



LIBRARY BOARD OF TRUSTEES

Agenda

Library Board of Trustees Meeting Wednesday, July 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 special meeting held June 8, 2020 (action)
 4. Public Comment
 5. Library reports – May 2020 and June 2020
 6. Semi-annual library donation report
 7. Presentation on new online service RBdigital
 8. Library Services during COVID-19
 9. Director's report
 10. Foundation report
 11. Friends of the Library report
 12. Genealogical Society report
 13. Library Board comments/announcements
 14. 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.*



LIBRARY BOARD OF TRUSTEES

Minutes

MEETING OF: LIBRARY BOARD OF TRUSTEES SPECIAL MEETING
DATE OF MEETING: Monday, June 8, 2020
PLACE OF MEETING: Teleconference

CALL TO ORDER: 4:00 p.m.

ROLL CALL: Trustees DeForest, Hulsart, Larson, McBride and Parsons

STAFF PRESENT: Heather Pizzuto, Library & Cultural Arts Director
 Suzanne Smithson, Deputy Library Director
 Sheila Crosby, Interim Deputy Library Director
 Fiona Everett, Senior Management Analyst
 Debbie Jo McCool, Associate Analyst
 Jennifer Davidson, Senior Office Specialist

APPROVAL OF MINUTES:

Minutes of the Library Board of Trustees meeting held on May 27, 2020.

Motion by Vice Chair Hulsart, seconded by Trustee DeForest, to approve the Minutes of the meeting held on May 27, 2020 as presented. Motion carried, 5/0/0/0.

PUBLIC COMMENTS: The board received two written comments.

Jim Niswander commented on the pandemic crisis forcing rapid change and the library's ability to adjust to new guidelines will restore valuable resources to patrons, and thankful for all that is done to support the great libraries in Carlsbad.

Deborah Wenck commented on being thankful for the opening of curbside services at the libraries and looks forward to being able to browse in the library soon while keeping library staff safe.

LIBRARY SERVICES IN THE COVID-19 PERIOD: Director Pizzuto updated the board on the status of library services in the COVID-19 period.

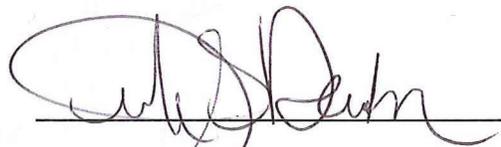
FISCAL YEAR 2020-21 BUDGET OVERVIEW: Senior Management Analyst Fiona Everett provided the board with a recap of the FY 2020-21 library budget overview presented at the May 27, 2020 meeting.

Motion by Trustee DeForest, seconded by Trustee Parsons, on a minute motion, the Trustees approved a letter to City Council in support of L&CA budget proposal for FY 2020-21. Motion carried, 5/0/0/0.

DIRECTOR'S REPORT: Director Pizzuto informed the board this would be her last Library Board of Trustees meeting due to her retirement on June 26, 2020. Director Pizzuto stated it has been an honor and a privilege to service as Director and thanked the board for their support and service.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS: None.

ADJOURNMENT: Chair Larson adjourned the meeting at 4:28 p.m.



Jennifer Davidson
Senior Office Specialist



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: July 22, 2020

To: Library Board of Trustees

From: Sheila Crosby, Interim Deputy Library Director
Sarah Dana, Interim Deputy Library Director

Staff Contact: Sheila Crosby, Interim Deputy Library Director
sheila.crosby@carlsbadca.gov
Sarah Dana, Interim Deputy Library Director
sarah.dana@carlsbadca.gov

Subject: Library Report for May 2020 and June 2020

Recommended Action

Receive report. No action needed.

Executive Summary/Discussion

The board will review the monthly library reports for May 2020 and June 2020. This report provides a summary of work completed across all Carlsbad City Library divisions and locations as well as services and programs presented for the community.

Next Steps

None.

Fiscal Analysis

None.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et seq.), published and distributed at least 24 hours prior to the special meeting date and time.

Exhibits

- Narrative for May 2020
- Narrative for June 2020
- Statistics (May 2020 & June 2020 combined)

Monthly LIBRARY Report for May 2020

Systemwide ...

Library & Cultural Arts Department staff spent a significant amount of time during the month of May preparing for the launch of curbside library service. This work included identifying the system work flow for notifying patrons of their materials on hold and available for pickup curbside, online account hold display changes, alteration of loan periods, holds management for library materials, safely organizing the entire process for staff and public, and preparing communications for the launch. Thanks to the preparation in May, curbside service launched on June 1.

Spring Into Reading, the library's online, all-ages reading program, ran from March 17 to May 31 to encourage reading during the library's closure. For the entire dates of the program, 312 community members registered for the program with a total of 94,291 minutes read. Patrons have been picking up their rewards for the program during the library's curbside service.

Librarian Madelyn Horton hosted the library's first virtual book club in a Zoom meeting on May 5. Seven members from the Tuesday Evening Club joined the meeting for an animated discussion of *City of Girls* by Elizabeth Gilbert, a book the readers either loved or intensely disliked. Library patrons were enthusiastic about the opportunity to reconnect socially for the first time since the library closure in mid-March. The library's three other English-language book clubs also met via Zoom for the first time in May, with an additional 31 people attending the discussions, and all attendees were unanimous in their desire to continue to meet for virtual book discussions in the coming months.

The library continued its virtual concert series, Live From My Living Room, May 9 with a concert featuring San Diego violinist and composer Yale Strom and his wife and fellow musician Elizabeth Schwartz. The concert was streamed via the library's Facebook Live, and the video has been viewed more than 331 times:

<https://www.facebook.com/129735310438627/videos/843493202823926>.

On May 16, the Live From My Living Room series continued on Facebook Live with husband and wife musicians Caro Pierotto and Grecco Buratto performing Bossa Nova music:

<https://www.facebook.com/carlsbadcitylibrary/videos/660469641167399>. The video has more than 1,300 views.

Additional May virtual events included a May 1 writing workshop held via Zoom with New York Times best-selling romance author (and part-time Carlsbad resident) Susan Elizabeth Phillips and attended by 140 people, a Good Life Lecture on May 9 discussing stress management held on Zoom and attended by nine people as well as an introduction to folklorico dance workshop held on May 28 on Facebook Live and viewed more than 2,500 times:

<https://www.facebook.com/129735310438627/videos/1132499637128433>

During the library's public closure, many library staff members have continued to participate in virtual training offered by the city, library and other organizations. Staff completed nearly 2,000 hours of training during the month of May in everything from conquering Zoom fatigue to developing virtual programs and more.

CCL, Dove Lane ...

Library Assistant Angelica Mejia conducted bilingual family storytimes each Wednesday morning in May. These storytimes were streamed live on the Carlsbad City Library's Facebook page and were well-received, with a combined total of over 1,800 views. The storytimes are archived on the library's Facebook page:

<https://www.facebook.com/carlsbadcitylibrary/videos/>

Senior Children's Librarian Barbara Chung recorded a "Best of Baby Rhyme Time" program on May 20 in the Schulman Auditorium. This 20-minute recording focused on songs, rhymes, fingerplays and tips for parents and caregivers and is available on the city's YouTube channel and city website: <https://www.youtube.com/watch?v=e6fFQmM2QV0>

Library Technician Jennifer Benson recorded a "Mindful Movement" program on May 27 in the Schulman Auditorium. This 40-minute recording focused on songs, simple yoga poses, mindfulness and books and is available on the city's YouTube channel and city website: <https://www.youtube.com/watch?v=q6a2W3Et590>

Two programs for adult viewers were recorded in the Schulman Auditorium in May without an audience to be shared online through the city's YouTube, website and cable channel. On May 13, popular lecturer and teacher Erik Conklin delivered a second mindfulness for stress management workshop: <https://www.youtube.com/watch?v=loi8W0YUd9I>. Carlsbad yoga therapist and teacher Shazia Gogia led a 45-minute chair yoga class on May 20: <https://www.youtube.com/watch?v=80IOSvunGtw>. Together, the videos have garnered nearly 300 views.

Georgina Cole ...

In May, Senior Librarian Sarah Dana recorded the pilot episode of Branching Out, a new video series intended to help patrons expand their genealogy research with online resources. The first episode, Searching with Wildcards in Ancestry Library Edition, was timed to coincide with the addition of remote access to the Ancestry online resource and already has more than 175 views: https://www.youtube.com/watch?v=1By_S33_-CM

The North San Diego County Genealogical Society (NSDCGS) held three live webinar programs in May using the society's GoToWebinar subscription. On May 12, 74 people attended the Intermediate Genealogy Class covering sources for doing Canadian genealogy research. The DIG: DNA Interest Group on May 16 featured a demonstration of how to solve genetic genealogy mysteries and had 75 attendees. And on May 26, 68 people attended a presentation sharing tips on finding original records.

Learning Center ...

Generous Literacy Services tutors volunteered 88 hours in the month of May, working with their learners remotely. This is a 95% increase from April 2020.

One Career Online High School scholarship was awarded in May; the first via Zoom interview. Ten students are currently enrolled in the program. Also, a prospective student enrolled in the Home Care Professional prerequisite course this month.

On May 19, the Spanish Book Club met virtually for the second month using the Zoom platform. Retired library Community Outreach Supervisor Lizeth Simonson moderated the group's discussion. Nine book club members discussed the Spanish title *El psicoanalista* by John Katzenbach.

Outreach and Community Connections ...

Library staff members continue to reach out to volunteers to check in and continually hear how much the volunteers miss being at the library. Thankfully, all library volunteers contacted by staff have reported they are healthy and doing well.

Monthly LIBRARY Report for June 2020

Systemwide ...

In June, more than 12,000 items were checked out to patrons through curbside service. The first phase of curbside library service opened June 1 for patrons that had materials on hold when the library closed. The second phase launched June 8, allowing all patrons to place new holds in the catalog. While patrons were originally asked to make appointments to pick up materials on hold, all three library locations moved to a drop in (drive up) model on June 25. Curbside service is available 10 a.m. to 4:45 p.m. Monday through Saturday. In addition to picking up library materials which have been placed on hold, patrons are also able to pick up Summer Reading Adventure rewards and Club Pelican art kits. Many positive comments have been received from patrons excited to return to these adapted library services. Staff from all divisions in the Library & Cultural Arts Department have been assisting with providing curbside service.

The all-virtual Summer Reading Adventure (SRA) for all ages launched on June 15. By the end of June, there were 688 registrations and more than 161,500 minutes read. While these numbers are impressive, SRA registration in June 2020 was down 77% from June 2019. The closure of library locations mid-March due to COVID-19 impacted the ability to promote the SRA since this program is usually heavily promoted in-person at all three libraries and at more than a dozen monthly offsite library programs and outreach events. This is not an issue unique to the Carlsbad City Library as many other libraries have reported similar declines during this challenging summer.

The new Tutor.com database launched on June 1. Tutor.com offers free access to thousands of live, online tutors for grades K – 12, college-level work and adult learners through a partnership with Tutor.com. Career tutors are also available to help job seekers navigate a job search, work on a resume and prepare for an interview.

Library book clubs continued to meet virtually in June, after the first successful Zoom meetings in May. Nearly 40 people attended the online discussions, to share their readings of books including *The Group* by Mary McCarthy and *The Great Believers* by Rebecca Makkai.

Teen virtual events in June included the Teen Warriors virtual book club, the Teen Advisory Board and a virtual teen performer, Wacko the Magician. Ten teens total attended the three events.

The library continued its virtual concert series, Live From My Living Room, June 18 with a concert featuring singer and guitarist Jose Martin Marquez. The concert was streamed via the library's Facebook Live, and the video has been viewed 1,500 times:

<https://www.facebook.com/129735310438627/videos/662705194578312>.

Additional June virtual events included the Everything But the Kitchen Sink percussion workshop held on June 11 on Facebook Live and viewed 912 times:

<https://www.facebook.com/129735310438627/videos/551683192407211>

as well as a June 28 virtual author event featuring a panel of four best-selling authors discussing their books on Zoom and attended by 45 people.

While some library staff members were called into the library to provide curbside service, many staff continued to participate in virtual trainings offered by the city, library and other organizations. Staff completed more than 660 hours of training during the month of June. Four Library & Cultural Arts Department staff members, Arts Coordinator Laurette Garner, Children's Librarian Ally Goodwin, Circulation Supervisor Allison Greene and Lead Librarian Andrea Hilliard, completed the multi-day Supervisor's Academy, offered by the Centre for Organization Effectiveness. Staff learned valuable skills for managing change such as working with different generations, performance management and conflict resolution.

CCL, Dove Lane ...

Library Assistant Angelica Mejia and Community Outreach Supervisor Mayra Turchiano conducted bilingual family storytimes each Wednesday morning in June. These storytimes were streamed live on the Carlsbad City Library's Facebook page and were well-received, with a combined total of over 850 views. The storytimes are archived on the library's Facebook page:

<https://www.facebook.com/carlsbadcitylibrary/videos/>

Two Children's staff members recorded a Storytime Theater program on June 10 in the Schulman Auditorium. This 15-minute recording featured two stories and two puppet shows and is available on the city's YouTube channel and city website:

<https://youtu.be/611b-YQGB9U>

On June 23, Librarian Ally Goodwin held her first virtual Book Explorers program for young readers with all seven members participating. The students and their parents were enthusiastic for the group to come back together.

Georgina Cole ...

In June, Senior Librarian Sarah Dana recorded the second episode of Branching Out, a new video series intended to help patrons expand their genealogy research with online resources. The second episode, Non-Military Records in Fold3 Library Edition, shares how to use the more than 280 non-military records that are available in the Fold3 database with a Carlsbad City Library card. The video already has nearly 100 views:

https://www.youtube.com/watch?v=1By_S33_-CM

The North San Diego County Genealogical Society (NSDCGS) held four live webinar programs in June using the society's GoToWebinar subscription. On June 9, 86 people attended the Intermediate Genealogy Class covering archival preservation and storage. The DIG: DNA Interest Group on June 20 featured the topic how to identify John and Jane Doe using genetic

genealogy and had 76 attendees. The Genealogy Program Webinar on June 23 highlighted the secrets to mining Google Books to unlock genealogical and historical information and had 117 attendees. And on June 24, 50 people attended DNA Foundations a program designed to teach genetic genealogy basics.

Learning Center ...

Generous Literacy Services tutors volunteered 75 hours in the month of June, working with their learners remotely. A total of 66 adult learners were contacted in June about curbside delivery of workbooks and library materials, and 13 took advantage of the service.

One Career Online High School scholarships was awarded in June.

On June 16, the Spanish Book Club met virtually for the third month using the Zoom platform. Retired library Community Outreach Supervisor Lizeth Simonson moderated the group's discussion. Nine book club members discussed the Spanish title *El matrimonio de los peces rojos* by Guadalupe Nettel. The club is on break for the summer and will resume meeting in September.

Outreach and Community Connections ...

Library volunteers spent three hours in June communicating with their homebound patrons about how the library's homebound program could serve them.

Library Circulation staff has continued to work in a lead role in the City of Carlsbad's Sew2Care project, a volunteer-based initiative where community members sew protective face coverings for our most vulnerable community groups. The program is winding down and has been extremely successful with more than 200 Sew2Care volunteers making and donating more than 3,400 masks.



CARLSBAD CITY LIBRARY

May & June 2020

New Library Accounts



1,233

Online

Curbside Service – Launched June 1

Period: June 1 to June 30

16,343 Holds Placed

12,324 Holds Checked Out

3,875 Patrons Used Service

Library Webpage

Library@Home

- Biblioteca en Casa
- Digital services
- Adult eBook recommends
- Children’s eBook recommends
- Youth resources

Visits

1,477 May

1,277 June

Webpage Views

32,369 May

54,793 June

June 15 to Aug. 9, 2020



Summer Reading Adventure

688 Registrations

161,509 Minutes Read

1,636 Learning Activities *(new)*

Virtual Programs



- Storytimes
- Living Room Concerts
- Author Talks
- Summer Reading Adventure Events
- Book clubs
- Workshops

Programs Offered

17 May, **18** June

Over **4,000** Ongoing Views



eBooks/eAudiobooks

New Users: **431** May, **381** June

Downloads: **19,356** May, **18,933** June

Added downloadable titles & extra copies: **655** May, **604** June

Added Children’s read along titles: **29** May, **30** June

Homebound Services

Launched June 8

4 Deliveries

12 Patrons Contacted

Literacy Services

Launched June 8

13 Deliveries

66 Patrons Contacted



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: July 22, 2020

To: Library Board of Trustees

From: Debbie Jo McCool, Associate Analyst

Staff Contact: Debbie Jo McCool, Associate Analyst
debbiejo.mccool@carlsbadca.gov

Subject: Semi-Annual Donation Report

Recommended Action

Receive report. No action needed.

Executive Summary/Discussion

Associate Analyst Debbie Jo McCool will present to the board the library's semi-annual donation report. The report identifies monetary donations deposited into the library's gifts & bequests special revenue fund and general fund, designated donation requests, and donation activity over time.

Next Steps

None.

Fiscal Analysis

None.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et seq.), published and distributed at least 24 hours prior to the special meeting date and time.

Exhibits

Semi-annual Library Donation Report



City of Carlsbad Library
Semi-annual Library Donation Report
Period Ending June 30, 2020

Donations Received - January 1, 2020 to June 30, 2020

Value Category	Totals	
	Amount	Contributors
\$.01 - \$99	\$160.22	20
\$100 - \$249	\$0.00	0
\$250 - \$499	\$300.00	1
\$500 - \$999	\$0.00	0
\$1000 - \$4,999	\$0.00	0
Over \$5,000	\$50,000.00	1
Totals:	\$50,460.22	22

Donation Designations

Non-specified:	\$130.22
Specified:	\$330.00 Purchase library materials for all libraries
	\$50,000.00 Support community programming
	\$50,330.00

Fiscal Activity

2nd Half of Fiscal Year	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
January	\$155.40	\$932.67	\$377.14	\$330.15	\$51.52
February	\$1,316.30	\$8,154.34	\$128.04	\$9,065.68	\$52.15
March	\$39,895.16	\$57.20	\$170.91	\$96.34	\$61.55
April	\$52.25	\$56.97	\$275.55	\$4,678.77	\$50.00
May	\$641.56	\$253.53	\$53.30	\$1,057.18	\$50,050.00
June	\$5,667.00	\$2,861.45	\$353.01	\$638.87	\$195.00
Total	\$47,727.67	\$12,316.16	\$1,357.95	\$15,866.99	\$50,460.22
1st Half of Fiscal Year					
July to Dec. 31 Totals	\$4,099.74	\$12,474.73	\$4,351.81	\$865,174.75	\$8,671.68
Annual Donation Totals	\$51,827.41	\$24,790.89	\$5,709.76	\$881,041.74	\$59,131.90

Source: IFAS accounts - 0014010-5651 (General Fund), 1454010-5651 (Special Revenue - Library Gifts & Bequests)

Special Revenue donations not included in report:

Funding provided by Friends of the Library, special trusts and endowments managed by Carlsbad Library & Arts Foundation, and any Cultural Arts special revenue accounts.

Notes:

January 2015 to June 30, 2017 - Pre/Post Carlsbad City Library & Cole Library renovation donation activity

FY 2018-19, Oct. 2018, Received one-time trust donation of \$861,163.01 from the Rosemary Falkenstein Estate

FY 2019-20, May 2020, Received one-time trust donation of \$50,000 from the Frank S. Sutton Revocable Living Trust

7/15/2020



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: July 22, 2020

To: Library Board of Trustees

From: Sheila Crosby, Interim Deputy Library Director
Sarah Dana, Interim Deputy Library Director

Staff Contact: Jacqueline Petri, Lead Librarian
Jacqueline.Petri@carlsbadca.gov

Subject: Introduction to RBdigital service

Recommended Action

Receive presentation. No action needed.

Executive Summary/Discussion

The Carlsbad City Library recently contracted with RBdigital to provide streaming services and eComics. RBdigital includes access to Acorn TV (primarily British and international television programs); video courses taught by college professors, plus popular digital comics and graphic novels.

Next Steps

None.

Fiscal Analysis

The Library utilized funds from donations provided by the Friends of the Carlsbad Library to support this service.

Public Notification

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Exhibits

None.



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: July 22, 2020

To: Library Board of Trustees

From: Suzanne Smithson, Library & Cultural Arts Director

Staff Contact: Suzanne Smithson, Library & Cultural Arts Director
suzanne.smithson@carlsbadca.gov

Subject: Library Services during COVID-19

Recommended Action

Receive report. No action needed.

Executive Summary/Discussion

Director Smithson will update the board on Carlsbad's library services and programs during the COVID-19 pandemic.

Next Steps

None.

Fiscal Analysis

None.

Public Notification

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Exhibits

None.