



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

August 10, 2023 at 4:00 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

John Schwab

Carolyn Clemens

Maribel Reyes

ASSISTANT CITY CLERK

Sarena Garcia

HOW TO WATCH

The City of Escondido provides the following way to watch a board meeting:

In Person



201 N. Broadway, Escondido, CA 92025



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THURSDAY, AUGUST 10, 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 to city to make reasonable arrangements to ensure accessibility. Listening devices are available for the hearing impaired – please see the City Clerk.





CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, AUGUST 10, 2023

AGENDA

ROLL CALL

ORAL COMMUNICATIONS

APPROVAL OF MINUTES

- [1.](#) Approval of minutes from the July 13, 2023 meeting.

CURRENT BUSINESS

- [2.](#) Library Trust review. Library staff have no funding requests for use at this time.

STATISTICS REPORT

- [3.](#) Library staff will review the Library's statistics for June 2023.

STRATEGIC PLAN

- [4.](#) Library staff will review how the library is meeting the goals and objectives of the Strategic Plan.

LIBRARY DIRECTOR'S REPORT

5. The highlights for the month of June and July included a Beginning Genealogy Workshop with program instructor Beth McIntyre, a Pioneer Room Volunteer and genealogy researcher of 30+ years gave an overview of genealogy research to patrons in the Pioneer Room on Thursday, June 29 with 23 attendees. We also hosted Introduction to Dungeons & Dragons Workshop. Participants learned how to build a character and what materials are needed. This workshop featured the basics on how to get started in beginning your own adventure. This program was done in partnership with Knowhere Games and Comics and sponsored by Friends of the Escondido Public Library. We had fifteen attendees for this program on July 15.

In Youth Services, we had our Summer Reading Challenge Finale with Marc Griffiths One Voice, Many Friends performance. Marc Griffiths is an inspirational ventriloquist that presented a hilarious show for the whole family. We also had our first program with a new community partner, the San Diego Air & Space Museum. They presented Storytime Engineers!- a series of flying-related storytimes to send imaginations soaring!

As part of the Escondido Broadband & Digital Equity initiative, the library hosted an information booth to inform patrons about the Affordable Connectivity Program (ACP). On Tuesdays and Thursdays throughout July the table was staffed to answer questions and sign people up for the program.



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THURSDAY, AUGUST 10, 2023

TRUSTEE LIBRARY USE REPORT

UPCOMING MEETING SCHEDULE

Thursday September 14, 2023 4:00 p.m. City Council Chambers

Thursday October 12, 2023 ***SPECIAL MEETING** 6:00 p.m. City Council Chambers

Thursday November 9, 2023 4:00 p.m. City Council Chambers

ADJOURNMENT



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

July 13, 2023 at 6:00 PM

MINUTES

ROLL CALL

PRESENT

President Virginia Segarra Bunnell

Secretary Francis X. Bova III

Trustee Carolyn Clemens

Trustee John Schwab

Trustee Maribel Reyes

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

City Staff Present: Sarena Garcia, Assistant City Clerk

ORAL COMMUNICATIONS

None

1. APPROVAL OF MINUTES: 06/08/2023 Meeting

Motion to approve minutes with correction to titles on page one

Motion made by Trustee Clemens

Seconded by Trustee Schwab

Approved 5-0

CURRENT BUSINESS

2. New Library Subcommittee

3. Discuss Meeting Dates and Times

Motion to change Regular Meeting time from 2:00 p.m. to 4:00 p.m. and keep current Special Meeting time at 6:00 p.m.

Motion made by Trustee Clemens

Seconded by Trustee Reyes

Approved 5-0



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THURSDAY, JULY 13, 2023

4. Library Outreach Committee

Motion to form Library Outreach Committee and appoint Trustee Reyes as Lead and Secretary Bova III as Member.

Motion made by President Segarra Bunnell

Seconded by Trustee Clemens

Approved 5-0

STRATEGIC PLAN OBJECTIVE

5. Strategic Plan Objective 3: Support Escondido Economy

Katy Duperry, Assistant Library Director provided an update

STATISTICS REPORT

6. Statistics Report

Katy Duperry, Assistant Library Director provided an update

LIBRARY DIRECTOR'S REPORT

7. Library Director's Report

Katy Duperry, Assistant Library Director provided an update

TRUSTEE LIBRARY USE REPORT

8. Trustee Library Use Report

Trustee Clemens expressed appreciation for the San Diego pilots event

Secretary Bova III shared an experience with Hoopla and a visit to the Pioneer Room

President Segarra Bunnell expressed appreciation for the Concert Series online

Trustee Schwab inquired about the State Park Pass available through the Library

Trustee Reyes shared about the Summer Reading Challenge and Genealogy Workshop



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THURSDAY, JULY 13, 2023

ADJOURNMENT

Meeting Adjourned at 7:02 p.m.

PRESIDENT

ASSISTANT CITY CLERK

**City of Escondido
Library Trust
Fund 004
FY 2022-23 through June 30, 2023**

<u>Account #</u>	<u>Account Description</u>				<u>Amount</u>	<u>Description of Activity</u>
General Library Trust						
3050	Beginning Fund Balance, 07/01/2022			\$ 436,902.14		
	Revenues, 07/01/2022 - 06/30/2023					
4601	Library Trust Dividends			3,665.21		Signal Hill Petroleum & JP Oil Dividends
4602	General Donations			1,544.44		Individual donation checks
4609	Investment Earnings			3,717.42		City Investment Pool allocated based on the cash balance in the Library Trust Fund. Negative due to interest receivable.
4621	Library Sales			163.40		Sale of Headphones, Library Tote Bag, and USB Flash Drive
4370	Reimbursement from Outside Agencies			-		Reimbursement for prior year grant funds (CRISIS)
4990	Other Revenue			15,473.25		Reimbursements from CENIC grant
	Total Revenues			\$ 24,563.72		
	FY 2022/23 Budgeted Expenditures	Beginning Budget	Actual Expenditures	Remaining Budget		
400501	Neihoff Donation	36,493.00	-	36,493.00		Restrictive funds used towards purchasing adult/teen materials in a variety of formats.
400819	Library Technology	31,768.40	25,920.38	5,848.02		
400839	Literacy Projects	11,644.27	-	11,644.27		
408201	Pioneer Room	30,975.00	13,586.70	17,388.30		
409201	Youth Services-Library	25,000.00	-	25,000.00		
	Total Expenditures	\$ 135,880.67	\$ 39,507.08	\$ 96,373.59		*This is the remaining balance of budgeted projects.
	Ending Fund Balance, 06/30/2023			421,958.78		This balance includes actual expenditures.
	Remaining Project Budgets*			(96,373.59)		
	Available Fund Balance for Future Projects, 06/30/2023			\$ 325,585.19		This balance includes budgeted expenditures.

MONTHLY STATISTICAL COMPARISON REPORT

Item 3.

Monthly Library Board of Trustees Statistics		June 2023
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	41,834
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	7,424
	Total Circulation	49,258
	Holds Satisfied	2,755
INTER-LIBRARY LOANS:	ILLs Checked Out	2
	Link+ Items Borrowed (EPL patrons)	254
	Link+ Items Lent (to patrons at other libraries)	370
POPULATION & BORROWERS:	Total Registered Borrowers	82,784
REFERENCE QUESTIONS:	Total Reference Transactions	6,969
LIBRARY SERVICES:	Public Service Hours	260
	Library Visits	23,547
ELECTRONIC SERVICES:	Users of Public Internet Computers	2,502
	Wireless Sessions	24,200
	Number of Website Visits (website+catalog)	11,919
VOLUNTEERS:	Total Volunteers	104
	Total Volunteer Hours	1,357
PROGRAMS:	# of live, in-person programs	71
	Live, in-person attendance	2305
	# of live, virtual programs	0
	Live, virtual program attendance	0
	# of pre-recorded programs	0
	# of views of recorded program content	0
	# of live, off site programs (outreach)	6
	Live, off site program (outreach) attendance	158
# of take home kits given out	80	

4) RESILIENCE

Goal Statement: EPL will make the best use of resources by operating efficiently and will be a good neighbor and community member.

Strategy	Objective	Timeline	Status
Reduce waste.	Review and suggest best practices by scheduling two meetings per year with the City Recycling Division to review and suggest best practices.	FY 2024–2027	We will be working with the client to plan this
	Continue to ensure proper disposal by verifying reuse and recycling of materials that have been withdrawn from the collection and technology that has reached end of life.	FY 2024–2027	We currently resell or recycle weeded books
	Educate residents about responsible consumption by partnering with the City Recycling Division to offer two Library programs such as composting.	FY 2025–2027	Escondido Explorer’s Environmental Fair
	Shorten travel distance and reach a larger audience by providing programs in three different spaces throughout the service area.	FY 2025–2027	We will be working with the client to determine how to approach this
Encourage healthy living.	Increase awareness by offering resources for home gardening such as a seed or succulent swap and three programs on organic gardening, etc.	FY 2025–2027	We have a succulent swap on July 1, 2023
Encourage wellness.	Provide alternatives to screen time for children and tweens by offering four non-screen focused programs.	FY 2024–2027	Summer Reading Challenge, Marshmallow Engineering, Luiseño Basket Weaving, Friendship Bracelet Making
	Support mindfulness by inviting a local yoga studio to offer one series of free classes.	FY 2025–2027	Meditation and Mindfulness classes in July