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 November 4, 2021.

CURRENT BUSINESS
2. Update on Strategic Plan Committee
3. Discuss the Library Board of Trustees New Trustee Checklist/Handbook
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>January 13, 2022</td>
<td>1:00 p.m.</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 10, 2022</td>
<td>2:00 p.m.</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 10, 2022</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 Ron Guiles, Trustee Mirek Gorny

Members Absent: Trustee Virginia Bunnell

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

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

ORAL COMMUNICATIONS
None

APPROVAL OF MINUTES
1. Approval of Minutes from the Library Board of Trustees Meeting on September 8, 2021.
   Motion: Guiles
   Second: Schwab
   Vote: 4-0 (Bunnell - Absent)

CURRENT BUSINESS

2. Strategic Planning Committee Progress
   Trustee Schwab provides an update on the Strategic Planning Committee, including outreach that was conducted at the Grand Avenue Festival.

3. Library Hours
   Dara Bradds provided an update regarding the new library hours.

4. Update on Interior Design
   Dara Bradds provided an update on the interior design that may include the addition of study rooms.

5. Update on Business Partnerships
   Dara Bradds informed the Board that the library is working to partner with various businesses throughout Escondido.

6. LBOT Handbook
   Trustee Schwab asked that Trustees come up with a list of items future Trustees should be aware of and use that as the basis of a handbook. President Clemens requested that a handbook be included as part of a more comprehensive database.

OTHER REPORTS

Statistics Report
Katy Duperry provided an update regarding recent trends in more online usage of library services.
Library Director’s Report

Trustee Reports
Gorny - Visited the library on Star Wars day.
Guiles - Commended the library on the new mural.
Schwab - Attended a booth for the library at the farmer’s market.
Clemens - Attended a booth for the library at the Grand Avenue Festival

ADJOURNMENT
President Clemens adjourned the meeting at 2:37 p.m.
TO: Library Board of Trustees
FROM: Secretary Schwab
SUBJECT: Strategic Planning Committee Update

Recommendation:
Receive information

Background:
Update on the committee’s progress and outreach.
TO: Library Board of Trustees

FROM: Secretary Schwab

SUBJECT: Discuss the Library Board of Trustees New Trustee Checklist/Handbook

Recommendation:
Receive information

Background:
Discuss inclusions trustees have for the new trustee checklist/handbook.
### Monthly Library Board of Trustees Statistics

#### CIRCULATION:
- Physical Materials (Books, media, museum passes, laptops): 35,897 (October), 34,918 (September), 42,393 (August)
- eMaterial (includes eBooks and eAudiobooks: OverDrive, CloudLibrary, Biblioboard, eMagazines, Flipster, and Hoopla digital media): 5,775 (October), 5,755 (September), 5,998 (August)
- Total Circulation: 41,672 (October), 40,673 (September), 48,391 (August)

#### INTER-LIBRARY LOANS:
- Holds Satisfied: 2,603 (October), 2,358 (September), 2,536 (August)
- ILLs Checked Out: 0 (October), 14 (September), 10 (August)

#### POPULATION & BORROWERS:
- Total Registered Borrowers: 73,154 (October), 72,562 (September), 72,150 (August)

#### REFERENCE QUESTIONS:
- Total Reference Transactions: 6,419 (October), 6,422 (September), 5,731 (August)

#### LIBRARY SERVICES:
- Library Visits: 15,957 (October), 18,695 (September), 16,629 (August)
- Public Service Hours: 258 (October), 217 (September), 260 (August)

#### ELECTRONIC SERVICES:
- Users of Public Internet Computers: 1,711 (October), 1,655 (September), 1,705 (August)
- Wireless Sessions: 5,975 (October), 5,781 (September), 4,971 (August)
- Number of Website Visits (website+catalog): 16,986 (October), 17,283 (September), 17,693 (August)

#### VOLUNTEERS:
- Total Volunteers: 134 (October), 125 (September), 124 (August)
- Total Volunteer Hours: 1,829 (October), 1,750 (September), 1,738 (August)

#### PROGRAMS:
- # of Live, In-person programs: 37 (October), 24 (September), 4 (August)
- # of Live, In-person attendance: 1020 (October), 527 (September), 82 (August)
- # of Live, Virtual programs: 14 (October), 10 (September), 18 (August)
- # of Live, virtual program attendance: 90 (October), 68 (September), 174 (August)
- # of Pre-recorded programs: 8 (October), 6 (September), 0 (August)
- # of views of recorded program content: 8 (October), 9 (September), 0 (August)
- # of Live, off site programs (outreach): 2 (October), 16 (September), 10 (August)
- Live, off site program (outreach) attendance: 20 (October), 53 (September), 66 (August)
- # of Take Home kits given out: 45 (October), 172 (September), 244 (August)

*Gates were down for at least two days so we're missing some of our visit data.
**Director's Report**

November was a busy month for the Library. We hosted our annual Dia de los Muertos program on November 1, with 132 people in attendance. Patrons learned about the holiday, enjoyed a performance by traditional Folklorico dancers, decorated sugar skulls, and over 80 people participated in a community ofrenda to honor loved ones who had passed. This year, we also put a community ofrenda up in the lobby for the weeks preceding the holiday for community members to participate:

Youth services programs continue to see a wonderful turn out for in person programming. And the Escondido World Market Outreach event went incredibly well with reaching members of the community about the Library Survey and services the library offers.

Adult Services had pretty great attendance for two of their back-to-in person programs, with 44 attending the 2nd Saturday Concert on November 13, featuring Mariachi Divinas, and 57 attending the International Games Week Finale, also on November 13.

Muralist Julia Anthony placed the finishing touches on the Foundation’s library mural, and is in the process of applying anti-graffiti sealant.

<table>
<thead>
<tr>
<th>GOALS</th>
<th>OWNER</th>
<th>MILESTONES</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONNECT- bring people and groups together</strong></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>Dia de los Muertos</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, Author Chats, Between the Covers Book Club</td>
</tr>
<tr>
<td>Provide programs where views and opinions can be shared</td>
<td>Katouzian, Wood</td>
<td>In Progress</td>
<td>Escondido Writers Group</td>
</tr>
<tr>
<td><strong>CONNECT- through marketing</strong></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, Strategic Plan Survey</td>
</tr>
</tbody>
</table>
### 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 | Virtual Kids! Poetry Annual, Virtual Cover Letter Writing |
| Support enrichment with expanded programs | Katouzian, Wood | In Progress | In person programming will continue in December. |
| Invite business community to provide and attend programs | Katouzian, Wood | In Progress | We are sending the 2022 RLSL agreements in December. |
| Offer workforce readiness and development programs | Katouzian, Wood | In Progress | Virtual Cover Letter Program |

### 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 |
| 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 | An interior designer visited 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 |</p>
<table>
<thead>
<tr>
<th>Provide career growth materials</th>
<th>Katouzian</th>
<th>In Progress</th>
<th>We continue to work with the Adult School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand virtual library via improved website</td>
<td>Duperry</td>
<td>Complete</td>
<td>The website was updated in 2020</td>
</tr>
<tr>
<td>Invite business community to provide and attend programs</td>
<td>Katouzian</td>
<td>In Progress</td>
<td>We continue to work with the Adult School</td>
</tr>
<tr>
<td>Provide accredited online high school diploma program</td>
<td>Bradds, Wood</td>
<td>In Progress</td>
<td>Working with the Adult School</td>
</tr>
<tr>
<td>Analyze collection performance and weed as appropriate</td>
<td>Katouzian, Wood</td>
<td>Complete</td>
<td>We finished weeding and inventory during closure</td>
</tr>
</tbody>
</table>

**INSPIRE- through support to school communities**

<table>
<thead>
<tr>
<th>Offer programs that provide opportunities for students</th>
<th>Wood</th>
<th>On Hold</th>
<th>We need to communicate with schools to determine if this program can continue in 2021.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide books, publications and materials that support home school curricula</td>
<td>Wood</td>
<td>In Progress</td>
<td>Purchased subjects for curriculum in science, STEM, history, and several biographies for elementary grades</td>
</tr>
</tbody>
</table>

**INSPIRE- new skills through basic emerging technology**

<table>
<thead>
<tr>
<th>Support staff competency through training and tools to better assist patrons</th>
<th>Bradds, Guiles</th>
<th>In Progress</th>
<th>Two staff are working toward their MLIS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support technology learning by offering open lab time</td>
<td>Duperry, Katouzian</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Support access by providing ability to print from mobile devices</td>
<td>Bradds, Duperry</td>
<td>Completed</td>
<td>.</td>
</tr>
</tbody>
</table>

**GROW- services for patrons of all educational and socioeconomic levels**

**GROW- Services to nonusers**

<table>
<thead>
<tr>
<th>Continue to provide access to government services</th>
<th>Katouzian, Wood</th>
<th>In Progress</th>
<th>We served as a ballot drop off location for the recall election.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide programs to help immigrants acclimate</td>
<td>Wood</td>
<td>In Progress</td>
<td>LLC currently has 107 students. Eleven are new since July.</td>
</tr>
<tr>
<td>Continue English language tutoring</td>
<td>Wood</td>
<td>In Progress</td>
<td>LLC continues to work with learners virtually and stay on schedule.</td>
</tr>
<tr>
<td>Continue to focus on materials in Spanish and other languages</td>
<td>Katouzian</td>
<td>In Progress</td>
<td>We have orders in for other language materials, but we are waiting for publishers to provide materials.</td>
</tr>
</tbody>
</table>

**GROW- services to low-income patrons**
### MEETING AGENDA
Library Board of Trustees
Thursday, December 9, 2021
2:00 p.m.
City Council Chambers

**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 have returned to in person programming. |
| 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 offer this through our Reference Services |
| Provide healthy learning and social opportunities for middle grade students | Wood | In Progress | Cathy hosted in-person teen programs in September including Teen Book Club, TeenTasticFunTime, and Teens Go to the Movies. |
| 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.