



MEETING AGENDA
Library Board of Trustees
Special Meeting
Thursday June 20, 2019
2:00 p.m.
City Council Chambers

CALL TO ORDER

Roll Call: President Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Carolyn Clemens, Trustee John Schwab

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 May 9, 2019.

CURRENT BUSINESS

2. Update on Volunteer Community Outreach Liaison
3. Strategic Plan Progress
4. Feasibility of revising rental fee charges for DVDs and books on CD. Discussion and vote.

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 City Council Chambers, City Hall. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	Special Meeting July 25, 2019	2:00 p.m.	City Council Chambers
Thursday	August 8, 2019	2:00 p.m.	City Council Chambers
Thursday	September 12, 2019	2:00 p.m.	City Council Chambers

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the City Clerk. 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 City Clerk.

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.

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, Special Meeting
Thursday, April 25, 2019
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 Mirek Gorny, Trustee Carolyn Clemens, and Trustee John Schwab

LS&S Staff Present: Patricia Crosby, Library Director, Barbara Howison, Regional Director

City Staff Present: Joanna Axelrod, Director of Communications and Community Services; and Zack Beck, City Clerk

ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES

Agenda Item 1. Approval of Minutes from the Library Board of Trustees Meeting on April 25, 2019.

Moved by Trustee Clemens and seconded by Trustee Gorny to approve the April 25, 2019 minutes as presented.

Motion approved: 5-0

CURRENT BUSINESS

Agenda Item 2. Elect Board of Trustee Officers

Motion to appoint to Ron Guiles as President by Trustee Schwab and seconded by Trustee Gorny.

Motion approved: 5-0

Motion to appoint Mirek Gorny as Secretary by Trustee Cameron. Motion to appoint John Schwab as Secretary by Trustee Clemens. President Guiles requested an anonymous vote by paper ballot. John Schwab appointed as Secretary with three affirmative votes.

Agenda Item 3. Introduction of Library Director Candidate

Barbara Howison, Regional Director for LS&S introduced Dara Brads, candidate for Library Director, to the Board of Trustees. Dara Brands provided introductory comments and answered questions from the Board of Trustees.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes, Special Meeting
Thursday, April 25, 2019
2:00 p.m.**

Motion to recommend that LS&S appoint Dara Bradds as Library Director by President Guiles and seconded by Trustee Cameron

Motion approved 5-0

Agenda Item 4. All Staff Day, Friday September 13, 2019

Motion to have the Escondido Public Library closed for the "All Staff" event on September 13, 2019 by Trustee Clemens and seconded by Trustee Gorny.

Motion Approved 5-0

Agenda Item 5. Request to change June meeting date to special meeting date

Motion to change the June 13, 2019 meeting date to June 20, 2019 at 2:00 p.m. by Trustee Cameron and seconded by Trustee Clemens.

Approved 5-0

Agenda Item 6. Strategic Plan Progress

Patricia Crosby, Library Director provided an update regarding the Strategic Plan Progress.

Approved 5-0

OTHER REPORTS

Director's Report:

- Patricia Crosby, Library Director, provided the director's report. Pedro Lopez started work at the Library on May 8, 2019. The Librarian #2 position interviews have been put on hold until the new director comes on board. Kelly Dunn is going to be leaving her part-time position with the Library on May 23, 2019. The Literacy Dinner is going to take place on May 16, 2019 at 6:00pm.

Items Which Have Been Requested for Next Month's Agenda – None

Next Meeting: The next meeting is on Thursday, June 20, 2019 at 2:00 p.m. in the Escondido City Council Chambers.

ADJOURNMENT: Moved by Trustee Gorny and seconded by Trustee Cameron to adjourn the meeting at 3:38 p.m.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes, Special Meeting
Thursday, April 25, 2019
2:00 p.m.**

Motion approved 5-0

Ron Guiles, President, Library Board of Trustees

Zack Beck, City Clerk



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2

Date: June 20, 2019

TO: Library Board of Trustees

FROM: Elmer Cameron, Trustee

SUBJECT: Volunteer Community Outreach Liaison Update

Recommendation:

Receive information

Background:

Trustee Cameron will give an update on Volunteer Community Outreach Liaison.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3

Date: June 20, 2019

TO: Library Board of Trustees

FROM: Dara Bradds, Library Director

SUBJECT: Strategic Plan Progress

Recommendation:

Receive information

Background:

Director Bradds will give an update on the Strategic Plan per the Board's stated priorities



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4

Date: June 20, 2019

TO: Library Board of Trustees

FROM: John Schwab, Trustee

SUBJECT: Charging for checking out DVDs/TV Series/Books on CD

Recommendation:

Receive information and discuss

Background:

Trustee Schwab will discuss the current Library practice of charging (fees) for checking out DVDs/TV Series/Books on CD.



LIBRARY BOARD OF TRUSTEES

Strategic Plan Update
Library Board of Trustees Identified Priorities as of June 2019
Connect, Inspire, Grow

Goal (s): Connect Through Marketing; Connect Through Outreach; Connect Through in-Library Programming

Priority: Marketing

Priority: Program Development & Outreach

Goal (s): Connect Through Outreach, Grow services to non-users

Priority: Hispanic Outreach

Goal (s): Support Communication by continuing English language tutoring; Grow services to non-users

Priority: Literacy

Priority: Safety & Security

DIRECTOR'S REPORT

MONTHLY STATISTICAL COMPARISON REPORT 2018-2019

CIRCULATION		April 2019	March 2019	February 2019	April 2018	March 2018	February 2018
By Format:	Print	25,130	25,783	23,035	25,601	27,797	22,498
	Media	8,382	8,555	8,175	8,469	9,437	7,472
	Electronic Devices (Equipment)	207	245	197	145	113	130
	Museum Passes	67	80	55	105	96	79
	eBooks & eAudiobooks	3,328	3,339	3,251	2,053	2,281	1,140
	eMagazines	650	666	628	249	255	258
	Total Circulation	37,764	38,668	35,341	36,622	39,979	31,577
	Holds Filled	2,284	2,167	2,122	2,861	2,943	2,414
SELF CHECKOUT CIRCULATION:	# Patrons Served	3,406	3,553	3,217	3,047	1,309	(Self checks gone)
	# Items Circulated	18,580	19,037	17,121	16,063	6,557	(Self checks gone)
	Percent of Total Circulation	49.20%	49.23%	48.45%	47.1%	17.6%	(Self checks gone)
PATRONS:	Total Patrons	67,614	67,080	66,406	62,127	62,737	62,985
	Total Active Patrons	33,377	33,520	30,125	22,464	23,236	21,740
	Percent Active	49.4%	50.0%	45.4%	36.2%	37.0%	34.5%
PC USE:	Chromebook Sessions	205	245	197	142	113	129
	Total PC users (adult, incl. parents)	3,610	3,854	3,692	4,238	4,185	3,623
	Total PC users (teens)	155	125	176	156	164	150
	Total PC users (kids)	338	407	323	445	610	532
	Total Wireless Sessions	13,597	14,604	13,205	11,556	12,412	10,049
PROGRAMS:	Total Programs	55	50	41	32	35	32
	Total Program Attendance	1,809	1,592	1,264	1,235	1,074	869
	Total Outreach/Tours	7	11	5	3	4	3
	Total Outreach/Tour Attendance	849	521	180	315	244	143
REFERENCE QUESTIONS:		8,157	8,922	7,101	7,227	7,586	6,613
VISITS:	Total Door Count	32,026	33,471	30,200	31,100	31,025	27,202
	Total Door Count: Daily Avg.	1,104	1,080	1,119	1,037	1,001	1,183
VIRTUAL:	Website and Catalog Sessions	25,495	26,082	23,847	25,866	25,967	22,972
VOLUNTEERS:	Total Volunteers	216	218	221	207	205	202
	Total Volunteer Hours	2,556	2,849	2,587	2,323	2,511	2,271