



LIBRARY BOARD OF TRUSTEES

# Agenda

Regular Meeting

June 26, 2024, 4 p.m.

Council Chamber  
1200 Carlsbad Village Dr.  
Carlsbad, CA 92008  
[carlsbadca.gov](http://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](http://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.
- **In writing:** Email comments to [librarycommunity@carlsbadca.gov](mailto: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](mailto: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 May 22, 2024

**PRESENTATIONS:**

Proclamation for Trustee Sherman DeForest

**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 REPORT MAY 2024:** Receive the Narrative Report and Statistical Report for May 2024. (Staff contact: Sheila Crosby and Katie Nye, Library & Cultural Arts Department)

**Recommended Action:** Receive the report.

2. **SEA COMMITTEE (Staff Engagement and Appreciation):** Receive a presentation on the SEA Committee and the various ways they connect with Library & Cultural Arts Department staff. (Staff contact: Sheila Crosby and Nancy Ludwig, Library & Cultural Arts Department)

**Recommended Action:** Receive the report.

3. **ELECT CHAIR AND VICE CHAIR:** Accept nominations/volunteers and elect a Chair and Vice Chair for the Library Board of Trustees for fiscal year 2024-25. (Staff contact: Katie Nye, Library & Cultural Arts Department)

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

4. **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 Department)

**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:**



LIBRARY BOARD OF TRUSTEES

# Minutes

Council Chamber  
1200 Carlsbad Village Drive  
Carlsbad, CA 92008

May 22, 2024, 4 p.m.

**CALL TO ORDER:** 4 p.m.

**ROLL CALL:** Sheffler, Moran, DeForest, McBride, Waidelich.

**ANNOUNCEMENT OF CONCURRENT MEETINGS:** None.

**INVOCATION:** None.

**PLEDGE OF ALLEGIANCE:** Vice Chair Moran led the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

Minutes of the regular meeting held April 24, 2024

Motion by Trustee McBride seconded by Trustee DeForest, to approve minutes as presented.  
Motion carried, 5/0.

**PRESENTATIONS:** None.

**PUBLIC COMMENT:**

*Christine Dicken spoke about library programming and proposals.  
Kathleen Turken spoke about library programming and proposals.*

**CONSENT CALENDAR:** None.

**PUBLIC HEARING:** None.

**DEPARTMENTAL REPORTS:**

1. **LIBRARY REPORTS FOR APRIL 2024:** Receive the Narrative Reports and Statistical Reports for April 2024. (Staff contact: Sheila Crosby and Katie Nye, Library & Cultural Arts)

**Recommended Action:** Receive the reports.

The board received the reports.

2. LIBRARY OF THINGS: Receive a report on the non-traditional library items available to patrons known as the Library of Things. (Staff contact: Laura Mendez and Jacqui Petri, 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).

Vice Chair Moran inquired about marketing efforts for community members who do not regularly visit the library. Principal Librarian Laura Mendez answered through community outreach at farmers markets, various community events and social media.

Trustee DeForest inquired if growth is expected for the Library of Things. Senior Librarian Jacqui Petri answered growth is expected.

Trustee Waidelich inquired if programs are designed around any of the materials in the Library of Things. Laura Mendez answered yes, and provided examples of the Grow Your Garden series and the seed library, and the Exploration HUB and 3D printing events.

3. CARLSBAD READS TOGETHER 2024 FINAL REPORT: Receive a final report on 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. SUMMER READING ADVENTURE 2024: Receive an overview on programs and events planned for Summer Reading Adventure 2024. (Staff contact: Jennifer Benson and Kylee Seal, 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).



5. FISCAL YEAR 2024-25 BUDGET SUBMITTAL AND LETTER OF CONCURRENCE: Receive a report on the fiscal year 2024-25 library budget submittal and vote to accept a letter of concurrence to be sent to City Council via memo. (Staff contact: Fiona Everett, 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).

Motion by Vice Chair Moran, and seconded by Trustee McBride to accept the letter of concurrence.

Motion carried, 5/0.

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.

The board received the report.

Representative Genean Dunn has requested the Salt Lake City Family History Library trip members to share how the preparation class and the library as a Family History affiliate impacted the trip. Ms. Dunn will share that information at a future meeting. Representative Dunn also reported "Treasure from the Attic: How My Search Began" virtual spring seminar attendance was up compared to last year; and various genealogy programs.

**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.*

Vice Chair Moran attended the Carlsbad Library & Arts Foundation meeting and reported on the CLAF pre-event at the Nita Prose author talk; funds are close to five million dollars; the annual donation to the Library & Cultural Arts Department and future projects to support.

Trustee Waidelich thanked library staff who recently visited the MANA group at the high school; and she attended National Comic Book Day and appreciates the events and outreach.

**DIRECTORS COMMENTS:** Deputy Library Director Sheila Crosby commented on the following:

- Library Board of Trustees vacancies
- TGIF band lineup
- Willam D. Cannon Art Gallery exhibit closes June 1
- Nan Coffey oversized beach chair in the Children’s Garden
- Videoconferencing in study rooms
- Public computer background instruction screens updated to show English and Spanish languages
- Ruby G. Schulman Auditorium closing on July 1 for construction upgrades
- Donation received to support homebound services
- All library locations will be closed on May 27 in observance of Memorial Day

**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.

**STAFF COMMENTS:** None.

**ADJOURNMENT:** 5:15 p.m.



Jennifer Davidson  
Administrative Secretary



## LIBRARY BOARD OF TRUSTEES

# Staff Report

**Meeting Date:** June 26, 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 May 2024

**District:** All

### Recommended Action

Receive the Narrative Report and Statistical Report for May 2024.

### Executive Summary

The board will review the library's monthly narrative and statistical report for May 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

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 May 2024
2. Statistical report for May 2024



**Carlsbad City Library  
Monthly Report  
May 2024**

**Highlights:**1. Author Events

- **Jayci Lee Author Event**  
Romance novelist Jayci Lee appeared in the Ruby G. Schulman Auditorium on May 3 as part of the library's celebration of Asian American Pacific Islander Month. Lee's books are centered around a Korean main character. Lee discussed her writing process, favorite romance tropes, tenure working for Harlequin, her journey to learn English and her two upcoming book releases (one earning a starred review in the Library Journal). Librarians Ashleigh Hvinden and Liza Blue facilitated the event with 19 patrons in attendance.
  
- **Ann Napolitano Author Event**  
Staff hosted award-winning author Ann Napolitano in the Children's Garden at Carlsbad City Library on Dove Lane on May 11. Perched in the gazebo, Napolitano discussed her writing journey before a crowd of 125 attendees who were seated across the lawn. Ann spoke about the re-release of her first book, what it was like to be selected for Oprah's book club, the television adaptation process and future projects.
  
- **Christopher Reich & Parker Adams Author Event**  
The library's Author Team welcomed thriller and mystery writers Christopher Reich and Parker Adams to the Schulman Auditorium on May 17. The authors interviewed each other and delighted the crowd with their energy and enthusiasm. The pair discussed their writing process, what inspires them, their publication journey, and pre-publication careers. Reich revealed that his book, "Matterhorn," is being considered for adaptation by the singer Drake's production company. 29 people attended the event.

**Community Connections:**2. School Tours

The Dove Library welcomed two TK classroom visits from San Elijo Elementary School on May 16 and 24. Library Assistants Brandon Tiongison, Hugo Ricalday-Cuevas and Kylee Seal lead the tour. The students learned how to return books, toured the children's area, attended a story time, and participated in a scavenger hunt. Digital library card applications were sent home with students in advance to obtain parental signatures, resulting in staff processing 30 library cards to hand out to the students.

3. Gemological Institute Green Fair

Lead Librarian Darin Williamson and Librarian Sameera Redkar attended the Green Fair event at the Gemological Institute of America on May 8 to inform students about library services and programs. They spoke with 221 community members, gave away books and seeds, signed up 12 people for new library cards and promoted eResource Libby.

4. Hot Rods and Cool Treats

Lead Librarian Darin Williamson rode the Book Bike to the Hot Rods and Cool Treats event at Pine Avenue Park on May 11. Darin spoke with 137 people and gave out books and Mexican Sunflower Seeds while promoting the upcoming Grow Your Garden, Fix-It Clinic, Local Author Fair, eNewsletter signups, eResources and other library programs.



5. Sage Creek High School

Library Assistant Christina Lorenzo presented on popular Latina authors to a group of nine high school students. The event held on May 14 at Sage Creek High School and was organized by the local non-profit MANA De North County. Students who attended received books, library tote bags and information about library resources. MANA is an organization focused on empowering Latinas through education, leadership, development, health and fitness, cultural awareness, community service and advocacy.



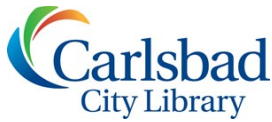
6. Poinsettia Elementary School

Library Assistant Christina Lorenzo presented to ten parents with students in K-5 grade at Poinsettia Elementary School on May 15. The event was organized by Eloisa Ortiz-Lopez who is the Carlsbad Unified School District Community Liaison for English Learner Advisory Committee (ELAC). ELAC is a school-based committee that advises school officials on programs and services for English learners. The committee is made up of parents, staff, and community members. Parents who attended received information about the 2024 Summer Reading Adventure, library programs, services, and resources.

7. ELAC at Carlsbad High School  
Library Assistant Christina Lorenzo presented to 20 parents with students in K-12 grade at the ELAC meeting at Carlsbad High School. This event, held on May 21, and was organized by Stacy Ross who is the Carlsbad Unified School District Secondary English Learner Resource Teacher.
8. Village Voices  
Principal Librarian Laura Mendez attended Village Voices at the New Village Arts Theater on May 14 and shared information to 63 attendees about the upcoming Summer Reading Adventure. Village Voices is a bimonthly meeting held by the Carlsbad Village Association for business owners and community members for networking and resource sharing.
9. Outreach for PRIDE  
Library Technicians Jade MacEoghain and Melinda Pitula attended a Pride program event at Carlsbad High School over lunch on May 29. Staff worked with 40 students. This event was a collaboration with Carlsbad High School's Gender Sexuality Alliance (GSA) student club. Students learned about library services and Summer Reading Adventure while making vision boards with supplies brought from the library.



**Patron Stories (heard around the library):**

10. Temporary Residents  
A family who temporarily relocated to Carlsbad from Sweden started using the library regularly and became acquainted with library staff. They stopped by the children's desk at the Dove Library to share that their relocation was coming to an end, and they would be moving back to Sweden. They were grateful for the library services, welcoming staff, and wished the Dove Library was their home library in Sweden.






# LIBRARY MONTHLY STATISTICS


## May 2024

		May 2023	May 2024
	Total Library Hours Open	714	726
	Total Visitors On-site (includes curbside)	37,561	43,357



### Library Services

	Circulation of Library Materials	75,232	86,776
	eAudiobook/eBook/eMagazine Downloads	20,848	24,556
	Audio/Video Streaming	874	1,147
Circulation Total		96,954	112,479
	Reference Questions	10,871	10,191

### Technology

	eResource Use	7,968	4,607
	Library Website Sessions	38,423	39,675
	In-House Computer Use	3,074	3,983

### Programs, Facility Usage

	Number of Programs Presented <i>(on-site, off-site, includes virtual)</i>	113	131
	Programs Attendance	4,443	4,117
	Number of Community Rentals	67	80
	Community Rentals Attendance	5,595	4,676



## LIBRARY BOARD OF TRUSTEES

# Staff Report

**Meeting Date:** June 26, 2024

**To:** Library Board of Trustees

**From:** Sheila Crosby, Deputy Library Director  
Nancy Ludwig, Circulation Supervisor

**Staff Contact:** Sheila Crosby, Deputy Library Director  
sheila.crosby@carlsbadca.gov 442-339-5520  
Nancy Ludwig, Circulation Supervisor  
nancy.ludwig@carlsbadca.gov 442-339-2899

**Subject:** SEA Committee (Staff Engagement and Appreciation)

**District:** All

### Recommended Action

Receive a presentation about the Staff Engagement and Appreciation (SEA) Committee and the various ways they connect with Library & Cultural Arts Department staff.

### Executive Summary

The SEA Committee has been in existence for over 30 years and is comprised of various staff members within the Library & Cultural Arts Department who meet monthly to promote a positive work environment. The committee works throughout the year providing employee recognitions and themed celebrations to boost staff morale, honor people, and value experiences that focus on connectedness.

### 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:** June 26, 2024  
**To:** Library Board of Trustees  
**From:** Katie Nye, Deputy Library Director  
**Staff Contact:** Katie Nye, Deputy Library Director  
katie.nye@carlsbadca.gov, 442-339-2011  
**Subject:** Election of Chair and Vice Chair  
**District:** All

### Recommended Action

Accept nominations/volunteers and elect a Chair and Vice Chair for the Library Board of Trustees for fiscal year 2024-25.

### Executive Summary

Trustees may volunteer or be nominated for either position and will serve a one-year term. The role of the Chair is to lead the Library Board of Trustees meetings, discuss agenda with the staff liaison, and represent the Board to City Council as needed. The role of the Vice Chair is to be prepared to serve as Chair whenever the Chair is unable to serve.

### 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.



## LIBRARY BOARD OF TRUSTEES

# Staff Report

**Meeting Date:** June 26, 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.