



MEETING AGENDA
Library Board of Trustees
Thursday, January 10, 2019
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 December 13, 2018.

CURRENT BUSINESS

2. Collection Development Plan and Revised Collection Development Policy
3. Update on Reconsideration of Vote on Availability of Board Audio Recordings
4. Update on Progress of Recruiting a 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	February 14, 2019	2:00 p.m.	Library Board Room
Thursday	March 14, 2019	2:00 p.m.	Library Board Room
Thursday	April 11, 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, December 13, 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, Lorna Underwood – Senior Library Associate, Dan Wood – Senior Librarian, Youth and Literacy Services, Myrna Montano – Senior Library Associate, Literacy Services

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

ORAL COMMUNICATIONS:

Speaker Virginia talked about the history of lawsuits resulting from actions taken by the City of Escondido.

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the November 8, 2018 meeting

No additions or corrections.

Motion by Trustee Knight, seconded by Secretary Salazar to approve the November 8, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Staff Introductions

Dan Wood – Senior Librarian, Youth and Literacy Services and Myrna Montano – Senior Library Associate, Literacy Services, presented information on Literacy Services programs and the variety of people they serve within the Escondido community.

Agenda Item 3. Recording of Board Meetings

The Board reopened the discussion of 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 explore the cost of a new more powerful recording device and to gather information about City policy and requirements for archiving meeting minutes. The motion was seconded by Secretary Salazar. Motion carried unanimously.

Agenda Item 4. Update on Recruitment of Volunteer as Community Outreach Liaison

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
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Trustee Cameron reported that he has a strong candidate for the volunteer Community Outreach Liaison.

Agenda Item 5. Strategic Plan Implementation

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

OTHER REPORTS:

Director's Report:

- Closed at 5:00 p.m. on Monday, December 24, 2018 and closed Tuesday, December 25, 2018 in observance of Christmas.
- Closed at 5:00 p.m. on Monday, December 31, 2018 and closed Tuesday, January 1, 2019 in observance of the New Year.
- The Adult Services Library Associate 2 position is expected to be filled in January 2019.
- The Administrative Associate position is expected to be posted in January 2019
- Director Crosby reported on the *Library Journal* Directors' Summit in San Diego she attended.

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

- Update on progress of replacing the current recording device for Board Meetings.

Next Meeting: The next meeting is on Thursday, January 10, 2019 at 2:00 pm.

ADJOURNMENT: Motion by Trustee Cameron, seconded by Trustee Knight to adjourn the meeting at 3:00 p.m. Motion carried unanimously.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
Thursday, December 13, 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: January 10, 2019

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Collection Development Plan and Revised Collection Development Policy

Recommendation:

Discuss and Vote

Background:

The Board will discuss and vote on adopting the Collection Development Plan and Revised Collection Development Policy.

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LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: January 10, 2019

TO: Library Board of Trustees
FROM: Elmer Cameron, Trustee
SUBJECT: Update on Reconsideration of Vote on Availability of Board Audio Recordings

Recommendation:

Receive Information

Background:

The Board will discuss technology and legal issues related to making audio recordings of Library Board meetings available to the public on the city website.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: January 10, 2019

TO: Library Board of Trustees
FROM: Elmer Cameron, Trustee
SUBJECT: Update on Progress of Recruiting a 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: January 10, 2019

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		December 2018	November 2018	October 2018	December 2017	November 2017	October 2017
By Format:	Print	21,798	25,339	29,129	21,695	25,652	28,487
	Media	8,430	8,268	9,066	8,444	8,921	9,527
	Electronic Devices (Equipment)	182	187	162	139	172	253
	Museum Passes	65	70	89	79	98	98
	eBooks & eAudiobooks	3,084	2,619	3,224	2,167	2,174	2,377
	eMagazines	489	1,146	480	407	379	304
	Total Circulation	34,048	37,629	42,150	32,931	37,396	41,053
	Holds Filled	1,851	1,999	2,370	1,984	2,091	2,367
SELF CHECKOUT CIRCULATION:	# Patrons Served	2,948	3,281	3,614	(Self checks gone)	4,046	4,485
	# Items Circulated	14,593	18,332	20,631	(Self checks gone)	20,867	23,582
	Percent of Total Circulation	42.9%	48.7%	48.9%	(Self checks gone)	60.4%	62.0%
PATRONS:	Total Patrons	65,266	64,858	64,294	61,984	61,616	61,499
	Total Active Patrons	42,887	43,152	43,259	22,833	23,353	23,669
	Percent Active	65.7%	66.5%	67.3%	36.8%	37.9%	38.5%
PC USE:	Chromebook Sessions	179	184	157	136	181	231
	Total PC users (adult, incl. parents)	3,525	3,636	4,312	3,600	3,491	4,516
	Total PC users (teens)	118	143	141	143	160	147
	Total PC users (kids)	252	344	427	476	650	788
	Total Wireless Sessions	13,005	14,244	16,494	9,683	10,693	13,015
PROGRAMS:	Total Programs	23	38	39	13	22	26
	Total Program Attendance	869	1,720	1,351	374	650	732
	Total Outreach/Tours	4	4	11	0	1	4
	Total Outreach/Tour Attendance	270	223	1,660	0	85	248
REFERENCE QUESTIONS:		6,250	6,800	7,804	5,777	6,552	7,169
VISITS:	Total Door Count	27,798	37,513	37,026	24,176	28,956	32,404
	Total Door Count: Daily Avg.	927	1,389	1,194	967	1,259	1,246
VIRTUAL:	Website and Catalog Sessions	22,735	24,175	26,825	14,037	23,747	26,579
VOLUNTEERS:	Total Volunteers	211	211	211	195	194	211
	Total Volunteer Hours	2,218	2,400	2,649	2,112	2,340	2,339