



LIBRARY BOARD OF TRUSTEES

Agenda

Regular Meeting

April 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 emailing 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 March 27, 2024

PRESENTATIONS:

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. **INTERGOVERNMENTAL AFFAIRS PROGRAM AND ONGOING LEGISLATIVE ADVOCACY:** Receive a presentation regarding the Intergovernmental Affairs Program of the City of Carlsbad and the city's recent and ongoing legislative advocacy efforts related to the operation of the city library system and provide feedback as appropriate. (Staff contact: Jason Haber, City Manager Department)

Recommended Action: Receive the report.

2. **LIBRARY REPORT MARCH 2024:** Receive the Narrative Report and Statistical Report for March 2024. (Staff contact: Sheila Crosby and Katie Nye, Library & Cultural Arts)

Recommended Action: Receive the report.

3. **QUARTERLY TECHNOLOGY REPORT:** Receive the Quarterly Technology Report. (Staff contact: Andrea Hilliard, Library & Cultural Arts)

Recommended Action: Receive the report.

4. **TRAINING REPORT:** Receive a report from the department Training Coordinator on training that supports staff in the Library & Cultural Arts Department. (Staff contact: Hannah Nelson, Library & Cultural Arts)

Recommended Action: Receive the report.

5. FISCAL YEAR 2024-25 BUDGET UPDATE: Receive an update from staff on the FY 2024-25 budget. (Staff contact: Fiona Everett, Library & Cultural Arts)

Recommended Action: Receive the report.

6. 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.

BOARD 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.*

DIRECTORS COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT:



Minutes

March 27, 2024, 4 p.m.

CALL TO ORDER: 4 p.m.

ROLL CALL: Sheffler, DeForest, McBride, Moran.

ANNOUNCEMENT OF CONCURRENT MEETINGS: None.

INVOCATION: None.

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

APPROVAL OF MINUTES:

Minutes of the regular meeting held Jan. 24, 2024

Motion by Trustee DeForest, seconded by Trustee Moran, to approve minutes as presented.
Motion carried, 4/0.

PRESENTATIONS:

Presentation on City Council Legislative Subcommittee
Presentation continued to a future Library Board of Trustees Meeting.

Director Smithson introduced new library trustee, Katrina Waidelich.

PUBLIC COMMENT:

Christine Dicken commented for the Library Board of Trustees to request Library administration address the use of the Friends of the Carlsbad Library money.

CONSENT CALENDAR: None.

PUBLIC HEARING: None.

DEPARTMENTAL REPORTS:

1. **ELECTION OF CHAIR AND VICE CHAIR:** Accept nominations/volunteers and elect a Chair and Vice Chair for the Library Board of Trustees for the remainder of fiscal year 2023-24, and the option of fiscal year 2024-25. (Staff contact: Suzanne Smithson, Library & Cultural Arts)

Recommended Action: Receive nominations/volunteers and elect a Chair and Vice Chair.

Trustees received the report, discussed nominations, and elected a Chair and Vice Chair.
Motion by Trustee McBride, seconded by Trustee Sheffler to elect William Sheffler as Chair and Laurel Moran as Vice Chair for the Library Board of Trustees for the remainder of fiscal year 2023-24. Motion carried, 4/0.

2. LIBRARY REPORTS FOR JANUARY AND FEBRUARY 2024: Receive the Narrative Reports and Statistical Reports for January and February 2024. (Staff contact: Sheila Crosby and Katie Nye, Library & Cultural Arts)

Recommended Action: Receive the reports.

The board received the reports.

3. CARLSBAD READS TOGETHER 2024: Receive a report from staff on programs and events scheduled for Carlsbad Reads Together 2024. (Staff contact: Bill Sannwald and Ashleigh Hvinden, Library & Cultural Arts)

Recommended Action: Receive the report.

The board received the report and reviewed a PowerPoint presentation (on file in the Office of the City Clerk).

4. LIBRARY PROGRAM PROPOSAL PROCESS: Receive a report on the Carlsbad City Library's program proposal process. (Staff contact: Katie Nye and Sheila Crosby, Library & Cultural Arts)

Recommended Action: Receive the report.

The board received the report and reviewed a PowerPoint presentation (on file in the Office of the City Clerk).

Christine Dicken commented on the Library Program Proposal Process.

Trustee DeForest and Vice Chair Sheffler complimented staff on bringing the report to the board expeditiously.

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.

The board received the report.

Representative Genean Dunn reported the society will hold its final memoir class this month at the Georgina Cole Library; 18 members attending Salt Lake City Family History Library trip in April; "Treasure from the Attic: How My Search Began" virtual spring seminar; program committee has scheduled all learning for members through July; new family tree maker user group in May; and a beginner genealogy class in July.

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

DIRECTORS COMMENTS: Library & Cultural Arts Director Suzanne Smithson commented on the following:

- Library Reorganization
- Recruitment
- Retirement of Community Outreach Supervisor Literacy Services Carrie Scott
- Carlsbad Reads Together 2024 begins in April
- Summer Reading Program
- TGIF 2024 concerts
- Exploration HUB upgrade
- Ruby G. Schulman Auditorium closure during upgrade project
- Budget presentation to City Manager

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

Thursday, April 18, 2024, 6 p.m.
Carlsbad Reads Together: Nita Prose Author Event
Ruby G. Schulman Auditorium
Carlsbad City Library
1775 Dove Lane
Carlsbad, CA 92011

STAFF COMMENTS: None.

ADJOURNMENT: 4:45 p.m.



Jennifer Davidson
Administrative Secretary



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: April 24, 2024

To: Library Board of Trustees

From: Jason Haber, Intergovernmental Affairs Director

Staff Contact: Jason Haber, Intergovernmental Affairs Director
jason.haber@carlsbadca.gov, 442-339-2958

Subject: Intergovernmental Affairs Program and ongoing legislative advocacy

District: All

Recommended Action

Receive a presentation regarding the Intergovernmental Affairs Program of the City of Carlsbad and the city's recent and ongoing legislative advocacy efforts related to the operation of the city library system and provide feedback as appropriate.

Executive Summary

The City of Carlsbad City Council Legislative Subcommittee works in coordination with the city's Intergovernmental Affairs Director, City Manager's Office, City Attorney's Office, city departments, legislative consultants, and the Carlsbad community to:

- a. Receive information and advise the City Council on intergovernmental and legislative matters affecting the city;
- b. Continuously monitor state and federal proposed legislation, and:
 - i. Review proposed legislation for consistency with the city's Legislative Platform;
 - ii. Make recommendations to the City Council to identify high priority bills; and
 - iii. Make recommendations to the City Council to adopt advocacy positions on high priority bills not addressed by the Legislative Platform;
- c. Proactively seek to identify local and regional legislative needs and recommend bill sponsorship opportunities to the City Council; and
- d. Engage and inform the Carlsbad community (residents, businesses, stakeholder groups) and other governmental agencies on intergovernmental and legislative matters affecting the city.

City Council and Legislative Subcommittee Member Teresa Acosta and Intergovernmental Affairs Director Jason Haber will provide an update on the city's recent and ongoing advocacy efforts related to the operation of the city library system; including an overview of the city's process for evaluating and pursuing grant opportunities, and the city's current funding priorities.

Explanation & Analysis

None.

Fiscal Analysis

This is an informational report, and no funding is being requested.

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: April 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 March 2024

District: All

Recommended Action

Receive the Narrative Report and Statistical Report for March 2024.

Executive Summary

The board will review the library's monthly narrative and statistical report for March 2024. These reports provide a summary of work completed across all Carlsbad City Library 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

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Exhibits

1. Narrative report for March 2024
2. Statistical report for March 2024

**Carlsbad City Library
Monthly Library Report
March 2024**

Highlights:

1. Women’s History Month Concert Series Featuring Adrienne Nims
The month-long series of concerts featuring Adrienne Nims celebrated the pioneering women saxophonists who broke into the male-heavy world of jazz performers. Concerts were well attended at all three locations with 63 at Carlsbad City Library on Dove Lane, 32 at the Georgina Cole Library and 25 at the Library Learning Center. Ms. Nims performed on three types of saxophones (tenor, alto, and soprano) and three types of flutes (C, alto, and Native American). Ms. Nims answered audience questions and even accommodated a request with a gorgeous performance of “California Dreaming,” complete with background on the song. During the performance at the Learning Center, Library Assistant Susan Burke was approached by a patron who told her the concert series was a fantastic way to commemorate Women’s History Month.

2. Startup Essentials: From Concept to Creation
MiraCosta College instructor Dajana Barbiani taught four classes at the Cole Library as part of the Startup Essentials series. Participants learned concept development to reduce failure, customer discovery and acquisition, the necessity of marketing, the importance of financials, and what is needed to establish a business.

3. Shilpi Gowda Author Event
The Dove Library hosted local author Shilpi Somaya Gowda in the Ruby G. Schulman Auditorium on March 30. Librarians Liza Blue and Audrey Clark facilitated the event, which drew 40 community members. Ms. Gowda discussed and read from her latest and recently released novel “A Great Country”, answered questions from the audience and held a book-signing following the event. All of the Carlsbad City Library holdings for Ms. Gowda are currently checked out.



Programs:

4. Carlsbad History Book Talk

In partnership with the Carlsbad Historical Society, Genealogy and Carlsbad History staff hosted author Jo Ellen Guthrie on March 8 to discuss her book, "In a Garden by the Sea: The story of Luther & Olive Gage". The book focuses on the couple who created Carlsbad's famous Flower Fields featuring the giant ranunculus flower originally bred by Luther Gage himself. In addition to their work with flowers, the couple also contributed extensively to the community. The event was held in the Cole Library Community Room and was attended by 62 people. A lively question & answer session after the presentation was followed by a book signing.

5. Fairies at Tinker Tuesday

On March 19, a break in the rain provided an opportunity for Children's staff to host our Tinker Tuesday outside in the garden. Library Assistant Brandon Tiongison and Library Technician Chrisje Field provided fun and interactive activities that all tied into the fairy theme. Attendees enjoyed a variety of crafts such as building your own fairy wings and building fairy gardens out of materials like Play-Doh or LEGOs.



Special Projects:

6. Exploration HUB Refresh

The Exploration HUB makerspace and memory lab was upgraded in March, replacing 8iMacs with 14 patron laptops, adding beginner level robotics, coding apps and equipment, and upgrading the 3D printer. Staff also rearranged the furniture to encourage collaboration and creativity. The HUB webpage has also been refreshed with updated information. HUB staff and supervisor, Librarian Maile McKeon, hosted five staff open house events prior to the HUB's reopening on April 1 which introduced the new equipment and software to our best advocates.

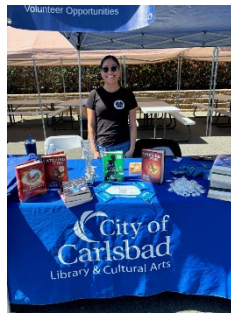
Community Connections:

7. J.I.V.E. Event at Sage Creek

Interim Community Outreach Supervisor for Bilingual Services Christina Lorenzo and Teen Librarian Ashleigh Hvinden attended the annual J.I.V.E. event at Sage Creek High School on March 13. The pair spoke to 225 students, promoted library resources, and discussed volunteer opportunities for the library's 2024 Summer Reading Adventure program.

8. Coastal Academy Career Fair

Staff visited Coastal Academy in Oceanside on March 15 to promote teen volunteering. This was the Library & Cultural Arts Department's first outreach to the academy and was deemed very successful as staff connected with 200 teens, gave away books, and promoted library resources, including the Teen Insights virtual volunteering initiative.





Patron Stories (heard around the library)

9. Cole Scavenger Hunt




Cole Library Childrens Services staff shared; "We've had a few young patrons today participating in the egg hunt and several of them said they were really grateful for the scavenger hunts and prizes." One commented (paraphrased) "I love that you always have something different going on, and I love the scavenger hunts and there's always a different prize! "

LIBRARY MONTHLY STATISTICS


March 2024

		March 2023	March 2024
	Total Library Hours Open <small>¹Beginning May 8, 2023, expanded library hours 1 hour daily</small>	675	720
	Total Visitors On-site (Includes curbside)	39,761	45,241



Library Services

	Circulation of Library Materials	79,718	87,802
	eAudiobook/eBook/eMagazine Downloads	20,516	25,436
	Audio/Video Streaming	769	1,132
Circulation Total		101,003	114,370
	Reference Questions	11,661	10,385

Technology

	eResource Use	7,421	5,693
	Library Website Sessions	38,992	38,205
	In-House Computer Use	3,155	3,734

Programs, Facility Usage

	Number of Programs Presented (on-site, off-site, includes virtual)	114	121
	Programs Attendance	3,912	3,948
	Number of Community Rentals	58	64
	Community Rentals Attendance	3,963	5,050



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: April 24, 2024

To: Library Board of Trustees

From: Andrea Hilliard, Principal Librarian

Staff Contact: Andrea Hilliard, Principal Librarian
andrea.hilliard@carlsbadca.gov, 442-339-2041

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, January 2024 to March 2024. 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: April 24, 2024

To: Library Board of Trustees

From: Hannah Nelson, Training & Development Coordinator

Staff Contact: Hannah Nelson, Training & Development Coordinator
hannah.nelson@carlsbadca.gov, 442-339-5539

Subject: Training Report

District: All

Recommended Action

Receive a report from the department Training Coordinator on training that supports staff in the Library & Cultural Arts Department.

Executive Summary

The board will receive a presentation on the training programs and services for staff in the Library & Cultural Arts Department. The presentation will highlight the training and development initiatives employed by the Training Coordinator over the past 12 months.

Explanation & Analysis

None.

Fiscal Analysis

No financial impact.

Next Steps

None.

Environmental Evaluation

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Exhibits

None.



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: April 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 Update

District: All

Recommended Action

Receive an update from staff on the FY 2024-25 budget.

Executive Summary

Staff will share an update on the city's FY 2024-25 budget with the Trustees.

Explanation & Analysis

None.

Fiscal Analysis

None.

Next Steps

None.

Environmental Evaluation

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Exhibits

None.



LIBRARY BOARD OF TRUSTEES

Staff Report

Meeting Date: April 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.