



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

**ZOOM MEETING
September 1, 2021 - 5:30 PM**

You are invited to a Zoom webinar.
When: September 1, 2021 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – September 1, 2021

Please click the link below to join the webinar:

https://us06web.zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ

Public Comments: There are multiple ways you can make sure your opinions are heard and considered by the Library Board of Trustees:

1. **Submit your public comment prior to the meeting:** To submit a comment in writing, Email or mail to: LbtPubComment@nationalcityca.gov, provide the agenda item and title of the item in the subject line of your email. Public comments or testimony is limited to up to three (3) minutes. If the comment is not related to a specific agenda item: Indicate *General Public Comment* in the subject line. All email comments received by 3:30 p.m. on the day of the meeting will be read into the record at the Library Board of Trustees meeting and retained as part of the official record. All comments will be available on the City website within 48 hours following the meeting.
2. **Register online and participate in live public comment during the meeting:** To provide live public comment during the meeting, you must pre-register at https://us06web.zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ by 3:30 p.m. on the day of the meeting to join the Library Board of Trustees Meeting.

*****Please note that you do not need to pre-register to watch the meeting online, but you must pre-register if you wish to speak.**

Once registered, you will receive an email with a link from Zoom to join the live meeting. You can participate by phone or by computer. Please allow yourself time to log into Zoom before the start of the meeting to ensure you do not encounter any last-minute technical difficulties.

*****Please note that members of the public will not be shown on video; they will be able to watch and listen and speak when called upon.**

Public microphones will be muted until it is your turn to comment. Each speaker is allowed up to three (3) minutes to address the Library Board of Trustees. Please be aware that the Chair may limit the comments' length due to the number of persons wishing to speak or if comments become repetitious or unrelated. All comments are subject to the same rules as would otherwise govern speaker comments at the meeting. Speakers are asked to be respectful and courteous. Please address your comments to the Library Board of Trustees as a whole and avoid personal attacks against members of the public, Library Trustees, and City staff.

AGENDA

Call to Order

Roll Call

Public Comments and Communication

Consent Agenda

1. Approval of Agenda dated September 1, 2021
2. Approval of the Minutes of August 4, 2021 meeting
3. Approval of August 2021 Library Warrants
4. Approval to accept the grant of \$16,421 from California State Library for Library Access on the Go

New and Unfinished Business

5. Introduction of City Attorney's Office Attorneys – Charles Bell, City Attorney
6. Approval of Library Board of Trustees Annual Report FY2020-21
7. Little Free Library Campaign-Secretary Bang

City Librarian's Report

Principal Librarian Report

Other Reports

8. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting October 6, 2021 at 5:30 p.m.

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 Joyce Ryan, City Librarian at (619) 470-5800 or by email at jryan@nationalcityca.gov 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

August 4, 2021

CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by Secretary Bang at 5:31 p.m. on August 4, 2021.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Bradley Bang, Secretary
Margaret Godshalk, Trustee
Raymond Juarez, Trustee
Coyote Moon, Trustee
Paula Gapp, Alternate Trustee
President Gogue was absent and Secretary Bang chaired the meeting

STAFF PRESENT: Joyce Ryan, Director of Library and Community Services
Anne Defazio, Principal Librarian

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of August 4, 2021

Motion: Godshalk / Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of July 7, 2021

Motion to approve the minutes of the meeting of July 7, 2021

Motion: Moon / Second: Godshalk

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of June 2021 Library Warrants:

Motion to approve the warrants in the revised amount of \$34,704.01.

Motion: Godshalk / Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. Introduction of new Library & Community Services Director Joyce Ryan.

Joyce Ryan comes to NCPL with 20 years of library experience having spent the last seven serving as the Director of Santa Fe Springs Library in East Los Angeles. She also served as the Executive Secretary for the Public Art Program, was the Acting Community Services Director, as well as Acting Family and Human Services Director for the City of Santa Fe Springs.

5. **Report on Library Board of Trustees Term Limits and Selection Process-President**

Gogue. Library Director Ryan presented an information packet and explained the term limits and approval process needed from City Council for Library Board of Trustees vacancies and appointments. The Library Board has four Trustee and one Alternate Trustee positions expiring that need to be filled.

- ❖ **Little Free Libraries-Secretary Bang**-Secretary Bang had suggested at the 7.7.21 Library Board meeting that sites east of the 805 freeway be located for Little Free Library locations. He reported that he was unable to locate additional sites in this area. Trustee Moon suggested the Fire Station on Euclid Street as a possible site.
- ❖ Secretary Bang suggested that a campaign by the Library to encourage private citizens and businesses to place Little Free Libraries on their properties would offer wonderful opportunities for the providers of these Little Free Libraries and for the community that benefits from them. He requested that the topic of a Little Free Library Campaign be added to the next agenda as an item for discussion.

CITY LIBRARIAN AND PRINCIPAL LIBRARIAN'S REPORTS

- ❖ **Director Ryan reported on the Library Annual Report due to the State of California by 8/31.** Director Ryan stated that her recent arrival time has made it difficult for her to present the annual report on time and that she has asked for an extension.

OTHER REPORTS

- ❖ **Friends of the Library – Margaret Godshalk**- Trustee Godshalk reported on the reopening of the Friends of the Library Bookstore and that they are recruiting volunteers. She mentioned that the Friends had approved the purchase of the books published by *AKidsbookabout.com* at the discounted library rate of 40% off. Principal Librarian Defazio added that the order was being placed.

PUBLIC COMMENTS AND COMMUNICATION – Via email

- Joan Rincon's comments were uploaded to the public Library site and sent to the Library Board of Trustees after the Board Meeting.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ Trustee Godshalk commented on the Library Board's role for the Library and requested the Board Members read the *Trustee Toolkit for Library Leadership* provided previously to the Board and that a presentation or workshop be given to the trustees on this topic. Director Ryan offered to invite City Attorney Charles Bell to support that discussion.
- ❖ Director Ryan reminded the Board that several mandatory trainings are due or overdue by the Library Board on the *Brown Act, Social Media, Sexual Harassment, and Ethics Training*.
- ❖ Trustee Moon inquired if it is necessary to leave one Board while applying for a new Board, or if you can serve until actual appointment to a new Board. City Clerk Shelley Chapel was attending the Board meeting as an attendee and added to the chat that Trustee Moon could wait until another appointment before resigning.
- ❖ Trustee Godshalk inquired about the responsibility for maintenance of the Little Free Libraries provided by the County Superintendent Nora Vargas and that the Board members should stock and maintain them regularly.

- ❖ Trustee Moon suggested that the houseless population needs access to books and that suggestions of locations for Little Free Libraries should be in locations convenient for this population.
- ❖ Secretary Bang mentioned that no mention had been made previously of an annual report for the Library Board and Director Ryan explained that every Board must do a report every year.
- ❖ Trustee Moon inquired about access to City Hall with the changing COVID guidelines and if Library is changing services in response to the escalation of confirmed cases of COVID in recent days. Director Ryan responded that staff and patrons are currently required to wear masks in the Library.
- ❖ Trustee Juarez and Secretary Bang both mentioned appreciation of the purchase of the children's books published by *AKidsbookabout.com*.
- ❖ Trustee Godshalk welcomed Director Ryan to the Board and Board Members expressed interest in Director Ryan's experience.

ADJOURNMENT

Motion to adjourn meeting: Moon / Godshalk 4-0.

Meeting adjourned at 6:15 p.m. The next Board Meeting is scheduled for Wednesday, September 1, 2021 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
Director of Library and Community Services

Library Warrants			
FY 2021-2022		Sept. 1, 2021 Warrants	
Vendor Name	Description	Account	Amount
Allstate Security Services	Guard Services July 2021	104-431-056-299-0000	2447.64
Amazon	Office Supplies	104-431-056-399-0000	32.55
Baker & Taylor	Books	104-431-056-304-0000	182.38
Califa Group	Annual Membership Fee	104-431-056-222-0000	400
Demco	Office Supplies	104-431-00056-399-0000	384.35
		Total	3446.92



STAFF REPORT

Library Board of Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/1/21

SUBJECT: Consent Agenda: Approval to accept the grant of \$16,421 from California State Library for Library Access on the Go

RECOMMENDATION: Staff recommends Library Board of Trustees approve the acceptance of \$16,421 from the State Library for the Library Access on the Go grant.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: The National City Public Library applied for a competitive Library Services and Technology Act (LSTA) grant through the State Library called Library Access on the Go. The grant would enable the creation of a Library app for users to quickly and conveniently access library resources and services from their device. Within the past year, library patrons have relied heavily on the increased e-resources provided by the library. This grant would allow for more convenient access to those e-resources and also provide a platform to more easily notify patrons of new content, resources or programs. The app platform can also change the language to Spanish, if that is the user's preferred language.

The grant consists of the creation of the app itself with more dynamic search functionality, staff training on the app functions, and promotion of the library app through training videos, zoom sessions and website and social media posts.

EXHIBITS:

1. State Library's Award Letter



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SERVING OUR FUTURE.

July 23, 2021

Joyce Ryan, Library and Community Services Director
National City Public Library
1401 National City Boulevard
National City, CA 92095-4401

Dear Ms. Ryan:

We are pleased to approve the grant application for the Library Access on the Go project for a total of \$16,421 in federal Library Services and Technology Act (LSTA) funds.

Hard copies of this correspondence will not follow. Keep the entirety of this correspondence for your files and consider these award materials your original documents. Please refer to the Grant Guide located on the California State Library's [Manage Your Current Grant](#) webpage for more information and review the following:

LSTA Funds

Processing of grant payments may take from eight to 10 weeks before delivery. If you haven't received payment 10 weeks after submitting your claim form to the State Library's Fiscal Department, please contact your Grant Monitor.

Project Support

There are two people assigned to your project. The first is your Grant Monitor. Contact them regarding compliance and reporting. The Grant Monitor assigned to your project is Lynne Oliva at lynne.oliva@library.ca.gov. You're also assigned a Project Advisor for ongoing programmatic support. Your Project Advisor is Linda Stewart at stewart@plpinfo.org.

Please stay in touch with your Grant Monitor and Project Advisor throughout the award period. Read the enclosed award packet and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Anne Defazio anne.defazio@nationalcitylibrary.org
Linda Stewart stewart@plpinfo.org
Lynne Oliva lynne.oliva@library.ca.gov
Nicole Bravin nicole.bravin@library.ca.gov
Angie Shannon angie.shannon@library.ca.gov
Reed Strege reed.strege@library.ca.gov
Natalie Cole natalie.cole@library.ca.gov

THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

Award #:	40-9219
File #:	L-10
IMLS #:	LS-249951-OLS-21
ORGANIZATION:	National City Public Library
Project Title:	Library Access on the Go
Award Amount:	\$16,421

2021/2022 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	\$7,555
Consultant Fees	\$
Travel	\$
Supplies/Materials	\$
Equipment (\$5,000 or more per unit)	\$
Services	\$8,866
Project Total	\$16,421
Indirect Cost	\$
Grant Total	\$16,421
Payment Schedule	IN FULL

Start Date:	7/30/2021
End Date:	6/30/2022
<p>This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.</p>	

REPORTING

Financial and program narrative reports are required. All required reporting materials, as well as the Grant Guide, will be located on the California State Library's [Manage Your Current Grant](#) webpage. The Grant Guide for this project will list specific reporting due dates. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

PAYMENTS

Please note this clarification regarding payments. If your full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.



STAFF REPORT Library Board of Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/1/21

SUBJECT: Draft of Library Board of Trustees Annual Report for FY 2020-2021

RECOMMENDATION: Staff recommends Library Board of Trustees review and approve the Annual Report for FY 2020-2021.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: The National City Public Library's Board of Trustees is required to provide an annual report to the City Council. Although the report is due to the Council by August 31 every year, the Library received additional time to finish the report. Once reviewed and approved by the Board of Trustees, the report will be presented to City Council on September 21, 2021.

The past year has been challenging due to the COVID-19 pandemic. Staff have pivoted to virtual programming and tutoring through Zoom and other streaming media. Some events were modified to allow for social distancing such as the Halloween Booktacular Drive-Thru event. Literacy moved to virtual tutoring and storytimes went virtual, as well. Although the loss of open hours will affect the statistics for the year, National City Library has increased its holdings of e-resources and staff has used this past year to create opportunities for learning in a virtual environment.

This past year has also seen the completion of a multi-year digitization project and the successful launching of the Staying Connected project which provides literacy tutors and learners with laptops and hotspots.

The draft copy of the Annual Report is attached for your review and we welcome your comments and questions.

EXHIBITS:

1. Draft copy of the Library Board of Trustees Annual Report for FY 2020-2021



ANNUAL REPORT 2020-2021

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

Sherry Gogue, President

Bradley Bang, Secretary

Margaret Godshalk, Trustee

Raymond Juarez, Trustee

Coyote Moon, Trustee

Paula Gapp, Alternate Trustee

The Year in Review

The past year continued to reflect the hard work and dedication of library staff and volunteers, the support of the Friends of the Library, and the leadership of the Board of Trustees and City Council. The Library's main mission is to share and give access to learning and resources by teaching avid minds 21st century skills through introduction of more emerging technologies.

The Library was closed due to COVID-19 at the beginning of the fiscal year and was offering modified library services and virtual programming. The Library re-opened the Computer Lab in August 2020 until it was closed in early 2021 when the County fell back into the most restrictive tier of the State's Coronavirus "Blueprint" framework. Although curbside service for pickup of library materials and phone reference services were still being maintained, the Library quickly shifted to technology to curate services and resources to patrons. Virtual offerings such as electronic books and magazines, streaming platforms, and Zoom for tutoring and programs took center stage. The Library re-opened to the public for most services in mid-June 2021.

The statistics on the following page indicate that our e-card program and e-resources collection showed a dramatic increase. The e-resources collection size doubled during the past year due to the acquisition of consortium-led e-books and e-audio. E-cards allowed library patrons to fully utilize e-resources during the Library's closure.

Operating Highlights - Data Snapshot

	FY2018-19 Jul 2018 - Jun 2019 12 month data - Actual	FY2019-20* Jul 2019 - Jun 2020 12 month data - Actual	FY2020-21 * Jul 2020 - Jun 2021 12 month data - Actual
Hours Open	2,500	1,638	1782 (curbside)
			1512 (Computer Center)
			891 (Literacy ESL classes)
			54 (fully open)
Visitors to the Library	156,919	107,228	18,624
Website (virtual) Visits	96,648	80,109	51,340
Collection Size - Print	206,210	204,284	229,380
Collection Size - Electronic	83,101**	543,618**	1,087,409**
Active Library Cards	31,061	27,484	22,710
eCards	Not offered	238	5,911
Print Check Out	100,253	68,061	10,379
Digital (eBook) Check Out	3,341	5,792	6,307
Reference Questions-<small>includes LHR and Tech</small>	76,531	48,609	10,744
Computer Sessions	49,116	32,611	4,398
Wi-Fi Sessions	18,205	13,028	6,246
All Programs	1,568	1,280	238
Program Attendance <small>in person</small>	15,600	12,765	9
Online Program Attendance <small>Includes virtual, remote, and drive-thru programs</small>	0	0	10,217
Computer Classes / ESL/ Tutoring Attendance	186 classes / 555 attendees	150 classes / 496 attendees	360 classes /613 attendees
Volunteer Hours	3,693	4,660	226

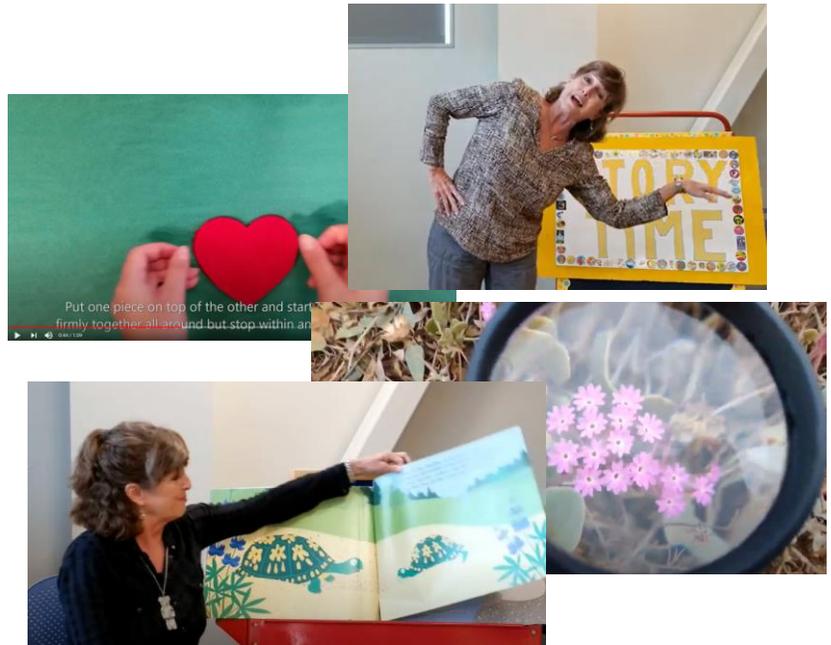
* Library closure in effect March 14, 2020 due to COVID-19.

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

Program Highlights

Virtual Storytimes and Crafts

- During the closure, staff pivoted to all-virtual programming, including our popular storytimes. Staff created virtual storytimes for our youngest patrons to allow them learning activities from the safety of their homes. Staff created unique craft programming available through Zoom and video for our participants.



STEAM Programs

- Starting in February 2021, the Library partnered with local school districts, FLEET Science Center, Stephen Birch Aquarium and many other co-partners of the National City STEAM Collaborative to create and provide the National City **16 Weeks of STEAM** programming. The Library was instrumental in registering participants for this important program, resulting in the registration of over 700 National City children.
- The Friends of the Library partnered with staff to fund craft kits and **STEAM kits** available for pick-up by library patrons to use at home.
- Starting in March 2021, the Library partnered with UCSD Extension/Sally Ride Science to offer **virtual STEAM programming** with a fellowship for five programs to 100 participants.
- The Tech Lab still provided print shop capabilities by providing **3D Printing** for over 20 patrons who sent in their designs. Typically, the 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.



Library Programs

Halloween Booktacular Event



Cars lined up in the parking lot for the Halloween Booktacular event in October. With the help of the Council on Literacy and the Molina foundation, Library staff distributed books to our community's children during Halloween - our first book drive-thru giveaway. A total of 582 book bags were distributed to families in 259 cars at our drive-thru event!

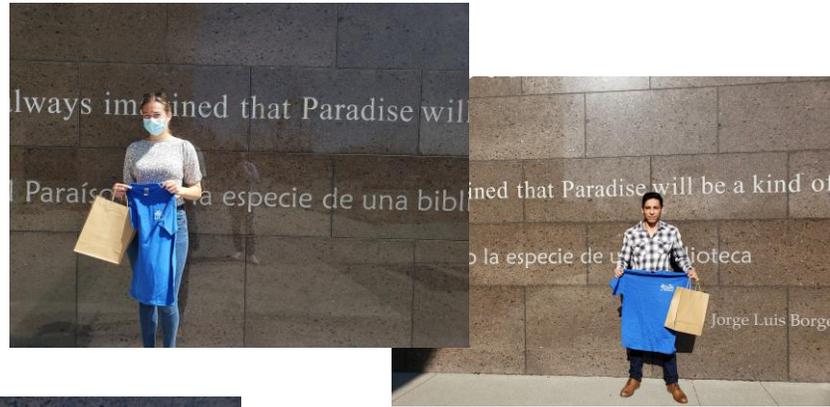
Holly Jolly Book Fest



The Holly Jolly Book Fest was a virtual event that featured Santa and his Elf. Children were able to submit their letters to Santa which were read "on the air" and then received a free book.

Volunteer Recognition

Thank You to our
Volunteers!



As we could not have a proper Volunteer Appreciation Night Dinner for our amazing Tutor Volunteers, we instead made “Thank You” Appreciation Bags for our Tutors to come and pick up. Each bag contained items that could be used for everyday use and tutoring (face mask, pens, literacy t-shirt, water bottle, flash drive, earbuds). Several of our dedicated tutors continued through these difficult times to help our community members reach their goals. A special note of Congratulations to Cris Mendez who received our first Tutor of the Year award!

Diversity Book Club

The new Diversity Book Club was put together by the library’s Teen Leadership Committee. With this book club, staff are hoping to spotlight books that represent diverse voices and new narratives that aren’t often represented in mainstream publications. Diverse voices can include LGBTQ characters, characters with a disability, immigrant or indigenous voices and books by and about people of color.

NATIONAL CITY LIBRARY TEEN LEADERSHIP COMMITTEE

FOR TEENS GRADES 7-12

Read and discuss books from diverse voices.
Sign up here: <https://bit.ly/dbcTLC>

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. Due to COVID-19, this program was challenged to maintain classes and services, but move them to a virtual environment.

All classes and services were held virtually this past year. 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)** - Four sessions of Basic ESL classes for non-native English-speaking adults who want to improve their writing and writing skills were held virtually. Each session was two months in length.
- ❖ **Workforce Literacy** - Tutors held virtual programs and services that helped adults find employment, move into a new job or enter trade-based training programs.
- ❖ **Computer Literacy** - Four 6-week classes were held on each of the following topics: basic computer skills, Excel basics, Zoom Basics, and PowerPoint basics. The classes were attended by 267 learners.
- ❖ **Preparation for various tests/exams** such as GED (General Educational Development), HiSet (High School Equivalency Test), ASVAB (Armed Services Vocational Aptitude Battery), Citizenship Exam.
- ❖ In addition to GED and HiSET test preparation tutoring, **Career Online High School**, an educational service offered by Smart Horizons and endorsed by the California 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 currently have 13 students enrolled.



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. The Library applied for and received \$135,000 for equipment and service for year 6 of the CENIC Broadband Project to increase the bandwidth from 1GB to 10GB and expand Wi-Fi access beyond the library building into the parking lot. This project will be completed in Fiscal Year 2021-22.
- **Technology Grants secured for innovative technology solutions** - As part of our *Staying Connected - Technology for All* project, the Library was awarded two grants: CDBG-CV Grant and Neighborhood Reinvestment Program Grant totaling over \$86,000. This funding allowed 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. In addition, CARES Act funding allowed for the purchase of 9 Chromebooks and hotspots for a general patron loan program. This equipment is due to be delivered in August 2021.
- **Additional E-Resources** - During the closure, many new e-resources were added to the Library's digital collection such as Comics Plus, JobNow, VetNow, and ProQuest. In addition, many new e-books and e-audiobooks were purchased to enable library patrons to access library materials without walking through the Library doors.

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)

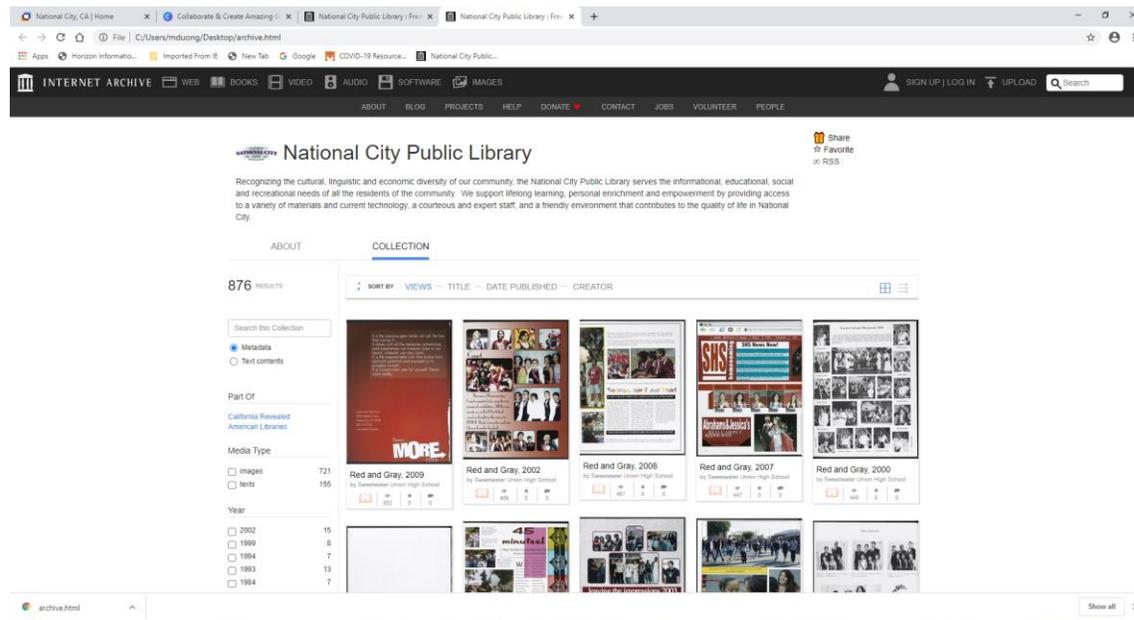
<https://archive.org/details/nationalcitylibrary?and%5b%5d=creator%3A%22national+city+high+school%22&and%5b%5d=creator%3A%22sweetwater+union+high+school%22>

- 59 diaries 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



The digitization of the Star News local newspaper on microfilm has been recently completed by the Center for Bibliographic Studies and Research (CBSR) at University of California, Riverside.

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 tutoring to adult-aged learners in several subjects such as GED, ASVAB, Reading and Writing, ESL, Citizenship, and Math.
- The Library's 16 Weeks of STEAM project was the culmination of a partnership with **FLEET Science Center**, **Stephen Birch Aquarium**, **Olivewood Gardens**, **Ocean Connectors**, **Stein Family Farm**, **A Reason to Survive (ARTS)**, **Sweetwater Union High School District**, **National School District** and many other organizations. The Library also teamed up with **UCSD Extension** and were offered a fellowship for five programs to 100 participants for virtual STEAM programming through **Sally Ride Science**.
- Literacy has teamed up with **AARP** to help promote our program and provide senior tutors. In addition, Literacy has also been working with the **San Diego Futures Foundation** to bring more computer classes and Internet Safety classes to the Library. The **San Diego Council on Literacy** donated thousands of new books as giveaways to our young patrons.

- **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.



- **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. The Friends of the Library generously donated approximately \$60,000 to fund the cost of the digitization of the historic Star News onto microfilm. This project was completed this fiscal year and will preserve this unique collection and make it accessible to all.

CLOSING REMARKS

2021 has been a challenging year on many levels due to the COVID-19 pandemic, causing the Library to pivot to virtual services. Although our doors had been closed to the public, staff continued to provide virtual services - storytimes, tutoring, phone reference, and additional e-resources. Of course, the traditional service days that were lost will affect our statistics; however, the closure also allowed for opportunities to better serve the public, both in our service model and in our pivot to assist our patrons.

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.



STAFF REPORT

Library Board of Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 9/1/21

SUBJECT: Little Free Libraries

RECOMMENDATION: Staff recommends Library Board of Trustees review and file the report on the Little Free Libraries

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Little Free Library Presentation

The Library Board Trustees stated at the meeting of August 4, 2021, that they would like to support a campaign to encourage the adoption and use of more little free libraries throughout National City for its residents. They have requested information about the Little Free Library program to learn more about supporting this project. The link that explains how to start a Little Free Library is <https://littlefreelibrary.org/start/>.



STAFF REPORT

Library Board of Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/1/21

SUBJECT: City Librarian Report

RECOMMENDATION: Staff recommends Library Board of Trustees review and file the City Librarian report.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Library Board of Trustee Roles & Responsibilities Training:

The Library Board Trustees stated at the meeting of August 4, 2021, that they had never been trained on their roles and responsibilities as trustees. The City Librarian is working with the office of the City Attorney to create a workshop training on the roles & responsibilities of the trustees. We are hoping to schedule a date in October 2021 when we can present this training and answer questions.

Trustees had also requested having an agenda item to discuss the vision of the Library going forward. However, it is recommended that we have the training first so that trustees are mindful of their role in creating any goals for the Library. We are hoping to bring this item to the Board in November 2021.

Survey for Library Hours and Services

A survey has been presented to the public at different service points in the Library requesting feedback on hours of operation and public services.

Staffing

The Library has hired two new Part-Time Librarians, Alexandra Goncalves and Amber Sykes. Alex will be working mostly in Children's, but will also be working at the main Reference Desk. Alex has worked for the National City Public Library for 8 years as an Office Aide. Amber will work in the Local History Room and the main Reference Desk. In addition, staff will be interviewing candidates for the Library Technician (Part-Time) position in Children's the first week in September.



STAFF REPORT

Library Board of Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 9/1/21

SUBJECT: Principal Librarian Report

RECOMMENDATION: Staff recommends Library Board of Trustees review and file the Principal Librarian report.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

AKid'sBookAbout.com

An order has been placed to purchase books for the children's collection from the publisher, A Kid's Book About.com.

Library Events and Outreach

The library staff is planning some holiday events and to participate in several upcoming outreach events. Currently scheduled outreach events include the grand opening of Paradise Creek Park, A Kimble Holiday, and Movie Nights in the Park. The library plans to give away books and other giveaways, have craft activities and provide information on library services. Please stop by the library booth and say "hello" if you attend these events and please share this information to help us spread the word. If you know of other events that can include the library as a tabling nonprofit vendor, please let us know so that we can take the opportunity to spread the word about library services.