



MEETING AGENDA
Library Board of Trustees
Thursday, September 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 August 14, 2018.

CURRENT BUSINESS

2. Staff Introductions
3. Volunteer Update
4. Summer Reading Challenge Presentation
5. Board of Trustees' Attendance
6. Strategic Plan Implementation

OTHER REPORTS

Library Director Report

ADJOURN



MEETING AGENDA
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September 2018 Event Calendar

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.
						1 ½ Price Sale in the Friends Bookshop! Adult Crafts: Watercolor Painting 10:30 a.m.–12:00 p.m. Adults
2	3 Labor Day Holiday All Library facilities closed	4 Escondido Writers Group 1:00–4:00 p.m. Adults	5 Baby Lapsit 10:30–11:30 a.m. Pre-walkers 	6 Escondido Writers Group 3:00–6:00 p.m. Adults Toddler Tales 10:30–11:30 a.m. Walkers–3 years	7	8
9	10 Rhymes & Reading Storytime 11:00–11:30 a.m. Ages 4–5 Baby Storytime at SDCDM 11:00–11:30 a.m. Pre-walkers–3 years Knights Realm Chess Club 3:30–5:30 p.m. Ages 6–12	11 Virtual Reality @ the Library 5:00–6:30 p.m. Ages 13+ 2nd Tuesday Book Club <i>Autumn: A Novel</i> by All Smith 5:30–6:45 p.m. Adults	12 Baby Lapsit 10:30–11:00 a.m. Pre-walkers Paws For Reading 3:30–4:30 p.m. Ages 5–12	13 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 2:30–4:00 p.m. Ages 5–12 Safe Space Escondido 4:15–5:45 p.m. Ages 12–18	14 R.E.A.D. Book Club <i>Newsprints</i> by Ru Xu 3:30–4:30 p.m. Ages 9–12	15
16	17 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	18 P.J. Storytime 6:00–6:30 p.m. Ages 5–12	19 Baby Lapsit 10:30–11:00 a.m. Pre-walkers	20 Toddler Tales 10:30–11:00 a.m. Walkers–3 years What Would You March For? 5:00–6:00 p.m. All Ages	21 Staff Training Day All Library facilities closed	22 Rincón Literario Bilingual Book Club <i>Things We Lost in the Fire / Las cosas que perdimos en el fuego</i> by Mariana Enriquez 10:30–11:45 a.m. Adults
23	24 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	25 Burritos & Book Club <i>Jackaby</i> by William Ritter 4:00–5:30 p.m. Ages 13–18 Virtual Reality @ the Library 5:00–6:30 p.m. Ages 13+	26 Baby Lapsit 10:30–11:00 a.m. Pre-walkers Paws For Reading 3:30–4:30 p.m. Ages 5–12	27 Toddler Tales 10:30–11:00 a.m. Walkers–3 years Read to a Dragon 2:30–4:00 p.m. Ages 5–12	28 ½ Price Sale in the Friends Bookshop!	29 ½ Price Sale in the Friends Bookshop!
30	BE A PART OF ONE BOOK, ONE SAN DIEGO! Participate in Library programs to earn prizes! Complete activities for chances to win weekly drawing prizes and log your progress online!					



MEETING AGENDA
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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	October 11, 2018	2:00 p.m.	Library Board Room
Thursday	November 8, 2018	2:00 p.m.	Library Board Room
Thursday	December 13, 2018	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
Tuesday, August 14, 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, Trustees Elmer Cameron, Mirek Gorny, Gary Knight and Mayra Salazar.

Members Absent: None

LS&S Staff Present: Patricia Crosby – Library Director, Faith McLaughlin – Administrative Coordinator, Barbara Howison – Regional Director, Jessica Sparks – Library Associate 1, Kristine Mirate – Children’s Librarian

City Staff Present: Joanna Axelrod – Director of Communications and Community Services; Christina Holmes – Revenue Manager

ORAL COMMUNICATIONS: None

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the July 17, 2018 meeting

Motion by Trustee Cameron, seconded by Trustee Knight to approve the July 17, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Staff Introductions

Director Crosby introduced new staff members, Jessica Sparks and Kristine Mirate to the Board. Each staff member briefly gave their background and focus in their new role.

Agenda Item 3. Board of Trustees Attendance

A review of the current By-Law’s on Attendance. A draft of a new By-Law was handed out for the Board to review. The deadline for changes and suggestions was set to August 28, 2018. The Board will review the changes and vote whether to adopt the amendment or not at the September 13, 2018 Board meeting.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
Tuesday, August 14, 2018,
2:00 p.m.**

Agenda Item 4. Change of Monthly Meeting Day and Time

Trustee Gorny put forward a request to change the monthly meeting day back to the second Thursday of the month as it previously had been.

President Guiles motioned for the Board to change the monthly meeting day to the second Thursday of the month at 2pm. Trustee Cameron seconded the motion. Motion carried unanimously.

Agenda Item 5. Library Board of Trustees Trust Fund

Director of Communications and Community Services Axelrod and City of Escondido Revenue Manager Christina Holmes presented an accounting of the Trust Fund accounts and explained the rules of requesting funds from various accounts within the Trust Fund.

Agenda Item 6. Revision of *Internet and Public Computer Use Policy*

Director Crosby presented the final revised *Internet and Public Computer Use Policy* and explained the changes that were made after a review by the Board of Trustees and review by the City of Escondido's attorneys.

Trustee Knight motioned to adopt the revised *Internet and Public Computer Use Policy*. The motion was seconded by Trustee Gorny. Motion carried unanimously.

Agenda Items 7. Revision of *Code of Conduct Policy*

Director Crosby presented the final revised *Code of Conduct Policy* and explained changes that were made after a review by the Board of Trustees and review by City of Escondido attorneys.

Trustee Cameron motioned to adopt the revised *Code of Conduct Policy*. The motion was seconded by Secretary Salazar. Motion carried unanimously.

Agenda Item 8. Strategic Plan Implementation

Director Crosby presented a worksheet for prioritizing goals and creating a timeline for the Strategic Plan implementation.

OTHER REPORTS:

Director's Report:

- Monthly and Annual Statistics of the Library handout and breakdown (attached)
- Summer Reading Challenge results

Next Meeting: The next meeting is scheduled for Thursday, September 13, 2018 at 2:00 PM.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
Tuesday, August 14, 2018,
2:00 p.m.**

ADJOURNMENT: Motion by Trustee Gorny, seconded by Trustee Cameron to adjourn the meeting at 3:50 p.m. Motion carried unanimously.

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



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: September 13, 2018

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

Recommendation:

Receive information

Background:

Patricia Crosby, Library Director, will introduce new full-time Library Associate in Adult Services, Chris Calderon and part-time Library Associate/page, Customer Services, Jennifer Webb, and part-time Library Associate, Adult/Youth Services, Africa Smith. Chris, Africa and Jennifer will speak on their educational and professional backgrounds as well as their roles at the Escondido Public Library.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: September 13, 2018

TO: Library Board of Trustees
FROM: Cookie Allen, Volunteer Coordinator
SUBJECT: Volunteer Update

Recommendation:

Receive information

Background:

Cookie Allen, Volunteer Coordinator, will give an overview and update on volunteers at the Escondido Public Library. This includes current volunteer numbers as well as the process for recruiting and coordinating volunteers.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: September 13, 2018

TO: Library Board of Trustees
FROM: Monica Barrette, Senior Librarian Adult Services and Dan Wood, Senior Librarian, Youth and Literacy Services
SUBJECT: Summer Reading Challenge Presentation

Recommendation:

Receive information

Background:

Monica Barrette, Senior Librarian, Adult Services and Dan Wood, Senior Librarian, Youth and Literacy Services, will present an overview of the 2018 Endless Adventures Summer Reading Challenge.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: September 13, 2018

TO: Library Board of Trustees
FROM: Ron Guiles, Library Board of Trustees President
SUBJECT: Board of Trustees' Attendance

Recommendation:

Receive information and vote

Background:

The Library Board of Trustees will discuss revisions to the By-Law on Board attendance and vote on an amendment to change the current By-Laws regarding attendance.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 6
Date: September 13, 2018

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

Recommendation:

Receive information and provide direction

Background:

Discuss goals assigned and owners of the projects.

DIRECTOR'S REPORT
MONTHLY STATISTICAL COMPARISON REPORT 2017-2018

CIRCULATION		August 2018	July 2018	Jun 2018	August 2017	July 2017	Jun 2017
By Format:	Print	28,135	32,027	30,901	30,687	35,097	31,790
	Media	9,162	9,289	9,031	10,470	11,614	10,461
	eBooks & eAudiobooks	2,560	2,411	2,321	2,366	2,467	2,491
	eMagazines	203	403	243	223	194	230
	Electronic Devices (Equipment)	214	125	130	290	290	270
	Museum Passes	101	97	77	68	75	95
	Total Circulation	40,375	44,352	42,703	44,097	49,737	45,337
	Holds Filled	2,162	2,063	2,158	3,591	2,701	2,576
SELF CHECKOUT CIRCULATION:	# Patrons Served	3,816	4,049	4,195	***	6,052	5,675
	# Items Circulated	21,084	23,824	23,586	26,250	31,915	29,198
	Percent of Total Circulation	57.0%	57.7%	59.1%	63.8%	68.3%	69.1%
PATRONS:	Total Patrons	62,929	62,680	62,560	61,374	61,193	61,026
	Total Active Patrons as of Sept. 5	43,512	43,227	22,526	24,180	24,328	24,329
	Percent Active	69.1%	69.0%	70.4%	39.4%	39.8%	39.9%
PC USE:	Chromebook Sessions	202	111	123	289	280	218
	Total PC users (adult, incl. parents)	4,758	4,450	4,441	4,867	4,302	4,058
	Total PC users (teens)	157	127	188	199	204	178
	Total PC users (kids)	416	737	766	604	999	777
	Total Wireless Sessions	14,765	14,339	13,088	13,267	13,386	12,234
PROGRAMS:	Total Programs	22	36	34	12	27	19
	Total Program Attendance	506	2,384	2,019	346	1,544	1,436
	Total Outreach/Tours	9	0	5	2	1	8
	Total Outreach/Tour Attendance	1,016	0	137	345	25	1,336
VISITS:	Total Door Count	36,138	38,424	38,694	35,010	37,126	34,124
	Total Door Count: Daily Avg.	1,166	1,281	1,290	1,297	1,485	1,312
VIRTUAL:	Website and Catalog Sessions	28,863	29,667	29,702	28,098	27,280	25,811
VOLUNTEERS:	Total Volunteers	212	236	209	235	210	213
	Total Volunteer Hours	2,217	3,343	2,238	3,117	2,391	2,407