



**SPECIAL MEETING AGENDA
Library Board of Trustees
Thursday, October 18, 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 September 13, 2018.

CURRENT BUSINESS

2. Adult and Youth Services programs and Summer Reading Challenge 2018
3. Trust Fund
4. Progress of Operational Effectiveness
5. Strategic Plan Implementation

OTHER REPORTS

Library Director Report

ADJOURN



SPECIAL MEETING AGENDA
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Library Board Room



Escondido Public Library
October 2018 Event Calendar

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

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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 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	2 Escondido Writers Group 1:00–4:00 p.m. Adults	3 Baby Lapsit 10:30–11:00 a.m. Pre-walkers Teen Advisory Board 3:30–5:00 p.m. Ages 12–18	4 Toddler Tales 10:30–11:00 a.m. Walkers–3 years Escondido Writers Group 3:00–6:00 p.m. Adults	5	6 Adult Crafts: Patterned Pumpkins 10:30 a.m.–12:00 p.m. Adults
7	8 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	9 Virtual Reality @ the Library 5:00–6:30 p.m. Ages 13+ 2 nd Tuesday Book Club March by John Lewis & Andrew Aydin, illustrated by Nate Powell 5:30–6:45 p.m. Adults	10 Baby Lapsit 10:30–11:00 a.m. Pre-walkers Paws For Reading 3:30–4:30 p.m. Ages 5–12	11 Toddler Tales 10:30–11:00 a.m. Walkers–3 years 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		13
14	15 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	16 P.J. Storytime 6:00–6:30 p.m. Ages 5–12	17 Baby Lapsit 10:30–11:00 a.m. Pre-walkers TeenTasticFunTime 4:00–6:00 p.m. Ages 12–18	18 Toddler Tales 10:30–11:00 a.m. Walkers–3 years Library Board of Trustees Meeting 2:00–4:00 p.m.	19	20 Boos & Booze 2:00–4:00 p.m. Ages 21+
21	22 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	23 Virtual Reality @ the Library 5:00–6:30 p.m. Ages 13+	24 Baby Lapsit 10:30–11:00 a.m. Pre-walkers Paws For Reading 3:30–4:30 p.m. Ages 5–12	25 Toddler Tales: Read For The Record Special Storytime 10:30–11:00 a.m. Walkers–3 years A Not-So-Spooky Halloween Storytime 3:30–4:30 Ages 4–12	26 ½ Price Sale in the Friends Bookshop!	27 ½ Price Sale in the Friends Bookshop! Rincón Literario Bilingual Book Club March by John Lewis & Andrew Aydin, illustrated by Nate Powell 10:30–11:45 a.m. Adults
28	29 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	30 Burritos & Book Club March by John Lewis & Andrew Aydin, illustrated by Nate Powell 4:00–5:30 p.m. Ages 13–18	31 Baby Lapsit 10:30–11:00 a.m. Pre-walkers	 Rick Smith Collection Gallery Exhibit Saturday, October 27 • 3:00–5:00 p.m. Pioneer Room The Rick Smith Collection features photos of the pioneering days of Escondido from over 100 years ago! Refreshments will be served. The exhibit will be on display until January 25, 2019.		

All events are free and open to the public. Programs are sponsored by Friends of the Escondido Public Library. Children's program space and supplies may be limited. Groups of 10 or more should contact 760-839-5456 to make arrangements.



SPECIAL MEETING AGENDA
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Thursday, October 18, 2018
2:00 p.m.
Library Board Room

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	November 8, 2018	2:00 p.m.	Library Board Room
Thursday	December 13, 2018	2:00 p.m.	Library Board Room
Thursday	January 10, 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.



**SPECIAL 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
Board Meeting Minutes
Thursday, September 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 Mirek Gorny, and Secretary Mayra Salazar.

Members Absent: Trustee Gary Knight

LS&S Staff Present: Patricia Crosby – Library Director, Faith McLaughlin – Administrative Coordinator, Lorna Underwood – Senior Library Associate, Jennifer Webb – Library Associate, Chris Calderon – Library Associate, Cookie Allen, Volunteer Coordinator

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

ORAL COMMUNICATIONS: Patricia Borchmann

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the August 14, 2018 meeting

Motion by Trustee Gorny, seconded by Trustee Cameron to approve the August 14, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Staff Introductions

Director Crosby and Lorna Underwood introduced new staff members, Jennifer Webb and Chris Calderon to the Board. Each staff member briefly gave their background and focus in their new role.

Agenda Item 3. Volunteer Update

Cookie Allen, Volunteer Coordinator, gave an overview and update on volunteers at the Escondido Public Library.

Agenda Item 4. ~~Summer Reading Challenge Presentation~~

Removed from the agenda

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
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2:00 p.m.**

Agenda Item 5. Board of Trustees Attendance

Secretary Salazar motioned to adopt the revisions presented in the draft document titled: *IV. Meetings Section 4.9*. Trustee Gorny seconded the motion. Motion carried unanimously.

Agenda Item 6. Strategic Plan Implementation

Director Crosby presented the ongoing worksheet for prioritizing goals and assigning ownership of projects.

OTHER REPORTS:

Director's Report:

- Monthly and Annual Statistics of the Library handout and breakdown (attached)
- Library will be closed for Staff Training on Friday, September 21, 2018.
- Toddler Tales program success with a high attendee count
- Boo's and Booze event on October 20, 2018 has a limit of 50 people and is anticipated to sell out.

Next Meeting: The next meeting on Thursday October 11, 2018 is cancelled and a Special Meeting is scheduled for Thursday, October 18, 2018 at 2:00 pm.

ADJOURNMENT: Motion by Trustee Cameron, seconded by Secretary Salazar to adjourn the meeting at 3:15 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: October 18, 2018

TO: Library Board of Trustees
FROM: Monica Barrette, Senior Librarian Adult Services/Pioneer Room and a Youth Services staff member
SUBJECT: Adult and Youth Services programs and Summer Reading Challenge 2018

Recommendation:

Receive information

Background:

Monica Barrette, Senior Librarian Adult Services/Pioneer Room and a Youth Services staff member, will present an overview of Adult and Youth Services programs and the 2018 Endless Adventures Summer Reading Challenge.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: October 18, 2018

TO: Library Board of Trustees
FROM: Elmer Cameron, Trustee
SUBJECT: Trust Fund

Recommendation:

Receive information and discuss

Background:

Board of Trustees will discuss the Trust Fund and ways in which it may be applied to future library projects.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: October 18, 2018

TO: Library Board of Trustees
FROM: Ron Guiles, Library Board of Trustees President
SUBJECT: Progress of Operational Effectiveness

Recommendation:

Receive information and discuss

Background:

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

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LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: October 18, 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 progress of implementation.

DIRECTOR'S REPORT
MONTHLY STATISTICAL COMPARISON REPORT 2017-2018

CIRCULATION		September 2018	August 2018	July 2018	September 2017	August 2017	July 2017
By Format:	Print	25,864	28,135	32,027	27,855	30,687	35,097
	Media	8,128	9,162	9,289	9,533	10,470	11,614
	Electronic Devices (Equipment)	157	214	125	250	290	290
	Museum Passes	74	101	97	83	68	75
	eBooks & eAudiobooks	3,073	2,560	2,411	2,382	2,366	2,467
	eMagazines	263	203	403	276	223	194
	Total Circulation	37,559	40,375	44,352	40,379	44,097	49,737
	Holds Filled	2,128	2,162	2,063	2,487	3,591	2,701
SELF CHECKOUT CIRCULATION:	# Patrons Served	3,319	3,816	4,049	***	***	6,052
	# Items Circulated	18,553	21,084	23,824	23,591	26,250	31,915
	Percent of Total Circulation	49.4%	52.2%	57.7%	63.1%	63.8%	68.3%
PATRONS:	Total Patrons	63,632	62,929	62,680	61,411	61,374	61,193
	Total Active Patrons	43,415	43,512	43,227	23,857	24,180	24,328
	Percent Active	68.2%	69.1%	69.0%	38.9%	39.4%	39.8%
PC USE:	Chromebook Sessions	147	202	111	240	289	280
	Total PC users (adult, incl. parents)	4,017	4,758	4,450	4,293	4,867	4,302
	Total PC users (teens)	100	157	127	212	199	204
	Total PC users (kids)	406	416	737	792	604	999
	Total Wireless Sessions	13,597	14,765	14,339	11,269	13,267	13,386
PROGRAMS:	Total Programs	33	22	36	20	12	27
	Total Program Attendance	910	506	2,384	715	346	1,544
	Total Outreach/Tours	12	9	0	10	2	1
	Total Outreach/Tour Attendance	929	1,016	0	126	345	25
VISITS:	Total Door Count	30,520	36,138	38,424	32,399	35,010	37,126
	Total Door Count: Daily Avg.	1,090	1,166	1,281	1,296	1,297	1,485
VIRTUAL:	Website and Catalog Sessions	25,138	28,863	29,667	26,585	28,098	27,280
VOLUNTEERS:	Total Volunteers	211	212	236	199	235	210
	Total Volunteer Hours	2,339	2,217	3,343	2,327	3,117	2,391