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 July 15, 2021.

CURRENT BUSINESS

2. Library Fine Free Recommendation Letter
3. Library Literacy Services Update
4. Strategic Planning Committee Update
5. Informal Trustee Discussion of Library Experiences
MEETING AGENDA
Library Board of Trustees
Thursday, August 12, 2021
2:00 p.m.
City Council Chambers

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>September 9, 2021</td>
<td>2:00 p.m.</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 14, 2021</td>
<td>1:00 p.m.</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 4, 2021</td>
<td>2:00 p.m.</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>
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/
CALL TO ORDER

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

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

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

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on June 10, 2021.

Motion: Guiles
Second: Bunnell
Vote: 5-0

CURRENT BUSINESS

2. Library Fine Free Proposal

Katy provided update; Items that are not returned have (30) days until marked as lost and card is marked as inactive and cannot checkout items until returned or fee is paid; Eliminates barriers to access

Schwab moved to wait (30) days and have staff evaluation; motion died

Motion to accept

Motion: Guiles
Second: Bunnell
Vote: 4-1, Schwab No

3. Continuation of Automated Renewal

Katy provided update on process; automatically renewals (3) times, unless reserved

Move to continue automated renewal indefinitely – Schwab

Motion: Guiles
Second: Gorny
Vote: 5-0

4. Collection Development Budget Overview FY 2021-2022
Duperry presented and provided updated overview
Motion: Schwab
Second: Gorny
Vote: 5-0

5. Review of updated Collection Development Policy/Plan
Motion: Guiles
Second: Bunnell
Vote: 5-0

6. Monthly Trustee Reports
Motion: Gorny
Second: Bunnell
Vote: 5-0

OTHER REPORTS
March – May 2021 Statistics Report
Library Director’s Report
Trustee Bunnell reported on collection management process

President Clemens adjourned at 2:26 p.m.
TO: Library Board of Trustees
FROM: Dara Bradds
SUBJECT: Library Fine Free Letter

Recommendation:
Vote to approve Fine Free Proposal Letter

Background:
Trustees will discuss and vote on recommended edits to the letter that will be presented to the City Manager.
July 21, 2021

To: Sean McGlynn, City Manager
From: Escondido Library Board of Trustees
Subject: Elimination of Library Overdue Fines

Dear Mr. McGlynn,

During the formulation of the Escondido Public Library’s 2018-2022 Strategic Plan, community input was received recommending increased services to low income patrons. Providing equitable access to all library resources is a primary goal of the Library Board of Trustees, and we believe that the elimination of daily overdue fines will remove a significant barrier to access.

Over the past four years, there has been a growing movement among public libraries to go fine free. Locally, San Diego Public Library went fine free in its 36 locations in 2018, and the San Diego County Library system just announced it will be going fine free in its 33 branches. There is an important distinction between overdue fines and lost item fees. Overdue fines are the daily charges applied to items not returned by their specified due date and are the subject of this recommendation. Lost item fees represent the charges applied to lost, damaged, or unreturned materials and would remain in place after overdue fine elimination.

Numerous studies have been done across the country to look into the financial and social outcomes of this, and all have drawn the same conclusions:

- Overdue fines act as barriers to access for many members of the public, especially those from lower socioeconomic backgrounds and minority groups.
- Cities on the whole collect less than 10% of the overdue fines owed, often spending more in terms of staff time and money on postage in the collecting of these fines than they actually receive.
- Fines contribute to negative interactions with patrons. Often staff have uncomfortable discussions with patrons that are angry or upset over fines. These patrons leave the Library with a negative image and many times not only that patron but the entire family stops using the library. There have been many times when staff have heard stories of parents not allowing their children to check out books because they can’t afford the fines, or of children being afraid of the library because of the threat of fines. This is in direct conflict with making the Library welcoming and accessible to everyone.
LBOT Overdue Fine Elimination
Page 2

Accumulation of any fines from overdue materials often leads to people no longer using the library. Escondido Public Library’s current policy is that once a patron reaches a $15.00 threshold on fines, they are blocked from checking materials out from the library. Analysis of fines shows that the majority of patrons with blocked accounts are in the 92025 and 92027 zip codes. According to US Census Bureau data, 92025 has the lowest median income per household.

Eliminating overdue fines will also allow library staff to make better use of their time and resources and focus on positive patron interactions versus negative conversations over fines.

It is difficult to parse out exactly how much revenue is collected specifically from overdue fines as that level of granularity is not available in either the library’s Integrated Library System or the City’s financial system. Instead, a lump sum total representing more than 16 categories of fines and fees (including daily overdue charges, lost item charges, interlibrary loan fees, and replacement library card fees) is reported. However, the COVID-19 pandemic and the subsequent decision to suspend the charging of overdue fines from March 10, 2020 - July 1, 2021 provided a unique insight in that not only were patrons still returning items on time even though there were no overdue fees, but lost item fees were still paid, resulting in an average monthly income of $911.

It is our belief that the positive outcomes of improving community perception of the library, increasing usage, and reducing barriers to access outweigh the relatively small amount of revenue collected from these overdue fines. It is for these reasons that the Board of Trustees recommends eliminating overdue fines. Thank you for your consideration.

Sincerely,

Carolyn Clemens
President

John Schwab
Secretary

Ron Guiles
Trustee

Mirek Gorny
Trustee

Virginia Bunnell
Trustee

Cc:
Joanna Axelrod, Deputy City Manager/Director of Communications & Community Services
Dara Bradds, Library Director
TO: Library Board of Trustees
FROM: Dan Wood
SUBJECT: Library Literacy Services Update

Recommendation:
Receive information

Background:
Dan Wood, Head of Youth and Literacy Services, will give an update on the Library Literacy Services Department and talk about how they were affected by COVID, what they learned, and how it changed things for the future.
TO: Library Board of Trustees
FROM: John Schwab
SUBJECT: Strategic Planning Committee Update

Recommendation:
Receive information

Background:
The Strategic Planning Committee continues to meet and make progress. Trustee Schwab will give an update on the process.
TO: Library Board of Trustees

FROM: Trustees

SUBJECT: Informal Trustee Reports

**Recommendation:**

Receive information

**Background:**

This is an opportunity for Trustees to share information with each other, library staff, and the community about their library experiences since the last meeting.
Please note: Statistics for fiscal year 2021-2022 will have some changes in the way that programs are counted to conform with the California State Library Report. This will change at the next Board Meeting where July 2021 stats will be shown.
Director’s Report

The SVAC Enrollment for Youth Services totaled 560 participants with 76 babies, 235 kids, 156 tweens, and 93 teens.

Page Turner was a huge part of the Summer Activity Challenge! We had so many parents and families comment that it was a great addition to the events.

We want to express our appreciation to the Friends for supporting this program.

We were able to collaborate with several local agencies, including California State Parks, the Palomar Audubon Society, San Diego Children’s Discovery Museum, Birch Aquarium, and San Diego Botanic Garden and create an activity book where all ages and levels were our target audience!

We printed out 300 and all were distributed within the first week and a half of the beginning SVAC. This was a huge hit with our community and local partners!

Kids Craft Kits: we created 12 craft kits for the different age groups participating in SVAC- Total number handed out was 384! This was separate from the Inclusive Art Club craft kits where we created two additional crafts and a total of 220 handed out to very pleased families.

<table>
<thead>
<tr>
<th>GOALS</th>
<th>OWNER</th>
<th>MILESTONES</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONNECT- bring people and groups together</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide programs for people with shared interests</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>Seed Swap, Artsy Adult Crafts, and Backyard Birding Club</td>
</tr>
<tr>
<td>Provide programs for people out in the community- not just in the library</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>Storytime @ SDCCM, Facebook Live</td>
</tr>
<tr>
<td>Provide programs where views and opinions can be shared</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>Writing Competition with Escondido Writers Group</td>
</tr>
<tr>
<td>CONNECT- through marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raise public awareness through enhanced marketing plan</td>
<td>Bradds, Duperry</td>
<td>In Progress</td>
<td>Weekly Social Media updates on the library Mural</td>
</tr>
<tr>
<td>CONNECT- through outreach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support education through partnership with local schools</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>Local schools have been using Hoopla in curriculum planning for easy access to resources.</td>
</tr>
<tr>
<td>Support the arts through partnership with California Center for the Arts</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>We are working with area groups to share our programs and stream through each other’s</td>
</tr>
<tr>
<td>Support community events through continued partnership with</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>
## MEETING AGENDA
Library Board of Trustees
Thursday, August 12, 2021
2:00 p.m.
City Council Chambers

<table>
<thead>
<tr>
<th>Library Board of Trustees</th>
<th>Thursday, August 12, 2021</th>
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</tr>
</thead>
</table>

### CONNECT - through in library programming

<table>
<thead>
<tr>
<th>Support enrichment with expanded programs</th>
<th>Katouzian, Wood</th>
<th>In Progress</th>
<th>Planning for in person programs in August</th>
</tr>
</thead>
</table>

### CONNECT - through economic development

<table>
<thead>
<tr>
<th>Support enrichment with expanded programs</th>
<th>Katouzian, Wood</th>
<th>In Progress</th>
<th>Planning for in person programs in August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invite business community to provide and attend programs</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>We have confirmed all of our RLSL businesses for the year ahead.</td>
</tr>
<tr>
<td>Offer workforce readiness and development programs</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>Career Program, now offering Brainfuse’s JobNow and VetNow online resources</td>
</tr>
</tbody>
</table>

### 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 will visit 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

<p>| 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 |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Responsible Parties</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Analyze collection performance and weed as appropriate</strong></td>
<td></td>
<td>Katouzian, Wood</td>
<td>Complete</td>
</tr>
<tr>
<td><strong>INSPIRE- through support to school communities</strong></td>
<td>We finished weeding and inventory during closure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offer programs that provide opportunities for students</td>
<td></td>
<td>Wood</td>
<td>On Hold</td>
</tr>
<tr>
<td>Provide books, publications and materials that support home school curricula</td>
<td></td>
<td>Wood</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>INSPIRE- new skills through basic emerging technology</strong></td>
<td>Purchased subjects for curriculum in science, STEM, history, and several biographies for elementary grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support staff competency through training and tools to better assist patrons</td>
<td></td>
<td>Bradds, Guiles</td>
<td>In Progress</td>
</tr>
<tr>
<td>Support technology learning by offering open lab time</td>
<td></td>
<td>Duperry, Katouzian</td>
<td>In Progress</td>
</tr>
<tr>
<td>Support access by providing ability to print from mobile devices</td>
<td></td>
<td>Bradds, Duperry</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>GROW- services for patrons of all educational and socioeconomic levels</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue to provide access to government services</td>
<td></td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
</tr>
<tr>
<td>Provide programs to help immigrants acclimate</td>
<td></td>
<td>Wood</td>
<td>In Progress</td>
</tr>
<tr>
<td>Continue English language tutoring</td>
<td></td>
<td>Wood</td>
<td>In Progress</td>
</tr>
<tr>
<td>Continue to focus on materials in Spanish and other languages</td>
<td></td>
<td>Katouzian</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>GROW- services to low-income patrons</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove fees to check out DVDs and books on CD</td>
<td></td>
<td>Guiles, Schwab, Bradds, Duperry</td>
<td>Complete</td>
</tr>
<tr>
<td>Provide early literacy programs at WIC Offices</td>
<td></td>
<td>Wood</td>
<td>On Hold</td>
</tr>
<tr>
<td><strong>GROW- services beyond EPL’s neighborhood</strong></td>
<td>Our Author chats have been viewed throughout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide library services outside downtown</td>
<td></td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
### Action Step/ Kaizen Events (Any action whose output is intended to be an improvement to the existing process)

<table>
<thead>
<tr>
<th>Description</th>
<th>Owner</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide quality storytimes, training and materials to children, parents and caregivers</td>
<td>Wood</td>
<td>In Progress</td>
<td>Storytimes have returned to in person programming.</td>
</tr>
<tr>
<td>Provide quality literacy and STEAM programs</td>
<td>Wood</td>
<td>In Progress</td>
<td>Virtual Lego program</td>
</tr>
<tr>
<td>Teach how to find, evaluate and use information</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>We have offered this through virtual reference</td>
</tr>
<tr>
<td>Provide healthy learning and social opportunities for middle grade students</td>
<td>Wood</td>
<td>In Progress</td>
<td>Cathy has hosted several virtual teen challenges online as part of the SRAC</td>
</tr>
<tr>
<td>Provide engaging life skills programs for teens</td>
<td>Wood</td>
<td>In Progress</td>
<td>Cathy created a “How to Journal” tutorial and streamed it on Facebook.</td>
</tr>
</tbody>
</table>

### 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.