LIBRARY BOARD OF TRUSTEES

Agenda

Library Board of Trustees Meeting
Wednesday, April 22, 2020 at 4:00 P.M.

Per State of California Executive Order N-29-20 in the interest of public health and safety, we are temporarily taking actions to prevent and mitigate the effects of the COVID-19 pandemic by holding Library Board of Trustees meetings electronically or by teleconferencing.
Library Board of Trustees meeting can be watched via livestream or replayed on the city website at http://www.carlsbadca.gov.
You can participate in the meeting by emailing your comments to the Minutes Clerk at jennifer.davidson@carlsbadca.gov prior to commencement of the agenda item. Your comment will be transmitted to the Library Board of Trustees at the start of the agenda item. If you desire to have your comment read into the record at the Library Board of Trustees meeting, please indicate so in the first line of your e-mail and limit your e-mail to 500 words or less.

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1. Call to order
2. Roll call
3. Approval of the minutes of meeting held Feb. 26, 2020 (action)
4. Public Comment
5. Library reports – February and March 2020
6. Library Services in the COVID-19 period
7. Update on L&CA Director Recruitment
8. Director's report
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 Minutes Clerk at jennifer.davidson@carlsbadca.gov at least 24 hours prior to the meeting to arrange for reasonable accommodations.
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.

ITEM #3

LIBRARY BOARD OF TRUSTEES
Minutes

MEETING OF: LIBRARY BOARD OF TRUSTEES MEETING
DATE OF MEETING: Wednesday, February 26, 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 DeForest, Hulsart, Larson, McBride and Parsons

STAFF PRESENT:
Heather Pizzuto, Library & Cultural Arts Director
Diane Bednarski, Deputy Library Director
Fiona Everett, Senior Management Analyst
Debbie Jo McCool, Associate Analyst
Sheila Crosby, Principal Librarian
Devin Castel, Senior Business Systems Specialist
Kristi Bell, Senior Librarian
Jacqui Petri, Lead Librarian
Jennifer Davidson, Senior Office Specialist

APPROVAL OF MINUTES:
Minutes of the Library Board of Trustees meeting held on Jan. 22, 2020.
Motion by McBride, seconded by Trustee Parsons, to approve the Minutes of the meeting held on Jan. 22, 2020 as presented. Motion carried, 4/0/0/1 (DeForest-Abstain).

PUBLIC COMMENTS: None.

MONTHLY LIBRARY REPORTS: The board received the monthly library report for Jan. 2020.

QUARERLY TECHNOLOGY REPORT AND UPDATE: Senior Business Systems Specialist Devin Castel presented to the board the quarterly technology report and update.

COLLECTIONS & TECHNICAL SERVICES OVERVIEW AND UPDATE: Senior Librarian Kristi Bell and Lead Librarian Jacqui Petri presented an overview of the Collections & Technical Services Division.

DIRECTOR'S REPORT: Director Pizzuto briefed the board on a variety of topics; Director recruitment update; budget requests submitted; update on the technology vision and strategic staffing study; Fire Station #2 temporary relocation to the north parking lot of the Carlsbad City Library in 2020/2021 and relocation of handicap parking at the Carlsbad City Library in advance

of this; Cole Library mural unveiling next month; Cole and Carlsbad City Library locations serving as ballot drop off and polling points; a presentation and proclamation for National Library week at the April 14 City Council meeting; Carlsbad Reads Together events scheduled around author Dr. Tara Westover's visit; and three staff members attending Public Library Association conference.

FOUNDATION REPORT: Director Pizzuto reported on the Foundation meeting on behalf of Representative McBride who was absent from the meeting. Director Pizzuto reported The Foundation discussed the re-balancing of investment funds.

FRIENDS OF THE LIBRARY REPORT: Representative Hulsart shared that the Friends of the Library are gathering books for the Summer Reading Program.

NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT: Board Liaison Sue Madsen summarized recent and upcoming programs and events. Membership was reported at 272 members currently. Due to City Hall construction, meetings will be held at the Faraday location through July.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS: None.

ADJOURNMENT: Chair Larson adjourned the meeting at 5:30 p.m.

Jennifer Davidson
Senior Office Specialist

Monthly LIBRARY Report
for
February 2020

Systemwide …

Library staff were invited to "attend" a two-day live viewing of the Public Library Association Virtual Conference featuring some of the programs held in Nashville on Feb. 27 and 28. Nineteen staff total attended the virtual conference by viewing seminars online from the comfort of the library. Senior Librarian Erin Peak, Library Assistant Sandra Riggins and Deputy Library Director Suzanne Smithson attended the full Public Library Association conference in-person. Highlights of the conference included presentations on decreasing barriers to library use, bringing technology and arts programming to senior adults, and training staff to serve patrons experiencing homelessness.

The library's Boot Camp for Business workshop series kicked off on Feb. 4 with a presentation in the Gowland Meeting Room to help entrepreneurs and business owners discover and cultivate their gifts to further success in business. The series continued the next two Tuesdays at Cole Library with a presentation about the art of interviewing on Feb. 11 and a presentation on social media for business on Feb. 18. More than 110 people total attended the three workshops, and the Coast News ran a feature article on the series: https://www.thecoastnews.com/carlsbad-hosting-business-boot-camp/

The library celebrated Valentine's Day with several programs throughout February. At Cole Library on Feb. 11, the Valentine's Day Story Craft featured stories and a trivia contest to highlight the different ways Valentine's Day is celebrated. The 60 children and adult attendees also played games and created mosaic heart cards for someone special. On Feb. 13 at Game On, Teens, five teens worked together on a Valentine's Day themed Escape Room. On Feb. 13, authors and Carlsbad residents Viktoria Rusnakova, originally from Slovakia, and Samuele Bagnai, originally from Italy, shared their books and love story with 10 audience members. On Feb. 19 at the Learning Center, the 11 STEAMworks Lab participants enjoyed making electric Valentine's Day cards and learning about the circulatory systems in bugs and animals.

Museum Month discount passes were available during the month of February at all three Carlsbad City Library locations. All San Diego County area libraries partnered with the San Diego Museum Council to invite community members of all ages to enjoy half-price admission at more than 40 museums, cultural attractions and historic sites throughout the county. Carlsbad City Library locations distributed more than 2,500 passes to grateful patrons.

CCL, Dove Lane …

On Feb. 2, the library hosted a panel of nine diverse local authors discussing everything from a travel memoir to a guide for managing stress and anxiety. More than 40 attendees enjoyed meeting and mingling with the authors during the book signing following the panel discussion.

On Feb. 25, 64 children and adults celebrated "Fat Tuesday" and learned about how Mardi Gras is celebrated in New Orleans, made masks and paraded around the Gowland Meeting Room to "When the Saints Go Marching In."

On Feb. 28, library patrons visited Argentina without leaving Carlsbad. Camarada, a group of musicians specializing in Latin and Spanish music, performed at the library with a Grammy Award-winning tango master, tango singer and two tango dancers. The full auditorium of more than 200 people enjoyed seeing a high-caliber of international talent right here in Carlsbad.

Georgina Cole …

Work began on installing the new mural at Cole Library during the library's closed hours on Presidents' Day weekend. Carlsbad artist Jason Markow was selected by a community panel to create an original work for this temporary art. Markow was inspired by his early reading experiences as a child and chose to create a mural as a homage to the 1851 classic novel *Moby Dick* by Herman Melville. The work was completed at the end of February.

A popular Cole Children's program on Feb. 25 featured Hot Jazz for Cool Kids with 41 participants. The kids heard the book *Welcome to Jazz: A Swing-Along Celebration*, discussed the history of jazz and jazz terms, and heard examples of some of the great jazz artists like Ella Fitzgerald, Louis Armstrong and Ray Charles. The event ended with an opportunity for the children to try some musical instruments.

On Feb. 24, 19 tweens were encouraged to learn how to doodle with a purpose by attempting to create their own post-it art and Zen tangles. They discovered how relaxing and stress relieving simple doodling can be.

Two popular Genealogy programs in February included a Feb. 11 presentation on migration routes attended by 60 people and a Feb. 25 presentation on German research attended by 70 people, both held at the city's Faraday Center.

Learning Center …

The National Pokémon Day Celebration, in honor of the popular video game character, was a massive success. Sixty-five participants of all ages enjoyed making origami Pokémon bookmarks, coloring Pokémon worksheets, participating in a scavenger hunt of Pokémon characters and taking home a special Pokémon bracelet.

On Feb. 18, the Spanish Book Club selection for the month was *El país de las mujeres* by Gioconda Belli and 13 club members enjoyed discussing the book.

Outreach and Community Connections …

On Feb. 6, Feb. 12 and Feb. 13, Librarian Missy Shaw presented storytimes to kindergarteners and first graders at St. Patrick Catholic School, two groups at Jefferson Elementary Kids Care

and one group at Buena Vista Elementary Kids Care. She read stories about love and gave book talks to the older children, connecting with more than 175 students total over the three days.

On Feb. 19, Library & Cultural Arts staff attended the J.I.V.E. (job internship volunteer education) Expo at Sage Creek High School and spoke to 150 high school students about volunteer opportunities with the Summer Reading Adventure, teen book club and the Teen Advisory Board. Staff members from Cultural Arts, representatives from the city's Human Resources Department and the city's volunteer coordinator also attended.

Library staff held an outreach event at Carlsbad's La Posada Homeless Shelter on Feb. 27. Staff brought Spanish language materials, interacted with 50 residents and processed six new applications for library cards.

Teen Librarian Ashleigh Hvinden led a tour for Grauer School students on Feb. 12 and 13. Over the course of two days, she spoke to 30 students and demonstrated how to use the library's online resources, where print resources were located throughout the library and helped students identify books to help write their World War II research papers.

On Feb. 29, Teen Librarian Ashleigh Hvinden attended the Parks & Recreation Department's AMPED Music & Art Throwdown for teens at the Pine Avenue Community Center. She spoke with 10 teens during the event and one parent, and eight teens signed up for the library teen interest list.

In February, the Books To Go team started the month with a Feb. 4 visit to the Village Voices business meeting, where staff spoke with 10 attendees about eBooks and library services. The Books To Go team also visited Valley Middle School and Magnolia Elementary School on Feb. 6, interacting with 83 students and 4 adults throughout the afternoon. On Feb. 13, the team visited two local preschools, LePort Montessori and Pilgrim, providing storytimes to 53 preschoolers total. On Feb. 14, staff took the book bike along on a beach route and interacted with 57 people. The book bike visited Jefferson Elementary School on Feb. 20 and connected with 72 students and ended the month with a visit to Buena Vista Elementary School on Feb. 27, where staff connected with 117 students and delivered a storytime to 22 kindergarten students.

LIBRARY BOARD STATISTICS
February 2020

Visitors, Reference, Circulation

	People Count	Feb.-19	Jan.-20 *1	Feb.-20 *1
1	Dove Library	27,915	31,048	30,049
2	Cole Library	21,055	21,098	18,360
3	Library Learning Center	3,988	3,905	4,132
4	**Total**	**52,958**	**56,051**	**52,541**
	Reference Questions	**Feb.-19**	**Jan.-20 *1**	**Feb.-20 *1**
5	Dove Library	4,673	8,982	8,862
6	Cole Library	9,271	6,333	5,669
7	Library Learning Center	515	613	629
8	**Total**	**14,459**	**15,928**	**15,160**
	Circulation	**Feb.-19**	**Jan.-20 *1**	**Feb.-20 *1**
9	Dove Library	48,478	54,737	54,381
10	Cole Library	28,894	31,062	30,420
11	Library Learning Center	1,218	1,496	1,627
12	eAudiobook Downloads	4,516	6,598	5,868
13	eBook Downloads	5,160	6,831	6,145
14	eMagazine Downloads	2,073	1,398	1,302
15	Audio Streaming	731	280	202
16	Video Streaming *2	824	-	-
17	**Total**	**91,894**	**102,402**	**99,945**

Programs and Technology

	Library-Sponsored Programs	Feb.-19	Jan.-20 *1	Feb.-20 *1
18	Pre-School Programs	75	73	73
19	Attendance	3,176	2,726	2,836
20	School Aged Children's Programs	46	50	54
21	Attendance	1,265	1,245	1,426
22	Young Adult Programs	11	18	20
23	Attendance	54	138	271
24	Adult Programs	80	69	81
25	Attendance	1,852	1,390	1,857
	Technology Usage	**Feb.-19**	**Jan.-20 *1**	**Feb.-20 *1**
26	Computer Use	7,596	6,872	6,647
27	WiFi Use	12,150	17,515	18,485
28	Webpage Views	40,468	76,309	64,222
29	Database Usage	6,643	7,149	6,660
	Facility Meeting Room Use	**Feb.-19**	**Dec-19 *1**	**Jan.-20 *1**
30	Events	76	52	67
31	Attendance	4,835	2,694	3,803
	Volunteer Hours	**Feb.-19**	**Jan.-20 *1**	**Feb.-20 *1**
32	Total Hours	1,225	1,174	1,133

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

*2 *Effective Oct. 28,2019, video streaming service no longer active*

Monthly LIBRARY Report
for
March 2020

Systemwide …

Dove and Cole libraries served as mail ballot drop-off locations from Feb. 24 through Election Day on March 3. The Register of Voters staffed tables during the library's open hours, and thousands of community members took advantage of the convenient service. The Registrar of Voters reported 6,049 mail ballots were dropped off at our two locations, among the highest returns in the county. Both libraries also served as polling locations on Election Day, getting a steady stream of voters all day long.

On March 2, the library celebrated Read Across America Day with Carlsbad's own, beloved children's author and former library employee Janell Cannon. During her visit to Dove Library, Janell read her favorite Dr. Seuss book and then her own classic book, *Stellaluna*, about a young bat. The 40 participants then enjoyed learning about the science of bats. On March 10, Cole Library celebrated Read Across America with author Shelley Moore Thomas. The 42 attendees enjoyed meeting the writer of the popular children's books *Good Night, Good Knight* and *Seven Tales of Trinket*.

Carlsbad City Library staff as well as staff from California State University, San Marcos, Oceanside Public Library and Escondido Public Library, attended training on March 4 to learn about assisting the public with the 2020 Census. Each of the three Carlsbad library locations had planned to have at least one computer dedicated to census takers between March 13 and April 30. Census Bureau staff also set up at the libraries to recruit additional census workers during February and early March. Plans to assist with the 2020 Census are on hold due to COVID-19.

On March 12, all library programs for March were cancelled in response to COVID-19. All library locations were closed to the public beginning the evening of March 16. Library staff quickly incorporated several system changes to accommodate the library facility closures. This effort included extending material due dates, suspending hold expiration, extending the duration of temporary accounts and expanding their access to electronic resources, and suspending the expiration of card privileges. In addition, staff worked with the library's eBook and audiobook vendor on expanding the collection and providing instant access to eBook and audiobook content for patrons registering for a temporary library card online. As focus shifted to promoting remote services, library staff created the Library@Home web page (https://www.carlsbadca.gov/services/depts/library/services/library@home.asp) highlighting all services available remotely and ways to continue to get in touch with staff during the library's closure. Another main area of work was moving most of the library's staff from on-site to telecommuting by late March.

As another quick response to library facilities closing, library Children's Division staff created and launched an online, all-ages reading program called Spring into Reading on March 17. The program is offered in Beanstack, the library's web-based reading tracker:

https://carlsbadlibrary.beanstack.org/reader365. From March 17-31, 146 people registered for the program, reading for a total of nearly 20,000 minutes. The Children's Division staff also created curated lists of recommended online educational resources (https://www.carlsbadca.gov/services/depts/library/youth/youthresources.asp) and digital books for youth (https://www.carlsbadca.gov/services/depts/library/youth/recommendations.asp) that were added to the library's website.

CCL, Dove Lane …

The library hosted a full house for the film discussion and screening of the Academy Award-winning film *JoJo Rabbit* on March 7 in Schulman Auditorium. Audience members enjoyed getting a deeper dive into this dark comedy set in Germany during World War II.

The last regularly scheduled after-school program at Dove Library before all March programs were cancelled was held on March 12. Eight members of the Book Explorers! group participated in a lively discussion about graphic novels.

Georgina Cole …

On March 2, 29 tweens enjoyed a special visit from Project Wildlife whose very knowledgeable volunteer brought their bat ambassador. Tweens found out about the nearly 23 species of bats that are native to Southern California and how beneficial they are as pollinators and mammals whose main diet is insects.

Library staff from the Genealogy and Carlsbad History Division provided a tour of the Carlsbad History Collection for members of the Historic Preservation Commission and one member of the public at their March 9 meeting. The tour featured a selection of materials in the collection along with a demonstration of how staff use the resources in the collection to conduct historic property research. Staff also talked with commission members about staff plans to collect oral histories and develop a plaque program for properties and locations of note in the community.

Since all on-site library programs for March were cancelled on March 12, the North San Diego County Genealogical Society (NSDCGS) held a live webinar program on March 12, which 48 people and 11 Genealogy and Carlsbad History Division staff members attended. Jean Wilcox Hibben presented on tricks and tips for doing German Genealogy research using the society's GoToWebinar subscription. The NSDCGS has scheduled four additional live webinars in April including an Intermediate Genealogy Class on April 14, DNA Foundations on April 16, DNA Interest Group on April 18 and Genealogy Program on April 28.

Learning Center …

Prior to the Learning Center's closure, staff hosted the Lego Builders' Club on March 5, which six children attended.

Outreach and Community Connections …

On March 5, Librarian Missy Shaw presented a storytime to two groups at Buena Vista Elementary Kids Care totaling 60 children, and on March 12, she presented a storytime to 50 kindergartners, and two storytimes to 62 first graders total at St. Patrick Catholic School. She read stories about libraries and germs and gave book talks to the older children.

Librarian Missy Shaw gave a City Stuff tour to 30 students and parents from La Costa Heights Elementary School on March 11. Senior Librarian Sarah Dana also provided a tour of the Carlsbad History Room.

The Books To Go team started the month with a Feb. 3 visit to the Village Voices business meeting, where staff spoke with seven attendees about eBooks and library services. Later in the month, two Books To Go visits were cancelled due to rain and four were cancelled due to COVID-19.

LIBRARY BOARD STATISTICS
March 2020

Visitors, Reference, Circulation

	People Count	March-19	Feb.-20 *1	March-20 *1*3
1	Dove Library	31,208	30,049	15,894
2	Cole Library	21,048	18,360	13,102
3	Library Learning Center	3,909	4,132	2,678
4	**Total**	**56,165**	**52,541**	**31,674**
	Reference Questions	**March-19**	**Feb.-20 *1**	**March-20 *1*3**
5	Dove Library	10,086	8,862	5,499
6	Cole Library	6,192	5,669	3,176
7	Library Learning Center	578	629	270
8	**Total**	**16,856**	**15,160**	**8,945**
	Circulation	**March-19**	**Feb.-20 *1**	**March-20 *1*3**
9	Dove Library	55,218	54,381	36,829
10	Cole Library	32,631	30,420	19,772
11	Library Learning Center	1,445	1,627	1,010
12	eAudiobook Downloads	4,955	5,868	**5,851**
13	eBook Downloads	5,660	6,145	**8,179**
14	eMagazine Downloads	2,220	1,302	**1,553**
15	Audio Streaming	378	202	**469**
16	Video Streaming *2	800	-	-
17	**Total**	**103,307**	**99,945**	**73,663**

Programs and Technology

	Library-Sponsored Programs	March-19	Feb.-20 *1	March-20 *1*3
18	Pre-School Programs	82	73	30
19	Attendance	3,558	2,836	932
20	School Aged Children's Programs	49	54	23
21	Attendance	1,135	1,426	460
22	Young Adult Programs	9	20	3
23	Attendance	53	271	5
24	Adult Programs	76	81	32
25	Attendance	1,973	1,857	657
	Technology Usage	**March-19**	**Feb.-20 *1**	**March-20 *1*3**
26	Computer Use	8,055	6,647	3,365
27	WiFi Use	13,232	18,485	11,050
28	Webpage Views	40,587	64,222	**52,500**
29	Database Usage	7,206	6,660	**8,887**
	Facility Meeting Room Use	**March-19**	**Feb.-20 *1**	**March-20 *1*3**
30	Events	74	67	30
31	Attendance	4,650	3,803	4,021
	Volunteer Hours	**March-19**	**Feb.-20 *1**	**March-20 *1*3**
32	Total Hours	1,303	1,133	594

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

*2 *Effective Oct. 28,2019, video streaming service no longer active*

*3 ***All library facilities ceased offering in-person services effective March 16, 2020 due to COVID-19, all e-resources and databases remained available for active library card users.***