

COVID-19 PUBLIC SERVICE ANNOUNCEMENT

Pursuant to Governor Newsom's Executive Orders, including N-25-20 and N-29-20: Certain Brown Act requirements for the holding of a public meeting have been temporarily suspended and members of the Library Board of Trustees and staff will participate in this meeting via teleconference. In the interest of reducing the spread of COVID-19, members of the public are encouraged to submit their agenda and non-agenda comments online at the following link: <https://www.escondido.org/boards-commissions.aspx>.

Public Comment: To submit comments in writing, please do so at the following link: <https://www.escondido.org/boards-commissions.aspx>. All comments received from the public will be made a part of the record of the meeting.

Meetings will be live streamed and broadcast on the City of Escondido website at <https://www.escondido.org/boards-commissions.aspx>.

CALL TO ORDER

Roll Call: President John Schwab, Secretary Carolyn Clemens, Trustee Mirek Gorny, Trustee Ron Guiles, Trustee Virginia

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 March 11, 2021.

CURRENT BUSINESS

2. Welcome Virginia Bunnell
3. Annual Officers Election

OTHER REPORTS

Library Director’s Report
 November 2020 – January 2021 Statistics 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	May 13, 2021	1:00 p.m.	Virtual
Thursday	June 10, 2021	2:00 p.m.	Virtual
Thursday	July 8, 2021	2:00 p.m.	Virtual

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AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- 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

For information about Curbside service and online programs and resources, please visit <https://library.escondido.org/>

Escondido Library Board of Trustees

Special Meeting Minutes

March 11, 2021

CALL TO ORDER

Members Present: President John Schwab, Trustee Carolyn Clemens, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Ron Guiles

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

City Staff Present: Zack Beck, City Clerk; Sarena Garcia, Assistant 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 January 14, 2021.

Motion: Schwab Second:

Clemens

Vote: 5-0

CURRENT BUSINESS

2. Strategic Plan Committee Update

John Schwab presented a report concerning marketing plan.

3. A Review and update on the Collection Plan

Dara Bradds provided an update on the Collection Plan.

4. Library Mural Plan

Dara Bradds provided an update regarding the Mural Plan.

OTHER REPORTS

Library Director's Report

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ADJOURN

Meeting adjourned at 2:47 p.m.



Agenda Item No. 2

Date: April 8, 2021

TO: Library Board of Trustees

FROM: John Schwab

SUBJECT: Welcome Virginia Bunnell

Recommendation:

Receive information

Background:

Virginia Bunnell is the newest appointee to the Library Board of Trustees.



MEETING AGENDA
Library Board of Trustees
SPECIAL MEETING
Thursday, April 8, 2021
1:00 p.m.
City Council Chambers

Agenda Item No. 3

Date: April 8, 2021

TO: Library Board of Trustees

FROM: John Schwab

SUBJECT: Annual Officers Election

Recommendation:

Vote

Background:



Monthly Library Board of Trustees Statistics		February 2021	January 2021	December 2020
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	25,966	15,578	23,263
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,300	6,612	6,372
	Total Circulation	32,266	22,190	29,635
	Holds Satisfied	4,587	6,733	5,666
INTER-LIBRARY LOANS:	ILLs Checked Out	11	7	6
POPULATION & BORROWERS:	Total Registered Borrowers	70,087	69,788	69,539
REFERENCE QUESTIONS:	Total Reference Transactions	3,877	1,492	2,297
LIBRARY SERVICES:	Public Service Hours	176	0	40
	Library Visits	6,932	0	3,592
ELECTRONIC SERVICES:	Users of Public Internet Computers	792	0	216
	Wireless Sessions	2,955	1,921	2,400
	Number of Website Visits (website+catalog)	16,278	17,280	14,825
VOLUNTEERS:	Total Volunteers	56	56	56
	Total Volunteer Hours	262	226	202
PROGRAMS:	Kids # of Live, Virtual Programs	6	7	9
	Kids Live, Virtual Program Attendance	74	74	98
	Kids # recordings of program content	10	10	12
	Kids # views of recorded program content	575	627	560
	Teen # of Live, Virtual Programs	7	1	0
	Teen Live, Virtual Program Attendance	7	6	0
	Teen # recordings of program content	1	1	1
	Teen# views of recorded program content	131	130	108
	Adult # of Live, Virtual Programs	14	14	16
	Adult Live, Virtual Program Attendance	277	223	175
	Adult # recordings of program content	11	3	2
	Adult # views of recorded program content	169	65	38
	Total Outreach	4	1	2
	Total Outreach Attendance	92	4	52
	Total # of Live, Virtual Programs	21	22	23
	Total Live, Virtual Program Attendance	358	303	221
	Total # recordings of program content	22	14	15
	Total # views of recorded program content	875	822	706
Library closed to the public December 7, 2020				
Only volunteers counted are from Literacy due to Cookie's furlough				

Director's Report

After months of furlough, we were very excited to welcome back our Volunteer Coordinator, Cookie Allen. She is in the process of being caught up and will be reaching out to volunteers to start returning to their duties at the library. She will be overseeing that workspaces are safe and that volunteer follow new health and safety protocol when they are working in the building. Additionally, the library's Pioneer Room reopened on Thursday, April 2, 2021 after closing over a year ago.

Our Youth Services Department continues to maintain a virtual programming model for all of their regular programming. Last month Rhymes & Reading had 16 live attendees, Inclusive Art Club had 18 live attendees, PJ Storytime had 7 live attendees and 14 views of its recording, Toddler Tales had 21 live attendees, R.E.A.D. Tween Book Club had 5 live attendees, Baby Lapsit had 8 live attendees, and Storytime with the SDCDM have 30 live attendees.

Adult Services virtual programs continue to receive good live attendance through Zoom and Facebook. Escondido Writers Group had 34 live attendees and Comic-Con Book Club had 18 live attendees between two meetings, Between the Covers Book Club had 11 live attendees, Virtual Author Chat Series had 43 live attendees over four episodes, 2nd Saturday Concert had 32 live attendees, 2nd Tuesday Book Club had 14 live attendees, and Rincon Literario had 10 attendees.

We continue to do our best to provide the Escondido Community with the programs and services they are used to.

GOALS	OWNER	MILESTONES	December
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Rincón Literario Bilingual Book 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	Rincon Literario Bilingual Book Club, Escondido Writers Group
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Shared programs and events through Social Media, eNewsletter, and print resources. Implemented a new Youth Services eNewsletter, given graphics a face-lift.
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	On Hold	N/A during closure
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	On Hold	N/A during closure
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	Working with Deputy Director of Economic Development to develop and strategize new ways to connect the business community to the library.
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	Received estimate for new shelving and in the process of trying to secure funding.
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	Space is limited due to capacity limitations.
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 2020.
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	Three staff working toward their MLS, one working toward a Bachelors, and two attending library leadership training through the State Library
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 for all ages are streamed online and stored for watching in YouTube
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.



MEETING AGENDA
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SPECIAL MEETING
Thursday, April 8, 2021
1:00 p.m.
City Council Chambers

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