim Library Director  
**SUBJECT:** Vote on Library Hours

**Recommendation:**

Receive information, vote to approve hours

**Background:**

On June 10, 2021 the Library Board of Trustees approved a 6-month test of library hours which included expanded evening hours during the week and no Sunday hours.

Monday, Friday, and Saturday 9 a.m. to 6 p.m.

Tuesday, Wednesday, and Thursday 9 a.m. to 8 p.m.

It is the recommendation of the Escondido Public Library staff that the Library Board of Trustees approve adopting these hours permanently.

Our analysis of door counts, circulation, public comments, and policy changes in addition to increasing programming all support the proposed hours.

Door Counts

When the recommendation to alter the hours was originally brought forward, the following data was presented showing that Sundays are the least-popular, least-utilized day amongst library users. When analyzing the same time period (1 p.m.-5 p.m.) from each open day in September 2019, the following pattern emerged:

Day	Total visitors for month	Number of days in month	Average
Sundays*	1814	5	362.8
Mondays	2018	4	504.5
Tuesdays	2011	4	502.75
Wednesdays	1825	4	456.25



Thursdays	1912	4	478
Fridays	1304	3	434.6667
Saturdays	1762	4	440.5

\*No programming due to staffing limitation.

If we look at the comparable month data from 2021 for a trend, we are seeing the same trend as we saw in 2019 with Monday through Thursday as the most popular days. These are also the optimal days for additional programming in the later hours when we are closed on Sundays.

In order of popularity: Mondays, Tuesdays, Thursdays, Wednesdays, Saturdays, Fridays.

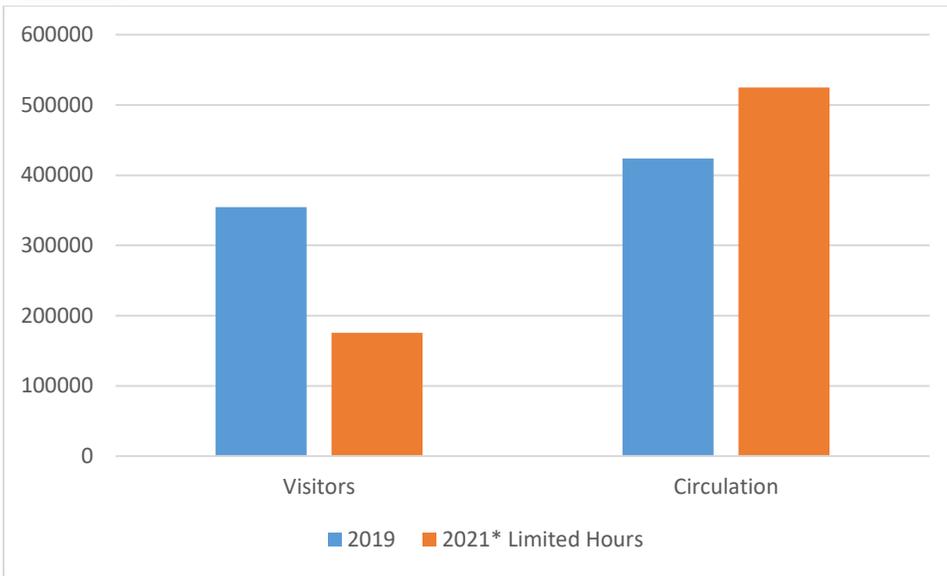
Here's the same data from September 2021:

Day	Total visitors for month	Number of days in month	Average
Mondays	855	2	427.5
Tuesdays	1861	4	465.25
Wednesdays	1507	5	301.4
Thursdays	1642	5	328.4
Fridays	803	3	267.6667
Saturdays	1118	4	279.5

It is difficult to quantify hourly usage using door count data due to changes in Library use overall resulting from the ongoing COVID-19 pandemic so we also looked at circulation data.

Circulation Data

The circulation data shows that our community is accessing materials at a higher rate. In 2019 (the last pre-COVID year with our former hours), the Library saw 354,445 visitors to the Library and circulated 423,958 items. We held 500 programs that year, with 17,314 in attendance. By comparison, in 2021 (**closed all of January, and had limited hours until mid-June**), we had 175,383 visitors to the Library, and circulated 524,707 items. So our visitor counts were lower possibly due to the closures but our circulation counts were up 20%. The hours also allowed us to add programming. We held 550 programs (500 programs 2019), with 5,804 in attendance. The chart below illustrates that when making this decision, we also need to consider circulation and our ability to add additional programming when our patrons are more likely to come to the Library.



### Policy Changes

It is also very likely that recent policy changes adopted by the Board of Trustees (listed below) have resulted in community members using the library less often but more efficiently.

- Removing media fees
- Removing overdue fines
- Allowing for automatic renewals
- Extended checkout periods

### Patrons Feedback

While the feedback from patrons is limited, we have found anecdotally that people are grateful for the later evening hours – especially students and working professionals. It should also be noted that we have only received one comment expressing dissatisfaction that we are not open on Sunday.



**MEETING AGENDA**  
Library Board of Trustees  
\*Special Meeting\*  
**Thursday, January 27, 2022**  
**1:00 p.m.**  
City Council Chambers

Agenda Item No.7

Date: January 27, 2022

**TO:** Library Board of Trustees  
**FROM:** Joanna Axelrod, Deputy City Manager/Director of Communications and Community Services  
**SUBJECT:** Presentation on Library Infrastructure Grant

**Recommendation:**

Provide Direction

**Background:**

Deputy City Manager/Director of Communications & Community Services Joanna Axelrod will provide the Board with an update on the Building Forward Library Infrastructure Program grant and seek the Board's direction on applying for the grant and their vision for future library services.



# Escondido Public Library

**MEETING AGENDA**  
 Library Board of Trustees  
 \*Special Meeting\*  
**Thursday, January 27, 2022**  
**1:00 p.m.**  
 City Council Chambers

Monthly Library Board of Trustees Statistics	November 2021	October 2021	September 2021
<b>CIRCULATION:</b>			
Physical Materials (Books, media, museum passes, laptops)	33,118	35,897	34,918
eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	5,629	5,775	5,755
Total Circulation	38,747	41,672	40,673
Holds Satisfied	2,559	2,603	2,358
ILLs Checked Out	5,873	0	14
<b>INTER-LIBRARY LOANS:</b>			
Total Registered Borrowers	73,545	73,154	72,662
<b>REFERENCE QUESTIONS:</b>			
Total Reference Transactions	5,873	6,419	6,422
Public Service Hours	226	258	217
<b>LIBRARY SERVICES:</b>			
Library Visits	14,291	15,957*	18,695
Users of Public Internet Computers	1,739	1,731	1,655
Wireless Sessions	5,276	5,975	5,781
<b>ELECTRONIC SERVICES:</b>			
Number of Website Visits (website+catalog)	15,653	16,986	17,283
<b>VOLUNTEERS:</b>			
Total Volunteers	131	134	125
Total Volunteer Hours	1,583	1,829	1,750
<b>PROGRAMS:</b>			
# of live, in-person programs	29	37	24
Live, in-person attendance	706	1020	527
# of live, virtual programs	11	14	10
Live, virtual program attendance	80	90	68
# of pre-recorded programs	31	8	6
# of views of recorded program content	6	8	9
# of live, off site programs (outreach)	3	2	16
Live, off site program (outreach) attendance	228	20	53
# of take home kits given out	0	46	172

\*gates were down for at least two days so we're missing some of our visit data

### Director's Report

Youth Services had a quiet month in December to close out the year. They hosted the annual Holiday Tree Trimming event that featured a special guest visit from you know who (our very own Peter Lopez from Customer Service!). Kids and families delighted in the holiday festivities and getting a chance to take a picture with Santa. Adult Services saw robust attendance at its programs, with 20 attendees at Board Game Café, 24 attendees at the Virtual Pop Culture Panel Series: Jane Austen Retellings, and 31 attendees at 2<sup>nd</sup> Saturday Concert featuring the Division Men.

GOALS	OWNER	MILESTONES	December
<b>CONNECT- bring people and groups together</b>			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	
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
<b>CONNECT- through marketing</b>			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	<b>Weekly Social Media updates on the library Mural, Strategic Plan Survey</b>
<b>CONNECT- through outreach</b>			
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	
<b>CONNECT- through in library programming</b>			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	<b>Virtual Kids! Poetry Annual, Virtual Cover Letter Writing</b>
<b>CONNECT- through economic development</b>			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	In person programming continued in December.
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	Sent the 2022 RLSL agreements in December

Offer workforce readiness and development programs	Katouzian, Wood	In Progress	Virtual Cover Letter Program
<b>INSPIRE</b>			
<b>INSPIRE- quiet study through inviting space</b>			
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.
<b>INSPIRE- productivity through efficient space for meetings and business</b>			
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	
<b>INSPIRE- through excellent collection</b>			
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
<b>INSPIRE- through support to school communities</b>			
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	Purchased subjects for curriculum in science, STEM, history, and several biographies for elementary grades
<b>INSPIRE- new skills through basic emerging technology</b>			

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	.
<b>GROW- services for patrons of all educational and socioeconomic levels</b>			
<b>GROW- Services to nonusers</b>			
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	<b>In Progress</b>	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.
<b>GROW- services to low-income patrons</b>			
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 2 <sup>nd</sup> quarter 2022.
<b>GROW- services beyond EPL's neighborhood</b>			
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
<b>Action Step/ Kaizen Events (Any action whose output is intended to be an improvement to the existing process)</b>			
Provide quality storytimes, training and materials to children, parents and caregivers	Wood	<b>In Progress</b>	<b>Storytimes have returned to in person programming.</b>
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	<b>In Progress</b>	<b>Cathy hosted in-person teen programs in December, including TeenTasticFunTime,</b>

			<b>and Teens Go to the Movies.</b>
<b>Provide engaging life skills programs for teens</b>	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.