



MEETING AGENDA
Library Board of Trustees
Thursday, December 13, 2018
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: President Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Gary Knight, Secretary Mayra Salazar

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 November 8, 2018.

CURRENT BUSINESS

2. Reconsideration of Vote on Audio Recording's Availability
3. Literacy Program Update
4. Update on Progress of Recruiting Volunteer as Community Outreach Liaison
5. Strategic Plan Implementation

OTHER REPORTS

Library Director's Report

ADJOURN



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UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday of the month in the Library Board Room. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	December 13, 2018	2:00 p.m.	Library Board Room
Thursday	January 10, 2019	2:00 p.m.	Library Board Room
Thursday	February 14, 2019	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Administrative Coordinator. Submit the *Speaker's Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Library Director or scheduled on a subsequent agenda. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the Library Administrative Coordinator.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.



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AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

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, or in the Library Board Room while the meeting is in session.

Please Turn Off All Cell Phones While the Meeting Is in Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday – Friday: 9:30 a.m. – 7:00 p.m.
Saturday: 9:30 a.m. – 6:00 p.m.
Sunday: 1 p.m. – 5 p.m.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
Thursday, November 8, 2018
2:00 p.m.**

CALL TO ORDER: President Guiles called the meeting to order at 2:00 p.m.

Members Present: President Ron Guiles, Trustee Elmer Cameron, Trustee Gary Knight, Secretary Mayra Salazar and Trustee Mirek Gorny

Members Absent: None

LS&S Staff Present: Patricia Crosby – Library Director, Faith McLaughlin – Administrative Coordinator, Gabriel Diaz – Digital Services Specialist, Barbara Howison, Regional Director

City Staff Present: Joanna Axelrod – Director of Communications and Community Services

ORAL COMMUNICATIONS: None

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the October 18, 2018 meeting

A request was made by Joanna Axelrod to strike “And a youth services member” from Agenda Item 2 of the minutes.

Motion by Trustee Knight, seconded by Secretary Salazar to approve the October 18, 2018 corrected minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Staff Introductions

Gabriel Diaz – Digital Services Specialist spoke on his education and professional experience as well as his role at the library and gave a demonstration of the Virtual Reality equipment and games.

Agenda Item 3. Recording of Board Meetings

The Board discussed a request by a member of the public to make available the audio recordings of board meetings on the city website.

A motion was made by Trustee Knight to not publish audio recordings of Board meetings on the City web site. The public may still request access to them at the library per the Brown Act. The motion was seconded by Trustee Cameron. Motion carried with a 4-1 vote.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
Thursday, November 8, 2018
2:00 p.m.**

Agenda Item 4. Recruit Volunteer as Community Outreach Liaison

The Board of Trustees discussed the possibility of recruiting a volunteer as a Community Outreach Liaison.

A motion was made by Trustee Cameron to continue to explore the possibility of recruiting a volunteer as a Community Outreach Liaison. The motion was seconded by Trustee Knight. The motion carried unanimously.

Agenda Item 5. Agenda Materials

The Board discussed a request by the public of the Board to include in every agenda packet, any printed materials that will be handed out during the meeting so that it is available to the public for review in advance.

A motion was made by Trustee Knight to leave the agenda packet publication as it is now. The motion was seconded by President Guiles. The motion carried unanimously.

Agenda Item 6. Strategic Plan Implementation

Director Crosby presented an update of the implementation progress of the Strategic Plan.

OTHER REPORTS:

Director's Report:

- Monthly and Annual Statistics of the Library handout and breakdown (attached)
- Closed on Sunday, November 11, 2018 in observance of Veterans Day.
- Closed at 5pm on Wednesday November 27, 2018 and closed Thursday and Friday November 28/29, 2018 in observance of Thanksgiving.

Items Which Have Been Requested for Next Month's Agenda:

- Update on progress of pursuing a volunteer for the potential Community Outreach Liaison.

Next Meeting: The next meeting is on Thursday December 13, 2018 at 2:00 pm.

ADJOURNMENT: Motion by Trustee Knight, seconded by Secretary Salazar to adjourn the meeting at 3:35 p.m. Motion carried unanimously.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
Thursday, November 8, 2018
2:00 p.m.**

Ron Guiles, President, Library Board of Trustees/P. Crosby, Director, Escondido Public Library



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: December 13, 2018

TO: Library Board of Trustees
FROM: Ron Guiles, President, Library Board of Trustees
SUBJECT: Reconsideration of Vote on Audio Recordings Availability

Recommendation:

Discuss and Vote

Background:

To reconsider the previous vote on audio recordings and publishing them for the public.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: December 13, 2018

TO: Library Board of Trustees
FROM: Dan Wood, Senior Librarian Youth and Literacy Services
SUBJECT: Literacy Program Update

Recommendation:

Receive Information

Background:

Dan Wood, Senior Librarian Youth and Literacy Services and Myrna Montano, Library Associate 3, will update the board on Literacy Services' 2018 programs and services.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: December 13, 2018

TO: Library Board of Trustees
FROM: Elmer Cameron, Trustee
SUBJECT: Update on Progress of Recruiting Volunteer as Community Outreach Liaison

Recommendation:

Receive Information

Background:

Trustee Cameron will give an update on the progress that has been made in recruiting a volunteer to fill the role of Community Outreach Liaison.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: December 13, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Director
SUBJECT: Strategic Plan Implementation

Recommendation:

Receive Information

Background:

Director Crosby will give a progress report of the Strategic Plan Implementation by highlighting three of the prioritized Board goals.

DIRECTOR'S REPORT

MONTHLY STATISTICAL COMPARISON REPORT 2017-2018

MONTHLY STATISTICAL COMPARISON REPORT 2017-2018

CIRCULATION		November 2018	October 2018	September 2018	November 2017	October 2017	September 2017
By Format:	Print	25,339	29,129	25,864	25,652	28,487	27,855
	Media	8,268	9,066	8,128	8,921	9,527	9,533
	Electronic Devices (Equipment)	187	162	157	172	253	250
	Museum Passes	70	89	74	98	98	83
	eBooks & eAudiobooks	2,619	3,224	3,073	2,174	2,377	2,382
	eMagazines	1,146	480	263	379	304	276
	Total Circulation	37,629	42,150	37,559	37,396	41,053	40,379
	Holds Filled	1,999	2,370	2,128	2,091	2,367	2,487
SELF CHECKOUT CIRCULATION:	# Patrons Served	3,281	3,614	3,319	4,046	4,485	4,619
	# Items Circulated	18,332	20,631	18,553	20,867	23,582	23,591
	Percent of Total Circulation	48.7%	48.9%	49.4%	60.4%	62.0%	63.1%
PATRONS:	Total Patrons	64,858	64,294	63,632	61,616	61,499	61,411
	Total Active Patrons	43,152	43,259	43,415	23,353	23,669	23,857
	Percent Active	66.5%	67.3%	68.2%	37.9%	38.5%	38.9%
PC USE:	Chromebook Sessions	184	157	147	181	231	240
	Total PC users (adult, incl. parents)	3,636	4,312	4,017	3,491	4,516	4,293
	Total PC users (teens)	143	141	100	160	147	212
	Total PC users (kids)	344	427	406	650	788	792
	Total Wireless Sessions	14,244	16,494	13,597	10,693	13,015	11,269
PROGRAMS:	Total Programs	38	39	33	22	26	20
	Total Program Attendance	1,720	1,351	910	650	732	715
	Total Outreach/Tours	4	11	12	1	4	10
	Total Outreach/Tour Attendance	223	1,660	929	85	248	126
VISITS:	Total Door Count	37,513	37,026	30,520	28,956	32,404	32,399
	Total Door Count: Daily Avg.	1,389	1,194	1,090	1,259	1,246	1,296
VIRTUAL:	Website and Catalog Sessions	24,175	26,825	25,138	23,747	26,579	26,585
VOLUNTEERS:	Total Volunteers	211	211	211	194	211	199
	Total Volunteer Hours	2,400	2,649	2,339	2,340	2,339	2,327