



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

July 13, 2023 at 6:00 PM

Council Chambers: 201 North Broadway, Escondido, CA 92025

WELCOME TO YOUR BOARD MEETING

We welcome your interest and involvement in the legislative process of Escondido. This agenda includes information about topics coming before the board.

PRESIDENT

Virginia Bunnell

SECRETARY

Francis X. Bova III

TRUSTEES

Carolyn Clemens

Maribel Reyes

John Schwab

ASSISTANT CITY CLERK

Sarena Garcia

HOW TO WATCH

The City of Escondido provides three ways to watch a board meeting:

In Person



201 N. Broadway, Escondido, CA 92025



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LIBRARY BOARD OF TRUSTEES

THURSDAY, JULY 13, 2023

HOW TO PARTICIPATE

The City of Escondido provides two ways to communicate with the board during a meeting:

In Person



Fill out Speaker Slip and Submit to City Clerk

In Writing



<https://escondido-ca.municodemeetings.com>

ASSISTANCE PROVIDED

If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 760-839-4869. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility. Listening devices are available for the hearing impaired – please see the City Clerk.



AGENDA

ROLL CALL

ORAL COMMUNICATIONS

APPROVAL OF MINUTES

- [1.](#) APPROVAL OF MINUTES: 06/08/2023 Meeting

CURRENT BUSINESS

- [2.](#) New Library Subcommittee
- [3.](#) Discuss Meeting Dates and Times
- [4.](#) Library Outreach Committee

STATISTICS REPORT

- [5.](#) Strategic Plan Objective 3: Support Escondido Economy

STATISTICS REPORT



CITY *of* ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, JULY 13, 2023

[6.](#) Statistics Report

LIBRARY DIRECTOR'S REPORT

[7.](#) Library Director's Report

TRUSTEE LIBRARY USE REPORT

[8.](#) Trustee Library Use Report

ADJOURNMENT

UPCOMING MEETING SCHEDULE

PRESIDENT

CITY CLERK



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, JUNE 08, 2023

MINUTES

ROLL CALL: 2:00 P.M.

Present: President Carolyn Clemens; Trustee John Schwab, Secretary Virginia Bunnell; Trustee Francis Bova

Absent: Trustee Maribel Reyes

LS&S Staff Present: Katy Duperry, Assistant Librarian

City Staff Present: Sarena Garcia, Assistant City Clerk

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

1. Approval of the April 20, 2023 Meeting Minutes

Motion: Bunnell

Second: Schwab

Approved 4-0 (Reyes Absent)

CURRENT BUSINESS

2. Announcement of New Trustees –

Introductions of new Trustee Francis Bova

3. Collection Development Budget FY2023-2024

Assistant Librarian, Katy Duperry provided an update

4. New Library Discussion

President Clemens and Secretary Schwab provided an update on meeting with City Manager regarding future budget and funding. Direction to staff to place on an item for potential Sub-Committee on future agenda.

5. Officer Election

President Clemens provided an overview of the President and Secretary responsibilities

Motion to nominate Trustee Bunnell for President: Clemens

Second: Schwab

Approved 4-0 (Reyes Absent)



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THURSDAY, JUNE 08, 2023

Motion to nominate Trustee Bova for Secretary: Clemens

Second: Bunnell

Approved 4-0 (Reyes Absent)

6. Community Awareness of EPL's Resources

Schwab provided an update and suggested an outreach sub-committee

STATISTICS REPORT

7. Statistics Report

Assistant Librarian, Katy Duperry provided an update

LIBRARY DIRECTOR'S REPORT

8. Director's Report

Assistant Librarian, Katy Duperry provided an update

TRUSTEE LIBRARY USE REPORT

- Secretary Schwab shared his experience using the library's services
- Trustee Bunnell expressed excitement for the time-management and future workshops and asked about a possible college application workshop
- Trustee Bova shared his experience visiting the library
- President Clemens shared her experience visiting a local library in Texas

ADJOURNMENT

3:02 p.m

UPCOMING MEETING SCHEDULE

Next meeting July 13, 2023

PRESIDENT

CITY CLERK

New Library Subcommittee

Trustees will discuss the potential to form a subcommittee to examine the need for, cost of, and financing opportunities for a new library. Pursuant to state law, Trustees acknowledge that they cannot use City resources, equipment, staff, and facilities to work on a campaign to advocate for any local ballot measure related to financing a new library but may discuss and consider whether the Board would ultimately support a measure.

Discuss Meeting Dates and Times

Trustees will discuss and vote on dates and times for upcoming Library Board of Trustees Meetings.

Library Outreach Committee

Trustees will form a committee to focus on reaching out to the community to promote Library resources. As per President Bunnell's recommendation that we add an intern to create and manage a Library TikTok account, Library Administrative Staff are in discussions with the City's Communications Department and have to do some research, so the Library will not be able to commit any action on this until September when Dara and Joanna will both be able to attend the Board Meeting.

Strategic Plan: Objective 3: Support the Escondido Economy

Library staff will review how the Library is meeting the goals and objectives of the Strategic Plan
Objective 3: Support the Escondido Economy.

3) SUPPORT ESCONDIDO ECONOMY

Goal Statement: EPL offers materials, technology, programs, and spaces to support local businesses and for residents to learn, connect and have fun.

Strategy	Objective	Timeline	Status
Support employment.	Bring job seekers and employers together by hosting or co-hosting one job fair.	FY 2023–2027	Adult Services Principal Librarian Azar Katouzian is planning the annual career fair for February 2023. She is also planning two resume writing workshops for the first quarter of 2023.
Enhance technology training and access.	Increase patron online safety by offering three social media safety and best practices classes.	FY 2024–2027	Social Media Team will begin brainstorming tips for a printed book mark and ideas for a class at the November 9 Social Media Team Meeting
Modify the current facility. (Objectives in this category depend on infrastructure grant or other capital funding.)	Increase digital equity by offering two quiet, private spaces for technology use or study.	FY 2024–2027	Study Rooms are part of the \$10 million Infrastructure Grant; completion planned for 2026.
	Improve amenities by offering a high quality coffee bar with snacks. Release an RFP for private operation with contractual obligations for hours of operation and products.	FY 2025–2027	Dependent on funding post-infrastructure grant
	Attract new users by providing space for maker equipment and/or a library of things.	FY 2026–2027	Dependent on funding post-infrastructure grant
	Engage elementary and middle grade students by offering a STEAM area for coding, robotics, etc.	FY 2026–2027	EPL's Youth Services department works with Dr. Sinem Siyannan at CSUSM's School of Education to host STEM classes at the Library. This program gives 20-25 children, ages 9-13 (4th-8th grade) the opportunity for hands on STEM learning and student teachers from CSUSM the opportunity to do hands on teaching. This program will continue for the next 5 years. Classes are planned for February-April 2023.
	Create more welcoming spaces by making one improvement to the facility annually as funding permits.	FY 2024–2027	Dependent on funding post-infrastructure grant
Provide off site services.	Investigate collaboration with business by considering pop-up services in local retail and government spaces. Identify one space for a pilot project.	FY 2025–2027	Will begin discussion in 2024

Statistics Report

Library staff will review the Library's statistics for May 2023.

MONTHLY STATISTICAL COMPARISON REPORT

Item 6.

Monthly Library Board of Trustees Statistics		May 2023	April 2023	March 2023
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	36,812	35,829	38,123
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	7,924	6,985	7,226
	Total Circulation	44,736	42,814	45,349
	Holds Satisfied	2,593	2,177	2,640
INTER-LIBRARY LOANS:	ILLs Checked Out	1	2	1
	Link+ Items Borrowed (EPL patrons)	263	274	319
	Link+ Items Lent (to patrons at other libraries)	328	287	315
POPULATION & BORROWERS:	Total Registered Borrowers	82,115	81,610	81,162
REFERENCE QUESTIONS:	Total Reference Transactions	5,909	5,119	6,338
LIBRARY SERVICES:	Public Service Hours	262	249	271
	Library Visits	20,552	20,779	19,477
ELECTRONIC SERVICES:	Users of Public Internet Computers	2,265	725	2,233
	Wireless Sessions	28,311	27,710	31,126
	Number of Website Visits (website+catalog)	17,596	15,827	18,408
VOLUNTEERS:	Total Volunteers	76	83	79
	Total Volunteer Hours	927	878	904
PROGRAMS:	# of live, in-person programs	65	74	80
	Live, in-person attendance	2029	1934	2035
	# of live, virtual programs	0	0	1
	Live, virtual program attendance	0	0	20
	# of pre-recorded programs	0	0	0
	# of views of recorded program content	0	0	0
	# of live, off site programs (outreach)	9	4	1
	Live, off site program (outreach) attendance	1420	146	26
	# of take home kits given out	80	80	91

We kicked off our Summer Reading Challenge on June 12th. So far, we have 1,204 people signed up with 158 babies, 490 kids, 240 tweens, 113 teens, and 203 adults.

In Adult Services programming during June they hosted:

- 2nd Annual Career Fair on June 6th with 233 attendees Including 35 employers and applicants.
- 2nd Saturday Concert on June 10th with 43 attendees.
- Shortcut to Writing and Publishing Short Stories with 23 registrations for 4 sessions
- A Historic Look of Escondido: Grand and Broadway, lecture on June 29th with 14 attendees
- A Historic Look of Escondido: Grand and Broadway, walking tour on June 24th with 23 Attendees
- Beginning Genealogy Workshop on June 29th with 10 attendees.

We also have some staffing changes that were recently announced. Kathryn Colvin, our Adult Services Librarian I, worked her last day on Friday, July 7. She is leaving Escondido to take a librarian position at the 4S Ranch branch of the San Diego County Library System. We will begin the search for another librarian for Adult Services in the weeks ahead. Also, Katy Duperry will be leaving Escondido for an opportunity with the Carlsbad Public Library as Senior Librarian of Collections & Technical Services. Her last day will be Friday, July 21. Her duties will be absorbed by the management team for the time being.

Trustee Library Use Report

Trustees will share how they used the Library and/or its resources in the past month.