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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 September 8, 2021.

CURRENT BUSINESS

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	December 9, 2021	2:00 p.m.	City Council Chambers
Thursday	January 13, 2022	2:00 p.m.	City Council Chambers
Thursday	February 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
September 8, 2021 Meeting Minutes

CALL TO ORDER

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

Members Absent: Trustee Mirek Gorny

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

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 August 12, 2021.

Motion: Guiles

Second: Schwab

Vote: 4-0 (Gorny - Absent)

CURRENT BUSINESS

2. Library IQ Presentation

Lauren Lee presented an overview of Library IQ.

3. Blocked Account Assistance

Trustee Schwab provided an update on blocked account assistance.

4. Informal Trustee Reports

President Clemens – Started using the Libby App to read books and access audio books.

Trustee Bunnell – Expressed appreciation for automatic renewal for library memberships.

Trustee Guiles – Attended a Friends of the Escondido Library Board Meeting.

OTHER REPORTS

Statistics Report

Library Director's Report

Dara Bradds announced that on September 1, 2021 the Escondido Library stopped charging fees for overdue books.

ADJOURNMENT

President Clemens adjourned the meeting at 3:06 p.m.



MEETING AGENDA
Library Board of Trustees
SPECIAL MEETING
Thursday, November 4, 2021
2:00 p.m.
City Council Chambers

Agenda Item No. 2

Date: November 4, 2021

TO: Library Board of Trustees
FROM: President Clemens
SUBJECT: Strategic Planning Committee progress

Recommendation:

Receive information

Background:

Update on the committee's progress and outreach.

Agenda Item No.3

Date: November 4, 2021

TO: Library Board of Trustees

FROM: President Clemens

SUBJECT: Library Hours

Recommendation:

Receive information

Background:

Update on new library hours. Feedback and door count since July.

Agenda Item No. Agenda Item No.4

Date: November 4, 2021

TO: Library Board of Trustees

FROM: Dara Bradds

SUBJECT: Update on Interior Design

Recommendation:

Receive information

Background:

Share progress of design plans.

Agenda Item No. Agenda Item No.5

Date: November 5, 2021

TO: Library Board of Trustees

FROM: Dara Bradds

SUBJECT: Update on Business Partnerships

Recommendation:

Receive information

Background:

Share current and potential partnerships.

Agenda Item No.6

Date: November 4, 2021

TO: Library Board of Trustees

FROM: John Schwab

SUBJECT: LBOT Handbook

Recommendation:

Receive information

Background:

Consider creating a handbook for trustees.



Monthly Library Board of Trustees Statistics		September 2021	August 2021	July 2021
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	34,918	42,393	37,938
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	5,755	5,998	6,026
	Total Circulation	40,673	48,391	43,964
	Holds Satisfied	2,358	2,536	2,874
INTER-LIBRARY LOANS:		14	10	9
POPULATION & BORROWERS:		72,662	72,150	71,713
REFERENCE QUESTIONS:	Total Registered Borrowers	6,422	5,731	5,918
	Total Reference Transactions	217	260	260
LIBRARY SERVICES:	Public Service Hours	18,695	16,629	15,523
	Library Visits	1,655	1,705	1,668
ELECTRONIC SERVICES:	Users of Public Internet Computers	5,781	4,971	3,783
	Wireless Sessions	17,283	17,693	18,287
	Number of Website Visits (website+catalog)	125	124	123
VOLUNTEERS:	Total Volunteers	1,750	1,738	1,328
	Total Volunteer Hours	24	4	0
PROGRAMS:	# of live, in-person programs	527	82	0
	Live, in-person attendance	10	18	30
	# of live, virtual programs	68	174	287
	Live, virtual program attendance	6	0	1
	# of pre-recorded programs	9	0	11
	# of views of recorded program content	16	10	8
	# of live, off site programs (outreach)	53	66	74
	Live, off site program (outreach) attendance	172	244	703
# of take home kits given out				

Director's Report

In September, we had more in person programs return to the library. These included two All-Inclusive Art Club (33 attendees), two Baby Lapsits (33 attendees), Baby Storytime (20 attendees), one Paws for Reading (42 attendees), two Knights Realm Chess Club (42 attendees), one Rated G Book Club (8 attendees), one Teen Book Club (8 attendees), one TeenTasticFunTime (15 attendees), and one Teens Go to the Movies (11 attendees).

Adult Services hosted the Annual Succulent Swap (106 attendees) and Movie Matinee (7 attendees) in person. Other programming included hybrid programs, like two Escondido Writers' Groups (19 in person and 13 on Zoom) and two SDCC Book Club (5 in person and 19 online).

We have added another Librarian 1, Kathryn Colvin who started her position in Adult Services.

The library mural is nearing completion. The artist requested a slight extension, and will wrap up her work no later than November 13.

GOALS	OWNER	MILESTONES	September
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Succulent Swap and Movie Matnee
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	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 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	In person programs returned in August for YS and in September for AS.
CONNECT- through economic development			

Support enrichment with expanded programs	Katouzian, Wood	In Progress	In person programming will continue in October.
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 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.
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.

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