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 January 27, 2022.

CURRENT BUSINESS

2. New Board Member Handbooks

3. Strategic Plan Outreach Update

4. Discuss Board Vision for a New Library/Future of Library Services

5. Discussion of Library Trust Fund

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.

Day	Date	Time	Location
Thursday	March 10, 2022	2:00 p.m.	City Council Chambers
Thursday	April 14, 2022	1:00 p.m.*	City Council Chambers
Thursday	May 12, 2022	2:00 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.

<u>Please Turn Off All Cell Phones While the Meeting Is in Session</u>

<u>ESCONDIDO PUBLIC LIBRARY HOURS</u>

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 Public Library

Escondido Library Board of Trustees

January 27, 2022 Special Meeting Minutes

CALL TO ORDER: 1:00 p.m.

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

Trustees Absent: Trustee Mirek Gorny

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 December 9, 2021
Motion - Guiles
Second: Schwab
Approved: 4-0 (Gorny - Absent)

CURRENT BUSINESS
2. Review of COVID At-Home Test Kit Program
Katy Duperry presented an overview of the COVID At-Home Test Kit Program.

3. Strategic Plan Committee Survey and Focus Group Update
Trustee Schwab reviewed the Strategic Plan Committee Survey. Five focus group meetings were held for the community at-large and five focus group meetings were held by Education Compact for the underserved community.

4. Review City Manager Meeting with Board President and Secretary Regarding New Library.
President Clemens and Trustee Schwab held an exploratory meeting with City Manager Sean McGlynn. President Clemens and Trustee Schwab stated that it would take fifteen years to build a new library and a new library should partner with other community service organizations. The Deputy Director of Economic Development will present information on various community service organizations in April 2022.

5. Library Trust Report

Motion to move this item to February 10th: Clemens
Second: Schwab
Approved: 4-0 (Gorny - Absent)

6. Vote on Library Hours

Motion to continue current hours at the Library: Guiles
Second: Schwab
Approved: 4-0 (Gorny - Absent)

7. Presentation on Library Infrastructure Grant

Joanna Axelrod presented an overview of the Library Infrastructure Grant.
Motion to apply for the Library Infrastructure Grant: Schwab
Second: Guiles
Approved: 4-0 (Gorny - Absent)

OTHER REPORTS
Statistics Report

Library Director's Report

Trustee Library Use Report

Schwab - Spending a lot of time in the children's section of the Library for his grandchildren.
Guiles - Impressed by the professional environment at the Library. Visited the Friends of the Library Bookstore.
Clemens - Visited the Canvass Washington Library.
Bunnell - Appreciates the amount of social media outreach being done by the Library towards teenagers.

ADJOURNMENT

President Clemens adjourned the meeting at 2:19 p.m.

Escondido Public Library

Agenda Item No. 2

Date: February 10, 2022

TO: Library Board of Trustees

FROM: Secretary Schwab

SUBJECT: New Board Member Handbooks

Recommendation:

Receive information

Background:

Trustees discuss what will go into new Trustee handbook.

Escondido Public Library

Agenda Item No.3

Date: February 10, 2022

TO: Library Board of Trustees

FROM: Secretary Schwab

SUBJECT: Strategic Plan Outreach Update

Recommendation:

Receive information

Background:

Receive update from Secretary Schwab on the Strategic Plan Committee's outreach.

Escondido Public Library

Agenda Item No.4

Date: February 10, 2022

TO: **Library Board of Trustees**

FROM: President Clemens

SUBJECT: Discuss Board Vision for a New Library/Future of Library Services

Recommendation:

Receive information

Background:

Trustees will discuss their vision for a new library/the future of library services.

Escondido Public Library

Agenda Item No.5

Date: February 10, 2022

TO: Library Board of Trustees

FROM: Secretary Schwab

SUBJECT: Discussion of Library Trust Fund

Recommendation:

Receive information

Background:

Discuss the Library Trust Fund

Escondido Public Library

City of Escondido
Library Trust
Fund 004
FY 2021-22 through December 31, 2021

General Library Trust

Account #	Account Description	Amount	Beginning Budget	Actual Expenditures	Remaining Budget	Description of Activity
3050	Beginning Fund Balance, 07/01/2021	$ 419,511.44				*Closed out designated funds for Literacy and Pioneer Room to FB.
	Revenues, 07/01/2021 - 12/31/2021					
4601	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
	Total Revenues	$ 19,013.97				
	FY 2021/22 Budgeted Expenditures		**Beginning Budget**	**Actual Expenditures**	**Remaining Budget**	
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	
	Total Expenditures		$ 165,624.27	$ 6,253.88	$ 159,370.39	*This is the remaining balance of budgeted projects.
	Ending Fund Balance, 12/31/2021	432,271.53				This balance includes actual expenditures.
	Remaining Project Budgets*	(159,370.39)				
	Available Fund Balance for Future Projects, 12/31/2021	$ 272,901.14				This balance includes budgeted expenditures.

Escondido Public Library

Monthly Library Board of Trustees Statistics

Category	Description	December 2021	November 2021	October 2021
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	32,304	33,118	35,897
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	5,567	5,629	5,775
	Total Circulation	37,871	38,747	41,672
	Holds Satisfied	2,366	2,559	2,603
INTER-LIBRARY LOANS:	ILLs Checked Out	0	5,873	0
POPULATION & BORROWERS:	Total Registered Borrowers	73,834	73,545	73,154
REFERENCE QUESTIONS:	Total Reference Transactions	9,121	5,873	6,419
LIBRARY SERVICES:	Public Service Hours	260	226	258
	Library Visits	16,684	14,291	15957*
ELECTRONIC SERVICES:	Users of Public Internet Computers	1,893	1,739	1,731
	Wireless Sessions	5,043	5,276	5,975
	Number of Website Visits (website+catalog)	15,824	15,653	16,986
VOLUNTEERS:	Total Volunteers	126	131	134
	Total Volunteer Hours	1,530	1,583	1,829
PROGRAMS:	# of live, in-person programs	25	29	37
	Live, in-person attendance	609	706	1020
	# of live, virtual programs	5	11	14
	Live, virtual program attendance	65	80	90
	# of pre-recorded programs	3	31	8
	# of views of recorded program content	71	6	8
	# of live, off site programs (outreach)	7	3	2
	Live, off site program (outreach) attendance	191	228	20
	# of take home kits given out	24	0	46

*gates were down for a

Escondido Public Library

Director's Report

The Library hosted its annual Lion Dance performance by the Three Treasures Cultural Society on Tuesday, January 25. This lively performance was attended by 75 people.

115 plant lovers and gardeners attended the Succulent Swap held on Saturday, January 15. This popular program will be offered again in July.

The Library launched its Puzzle Exchange program on January 29. This collection of donated puzzles is located next to the Information Desk and operates on a take one, leave one basis. On launch day, we started with 150 puzzles in the collection. 31 patrons participated and the library currently has 56 puzzles available, with more donations on the way!

The Literacy Services department was awarded a $52,000 grant to provide English as a Second Language services by the California State Library; staff are working on an implementation timeline.

With the support of our Polaris team and Spanish translator on staff, the Library now offers Spanish language notification options for holds and overdue items via text and email.

Management staff are working on the 2021 Annual Library Report.

Recruitment has closed for a 3/4 time Library Associate 2 in Customer Service/Processing. Management staff are reviewing resumes and preparing for interview scheduling.

Adult Services Library Associate 2, Amie Villanueva, started her MLIS at San Jose State University in January, bringing our total staff pursuing their degree to four.

The Friends of the Library Book Shop is now open 10 a.m. to 4 p.m. on Saturdays. They have increased their marketing efforts for the monthly half price sale by posting new signage, including a sandwich board sign on 2nd Avenue, as well as publicizing the sale in the Community Page of the San Diego Union Tribune. In January, they made over $800 at the half price sale.

GOALS	OWNER	MILESTONES	January
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Succulent Swap 1/15/22
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
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Social Media marketing, planning for coordinated campaigns in fall 2022
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 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	
CONNECT- through in library programming			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Lion Dancers 1/25/22, Animanga Kurabu 1/13/22, Board Game Café 1/8/22
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	RLSL letters received and partners confirmed for 2022; focus groups for business leaders
Offer workforce readiness and development programs	Katouzian, Wood	In Progress	
INSPIRE			
INSPIRE- quiet study through inviting space			
Reconfigure first floor to support quiet tutoring and group and individual study	Bradds	In Progress	Strategic Plan Focus Groups touched on this and will be bringing the Infrastructure Grant to City Council in March to address some of this
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	
Provide career growth materials	Katouzian	In Progress	
Expand virtual library via improved website	Duperry	Complete	
Invite business community to provide and attend programs	Katouzian	In Progress	
Provide accredited online high school diploma program	Bradds, Wood	In Progress	

Analyze collection performance and weed as appropriate	Katouzian, Wood	Complete	Ongoing monthly weed/analysis schedule
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 2022.
Provide books, publications and materials that support home school curricula	Wood	In Progress	
INSPIRE- new skills through basic emerging technology			
Support staff competency through training and tools to better assist patrons	Bradds, Guiles	In Progress	Four 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 will host a redistricting commission meeting in the Turrentine Room on February 17
Provide programs to help immigrants acclimate	Wood	In Progress	Actively pursuing an Innovation Lab grant that provides resources and programs to immigrant families- Maureen in Youth Services January 2022
Continue English language tutoring	Wood	In Progress	Addition of ESL classes to Literacy offerings in 2022
Continue to focus on materials in Spanish and other languages	Katouzian	In Progress	
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	
GROW- services beyond EPL's neighborhood			
Provide library services outside downtown	Katouzian, Wood	In Progress	
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	
Provide quality literacy and STEAM programs	Wood	In Progress	CSUSM STEM program for tweens March/April 2022
Teach how to find, evaluate and use information	Katouzian, Wood	In Progress	
Provide healthy learning and social opportunities for middle grade students	Wood	In Progress	Two tween book clubs offered (graphic novel and fiction), CSUSM STEM starting in March, TAB, Teentastic FunTime, Animanga, etc.
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.