



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

**ZOOM MEETING
February 2, 2022 - 5:30 PM**

You are invited to a Zoom webinar.
When: February 2, 2022 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – February 2, 2022

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 February 2, 2022
2. Approval of the Minutes of January 5, 2022 meeting
3. Approval of January 2022 Library Warrants

New and Unfinished Business

4. Recommendation to Establish a Fine-Free Policy at NCPL
5. Library Hours and Services Survey Discussion
6. Memo Cavada Slideshow

City Librarian's Report

Principal Librarian Report

Other Reports

7. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting March 2, 2022 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.

Motion to approve acceptance of the Federal Communications Commission grant award for the Emergency Connectivity Fund in the amount of \$15,225.80.

Motion: Godshalk / Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

5. Election of Officers

Secretary Bang opened up nominations for Board of Library Trustees President and Secretary. Nominations were accepted by both nominees, incumbent Gogue by text and Godshalk. Votes were taken and all four board members present voted to elect Margaret Godshalk as President and to re-elect H. Bradley Bang as Secretary for the new term. Margaret Godshalk then proceeded to chair the meeting, taking over for H. Bradley Bang, who was chairing in the absence of Sherry Gogue.

6. Discussion Regarding Policy on Reconsideration of Library Materials-Secretary Bang, Trustee Moon

Director Ryan presented an outline and supporting documents (*Freedom to Read*, American Library Association; *Statement of General Policy and Selection Criteria*, National City Public Library and *Library Bill of Rights*, American Library Association) as a proposal for reconsideration of library materials when a card-holding patron requests that an item be removed from the collection for content, since the National City Public Library currently does not have a policy. The Board offered some suggestions to be included in the policy. Director Ryan will draft the policy based on the guidelines from other major libraries and the input from the Board and will report back to the Board at a subsequent meeting.

CITY LIBRARIAN REPORT

- **Update Recruitment to fill vacancies, Senior Library Technician (FT) and Administrative Secretary (FT)**- Director Ryan described having to repost the Sr. Library Technician position to the California Library Association website to attract qualified candidates. This recruitment will close on January 18, 2022. There will be upcoming interview panels for both open positions.
- **Update on Mitigation of Library Fines:** Director Ryan mentioned that NC, Coronado, and Carlsbad are the only three libraries in the County that are currently charging library fines. Director Ryan is still studying the impact and gathering data which she will bring to the Board at a later date.
- **1000 COVID at Home Distribution Kits**-Kits were distributed in library parking lot on Tuesday, January 4, 2022 in collaboration with other City Departments and the Mayor's Office.

PRINCIPAL LIBRARIAN REPORTS—Principal Librarian Defazio described the recent outreach events. *Miracle Babies' Diaper Distribution* had a distribution of 750 books and 500 kits; *A Kimball Holiday* had 474 attendees; and the *Holly Jolly Bookfest* had 732 attendees and a distribution of 462 gifts bags for children with candy/book/craft and library information. There will be a *Miracle Babies' Diaper Distribution* event in January, Other future events were presented

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- Holiday lunch instead of regular monthly meeting for Friends of the Library.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ Secretary Bang-Commented on Penny Moreau and the Library Book Club request to meet in the Library. He wants to see topic of meetings on the agenda. Director Ryan said that the City and the Library look to the protocols at the California State Department of Health, the County Health Department, and our City leaders. Ryan reminded the Board that we have an obligation to protect the public health and she will update the Library Board when there will be changes.
- ❖ Secretary Bang-Comments from Joan Rincon-Sec. Bang asked if an exhibition in the Library on Memo Cavada is possible.
Motion to add discussion of Memo Cavada exhibit to agenda for discussion for February Board meeting.
Motion: Bang/Second: Moon
Ayes: 4 Nays 0
Motion carried.
- ❖ Sec. Bang commented on Joan Rincon’s suggestion of expanding the Teen Area in the Library.
Motion to add update of possible changes to teen room for next meeting.
Motion: Bang/ Second: Moon
Ayes: 4 Nays 0
Motion carried.
- ❖ Trustee Moon asked about menstrual products being provided in the library for free. Director Ryan said she would look into this and provide an update.
- ❖ Chair Godshalk acknowledged Principal Defazio for grant work.
- ❖ Sec. Bang commented that the Library presence at *Miracle Babies’ Diaper Distribution* is positive for the library and the community.

ADJOURNMENT

Meeting adjourned at 6:45 p.m. The next Board Meeting is scheduled for Wednesday, February 2, 2022 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 2/2/22

SUBJECT: Mitigation of Library Fines

RECOMMENDATION: Staff recommends Library Trustees establish a fine-free policy to remove barriers for access at the National City Public Library.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Within the past four years, many libraries across the country have decided to remove late fines citing that these fines are now seen as a barrier to access to library materials and create a disproportionate financial burden on low-income families, youth, older adults, and communities of color. This can be seen as the culmination of a debate that has continued for years within the library profession. Many librarians see fines as a necessary tool for accountability in patrons, while others see late fines as a discriminatory practice propagating social inequity.

At the 2019 ALA Midwinter Meeting, the American Library Association on behalf of its members, drafted and approved a “Resolution on Monetary Library Fines as a Form of Social Inequity.” The ALA noted in the resolution that monetary fines present an economic barrier to access to materials and resources and added that statement to the ALA Policy Manual. In addition, the resolution urged members to “scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them.”¹

Over the years, many libraries across the country have created programs to address late fines – Read Down Programs, Food for Fines programs, Amnesty Days, Fine-free Days, etc. In addition, many libraries have also started programs that eliminated late fines on children’s and young adult materials. Although these programs have met with certain success, they are also considered to be a “piece-meal” solution to a larger issue regarding the disproportionate impact on vulnerable populations. Consequently, many library systems have decided in recent years to eliminate late fines for all patrons.

Many large library systems across the country have removed late fines from their fee schedule. New York Public Library, Chicago Public Library, Los Angeles Public Library, San Francisco Public Library have all removed patron late fines. In San Diego County, the vast majority of libraries are now fine-free. All San Diego County libraries and San Diego Public Libraries (City of San Diego) are fine-free libraries. Chula Vista Public Library (3 locations) went fine-free on July 1, 2021 and Escondido Public Library went fine-free on September 1, 2021. Oceanside Public Library stopped assessing fines and forgave assessed late fines in August 2021. The only libraries in San Diego County that continue to charge overdue fines are the National City Public Library, Coronado Public Library, and Carlsbad City Library. (Both Coronado Public Library and Carlsbad City Library are exploring the option of going fine-free.) In addition, library fines at Coronado Public Library are less than fines in our existing fine structure.² Out

¹ “Resolution on Monetary Library Fines as a Form of Social Inequity,” 2019 ALA Midwinter Meeting. Accessed Nov. 24, 2021.
<https://www.ala.org/aboutala/sites/ala.org/aboutala/files/content/Resolution%20on%20Monetary%20Library%20Fines%20as%20a%20Form%20of%20Social%20Inequity-FINAL.pdf>

² As of December 2021, Coronado Public Library late fine structure is as follows: \$.05 per day for Children and Teen materials, \$.20 per day for adult materials, \$1 per day for DVDs.



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of the total of 85 libraries in San Diego County, 82 have gone fine-free (San Diego County Library has 41 locations; San Diego Public Library has 36 locations; Chula Vista has 3 locations).

Fiscal Impact

Currently the National City Public Library charges \$.25 per day in overdue fines for books and magazines, \$3.00 per day in overdue fines for DVDs and audiobooks, and \$1.00 per day in overdue fines for test books and audio CDs. With the current fee schedule, a parent checking out 8 picture books and returning those items one week late, would owe the library \$14.00 in overdue fines. A patron checking out 6 movies and returning them one day late would owe \$18.00.

The table below shows the current fine structure for the National City Public Library:

Item Type	Checkout Period	Overdue Fine	Renewable
Children's, Young Adult and Adult Books and Magazines	28 days	\$0.25/day	1 time – 2 weeks
Audiobooks	14 days	\$3.00/day	1 time – 2 weeks
DVDs/Blu-Rays	7 days	\$3.00/day	Only educational 1 time – 1 week
Audio CDs	14 days	\$1.00/day	1 time – 2 weeks
Test Books	7 days	\$1.00/day	1 time – 1 week

Library patrons need to renew items online or ask a library staff member to renew the items for them. In addition, when patrons check out a book and the item is lost, the patron is responsible for the replacement cost as designated in the electronic catalog (typically, MSRP) and a \$5.00 processing fee. If the item is later found, the patron is not able to receive a refund from the library and is told to keep the item.

Staff reviewed the actual revenue amounts for past fiscal years to determine the amount of late fines that would not be realized if the Library were to go fine-free. The Library monitors the amount of late fines and other fees that are deposited into revenue in the Library's budget. The table below shows the annual amount of fines and fees that the Library has received since Fiscal Year 2015-16:

Fiscal Year	Library Fines Revenue	Total Library Budget	Revenue as Percentage of Library Budget
2015/16	\$38,207.52	\$2,285,400 (Actual)	.017%
2016/17	\$39,442.92	\$2,501,782 (Actual)	.016%
2017/18	\$48,143.78	\$2,412,792 (Actual)	.020%
2018/19	\$34,729.40	\$2,363,881 (Actual)	.015%
2019/20	\$20,049.93	\$2,554,119 (Actual)	.008%
2020/21	\$2,585.52	\$2,701,447 (Actual)	.001%
2021/22	\$2,558.75 (as of 11/22/21)	\$2,330,960 (Adopted)	.001%

The highest revenue year was FY 2017/18 with \$48,143.78 in revenue; even then, the percentage of revenues was only .02% of the overall Library budget. Since then, however, revenue levels from late fines have dropped, even accounting for decreased circulation due to COVID closures. It is important to note, also, that the figures above are a combination of fines and fees. Late fines are a significant



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Board of Library Trustees

portion of the revenues listed; however, other fees such as lost item replacement fees, processing fees, etc. are also included in these revenue totals. There has traditionally been no separation of revenue source (i.e., late fines, processing fees, etc.) within the budget.

The Library currently has 22,491 active borrowers (borrowers who have utilized library materials within the past five years). The table below shows the current balances for each type of fine or fee since 2017, with the total balance of late fines as \$52,029.59 (highlighted).³

Bill Library Desc	Bill Created Year	2021	2020	2019	2018	2017	Total
	Bill Reason	Total Outstanding Bill Amount					
National City Public Library	CaC	\$2.00	\$2.00	\$8.00	\$8.00	\$10.00	\$30.00
	credit		-\$25.00	-\$25.00	-\$50.00	-\$25.00	-\$125.00
	damage		\$115.00	\$254.50	\$322.00	\$262.50	\$954.00
	fee	\$28.00	\$20.00	\$23.00	\$45.00	\$64.00	\$180.00
	fine	\$3,649.65	\$4,942.70	\$13,793.55	\$15,816.41	\$13,827.28	\$52,029.59
	lost	\$5,431.99	\$14,097.99	\$16,096.10	\$17,874.90	\$19,627.87	\$73,128.85
	LostPro	\$685.00	\$2,910.00	\$3,400.00	\$3,705.00	\$3,990.00	\$14,690.00
	Misc	\$10.30	\$226.35	\$34.10	\$464.74	\$88.90	\$824.39
Total		\$9,806.94	\$22,289.04	\$33,584.25	\$38,186.05	\$37,845.55	\$141,711.83

Staff Recommendations

Late Fines

Staff recommend the removal of all late fines – including those already assessed. If late fines have already been paid, those payments are non-refundable.

Lost Items/Other Fees

If library materials are reported as lost, the library patron will assume responsibility for the replacement costs for the item(s). In addition, the Library will continue to assess fees for the following services, including:

- Library Card replacements
- Copying/printing
- Damage to library materials
- Collection Referral
- Non-sufficient funds (NSF)

Customers are encouraged to return materials in a timely fashion to the Library so others may enjoy our shared resources. Items not returned within 28 days of their due date will go to a “lost” status and customers will be billed for their replacement. Staff recommend that processing fees no longer be assessed on lost items. Customers will continue to be responsible for reconciling any lost items or fees

³ Bill reason “CaC” indicates the purchase of a Computer Access Card for printing purposes.



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on their library account by either returning the item(s) or paying the replacement fee. Customers with a billed status of over \$10 on their library account fall out of good standing.

Noted Concerns

Some community members express concern regarding the idea of removing fines as creating a lack of accountability in patrons and are worried that materials will not be returned. However, current practice has shown a different outcome. In 2019, Chicago Public Library and its 81 locations eliminated late fines for all materials and erased outstanding debt. As a result, the amount of books returned within the first few months was up 240%.⁴ Many patrons may owe fines and then be afraid or ashamed to come back to the library. In that instance, not only does the library lose the revenue and the materials – they also lose the patron. Many libraries that have gone fine-free have noted that they now have more patrons coming in the door than ever before and their circulation statistics are rising.

The burden of administrative fines and fees can create financial strain for low-income families and can contribute to a cycle of economic hardship. Administrative fees can also have a disproportionate impact on vulnerable individuals, particularly youth, non-citizens, and people of color. Overdue fines represent a small portion of the library's budget and are not a steady or reliable source of revenue. We believe that the library's mission to provide free and equal access to materials and services is important and are choosing to make that a priority for our patrons.

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⁴ Spielman, Fran, "Lightfoot's Decision to Eliminate Library Fines Triggers 240% Increase in Book Returns," Chicago Sun-Times, October 30, 2019. Accessed Nov. 24, 2021. <https://chicago.suntimes.com/news/2019/10/30/20940677/chicago-public-library-no-fines-book-returns-increase-lightfoot>



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STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 2/2/22

SUBJECT: Library Hours and Services Survey Results Discussion

RECOMMENDATION: Staff recommends the Board of Library Trustees discuss the survey results for possible future action.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

In September 2021, the Library posted a survey for its patrons regarding days that they would typically visit the Library and services that they feel are most important to its use. Over the course of four months, the Library received 80 responses in English and Spanish. A spreadsheet of the responses is attached. As seen by the responses, the least likely day for patrons to visit is Sunday; however, most respondents stated that the current posted hours are convenient.

The most popular reasons for visiting the Library were to check out materials, have a quiet place to study, or to use a computer. The most popular services were to copy/print, utilize literacy services and homework help, and to volunteer.

EXHIBITS:

1. Survey Results Totals

LIBRARY SURVEY RESULTS (Paper & Online)

1. The regular pre-Covid library hours (M-Th 10-8 and Sat/Sun 1-5) are convenient for you?

	Paper	Online	Total
Yes	29	41	70
No	3	7	10

2. What days are you most likely to visit the library?

Monday	20	29	49
Tuesday	19	26	45
Wednesday	18	26	44
Thursday	16	22	38
Friday	15	13	28
Saturday	7	20	27
Sunday	6	13	19

3. Reason most likely to visit the library:

check out lib. materials	16	13	29
quiet study place	12	8	20
attend a program	1	6	7
to do a craft	2	1	3
get help with information	5	3	8
use a computer	8	6	14
use Wi-Fi on personal device	2	1	3
make a copy/print	3	5	8
other ("jobs/etc.")	1	5	6

4. Most important services:

	Paper	Online	Total
homebound service	5	4	9
ESL classes	4	14	18
family literacy	6	14	20
after-school homework help	9	9	18
3D printing	3	10	13
printing/copying	7	24	31
help looking for children's books	5	8	13
adult literacy serv/tutoring	4	17	21
volunteer opportunities	4	14	18
other	1	8	9

Surveys answered in:

English	29	42	71
Spanish	3	6	9
Overall	32	48	80



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 2/2/22

SUBJECT: Memo Cavada Display

RECOMMENDATION: Staff recommends the Board of Library Trustees discuss possible options for display.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Last year, valued community member Memo Cavada passed away. There has been interest in having some type of display on his work or his life. Because the Library does not have a display case on the first floor, it was deemed appropriate to create a digital memorial utilizing the big screen by the entrance to the Children's Area.

Last year, Library staff reached out to a former Library Trustee and the Chamber of Commerce in order to contact the family, but have been having difficulty getting that access. Recently, Library staff reached out to the Chamber of Commerce, which had installed a mural to Memo Cavada on the side of its building. Chamber staff have been very helpful and will be sending information and slides our way within the coming weeks.



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Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 2/2/22

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Staffing and Workflow

The Senior Library Technician (FT) position has been re-opened in order to recruit additional candidates. The position was also posted on the California Library Association website (www.cla-net.org). This new recruitment will close on January 18, 2022 and staff will interview starting in February 2022. The Administrative Secretary (FT) position recruitment closed on December 13, 2021. Staff are hoping to hire for this position soon.

AB 367 Legislation

At the January 5, 2022 meeting of the Board of Library Trustees, Trustee Moon queried whether the Library would be offering free feminine hygiene products. In answer to that query, staff researched the legislation that trustees had mentioned, AB 367, also known as the Menstrual Equity for All Act of 2021. This legislation (https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB367) was written specifically with schools in mind and covers the distribution of free feminine hygiene products to students in grades 6-12. There is no provision for this being required of public libraries in the state and there is no plan to offer this service in the future.

Little Free Libraries

The Library is currently working with A Reason to Survive and the Public Art Committee to create designs for the exterior of the Little Free Libraries. Approved designs will be shown to Board members as an update. Once the artwork has been completed, the libraries will be installed at Sweetwater Heights Park and Las Palmas Park. Board of Library Trustees will be notified of any special programs in relation to the Little Free Libraries.

Library Infrastructure Changes

Any changes that are made to the physical space of the library need to be approved by the Board of Library Trustees. There may be an opportunity for capital improvements utilizing Development Impact Fees and the City Librarian will be working with Public Works to ensure the most effective use of that funding. There may also be an infrastructure grant coming up with the State Library; if staff would like to apply for the grant, Board members would be notified and asked to review. In both instances, Library Board members would be asked for their approval on the improvements.

Tech To Go Laptop Loan Program

The laptop loan program launched on January 25, 2022 with the nine laptops and hotspots the Library had received from the State Library. We are supplementing these with an additional 10 laptops and hotspots from the State Library due within the next two weeks and also 25 wireless-enabled laptops through the ECF grant that was recently awarded. The equipment is insured and staff are exploring options regarding funding the wireless service to the laptops which is due to expire at the end of the fiscal year.



STAFF REPORT

Library Board of Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 2/2/22

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: Library Outreach and Programming Update

The Library has continued to focus on outreach and patron-driven programming during the pandemic. During the month of January, we have prepared and distributed the following items for community and school events. The books that have been distributed have been provided by the San Diego Council on Literacy and the Molina Foundation or are from donations from the National City Friends of the Library. The bookmarks have been created by staff, in most cases, for the specific event.

Bob Payne Family Branch of the Boys and Girls Clubs of San Diego: Distributed 36 new books

Casa de Salud, National City Library and Community Services: Distributed 24 new books

National City Middle School: Distributed 70 new books

Central Elementary School: Distributed 33 new books

Ira Harbison Elementary School: Distributed 100 copies new books

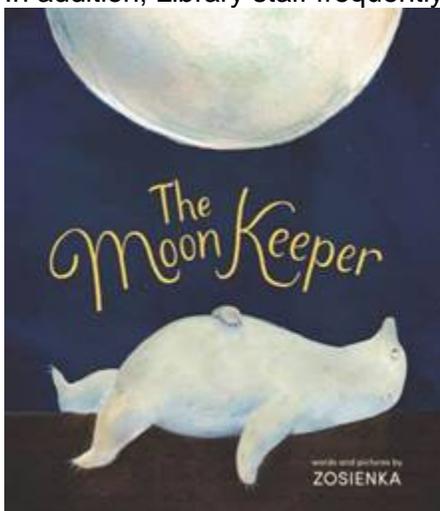
Navy School Liaison Officer, Naval Base San Diego: Distributed 70 copies new books

National School District: Distributed 45 packets for Parent Summit event, including new books, swag, and information

As of this writing, 500 bags are being prepared for distribution at Miracle Babies Diaper Distribution on Saturday, 1/29/22

As of this writing, 45 bookmarks with Library information which are good for a free book at the Library are being distributed to Ocean Connectors for a science event in Paradise Creek Educational Park on Saturday, 1/29

In addition, Library staff frequently prepares and posts a new Dial-A-Story. Here is the current post:





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Library Board of Trustees

Patrons can call 619-470-5814 and listen to a story 24/7. This story is updated frequently, and sometimes, there are Spanish stories and we are planning storytimes in Tagalog.

The Library website has lots of How-to videos for children, teens, and families. The staff has kept busy researching, creating, and presenting (along with editing) videos of crafts and stories for our patron enjoyment, available to our patrons 24/7. Please see [Remote Activities | National City, CA](https://nationalcityca.gov/remote-activities) (nationalcityca.gov).