



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

July 11, 2024 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

John Schwab

Carolyn Clemens

Maribel Reyes

ASSISTANT CITY CLERK

Sarena Garcia

HOW TO WATCH

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

In Person



201 N. Broadway, Escondido, CA 92025



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, JULY 11, 2024

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.



ROLL CALL

ORAL COMMUNICATIONS

APPROVAL OF MINUTES

- [1.](#) Review and approval of minutes from the June 13, 2024 meeting.

CURRENT BUSINESS

- [2.](#) Library Trust Fund - Quarterly Report: A report of the current funding status of each of the library trust funds.
- [3.](#) The City Manager, on behalf of the City Council, has asked the Library Board of Trustees to provide direction for allocation and expenditure of the \$256,853.53 donation that the City received for the library back in October 2023, from the Patricia D. Seelig Separate Property Trust.
- [4.](#) A report by Virginia Bunnell, President of the Library Board of Trustees, on her July 10 meeting with the Friends of the Escondido Public Library.

STATISTICS REPORT

- [5.](#) Statistics Report



CITY *of* ESCONDIDO

LIBRARY BOARD OF TRUSTEES

THURSDAY, JULY 11, 2024

- [6.](#) Update and report of the library's Strategic Plan's goals and objectives.

LIBRARY DIRECTOR'S REPORT

- [7.](#) Monthly report by the Library Director.

TRUSTEE LIBRARY USE REPORT

8. Trustees will share the ways in which they have used the Library or its resources in the previous month.

ADJOURNMENT

UPCOMING MEETING SCHEDULE

9. Library Board of Trustees Meetings are scheduled for the second Thursday of the month in the City Council Chambers, City Hall. Meetings begin at 4:00 PM, unless noted otherwise.

Thursday, August 8, 4:00 p.m. City Council Chambers

Thursday, September 12, 4:00 p.m. City Council Chambers

Thursday, October 10, **6:00 p.m.** City Council Chambers



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

Item 1.

Minutes

4:00 PM Regular Meeting

ROLL CALL

Members Present: President Virginia Bunnell (arrived at 4:10 p.m.), Secretary Francis X. Bova III, Trustee John Schwab, Trustee Carolyn Clemens

Members Absent: Trustee Maribel Reyes

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

1. **Review and approval of minutes from the May 9, 2024 meeting**

Motion: Schwab; Second: Clemens; Approved 3-0 (Bunnell, Reyes – absent)

CURRENT BUSINESS

2. **The Library Director will present the library's collection budget plans for comment and advice by the Board of Trustees**
3. **Presentation of monthly statistical report and strategic plan updates.**

LIBRARY DIRECTOR'S REPORT

4. **Library Director's Report and library updates.**

TRUSTEE LIBRARY USE REPORT

5. **Reports by the Library Board of Trustees of their use of the library and its services.**

Trustee Clemens attended that promoted the Library's Literacy Program.

Trustee Bova encouraged residents to participate in the Summer Reading Challenge.

Trustee Schwab checked out a reference book from the Library for an international trip.



CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

Trustee Bunnell gave Escondido Deputy Mayor Christian Garcia and Liliana Garzon from the Love Esco Organization a tour of the library.

ADJOURNMENT

Meeting Adjourned at 5:20 p.m.

PRESIDENT

CITY CLERK

**City of Escondido
Library Trust
Fund 004
FY 2023-24 through June 30, 2024**

Account #	Account Description	Amount	Description of Activity
General Library Trust			
3050	Beginning Fund Balance, 07/01/2023	\$ 425,318.57	
		.	
	Revenues, 07/01/2023 - 06/30/2024		
4601	Library Trust Dividends	2,071.01	Signal Hill Petroleum & JP Oil Dividends
4602	General Donations	-	Individual donation checks
			City Investment Pool allocated based on the cash balance in the Library Trust Fund.
4609	Investment Earnings	6,912.44	
4621	Library Sales	69.00	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	8,946.24	Reimbursements from CENIC grant
4999	Transfer Out	31,920.80	Transfer from Ryan Trust Fund to create project, 409401.
	Total Revenues	\$ 49,919.49	
	FY 2023/24 Budgeted Expenditures	Beginning Budget	Actual Expenditures
			Remaining Budget
			Restrictive funds used towards purchasing adult/teen materials in a variety of formats.
400501	Neihoff Donation	36,493.00	-
400819	Library Technology	5,848.02	-
400839	Literacy Projects	11,644.27	-
408201	Pioneer Room	17,388.30	-
409201	Youth Services-Library	25,000.00	-
409401	Ryan Trust Pioneer Room	31,920.80	-
	Total Expenditures	\$ 128,294.39	\$ -
	Ending Fund Balance, 06/30/2024	475,238.06	This balance includes actual expenditures.
	Remaining Project Budgets*	(128,294.39)	
	Available Fund Balance for Future Projects, 06/30/2024	\$ 346,943.67	This balance includes budgeted expenditures.

PeopleSoft GL

Report ID: GLS7012 TRIAL BALANCE Page No. 1

Bus. Unit: ESC -- City of Escondido Run Date 7/8/2024

Ledger: ACTUALS -- Escondido Actuals Ledger Run Time 10:30:53

As of Year 2024 and Period 998

Base Currency: USD Date Code 0

Fund	Account	Cur	Transaction Debit
4 Library Trust	1001 Cash	USD	475,238.06
	1030 Interest Receivable	USD	0
	2005 Sales and Use Tax Payable	USD	0
	2018 Public Agency Retirement Sys	USD	0
	2020 Other Payroll Deductions	USD	0
	3050 Beginning Fund Balance	USD	0
	3200 Transfer Out	USD	0
	4127 State Grants	USD	0
	4601 Library Trust Dividends	USD	0
	4609 Investment Earnings	USD	0
	4621 Library Sales	USD	0
	4990 Other Revenue	USD	0
	4999 Transfers In	USD	0
Total for Fund 004			475,238.06
Total for Ledger		USD	475,238.06

Transaction Credit

0
0
0
0
0
425,318.57
0
0
2,071.01
6,912.44
69
8,946.24
31,920.80

475,238.06
475,238.06



STAFF REPORT

July 8, 2024

Subject: Patricia D. Seelig Separate Property Trust Donation

Presenter: Rino Landa, Library Director

BACKGROUND

On October 13, 2023, the Escondido Public Library (“the Library”) received a donation from the Patricia D. Seelig Separate Property Trust (“Seelig Donation”) in the amount of **\$256,853.53**. On October 24th, the City Council voted unanimously to approve the City Manager’s authority to execute the necessary documents to receive and distribute the funds. These monies are now in a General Fund holding account awaiting disposition based on the Library Board of Trustees recommendation to the City Council and the subsequent approval of a budget adjustment.

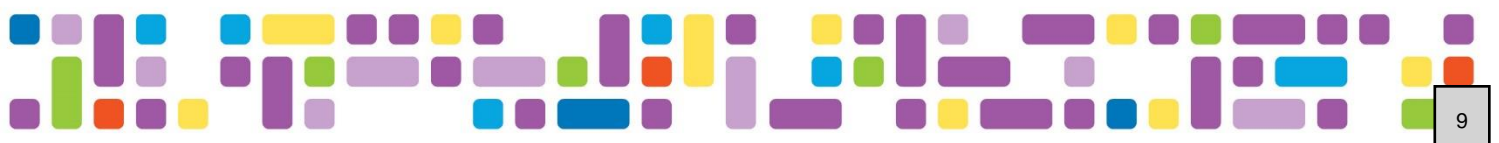
The donation was addressed for use by the Escondido Public Library but is otherwise unrestricted.

On October 19, 2022, the Library was awarded a \$10 million Building Forward Grant from the California State Library for the “Escondido Public Library Critical Infrastructure and Modernization Project.” The grant is restricted to five approved uses (outputs): 1) roof replacement, 2) HVAC system replacement, 3) window replacement, 4) ADA restroom upgrade, and 5) interior renovation for service improvements. The final output can only support fixtures that are built-in or otherwise permanently secured to the building. As such, mobile shelving, equipment, and furniture (that is moveable) cannot be purchased with grant funds. Additionally, the grant does not provide funds for any work that is outside the scope of the project, such as exterior landscaping and ingress/egress renovations. The grant does not provide funds for any furniture and equipment, even to areas within the scope of the project.

RECOMMENDATION

The Library Board of Trustees is asked to **provide direction** on how the Seelig Donation is allocated for disposition. The following options are possible for the use of the Seelig Donation funds:

- Increase the library infrastructure project budget.
- Increase an alternative project budget in the library trust fund.
- Create a new project budget in the library trust fund.



**STAFF RECOMMENDATION:**

Allocate the Seelig Donation to pay for interior renovation costs and library enhancements that are not covered by the \$10 million Building Forward Grant. The Seelig donation could support the purchase of fixtures, furniture, and equipment (FF&E) that are not-eligible for grant-funded purchases, or for general enhancements that are not tied to the renovation in the future. Non-grant purchases can include, but are not limited to, all new library furniture, mobile shelves, wall-mounted televisions/displays, public charging lockers/stations, makerspace equipment, study pods, and laptop/tablet vending machines (for in-library use). This may also allow for enhancements to the 2nd floor that were not envisioned in the state grant which focuses on the 1st floor.

PATRICIA D. SEELIG

Patricia D. Seelig, 93, peacefully passed away in her sleep on September 3, 2021, at Advent Hospital in Ocala, Florida, after bravely battling Covid. She was born on May 16, 1928, in Staten Island, New York, to Harry F. Dittmar of German descent and Mildred Simpson of Scottish descent. Patricia spent her formative years in Staten Island, where she cultivated her passion for knowledge and exploration of nature's beauty.

Her academic excellence shone brightly during her pre-college studies, where she earned numerous accolades, including Honor Roll Graduate, American Legion Medal, and Peace Medal honorable mention. Patricia graduated from Wagner University in Staten Island with a Bachelor of Arts degree in English literature, Shakespeare, Christian Doctrine, Religion, and other Liberal Arts Studies. Her pursuit of knowledge led her to a fulfilling career as a technical librarian, graduating with honors and an honorable mention.

In 1984, Patricia and her husband Marcus V. Seelig relocated to Vista, California, for health reasons. Patricia worked as a librarian at the Escondido Public Library during the late 1980's and early 1990's. She continued her support of libraries as a volunteer for many years. Her generosity extended to numerous charitable organizations, with significant donations made to Wagner College, Vista Library, Escondido Library, Cuyamaca State Park, and the Grace Anglican Church, where she found solace and community.

A celebration of Patricia's life took place on December 10th, 2023, at the Grace Anglican Church, 1106 Whaley Street, Oceanside, California. Rino Landa, Escondido Public Library Director, attended to thank the Seelig family for their donation.





STATISTICS REPORT

Monthly Library Board of Trustees Statistics 2023-2024		March	April	May
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	43,811	43,144	41,236
	eMaterial (includes eBooks and eAudiobooks-OverDrive, CloudLibrary, Biblioboard,	8,686	8,718	9,127
	Total Circulation	52,497	51,862	50,363
	Holds Satisfied	2,312	2,198	2,162
INTER-LIBRARY LOANS:	ILLs Checked Out	3	3	1
	Link+ Items Borrowed (EPL patrons)	389	358	301
	Link+ Items Lent (to patrons at other libraries)	323	342	346
POPULATION & BORROWERS:	Total Registered Borrowers	87,729	88,239	88,761
REFERENCE QUESTIONS:	Total Reference Transactions	6,110	6,122	5,804
LIBRARY SERVICES:	Public Service Hours	258	260	262
	Library Visits	25,474	22,899	12,777
ELECTRONIC SERVICES:	Users of Public Internet Computers	2,525	2,546	2,234
	Wireless Sessions	12,419	12,216	11,393
	Number of Website Visits	9,178	9,106	5,100
VOLUNTEERS:	Total Active Volunteers	106	108	90
	Total Volunteer Hours	675	1,099	844
PROGRAMS:	# of live, in-person programs	86	139	69
	Live, in-person attendance	2448	2635	2039
	# 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)	381	666	337
	Live, off site program (outreach) attendance	92	146	74
	# of take home kits given out	80	80	80



**STRATEGIC PLAN GOALS & OBJECTIVES REPORT****#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	Updates
Support employment	Bring job seekers and employers together by hosting or co-hosting one job fair.	FY 2023–2027	Annual job fair saw more than 200 people attend with 40+ businesses represented.
Enhance technology training and access	Increase patron online safety by offering three social media safety and best practices classes.	FY 2024–2027	More work needed. Youth and Adult Services teams are working to secure community partners for classes. Adult classes will likely be conducted by library staff.
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	Two study rooms are included in the latest version of the renovation plans. Additional study spaces are planned as self-contained pods.
	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	A café-style space is included in the latest version of the renovation plans. Currently envisioned with vending machines, rather than staffed service.
	Attract new users by providing space for maker equipment and/or a library of things.	FY 2026–2027	A flex-use space with makerspace equipment is included in the latest version of the renovation plans.
	Engage elementary and middle grade students by offering a STEAM area for coding, robotics, etc.	FY 2026–2027	EPL's Youth Services department continues to work with Dr. Sinem Siyahhan at CSUSM's School of Education to host STEM classes at the Library. 2024 will see the addition of new "Tinkering" programs for youth





**Escondido
Public Library**

239 South Kalmia Street,
Escondido, CA 92025
760.839.5440

www.escondidolibrary.org

			and the creation of a Tween space with STEAM elements.
	Create more welcoming spaces by making one improvement to the facility annually as funding permits.	FY 2024–2027	Major updates are included in the latest library renovation plan. Additional enhancements are planned through the Play for All grant that was tentatively awarded for the 2 nd floor toddler area.
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	More work is needed. This is being considered as a potential option while library services are limited during the renovation in 2025.





LIBRARY DIRECTOR'S REPORT

State Library Funding: Based on the recently passed state budget, the State Library expected a number of cuts to public programs, grants, and services. Below are highlights from the budget. Impacts on the Escondido Public Library are still being assessed, but will primarily affect access to several online resources.

- Approves May Revision proposal to pull back \$4.4 million one-time General Fund from the local library infrastructure program.
- Approves the Governor's Budget proposal to forego future funding for the local library infrastructure program.
- Modifies the May Revision proposal to eliminate funding for the Lunch at the Library program. Provides \$3 million ongoing General Fund for the program, down from \$5.5 million in the current year.
- Approves the May Revision proposal to reduce support for the California Library Services Act by \$1.8 million ongoing General Fund.
- Approves the Governor's Budget proposal to use federal funding to support a Tribal and Rural Libraries consultant position.
- Rejects the May Revision proposal to pull back \$40 million one-time General Fund from the Dolly Parton Imagination Library program.
- Approves the May Revision proposal to reduce state operations support by 7.95%.
- Provides \$750,000 one-time General Fund to support competitive grants for the preservation and public accessibility of Lesbian, Gay, Bisexual, Transgender, and Queer archives statewide.





ADULT SERVICES HIGHLIGHTS



June 4th- Career Fair

The program was planned with the San Diego Workforce and Live Well San Diego partnerships. The Career Fair offered job seekers the opportunity to meet with **45 top employers** face-to-face and schedule interviews. The employers were located at the library's Turretine Room, Lobby, and Portico, and **246 attendees** had a chance to gather information, meet the employers, and find their future path.

June 8th – 2nd Saturday Concert: Gregory Page

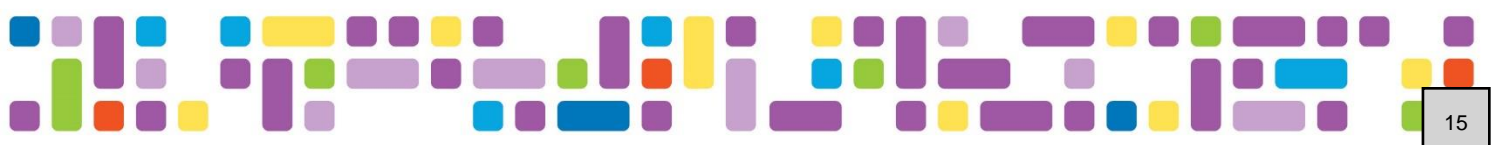
In June, the Escondido Public Library hosted a memorable concert featuring Gregory Page, a London-born artist known for his unique blend of "Americeltic" music. The event, held on a sunny afternoon, attracted **62 attendees** who enjoyed Gregory's eclectic performance. Many of the concert-goers were already fans of Gregory's music and showed their support by purchasing merchandise and CDs. Feedback from participants was overwhelmingly positive, reinforcing Gregory's popularity among our patrons. We eagerly anticipate inviting Gregory back for next year's 2nd Saturday Concert lineup.

June 27th: A Historic Look at the Escondido Public Library's Neighborhood

A perennial favorite among our adult patrons, this month's program featured Library Associate and Escondido history expert John Archer delivering an engaging lecture on the historical landmarks surrounding the library. Despite its niche appeal, the event drew a dedicated group of **12 attendees** who appreciated John's deep knowledge and approachable presentation style. Feedback highlighted admiration for John's historical expertise and his ability to connect with the audience.

June 29th: Walking Tour of the Library's Historic Neighborhood

Complementing the historical lecture earlier in the month, this program offered patrons a guided walking tour of the library's neighborhood, led by John Archer. **Thirty (30) participants** joined the tour, enjoying both exercise and historical insights under the warm June sun. This initiative resonated well with our adult patrons, encouraging them to step outside their usual routines and participate in our Summer Reading Challenge theme, "Adventure Begins at Your Library".





PIONEER ROOM HIGHLIGHTS

In June, the Pioneer Room served **54 patrons** and enriched its collection with **19 new books**. Among these are three notable additions for genealogists and family historians: *EVIDENCE EXPLAINED (4TH EDITION)*, *UNDERSTANDING CEMETERY SYMBOLS*, and *READING EARLY AMERICAN HANDWRITING*.

YOUTH SERVICES HIGHLIGHTS



In June 2024, Youth Services at the Escondido Public Library kicked off the **Summer Reading Challenge** with great enthusiasm. The program began on Monday, June 17, and has seen a fantastic response from our community. Here are the current sign-up numbers across different age groups: **118 babies** (0 to 3 years old), **428 kids** (4 to 8 years old), **200 tweens** (9 to 12 years old), **79 teens** (13 to 18 years old if still in high school), and **202 adults** (18+).

In the first two weeks of the program, participants have actively engaged in various activities aimed at promoting early learning and interaction. Notably, **515 Baby Activities** such as reading, signing, and walking with babies have already been completed, fostering valuable connections between parents and their infants.

For **adults**, **551 activities** have been completed, encouraging them to read, participate in library programs, and explore local businesses through our Read Local and Shop Local initiative.

The commitment to reading among our younger participants has been impressive. Kids have collectively read for **166,991 minutes** (2,783 hours), tweens for 60,594 minutes (1,009 hours), and teens for 47,073 minutes (784 hours) as of now. These numbers reflect a commendable dedication to literacy and community engagement within our Summer Reading Challenge.

We look forward to continuing this momentum throughout the summer, supporting learning and fostering a love for reading among youth and adults alike in our community.

