



LIBRARY BOARD OF TRUSTEES

Agenda

Library Board of Trustees Meeting

Wednesday, Feb. 26, 2020 at 4:00 P.M.

Dove Library Gowland Meeting Room – 1775 Dove Lane, Carlsbad, CA 92011

1. Call to order
2. Roll call
3. Approval of the minutes of meeting held Jan. 22, 2020 (action)
4. Public Comment
5. Library reports – January 2020
6. Technology report and update
7. Collections & Technical Services overview and updates
8. Director's report
 - Director recruitment update
9. Foundation report
10. Friends of the Library report
11. Genealogical Society report
12. Library Board comments/announcements
13. Adjournment (action)

NOTICE TO THE PUBLIC: All persons requiring assistance or auxiliary aids to effectively participate may contact the library at least 24 hours prior to the meeting to arrange for reasonable accommodations.

PUBLIC COMMENT: To speak to the Board on an item on the agenda you will need to fill out a Request to Speak form; speakers are limited to three (3) minutes each. To speak to the Board on a matter not on the agenda you will need to fill out a Public Comment form; speakers are limited to three (3) minutes each. In conformance with the Brown Act, no Board discussion or action can occur on items presented during public comment.

The Library Board of Trustees Meetings are generally adjourned by 5:30 p.m. – any items remaining on the agenda at that time may be carried over to the next meeting with the approval of the majority of the Board.



LIBRARY BOARD OF TRUSTEES

ITEM #3

Minutes

MEETING OF: LIBRARY BOARD OF TRUSTEES MEETING
DATE OF MEETING: Wednesday, January 22, 2020
PLACE OF MEETING: Gowland Meeting Room-Carlsbad City Library
1775 Dove Lane, Carlsbad, CA 92011

CALL TO ORDER: 4:00 p.m.

ROLL CALL: Trustees Hulsart, Larson, McBride and Parsons (DeForest -Absent)

STAFF PRESENT: Heather Pizzuto, Library & Cultural Arts Director
Diane Bednarski, Deputy Library Director
Suzanne Smithson, Deputy Library Director
Fiona Everett, Senior Management Analyst
Debbie Jo McCool, Associate Analyst
Sheila Crosby, Principal Librarian
Jessica Padilla-Bowen, Community Relations Manager
Mayra Turchiano, Community Outreach Supervisor
Jennifer Davidson, Senior Office Specialist
Daisy Hernandez, Senior Office Specialist

Deputy Library Director Suzanne Smithson introduced Sheila Crosby as the new Principal Librarian and Mayra Turchiano as the new Community Outreach Supervisor Bilingual Services at the Library Learning Center. Senior Management Analyst Fiona Everett introduced Daisy Hernandez as the new Senior Office Specialist for the Library & Cultural Arts Department.

APPROVAL OF MINUTES:

Minutes of the Library Board of Trustees meeting held on Dec. 11, 2019.
Motion by Hulsart, seconded by Trustee McBride, to approve the Minutes of the meeting held on Dec. 11, 2019 as presented. Motion carried, 3/0/1/1 (DeForest-Absent, Parsons-Abstain).

PUBLIC COMMENTS: None.

MONTHLY LIBRARY REPORTS: The board received the monthly library report for Nov. and Dec. of 2019.

FY 2020-21 BUDGET POLICIES AND TIMELINES: Senior Manager Analyst Fiona Everett provided the board with information on the FY 2020-21 budget policies and timelines.

SEMI ANNUAL LIBRARY DONATION REPORT: Management Analyst Debbie Jo McCool updated the board on donations received for the period of Jul. to Dec. 2019.

COMMUNITY RELATIONS DIVISION OVERVIEW AND UPDATES: Community Relations Supervisor, Jessica Padilla-Bowen presented an overview of the Community Relations Division. Trustee Parsons inquired about the Little Free Libraries placed in Carlsbad neighborhoods last year, and the possible availability of excess book donations for restocking these. Director Pizzuto described the partnership between Pacific Ridge School and the city's neighborhood services program. She offered to provide more information to anyone interested in the project.

AMENDED POLICIES: Introduction and approval of amended policy Display & Distribution of Materials. Motion by Trustee Hulsart, seconded by McBride, to approve the amended policy on Donations of Material to the Library. Motion carried, 4/0/1/0 (DeForest-Absent).

DIRECTOR'S REPORT: Director Pizzuto briefed the board on a variety of topics: Library Assistant and part-time Volunteer Coordinator recruitments in progress; Director recruitment launching in February; selection of a consultant and progress on the technology vision and strategic staffing study; and the Library Board's work plan approved by City Council Jan. 14.

FOUNDATION REPORT: Representative McBride advised the Foundation has established the level of endowment funding available for the department's use during FY 2020-21, and the tentative date for "Night at the Library" gala is Oct. 24, 2020.

FRIENDS OF THE LIBRARY REPORT: Representative Hulsart shared that the Friends of the Library holiday boutique was successful and thanked staff for their support.

NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT: Board Liaison Sue Madsen summarized recent and upcoming programs and events. Membership was reported at 253 members currently.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS: Trustee Larson reported on the Jan. 14 approval by City Council of the board's proposed work plan

ADJOURNMENT: Chair Larson adjourned the meeting at 5:15 p.m.



Jennifer Davidson
Senior Office Specialist

Monthly LIBRARY Report for January 2020

Systemwide ...

The library's upgraded self-check kiosks have now been installed and configured at all three library locations. Patrons have been complimentary of the improved look and feel, faster checkout experience and easier access to library accounts.

For a second year, Carlsbad City Library joined other libraries and schools nationwide during the month of January to challenge their community to participate in the Winter Reading Challenge. The Winter Reading Challenge offered an opportunity for readers of all ages to celebrate the enjoyment of reading. Participants who recorded four hours of reading in Beanstack, the library's web-based reading tracker, received a Subway coupon good towards a free 6-inch sub or a free kids' meal. Three hundred and twenty-two children, teen and adult readers participated in this year's challenge, which was 4.55% more than last year. The participants collectively read for 116,041 minutes.

CCL, Dove Lane ...

The Exploration HUB was recently upgraded with eight new iMacs that have the full Adobe Creative Suite, Premiere Elements, Photoshop Elements, Final Cut Pro, Silhouette Studio and GameMaker Studio 2. The upgraded computer hardware and software allows patrons to use the latest audio, video and creative software. Despite a three-day closure for the upgrade, the HUB was busy in January. Thirty-nine classes were offered, 16 of those to tweens and teens, and a total of 90 patrons attended the classes throughout the month. The HUB was used during open lab 205 times by patrons and during that time 391 questions were answered by the library staff on duty.

Dove Library Children's was privileged to host author Meeg Pincus on Monday, Jan. 27, International Holocaust Remembrance Day. Meeg is the author of *Miep and the Most Famous Diary: The Woman Who Rescued Anne Frank's Diary*, which tells the story of Miep Gies and how she not only sheltered the Frank family for many years, but also preserved Anne's diary. Fourteen children and adults attended this important program and expressed appreciation for it.

On Jan. 21, Teen Services Librarian Ashleigh Hvinden hosted the first Carlsbad City Library Teen Advisory Board meeting. The three teens who attended discussed rewards for the 2020 Summer Reading Adventure program, how best to attract teens to the library and more. On Jan. 28, the Book Warriors teen book club met for their third time and featured *Tyler Johnson Was Here*. Five teens had a lively discussion about the book, read aloud from author interviews and watched an interview with the author of next month's book club choice.

The library held its first author event of 2020 on Jan. 19 with the Transformational Authors of San Diego, timed to coincide with the time of New Year's resolutions. These five authors inspired the nearly 50 attendees during a panel discussion moderated by Community Relations Manager Jessica Padilla Bowen, who used facilitation and moderating skills developed through the Institute for Professional Excellence in Coaching program.

On Jan. 27, Dave Putnam and Earl Javorsky, local crime fiction authors and long-time friends, spoke about being on "Opposite Sides of the Law" as a former cop and recovered criminal. The two men detailed their transition from attendees of a writing group to published authors and the 45 attendees enjoyed the writers' stories of their colorful pasts.

Georgina Cole ...

Homebound Program volunteers recently delivered lap quilts made during the library's Sewing for a Cause program, along with library materials, to homebound residents. One of the volunteers shared, "She (the homebound library patron) was so thrilled with the quilt from you guys! I found out she used to do quilting, so she appreciated the work that went into those lovely quilts."

Genealogy programs had a strong start in January, with two programs each drawing 80 or more attendees. On Jan. 14, 87 people attended the Intermediate Genealogy Class at Faraday to hear Mary Van Orsdol's tips for organizing genealogy research. On Jan. 28, 80 people attended the Program Meeting in Room 173 at Faraday to hear Colleen Fitzpatrick's presentation, "The DNA Doe Project."

Cole Library Children's staff hosted a Lunar New Year Celebration for kids in kindergarten to third grade on Jan. 21. The 64 attendees heard the legend of the Chinese Zodiac from *Ruby's Chinese New Year*, discussed some of the ways people celebrate the new year from *My First Chinese New Year* and learned that it is the Year of the Rat. They also made their own drums to welcome the new year.

Learning Center ...

The Library Learning Center held its first time Saturday event on Jan. 25, in honor of Lunar New Year. Children and adults celebrated Year of the Rat with stories explaining the origin of Lunar New Year and crafts. The San Diego Chinese Cultural Association North County entertained attendees with a traditional lion dance at nearby Holiday Park as part of the celebration. The Learning Center is proud to now serve the community on Saturdays from 9 a.m. to 5 p.m. thanks in part to support from the Carlsbad Library and Arts Foundation.

The Spanish Book Club celebrated its third anniversary in January with *El Tiempo Entre Costuras (The Time in Between)* by María Dueñas as its book selection. Thirteen people participated in the discussion and also enjoyed making a craft project stitching a secret code on a small piece of fabric as described in the book.

Outreach and Community Connections ...

Lead Librarian Andrea Hilliard and Librarian Maile McKeon provided Dove Library tours to two different groups on Jan. 30. Andrea gave a tour to 14 residents of Carlsbad By the Sea retirement living community and Maile gave a tour to 6 members of the Aviara Women's Club. The Aviara Women's Club was particularly impressed with Maile's knowledge and presentation style and asked her to conduct a presentation on the library's online catalog, Libby app for eBooks & eAudiobooks, and other library services at an April meeting of the club. Also on Jan. 30, Librarian Missy Shaw gave a tour of the Cole Library to a special education class from Valley Middle School with 17 adults and children.

On Jan. 9 and Jan. 16, Librarian Missy Shaw presented storytimes to two classes of kindergartners totaling 65 children, two classes of first graders totaling 62 children at St. Patrick Catholic School, two groups at Jefferson Elementary Kids Care totaling 55 children and to one group at Buena Vista Elementary Kids Care totaling 60 children. She read about writing stories and gave book talks about several recently published chapter books to the older children.

In January, the Books To Go team started the month with a Jan. 2 visit to the Village Voices business meeting, where staff spoke with 12 people. The Books To Go team also visited Valley Middle School and Magnolia Elementary School on Jan. 9, interacting with nearly 100 students and 7 adults throughout the afternoon. On Jan. 16, the team visited three local preschools, LePort Montessori, Pilgrim and the city-run Kruger House, providing storytimes to 71 preschoolers total. On Jan. 17, staff took the book bike along on a beach route and interacted with 28 people. The book bike's first visits to Jefferson and Buena Vista Elementary Schools were Jan. 23 and Jan. 30, where staff connected with 170 students.

Librarian Madelyn Horton partnered with Circulation Tech Gwen Meitchick to participate in the 2020 Point in Time Count that took place in Carlsbad in the early morning hours of Jan. 23. Working in collaboration with the city's Homeless Outreach Team, the Carlsbad Police Department and numerous volunteers, the library colleagues traveled to specific census tracts around the city to survey the needs of unsheltered homeless residents. The Point in Time count is sponsored by the Department of Housing & Urban Development and is a national event that requires prior training on a specially designated app. Participation in the event helps develop local policies, increase funding, create new programs and provide resources for our homeless population.

Two library staff attended an outreach event for residents at Villa Loma Apartments, an affordable housing complex in Carlsbad, on Jan. 29. Staff spoke to 20 residents and helped one resident apply for a library card.

On Jan. 29, Teen Librarian Ashleigh Hvinden visited Carlsbad High School to instruct 30 members of the AP Seminar class on how to use library electronic resources such as the Gale Literary Criticism database, the Gale High School Resource Database, Learning Express and Lynda.com. She also informed the teens about the Teen Book Club, the Teen Space website and study rooms.

LIBRARY BOARD STATISTICS

January 2020

Visitors, Reference, Circulation

People Count		Jan.-19	Dec-19 ^{*1}	Jan.-20 ^{*1}
1	Dove Library	29,506	25,973	31,048
2	Cole Library	22,205	19,243	21,098
3	Library Learning Center	4,090	3,234	3,905
4	Total	55,801	48,450	56,051
Reference Questions		Jan.-19	Dec-19 ^{*1}	Jan.-20 ^{*1}
5	Dove Library	9,501	7,577	8,982
6	Cole Library	5,557	4,752	6,333
7	Library Learning Center	536	599	613
8	Total	15,594	12,928	15,928
Circulation		Jan.-19	Dec-19 ^{*1}	Jan.-20 ^{*1}
9	Dove Library	52,657	51,949	54,737
10	Cole Library	30,336	28,325	31,062
11	Library Learning Center	1,311	1,617	1,496
12	eAudiobook Downloads	4,873	5,868	6,598
13	eBook Downloads	5,778	6,244	6,831
14	eMagazine Downloads	2,229	1,413	1,398
15	Audio Streaming ^{*2}	863	583	280
16	Video Streaming ^{*2,*3}	939	-	-
17	Total	98,986	95,999	102,402

Programs and Technology

Library-Sponsored Programs		Jan.-19	Dec-19 ^{*1}	Jan.-20 ^{*1}
18	Pre-School Programs	65	56	73
19	Attendance	2,826	1,821	2,726
20	School Aged Children's Programs	39	53	50
21	Attendance	926	1,458	1,245
22	Young Adult Programs	4	12	18
23	Attendance	28	78	138
24	Adult Programs	76	52	69
25	Attendance	2,008	829	1,390
Technology Usage		Jan.-19	Dec-19 ^{*1}	Jan.-20 ^{*1}
26	Computer Use	7,835	6,241	6,872
27	WiFi Use	12,472	11,836	17,515
28	Webpage Views	42,679	40,157	76,309
29	Database Usage	6,668	6,165	7,149
Facility Meeting Room Use		Jan.-19	Dec-19 ^{*1}	Jan.-20 ^{*1}
30	Events	57	52	52
31	Attendance	4,271	3,340	2,694
Volunteer Hours		Jan.-19	Dec-19 ^{*1}	Jan.-20 ^{*1}
32	Total Hours	1,245	1,003	1,174

^{*1} Library Learning Center began offering Saturday hours effective Nov. 16, 2019

^{*2} Video and Audio streaming added to monthly statistics. Two new streaming services launched to patrons on Dec. 3, 2018.

^{*3} Effective Oct. 28, 2019, video streaming service no longer active

^{*4} Vendor provides data, not available at time of report

Carlsbad City Library - Technology Report
October-December 2019

PC Management Sessions		Quarterly Comparison			Year Comparison		
Location	Total Computers	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change
Dove Adult Lab	15	2,721	2,198	-19%	2,591	2,198	-15%
Dove Express	2	435	306	-30%	426	306	-28%
Dove Walk-up	20	8,243	6,973	-15%	7,826	6,973	-11%
Dove Children's	7	504	487	-3%	461	487	6%
Cole Adult	19	6,099	5,295	-13%	5,559	5,295	-5%
Cole Express	1	299	247	-17%	396	247	-38%
Cole Children's	6	797	559	-30%	540	559	4%
Cole Teen	2	371	179	-52%	459	179	-61%
Learning Center Children's Lab	7	630	391	-38%	286	391	37%
Learning Center Adult Lab	7	1,302	991	-24%	1,055	991	-6%
Total	86	21,401	17,626	-18%	19,599	17,626	-10%

PC Management Utilization		Quarterly Comparison			Year Comparison		
Location	Total Computers	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change
Dove Adult Lab	15	32%	29%	-3%	32%	29%	-3%
Dove Express	2	4%	3%	-1%	6%	3%	-3%
Dove Walk-up	20	30%	26%	-4%	30%	26%	-4%
Dove Children's	7	15%	6%	-9%	7%	6%	-1%
Cole Adult	19	48%	45%	-3%	41%	45%	4%
Cole Express	1	6%	5%	-1%	8%	5%	-3%
Cole Children's	6	23%	7%	-16%	9%	7%	-2%
Cole Teen	2	14%	8%	-6%	19%	8%	-11%
Learning Center Children's Lab	7	10%	5%	-5%	7%	5%	-2%
Learning Center Adult Lab	7	32%	24%	-8%	30%	24%	-6%

Wireless User Sessions		Quarterly Comparison			Year Comparison		
Location	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change	
Dove	23,412	21,944	-6%	18,525	21,944	18%	
Cole	12,471	9,629	-23%	12,925	9,629	-26%	
Library Learning Center	2,455	2,431	-1%	2,067	2,431	18%	
Total	38,338	34,004	-11%	33,517	34,004	1%	

Combined Wireless and Wired Internet Sessions		Quarterly Comparison			Year Comparison		
Location	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change	
All Library Locations	59,739	51,630	-14%	53,116	51,630	-3%	

Early Literacy Stations - User Sessions		Quarterly Comparison			Year Comparison		
Location	Total Computers	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change
Dove	4	4,329	3,671	-15%	3,289	3,671	12%
Cole	3	2,578	2,277	-12%	2,096	2,277	9%
Library Learning Center	2	382	323	-15%	264	323	22%
Total	9	7,289	6,271	-14%	5,649	6,271	11%

Early Literacy Stations - Utilization		Quarterly Comparison			Year Comparison		
Location	Total Computers	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change
Dove	4	48%	44%	-4%	39%	44%	5%
Cole	3	37%	33%	-4%	32%	33%	1%
Library Learning Center	2	11%	9%	-2%	8%	9%	1%

Self-Check vs Staffed User Sessions		Quarterly Comparison				Year Comparison				
	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change				
Self-Check	Staffed Station	Self-Check	Staffed Station	Change	Self-Check	Staffed Station	Self-Check	Staffed Station	Change	
	78%	22%	77%	23%	-1%	77%	23%	77%	23%	0%

Self-Check vs Staffed Item Transactions		Quarterly Comparison				Year Comparison			
	Jul-Sep 2019	Oct-Dec 2019	Change	Oct-Dec 2018	Oct-Dec 2019	Change			
Self-Check	Staffed Station	Self-Check	Staffed Station	Change	Self-Check	Staffed Station	Self-Check	Staffed Station	Change
	82%	18%	82%	18%	80%	20%	82%	18%	2%

Self-Check vs Staffed User Sessions by Location		Quarterly Comparison					Year Comparison				
Location	Self-Check Kiosks	Jul-Sep 2019		Oct-Dec 2019		Change	Oct-Dec 2018		Oct-Dec 2019		Change
		Self-Check	Staffed Station	Self-Check	Staffed Station		Self-Check	Staffed Station	Self-Check	Staffed Station	
Dove	6	78%	22%	77%	23%	-1%	77%	23%	77%	23%	0%
Cole	4	80%	20%	81%	19%	1%	81%	19%	81%	19%	0%
Library Learning Center	1	24%	76%	19%	81%	-5%	20%	80%	19%	81%	-1%

Self-Check vs Staffed Item Transactions by Location		Quarterly Comparison					Year Comparison				
Location	Self-Check Kiosks	Jul-Sep 2019		Oct-Dec 2019		Change	Oct-Dec 2018		Oct-Dec 2019		Change
		Self-Check	Staffed Station	Self-Check	Staffed Station		Self-Check	Staffed Station	Self-Check	Staffed Station	
Dove	6	82%	18%	82%	18%	0%	79%	21%	82%	18%	3%
Cole	4	84%	16%	85%	15%	1%	85%	15%	85%	15%	0%
Library Learning Center	1	28%	72%	23%	77%	-5%	22%	78%	23%	77%	1%