



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 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 November 10, 2022.

CURRENT BUSINESS

2. Decide Dates and Times for Special 2023 Meetings
3. Job Readiness Room Update
4. Topics for February 2023 City Council Presentation
5. Review Bylaws
6. Strategic Plan Goals Section 4: Resilience

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	*** January 2023 *** Special Meeting	2:00 p.m.	City Council Chambers
Thursday	February 9, 2023	2:00 p.m.	City Council Chambers
Thursday	March 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/>

NOVEMBER 10, 2022 MEETING MINUTES

CALL TO ORDER: 2:00 p.m.

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

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

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

ORAL COMMUNICATIONS

None.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on October 13, 2022

Motion: Guiles

Second: Schwab

Approved: 5-0

CURRENT BUSINESS

2. Annual Report Change from Calendar to Fiscal Year

Motion: Guiles

Second: Clemens

Approved: 5-0

3. Strategic Plan Goals Section 3: Support Escondido Economy

Katy Duperry presented the updated Strategic Plan Goals.

OTHER REPORTS

Statistics Report

Library Director's Report

Katy Duperry informed the Board that the Library is starting to use Link+, which is an interlibrary loan service.

Joanna Axelrod provided an update on the Library Grant recently awarded to the City of Escondido and the partnership with Palomar College Library.



Trustee Library Use Report

Gorny – Visited the Library while dropping off his ballot. Walked through the Youth Services section with his son.

Guiles – Expressed appreciation for the Library.

Bunnell – Impressed by the cultural recognition the Library integrates into its programming.

Clemens – Pleased with the progress made at the Library over the last year.

ADJOURNMENT

President Clemens adjourned the meeting at 2:27 p.m.

PRESIDENT

CITY CLERK

Agenda Item No.2

Date: December 8, 2022

TO: Library Board of Trustees
FROM: Katy Duperry, Assistant Library Director
SUBJECT: Decide Dates and Times for Special 2023 Meetings

Recommendation:

Vote on dates/times

Background:

The following 2023 Library Board of Trustees meetings need to be moved due to the City Council Chambers having a schedule conflict:

January 12, April 13, July 3, and October 12

The options are:

- 1.) To move the meetings to the morning on the same dates (meeting would have to end by 1 p.m.)
- 2.) To move the meetings to the first Thursday of the month, or the third Thursday of the month at the regular time.

January: 1/5 or 1/26

April: 4/6 or 4/27

July: 7/6 or 7/27

October: 10/5 or 10/26

Agenda Item No.3

Date: December 8, 2022

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: Job Readiness Room Update

Recommendation:

Receive Information

Background:

The Job Readiness Room is an initiative of the Innovate 78 Economic Development Departments that was piloted by the Carlsbad Innovation & Economic Development Department. The program works in partnership with local Chambers of Commerce to provide online job-readiness training for people pursuing entry-level positions and connect them with local businesses seeking employees. Participants can also work with a learning success coach. In addition to teaching job readiness, students who complete five courses are matched with employers for interviews. We will launch the JRR in 2023, shortly after staff has a chance to familiarize themselves so they can coach patrons on how to use the site. We will promote the launch in our newsletter and on our social media. Anyone interested in exploring the site now can do so by going to carlsbad.bendable.com.

Agenda Item No.4

Date: December 8, 2022

TO: Library Board of Trustees
FROM: Carolyn Clemens, Library Board of Trustees President
SUBJECT: Topics for February 2023 City Council Presentation

Recommendation:

Vote on topics for the February 2023 City Council Presentation

Background:

On Wednesday, February 15, the Library Board of Trustees will give a presentation at the City of Escondido City Council Meeting. The Board will put together a 10-minute presentation with a slide deck. The Board needs to decide on the topics they will present on.



Agenda Item No.5

Date: December 8, 2022

TO: Library Board of Trustees
FROM: Carolyn Clemens, Library Board of Trustees President
SUBJECT: Review Bylaws

Recommendation:

Review and if needed, vote to update bylaws.

Background:

Bylaws are on the following pages for review.

BYLAWS

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the Escondido Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the Escondido Public Library Board of Trustees resides in the State of California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900-18965.

ARTICLE II. MISSION AND PURPOSE

The primary mission of the Escondido Public Library Board of Trustees is to be vocal and energetic advocates for the essential services that the Escondido Public Library provides to our community and to give sound and timely advice and counsel to the Escondido City Council and the Director of Library and Community Services on the development of plans, policies and programs that are responsive to community needs and desires. Areas of focus include:

- Reviewing and approving policies and fees recommended by staff;
- Recommending long-range plans regarding facilities, staff and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions;
- Generating public support and participation in library programs; and
- Determining expenditures of library trust funds.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment of the Trustees:

The Escondido Public Library shall be overseen by a Board of Library Trustees, consisting of five members, to be appointed by the Mayor of the City of Escondido, with the consent of the City Council. Appointees must reside or work within the General Plan area of the City of Escondido.

Section 3.2 Term of Office:

The Trustees shall hold office for three years. Rotations of terms is such that one of their number shall go out of office at the end of the one fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter.

Section 3.3 Vacancies:

Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

Section 3.4 Compensation:

All Board members shall serve without compensation, except for the reimbursement of expenses related either to the business of the Board or to the training of members.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings:

The Library Board of Trustees shall meet on the second Thursday of each month at 2:00 p.m. in the City Council Chambers, City Hall, 201 N. Broadway, Escondido, California, or at a time determined by three members of the Board.

Section 4.2 Special Meetings:

Special meetings may be called at any time by three Trustees, by written notice served upon each member at least 72 hours before the time specified for the proposed meeting. Special meetings must be noticed to the public at least 72 hours before the meeting time, as required by the Ralph M. Brown Act.

Section 4.3 Meetings Open to the Public:

All meetings, including subcommittees, task force, ad hoc committee, etc., of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

Section 4.4 Quorum:

Three members of the Board shall constitute a quorum for the transaction of business.

Section 4.5 President and Secretary:

The Board shall elect one of its number President and one as Secretary, who shall serve for one year and until their successors are elected.

Election of the two officers shall take place at the May meeting.

Section 4.5.1. Duties of the President and Secretary:

The President shall preside at meetings and may appoint members to special committees. The Secretary shall certify Board minutes and shall preside at meetings in absence of the President.

Section 4.6 Agenda:

The agenda for Board meetings is set by the Director of Library and Community Services with input from the Board. Any Board member may request that an item be placed on the agenda; such requests shall be made to the Director of Library and Community Services. The Director of Library and Community Services will review the proposed agenda with the President of the Board at least one week before the meeting date.

Section 4.7 Record of Proceedings:

The Board shall cause a proper record of its proceedings to be kept and shall send a certified copy of the approved minutes of each meeting to the City Clerk of the City of Escondido.

Section 4.8 Parliamentary Procedure:

The current edition of Robert's Rules of Order, when not in conflict with these Bylaws, shall govern the proceedings of the Board.

Section 4.9 Attendance:

Failure of Trustees to regularly attend meetings often results in inefficient and nonproductive meetings for other Trustees, library staff and the public. As a result, each Trustee shall affirm his or her personal appearance at the next upcoming meeting to the Library Director or his/her designee no later than 48 hours before the time set to start the meeting. The Library Director shall provide reasonable and convenient means for the Trustee's notice of attendance and if necessary, make the necessary accommodations for a remote appearance by the Trustee as per Government Code section 54953 (b) (1). The Library Director shall provide notice to the full Board of the expected attendance and/or absence of all Trustees at the upcoming meeting no later than 3:00 p.m. that same day.

A Trustee's failure or refusal to either affirm attendance as required, or without prior notice and reasonable excuse for the absence to attend 4 regularly scheduled meetings in a calendar year and/or 3 consecutive regularly scheduled meetings in a row, shall be deemed a Proposed Resignation from the Board. This attendance rule does not apply to Special Meetings.

The Board shall then agendaize for discussion at its next regularly scheduled meeting the following month, the Trustee's attendance issue and Proposed Resignation and vote to either accept or reject the Proposed Resignation. The Trustee shall have a full opportunity to explain the circumstances giving rise to the past pattern of attendance and Proposed Resignation and seek an excuse from the attendance requirements set forth in these Bylaws. The Board has discretion to establish relief from the attendance requirements as it deems appropriate.

A vote to accept a Proposed Resignation removing a Trustee shall only pass with a unanimous vote of the remaining Trustees. An accepted resignation from the Board will constitute a vacancy, which shall be filled pursuant to Section 3.3 of these Bylaws.

ARTICLE V. POWERS AND DUTIES OF THE BOARD



Section 5.1 Administration of Trusts and Disposal of Property:

The Library Board of Trustees may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this State or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Section 5.2 Purchases Made on Behalf of the Board:

The Library Board of Trustees may purchase necessary books, journals, publications, and other personal property, which provides information or assistance to execute the functions of their positions as Library Trustees, using Library Trust funds, with approval of a majority of the Board.

When not in use, these materials will remain accessible to the Trustees in the Library Board Room.

Section 5.3 Purchase of Real Property, and Erection of Rental and Equipment of Buildings or Rooms:

The Library Board of Trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

Section 5.4 Interlibrary and non-resident loans.

The Library Board of Trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the Board may prescribe.

Section 5.5 Incidental Powers of Board:

The Library Board of Trustees may do and perform any and all other acts and things necessary or proper to carry out their duties.

Section 5.6 Annual Report:

The Library Board of Trustees with the assistance of the Director of Library and Community Services shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the Library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the Board of Trustees or the Director of Library and Community Services, contain such statistical and other information as is deemed desirable by the State Librarian.

ARTICLE VI. SUPPORT OF THE ESCONDIDO PUBLIC LIBRARY

Section 6.1 Disposition of Gifts and Bequests:

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the Library, shall be apportioned to a fund to be designated the Library Trust Fund, and shall be held in the City's Capital Improvement Program fund until allocated into the Library's Capital Improvement Program budget by City Council action. The expenditure of the allocated funds will be determined by the Director of Library and Community Services, with the Board of Trustees' approval to the purposes authorized in these Bylaws.

Section 6.2 Gifts and bequests that may not be paid into Library Trust Fund.

If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, or bequest, the Board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

ARTICLE VII. GOVERNANCE OF THE LIBRARY

Section 7.1 Library Free to Inhabitants and Taxpayers:

The Escondido Public Library shall be forever free to the inhabitants and nonresident taxpayers of the state of California, subject always to such rules, regulations, and Bylaws as may be made by the Library Board of Trustees. Any person who violates any rule, regulations, or Bylaw may be fined or excluded from the privileges of the library.

Section 7.2 Contracting with Other Municipalities or County.

The Library Board of Trustees and the legislative body of any neighboring municipality or the Board of Supervisors of the county in which the Escondido Public Library is situated, may contract for lending the books of the Library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

Section 7.3 Title to Property:

The title to all property acquired for the purposes of the Escondido Public Library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the Library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

Section 7.4 Rules, Regulations and Bylaws:

The Library Board of Trustees may make and enforce all rules, regulations, and Bylaws necessary for the administration, government, and protection of the Escondido Public Library and any or all of its branches/extensions (when appropriate) under its management, and all property belonging thereto.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 8.1 Amendments to the Bylaws:

Amendments to these Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or 3 votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with state law regarding library governance in general law cities.

Adopted by the Escondido Public Library Board of Trustees on March 9, 2000; revised November 8, 2007; revised August 6, 2015; revised January 14, 2016, revised April 19, 2018, revised August 14, 2018, revised September 13, 2018, revised March 14, 2019.

Ron Guiles, President
Library Board of Trustees



Agenda Item No.6

Date: December 8, 2022

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: Strategic Plan Goals Section 4: Resilience

Recommendation:

Receive information.

Background:

Update the Library Board of Trustees on the status of how Escondido Public Library will make the best use of resources by operating efficiently and will be a good neighbor and community member as outlined by the Strategic Plan.

4) RESILIENCE

Goal Statement: EPL will make the best use of resources by operating efficiently and will be a good neighbor and community member.

Strategy	Objective	Timeline	Status
Reduce waste.	Review and suggest best practices by scheduling two meetings per year with the City Recycling Division to review and suggest best practices.	FY 2024–2027	
	Continue to ensure proper disposal by verifying reuse and recycling of materials that have been withdrawn from the collection and technology that has reached end of life.	FY 2024–2027	We currently resell or recycle weeded books.
	Educate residents about responsible consumption by partnering with the City Recycling Division to offer two Library programs such as composting.	FY 2025–2027	Escondido Explorer's Environmental Fair
	Shorten travel distance and reach a larger audience by providing programs in three different spaces throughout the service area.	FY 2025–2027	
Encourage healthy living.	Increase awareness by offering resources for home gardening such as a seed or succulent swap and three programs on organic gardening, etc.	FY 2025–2027	We have a succulent sway on January 17, 2023
Encourage wellness.	Provide alternatives to screen time for children and tweens by offering four non-screen focused programs.	FY 2024–2027	There are 26 non-screen focused programs in December
	Support mindfulness by inviting a local yoga studio to offer one series of free classes.	FY 2025–2027	Meditation and Mindfulness classes in January and February

Monthly Library Board of Trustees Statistics		October 2022	September 2022	August 2022
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	38,079	38,068	41,717
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,929	6,553	7,355
	Total Circulation	45,008	44,621	49,072
	Holds Satisfied	2,183	2,217	2,490
INTER-LIBRARY LOANS:	ILLs Checked Out	0	4	3
	Link+ Items Borrowed (EPL patrons)	13		
	Link+ Items Lent (to patrons at other libraries)	91		
POPULATION & BORROWERS:	Total Registered Borrowers	78,819	78,178	77,615
REFERENCE QUESTIONS:	Total Reference Transactions	6,052	5,276	6,345
LIBRARY SERVICES:	Public Service Hours	258	233	271
	Library Visits	20,339	19,198	20,186
ELECTRONIC SERVICES:	Users of Public Internet Computers	2,090	1,953	2,280
	Wireless Sessions	30,722	28,650	29,209
	Number of Website Visits (website+catalog)	17,026	16,699	18,849
VOLUNTEERS:	Total Volunteers	140	135	148
	Total Volunteer Hours	1,555	1,527	1,622
PROGRAMS:	# of live, in-person programs	63	46	32
	Live, in-person attendance	1734	1600	1034
	# of live, virtual programs	0	1	4
	Live, virtual program attendance	0	34	14
	# of pre-recorded programs	0	0	2
	# of views of recorded program content	0	0	4
	# of live, off site programs (outreach)	5	4	5
	Live, off site program (outreach) attendance	792	376	276
	# of take home kits given out	80	20	60

Director's Report

In October the Adult Services Department hosted the 2nd Saturday Concert with 24 people in attendance and the Artsy Adult: Spooky Silhouette Painting program had 14 in attendance. They also hosted the Escondido Writers group with 11 participants. There were four book clubs with a combined total of 42 participants.

Youth Services hosted Danza Xinaxtli and Dia de los Muertos. Danza Xinaxtli, an Escondido-based Aztec dance group gave a presentation and performed a lively dance. This project was made possible with support from California Humanities, a non-profit partner of the National Endowment for the Humanities. There were over 125 in attendance for this special event.

We had our second annual Community Ofrenda which was a huge success! The Dia de Los Muertos Celebration had over 147 attend the event and around 100 people left notes and other items to honor the memory of their loved ones. The event featured Día de Los Muertos stories, music & Folkloric dance, and the decorating of a traditional sugar skull to take home. Youth services programs continue to see a wonderful turnout for in-person programming.

The Literacy Learning Center welcomed two new staff members:

Marcela Calderon, a Literacy Associate 2 will be assisting with ESL, FFL, and general Adult Literacy learning by teaching classes, conducting assessments to place learners with tutors, outreach, and a wide variety of other tasks. Marcela started at the beginning of November and has been a valuable addition to the team.

Rosie Intharath is part of our partnership with AmeriCorps to bring on additional help to expand the literacy program. She started in late November and will be assisting with programming, one-on-one tutoring, outreach, ESL, and other literacy initiatives.