



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

**ZOOM MEETING
October 6, 2021 - 5:30 PM**

You are invited to a Zoom webinar.
When: October 6, 2021 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – October 6, 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 October 6, 2021
2. Approval of the Minutes of September 1, 2021 meeting
3. Approval of September 2021 Library Warrants
4. Approval to accept the California Library Literacy Services (CLLS) grant of \$39,141 from California State Library for Library Literacy Services Program for FY2022

New and Unfinished Business

1. Welcome to New Trustee, Anzeuth Zambrano
2. Laptop and Hotspot Loan Project for Adult Patrons

City Librarian's Report

Principal Librarian Report

Other Reports

3. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting November 3, 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

September 1, 2021

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 5:31 p.m. on September 1, 2021.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President
Bradley Bang, Secretary
Margaret Godshalk, Trustee
Raymond Juarez, Trustee
Coyote Moon, Trustee (joined at 17.50 minutes)

STAFF PRESENT: Joyce Ryan, City Librarian
Anne Defazio, Principal Librarian
Charles Bell, City Attorney
Jennifer Gilman, City Attorney
Leah Munoz, Executive Assistant

PUBLIC COMMENTS AND COMMUNICATION – Via email

- Joan Rincon – comments on library operations.

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of September 1, 2021

Motion: Godshalk / Second: Bang Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of August 4, 2021

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

Motion: Bang/ Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of August, 2021 Library Warrants:

Motion to approve the warrants in the revised amount of \$3,446.92.

Motion: Godshalk / Second: Bang

Vote: Ayes: 4 Nays: 0

Motion carried.

4. Approval to accept the grant of \$16,421 from the California State Library for Library Access on the Go

Motion to adopt the California State Library Grant for Library Access on the Go

Motion: Bang / Second: Godshalk

Vote: Ayes: 4
Motion carried.

Nays: 0

NEW AND UNFINISHED BUSINESS

5. **Introduction of City Attorney's Office Attorneys-Charles Bell, City Attorney, Jennifer Gilman, City Attorney, Gabriela Torres, City Attorney (absent), and Leah Munoz, Executive Assistant-City Attorney,** Charles Bell, introduced his staff and said that he is available for any questions by the Board. He also thanked the Board for their service.

6. **Approval of Library Board of Trustees Annual Report FY2020-2021**

Director Ryan presented the annual report to the Library Board for their approval. Secretary Bang suggested the report be approved with a minor typographical error correction on page 8.

Motion to adopt the Library Board of Trustees Annual Report FY2020-2021

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

7. **Little Free Library Campaign-Secretary Bang**

Trustee Godshalk commented on responsibilities of maintaining and supporting the Little Free Libraries and suggested a maintenance team. Secretary Bang reviewed the Little Free Library Program and found it favorable and positive for the community. He suggested that it is not necessary to pay the annual mapping fees to provide Little Free Libraries to the National City Community.

CITY LIBRARIAN'S REPORT

- ❖ **Director Ryan updated the Board on the status of the Little Free Libraries being donated by the County of San Diego to the National City Community.** Director Ryan suggested that since the units come unpainted, that she would seek to collaborate with the local organization, ARTS, to have them painted.
- ❖ **Director Ryan described the training that will be provided to the Library Board members on the roles and responsibilities in response to the Library Board's request at the 8.4.21 Library Board meeting.** October 13 and October 20 at 5:30 p.m. were two dates suggested as possible training dates.
- ❖ **Library Survey** – Director Ryan described the Library survey posted in the Library for patrons to better understand the public needs for library hours and services.
- ❖ **Staffing**-Director Ryan reported that two new Librarians have been hired and that we are actively recruiting other positions.

PRINCIPAL LIBRARIAN'S REPORTS

- ❖ **A Kid's Book About Books**-Principal Librarian Defazio reported that the order has been placed for these children's books to add to our collection.
- ❖ **Library Events and Outreach**-Principal Librarian Defazio reported on the various upcoming events that the library would be hosting or attending as a nonprofit vendor as outreach opportunities to share with the community about library services and programs. It was requested that the board members share any community opportunities that they learn of for the library to possibly attend as outreach to promote library services and programs.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- ❖ Trustee Godshalk reported on the Friends of the Library Bookstore hours of operation. She also reported that the Friends were working on providing branded bags for promotion of the Library at outreach events.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ **Secretary Bang**-Described survey provided by San Diego Public Library that includes focus groups to determine library services for the community and suggested that National City would be well-served with similar methods. Director Ryan shared that this is the kind of information used to create a strategic plan and she suggested input from the public on SWOTS (strengths, weaknesses, opportunities, and threats).
- ❖ **President Gogue**-Asked if the Library is currently accepting donations.
- ❖ **Bradley Bang**-Suggested Library post signage that it is supporting the Registrar of Voters by being a ballot drop off location.
- ❖ **Trustee Moon**-Inquired whether there is a policy about videoing patrons in the library by the public and Director Ryan said she will investigate.
- ❖ **Trustee Godshalk**-Is excited about the Library direction and that it is “re-energized” and the library is more involved with the community.
- ❖ **Trustee Juarez**-Also excited about the direction of the Library. This is his last Board meeting. He expressed his appreciation for the new personnel and “positive going forward.” He thanked everyone for their patience and expressed his appreciation for all he has learned from being part of the Board. He has heard good things about the direction of the library.
- ❖ **President Gogue**-Is happy about the training that will be provided to the Board.
- ❖ **Trustee Moon** inquired about the new selection of the new Library Board of Trustees.
- ❖ **President Gogue** inquired why community members cannot serve on more than one National City board at the same time.

ADJOURNMENT

Motion to adjourn meeting: Moon / Godshalk, 5-0.

Vote: Ayes 5: Nays 0

Motion carried.

Meeting adjourned at 6:41 p.m. The next Board Meeting is scheduled for Wednesday, October 6, 2021 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian

Library Warrants

FY2021-22

Board Meeting 10/06/21

BALANCE SHEET - BOARD MEETING

Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	FUNDS				Total
						Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	
Allstate Security Services Inc	Guard Services August 2021	104-431-056	299			2,761.44				2,761.44
Amazon	Books Supplies	104-431-056	399			627.72				627.72
Library Pass	Comics Plus Renewal FY22	104-431-056	304			2,250.00				2,250.00
Midwest Tape	Audio	104-431-056	304			548.31				548.31
Smart Source	Business Cards - Ryan/Defazio	104-431-056	399			109.70				109.70
Approved by Board									Total	\$ 6,297.17



STAFF REPORT

Library Board of Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 10/6/21

SUBJECT: Consent Agenda: Approval to accept the California Library Literacy Services (CLLS) grant of \$39,141 from California State Library for Library Literacy Services Program for FY2022

RECOMMENDATION: Staff recommends Library Board of Trustees approve the acceptance of the California Library Literacy Services (CLLS) grant of \$39,141 from the California State Library for the Library Literacy Services Program for FY2022.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: The California Library Literacy Services (CLLS) grant is designed to support the Library's literacy services program for adults who seek to improve their reading, writing, math, and computer skills. The award amount the State Library provides to libraries that offer literacy services to their communities is based on a three-part funding formula:

1. A baseline amount (\$20,000) for each approved library literacy program;
2. A per capita amount per adult learner served in the previous year's program; and
3. Additional funding raised by local funds earmarked for adult literacy services. This local funding is fulfilled by a CDBG grant the City Council awarded to the Library on May 4, 2021 in the amount of \$47,949.00 to defray the personnel costs of the Literacy Coordinator who oversees the operation of the literacy program.

The CLLS grant is awarded in two installment payments. The first payment of \$39,141 (90% of the Adult Literacy Award) is being awarded at this time. The second payment of \$4,349, representing the remaining 10% of the total award for FY 2022, will be claimed at a later date upon submission of the mid-year narrative and financial reports that demonstrate program activity and confirm that 75% of the award has been expended. The total award amount for FY 2022 will be \$43,490.

The National City Public Library's Adult Literacy Program provides literacy services to English-speaking adults, helping them reach their goals as lifelong learners, community members, workers, and family members. The Adult Literacy Program values learner-centered education, and places the real-world needs and interests of adults at the center of the curriculum.

EXHIBITS:

1. State Library's Award Letter



California
STATE LIBRARY
FOUNDED 1849
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

August 5, 2021

Joyce Ryan, City Librarian
National City Public Library
1401 National City Blvd.
National City, CA, CA 91950

Dear Ms. Ryan:

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, 2021, is:

- Adult Literacy Services: \$43,490

Note: This year, your Adult Literacy Services award amount is \$694 higher than your projected award amount. You will need to complete a Budget Modification Form to reflect how you will use the entire award when you complete your claim form. Information about the Budget Modification requirement and the form is included at the back of the award packet.

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

- 90% of the Adult Literacy Award \$39,141

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

Your funds must be encumbered by June 30, 2022, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2022. 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 Annly Roman at annly.roman@library.ca.gov.

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 completed and signed Budget Modification Form and claim and certification forms (attached). All forms should be completed, and signed using DocuSign in order to be processed for payment.

Our library literacy staff is available to assist you throughout the year. Your Advisor is Beverly Schwartzberg: beverly.schwartzberg@library.ca.gov and your Grant Monitor is Annly Roman: annly.roman@library.ca.gov. Please contact them with any questions.

Thank you for your willingness to do so much for so many people in need. Best wishes for a successful year.

Respectfully yours,

Greg Lucas
California State Librarian

Cc: Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov
Annly Roman, annly.roman@library.ca.gov
Gina Iwata, Gina.Iwata@library.ca.gov
Mikki Vidamo, mikki.vidamo@nationalcitylibrary.org

Enc: Claim form and certification form



STAFF REPORT Library Board of Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 10/6/21

SUBJECT: “Tech To Go” Laptop and Hotspot Lending Program

RECOMMENDATION: Staff recommends Library Board of Trustees approve loan period and late fee for this program.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: In February 2021, the State Library announced that laptops and hotspots would be provided to libraries around the state using \$1.6 million in emergency COVID-19 recovery funds. The National City Public Library received 9 laptops and 9 hotspots in August as a sub-recipient of this program. Library staff intend to check them out to the public and plan on utilizing the Literacy laptop/hotspot lending program as a basis for this.

Currently, staff are recommending a loan period of three weeks, with 2 renewals available if the item is not on hold. Staff are also recommending late fines of \$3 per day for late returned items. Replacement fees for lost items are listed on the agreement signed by the borrower. Borrowers will not be able to utilize the book drop for these materials; patrons are required to come inside the library to return the items at the Circulation Desk.

Attached to this staff report is a copy of the checkout policy and user agreement. Staff are working on translating this form into Spanish.

EXHIBITS:

1. Technology Device Checkout Policy and User Agreement



National City Public Library

Tech To Go Program

Technology Device Checkout Policy and User Agreement

As part of its assistive technology program, **National City Public Library** offers equipment loan to patrons who want to check out a tech device (laptop + accessories and/or hotspot) to use offsite. Tech devices are available on a first-come, first-served basis to 18-year-old-and-over borrowers with a library card in good standing and a current government-issued photo ID.

To checkout a tech device, patrons agree to the following:

Tech Device Borrowing Policy

- I understand that the device is for the **SOLE** use of the borrower for educational purposes only.
- Upon check out, I will immediately inspect the tech device and agree that it is in good condition. While the device is in my care, I further agree to report to National City Public Library (619-470-5800) immediately if the tech device is malfunctioning, damaged, lost, or stolen.
- I understand that I am required to return the tech device by handing it *in-person to the Circulation Desk* on the library’s main floor by 7:00 pm on the due date of _____.
- Upon return of the device, I understand I can check out another device if I still need it.

Tech Device Borrower Responsibilities

- I understand any use of the tech device for illegal purposes is strictly prohibited, including unauthorized copying of copyright-protected material in any format, or creation and transmission of threatening, harassing, defamatory, or obscene material.
- I understand that I am solely responsible for protecting my personal information and safeguarding my online privacy as Internet sites may track their visitors. I understand it is my responsibility to log out of any application and remove personal data from the tech device prior to its return to the Library. I also understand that all my stored data on the device, if any, will be erased upon check-in at the Library.
- I understand that the Library assumes no responsibility for the loss and compromise of information transmitted across the connection or any damage to or loss of data on personal storage device.
- I further understand that the Library is not responsible for any liability, damages, or expenses resulting from use of the tech device, connection of the tech device to other electronic devices or hotspots, or data loss resulting from the use of the tech device.

Damage or Loss of Equipment

- I agree to accept full financial responsibility for failure to return the tech device and accompanying accessories (charging/power cords, cases, etc.), loss of, and any damage incurred to the device while in my care. I will be charged for replacement cost as follows:
Laptop/Chromebook: \$500. Hotspot: \$75. Accessories: up to \$45.

By signing below, I have read, understand, and agree to all the terms and conditions stated above as well as any other policies the National City Public Library has placed on electronic device checkouts.

Borrower’s Name: _____

Signature: _____

Library Card Number: _____

Date: _____

For Staff Use:

Devices checked out:

Laptop

Hotspot

Serial #: _____

#: _____

This agreement is specific to the tech device(s) checked out as recorded above by the borrower for the loan period specified in this agreement. Each checkout requires a different agreement, which will be kept on file until the device is returned and verified that it is in the same working condition as at checkout.

Staff Initials: _____



STAFF REPORT

Library Board of Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 10/6/21

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:

Annual Report Presentation to City Council

The annual report approved by the Library Board on September 1, 2021 was presented to the City Council on September 21, 2021. Thank you to President Sherry Gogue who presented the report.

Library Access on the Go Grant Update

The City Council approved the acceptance of grant funds (\$16,421) for the Library Access On the Go grant which the Library Board had approved on September 1, 2021. Staff will be working on this project and will notify the Library Board of significant milestones and will give a presentation to Board members on its completion.

Library Board of Trustee Roles & Responsibilities Training

Just a friendly reminder that the Library Board of Trustees Workshop on Roles & Responsibilities will be held on October 13, 2021 at 5: 30 p.m. via Zoom. You all should have received the Zoom invitation. Please let Anne Defazio know if you did not receive the Zoom invitation. The City Librarian is compiling information into a Trustee Manual for each Trustee that includes bylaws and current policies, and we are hoping to have that available in November 2021.

Little Free Libraries

Staff are working to receive Little Free Libraries from the County of San Diego. All donations of this magnitude must go through the City Attorney's Office and our Finance Department. We are also working at pinpointing locations. The County has at least two libraries that we can install as soon as the approvals have been made. Staff will be bringing this to the Board meeting of November 2 for approval.

Broken Window

Three weeks ago, a window was broken on the north side of the Library. The outer pane of the double-paned glass was shattered. Public Works removed the rest of the broken glass and the cost for replacement is approximately \$4000.

Staffing and Workflow

The Library has hired one new Part-Time Library Technician. Staff are holding interviews for Part-Time Librarian (4 open positions) and Part-Time Library Assistant (2 open positions). In addition, Director Ryan is looking at workflow, staff, and software improvements for circulation and technical services.



STAFF REPORT

Library Board of Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 10/6/21

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:

New children's books received and displayed:

The new books ordered from the publisher *A Kid's Book About* have been received and are on display in the Children's Room.

Library outreach events:

The Library staff has been participating in community outreach events with the Miracle Babies Diaper and Clothing distribution and the Olivewood Gardens Food Distribution. During the month of September, the Library has distributed 550 books and informational bookmarks promoting library services.

Upcoming Library Program:

The Library is preparing for the annual Library Halloween Booktacular event. Last year, during COVID, the Library held a successful drive-through event, giving away approximately 600 books, candy, and bags with library information. This year, the staff is preparing for the same turnout. The Friends of the Library have provided funding for the candy and bags for the event. They have also offered to assist with preparing the bags. The preparation is currently underway for this Thursday, Oct. 28, 3-6 p.m. event. Plans are being made for a December holiday children's event.