



Agenda

Library Board of Trustees Meeting Wednesday, August 26, 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.

1. Call to order
2. Roll call
3. Approval of the minutes of meeting held July 22, 2020 (action)
4. Public Comment
5. Library reports – July 2020
6. Summer Reading Adventure Report, 2020
7. Library Services during COVID-19
8. Election of Chair & Vice-Chair (action)
9. Appointment of a representative to the Carlsbad Library & Arts Foundation (action)
10. Director's report
11. Foundation report
12. Friends of the Library report
13. Genealogical Society report
14. Library Board comments/announcements
15. 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 MEETING
DATE OF MEETING: Wednesday July 22, 2020
PLACE OF MEETING: Teleconference

CALL TO ORDER: 4:00 p.m.

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

STAFF PRESENT: Suzanne Smithson, Library & Cultural Arts Director
 Sheila Crosby, Interim Deputy Library Director
 Sarah Dana, Interim Deputy Library Director
 Carrie Scott, Interim Principal Librarian
 Fiona Everett, Senior Management Analyst
 Debbie Jo McCool, Associate Analyst
 Jacqui Petri, Lead Librarian
 Jennifer Davidson, Senior Office Specialist

Director Smithson congratulated Trustees DeForest and McBride for both being re-appointed as Library Trustees at the July 21 City Council meeting. Director Suzanne Smithson introduced Sheila Crosby and Sarah Dana as interim deputy library directors, and Carrie Scott as interim principal librarian at the Library Learning Center.

APPROVAL OF MINUTES:

Minutes of the Library Board of Trustees special meeting held June 8, 2020.
 Motion by Trustee McBride, seconded by Trustee DeForest, to approve the Minutes of the special meeting held on June 8, 2020 as presented. Motion carried, 5/0/0/0.

PUBLIC COMMENTS: None.

MONTHLY LIBRARY REPORTS: The board received the monthly library reports for May 2020 and June 2020.

SEMI-ANNUAL LIBRARY DONATION REPORT: Associate Analyst Debbie Jo McCool updated the board on donations received for the period of January 1, 2020 to June 30, 2020.

PRESENTATION ON NEW ONLINE SERVICE RBdigital: Lead Librarian Jacqui Petri presented to the board an overview on the online streaming service RBdigital which includes access to Acorn TV, Great Courses taught by college professors, plus popular digital comics and graphic novels.

LIBRARY SERVICES DURING COVID-19: The board received an update and presentation by Director Smithson and Interim Deputy Library Directors Sheila Crosby and Sarah Dana on library services during COVID-19 including curbside circulation and various virtual and summer programs.

DIRECTOR'S REPORT: Director Smithson updated the board on a variety of topics: status on the recruitment of two deputy library director positions, new customer point-of-sale system, staff training and development, and the library's website upgrade project.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS: The Trustees offered their gratitude to staff for the various ways they continue to support the community.

ADJOURNMENT: Chair Larson adjourned the meeting at 5:11 p.m.



Jennifer Davidson
Senior Office Specialist



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: August 26, 2020

To: Library Board of Trustees

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

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

Subject: Library Report for July 2020

Recommended Action

Receive report. No action needed.

Executive Summary/Discussion

The board will review the monthly library reports for July 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

Public notice of this item was posted in keeping with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours before the scheduled meeting date.

Exhibits

- Narrative for July 2020
- Statistics for July 2020

Monthly LIBRARY Report for July 2020

Systemwide ...

In July, over 22,000 items were checked out to patrons through curbside service. In addition, more than 23,000 items were returned to the library and book returns are now open 24 hours a day, seven days a week. Curbside service continues to be 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 continued to pick up Summer Reading Adventure rewards and Club Pelican art kits. City Communications staff created a video to feature the safety measures library staff put in place for curbside service: <https://www.youtube.com/watch?v=GKHPDiwvGYo>

Several staff members began new roles with the Library & Cultural Arts Department in July. Long-time Community Outreach Supervisor Carrie Scott was promoted to interim principal librarian of the Library Learning Center, filling the vacancy created when Sheila Crosby was promoted to interim deputy library director in May. Senior Librarian Sarah Dana was promoted to the second interim deputy library director position, filling the vacancy created when Suzanne Smithson was promoted to Library & Cultural Arts director. Brian Buchholtz, a part-time employee of the Parks & Recreation Department was promoted to his new role as the library's senior office specialist while long-time part-time library employee Christina Lorenzo was promoted to full-time library assistant at the Learning Center.

The all-virtual Summer Reading Adventure (SRA) for all ages continued throughout July with an additional 438 registrations and nearly 277,000 minutes read. SRA registration in July 2020 was down 61% from July 2019. As reported last month, the closure of library locations mid-March due to COVID-19 impacted the ability to promote the SRA in-person at all three libraries and at more than a dozen monthly offsite library programs and outreach events. There has been overwhelmingly positive feedback from those participating in the program, such as this email from a local parent: *"Thank you so much for your hard work and creative efforts in continuing the Summer Reading Adventure! My son is four and a half and is truly enjoying his second experience in completing the reading challenge. I can only imagine that during this crisis, it poses extra work and energy on your staff and as a parent, and teacher, I am greatly appreciative. From the online system, to holds and pickups, and rewards – it has been working seamlessly for us. He was delighted that his reward books were even wrapped as a present and it felt like a very special treat in the middle of summer at home."*

In conjunction with the SRA, three virtual family shows were held in July with the videos available for viewing online for a week. They included the Zany Zoe Magic Virtual Show pre-recorded video, which was watched by 22 viewers; Pacific Animal Productions Facebook Live event, which attracted 1,602 viewings; and fiddler Celia Lawley, a performance live streamed via Facebook from Schulman Auditorium, which was watched 231 times. ScienceTellers, a group combining storytelling with science experiments, had a pre-recorded video that went live July 13 and will be available until Aug. 31.

Library Children's staff, on site Monday through Saturday, 10 a.m. to 5 p.m., answered nearly 400 reference questions by phone and email during the month. Beginning in July, Genealogy & Carlsbad History Division staff were also on site at Cole Library to answer calls and work on projects. Staff responded to 50 inquiries, many of which required significant research to answer.

Library book clubs, now meeting virtually on Zoom, attracted eight new members this month. Fifty people total attended the four online book discussions with many providing positive feedback on the opportunity to connect. A book club member sent a handwritten note with this kind message: *"With all the difficulties of COVID-19, I want to thank you for keeping library services going. I have participated in the library Wednesday Zoom book club, which I really appreciate during this time of isolation."*

The library continued its virtual concert series, Live From My Living Room, on July 9 with a concert featuring guitarist, vocalist and composer Nathan McEuen. The concert was streamed via the library's Facebook Live, and the video has been viewed 875 times:

<https://www.facebook.com/129735310438627/videos/1683037531871592>.

Additional July virtual events included a health and wellness workshop on July 14 on Zoom attended by 14 people, a panel featuring four best-selling authors on July 19 and attended by 48 people, a Zoom lecture on July 23 featuring author and comedian Darryl Littleton and attended by 20 people, and an introduction to Folklorico dance workshop live streamed on Facebook on July 30 and viewed 1,800 times:

https://www.facebook.com/watch/live/?v=914484475628551&ref=watch_permalink

Four teens attended the virtual Teen Book Warriors meeting via Zoom on July 21. Teens talked about how their lives were impacted due to COVID-19, discussed the upcoming school year and established a list of books to read for August to November. Teen Librarian Ashleigh Hvinden demonstrated how to use the library catalog and the Teen Space website. Three teens attended the virtual Teen Advisory Board held via Zoom that same day, where teens shared their recommendations on how to market the new RB Digital eComics service to other teens. In addition, the teen librarian revitalized the personalized teen reading recommendation service and four teens submitted requests in July.

CCL, Dove Lane ...

Library Assistant Angelica Mejia conducted bilingual family storytimes each Wednesday morning in July. These storytimes were streamed live on the Carlsbad City Library's Facebook page and were well-received, with a combined total of over 1,070 views. Due to copyright concerns, only some storytimes will be archived on the library's Facebook page:

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

On July 7 and 21, Librarian Ally Goodwin held virtual Book Explorers programs for young readers with 10 students total participating.

Georgina Cole ...

Digitization will soon begin on Carlsbad High School yearbooks from 1958 to 2015 in the history collection. The yearbooks were packed and shipped to Backstage Library Works in Bethlehem, PA, in early July and staff expect the digitization project to be completed by end of August. Following digitization, library staff will quality-control check the digital files before the original volumes are returned to the library. The yearbooks are one of the most popular collections in the Carlsbad History Collection and digitization will make the collection even more accessible.

After much communication and testing, remote access to the American Ancestors database was opened to Carlsbad City Library cardholders on July 20, allowing cardholders to access American Ancestors from home. This was serendipitous timing as the Genealogy Program meeting, scheduled long-before quarantine, covered the American Ancestors database.

The North San Diego County Genealogical Society (NSDCGS) held three live webinar programs in July using the society's GoToWebinar subscription. On July 14, 97 people attended an Intermediate Genealogy Class taught by Society Member and President Tom Cousineau covering underused genealogy resources. The July 18 DIG: DNA Interest Group provided an overview of DNA Painter and had 88 attendees. And at the July 28 program, well-known genealogy speaker Christine Cohen covered resources available through the American Ancestors database with 110 attendees.

Learning Center ...

Literacy Services tutors who have worked with their learners remotely volunteered 83 hours in July. All current tutors and learners in the literacy program received a check-in call from staff and information on resources being offered.

The Read and Play Summer Club for students in grades 1 through 4 met five times via Zoom in July. During these meetings, club members discussed chapters read from books and played several educational activities like Find the Word, Show and Tell, and Scattergories, which were adapted to complement the featured book. Attendees ranged from five to eight participants per meeting.

Outreach and Community Connections ...

Library volunteers for the homebound program spent 8.5 hours this month connecting with their patrons through email to check in about needs for library materials and discuss coping with challenges related to social isolation during COVID-19. Staff coordinated deliveries of 39 items to the patrons.



CARLSBAD CITY LIBRARY

July
2020

New Online Library Accounts



500 in July

1,782 April to Current

Curbside Service – Launched June 1

July / June 1 to July 31

25,294 / 41,637 Holds Placed

22,065 / 34,389 Holds Checked Out

3,187 / 7,062 Patrons Used Service

June 15 to Aug. 9, 2020



Summer Reading Adventure

Final #'s

1,194 Registrations

491,957 Minutes Read

5,847 Learning Activities (*new*)

481 Participants Completed

Virtual Programs



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

Programs Offered in July

27 New

With over 5,500 views

Library Webpage

Library@Home

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

Visits in July

1,058

Webpage Views
in July

49,660



eBooks/eAudiobooks

356 New Users:

18,390 Downloads

258 Added downloadable titles & extra copies

Homebound Services

Launched June 8

13 Deliveries

39 Items for 8 Patrons

Literacy Services

Launched June 8

83 Instructional Hours

20 Patrons attended Zoom Training



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: August 26, 2020

To: Library Board of Trustees

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

Staff Contact: Marsha Weeks, Senior Librarian, marsha.weeks@carlsbadca.gov

Subject: Summer Reading Adventure Report, 2020

Recommended Action

Receive presentation. No action needed.

Executive Summary/Discussion

Senior Librarian Marsha Weeks christened this “A Summer Like No Other,” which certainly sums up the 2020 Summer Reading Adventure. As a result of the COVID-19 pandemic, the program’s usual in-person programs, teen volunteers and youth oral reports were not possible, so the Summer Reading Adventure, which ran eight weeks from June 15 to August 9, took place in a completely virtual format. Fortunately, the Carlsbad City Library was well-positioned for this transition to all-virtual as this was the third year that Beanstack, an online registration and tracking tool, was used.

To provide more engaging digital experiences for youth participants, several Children’s Division employees created interactive stories, escape rooms and adventure games for children while Bilingual Services Division staff created an escape room for teens. Children’s Division staff also recorded several unique children’s programs available on the City of Carlsbad’s YouTube channel, in addition to the weekly Virtual Family Storytime program which is broadcast live on the Carlsbad City Library’s Facebook page Wednesday mornings. Programming for adults included live-streamed musical performances and author panels, which were popular with this audience.

Knowing that reading rewards could be delivered curbside helped with the engagement level of our young readers. Adult participants were pleased with their completion reward, an insulated travel cup with the Carlsbad City Library logo on it.

Next Steps

None.

Fiscal Analysis

A significant decline in spending took place during the 2020 Summer Reading Adventure as performers charged for only one virtual program—or cancelled outright—as opposed to three in-person programs normally held across the library locations. The cost for all children’s and teen performers this year was under \$2,000 compared to last year’s total of \$6,800.

Public Notification

Public notice of this item was posted in keeping with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours before the scheduled meeting date.

Exhibits

- Infographic for Summer Reading Adventure 2020

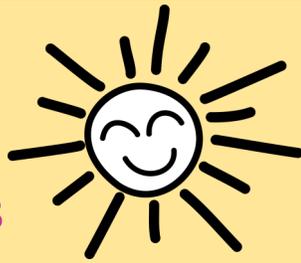
Summer Reading Adventure

June 15 - Aug. 9

2020

1,194

Summer Readers



50

Library Programs



481

Program Finishers

1,214

Participants

10,558

Total Views

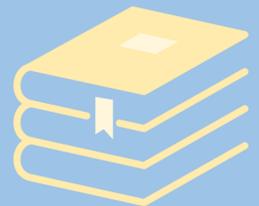


491,957

Minutes Read

36,340

Items Checked Out



5,847

Activities Completed



“Thank you so much for your hard work and creative efforts in continuing the Summer Reading Adventure!...We hope you know that we are so grateful for all the work you do to make reading accessible to all.”



1,882

Rewards Collected Curbside

- Parent of child participant



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: August 26, 2020

To: Library Board of Trustees

From: Suzanne Smithson, Library & Cultural Arts Director

Staff Contact: Suzanne Smithson, suzanne.smithson@carlsbadca.gov

Subject: Library Services during COVID-19

Recommended Action

Receive report. No action needed.

Executive Summary/Discussion

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

Next Steps

None.

Fiscal Analysis

None.

Public Notification

Public notice of this item was posted in keeping with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours before the scheduled meeting date.

Exhibits

None.