

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 August 12, 2021.

CURRENT BUSINESS

2. Library IQ Presentation
3. Blocked Account Assistance
4. Informal Trustee Reports

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.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	October 14, 2021 **Special Meeting**	1:00 p.m.	City Council Chambers
Thursday	November 4, 2021	2:00 p.m.	City Council Chambers
Thursday	December 9, 2021	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/>

Escondido Library Board of Trustees

Meeting Minutes

August 12, 2021

CALL TO ORDER

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

LS&S Staff Present: Dara Bradds, Library Director; Katie Duperry, Assistant Library Director; Dan Young, Youth Literacy 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 July 15, 2021.

Motion: Guiles

Second: Bunnell

Vote: 5-0

CURRENT BUSINESS

2. Library Fine Free Recommendation Letter

Motion: Guiles

Second: Bunnell

Vote: 4-0 (Schwab - Abstain)

3. Library Literacy Services Update

Dan Young provided update on literacy services.

4. Strategic Planning Committee Update

Trustee Schwab provided an update on the Strategic Planning Committee.

5. Informal Trustee Discussion of Library Experiences

Trustee Schwab - Met with the Friends of the Escondido Library and invited other trustees to meet with them as well.

President Clemens - Received positive feedback from supervisor about the Escondido Library.



Trustee Gorny - Visited the Library with son. Pleased with how the Escondido Library is running.

Trustee Guiles - Pleased with how the Escondido Library is running.

Trustee Bunnell - Visited the Escondido Library and enjoyed seeing the selection of books and audio books.

OTHER REPORTS

Statistics Report

Library Director's Report

Dara Bradds provide an update on the Library and announced that Maureen Logan will serve as the new Children's Librarian.

President Clemens adjourned at 2:28 p.m. to the Special Meeting on September 8 at 2:00 p.m.



Agenda Item No. 2

Date: September 8, 2021

TO: Library Board of Trustees

FROM: Lauren Lee

SUBJECT: Library IQ Presentation

Recommendation:

Receive information

Background:

Director of Collection Management at LS&S, Lauren Lee will give a presentation to the board explaining how we use Library IQ in the Collection Development process.



Agenda Item No.3

Date: September 8, 2021

TO: Library Board of Trustees

FROM: Trustee Schwab

SUBJECT: Blocked Account Assistance

Recommendation:

Receive information

Background:

Review potential programs to assist patrons with blocked accounts.



Agenda Item No.3

Date: September 8, 2021

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.



Escondido Public Library

MEETING AGENDA
 Library Board of Trustees
 SPECIAL MEETING
Wednesday, September 8, 2021
2:00 p.m.
 City Council Chambers

Monthly Library Board of Trustees Statistics		July 2021	June 2021	May 2021
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	37,938	38,033	33,471
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,026	5,871	6,181
	Total Circulation	43,964	49,775	39,652
	Holds Satisfied	2,874	2,950	2,638
INTER-LIBRARY LOANS:	ILLs Checked Out	9	15	15
POPULATION & BORROWERS:	Total Registered Borrowers	71,713	71,232	70,827
REFERENCE QUESTIONS:	Total Reference Transactions	5,918	5,755	4,738
LIBRARY SERVICES:	Public Service Hours	260	227	200
	Library Visits	15,523	12,102	9,455
ELECTRONIC SERVICES:	Users of Public Internet Computers	1,668	1,513	1,276
	Wireless Sessions	3,783	3,478	3,591
	Number of Website Visits (website+catalog)	18,287	18,049	16,457
VOLUNTEERS:	Total Volunteers	123	113	89
	Total Volunteer Hours	1,328	1,200	778
PROGRAMS:	# of live, in-person programs	0	0	0
	Live, in-person attendance	0	0	0
	# of live, virtual programs	30	30	36
	Live, virtual program attendance	287	319	391
	# of pre-recorded programs	1		
	# of views of recorded program content	11		
	# of live, off site programs (outreach)	8	6	4
	Live, off site program (outreach) attendance	74	48	34
	# of take home kits given out	703	322	270

The State Report changed the way they count "recorded" programs for 2021-2022. Since the comparison is not the same, I have left the numbers off for June/May 2021.

Director’s Report

On Wednesday, September 1, we stopped charging overdue fines and changed all items to a 21-day checkout to make our library more accessible and easier to use. The Friends of the Library Shop is now open until 4 p.m. on Wednesdays, Thursdays, and Fridays to accommodate increased interest from shoppers, as well as an increase in Friends of the Library volunteers.

In August, the Youth Services department began reintroducing in-person programs. We offered two sessions of Inclusive Art Club, an all ages and all abilities program that welcomed families back to the library with stories and hands on sensory learning art projects. 43 people attended across both programs, and families expressed they were really happy with having in person programming at the Library that kept COVID safety standards in place. PJ Storytime was also in-person in August, with 24 people in attendance! Families came dressed in PJs and brought their favorite stuffed animals. They got to enjoy a story, song, stretches, and little craft before going home to bed! Additionally, Mrs. Garcia gave a tour to local Spanish speaking families that participate in the MAAC program. She delivered a bilingual tour that explored the library, Spanish collections, the children's library, an explanation of library services/programs and provided a storytime as an example of what parents can do at home for their kids. We had 15 in attendance.

On August 16, the Youth Services Department welcomed new Children’s Librarian Maureen Hogan to the team. Maureen is originally from Santa Barbara, but recently graduated from the University of Washington in Seattle with her Masters of Library and Information Science in June of 2021. On Tuesday, September 7, we welcomed Stephanie Martinez as our library associate in Teen services. Stephanie has a background in working with the local teen Latino community in San Marcos and will use her expertise to reach out to Escondido teens. Today, we welcomed Ashley Hays as our library associate in Customer Service and the Pioneer Room. Ashley has been a Pioneer Room volunteer for many years and has just started attending San Jose State University for her Master’s in Library and Information Science.

GOALS	OWNER	MILESTONES	August
CONNECT- bring people and groups together			
Provide programs for people with shared interests	Katouzian, Wood	In Progress	Artsy Adult Crafts, and Author Chat
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	Writing Competition with Escondido Writers Group
CONNECT- through marketing			
Raise public awareness through enhanced marketing plan	Bradds, Duperry	In Progress	Weekly Social Media updates on the library Mural
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	In Progress	In person programs returned in August.
CONNECT- through economic development			
Support enrichment with expanded programs	Katouzian, Wood	In Progress	Planning for in person programs in September.
Invite business community to provide and attend programs	Katouzian, Wood	In Progress	We have confirmed all of our RLSL businesses for the year ahead.
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	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			
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 2021.
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	Two 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 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 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 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.

Core Objective: Sustain and improve quality library service to patrons through excellent patron service, outreach, collections, programs, marketing, technology and facilities.