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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 Virginia Bunnell, Trustee John Schwab, Trustee Mirek Gorny, Trustee Ron Guiles

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 October 13, 2022.

CURRENT BUSINESS

2. Annual Report Change from Calendar to Fiscal Year
3. Strategic Plan Goals Section 3: Support Escondido Economy

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	December 8, 2022	2:00 p.m.	City Council Chambers
Thursday	January 12, 2023	2:00 p.m.	City Council Chambers
Thursday	February 9, 2023	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/>

OCTOBER 13, 2022 SPECIAL MEETING MINUTES

CALL TO ORDER: 1:00 p.m.

Trustees Present: President Carolyn Clemens, Trustee Mirek Gorny, Trustee John Schwab, Secretary Virginia Bunnell and Trustee Ron Giles

LS&S Staff Present: Dara Bradds; Library Director and Aspen Hill, Library Operations Manager

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 September 8, 2022

Motion: Schwab

Second: Gorny

Approved: 5-0

CURRENT BUSINESS

2. Customer Service Update

Aspen Hill provided an update concerning customer service at the Library.

3. Clean up of Library Trust Categories

Motion to combine as many accounts as possible back into the General Library Trust 434 Account: Clemens; Second: Schwab;

Approved: 5-0

4. Strategic Plan Goals Section 2: Embrace Emerging Services

Dara Bradds presented an update and the Trustees provided feedback on their preferred reporting practices.

OTHER REPORTS

Statistics Report

Library Director's Report

Trustee Library Use Report

Gorny – Commended staff for the programs at the Library.

Clemens – Visited the San Diego Children’s Discovery Museum. Would like to explore the possibility of expanding the partnership with the Library and the museum, specifically around parental education.

Guiles – Met with the Kent Baker of the Escondido History Center and they would like to work with the Pioneer Room to promote the history of Escondido.

Schwab – Would like to know the status of the partnership with the Palomar Branch Library.

ADJOURNMENT

President Clemens adjourned the meeting at 1:44 p.m.

PRESIDENT

CITY CLERK



Agenda Item No.2

Date: November 10, 2022

TO: Library Board of Trustees
FROM: Katy Duperry, Assistant Library Director
SUBJECT: Annual Report Change from Calendar to Fiscal Year

Recommendation:

Vote to approve

Background:

Escondido Public Library produces an annual report detailing the highlights of what the Library accomplished in the previous year, as well as comparative statistics for standard metrics such as circulation, visits, etc. Currently, the annual report is produced in the first quarter of each year and details the previous calendar year. However, all other official reports are taken on a July-June fiscal year, including the California State Library Report, the main statistical report all California libraries submit. It is the recommendation of Escondido Public Library administration to change the annual report to cover the same fiscal year time period as the California State Report in order to provide consistent metrics and data. This would change the annual report publication from first quarter to third quarter, so the next annual report would cover July 1, 2022-June 30, 2023 and would be published by end of September 2023, and each September moving forward.



Agenda Item No.3

Date: November 10, 2022

TO: Library Board of Trustees
FROM: Katy Duperry, Assistant Library Director
SUBJECT: Strategic Plan Goals Section 3: Support Escondido Economy

Recommendation:

Provide direction

Background:

Update the Library Board of Trustees on the status of how Escondido Public Library supports the Escondido economy as outlined by the Strategic Plan.

3) SUPPORT ESCONDIDO ECONOMY

Goal Statement: EPL offers materials, technology, programs, and spaces to support local businesses and for residents to learn, connect and have fun.

Strategy	Objective	Timeline	Status
Support employment.	Bring job seekers and employers together by hosting or co-hosting one job fair.	FY 2023–2027	Adult Services Principal Librarian Azar Katouzian is planning the annual career fair for February 2023. She is also planning two resume writing workshops for the first quarter of 2023.
Enhance technology training and access.	Increase patron online safety by offering three social media safety and best practices classes.	FY 2024–2027	Social Media Team will begin brainstorming tips for a printed book mark and ideas for a class at the November 9 Social Media Team Meeting
Modify the current facility. (Objectives in this category depend on infrastructure grant or other capital funding.)	Increase digital equity by offering two quiet, private spaces for technology use or study.	FY 2024–2027	Study Rooms are part of the \$10 million Infrastructure Grant; completion planned for 2026.
	Improve amenities by offering a high quality coffee bar with snacks. Release an RFP for private operation with contractual obligations for hours of operation and products.	FY 2025–2027	Dependent on funding post-infrastructure grant
	Attract new users by providing space for maker equipment and/or a library of things.	FY 2026–2027	Dependent on funding post-infrastructure grant
	Engage elementary and middle grade students by offering a STEAM area for coding, robotics, etc.	FY 2026–2027	EPL's Youth Services department has worked Dr. Sinem Siyahhan at CSUSM's School of Education to host STEM classes at the Library for the past two years in the Turrentine Room. This program gives 20-25 children, ages 9-13 (4 th -8 th grade) the opportunity for hands on STEM learning, and student teachers from CSUSM the



Escondido Public Library

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

			opportunity to do hands on teaching. CSUSM recently secured grant funding, and this program will continue for the next 5 years. The next set of weekly classes are planned for February-April 2023.
	Create more welcoming spaces by making one improvement to the facility annually as funding permits.	FY 2024–2027	Dependent on funding post-infrastructure grant
Provide off site services.	Investigate collaboration with business by considering pop-up services in local retail and government spaces. Identify one space for a pilot project.	FY 2025–2027	Will begin discussion in 2024.

Monthly Library Board of Trustees Statistics		September 2022	August 2022	July 2022
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	38,068	41,717	43,138
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,553	7,355	6,923
	Total Circulation	44,621	49,072	50,061
	Holds Satisfied	2,217	2,490	2,383
INTER-LIBRARY LOANS:	ILLs Checked Out	4	3	1
POPULATION & BORROWERS:	Total Registered Borrowers	78,178	77,615	77,100
REFERENCE QUESTIONS:	Total Reference Transactions	5,276	6,345	6,032
LIBRARY SERVICES:	Public Service Hours	233	271	249
	Library Visits	19,198	20,186	19,336
ELECTRONIC SERVICES:	Users of Public Internet Computers	1,953	2,280	2,025
	Wireless Sessions	28,650	29,209	25,659
	Number of Website Visits (website+catalog)	16,699	18,849	19,492
VOLUNTEERS:	Total Volunteers	135	148	152
	Total Volunteer Hours	1,527	1,622	1,767
PROGRAMS:	# of live, in-person programs	46	32	42
	Live, in-person attendance	1600	1034	1876
	# of live, virtual programs	1	4	7
	Live, virtual program attendance	34	14	27
	# of pre-recorded programs	0	2	7
	# of views of recorded program content	0	4	15
	# of live, off site programs (outreach)	4	5	1
	Live, off site program (outreach) attendance	376	276	44
	# of take home kits given out	20	60	184

Director's Report

On Wednesday, October 26, Escondido Public Library launched Link+. Link+ is a union catalog of materials from over 72 California libraries, including public and academic. Link+ gives patrons access to over 6.5 million titles. It is a free, interlibrary loan service that is available through the Library catalog- no need for paper forms. A courier comes daily Monday-Friday to pick up and drop off Link+ items. Items loan out for 21 days and renew for an additional 21 days if there are no holds. Escondido is able to provide Link+ via the SERRA Cooperative. It is completely funded for the next five years. We are soft launching this service for the month of November, letting patrons discover it organically or via word of mouth. The soft launch will allow staff the ability to work out any kinks before we do a full marketing campaign in December, including a news release, eNewsletter, social media posts, and print fliers and posters.

In September, the Adult Services Department hosted 9 programs with 140 attendees. Most popular was the 2nd Saturday Concert featuring the Daily Fare, a duo of Northern-born songwriters whose musical influences range from Judy Garland and Adele to Beethoven and Bach, with a healthy dose of Broadway, punk cabaret, and 80s ballads sprinkled in the mix. This concert had 44 attendees: 9 virtual and 35 in person. Also popular were the two sessions of Meditation and Mindfulness with a guest instructor, which had 20 attendees at the first session and 13 at the second session.

Youth Services had a busy month, providing 29 programs for kids, teens, and families that garnered 1,490 attendees. Earlier this year, Children's Librarian Maureen Hogan was awarded the \$5,000 California Humanities Innovation Lab grant, intended to provide programs and resources for immigrant communities. In September, Youth Services hosted the first two programs funded by this grant: The Mid-Autumn Moon Festival, on September 8, and South American Adventure on September 29. The Mid-Autumn Moon Festival hosted local author Dr. Virginia Loh-Hagan, who told a story about the Chinese Mid-Autumn Festival. Participants then made a lantern craft, and ate Chinese Moon Cakes. 44 people of all ages attended this event. The South American Adventure featured bilingual storyteller Georgette Baker, who performed an interactive musical storytime about South American countries. Cultural artifacts were available for show and tell. 36 people of all ages attended this event.

The Literacy Department began their English as a Second Language classes in mid-September. There are currently 11 people enrolled in the beginner level class, and 3 enrolled in the level 2 class. Classes meet weekly. There is still strong interest in the ESL program, and Literacy staff are conducting assessments for new classes in the Spring. Two staff, Ilana Norris and Marcella Calderon, have been hired to assist with Literacy in addition to Myrna Montañó and Sheila Rodriguez. These positions are funded by the ESL grant.

The Pioneer Room opened their latest gallery exhibition, *Grape Day Festivals*, on September 10. This exhibition features photographs of Grape Day Festivals from 1905-1947. Additionally, the Pioneer Room hosted an outreach booth at the Grape Day Festival on Saturday, September 10. Pioneer Room staff Ashley Hays and Abril Ruiz Erives spoke to 204 attendees about the amazing resources the Pioneer Room has to offer.