



LIBRARY BOARD OF TRUSTEES

Agenda

Regular Meeting

Jan. 24, 2024, 4 p.m.

Council Chamber
1200 Carlsbad Village Dr.
Carlsbad, CA 92008
carlsbadca.gov

Welcome to the Library Board of Trustees Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Library Board of Trustees and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website.

How to watch

In Person



City Council Chamber
1200 Carlsbad Village Drive

Online



Watch the livestream at
carlsbadca.gov/watch

How to participate

If you would like to provide comments to the Board, please:

- Fill out a speaker request form, located in the foyer.
 - Submit the form to the Clerk before the item begins.
 - When it's your turn, the Clerk will call your name and invite you to the podium.
 - Speakers have three minutes, unless the presiding officer (usually the chair) changes that time.
 - You may not give your time to another person, but can create a group. A group must select a single speaker as long as three other members of your group are present. All forms must be submitted to the City Clerk before the item begins and will only be accepted for items listed on the agenda (not for general public comment at the beginning of the meeting). Group representatives have 10 minutes unless that time is changed by the presiding officer or the Board.
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- **In writing:** Email comments to librarycommunity@carlsbadca.gov. Comments received by 1 p.m. the day of the meeting will be shared with the Board prior to the meeting. When e-mailing comments, please identify in the subject line the agenda item to which your comments relate. All comments received will be included as part of the official record.

Reasonable accommodations

Reasonable Accommodations Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or manager@carlsbadca.gov by noon on the Monday before the meeting to make arrangements. City staff will respond to requests by noon on Wednesday, the day of the meeting, and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on Oct. 25, 2023

PRESENTATIONS: None.

PUBLIC COMMENT: *The Brown Act allows any member of the public to comment on items not on the agenda. Please treat others with courtesy, civility, and respect. Members of the public may participate in the meeting by submitting comments as provided on the front page of this agenda. The Board will receive comments in the beginning of the meeting. In conformance with the Brown Act, no action can occur on these items.*

PUBLIC HEARINGS: None.

DEPARTMENTAL REPORTS:

1. LIBRARY REPORTS FOR OCTOBER, NOVEMBER, AND DECEMBER 2023: Receive the Narrative Reports and Statistical Reports for October, November, and December 2023. (Staff contact: Sheila Crosby and Katie Nye, Library & Cultural Arts)

Recommended Action: Receive the reports.

2. QUARTERLY TECHNOLOGY REPORT: Receive the Quarterly Technology Report. (Staff contact: Sheila Crosby, Library & Cultural Arts)

Recommended Action: Receive the report.

3. FISCAL YEAR 2024-25 BUDGET POLICIES AND TIMELINES: Receive the FY 2024-25 budget policies and timelines report. (Staff contact: Fiona Everett, Library & Cultural Arts)

Recommendation: Receive the report.

4. SEMI-ANNUAL DONATION REPORT: Receive the semi-annual donation report for the first six months of FY 2023-24. (Staff contact: Debbie Jo McCool, Library & Cultural Arts)

Recommended Action: Receive the report.

5. NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT: Receive a report from the North San Diego County Genealogical Society. (Staff contact: Sheila Crosby, Library & Cultural Arts)

Recommended Action: Receive the report.

COMMISSION MEMBER COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS: *This portion of the agenda is for the Board to make brief announcements, brief reports of their activities and requests for future agenda items.*

STAFF COMMENTS:

ADJOURNMENT:



LIBRARY BOARD OF TRUSTEES

Minutes

Oct. 25, 2023, 4 p.m.

Council Chamber
1200 Carlsbad Village Drive
Carlsbad, CA 92008

CALL TO ORDER: 4 p.m.

ROLL CALL: Schatt, Sheffler, McBride, Moran.
Absent: DeForest.

ANNOUNCEMENT OF CONCURRENT MEETINGS: None.

INVOCATION: None.

PLEDGE OF ALLEGIANCE: Trustee Sheffler led the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes of the regular meeting held Sept. 27, 2024

ACTION: Minutes of the Regular Meeting held Sept. 27, 2023 were approved.
3/0/1/1 (DeForest – Absent, Schatt – Abstain).

PRESENTATIONS: None.

PUBLIC COMMENT: None.

CONSENT CALENDAR: None.

PUBLIC HEARING: None.

DEPARTMENTAL REPORTS:

1. **LIBRARY REPORT FOR SEPTEMBER 2023** – Receive the Narrative Report and Statistical Report for September 2023. (Staff contact: Sheila Crosby and Katie Nye, Library & Cultural Arts)

Recommendation: Receive the reports.

The board received the reports.

2. **REPORT ON LIBRARY LEARNING CENTER SERVICES** – Receive an overview from staff on the services provided at the Library Learning Center. (Staff contact: Carrie Scott and Mayra Turchiano, Library & Cultural Arts)

Recommendation: Receive the report.

The board received the report.

Trustee McBride expressed gratitude for the wonderful anniversary celebration and work the Learning Center provides to the community.

Trustee Moran inquired about which career fields are the most popular through the online high school program. Carrie Scott responded that the general and office management are the most popular.

3. **FISCAL YEAR 2022-23 CALIFORNIA PUBLIC LIBRARY SURVEY** – Receive a report and approve the FY 2022-23 California Public Library Survey for submittal to the California State Library. (Staff contact, Debbie Jo McCool, Library & Cultural Arts)

Recommendation: Receive the report and approve the FY 2022-23 California Public Library Survey.

The board received the report and approved the FY 2022-23 California Public Library Survey.

Trustee Moran inquired if all librarians have the MLS/MLIS degree. Management Analyst Debbie Jo McCool answered yes.

Trustee Moran inquired about the slight reduction in library held e-book numbers and the increase in consortium number. Debbie Jo McCool confirmed that is correct.

Trustee Moran inquired about the decrease in overall print serials. Deputy Library Director Katie Nye confirmed that there has been a reduction in magazines.

Trustee Sheffler inquired about prior year FTE reporting information for some staff that appears to be missing. Debbie Jo McCool answered this is a new process as the state is changing the way they count to number of people and hours worked.

Trustee Schatt inquired about the reduction in print books and e-books and how staff determines which print items to remove. Katie Nye answered there are guidelines staff follow for weeding and collection maintenance such as number of times checked out and poor appearance.

Motion by Trustee Moran, seconded by Trustee McBride, to approve the FY 2022-23 California Public Library Survey for submittal to the California State Library. Motion carried, 4/0/1 (DeForest – Absent).

4. **2024 LIBRARY BOARD OF TRUSTEES REGULAR MEETING CALENDAR** – Discuss and approve the Library Board of Trustees regular meeting calendar for 2024. (Staff contact: Suzanne Smithson, Library & Cultural Arts)

Recommendation: Discuss and approve the Library Board of Trustees regular meeting calendar for 2024.

Motion by Trustee Sheffler, seconded by Trustee McBride to approve the 2024 Library Board of Trustees regular meeting calendar. Motion carried, 4/0/1 (DeForest – Absent).

5. NORTH SAN DIEGO COUNTY GENEALOGICAL SOCIETY REPORT - Receive a report from the North San Diego County Genealogical Society. (Staff contact: Sheila Crosby, Library & Cultural Arts)

Recommendation: Receive the report.

The board received the report.

Representative Mary Millet reported the society will be taking their annual trip to the Salt Lake City Family History Library in April which they have not done since 2019; the annual December party will be in person; program attendance has been declining over the summer and fall and the society is looking at other societies and organizations to compare attendance; and Mary Millet is moving to a new position with the society and there will be a new representative starting in January 2024.

COMMISSION COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS: Chair Schatt and Trustees reported on activities and meetings of some committees and subcommittees of which they are members.

Trustee Moran provided an update from the Carlsbad Library and Arts Foundation: the Foundation has agreed to offer support for Carlsbad Reads events, and in lieu of their annual gala the foundation will host a social event to highlight the Foundation on Dec. 14.

DIRECTORS COMMENTS: Deputy Library Director Nye commented on the following:

- Staff Development Day
- Citizens Academy
- Childrens Division scavenger hunt focused on the election process
- In-N-Out Cover to Cover reading program
- Family friendly, all-ages Halloween Dance
- Author event with Alka Joshi to discuss her book the "Perfumist of Paris"
- ILS upgrade completed on Oct. 9
- New e-resource: Alexander Street Performing Arts Collection
- Upcoming library holiday closures
- Friends of the Carlsbad Library holiday boutique opens Dec.

ANNOUNCEMENTS: This section of the Agenda is designated for announcements to advise the community regarding events that Members of the Library Board of Trustees have been invited to, and may participate in.

Thursday, Nov. 2, 2023, 5:30 p.m.
City of Carlsbad – Boards & Commissions Appreciation Event
Crossings at Carlsbad
5800 The Crossings Drive
Carlsbad, CA 92008

STAFF COMMENTS: None.

ADJOURNMENT: 4:50 p.m.

Jennifer Davidson
Administrative Secretary



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: Jan. 24, 2024

To: Library Board of Trustees

From: Sheila Crosby, Deputy Library Director
Katie Nye, Deputy Library Director

Staff Contact: Sheila Crosby, Deputy Library Director
sheila.crosby@carlsbadca.gov, 442-339-5520
Katie Nye, Deputy Library Director
katie.nye@carlsbadca.gov, 442-339-2094

Subject: Library Reports for October, November, and December 2023

District: All

Recommended Action

Receive the Narrative Reports and Statistical Reports for October, November, and December 2023.

Executive Summary

The board will review the library's monthly narrative and statistical reports for October, November, and December 2023. These reports provide a summary of work completed across all Carlsbad City Library divisions and locations as well as data and information about the services and programs provided for the community.

Explanation & Analysis

None.

Fiscal Analysis

No financial impact.

Next Steps

None.

Environmental Evaluation

This item does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

1. Narrative report for October 2023
2. Statistical report for October 2023
3. Narrative report for November 2023
4. Statistical report for November 2023
5. Narrative report for December 2023
6. Statistical report for December 2023

**Carlsbad City Library
Monthly Library Report
October 2023**

Highlights:

1. Fix-it Clinic: Halloween Edition

Over 250 people stopped by during the three-hour Fix-It Clinic in the Ann Kulchin Courtyard at the Carlsbad City Library on Dove Lane on Oct. 21. This program is offered in partnership with Sustainable Carlsbad, and SD Zero Waste Alliance. People brought their broken items for evaluation and potential repair, including a wheelchair, neon signs, and many small appliances. The Gowland Meeting Room was designated a costume swap and repair station for clothes that required mending.



Programs:

2. Piñata Workshop

The Dove Library celebrated Hispanic Heritage Month on Oct 7 with a piñata workshop with San Diego's own piñata artist, Diana Benavidez. Families learned the piñata –making process and attendees were able to choose from alebrije inspired pre-cut templates to create their very own piñata to take home. 49 participants attended the workshop.



3. Halloween Dance Party

A Halloween Dance was held at the Georgina Cole Library on Oct. 28. 52 attendees enjoyed music and activities, including a special dance instruction session provided by McCann Dance Studios.



4. Literacy Services Words & Music Workshop

AmeriCorps members Terry S. and Mihoko Z. presented two Words & Music workshops on Oct. 14 and 19 to explore learning and language using popular music. These sessions focused on the song, "Monster Mash", and used the lyrics and rhythm for a vocabulary lesson and talked about early 60's culture, specifically the dance record craze and the movie monster fad, both of which inspired the song. Participants also learned a dance choreographed by Library Technician Jordan Daley.

5. Author Event

New York Times best-selling author Jean Kwok appeared in the Gowland Meeting Room on Oct. 20 to discuss her latest title, "The Leftover Woman." 62 audience members listened as Ms. Kwok shared her fascinating history and rise to literary success in the United States.



6. Exploration HUB Class:

Library Technician Danielle Fiscal-Rajsky taught the Silhouette Cameo: Glow in the Dark Bag class on Oct. 16. Six patrons learned how to use the trace tool in the Silhouette Studio software and selected a ghost to cut out on glow in the dark heat transfer vinyl. They also learned the skill of weeding vinyl, which is removing the excess vinyl from a design. They weeded the word “Boo!” One of the attendees emailed the next day, “Thank you, so much. It was delightful learning how to create in the Exploration HUB using the silhouette cutter.”



Services:

7. Career Online High School

One Career Online High School student has completed her coursework and has graduated with a high school diploma and a career certificate in Office Management. Six other students are progressing through the Career Online High School diploma program.

Accomplishments:

8. Staff Retirement

October brought about the retirement of Youth Services Librarian Missy Shaw, who spent over 20 years working with the Library & Cultural Arts Department. Staff celebrated Missy with a reception on her last in-office day of work. Missy's positive attitude, creative programming, passion for literacy, and warm laugh will be missed.

Community Connections:

9. City Council Proclamation: DEI Committee

Librarian Emily Hardy accepted a proclamation for National Disability Awareness month from Council Member Luna at the City Council meeting on Oct. 17.



10. Bitchin' Sauce Outreach

Cole Children's Library Technician Hannah Lockhart hosted a table at the Bitchin' Sauce "Bitchin' Kids 4th Anniversary" celebration on Oct. 26. There were 42 attendees and they made bat headbands and received free library swag such as books and beach buckets and enjoyed a short storytime.



11. Parent University

The Library Learning Center hosted Parent University on Oct. 10, a program for parents of K-12 students to learn more about community services. Seven parents and seven children received a library tour and learned about many of the free resources available to library patrons. Children received free books, and parents and children had the opportunity to sign up for a library card, register for the In-N-Out Burger reading program and one parent signed up for Career Online High School.

12. Project A.W.A.R.E

Project A.W.A.R.E. held their program completion meeting at the Library Learning Center on Oct. 13. Senior Program Manager Malcolm Warfield with the Carlsbad Police Department gave certificates to students in the Juvenile Diversion Program, and four parents and 13 students learned about the free programs and services offered through the Library Learning Center.



Other:

13. Serra Youth Development Day




On Oct. 19, six staff members attended the Serra Cooperative Library System's Youth Development Day at the San Diego Public Library. Keynote sessions focused on how to combat burnout and how to offer Lunch at the Library with a presentation from representatives from the California State Library. Also featured was an LGBTQ focused panel that highlighted various services offered throughout San Diego County.

LIBRARY MONTHLY STATISTICS


October 2023

	October 2022	October 2023
 <div> Total Library Hours Open ¹Beginning May 8, 2023, expanded library hours 1 hour daily </div>	621	687
 <div> Total Visitors On-site (Includes curbside) </div>	34,966	39,087



Library Services

 <div> Circulation of Library Materials </div>	72,036	84,075
 <div> eAudiobook/eBook/eMagazine Downloads </div>	17,430	23,619
<div> Audio/Video Streaming </div>	665	903
<div> Circulation Total </div>	90,131	108,597
 <div> Reference Questions </div>	10,903	10,145

Technology

 <div> eResource Use </div>	6,955	8,631
<div> Library Website Sessions </div>	37,331	36,395
<div> In-House Computer Use </div>	2,491	3,420

Programs, Facility Usage

 <div> Number of Programs Presented (on-site, off-site, includes virtual) </div>	93	133
<div> Programs Attendance </div>	3,505	4,129
 <div> Number of Community Rentals </div>	70	64
<div> Community Rentals Attendance </div>	2,963	3,771

**Carlsbad City Library
Monthly Library Report
November 2023**

Highlights:**1. Totes Thankful**

The Carlsbad City Library celebrated the month of giving thanks with Totes Thankful. Patrons walked up to any public service desk and wrote what they are thankful for on a paper leaf cut out and received a free tote bag. The following are some of the library staff's favorites comments (see more in Patron's Stories):

- "I'm grateful for Costco" – Dove Children's
- "I'm thankful for mom and pickles." - Dove Children's

2. Election Scavenger Hunt

A special edition children's scavenger hunt began at all Carlsbad libraries on Oct. 30. Young patrons searched the children's area to find three animal candidates to best represent the City of Carlsbad Library. The scavenger hunt encouraged civic engagement and taught the importance of voting. The unintentional consequences were the amazing connections our patrons and their families made with staff while learning about the elections process. And the votes are in! Election Results for the Carlsbad City Library's Children's Animal Representative are Oswald the sea otter in first place, followed by Shelly, the sea horse, in second place and Ramon, the racoon, in third. The special election scavenger hunt was conducted at all three library locations and 109 young voters performed their civic duty.

**3. In-N-Out Cover to Cover Program**

The In-N-Out Cover to Cover Program began on Oct. 1 and ended on Nov. 18 with a total of 796 readers registered, 2040 certificate cards claimed and a whopping 8208 books read. Participants ages 4 to 12 were able to earn a free hamburger or cheeseburger for every five books read. Children were able to read up to 15 books for a possibility of earning up to 3 certificate cards.

Programs:

4. Author Event

Best-selling author Alka Joshi spoke about her latest work, "The Perfumist of Paris," to a crowd of 73 in the Ruby G. Schulman Auditorium on Nov. 3. The title is the third and final book in her Jaipur Trilogy, which began with "The Henna Artist," an award-winning work that was recently acquired by Netflix for a series adaptation. Joshi spoke about her native India, the arc of her literary career, and answered questions from the audience. The event was coordinated by staff in partnership with San Diego's Adventures by the Book. An enthusiastic attendee told library staff "this is the best author event that the library has had yet!"

5. North San Diego County Genealogical Society Beginner/Refresher Class

The library's Genealogy & Carlsbad History Division coordinated and hosted this day long class in the Georgina Cole Library Community Room on Nov. 11. 43 attendees made it the largest attendance for this topic. Senior Librarian Kristi Bell presented a PowerPoint segment to introduce attendees to the library's offerings for genealogical searchers, including subscription databases, books and materials, and patron services. 22 of the attendees choose to spend a portion of their lunch break at an orientation on the mezzanine given by Librarian Jennifer Snapp-Cook.

Services:

6. Career Online High School

One Career Online High School student was awarded a scholarship and has started her coursework toward her high school diploma. Six other students are progressing through the Career Online High School diploma program, and one is on a leave of absence.

Special Projects:

7. Canto

Carlsbad History launched their Canto portal on Nov. 16. Canto is the city's newly acquired digital asset management system, and staff have spent several months working with the vendor on configuration and importing digital materials. Visit [Canto](https://carlsbad.canto.com/v/Library/landing?viewIndex=0).

<https://carlsbad.canto.com/v/Library/landing?viewIndex=0>

The initial collections available on the site include:

The Carlsbad Postcard Collection - In this collection, you'll find postcard images showcasing the resorts of Carlsbad's past. These postcards cover the period from the 1920s to the 1960s, reflecting the pivotal years of growth when Carlsbad flourished as a favored travel destination, drawing both the rich and famous and ordinary leisure travelers.

Audio Oral Histories of Long-time Residents - In this collection, we present audio recordings (with transcripts provided) of conversations recorded over several years with important, knowledgeable residents. They generously provide insights into Carlsbad's history, sharing intimate details that only a local would possess.

Community Connections:

8. Jefferson Elementary

Community Outreach Supervisor Carrie Scott and Library Assistant Christina Lorenzo hosted two outreach events at Jefferson Elementary School. The first was a lunchtime book giveaway for all grades. Approximately 175 children were able to receive a free book or other item, such as a pencil or notepad. Staff returned for Family Literacy Night on Nov. 15. Nine children and six adults braved high winds and heavy rains to receive free books and learn about the programs and services for adults and children at the Carlsbad City Libraries. The school is planning to repeat this event in the spring since the weather kept attendance numbers low.

9. Genealogy and Carlsbad History

Senior Librarian Kristi Bell attended and presented at a luncheon meeting of the local P.E.O. (Philanthropic Educational Organization) Sisterhood on Nov. 9. Kristi presented information about library services in general, and genealogy resources and services more specifically. The P.E.O. is an international philanthropic organization founded in 1869 that supports women's education.

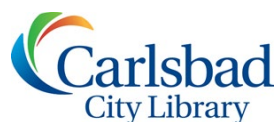
10. National Charity League Volunteers

Lee Taylor, a library Homebound volunteer and Carlsbad Community Gardens Board Member, arranged National Charity League volunteers to package seeds at the Cole Library. On Nov. 18, two mother daughter teams volunteered two hours packaging 420 seed packets to support our Seed Library.

Patron Stories (heard around the library):

Totes Thankful quotes:

- I am thankful for the support for the literacy program! -Volunteer literacy tutor
- My tutor teaches me a lot of things...Now I love to read books so much more than before. Thank you. -Literacy learner
- The genealogy staff are truly a gift from God in this season of my life. - Genealogy patron
- I am very thankful for the wonderful resources and staff at the Cole Library! - Genealogy patron
- Thankful for so many helpful librarians with amazing knowledge and resources. - Genealogy patron
- Thankful for living in the Beautiful city of Carlsbad and having such wonderful public Services! - Genealogy patron
- Amazing community spaces and dedicated library employees!
- Thankful for all the wonderful friends we have made here!
- Auto Renewals!






LIBRARY MONTHLY STATISTICS


November 2023

	November 2022	November 2023
 Total Library Hours Open ¹ Beginning May 8, 2023, expanded library hours 1 hour daily	570	639
 Total Visitors On-site (Includes curbside)	38,624	36,657



Library Services

 Circulation of Library Materials	70,163	82,165
 eAudiobook/eBook/eMagazine Downloads	17,258	22,946
Audio/Video Streaming	731	969
Circulation Total	88,152	106,080
 Reference Questions	10,202	9,289

Technology

 eResource Use	6,575	7,345
Library Website Sessions	33,043	33,410
In-House Computer Use	2,617	3,032

Programs, Facility Usage

 Number of Programs Presented <i>(on-site, off-site, includes virtual)</i>	98	103
Programs Attendance	2,873	3,919
 Number of Community Rentals	56	58
Community Rentals Attendance	2,512	3,961

**Carlsbad City Library
Monthly Library Report
December 2023**

Highlights:

1. A New Play Kitchen

A new play kitchen was installed in the Georgina Cole Library's Children's area to support early learning and imaginative play. Children and families have already been making good use of it, including a grandmother who enjoyed the inaugural "meal" prepared by her grandson.



2. Fix-it Clinic

At this Dec. 2 Holiday Edition event at the Cole Library, staff collaborated with Carlsbad's Environmental Sustainability Department, Zero Waste San Diego, and Republic Services to help our patrons repair items and spread the word about reducing consumption and recycling. 134 people attended this event.

- 40 people used the appliance repair service - lamps were the popular household item brought for repair
- Patrons were shown how to create felt scrap ornaments and many learned how to sew for the first time
- Two screenings of the documentary "Abundance" and a Q&A afterwards with 11 people attending each screening



Programs:

3. Writing With Sound Workshop

On Dec. 7, 19 patrons attended a special writing workshop at the Cole Library, hosted by Librarians Emily Hardy and Julie Hall and facilitated by authors and professional writing facilitators Cheri Kephart and Diane Mandel. The facilitators used sound baths to create rhythm and inspiration to break down writer's block and offer participants a fresh perspective on their craft. The program was very well-received, with unanimously positive survey results, including the following summaries of what patrons enjoyed most about the program:

- "Finding hidden emotions and welcoming them"
- "Experience something new"
- "Needed inspiration for writing"



4. Santa Claus in Carlsbad

The Library Learning Center and the Cole Library hosted visitors from the North Pole on Dec. 21. Santa and Mrs. Claus greeted program attendees at the Learning Center and the Cole Library where patrons were able to snap photos with the Clauses, create crafts, and enjoy family play time with early learning toys.



5. Noon Year's Celebration

The Carlsbad City Library on Dove Lane rang in the New Year on Dec. 30 at 12pm! Families were invited to explore traditions and activities from around the globe. Participants also got the opportunity to practice dance moves and join in a traditional New Year's Eve countdown to 12...noon with the library's very own ball drop.



Services:

6. Literacy Services

The fall semester of the English as a Second Language classes offered in partnership with MiraCosta College finished the week of Dec. 18. Two classes will be offered in January at the Library Learning Center: Conversation Skills for Intermediate Students on Mondays and Wednesdays and Reading and Writing Skills for Intermediate Students on Tuesdays and Thursdays.

Community Connections:

7. Carlsbad Village Tree Lighting:

Librarian Emily Hardy and Library Technician Jade MacEoghain staffed a table at the Carlsbad Village Tree Lighting event on Dec. 3, talking to 411 members of the public about upcoming library events and services, while offering a children's holiday-themed crafting station and giving away books.

8. Supplemental Services Tabling at the Library

Principal Librarian Laura Mendez confirmed tabling dates at all three library locations with TrueCare, Vista Community Center's Parent & Child Health and Tobacco Cessation Services and the Southern Caregiver Resource Center for the 2024 calendar year. These organizations provide supplemental services that may be useful to library patrons, including low- and no-cost health care, resources for caregivers, parenting, and early literacy assistance.

9. El Camino Creek Elementary School Visit

On Dec. 14, staff from the Exploration HUB visited El Camino Creek Elementary school and worked with the five grade 5 students in the 3D Design Club. Together they looked at the student's 3D designs and went over the concepts of 3D design and explained how a successful design is created. They brought samples of 3D prints for the students to see. The Library Media Assistant, Ms. Pham created this new club and plans to have students work on their designs during lunch time.

Patron Stories (heard around the library):

Genealogy & Carlsbad History

Library Technicians Talene Dodd and Denise Ross worked with a mother and her adopted adult son who visited Genealogy & Carlsbad History. Over two days, they were able to help him find his biological parents and some ancestors. The adoptive mother thanked our staff, saying her son had been very uncertain of his life up to this point, unsettled, and appreciated the time and skills provided by Denise and Talene. He now felt grounded. "It was the best Christmas gift he was ever given."

Librarian Yolanda Aubuchon and Library Technician Jan Mongoven shared a success story of a patron who reached out to staff for some help. He had lost his home in the Lahaina, Hawaii wildfires and with his belongings, a beloved article about his late grandfather. He asked if perhaps we could locate the article of "Carlsbad's Mr. Spirit." Jan and Yolanda worked through most of a day to find many articles of how his grandfather had led the booster club to fund Carlsbad High School's first stadium lighting, a campaign also known as "Lights for Lancers!" Upon receiving the articles, the patron related:



- "Wow, thank you so much. This means so much to me. Thank you again for everything. You have been awesome. Mahalo!"

Literacy Services




Literacy Services created a display at the Library Learning Center celebrating Hanukkah, Kwanzaa, Christmas, and winter. One patron thanked us for having diverse representation. She said, "Thank you for having the Hanukkah display. Christmas is everywhere, so it is nice to see other holidays represented."

LIBRARY MONTHLY STATISTICS


December 2023

	December 2022	December 2023
 <div> Total Library Hours Open ¹Beginning May 8, 2023, expanded library hours 1 hour daily </div>	600	690
 <div> Total Visitors On-site (Includes curbside) </div>	28,498	35,488



Library Services

 <div> Circulation of Library Materials </div>	62,922	75,504
 <div> eAudiobook/eBook/eMagazine Downloads </div>	17,749	23,408
<div> Audio/Video Streaming </div>	682	1,050
<div> Circulation Total </div>	81,353	99,962
 <div> Reference Questions </div>	8,504	8,865

Technology

 <div> eResource Use </div>	6,274	6,161
<div> Library Website Sessions </div>	30,087	31,639
<div> In-House Computer Use </div>	2,576	3,254

Programs, Facility Usage

 <div> Number of Programs Presented (on-site, off-site, includes virtual) </div>	74	80
<div> Programs Attendance </div>	2,191	2,449
 <div> Number of Community Rentals </div>	46	56
<div> Community Rentals Attendance </div>	2,159	3,467



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: Jan. 24, 2024

To: Library Board of Trustees

From: Sheila Crosby, Deputy Library Director

Staff Contact: Sheila Crosby, Deputy Library Director
sheila.crosby@carlsbadca.gov, 442-339-5520

Subject: Library Technology Report

District: All

Recommended Action

Receive the Library Technology Report.

Executive Summary

The Library Quarterly Technology Report will review the use of technology resources in the library for this reporting period, October 2023 to December 2023. The report will also provide an update on recently completed and upcoming library technology projects.

Explanation & Analysis

None.

Fiscal Analysis

No financial impact.

Next Steps

None.

Environmental Evaluation

This item does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

None.



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: Jan. 24, 2024

To: Library Board of Trustees

From: Fiona Everett, Senior Management Analyst

Staff Contact: Fiona Everett, Senior Management Analyst
Fiona.everett@carlsbadca.gov, 442-339-2014

Subject: Fiscal Year 2024-25 Budget Policies and Timelines

District: All

Recommended Action

Receive the FY 2024-25 budget policies and timelines report.

Executive Summary

Staff will share the city's FY 2024-25 budget policies and timelines with the Trustees.

Explanation & Analysis

None.

Fiscal Analysis

None.

Next Steps

None.

Environmental Evaluation

This item does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

None.



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: Jan. 24, 2024

To: Library Board of Trustees

From: Debbie Jo McCool, Management Analyst

Staff Contact: Debbie Jo McCool, Management Analyst
debbiejo.mccool@carlsbadca.gov, 442-339-2012

Subject: Semi-Annual Donation Report

District: All

Recommended Action

Receive the Semi-Annual Donation Report for the first six months of FY 2023-24.

Executive Summary

Management Analyst Debbie Jo McCool will present the library's semi-annual donation report for the first half of FY 2023-24 (July to December 2023). 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.

Explanation & Analysis

None.

Fiscal Analysis

The donations for this reported period augment the Library & Cultural Arts department's operating budget, allowing the purchase of library materials and the continuation of library programs and services for the community that otherwise might not be possible.

Next Steps

None.

Environmental Evaluation

This item does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

1. Semi-Annual Library Donation Report



**City of Carlsbad Library
Semi-Annual Library Donation Report**

Donations Received - July 1 to Dec. 31, 2023

Value Category	Totals	
	Amount	Contributors
\$.01 - \$99	\$46.84	10
\$100 - \$249	\$550.00	4
\$250 - \$499	-	-
\$500 - \$999	-	-
\$1000 - \$4,999	\$3,999.00	3
≥ \$5,000	\$70,000.00	1
Totals:	\$74,595.84	18

Donation Designations

Non-Specified: \$1,246.84

Specified:

- \$150.00 Children's library programs & services
- \$70,000.00 Dove Library services - New library seating & large-print books
- \$1,599.00 Genealogy - Support annual Find My Past subscription
- \$1,400.00 Genealogy related subscriptions
- \$200.00 Purchase books and Exploration HUB supplies

\$73,349.00

Total \$74,595.84

Fiscal Activity

1st Half of Fiscal Year	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
July	\$83.05	\$141.24	\$1,070.00	\$555.00	\$53.25	\$0.00
August	\$343.27	\$60.87	\$50.00	\$95.00	\$105.00	\$70,010.40
September	\$54.69	\$269.16	\$50.00	\$55.00	\$5,140.13	\$100.00
October	\$861,735.16	\$5,065.52	\$250.00	\$50.00	\$51.00	\$119.00
November	\$74.66	\$131.63	\$1,250.00	\$51.00	\$1,056.00	\$3,002.00
December	\$2,883.92	\$3,003.26	\$3,350.00	\$2,774.00	\$5,189.00	\$1,364.44
Total	\$865,174.75	\$8,671.68	\$6,020.00	\$3,580.00	\$11,594.38	\$74,595.84
2nd Half of Fiscal Year						
Jan. to June 30 Totals	\$15,866.99	\$50,460.22	\$4,632.83	\$3,471.09	\$29,265.05	
Annual Donation Totals	\$881,041.74	\$59,131.90	\$10,652.83	\$7,051.09	\$40,859.43	\$74,595.84

Source: Finance Enterprise - L&CA (General Fund) & (Special Revenue - Library Gifts & Bequests)

Support agency donations are reported during budget period.

e.g. Friends of the Library, special trusts and endowments managed by Carlsbad Library & Arts Foundation, and Cultural Arts special revenue accounts.

Notes:

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

FY 2022-23, June 2023, Received final disbursement of \$25,016.35 from the Rosemary Falkenstein Estate

FY 2023-24, August 2023, Received one-time donation of \$70,000 from George & Constance Krell

1/2/2024



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: Jan. 24, 2024

To: Library Board of Trustees

From: Sheila Crosby, Deputy Library Director

Staff Contact: Sheila Crosby, Deputy Library Director
sheila.crosby@carlsbadca.gov, 442-339-5520

Subject: North San Diego County Genealogical Society Report

District: All

Recommended Action

Receive a report from the North San Diego County Genealogical Society.

Executive Summary

The board will receive a report from North San Diego County Genealogical Society representative Genean Dunn. This report provides a summary of services and events for the members of the society and the community.

Explanation & Analysis

None.

Fiscal Analysis

No fiscal impact.

Next Steps

None.

Environmental Evaluation

This item does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

None.