

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 Virginia Bunnell, Trustee John Schwab, Trustee Mirek Gorny, Trustee Ron Guiles

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 February 9, 2023.

CURRENT BUSINESS

2. Strategic Plan Goals Section 3. SUPPORT ESCONDIDO ECONOMY
3. Moving the monthly meeting time of the LBOT Meeting
4. National Library Week
5. Annual Officer Election
6. Discussion on developing a plan for a new library
7. Having a Social Worker located in the library

OTHER REPORTS

Statistics Report
Library Director's Report
Trustee Library Use 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	April 6, 2023 ***SPECIAL MEETING***	11:00 a.m.	City Council Chambers
Thursday	May 11, 2023	2:00 p.m.	City Council Chambers
Thursday	June 8, 2023	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/>

February 9, 2023 MEETING MINUTES

CALL TO ORDER: 2:00 P.M.

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

Trustees Absent: None.

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

City Staff Present: Zack Beck, City Clerk

ORAL COMMUNICATIONS

None.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on January 12, 2023

Motion: Guiles

Second: Clemens

Approved: 5-0

CURRENT BUSINESS

2. Strategic Plan Goals Section 2: Embrace Emerging Services

Dara Bradds reported that the Escondido Library sends out monthly newsletters and uses social media to engage the community. LS&S is using *Library IQ* to better market services and programs.

3. Pioneer Room Software for Digitization

Motion to allocate \$14,000 from the Library Trust Fund to digitize records from the Pioneer Room (stipulation that the City and LS&S are responsible for at least 50% of cost after two years): Bunnell; Second: Schwab; Approved: 5-0

4. Trust Fund request for branded giveaways for outreach

Motion to allocate \$4,000 from the Youth Services line item in the Trust Fund to purchase Library-branded merchandise: Guiles; Second: Clemens; Approved: 5-0

5. Review Presentation Prior to City Council Meeting

President Clemens reviewed the draft City Council presentation with the Board of Trustees.

OTHER REPORTS

Statistics Report

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Gorny – Visited Library with son.



Schwab – Pleased with the amount of people visiting the Library.

Guiles – Will meet with the Escondido History Center to discuss document digitization at the Pioneer Room. Pleased with the daily operation of the Library.

Bunnell – Pleased that the Library is celebrating Black History Month and that they are providing California Parks pass. Toured the Pioneer Room with Dara Bradds.

Clemens – Checked out a book on America’s involvement in Iran from the Library.

ADJOURNMENT

President Clemens adjourned the meeting at 3:15 p.m.

PRESIDENT

CITY CLERK

Agenda Item No.2

Date: March 9, 2023

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: Strategic Plan Goals Section 3. SUPPORT ESCONDIDO ECONOMY

Recommendation:

Receive Information

Background:

Review section three of the library's Strategic Plan and share progress and plans to meet goals with the library trustees.

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 June 3, 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 April 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



Escondido Public Library

MEETING AGENDA
Library Board of Trustees
Thursday, March 9, 2023
2:00 p.m.
City Council Chambers

	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 Siyahhan 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. We have also established a partnership with the San Diego Air & Space Museum.
	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



Agenda Item No.3

Date: March 9, 2023

TO: Library Board of Trustees
FROM: Carolyn Clemens, President
SUBJECT: Moving the monthly meeting time of the LBOT Meeting

Recommendation:

Receive Information and vote

Background:

The Library Board of Trustees will discuss the advantages of adjusting the current monthly meeting time to occur later in the day.

Agenda Item No.4

Date: March 9, 2023

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: National Library Week

Recommendation:

Provide direction

Background:

This year National Library Week will be April 23-29. Last year the Library Board of Trustees showed their appreciation of library staff by supplying lunch. This is definitely not expected, staff were incredibly grateful. This is an opportunity for the Trustees to discuss whether they wish do that or something else again this year and vote to approve the appropriate funding.



Agenda Item No.5

Date: March 9, 2023

TO: Library Board of Trustees
FROM: Carolyn Clemens, President
SUBJECT: Annual Officer Election

Recommendation:

Receive Information and vote

Background:

Trustees will nominate and vote on the officers for the Library Board of Trustees.



Agenda Item No.6

Date: March 9, 2023

TO: Library Board of Trustees
FROM: John Schwab, Trustee
SUBJECT: Discussion on developing a plan for a new library

Recommendation:

Receive Information

Background:

Trustee Schwab would like to start a discussion about the possibility of developing a plan for a new library.

Agenda Item No.7

Date: March 9, 2023

TO: Library Board of Trustees
FROM: Joanna Axelrod, Deputy City Manager/ Director of Communications & Community Services
SUBJECT: Having a Social Worker located in the library

Recommendation:

Provide direction

Background:

Trustees will discuss their recommendation to add a social worker as part of library services.

Monthly Library Board of Trustees Statistics		January 2023	December 2022	November 2022
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	33,877	33,185	34,950
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	7,482	6,370	6,535
	Total Circulation	41,359	39,555	41,485
	Holds Satisfied	2,576	2,081	2,234
INTER-LIBRARY LOANS:	ILLs Checked Out	5	7	5
	Link+ Items Borrowed (EPL patrons)	402	234	122
	Link+ Items Lent (to patrons at other libraries)	324	270	270
POPULATION & BORROWERS:	Total Registered Borrowers	80,209	79,614	79,312
REFERENCE QUESTIONS:	Total Reference Transactions	5,286	5,086	5,264
LIBRARY SERVICES:	Public Service Hours	242	258	230
	Library Visits	17,988	15,894	19,679
ELECTRONIC SERVICES:	Users of Public Internet Computers	2,088	1,854	1,755
	Wireless Sessions	28,363	25,863	25,110
	Number of Website Visits (website+catalog)	18,273	14,033	15,839
VOLUNTEERS:	Total Volunteers	81	130	137
	Total Volunteer Hours	873	1,437	1,433
PROGRAMS:	# of live, in-person programs	55	37	46
	Live, in-person attendance	1860	839	1090
	# of live, virtual programs	0	0	0
	Live, virtual program attendance	0	0	0
	# of pre-recorded programs	0	0	0
	# of views of recorded program content	0	0	0
	# of live, off site programs (outreach)	2	1	2
	Live, off site program (outreach) attendance	45	38	190
	# of take home kits given out	80	80	80

Director's Report

The February highlights for Adult Services included the *Healthy You Series: Meditation and Mindfulness* with 17 attendees on the 1st. Escondido Writers Group guest author Susan Farese had 20 attendees in person and 12 on Zoom in total over their two meetings on the 7th and 21st. The 2nd Saturday Concert had 54 attendees in person and 19 FB views, and our first historic Escondido program, *A historic look at the Escondido Public Library and its Neighborhood* hosted 8 attendees in person on the 22nd.

In Youth Services, we had the soft launch of "Como Se Dice?" our evening bilingual Storytime. Participants learn Spanish the fun way with books, songs, and activities to explore the language and culture. It was well attended and parents and families are excited about it. This storytime replaced our once a month P.J. Storytime that was losing popularity. Parents had asked for a bilingual storytime and this was an easy adjustment to make. We are also continuing to see good numbers for all of our storytimes. On average Toddler Tales, which happens twice weekly, is seeing around 100 to 105 per storytime session.

The Literacy Department's ESL Classes continue and the students are excited for their progress. We've seen several community members express interest in becoming Literacy volunteers to help learners in their educational goals. Literacy Services continues to grow and serve the community, and the team is very excited about what the future will bring.