



MEETING AGENDA
Library Board of Trustees
Thursday, November 8, 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 October 18, 2018.

CURRENT BUSINESS

2. Staff Introduction
3. Recording of Board Meetings
4. Recruit Volunteer as Community Outreach Liaison
5. Agenda Items
6. Strategic Plan Implementation

OTHER REPORTS

Library Director's Report

ADJOURN



MEETING AGENDA
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Library Board Room



Escondido Public Library
November 2018 Event Calendar

239 South Kalmia Street
 Escondido, CA 92025
 760.839.4684
www.escondidolibrary.org

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 @escondidolibrary
 @escolibrary

SUNDAY 1:00-5:00 p.m.	MONDAY 9:30 a.m.-7:00 p.m.	TUESDAY 9:30 a.m.-7:00 p.m.	WEDNESDAY 9:30 a.m.-7:00 p.m.	THURSDAY 9:30 a.m.-7:00 p.m.	FRIDAY 9:30 a.m.-7:00 p.m.	SATURDAY 9:30 a.m.-6:00 p.m.
Holiday Food for Fines November 26-December 31, 2018 Clear up to \$20 in fines from your Library account! Proceeds benefit Interfaith Community Services. For more information, call 760-839-4684 or visit www.escondidolibrary.org/food				1 Toddler Tales 10:30-11:00 a.m. Walkers-3 years Día de los Muertos 3:30-4:30 p.m. Ages 4-12	2	3
4 Board Game Day 1:30-4:30 p.m. All Ages	5 Rhymes & Reading Storytime 11:00-11:30 a.m. Ages 4-5 Knights Realm Chess Club 3:30-5:30 p.m. Ages 6-12	6 Escondido Writers Group 1:00-4:00 p.m. Adults	7 Baby Lapsit 10:30-11:00 a.m. Pre-walkers Teen Advisory Board 3:30-5:00 p.m. Ages 12-18	8 Toddler Tales 10:30-11:00 a.m. Walkers-3 years Library Board of Trustees Meeting 2:00-4:00 p.m. Read to a Dragon 2:30-3:30 p.m. Ages 5-12 Kumeyaay Diegueño: San Diego's Original People 3:30-4:30 p.m. Ages 6-12	9 R.E.A.D. Book Club 3:30-4:30 p.m. Ages 9-12 <i>Front Desk</i> by Kelly Young	10 2 nd Saturday Concert Series Presents: <i>Peter Fletcher</i> 3:00-4:30 p.m. All Ages
11 Veteran's Day All Library Facilities Closed 	12 Baby Storytime at SDCDM 11:00-11:30 a.m. Pre-walkers-3 years Rhymes & Reading Storytime 11:00-11:30 a.m. Ages 4-5 Knights Realm Chess Club 3:30-5:30 p.m. Ages 6-12	13 Virtual Reality @ the Library 5:00-6:30 p.m. Ages 13+ 2 nd Tuesday Book Club <i>The Dark Flood Rises</i> by Margaret Drabble 5:30-6:45 p.m. Adults	14 Baby Lapsit 10:30-11:00 a.m. Pre-walkers Paws For Reading 3:30-4:30 p.m. Ages 5-12	15 Toddler Tales 10:30-11:00 a.m. Walkers-3 years Escondido Writers Group 3:00-6:00 p.m. Adults Kettle Coffee & Tea, 119 East Grand Ave	16	17 Rincón Literario Bilingual Book Club <i>Frankenstein</i> by Mary Shelley 10:30-12:30 p.m. Adults Swami's Cafe, 150 West Grand Avenue
18	19 Rhymes & Reading Storytime 11:00-11:30 a.m. Ages 4-5 Knights Realm Chess Club 3:30-5:30 p.m. Ages 6-12 San Diego Comic-Con Adult Graphic Novel Book Club 6:00-7:30 p.m. Adults	20 P.J. Storytime 6:00-6:30 p.m. Ages 5-12	21 Baby Lapsit 10:30-11:00 a.m. Pre-walkers Early Closure for Thanksgiving 5:00 p.m.	22 Thanksgiving All Library Facilities Closed 	23 Thanksgiving All Library Facilities Closed	24 TeenTasticFunTime 3:00-5:00 p.m. Ages 12-18
25 Food For Fines Begins Monday, November 26!	26 Baby Storytime at SDCDM 11:00-11:30 a.m. Pre-walkers-3 years Rhymes & Reading Storytime 11:00-11:30 a.m. Ages 4-5 Knights Realm Chess Club 3:30-5:30 p.m. Ages 6-12	27 Burritos & Book Club <i>All Rights Reserved</i> by Gregory Scott Katsoulis 4:00-5:30 p.m. Ages 13-18 Virtual Reality @ the Library 5:00-6:30 p.m. Ages 13+	28 Baby Lapsit 10:30-11:00 a.m. Pre-walkers Paws For Reading 3:30-4:30 p.m. Ages 5-12	29 Toddler Tales 10:30-11:00 a.m. Walkers-3 years	30 ½ Price Sale in the Friends Bookshop!	



MEETING AGENDA
Library Board of Trustees
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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.



MEETING AGENDA
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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
Special Board Meeting Minutes
Thursday, October 18, 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 and Secretary Mayra Salazar.

Members Absent: Trustee Mirek Gorny

LS&S Staff Present: Patricia Crosby – Library Director, Faith McLaughlin – Administrative Coordinator, Monica Barrette -- Senior Librarian Adult Services/Pioneer Room

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

ORAL COMMUNICATIONS:

- Brenda Townsend spoke about audio recordings and availability to the public.
- Linda Parker spoke about Agenda Item 4.
- Patricia Borchmann spoke on items not listed on the agenda.
- Mrs. Letson spoke on availability of meeting minutes prior to the next meeting.

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the September 13, 2018 meeting

Motion by Trustee Cameron, seconded by Secretary Salazar to approve the September 13, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Summer Reading Challenge Presentation

Monica Barrette, Senior Librarian Adult Services and a Youth Services staff member, presented an overview and showed some highlights of the Adult and Youth Services programs in addition to a slideshow of the 2018 Endless Adventures Summer Reading Challenge.

Agenda Item 3. Trust Fund

The Board discussed the Trust Fund and the allocation or pre-designation of funds that have been allocated and other funds which can be made available in the future.

Agenda Item 4. Progress of Operational Effectiveness

The Board of Trustees discussed the progress of the Escondido Public Library's effectiveness since the operational changes that occurred in January 2018.

**Escondido Public Library
Board of Trustees
Special Board Meeting Minutes
Thursday, October 18, 2018
2:00 p.m.**

Agenda Item 5. Strategic Plan Implementation

The Board and Director Crosby discussed the goals previously assigned and the progress of implementation so far.

OTHER REPORTS:

Director's Report:

- Monthly and Annual Statistics of the Library handout and breakdown (attached)
- Fire Drill report from the City.
- Installation of the new security door at the staff entrance at the front of the building is now operational.
- Staff change: $\frac{3}{4}$ FTE staff member Cecy Rayphole is leaving on 11/09/2018 but her last day working onsite is 10/27/2018. Her position will now be recruited as a full time position.
- California State Library Survey has been completed.
- Polling location information for November 6 election day.
- Annual Report is in progress
- Arrival of new Chromebooks

Items Which Have Been Requested to Be Placed On Next Month's Agenda:

- Audio recordings of board meetings and the availability to the public.
- Handouts from the Director made available to the public prior to the meeting (when agenda is posted).
- Plan of action regarding the possibility of recruiting someone to work with the public in an outreach role to generate interest in the library.

Next Meeting: The next meeting is on Thursday November 8, 2018 at 2:00 pm.

ADJOURNMENT: Motion by Trustee Knight, seconded by Secretary Salazar to adjourn the meeting at 3:55 p.m. Motion carried unanimously.

**Escondido Public Library
Board of Trustees
Special Board Meeting Minutes
Thursday, October 18, 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: November 8, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Staff Introduction

Recommendation:

Receive Information

Background:

Patricia Crosby, Library Director, will introduce Digital Media Specialist Gabriel Diaz. Gabe will speak on his educational and professional experiences as well as his role at the Escondido Public Library.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: November 8, 2018

TO: Library Board of Trustees
FROM: Ron Guiles, Library Board of Trustees President
SUBJECT: Recording of Board Meetings

Recommendation:

Discuss and vote

Background:

A public request was made to make available the audio recording of Board meetings immediately after each meeting by posting the audio file on the City's website. The Board will discuss the feasibility of doing this.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: November 8, 2018

TO: Library Board of Trustees
FROM: Elmer Cameron, Library Board of Trustees Trustee
SUBJECT: Recruit Volunteer as Community Outreach Liaison

Recommendation:

Receive information and discuss

Background:

Trustee Cameron will introduce discuss a plan of action to explore the idea of the Board recruiting a volunteer as a community outreach liaison to encourage more of the community to come into the library.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: November 8, 2018

TO: Library Board of Trustees
FROM: Ron Guiles, President, Library Board of Trustees
SUBJECT: Agenda Materials

Recommendation:

Discuss and Vote

Background:

A member of the public requested of the Board to include in every agenda packet, any printed materials that will be handed out during the meeting so that it is also available to the public for review in advance.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 6
Date: November 8, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library 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

CIRCULATION		October 2018	September 2018	August 2018	October 2017	September 2017	August 2017
By Format:	Print	29,129	25,864	28,135	28,487	27,855	30,687
	Media	9,066	8,128	9,162	9,527	9,533	10,470
	Electronic Devices (Equipment)	162	157	214	253	250	290
	Museum Passes	89	74	101	98	83	68
	eBooks & eAudiobooks	3,224	3,073	2,560	2,377	2,382	2,366
	eMagazines	480	263	203	304	276	223
	Total Circulation	42,150	37,559	40,375	41,053	40,379	44,097
	Holds Filled	2,370	2,128	2,162	2,367	2,487	3,591
SELF CHECKOUT CIRCULATION:	# Patrons Served	3,614	3,319	3,816	***	***	***
	# Items Circulated	20,631	18,553	21,084	23,582	23,591	26,250
	Percent of Total Circulation	48.9%	49.4%	52.2%	62.0%	63.1%	63.8%
PATRONS:	Total Patrons	64,294	63,632	62,929	61,499	61,411	61,374
	Total Active Patrons	43,259	43,415	43,512	23,669	23,857	24,180
	Percent Active	67.3%	68.2%	69.1%	38.5%	38.9%	39.4%
PC USE:	Chromebook Sessions	157	147	202	231	240	289
	Total PC users (adult, incl. parents)	4,312	4,017	4,758	4,516	4,293	4,867
	Total PC users (teens)	141	100	157	147	212	199
	Total PC users (kids)	427	406	416	788	792	604
	Total Wireless Sessions	16,494	13,597	14,765	13,015	11,269	13,267
PROGRAMS:	Total Programs	39	33	22	26	20	12
	Total Program Attendance	1,351	910	506	732	715	346
	Total Outreach/Tours	11	12	9	4	10	2
	Total Outreach/Tour Attendance	1,660	929	1,016	248	126	345
VISITS:	Total Door Count	37,026	30,520	36,138	32,404	32,399	35,010
	Total Door Count: Daily Avg.	1,194	1,090	1,166	1,246	1,296	1,297
VIRTUAL:	Website and Catalog Sessions	26,825	25,138	28,863	26,579	26,585	28,098
VOLUNTEERS:	Total Volunteers	211	211	212	211	199	235
	Total Volunteer Hours	2,649	2,339	2,217	2,339	2,327	3,117