



# CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

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June 08, 2023 at 2:00 PM

**Council Chambers: 201 North Broadway, Escondido, CA 92025**

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## 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

Carolyn Clemens

### SECRETARY

John Schwab

### TRUSTEES

Virginia Bunnell

Maribel Reyes

Francis Bova

### CITY CLERK

Zack Beck

### HOW TO WATCH

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

#### In Person



201 N. Broadway, Escondido, CA 92025



# CITY of ESCONDIDO

## LIBRARY BOARD OF TRUSTEES

THURSDAY, JUNE 08, 2023

### AGENDA

#### ROLL CALL

#### ORAL COMMUNICATIONS

#### APPROVAL OF MINUTES

- [1.](#) Approval of the April 20, 2023 Meeting Minutes

#### CURRENT BUSINESS

- [2.](#) Announcement of New Trustees
- [3.](#) Collection Development Budget FY2023-2024
- [4.](#) New Library Discussion
- [5.](#) Officer Election
- [6.](#) Community Awareness of EPL's Resources

#### STATISTICS REPORT

- [7.](#) Statistics Report

#### LIBRARY DIRECTOR'S REPORT

- [8.](#) Director's Report

#### TRUSTEE LIBRARY USE REPORT

#### ADJOURNMENT

#### UPCOMING MEETING SCHEDULE

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PRESIDENT

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CITY CLERK



# CITY of ESCONDIDO

## LIBRARY BOARD OF TRUSTEES

THURSDAY, JUNE 08, 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.





# CITY of ESCONDIDO

LIBRARY BOARD OF TRUSTEES

## APRIL 20, 2023 SPECIAL MEETING MINUTES

**CALL TO ORDER:** 6:00 P.M.

**Trustees Present:** President Carolyn Clemens;, Trustee John Schwab, Secretary Virginia Bunnell

**Trustees Absent:** Trustee Mirek Gorny; Trustee Ron Giles

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

**City Staff Present:** Sarena Garcia, Assistant City Clerk

### ORAL COMMUNICATIONS

None

### APPROVAL OF MINUTES

#### 1. Approval of Minutes from the Library Board of Trustees Meeting on March9, 2023

Motion: Bunnell

Second: Schwab

Approved: 3-0 (Gorny – Absent; Giles – Absent)

### CURRENT BUSINESS

#### 2. Annual Officer Election

Deferred until May meeting.

#### 3. Library IQ Overview

Presentation by Library Staff.

#### 4. Strategic Plan Review

Library Director, Dara Bradds provided an update.

#### 5. Pioneer Room Update

Library Director, Dara Bradds provided an update on the interior design and project.

#### 6. Social Worker in the Library

Library Director, Dara Bradds shared experiences from other cities that have social workers.



# CITY *of* ESCONDIDO

LIBRARY BOARD OF TRUSTEES

## **Statistics Report**

## **Library Director's Report**

## **Trustee Library Use Report**

Clemens – Visited Paso Robles and shared local resident's experience with their City's library

Bunnell – Expressed support of the Como Se Dice event

Schwab - None

## **ADJOURNMENT**

President Clemens adjourned the meeting at 7:20pm.

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PRESIDENT

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CITY CLERK

**Announcement of New Trustees**

Trustees Ron Guiles and Mirek Gorney stepped down at the end of their terms creating two vacant seats on the Library Board of Trustees. We are excited to introduce Francis Bova and Maribel Reyes who will fill these positions and support the library on behalf of the City of Escondido along with the rest of the Board.

**Collection Development Budget**

The Board will review the Library Materials Budget for Fiscal Year 23-24

Fund Name	Previous Year's Budget		Avg price per item	Estimated Number of Volumes	Current Circ %	How that translates to budget \$	Ave price per item	Estimated number of volumes	Proposed Budget		Ave price per item	Estimated number of volumes	
	Dollars	% total budget							Dollars	% total budget			
<b>Adult Print</b>	Adult Fiction	\$ 21,000.00	8.82%	\$14.95	1,405	14%	\$ 19,957.04	\$14.95	1335	\$ 20,000.00	8.47%	\$14.95	1338
	Adult Nonfiction	\$ 15,849.58	6.66%	\$22.60	701	8%	\$ 11,911.23	\$22.60	527	\$ 12,000.00	5.08%	\$22.60	531
	Adult Graphic Novels	\$ 4,500.00	1.89%	\$15.25	295	2%	\$ 3,049.39	\$15.25	200	\$ 4,000.00	1.69%	\$15.25	262
	Adult Large Print	\$ 4,461.21	1.87%	\$31.62	141	3%	\$ 4,896.20	\$31.62	155	\$ 4,600.00	1.95%	\$31.62	145
	Spanish Adult Fiction	\$ 2,000.00	0.84%	\$17.18	116	5%	\$ 7,158.19	\$17.18	417	\$ 2,000.00	0.85%	\$17.18	116
	Spanish Adult Nonfiction	\$ 675.33	0.28%	\$18.84	36	4%	\$ 5,726.55	\$18.84	304	\$ 800.00	0.34%	\$18.84	42
	<b>TOTAL ADULT PRINT</b>	<b>\$ 48,486.12</b>	<b>20.36%</b>		<b>2,694</b>	<b>37%</b>	<b>\$ 52,698.61</b>		<b>2937</b>	<b>\$ 43,400.00</b>	<b>18.38%</b>		<b>2435</b>
<b>Children's Print</b>	Children's Board Books	\$ 436.24	0.18%	\$9.77	45	2.57%	\$ 3,679.31	\$9.77	377	\$ 1,800.00	0.76%	\$9.77	184
	Children's Easy Readers	\$ 1,428.70	0.60%	\$20.59	69	6.93%	\$ 9,921.25	\$20.59	482	\$ 3,800.00	1.61%	\$20.59	185
	Children's Picture Books	\$ 5,960.00	2.50%	\$14.53	410	19.62%	\$ 28,088.75	\$14.53	1933	\$ 8,500.00	3.60%	\$14.53	585
	Children's Fiction	\$ 5,440.00	2.28%	\$12.62	431	6.26%	\$ 8,962.06	\$12.62	710	\$ 6,000.00	2.54%	\$12.62	475
	Children's Nonfiction	\$ 4,880.00	2.05%	\$18.65	262	7.24%	\$ 10,365.06	\$18.65	556	\$ 5,880.00	2.49%	\$18.65	315
	Children's Graphic Novels	\$ 2,720.00	1.14%	\$12.66	215	4.56%	\$ 6,528.27	\$12.66	516	\$ 5,500.00	2.33%	\$12.66	434
	Spanish Children's	\$ 4,800.00	2.02%	\$16.44	292	3.09%	\$ 4,423.76	\$16.44	269	\$ 5,000.00	2.12%	\$16.44	304
	<b>TOTAL CHILDREN'S PRINT</b>	<b>\$ 25,664.94</b>	<b>10.78%</b>		<b>1,679</b>	<b>50.27%</b>	<b>\$ 68,289.16</b>		<b>4466</b>	<b>\$ 34,680.00</b>	<b>14.69%</b>		<b>2299</b>
<b>YA Print</b>	Teen Fiction	\$ 5,200.00	2.18%	\$14.62	356	3.75%	\$ 5,368.64	\$14.62	367	\$ 5,800.00	2.46%	\$14.62	397
	Teen Graphic Novels	\$ 6,983.20	2.93%	\$12.85	543	6.24%	\$ 8,933.42	\$12.85	695	\$ 7,600.00	3.22%	\$12.85	591
	Teen Nonfiction	\$ 880.00	0.37%	\$18.43	48	0.12%	\$ 171.80	\$18.43	9	\$ 500.00	0.21%	\$18.43	27
	<b>TOTAL YA PRINT</b>	<b>\$ 13,063.20</b>	<b>5.49%</b>		<b>899</b>	<b>10.11%</b>	<b>\$ 14,302.07</b>		<b>1062</b>	<b>\$ 13,400.00</b>	<b>5.68%</b>		<b>988</b>
<b>AV</b>	Adult DVDs	\$ 14,500.00	6.09%	\$24.00	604	8.16%	\$ 11,682.17	\$24.00	487	\$ 12,000.00	5.08%	\$24.00	500
	Children's DVDs	\$ 800.00	0.34%	\$19.00	42	4.47%	\$ 6,399.42	\$19.00	337	\$ 1,000.00	0.42%	\$19.00	53
	Adult Audiobooks	\$ 3,274.00	1.38%	\$31.00	106	1.35%	\$ 1,932.71	\$31.00	62	\$ 3,200.00	1.36%	\$31.00	103
	Children's Audiobooks	\$ 400.00	0.17%	\$31.00	13	0.45%	\$ 644.24	\$31.00	21	\$ 400.00	0.17%	\$31.00	13
	<b>TOTAL AV</b>	<b>\$ 18,974.00</b>	<b>7.97%</b>		<b>765</b>	<b>14.43%</b>	<b>\$ 20,658.54</b>		<b>907</b>	<b>\$ 16,600.00</b>	<b>7.03%</b>		<b>669</b>
<b>Misc and Local</b>	Periodicals (Local) Adult	\$ 7,601.91	3.19%	-						\$ 11,000.00	4.66%	-	
	Periodicals (Local) Children's	\$ 344.68								\$ 350.00	0.15%		
	Pioneer Room (Local)	\$ 2,000.00	0.84%	-						\$ 2,000.00	0.85%	-	
	<b>TOTAL LOCAL ORDERS</b>	<b>\$ 9,946.59</b>	<b>4.18%</b>							<b>\$ 13,350.00</b>	<b>5.65%</b>		
<b>Databases</b>	Database Subscriptions	\$ 36,501.00	15.33%	-						\$ 32,000.00	13.55%	-	
	Bibliotheca Annual Fee	\$ 3,500.00	1.47%							\$ -	0.00%		
	Bibliotheca Adult eAudio	\$ 700.00	0.29%	-						\$ -	0.00%	-	
	Bibliotheca Adult eBooks	\$ 9,300.00	3.91%	-						\$ -	0.00%	-	
	hoopla	\$ 24,879.42	10.45%							\$ 25,000.00	10.59%		
	OverDrive Adult eAudio	\$ 8,101.98	3.40%							\$ 11,000.00	4.66%		
	OverDrive Adult eBooks	\$ 9,300.00	3.91%							\$ 16,000.00	6.78%		
	OverDrive Children's eBooks	\$ 850.00	0.36%							\$ 1,000.00	0.42%		
	OverDrive Teen eBooks	\$ 1,000.00	0.42%							\$ 1,000.00	0.42%		
	TumbleBooks	\$ 799.00	0.34%							\$ 799.00	0.34%		
	<b>TOTAL DATABASES (BROKEN OUT)</b>	<b>\$ 94,931.40</b>	<b>39.87%</b>							<b>\$ 86,799.00</b>	<b>36.76%</b>		
<b>Discretionary</b>	Discretionary Adult Bks & Audbks/	\$ 13,000.00	5.46%	-						\$ 13,000.00	5.51%	-	



	Discretionary Child Bks & Audbks/	\$ 6,909.00	2.90%	-					\$ 7,500.00	3.18%	-	
	Discretionary DVDs/Replacements	\$ 3,800.00	1.60%	-					\$ 3,700.00	1.57%	-	
	Discretionary YA Bks & Audbks/Re	\$ 3,320.00	1.39%	-					\$ 3,666.25	1.55%	-	
	<b>TOTAL DISCRETIONARY</b>	<b>\$ 27,029.00</b>	<b>11.35%</b>						<b>\$ 27,866.25</b>	<b>11.80%</b>		
<b>Total</b>	<b>TOTAL OF ENTIRE BUDGET</b>	<b>\$ 238,095.25</b>	<b>100.00%</b>						<b>\$ 236,095.25</b>	<b>100.00%</b>		

Physical Materials Total \$ 143,163.85  
 Digital Materials Total \$ 94,931.40  
 \$ 238,095.25

\$ 149,296.25 Proposed Physical Totals  
 \$ 86,799.00 Proposed Digital Totals  
 \$ 236,095.25

\$ 238095.24  
 (0.01)

<b>Physical vs Electronic budgets</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Physical \$\$	\$ 143,163.85	\$ 149,296.25
Electronic \$\$	\$94,931.40	\$ 86,799.00

<b>Age by budget and circ</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Adult \$\$	\$ 79,260.12	\$ 71,600.00
Children's \$\$	\$ 33,773.94	\$ 43,580.00
YA \$\$	\$ 16,383.20	\$ 17,066.25
Adult circ	36.81%	
Children's circ	50.27%	
Teen circ	10.11%	

<b>Print vs AV physical budgets</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Print \$\$	\$ 110,443.26	\$ 115,646.25
AV \$\$	\$22,774.00	\$20,300.00
Print Circ	97.19%	
AV Circ	14.43%	

\$ (2,000.00)

**New Library Discussion**

Trustee Schwab will give an update on the meeting discussing the possibility of a new library.

**Officer Election**

The Library Board of Trustees will nominate and vote on the 2023 offices of President and Secretary.

**Community Awareness of EPL's Resources**

Trustee Schwab will discuss ideas and approaches to increase awareness of library services throughout the community.

MONTHLY STATISTICAL COMPARISON REPORT

Item 7.

Monthly Library Board of Trustees Statistics		April 2023	March 2023	February 2023
<b>CIRCULATION:</b>	Physical Materials (Books, media, museum passes, laptops)	35,829	38,123	32,693
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.		7,226	6,618
	Total Circulation		45,349	39,311
	Holds Satisfied	2,177	2,640	2,395
<b>INTER-LIBRARY LOANS:</b>	ILLs Checked Out	2	1	5
	Link+ Items Borrowed (EPL patrons)	274	319	351
	Link+ Items Lent (to patrons at other libraries)	287	315	282
<b>POPULATION &amp; BORROWERS:</b>	Total Registered Borrowers	81,610	81,162	80,659
<b>REFERENCE QUESTIONS:</b>	Total Reference Transactions	5,119	6,338	5,227
<b>LIBRARY SERVICES:</b>	Public Service Hours	249	271	231
	Library Visits	20,779	19,477	17,517
<b>ELECTRONIC SERVICES:</b>	Users of Public Internet Computers	725	2,233	1,949
	Wireless Sessions	27,710	31,126	27,158
	Number of Website Visits (website+catalog)	15,827	18,408	16,648
<b>VOLUNTEERS:</b>	Total Volunteers		79	80
	Total Volunteer Hours		904	864
<b>PROGRAMS:</b>	# of live, in-person programs	74	80	69
	Live, in-person attendance	1934	2035	1661
	# of live, virtual programs	0	1	0
	Live, virtual program attendance	0	20	0
	# of pre-recorded programs	0	0	0
	# of views of recorded program content	0	0	0
	# of live, off site programs (outreach)	4	1	2
	Live, off site program (outreach) attendance	146	26	34
# of take home kits given out	80	91	80	

Please join me in congratulating John Archer on his “Historic Preservation Award” from the City of Escondido which was awarded as part of National Historic Preservation Month. I am thrilled that his hard work on the “Historic Look of Escondido Lecture and Walking tour series” has been acknowledged. I would also like to thank Ashley Hayes and Abril Ruiz for their support and collaboration in this successful program. Thank you all for your great teamwork and dedication to Escondido's History.

During the week of May 4<sup>th</sup>, the library hosted Star Wars Week. A week of Star Wars themed programs including: Build Your Own Spaceship (124), Nail Art Galaxy Nails (10), May the Fourth Be with You/Star Wars Day (262), Inclusive Art Club (63), and Star Wars Week Finale/Free Comic Book Day (235). There was total of 694 program participants in total.

The Literacy Department hosted their annual Learner’s Recognition Dinner on May 18<sup>th</sup> for the first time since 2019. There were about 70 people in attendance and the learners that spoke were inspiring. It was a great reminder of the time and dedication that our volunteers, learners, and staff commit to making literacy attainable to everyone in Escondido.

On May 22, 2023 from 4:00 p.m. to 5:30 p.m., we hosted author Michael Sampson visiting and reading from his book ***The Story of Ukraine***. Michael also presented about the experience of writing the book and what inspired it. After the presentation participants took part in a themed craft and snack to enjoy the culture of Ukraine. The program brought in 30 attendees and established a good relationship between the library and the House of the Ukraine. They will help us plan for another program at the library as part of our Innovation Lab Program series.

2023 Summer Reading Challenge invites children, teens, and adults to read All Together Now this summer! The Challenge runs from June 12 to July 30, 2023 and encourages reading for fun and life-long learning for all ages. For additional information on the 2023 All Together Now Summer Reading Challenge including program dates and times, prizes, sponsors, and rules for participation, visit [www.escondidolibrary.org/summer](http://www.escondidolibrary.org/summer). Summer Reading events are free, open to the public, and generously sponsored by the Friends of the Escondido Public Library and local businesses. Escondido Public Library is located at 239 South Kalmia Street, Escondido, CA 92025.