



**NATIONAL CITY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**

**ZOOM MEETING
December 2, 2020 - 5:30 PM**

You are invited to a Zoom webinar.
When: Dec 2, 2020 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – December 2, 2020

Please click the link below to join the webinar:

<https://zoom.us/j/94664042087>

Or iPhone one-tap:

US: +16699009128, 94664042087# or +13462487799, 94664042087#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799
or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 946 6404 2087

International numbers available: <https://zoom.us/u/acq6SIIHEU>

AGENDA

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of the Minutes of November 4, 2020 Meeting
3. Approval of November 2020 Library Warrants
4. Approval of the California Library Literacy Services (CLLD) Grant in the amount of \$37,973 to fund the literacy services program for FY2020-21.

New and Unfinished Business

5. Introduction of City Attorney Charles E. Bell Jr.
6. Review of Draft Library Board Bylaws (Continued)
7. Review of Draft Rules of Conduct for Library Patrons

City Librarian's Report

8. Library Updates

Other Reports

9. Friends of the Library Report

Public Comments and Communication: The National City Public Library Board of Trustees will receive public comments via e-mail at publiccomments@nationalcitylibrary.org regarding any matters within the jurisdiction of the Library Board of Trustees. Written comments or testimony from the public (limited up to three minutes) must be submitted via e-mail by 3:30 p.m. on the day of the Library Board Meeting. All comments received from the public will be made a part of the record of the meeting.

Board Member Comments

Adjournment: Next meeting January 6, 2021, 5:30 PM.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact Minh Duong, City Librarian at (619) 470-5800 or by email at minh.duong@nationalcitylibrary.org to request a disability-related modification or accommodation. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangement to ensure accessibility to this meeting.



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

November 4, 2020

CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by President Gogue at 5:34 p.m. on November 4, 2020.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President
Bradley Bang, Vice-President
Margaret Godshalk, Trustee
Raymond Juarez, Trustee
Coyote Moon, Alternate Trustee

BOARD OF TRUSTEES ABSENT: Cheryl Howrey-Colmenero, Trustee

STAFF PRESENT: Minh Duong, City Librarian
Anne Defazio, Principal Librarian

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of November 4, 2020

Motion: Bang / Second: Godshalk

Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of October 7, 2020

Motion to approve the minutes of the meeting of October 7, 2020

Motion: Godshalk / Second: Bang

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of October 2020 Library Warrants:

Motion to approve the warrants in the revised amount of \$6,557.73 with 4Imprint invoice of \$2,697.41 for literacy incentives and Library Pass invoice for one-year subscription (up to December 2021) to digital comic books to be included in the minutes.

Motion: Bang / Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. **Review of Draft Annual Report to City Council Draft** (continued)

Motion to accept the draft annual report to City Council.

Motion: Bang / Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

5. **Review of Draft Library Board Bylaws** (continued) –

Motion to approve the draft annual report Article 1 through 4 as to form with the following options and/or additions:

Section 4.1 Monthly Meetings – Add the option to change the meeting date and time with appropriate notification and if approved by majority of the Board.

Section 4.5 Chair – Include duties of the Vice-Chair. In addition, question from the Vice-President on which bylaws have been used as basis to draft the National City Library Bylaws.

CITY LIBRARIAN'S REPORT

6. **Introduction of Principal Librarian Anne Defazio**

Ms. Defazio came from the San Diego Public Library: she started her career as a Library Assistant in 2001, quickly moved up to a professional Librarian II in 2007, then got promoted to Branch Manager of the Mountainview/Beckwourth branch in 2012. While holding a full-time position with the City of San Diego, Ms. Defazio also joined National City Public Library in 2014 as a weekend librarian-in-charge.

In joining National City Public Library, Ms. Defazio brings with her 19 years of experience providing library services and managing the daily operation of a library. Not only does she know the business inside out, she also has the institutional knowledge of National City, having worked for our Library the last six years. In her new role as Principal Librarian, Ms. Defazio will oversee youth services and participate actively in library management.

7. **Library Updates**

- Neighborhood Reinvestment Program (NRP) Grant – The Library received an NRP grant in the amount of \$35,000 from the County of San Diego to fund a laptop loan program to literacy tutors and learners. This award will fund the purchase of approximately 35 laptops and hotspots (including one year of unlimited data plan) to put adequate technology into the hands of learners, allowing them to continue and pursue their learning goals via distance learning. The Library will keep the Board updated on the progress of the laptop loan program.
- Halloween Booktacular Drive-Thru Event – On Thursday November 29th from 3:00 – 6:00pm, the Library held a Halloween drive-thru, social distancing event in the library parking lot. About 260 families/cars attended the drive-thru event with kids dressed up in Halloween costumes and thrilled to receive goodies bags. The Library gave out over 580 goodies bags containing Halloween a brand new book (donation from the Molina foundation), activities, and Halloween treats. Each book was accompanied by a National City Library's bookmark promoting library services and e-resources.
- Sanitation and Social Distancing Protocols –

Twice a day, Computer Center staff cleans each computer station thoroughly, regardless if the stations have been used or not, with disinfectant wipes or solutions. This includes cleaning computer touch points (keyboard, mouse, and minitower) along with the surrounding tabletop and chair; and network printer/copier touchpoints, tabletop, high-touch surfaces, and surrounding areas. Staff also give the computer station a wipe down after each user. Signage has also been posted at each computer station as public notification of the library's sanitation routine.

Computer stations and library furniture have been spaced out to observe the social distancing requirements.

At this time, seating accommodation in the library is reduced to only 75 seats; building capacity is not allowed to exceed 100 visitors at a time.

Circulating library materials are quarantined for a week after return and wiped down on the outside before re-shelving. Staff also wear gloves when handling materials or preparing activity kits.

Staff and visitors are required to wear face masks at all times.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- No report.

PUBLIC COMMENTS AND COMMUNICATION – Via email

- Joan Rincon – requested clarification on two warrant invoices.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ Trustees – welcomed Principal Librarian Defazio.

ADJOURNMENT

Motion to adjourn meeting: Godshalk / Juarez, 4-0.

Meeting adjourned at 6:52 p.m. The next Board Meeting is scheduled for Wednesday, December 2, 2020 at 5:30 p.m.

Respectfully submitted,

Minh Duong
City Librarian

Library Warrants
FY2020-21

November Warrants

Balance Sheet - Board Meeting 12.2.20

Vendor Name	Description	Account	Sub-acct	Check #	Check Date	Funds				Total	Tax	Total incl. tax
						#104	#108	#277	#Grant			
November 2020 Warrants												
Amazon	Office Supplies	320-431-056	502						\$62.37	\$62.37		\$62.37
Baker & Taylor	Books	104-431-056-	304			\$132.95				\$132.95		\$132.95
Bibliotheca	RFID Security System - Annual Service Renewal	108-431-056-	299			\$10,876.89				\$10,876.89		\$10,876.89
Faronics Technologies	Deep Freeze Software	320-431-056	502						2,139.12	2,139.12		2,139.12
New Readers Press	Literacy Books	320-431-339-	304						\$459.46	\$459.46	\$36.72	\$496.18
Office Solutions	Office Supplies for Literacy	320-431-339-	399						\$1,149.25	\$1,149.25	\$100.56	\$1,249.81
	Office Supplies	104-431-056-	399			\$15.24				\$15.24	\$1.33	\$16.57

\$14,973.89

Approved by Board on 12.2.20



August 26, 2020

Minh Duong, City Librarian
National City Public Library
1401 National City Boulevard
National City, CA 91950

minh.duong@nationalcitylibrary.org

Dear Ms. Duong:

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you and your staff and volunteers do in your community.

The state budget continues California Library Literacy Services funding at \$4.82 million for adult literacy services and \$2.5 million for family literacy services.

Your total award for the fiscal year that began July 1, 2020, is:

- Adult Literacy Services: \$42,192

Your award will be claimed in two stages. The attached claim form will allow you to request the first 90% of your Adult Literacy and Family Literacy Award:

- 90% of the Adult Literacy Award - \$37,973

Note: Information about claiming the remainder of your award is included in the payment schedule at the back of your award packet.

There are three parts to the funding formula for California Library Literacy Services' adult literacy services program:

- A baseline amount (\$20,000) for each approved library literacy program;
- A per capita amount per adult learner served in your program as reported in the most recent Final Report on file from your library; and
- Additional funding based on local funds raised and expended for adult literacy services—reflecting a commitment to state/local partnerships in support of literacy services.

Your funds must be encumbered by June 30, 2021, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2021. Encumbered funds are those that have been deposited in the awardee's accounting system and for which a budget has been provided to and approved by the State Library.

Please be sure your program expenditures are consistent with the California Library Literacy Services allowable and unallowable costs guide. If you have any questions about expending your funds please reach out to the library.

We strongly encourage your program staff to develop and maintain community partners to strengthen your program as well as attend regular regional library literacy network meetings and participate in library literacy training opportunities offered by the State Library and the regional networks.

The payment process begins when we receive your signed claim and certification forms (attached). Both forms must be completed, signed with original signatures, and mailed to the State Library's Fiscal Office in order to be processed for payment.

Best wishes for a successful year. Our library literacy staff is available to assist you throughout the year.

Your grant monitor is Natalie Cole: natalie.cole@library.ca.gov and your literacy grant coordinator is Annly Roman: annly.roman@library.ca.gov. For application and reporting questions please contact Annly and for programmatic questions please contact Natalie.

Thank you for your willingness to do so much for so many people in need.

Respectfully yours,

A handwritten signature in cursive script that reads "Greg Lucas".

Greg Lucas
California State Librarian

Cc: Natalie Cole, natalie.cole@library.ca.gov
Annly Roman, annly.roman@library.ca.gov
Nicole Bravin, nicole.bravin@library.ca.gov
Mikki Vidamo, mikki.vidamo@nationalcitylibrary.org
Enc: Claim form, certification form, and payment scheduled/reporting information

CALIFORNIA LIBRARY LITERACY SERVICES DOCUMENTATION
Budget Item 6120-213-0001

Project Information:

Invoice #: 20-6742-1

Project Title: California Library Literacy Services

Grantee: National City Public Library

Funding Start Date: upon execution

Term completion: December 31, 2021

Total Adult Literacy Services Funded Amount: \$42,192

Payment schedule:

Libraries may request 90% of their total CLLS award upon receipt of the award letter.

Libraries may request the final 10% of their award upon the completion of the following items:

1. submission of the mid-year financial report
2. submission of a mid-year narrative report that demonstrates project activity
3. confirmation that 75% of the award has been expended

Libraries that have not expended 75% of the total CLLS award (ALS and FLS funds) by the end of the fiscal year may request the final 10% of their award upon completion of the Final Report and an approved expenditure plan through December 31.

Libraries that expend the first 90% of their total project CLLS funds (ALS and FLS funds), can demonstrate project activity, and need the final 10% of their award before the mid-year reports are due may apply to CLLS staff to receive those funds.

Note:

Libraries have 18 months to spend their CLLS funds, from the start of the fiscal year in which the funds are awarded until December 31 of the following fiscal year.

	Adult Literacy Services
Initial Payment	\$37,973
Final Payment	\$4,219
Total:	\$42,192

Reporting

Libraries will be required to submit mid-year financial and program narrative reports as well as a final report. Reminder emails will be sent out beginning six weeks before each required report.

All required reporting materials will be located on the California State Library's website. The reporting schedule is detailed below.

Note:

A budget modification form will be required for all budget changes regardless of amount. Modification form may be submitted throughout the year but no later than May 31st.

Mid-year financial and Narrative report	Due January 29, 2021
Final Report	Due August 31, 2021

Approved Budget:

Below is the state fund award budget the California State Library has on file for the 2020-2021 fiscal year based on your approved application.

Note:

Your actual award for Adult Literacy Services may be slightly adjusted from the original proposed award amount due to a small re-calculation right before funds were awarded. If this is the case, the State Library will contact you later in the fiscal year to complete a Budget Modification form.

Category	Adult Literacy Services
Salaries and Benefits	\$8,500
Contract Staff	\$0
Operations	\$29,692
Literacy Materials	\$2,000
Small Equipment	\$2,000
Equipment	\$0
Indirect Costs	\$0



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

877-446-7746
800-355-5043

ACCOUNTS PAYABLE DEPT. MINH DUONG NATIONAL CITY PUBLIC LIBRARY C/O CITY OF NATIONAL CITY 1243 NATIONAL CITY BLVD NATIONAL CITY CA 91950	Shipping Address Mikki Vidamo National City Public Library 1401 NATIONAL CITY BLVD Ref po # 85234 NATIONAL CITY, CA 91950-3399 USA Tel: 619-470-5800
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Invoice Number 8575546	Account No. 3206138
Invoice Date November 04, 2020	Account Rep. Laura Wollerman (888-722-5203)
Reference No 85234	Our Order No. 20356384

Item Javelin Pen	Colors (Barrel,Trim): Blue, White
-------------------------	--

Qty	Item #	Description	Unit \$	Price \$	Total \$
250	6551	Javelin Pen	0.3900	97.50	97.50
		250 - Medium Point Black Ink : Blue,White	0.0000	0.00	0.00
1	Set-Up Charge	Set-Up Charge	15.0000	15.00	15.00
1	Coupon	Coupon Code	-11.2500	-11.25	-11.25
		Freight		10.16	10.16
		Tax			8.86
					120.27

Item Custom Accent Stainless Travel Mug - 16 oz.	Colors (Outer Wall,Inner Wall/Slider): Stainless Steel, Blue
---	---

Qty	Item #	Description	Unit \$	Price \$	Total \$
100	138132	Custom Accent Stainless Travel Mug - 16 oz.	2.9900	299.00	299.00
1	Set-Up Charge	Set-Up Charge	55.0000	55.00	55.00
1	Coupon	Coupon Code	-35.4000	-35.40	-35.40
		Freight		70.80	70.80
		Tax			27.87
					417.27

Item Gildan 5.3 oz. Cotton T-Shirt - Men's - Screen - Colors	Colors (T-Shirt,Trim): Royal Blue, Royal Blue
---	--

Qty	Item #	Description	Unit \$	Price \$	Total \$
105	105233-M-S-C	Gildan 5.3 oz. Cotton T-Shirt - Men's - Screen - Colors	4.5300	475.65	475.65
		25 - Small : Royal Blue,Royal Blue	0.0000	0.00	0.00
		25 - Medium : Royal Blue,Royal Blue	0.0000	0.00	0.00
		25 - Large : Royal Blue,Royal Blue	0.0000	0.00	0.00
		20 - Extra Large : Royal Blue,Royal Blue	0.0000	0.00	0.00
		10 - Extra Extra Large : Royal Blue,Royal Blue	0.0000	0.00	0.00
1	Set-Up Charge	Set-Up Charge (1st Color)	40.0000	40.00	40.00
105	Run Charge	1st Color Run Charge	0.0000	0.00	0.00
1	Coupon	Coupon Code	-51.5650	-51.57	-51.57
		Freight		79.01	79.01
		Tax			40.61
					583.70

Item Brushed-Cotton 6-Panel Cap - Embroidered	Colors (Crown,Bill/Eyelets): Navy, Navy
--	--



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800-355-5043

Invoice Number	8575546	Account No.	3206138
Invoice Date	November 04, 2020	Account Rep.	Laura Wollerman (888-722-5203)
Your Order No.	85234	Our Order No.	20356384

Qty	Item #	Description	Unit \$	Price \$	Total \$
96	5154-E	Brushed-Cotton 6-Panel Cap - Embroidered	4.4200	424.32	424.32
96	*Embroidery	Embroidery Run Charge	0.0000	0.00	0.00
1	Coupon	Coupon Code	-42.4320	-42.43	-42.43
		Freight		30.52	30.52
				Tax	33.41
					445.82

Item	Sport Bottle with Push Pull Lid - 20 oz. - Metallic		Colors	(Bottle,Lid): Metallic Navy Blue, White		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
200	10510-M	Sport Bottle with Push Pull Lid - 20 oz. - Metallic	0.8900	178.00	178.00	
1	Set-Up Charge	Set-Up Charge	50.0000	50.00	50.00	
1	Coupon	Coupon Code	-22.8000	-22.80	-22.80	
		Freight		45.60	45.60	
				Tax	17.96	
					268.76	

Item	Swing USB Drive - 2GB - 3 Day		Colors	(USB,Cover): Blue, Silver		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
50	112703-2G	Swing USB Drive - 2GB - 3 Day	4.7500	237.50	237.50	
1	Set-Up Charge	Set-Up Charge(Per Order Line)	30.0000	30.00	30.00	
1	Coupon	Coupon Code	-26.7500	-26.75	-26.75	
		Freight		8.11	8.11	
				Tax	21.07	
					269.93	

Item	Comfy 2-Ply Face Mask		Colors	(Mask,Straps): Royal, Black		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
100	158792	Comfy 2-Ply Face Mask	4.7900	479.00	479.00	
1	Set-Up Charge	Set-Up Charge	40.0000	40.00	40.00	
1	Coupon	Coupon Code	-51.9000	-51.90	-51.90	
		Freight		8.73	8.73	
				Tax	40.87	
					516.70	

Item	Ear Buds with Interchangeable Covers - Colors		Colors	(Case,Extra Bud Covers): Blue, Blue		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
125	106759-C	Ear Buds with Interchangeable Covers - Colors	1.8500	231.25	231.25	
1	Set-Up Charge	Set-Up Charge	55.0000	55.00	55.00	
1	Coupon	Coupon Code	-28.6250	-28.63	-28.63	
		Freight		7.99	7.99	
				Tax	22.54	



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Invoice Number	8575546	Account No.	3206138
Invoice Date	November 04, 2020	Account Rep.	Laura Wollerman (888-722-5203)
Your Order No.	85234	Our Order No.	20356384

288.15

Total Net	2,697.41
Total Tax	213.19
Grand Total	<u>2,910.60</u>
Total Due	2,910.60

Please ensure that payment is received by Dec 04 2020.

Thank You! We appreciate your business.
Any overruns you may have received are yours with our compliments.

- To insure proper credit to your account, please quote "8575546/3206138" on your check or remittance.
- If you are not satisfied with your order, please call 1-800-300-0764. All claims must be made within 5 days of receipt.
- Any questions regarding your invoice? Please call 1-800-982-8979. Our terms are Net 30.
- Please make checks payable to 4imprint, Inc.

4imprint Federal ID #39-1837105, GSA Contract # GS-07F-9626S. A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is to be construed according to our State Law.

To Pay Your Invoice Online Please Visit:

www.4imprint.com/payinvoice

To Remit By Check:

4imprint, Inc.
25303 Network Place
Chicago, IL 60673-1253



LibraryPass, Inc.
5114 Balcones Woods Drive, Ste. 307-311
Austin
TX
United States 78759

INVOICE

BILL TO:

Attention:
National City Public Library CA
450 2nd St
National City, CA

Invoice Number : 4460567000002514062

Invoice Date: Sep 21, 2020

Due Date: Oct 31, 2020

Balance Due: \$ 2,250.00

S.No.	Product Details	Quantity	List Price	Total
1.	Comics Plus Term through 12/31/2021	1	\$ 2,250.00	\$ 2,250.00

Sub Total	\$ 2,250.00
Tax	\$ 0.00
Adjustment	\$ 0.00
Grand Total	\$ 2,250.00

Make Payable to
Account Name: LIBRARY PASS INC
Account Number: 1361075974

ACH: ABA/Routing Number: 065000090
Bank Address: 1680 Capital One Drive
McLean, VA 22102

Incoming Domestic Wires:
ABA/Routing Number: 065000090
Bank Address: Capital One Bank N.A.
10700 Capital One Way Glen Allen, VA 23060

Check Info:
NAME: Library Pass, Inc.
ADDRESS: 5114 Balcones Woods Dr. STE 311-307
Austin, TX 78759
INCLUDE LIBRARY NAME IN MEMO FIELD

Terms and Conditions



ANNUAL REPORT 2019-2020

Library Board of Trustees

National City Public Library



National City Public Library

1401 National City Blvd., National City, CA 91950

www.nationalcitylibrary.org

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LIBRARY MISSION

Recognizing the cultural, linguistic, and economic diversity of our community, the National City Public Library serves the informational, educational, social, and recreational needs of all the residents of the community. We support lifelong learning, personal enrichment and empowerment by providing access to a variety of materials and current technology, a team of courteous and knowledgeable staff, and a welcoming environment that contributes to the quality of life in National City.

Library Board of Trustees

Margaret Godshalk, President
 Raymond Juarez, Vice-President
 Sherry Gogue, Trustee
 Bradley Bang, Trustee
 Cheryl Howrey-Colmenero, Trustee
 Coyote Moon, Alternate Trustee

OPERATING HIGHLIGHTS - DATA SNAPSHOT

	FY2018-19 Jul 2018 - Jun 2019 12 month data - Actual	FY2018-19 8.5 month data - Estimates (average)	FY2019-20 * Jul 2019 - Mar 2020 8.5 month data - Actual
Hours Open	2,500	1,638	1,638
Visitors to the Library	156,919	111,150	107,228
Website (virtual) Visits	96,648	68,460	80,109
Collection Size - Print	206,210	203,065	204,284
Collection Size - Electronic	83,101**	58,863**	543,618**
Active Library Cards	31,061	30,000	27,484
eCards	Not offered	- - -	238
Print Check Out	100,253	71,012	68,061
Digital (eBook) Check Out	3,341	2,366	5,792
Reference Questions	76,531	54,209	48,609
Computer Sessions	49,116	34,790	32,611
Wi-Fi Sessions	18,205	12,895	13,028
Programs	1,568	1,110	1,280
Program Attendance	15,600	11,050	12,765
Computer Classes / Attendance	186 classes / 555 attendees	132 classes / 393 attendees	150 classes / 496 attendees
Volunteer Hours	3,693	2,615	4,660

* Library closure in effect March 14, 2020 due to COVID-19.

** Some electronic collections are part of a library consortium's collection

PROGRAM HIGHLIGHTS



Café Nights @ the Library ☕ ☕ ☕
Mondays 6:00 - 7:00pm
Café and cookies served with live
entertainment from local musicians

Homework Help



Volunteer Appreciation Night

Halloween Booktacular Event

- Trick & Treating
- Face painting
- Craft activities
- Free books
- Haunted maze
- Fun!



Santa's Visit



STRATEGIC HIGHLIGHTS

1. Supporting Literacy and Workforce Readiness

Our Literacy Program offers a unique setting for adults to achieve their literacy goals, earn high school diplomas and career certificates, and develop the workforce readiness skills they need to succeed in the 21st century.

Regular operation consists of one-on-one tutoring or small group instruction sessions. Our literacy program takes things a few notches higher by offering a plethora of classes and workshops:

- ❖ **Adult Basic Education (ABE)** - classes are for adults at the elementary level (to grade 8) and focus on basic literacy and computational skills.
- ❖ **Adult Literacy programs** - help for English-speaking adults to improve their reading, writing, and communication proficiency and math skills to reach their potential as workers, parents, community members, and life-long learners.
- ❖ **English as a Second Language (ESL)** - ESL1 and ESL Conversation classes for non-native English-speaking adults who want to improve their writing and writing skills.

*ESL1 classes: Mondays & Wednesdays.
Attendance: Average 31 learners a month.
*ESL Conversation classes: Tuesdays & Thursdays. Attendance: 32 learners.

- ❖ **Workforce Literacy** - programs and services that help adults find employment, move into a new job or enter trade-based training programs.
- ❖ **Computer Literacy** - six 4-week basic computer class sessions and nine 4-week Excel classes offered.

Computer Classes: Mondays & Wednesdays or Tuesdays & Thursdays. Attendance: 46.
Excel Classes: Mondays & Wednesdays. Attendance: 72.

- ❖ **Preparation for various tests/exams** such as GED (General Educational Development), HiSet (High School Equivalency Test), ASVAB (Armed Services Vocational Aptitude Battery), Citizenship Exam.

GED, HiSET, ASVAB, Math:

36 tutors paired with 2-3 learners in
1-1 sessions conducted twice a week.

Citizenship classes: 4sessions 10-week
course - Tuesdays & Thursdays
11 learners enrolled; 3 passed exam.

- ❖ In addition to GED and HiSET test preparation tutoring, **Career Online High School**, an educational service offered by Gale and endorsed by the State Library, allows adults lacking a high school diploma to earn an accredited high school diploma and credentialed career certificate at the same time. In partnership with the County of San Diego Library, National City Library offers a \$2,500 scholarship to defray the program costs. We began this program in March and currently have 2 students enrolled.
- ❖ **Virtual Tutoring** - The pandemic resulted in the largest “online movement” in the history of education. Since the Library closed in March due to the COVID-19 outbreak, Literacy staff have worked quickly to move our traditional in-person classes to online, helping tutors and learners make the switch to remote learning. We wanted to help learners stay engaged and focused on learning by bringing together virtual face-to-face connections and conversations into a single platform accessible on a mobile device, tablet, or PC. Kudos to our learners and tutors for showing remarkable resilience during this difficult time. From preserving learner-tutor 1:1s to bringing lessons to life in the virtual classroom, ABE, Adult Literacy, and ESL classes have successfully transitioned to the Zoom videoconferencing platform. Going forward, we will continue to maintain virtual tutoring even when in-person tutoring can resume safely, as a way to give our learners an option to get tutoring from the comfort of their home.



Zoom Tutoring Session

2. Digitally Empowering the Community

From getting an education to upskilling and lifelong learning to securing employment to filing taxes and staying in touch with family, digital empowerment is all about keeping people better connected. National City Public Library is proud to serve as a gateway and vital community anchor institution for digital inclusion, digital advancement, and equitable access to information and resources.

- **State Library's High-speed Broadband Project** - connecting public libraries to the California Research and Education Network, operated by CENIC, a high-capacity fiber-optic-based network serving more than 20 million users across CA. Over the last 5 years, National City Public Library has been connected to the CENIC network, which is also used by the University of California, the state university system, community colleges and public schools. As a result, the Library has high-speed yet affordable broadband that enables us to offer services like unlimited wireless access, videoconferencing, streaming media, content creation, and longer sessions on terminals. Currently, the Library is applying for year 6 of the broadband project and eRate to increase the bandwidth from 1 to 10GB and expand Wi-Fi access beyond the library building into the parking lot.
- **3D Printer Tech Lab** - today's youth are tomorrow's innovators! 3D printing engages and challenges youth, giving them opportunities to experiment with ideas and growing their creativity. Our Tech Lab is more than just a print shop. Users can learn about TinkerCAD (online software), design their own toys or gadgets, create a prototype, and print them for free.
- **Technology Grants secured for innovative technology solutions** - As part of our *Staying Connected - Technology for All* project, the Library has applied and got awarded two grants: CDBG-CV Grant and Neighborhood Reinvestment Program Grant. These fundings will allow the Library to acquire a collection of laptops and hotspots and establish a laptop/hotspot loan program to literacy learners, giving them access to technology to pursue their literacy goals through remote/distance learning.

CDBG-CV Grant: \$51,500

Neighborhood Reinvestment Program: \$35,000

3. Preserving National City's Cultural Heritage - Digital Archives Initiative

Dedicated to being open-access to our community, National City Public Library joins a growing number of libraries, museums, and archives to provide free access to images and documents to the public. Started in 2017, we began to provide online access to our archival materials on Archive.org.

With over 800 objects currently digitized, including:

- Over 700 historical photographs

<https://archive.org/details/nationalcitylibrary?and%5B%5D=mediatype%3A%22image%22&sort=-addeddate>

- 81 Sweetwater Union High School Annuals (1923 - 2009)

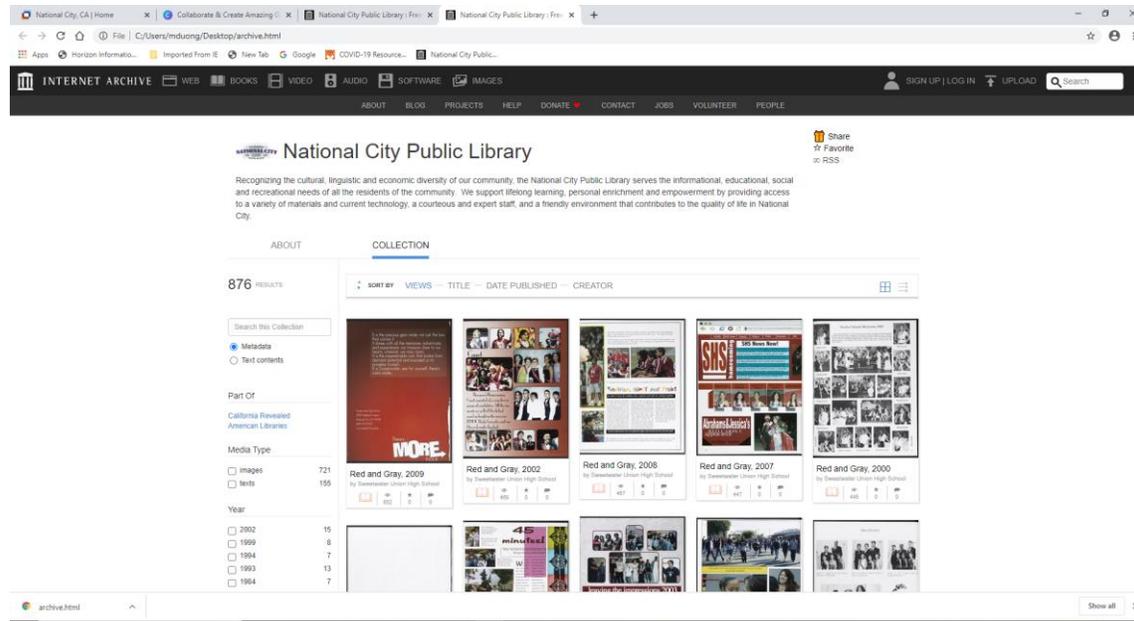
<https://archive.org/details/nationalcitylibrary?and%5B%5d=creator%3A%22national+city+high+school%22&and%5B%5d=creator%3A%22sweetwater+union+high+school%22>

- 59 dairies of National City founder, Frank A. Kimball

[https://archive.org/details/nationalcitylibrary?and\[\]=creator%3A%22kimball%2C+frank+augustus+1832-1913%22](https://archive.org/details/nationalcitylibrary?and[]=creator%3A%22kimball%2C+frank+augustus+1832-1913%22)

Our community can access our growing online collection without any restrictions. These digitization projects were conducted by California Revealed, a State Library-funded initiative to help California's public libraries digitize, preserve, and make their collections widely and openly accessible to the communities.

Browse through our digital collection at www.archive.org/details/nationalcitylibrary



In the works is the digitization of the Star News local newspaper on microfilm currently conducted by the Center for Bibliographic Studies and Research (CBSR) at University of California, Riverside. This digitization project is slated to be completed by the end of 2020.

4. Partnerships

There's no better approach to solving challenges than forging strategic partnerships, harnessing the strengths and abilities of others, and driving collaborative innovation that delivers what our patrons need. With that in mind, National City Public Library strives to broaden our relevance by fostering collaboration and leveraging offerings our partners can bring to the table to benefit both of our clientele.

- Through the Federal Work Study Program, students of **Southwestern College (SWC)** and **PIMA Medical Institute** have been offering **homework help** to children and tutoring to adult-aged learners in several subjects such as GED, ASVAB, Reading and Writing, ESL, Citizenship, and Math.

PIMA: 17 college student tutors
 SWC: 6 college student tutors
 Total tutoring: over 4,000 hours

Tutoring sessions: Tuesdays & Thursdays, 4:00-6:00 pm
 Average: 4 learners per session

- Jewish Family Service (JFS) of San Diego** - the immigration journey can be challenging. In collaborating with JFS, the Library focuses on helping newcomers successfully navigate the path to citizenship. Facilitated by JFS, our adult learners can now attend free 10-week Citizenship classes that cover citizenship test, interview, and process.

Four 10-week sessions
 offered

11 learners
 enrolled

2 learners passed
 the test!



- **Friends of the Library** - a §501(c)(3) non-profit organization group that has already been a staunch supporter of library services with its Friends members working tirelessly to raise funds through book sales to support library programs and collections. In January 2020, the Friends has made a donation of \$59,468 to fund the cost of digitization of the Star News on microfilm to preserve this unique collection and make it accessible free to all.

CLOSING REMARKS

2020 has been a challenging year on many levels due to the COVID-19 pandemic, causing the Library to close its door starting March 14, 2020, thus resulting in 94 traditional service days lost. These lost service days heavily impacted service data however FY2019-20 still showed as being on par with the previous year based on a comparison of averaging out data for 8.5 months of operation.

During the closure, the Library quickly re-directed its traditional in-person services toward a virtual model using technology to deliver services and activities online or remotely. So although some traditional statistics decreased when compared to the previous year, digital usage has increased showing a very positive trend that going forward the Library can offer its services via multiple delivery methods depending on user's preferences. Whether they like virtual or in-person, the Library will be equipped to deliver its services in a responsive manner.

RULES OF CONDUCT FOR LIBRARY PATRONS

In consideration of your fellow library users and staff, the following is prohibited in the National City Public Library:

1. Engaging in any activity prohibited by law.
2. Weapons of any kind, even those licensed or permitted, except those possessed by on-duty law enforcement officers.
3. Disruptive or unsafe behavior including interfering with library employees in the performance of their duties, obstructing or intimidating library patrons, or entering non-public areas without authorization (California Penal Code Section 602.1 (b)).
4. Activities or behavior that may result in damage to library property, including making any attempts to damage computer equipment or alter software configuration.
5. Sexual misconduct such as exposure, or unwanted, inappropriate, or threatening touching.
6. Leaving a child under the age of eight (8) unattended.
7. Entering the Library without wearing shoes and/or a shirt.
8. Using restrooms sinks or basins for purposes other than washing hands and face.
9. Patrons with hygiene conditions, including, but not limited to, clothing order, body odor, and lice, that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff.
10. Smoking, vaping, sleeping, eating, drinking, or bringing open containers of food or drink into the building. All beverages must have a lid.
11. Bringing sleeping bags, bedrolls, or blankets into the building. (Blankets for small children are acceptable.)
12. Bringing any containers, packages, briefcases, parcels, or bundles into the library which singly or collectively exceed 24" x 18" x 6". All items not prohibited are subject to inspection.
13. Bringing shopping carts or wheeled conveyances into the building, except for wheelchairs and baby strollers/carriages used for the actual transport of a person or child or wheeled backpacks and book carriers not exceeding 24"x 15"x 12" (excluding handles). Wheelchairs, baby strollers/carriages, and wheeled backpacks permitted under this rule must not be left unattended in the Library.

14. Bringing any animals or pets into the building, except for:
 - a. Service animals accompanying a person with a disability in accordance with the Americans with Disabilities Act or properly licensed guide dogs. A "service animal" is any dog that is individually trained to do work or perform tasks for the benefits of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Americans with Disabilities Act, 28 C.F.R. § 36.104 and 28 C.F.R. § 35.104.
 - b. Service dogs in training in accordance with California Civil Code 54.2(b).
 - c. Service animals permitted under this rule must not be left unattended on Library premises.
15. Blocking library entrance areas, aisles, doorways, stairways, or elevators, or interfering with the free flow of pedestrian traffic in such areas.
16. Making loud or unreasonable noise or other disturbances such as use of cell phones and/or similar personal communications or entertainment devices such as tablets, laptops, MP3 players, headphones, radios, or other portable devices at a volume that disturbs others. Cell phone ringer volumes, tablet alerts, mobile device alarms, or other notification sounds must be set to vibrate. and When not set to silent mode or used with headphones, the use of mobile phones, tablets, MP3 players, radios, laptops, or other portable devices is should be restricted to the lobby or outside the building.
17. Soliciting signatures for petitions, distributing flyers, selling merchandise, or other similar activities that may disrupt patrons' use and enjoyment without express permission from the City of National City Librarian.

ENFORCEMENT:

The above-enumerated rules are not intended to be a complete list of violations, rather they are provided as guidance only. Library staff and/or local law enforcement officers are authorized to expel persons who fail to comply with these rules, or other applicable laws or regulations.

Patrons who violate the Rules of Conduct may be asked to leave the library premises, may be issued a barring notice which revokes or suspends their library privileges at the National City Public Library, and/or may be subject to arrest and prosecution. The barring notice is effective upon receipt but may be appealed to the Library Board of Trustees within ten (10) calendar days of issuance by filing a written notice of appeal with the City Librarian. Except for violations of Rule 3, enforcement of the barring notice will be held in abeyance pending the appeal. Violation of Rule 3 will bar the patron until an appeal is determined in the patron's favor.

Approved by the Library Board of Trustees this _____ day of _____, 2020.

Minh Duong, City Librarian

Approved as to form and legality:

Charles E. Bell, Jr., City Attorney

NATIONAL CITY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the National City Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the National City Public Library Board of Trustees resides in the California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900 *et seq.*

ARTICLE II. MISSION AND PURPOSE

The primary mission of the National City Public Library Board of Trustees (hereinafter "Library Board of Trustees") is to be vocal and energetic advocates for the essential services that the National City Public Library provides to our community and to give sound and timely advice and counsel to the City Council for the City of National City and the City Librarian on the development of plans, policies and programs that are responsive to community needs and desires. Areas of focus include:

- Reviewing and approving policies and fees recommended by staff;
- Recommending long-range plans regarding facilities, staff and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions;
- Generating public support and participation in library programs; and
- Determining expenditures of library trust funds.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment of the Trustees: The National City Public Library shall be overseen by a Library Board of Trustees, consisting of five members, to be appointed by the Mayor of the City of National City, with the confirmation of the City Council, and serving at the pleasure of the Mayor and City Council.

Section 3.2 Residency: Members of the Library Board of Trustees shall be residents of the City of National City, but need not be electors of the City.

Section 3.3 Term of Office: The Members of the Library Board of Trustees shall be appointed for staggered terms of three years.

Section 3.4 Vacancies: If a vacancy occurs other than by the expiration of a term, such vacancy shall be filled by appointment for the unexpired portion of said term in the same manner as original appointments are made. Each Member of the Library Board of Trustees shall serve until his or her successor is appointed and sworn into office.

Section 3.5 Compensation: Each Member of the Library Board of Trustees shall serve without compensation, except that the City Council may, from time to time, pay such expenses of Members of the Library Board of Trustees that are incurred during the conduct of Board business, as the Council deems appropriate.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings: The Library Board of Trustees shall meet on the first Wednesday of each month at 5:30 p.m. in the Conference Room, City Hall, 1243 National City Boulevard, National City, California, or at a time determined by three Members of the Library Board of Trustees. Any regular meeting may be dispensed with by majority vote of the Members of the Library Board of Trustees. ~~[Meeting date subject to change language + board absence must be notified to all other board members and the library 72 hours before meeting].~~

Section 4.2 Special Meetings: Special meetings, as are necessary, may be called by the Chair or a majority of the Members of the Library Board of Trustees after at least twenty-four hours' written notice posted and served upon the Members of the Library Board of Trustees. All meetings shall be conducted in compliance with the Ralph M. Brown Act (the "Open Meeting Law," California Government Code section 54950 *et seq.*).

Section 4.3 Meetings Open to the Public: All meetings, including subcommittees, task force, ad hoc committee, etc., of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

Section 4.4 Quorum: A quorum to conduct business consists of ~~a majority~~ three of the Members of the Library Board of Trustees. A majority of a quorum vote is necessary to act upon a matter.

Section 4.5 Chair and Secretary: The Library Board of Trustees shall annually elect its ~~Chair and its Secretary~~ from among the appointed Members of the Library Board of Trustees and, subject to the provisions of law, may create and fill such other offices at it deems necessary. ~~The Chair and Secretary shall serve for one year and until their successors are elected. Election of the two officers shall take place at the~~ meeting.

Section 4.5.1 Duties of the Chair/President: The ~~Chair/President~~ shall preside at meetings and may appoint members to special committees.

Section 4.5.2 Duties of the Secretary: The Secretary shall certify Board minutes and shall preside at meetings in the absence of the ~~Chair/President~~ Chair.

Section 4.6 Alternate(s): In addition to regular appointments, the City Council may appoint an alternate member or members to the Library Board of Trustees. An applicant for appointment as an alternate member shall be subject to the same application and interview procedures as are applicants for regular appointments. Alternate members so appointed shall attend each meeting of the Library Board of Trustees, but shall participate in a meeting only in the event of the absence of the regular member. At such time as a vacancy occurs on the Library Board of Trustees, an alternate member is automatically eligible for appointment as a regular member, provided the alternate member is in good standing (e.g., good attendance record).

Section 4.7 Staff: The City Council for the City of National City shall provide such staff assistance to the Library Board of Trustees as the City Council deems appropriate.

Section 4.8 Agenda: ~~The agenda for Board meetings is set by the City Librarian with input from the Board.~~ Any ~~Board m~~Member may request that an item be placed on the agenda; such requests shall be made to the City Librarian. The City Librarian will review the proposed agenda

Commented [CEBJ1]: I advise that the bylaws clearly state the date, time and location of all meetings. All individuals seeking appointment as a Trustee should make sure that they are able to participate based on what is clearly stated in the bylaws.

I believe the board absence question is reflected in Section 4.11 Attendance.

Commented [CEBJ2]: If this is a five person board then not sure why we wouldn't clearly state that a majority is three members.

Commented [CEBJ3]: Please advise what meeting is desired.

Commented [CEBJ4]: I recommend either referring to this position as the Chair or as the President. I don't see the need for referring to two different titles for the same role.

with the ~~President-Chair of the Board~~ at least one week before the meeting date. The agenda for Board meetings is set by the City Librarian.

Section 4.9 Record of Proceedings: The Board shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record unless the City Attorney deems otherwise.

Section 4.10 Parliamentary Procedure: The current edition of Robert's Rules of Order, when not in conflict with these Bylaws, shall govern the proceedings of the Board.

Section 4.11 Attendance: Each Trustee shall affirm his or her personal appearance at the next upcoming meeting to the City Librarian or his/her designee no later than 72 hours before the time set to start the meeting. The City Librarian shall provide reasonable and convenient means for the Trustee's notice of attendance and, if necessary, make accommodations for a remote appearance by the Trustee pursuant to Government Code section 54953 (b)(1). The City Librarian shall provide notice to the full Board of the expected attendance and/or absence of all Trustees at the upcoming meeting no later than 48 hours before the time set to start the meeting.

Commented [CEBJ5]: City Council uses the Rosenberg's Rules of Order. See City Counsel Policy pg. 27 re motions. What procedures has the board been using to date?

Section 4.11.1 Failure to Comply with Section 4.11 or Attend Meetings: A Trustee shall be deemed to have made a Proposed Resignation from the Board if ~~he or she~~ they refuse to affirm attendance as required; or (b) fails or refuses to attend four (4) regularly-scheduled meetings in a calendar year without prior notice and reasonable excuse for the absences. This attendance rule does not apply to Special Meetings.

Commented [CEBJ6]: This covers the requested revision about notice to all board members when someone will be absent.

The Board shall then place the ~~Trustee's Member's~~ attendance issue and Proposed the agenda for discussion at its next regularly-scheduled meeting.

The Trustee Member shall have a full opportunity to explain the circumstances giving rise past pattern of attendance and Proposed Resignation and seek an excuse from the attendance requirements set forth in these Bylaws. The Board has discretion to establish relief from the attendance requirements as it deems appropriate.

Commented [CEBJ7]: This is rather broad and might lead to what appears to be favoritism if not applied evenly to all members.

A vote to accept a Proposed Resignation removing a Trustee Member shall only pass with unanimous vote of the remaining Trustees Members. An accepted resignation from the constitute a vacancy, which shall be filled pursuant to Section 3.4 of these Bylaws.

ARTICLE V. POWERS AND DUTIES OF THE BOARD

Section 5.1 Administration of Trusts and Disposal of Property: ~~The Library Board of Trustees~~ may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this State or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Commented [CEBJ8]: Recommend not switching back and forth between designations. If going to refer to the group as the board then should remain board throughout.

Section 5.2 Purchases Made on Behalf of the Board: The ~~Library Board of Trustees~~ may books, journals, publications, and other personal property.

Formatted: Justified

Section 5.3 Purchase of Real Property, and Erection of Rental and Equipment of Buildings or Rooms: The ~~Library Board of Trustees~~ may purchase real property, and erect or rent and equip such buildings or rooms as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided.

Section 5.4 Reports, Laws, and Other Publications: The ~~Library Board of Trustees~~ may state officials to furnish the library with copies of any and all reports, laws, and other publications of the ~~s~~State not otherwise disposed of by law.

Section 5.5 Interlibrary and Non-Resident Loans: The ~~Library Board of Trustees~~ may borrow books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the Board may prescribe.

~~Section 5.6 Incidental Powers of Board: The Library Board of Trustees may do and perform~~ report to the City Council and to the State Librarian on the condition of the library for the year ending the previous June 30. The report shall, in addition to other matters deemed expedient by the Board, contain such statistical and other information as is deemed desirable by the State Librarian.

Commented [CEBJ9]: Ordinance does not provide for incidental powers so I advise not to create perception that any exist.

Commented [CEBJ10]: Are these reports being presented to the City Council?

ARTICLE VI. GOVERNANCE OF THE LIBRARY

Section 6.1 Library Free to Inhabitants and Taxpayers: The National City Public Library shall be forever free to the inhabitants and nonresident taxpayers of the state of California, subject always to such rules, regulations, and Bylaws as may be made by the ~~Library Board of Trustees~~. Any person who violates any rule(s), regulation(s), or Bylaw(s) may be fined or excluded from the privileges of the library.

Section 6.2 Contracting with Other Municipalities or County: The Library Board of Trustees and the legislative body of any neighboring municipality or the Board of Supervisors of the county in which the National City Public Library is situated may contract for lending the books of the Library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

Section 6.3 Title to Property: The title to all property acquired for the purposes of the National City Public Library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the Library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

Section 6.4 Rules, Regulations and Bylaws: The Library Board of Trustees may make and enforce all rules, regulations, and Bylaws necessary for the administration, government, and protection of the National City Public Library and any or all of its branches/extensions under its management, and all property belonging thereto.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

Section 7.1 Amendments to the Bylaws: Amendments to these Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or ~~three (3)~~ votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with state law regarding library governance in general law cities.

Commented [CEBJ11]: This section is not provided for in the City's Ordinance. This section appears to be taken from the City of Escondido's Library bylaws. However, the City of Escondido doesn't have an ordinance laying out limits on its library board's authority. I advise removing this section.

Commented [CEBJ12]: This addresses your Amendment question.

Adopted by the National City Public Library Board of Trustees on _____
(date)

Sherry Gogue, Chair/President
Library Board of Trustees

DRAFT

