



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

**September 7, 2022 - 5:30 PM
ZOOM Meeting**

You are invited to a Zoom webinar.
When: September 7, 2022 05:30 PM Pacific Time (US and Canada)
Topic: Board of Library Trustees Meeting

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 Board of Library 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 Board of Library 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 Board of Library 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 Board of Library 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 Comment

Consent Agenda

1. Approval of Agenda dated September 7, 2022
2. Approval of the Minutes of August 3, 2022 meeting
3. Approval of August 2022 Library Warrants

New and Unfinished Business

4. Approval of AmeriCorps Site Member Agreement and Memorandum of Understanding for the National City Public Library Literacy Program
5. Approval to accept the California Library Literacy Services (CLLS) grant of \$45,755 from the California State Library for Library Literacy Services Program for FY2023
6. Approval to accept the California Library Literacy Services (CLLS) grant of \$20,000 from California State Library for the English as a Second Language (ESL) Program for FY2023
7. Large Meeting Room Policy Review

City Librarian Report

Principal Librarian Report

Other Reports

8. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting October 5, 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.



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

August 3, 2022

CALL TO ORDER

The regular meeting of the Board of Library Trustees of the National City Public Library was called to order by Chair Godshalk at 5:30 p.m. on August 3, 2022 at the National City Public Library in the Large Public Meeting Room.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, Chair
Sherry Gogue, Trustee
Coyote Moon, Trustee
Anzueth Zambrano, Trustee

BOARD OF TRUSTEES ABSENT: Bradley Bang, Secretary

STAFF PRESENT: Joyce Ryan, City Librarian
Anne Defazio, Principal Librarian
Myra Martinez, Management Analyst II
Sarah Ruiz, Administrative Secretary

PLEDGE OF ALLEGIANCE

- Chair Godshalk led the Pledge of the Allegiance.

PUBLIC COMMENTS AND COMMUNICATION – in person

- Joan Rincon made public comments regarding City Wide staffing gaps and change in leadership at the National City Chamber of Commerce. She suggested that there might be an opportunity for the Library to bolster its resources.

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of July 6, 2022

Motion: Gogue/Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of July 6, 2022

Motion to approve the minutes of the meeting of July 6, 2022

Motion: Gogue/ Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of Consent Agenda

Motion to approve the Consent Agenda

Motion: Gogue/ Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. **Recommendation to Approve the Board of Trustees Annual Report.** Director Ryan presented the Board of Trustees Annual Report. Director Ryan acknowledged Ms. Martinez's efforts in creating the new template and applauded how professional it looked. Chair Godshalk seconded Director Ryan's comments and thanked Principal Librarian Defazio and Administrative Secretary Sarah Ruiz for their assistance gathering statistics. Additional statistics will be included before the report goes to City Council. Director Ryan and Ms. Martinez will work with Chair Godshalk to prepare her for the City Council presentation on September 6, 2022.

Motion to approve Board of Trustees Annual Report

Motion: Gogue/ Second: Zambrano

Vote: Ayes: 4 Nays: 0

Motion carried.

CITY LIBRARIAN'S REPORT

- Director Ryan noted that the Board approved new hours of operation at their June Meeting. As a result, the Library expanded its staffing hours and posted the hours on the main entrance. The new hours are noted on social media, the website, and on flyers at all public desks throughout the Library.
- Director Ryan discussed the overwhelming response to the upcoming excursion to the Tijuana State Park on August 20. People are welcome to join staff at the Tijuana State Park if they can provide transportation to and from the destination.
- Director Ryan and the City Manager are having discussions about how the City can provide other opportunities to its residents. There will be a second library sponsored outing in March 2023, as part of the Parks Pass Program.
- The Library is set to receive two new self-checkout machines this fall to replace the current 17-year-old machines. Installation will take place in January 2023.
- The San Diego County Registrar of Voters will set-up a temporary kiosk drop box inside the Library. After the election, SD County Registrar of Voters will install a permanent drop box outside of the Library.

PRINCIPAL LIBRARIAN'S REPORT

- The Library has a full slate of in-person programming to include Story-time, STEAM projects, and hosting classroom visits.
- The Summer Reading Program hosted 222 participants and clocked 44,431 minutes of reading and 631 books completed. The finale included a magic show and a book giveaway.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- The Friends of the Library will help finance the BookTacular in October. The Friends will drafting its annual newsletter to highlight how money is allocated. Individual membership is \$10 and families are \$15.00.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- Member-Trustee Moon wanted to ensure that the machines would not reduce the need for staff. Director Ryan assured the Board that the machines do not replace staff and rather simply replace the current machines. Self-checkout machines create anonymity that some patrons prefer while still providing opportunities for staff to demonstrate how to use.
- Member-Trustee Moon initiated a discussion for a future agenda item on Drag Queen Story Time. Director Ryan explain that the Board is responsible for policy review and Library staff is responsible for all collection development and programming. As this does not fall within the Boards’ purview, this item will not be on a future BOLT Agenda.
- Trustee Member Gogue announced that she intends to resign after the September meeting.
- Member Trustee Zambrano inquired about the Library having its own Instagram Account. Director Ryan responded that the City social media policy has all postings go through City account.

ADJOURNMENT

Motion to adjourn meeting: Gogue / Zambrano, 4-0.

Meeting adjourned at 6:05 p.m. The next Board Meeting is scheduled for Wednesday, September 7, 2022.

Respectfully submitted,

Joyce Ryan
City Librarian

Library Warrants

FY22-23

Board Meeting Wednesday, September 7, 2022

						FUNDS				
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	Total
Allstate Security	July Security Guard Services	104-431-056	399			\$2,744.08				\$2,744.08
Amazon	Office Supplies	104-431-056	304			\$221.57				\$221.57
	State Parks Pass- Tijuana Estuary Outing	320-431-333	399						\$582.20	\$582.20
Baker and Taylor	Books	104-431-056	304			742.97				742.97
CA Library Association Membership Dues	Individual Membership Dues- Tiffany Roberts, Senior Library Technician	320-431-399	222						\$120.00	120.00
EBSCO	Database Subscription Renewal	108-431-056	302				17,706.00			17,706.00
Lexia Learning Systems	Core5 Reading Student Subscriptions	320-431-337	399						\$1,150.00	\$1,150.00
Midwest Tape	DVDs/Blu-Rays	108-431-056	304				342.23			342.23
Newsbank Subscription	Annual Subscription- 10/22-9/23	108-431-056	302				5,533.00			5,533.00
Serra Cooperative Library System	Membership Dues FY22/23	320-431-337	222						\$3,382.00	3,382.00
Sirsi Dynix	Consulting/Project Mgmt	104-431-056	299			900.00				\$900.00



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/7/22

SUBJECT: Approval of AmeriCorps Site Member Agreement and Memorandum of Understanding with Literacyworks for the National City Public Library Literacy Program

RECOMMENDATION: Staff recommends Board of Library Trustees approve the AmeriCorps Site Member Agreement and Memorandum of Understanding with Literacyworks for the National City Public Library Literacy Program.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and helps make service to others a cornerstone of our national culture.

Through our partner Pacific Library Partnership and in cooperation with the nonprofit LiteracyWorks, California Library Literacy Services (CLLS) has been awarded three years of AmeriCorps funding. The AmeriCorps Initiative is intended to increase our literacy program's capacity to provide the community with high-quality adult and family literacy and ESL services, recruit new tutors and learners, and bring our literacy program to the next level.

Our library staff will recruit and enroll AmeriCorps members to begin their year of service in October 2022. AmeriCorps members receive a living allowance, education award, and training, as well as other benefits, including the knowledge that they are providing much-needed service to California community. These benefits are paid through LiteracyWorks and the California Library Literacy Services. National City Public Library has been awarded two Full Time member slots (2 FT), contingent on filling both positions. Although there is a small local match of \$5000 for each member, these funds will be paid through our annual CLLS grant funds for adult literacy and English as a Second Language (ESL).

The AmeriCorps members would assist in implementing California Library Literacy Services at the library. Their primary roles include functioning as an adult literacy tutor for adults seeking learning services and providing capacity building services and pandemic relief by recruiting additional volunteers and adult learners. Members may also develop and promote learner leadership activities, develop financial literacy programs and tutoring, assist with family literacy services, and promote community engagement opportunities for library literacy programs. Members are assigned to one library system, and work in teams of at least two members. Members are trained by AmeriCorps and by their assigned libraries.

National City Public Library was one of the main applicants for the original CLLS AmeriCorps Initiative that ran from 2003-2010, and it was transformative for our literacy program. We are anticipating a successful AmeriCorps partnership for this coming year.

EXHIBITS:

1. AmeriCorps Site Agreement
2. Memorandum of Understanding with Literacyworks



MEMORANDUM OF UNDERSTANDING

Between

NATIONAL CITY PUBLIC LIBRARY

1401 NATIONAL CITY BLVD., NATIONAL CITY, CA 91950

and

LITERACYWORKS

625 Second Street

Suite 107

Petaluma, CA 94952

This statement serves as a memorandum of understanding between **Literacyworks Americorps (Literacyworks)** and the **National City Public Library**. **National City Public Library** agrees to provide a cash match of \$5,000 for each full-time member and/or \$2,000 for each half-time member and/or \$1,000 for each quarter-time member that serves at **National City Public Library** for the 2022-2023 program year as part of the CLLS AmeriCorps Initiative Grant received by Pacific Library Partnership.

Entire payment is due by September 30, 2022. In conjunction with the AmeriCorps program each library will document the library site's in-kind match as part of the total program match required by the funding agency. California Volunteers' policy requires that each library partner agree to place at least two members at their site. Literacyworks agrees to provide each member a semi-monthly (every two weeks) living allowance by direct deposit and provide each full-time member health benefits as required by AmeriCorps' policy. Further, any claim for Worker's Compensation or liability will be covered by Literacyworks under the AmeriCorps Grant as administered by the AmeriCorps Program. The program is administered by California Volunteers (CV) and sponsored by the Corporation for National and Community Service (CNCS).

We, the undersigned, as authorized representatives of the (Library) and Literacyworks on behalf of the CLLS AmeriCorps Initiative, do hereby approve this agreement.

Joyce Ryan, Library & Community
Services Director
National City Public Library

Date

Paul Heavenridge
Executive Director, Literacyworks

Date



LITERACYWORKS AMERICORPS and LIBRARY SITE AGREEMENT

This agreement is entered into between Literacyworks Americorps (Literacyworks) and the National City Public Library (the “Site”) for the California Library Literacy Services AmeriCorps Initiative for the 2022-2023 program year. The following is understood and agreed to by both parties:

I. Roles and Responsibilities of Literacyworks

As the lead agency administering the grant awarded to Pacific Library Partnership, Literacyworks will:

- A. Provide AmeriCorps members’ living allowance through direct deposit upon submission of a service log signed and dated by the Member and Site Supervisor (electronic via America Learns), and in accordance with AmeriCorps’ requirements.
- B. Provide all eligible, full-time members with health insurance coverage and other benefits as required by AmeriCorps’ policy and all other regulatory agencies.
- C. Serve as the primary provider of training and technical assistance for members throughout the program year. Such assistance includes:
 1. A Project Administrator employed by Literacyworks who oversees the AmeriCorps Program and assists members and Site Supervisors throughout the program year. Kathy St. John will be the Project Administrator for the 2022-2023 program year and will be the representative of AmeriCorps with respect to all references to the AmeriCorps herein, unless otherwise specified.
 2. Supporting libraries in recruiting AmeriCorps members for placement at the Site;
 3. Providing recruitment support materials to all Sites recruiting members;
 4. Developing an annual schedule for the members, including training sessions, monthly meetings and community events;
 5. Conducting an annual Site visit; more frequent visits may be performed as needed for trouble shooting or to assist with proper program implementation;
 6. Providing AmeriCorps identification for members;
 7. Providing assistance to members and Site personnel to ensure all AmeriCorps Program performance measures are addressed; and
 8. Processing reimbursements for member travel costs as approved.

- D. Provide an initial and ongoing AmeriCorps orientation for members and for all participating Site staff. Participants will receive information and training on:
1. Member service requirements and benefits, as well as instruction on completing service logs and other required documentation, AmeriCorps personnel procedures, and grievance procedures;
 2. The AmeriCorps and the National Service movement and AmeriCorps' goals and objectives.
 3. Effective practices for achieving AmeriCorps' goals, including but not limited to volunteer recruitment and management, tutoring, and related topics.
- E. Provide fiscal management and accounting services for the overall project to include processing of living allowance payments, health insurance, initial registration and maintenance of worker's compensation and other required benefits. Assist Sites with determining and documenting the value of the in-kind match provided for member supervision.
- F. Pay costs for National Service Criminal History Checks for all members using Truescreen and Fieldprint, as required. Work with library Sites to ensure library staff supervising AmeriCorps members meet CNCS background check requirements.
- G. Work with Pacific Library Partnership as Fiscal Agent to AmeriCorps' State and Federal Offices.
- H. Maintain required member records in compliance with AmeriCorps' guidelines. Member files will be maintained in America Learns.
- I. Develop and distribute forms for the effective evaluation and continuous improvement of the program, including training questionnaires, program evaluation, and member evaluations.
- J. Complete an annual audit as required by AmeriCorps.
- K. Provide member and Site oversight to ensure compliance with all of AmeriCorps' policies and procedures and to facilitate the successful completion of each member's term of service at the site.

II. Roles and responsibilities of all library sites (Sites) participating in the CLLS AmeriCorps Initiative:

- A. Site staff will train and supervise members, including:
1. Offering basic literacy tutor training for members;
 2. Providing training on local program expectations;
 3. Ensuring members understand performance measures, and building support for achievement of AmeriCorps' performance measures and measurement of expected outcomes;
 4. Helping members develop skills and techniques for successful completion of AmeriCorps responsibilities such as tutoring and volunteer and learner recruitment;
 5. Ensuring that members perform timekeeping and outcomes measurement tracking through America Learns and other systems.
- B. Have adequate resources to fulfill the goals of the Program and AmeriCorps, as well as the individual goals and program objectives of the members. In addition to paragraph B below, these resources include: administrative support, daily access to a computer, email, telephone, supplies, postage, copier, and office space (including a suitably secure location for storing personal effects).
- C. Provide a partner cash match of \$5,000 per full-time member, \$2,000 per half-time members, and/or \$1,000 per quarter-time member for a minimum of 2 members serving at the site. Entire payment is due by September 30, 2022, unless other arrangements are discussed with Literacyworks Executive Director Paul Heavenridge. In conjunction with the AmeriCorps program, Sites will document Site in-kind match as part of the total program match required by the funding agency. This requires Site Supervisors to complete timekeeping forms to document actual value of Site supervision based on the identified supervisor's actual wages and employer-paid benefits.
- D. Identify Site Supervisor(s) to ensure adequate supervision of members in their pursuit of program goals and activities. These Site Supervisors must have criminal background clearance in accordance with CNCS policy. Literacyworks AmeriCorps staff submits the required check on each designated supervisor as part of the requirement. At library sites, this is the CLLS Literacy Coordinator, acting as Site Supervisor. At non-library sites, this can be a paid staff member. Identify a Member Supervisor to fulfill program responsibilities and coach/mentor the AmeriCorps member if the Site Supervisor is likely to be unavailable during the member's service hours. The Member Supervisor is expected to report to the Site Supervisor. The Site and Member Supervisors oversee the program operations and daily, direct supervision of the members at the assigned site. The Site Supervisor is responsible for the following:

1. Conducting the interview process for member applicants; selecting members based on their experience and qualifications; complying with State and Federal nondiscrimination laws throughout the selection process. Literacyworks recommends that all Site staff participate in the member selection process. Note that final selection of members is subject to Literacyworks review;
2. Attending a Site Supervisor training organized by Literacyworks and described in Section I. Paragraph D. above to include the Member Supervisor;
3. Ensuring all Site and Member Supervisors are trained and fully informed regarding AmeriCorps' policies, procedures, goals and allowable member utilization;
4. Maintaining knowledge of and compliance with Member Handbook and Contract guidelines;
5. Providing an office and Site orientation for new members to introduce staff, explain office policies and include all items listed on the Site Orientation Checklist;
6. Identifying and assigning responsibilities to each member;
7. Supervising and assisting the members in the implementation of their service plans to ensure that each member is making adequate progress toward their adult literacy tutoring and learner and volunteer recruitment objectives. Verifying that each member is keeping data on performance measures. Developing library systems to accurately capture volunteer data for the California Library Literacy Services volunteers involved in Site assistance/projects, and assisting members to turn in required volunteer data reports;
8. Monitoring and approving the members' hours of service through the America Learns Impact Suite. **Members must only engage in allowable AmeriCorps activities.** These activities are listed in the member contract and covered in the Site Supervisor trainings;
9. Completing any reports, surveys and/or information requests as required by AmeriCorps within the requested time frame;

10. Submitting proper forms if a member is not present for agreed-upon service. The Literacyworks AmeriCorps Project Administrator should also be notified of any service problems;
11. Ensuring that members are serving AmeriCorps Program goals and objectives - not serving in **regular** daily routine library activities that are non-allowable activities under AmeriCorps guidelines;
12. Prior to placement of members, consulting with the appropriate labor organization representing employees in the area who are engaged in the same or similar work activity as those activities proposed to be carried out by the AmeriCorps Program to ensure compliance with federal non-displacement requirements. Documentation of such consultation to be kept on file by site and is available for review upon request. **Sites agree to adhere to the following federal Corporation (Corporation for National & Community Service (CNCS) nondisplacement requirements:**

(a) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a member in a program receiving Corporation assistance.

(b) An organization may not displace a volunteer by using a member in a program receiving Corporation assistance.

(c) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

(d) A member in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

(e) A member in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—

(i) Will supplant the hiring of employed workers; or

(ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(iii) A member in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—

(iv) Currently employed worker;

(v) Employee who recently resigned or was discharged;

- (vi) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - (vii) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - (viii) Employee who is on strike or who is being locked out.
13. Assuring that library will not hire members as library staff or any other paid position that would prevent the members from completing their contracted term of service;
 14. Acting as a mentor for AmeriCorps members for tutoring, personal development and service at the library and in the community;
 15. Displaying AmeriCorps symbol in the Site office;
 16. Releasing the members to attend all required AmeriCorps training sessions and special AmeriCorps service projects such as Days of Service;
 17. Providing any additional training necessary for the members to accomplish their projects that is above and beyond the training provided by AmeriCorps;
 18. Including AmeriCorps members in staff trainings and meetings, and other organization meetings as appropriate;
 19. Discussing with the member and submitting initial, mid-term and final evaluation forms for each member to AmeriCorps on forms provided by AmeriCorps **and alerting the Literacyworks office within 25 days of member start date if there is a concern about the member's ability to fulfill the member responsibilities or complete the program year;**
 20. Ensuring that any member in violation of the terms of the Member Service Agreement is disciplined in a manner consistent with the agreement. All disciplinary actions (verbal or written) must be documented and the documentation sent to the Literacyworks office. Before any member is terminated for cause, the Literacyworks AmeriCorps Project Administrator must be notified and sent all supporting documentation;
 21. Providing reimbursement for expenses incurred by members to attend additional Site-specific training (i.e. transportation costs, etc.) where appropriate;

22. Assuring adherence to guidelines from library and Member Handbook about contact with minor-age children as follows:

- a. During service hours, another adult must supervise any one-on-one interaction with minor age children by a member.
- b. The member is prohibited from having any contact with minor age children involved in the AmeriCorps Program during non-service hours.

E. Ensure that staff and members, while performing activities supported by the AmeriCorps Program or the Corporation, do not engage in the following activities:

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes
- Assisting, promoting or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Serving as daily clerical or other secretarial support for any staff or regularly serving any daily library duty;
- Writing or assisting in the preparation of any reports, proposals, grants, or fundraising to benefit the AmeriCorps program;
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Engaging in religious instruction; conducting worship services; constructing or operating facilities devoted to religious instruction or worship; or engaging in any form of religious proselytization;
- Providing a direct benefit to—
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent members from engaging in advocacy activities undertaken at their own initiative;
 - (v) An organization engaged in the religious activities described in this section, unless Corporation assistance is not used to support those religious activities;

- Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the Corporation may prohibit.

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Members should not wear the AmeriCorps logo while doing so.

- F. With respect to dispute resolution with a member or AmeriCorps on a complaint arising from the interpretation or application of personnel policies or practices, comply with the Grievance Procedure outlined in the AmeriCorps Member Handbook.
- G. The Site understands that any allowable photograph, audio recording, video or film taken of the Site in conjunction with AmeriCorps can be used by the Commission and/or AmeriCorps without the site's express permission. The Site foregoes any rights to royalties in conjunction with photographs, images, audio recordings, video or film. Student confidentiality will be honored.
- H. If either AmeriCorps or the Site releases a member from service for any reason, AmeriCorps cannot guarantee a replacement member for the Site.

III. Amendments to this Agreement

This agreement may be changed or revised with the written consent of all parties.

PLEASE SUBMIT THE FOLLOWING SIGNATURE PAGE

SITE AGREEMENT 2022-2023

The Library and Literacyworks AmeriCorps hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document.

Signature of Library Director / Date

Library Name (Print)

(Print) Name of Library Director

Signature of Site Supervisor / Date

Site Name (Print)

(Print) Name of Site Supervisor

Signature of Member Supervisor / Date

Name of Member Supervisor (Print)

Signature of Project Administrator/ Date

Literacyworks
Organization of Project Administrator

Kathy St. John
Name of Project Administrator (Print)

Signature of Literacyworks Executive Director/ Date

Literacyworks
Literacyworks Executive Director

Paul Heavenridge
Name of Literacyworks Executive Director (Print)



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/7/22

SUBJECT: Approval to accept the California Library Literacy Services (CLLS) grant of \$45,755 from the California State Library for Library Literacy Services Program for FY2023

RECOMMENDATION: Staff recommends Board of Library Trustees approve the acceptance of the California Library Literacy Services (CLLS) grant of \$45,755 from the California State Library for the Library Literacy Services Program for FY2023.

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 General Fund personnel costs for the operation of the literacy program.

The CLLS grant is awarded in two installment payments. The first payment of \$41,180 (90% of the Adult Literacy Award) is being awarded at this time. The second payment of \$4,575, representing the remaining 10% of the total award for FY 2023, 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 \$45,755.

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



24 August 2022

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

Dear Joyce Ryan,

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you, 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, 2022, is:

- Adult Literacy Services: **\$45,755**
- **Total Award: \$45,755**

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: **\$41,180**
- **Total Initial Award Amount: \$41,180**

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

Your funds must be encumbered by June 30, 2023, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2023. 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](https://libraryliteracy.org/wp-content/uploads/2022/08/CLLS-Allowable-and-Unallowable-Expenses-August-2022.pdf) (https://libraryliteracy.org/wp-content/uploads/2022/08/CLLS-Allowable-and-Unallowable-Expenses-August-2022.pdf). If you have any questions about expending your funds, please reach out to Allyson Jeffredo at allyson.jeffredo@library.ca.gov.

We strongly encourage your program staff to develop and maintain community partners to strengthen your program, attend regular regional library literacy network meetings, participate

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov



in your local Adult Education Consortium, and participate in library literacy training opportunities offered by the State Library and the regional networks to meet the [CLLS Mission, Values, and Program Essentials](https://libraryliteracy.org/for-coordinators/mission-values/) (<https://libraryliteracy.org/for-coordinators/mission-values/>).

The payment process begins when we receive your completed and signed budget modification form (if applicable), claim form, certification forms, and State Funded Grants Award Agreement and Certificate of Compliance (attached). All forms should be completed and signed using DocuSign 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 Allyson Jeffredo, allyson.jeffredo@library.ca.gov. Please contact them with any questions.

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

Respectfully yours,

Greg Lucas
California State Librarian

Cc: Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov
Allyson Jeffredo, allyson.jeffredo@library.ca.gov
Fiscal Office, stategrants.fiscal@library.ca.gov
Mikki Vidamo, mvidamo@nationalcityca.gov

Enc: Re: CLLS22-52: Claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance

THE BASICS – YOUR GRANT AWARD

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

Award #:	CLLS22-52
Library:	National City Public Library
Award Amount:	\$45,755

APPROVED ALS BUDGET

Salary and Benefits	\$13,000
Contract Staff	\$ 0
Operations	\$24,755
Library Literacy Materials	\$6,000
Small Equipment	\$2,000
Equipment (\$5,000 or more per unit)	\$ 0
Subtotal	\$45,755
Indirect	\$ 0
Grant Total	\$45,755

Start Date:	Upon execution
End Date:	June 30, 2022
Please understand that it can take from eight to ten weeks following the receipt of an error free claim form before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.	

CONTACT

We want your project to be successful. Please work with the program staff listed below in implementing your project:

Literacy Analyst:	Allyson Jeffredo
Phone Number:	(916) 603-6709
Email Address:	allyson.jeffredo@library.ca.gov
Library Programs Consultant:	Beverly Schwartzberg
Phone Number:	(916) 701-6880
Email Address:	beverly.schwartzberg@library.ca.gov



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/7/22

SUBJECT: Approval to accept the California Library Literacy Services (CLLS) grant of \$20,000 from California State Library for the English as a Second Language (ESL) Program for FY2023

RECOMMENDATION: Staff recommends Board of Library Trustees approve the acceptance of the California Library Literacy Services (CLLS) grant of \$20,000 from the California State Library for the English as a Second Language (ESL) Program for FY2023.

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. Recently, CLLS opened applications for a new English as a Second Language (ESL) program. The National City Public Library was awarded funds for FY 2023.

ESL learners will typically focus on the listening comprehension and speaking skills, as well as basic writing and reading skills, needed to participate in work, family life, and their communities. Tutoring is provided in one-to-one and small-group sessions that are tailored to each learner's goals and aspirations. Adults who are eligible to receive ESL services:

- Are 16 years or older and not concurrently enrolled in high school;
- Seek literacy services for themselves although they may not be able to do the intake interview in English;
- Are willing to be assessed, and complete an intake interview and assessment that includes speaking and listening skills; and
- Have established one or more personal learning goals, including communication-related goals.

ESL learners include those who include as primary goals, and spend a large proportion of their tutoring or instructional time, working on English language acquisition, conversational fluency, and pronunciation.

The National City Public Library began an English as a Second Language (ESL) pilot program in 2018-2019 with one Basic English Class and one ESL tutor. Currently, the ESL program now holds a Basic, Advanced, and Conversational class with tutors trained in each specific level. ESL has become one of the most popular programs we provide. Since 2018, the program has assisted 146 ESL learners.

For many years, ESL was not funded through the California Library Literacy Services grant program. Last year, grant awards for this service became available through the State Library.

This CLLS grant is awarded in one payment of \$20,000 for FY 2023. Funds will pay for part-time staff costs and instructional materials and supplies.

EXHIBITS:

1. State Library Award Letter



26 August 2022

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

Dear Ms. Joyce Ryan,

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

In 2021-2022, the state budget included one-time California Library Literacy Services funding at \$15 million for English as Second Language Services. These funds will be allocated over a five-year period. This award letter covers Round II of funding, between July 1, 2022, and June 30, 2023.

Your total award for the portion of the 2022-2023 fiscal year beginning July 1, 2022, is:

- **Total Award: \$20,000**

Your funds must be fully expended by June 30, 2023, in accordance with your approved budget on file with the State Library.

Please be sure your program expenditures are consistent with the [California Library Literacy Services allowable and unallowable costs guide](https://libraryliteracy.org/wp-content/uploads/2022/08/CLLS-Allowable-and-Unallowable-Expenses-August-2022.pdf) (https://libraryliteracy.org/wp-content/uploads/2022/08/CLLS-Allowable-and-Unallowable-Expenses-August-2022.pdf). If you have any questions about expending your funds, please reach out to Allyson Jeffredo at Allyson.Jeffredo@library.ca.gov.

We strongly encourage your program staff to develop and maintain community partners to strengthen your program, attend regular regional library literacy network meetings, participate in your local Adult Education Consortium, and participate in library literacy training opportunities offered by the State Library and the regional networks to meet the [CLLS Mission, Values, and Program Essentials](https://libraryliteracy.org/for-coordinators/mission-values/) (https://libraryliteracy.org/for-coordinators/mission-values/).

The payment process begins when we receive your completed and signed budget modification form (if needed), claim form, certification forms and State Funded Grants Award Agreement and Certificate of Compliance (attached). All forms should be completed and signed using DocuSign to be processed for payment.

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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 Allyson Jeffredo, Allyson.Jeffredo@library.ca.gov. Please contact them with any questions.

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

Respectfully yours,

Greg Lucas
California State Librarian

Cc: Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov
Allyson Jeffredo, allyson.jeffredo@library.ca.gov
Fiscal Office, stategrants.fiscal@library.ca.gov
Mikki Vidamo, mvidamo@nationalcityca.gov

Enc: Re: ESL21-2-25: Claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance

THE BASICS – YOUR GRANT AWARD

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

Award #:	ESL21-2-25
Library:	National City Public Library
Award Amount:	\$20,000

APPROVED BUDGET

Salary and Benefits	\$13,000
Contract Staff	\$ 0
Operations	\$4,000
Library Literacy Materials	\$3,000
Small Equipment	\$ 0
Equipment (\$5,000 or more per unit)	\$ 0
Subtotal	\$20,000
Indirect	\$ 0
Grant Total	\$20,000

Start Date:	Upon execution
End Date:	June 30, 2022
Please understand that it can take from eight to ten weeks following the receipt of an error free claim form before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.	

CONTACT

We want your project to be successful. Please work with the program staff listed below in implementing your project:

Literacy Analyst:	Allyson Jeffredo
Phone Number:	(916) 603-6709
Email Address:	allyson.jeffredo@library.ca.gov
Library Programs Consultant:	Beverly Schwartzberg
Phone Number:	(916) 701-6880
Email Address:	beverly.schwartzberg@library.ca.gov



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/7/22

SUBJECT: Policy Review – Discussion of Large Meeting Room Policy

RECOMMENDATION: Staff recommends Board of Library Trustees review policy and discuss.

BOARD/COMMISSION PRIOR ACTION: Current policy was approved by Board of Library Trustees in April 2014.

STATEMENT ON SUBJECT: In an effort to provide the best service to the community, staff recommend reviewing established policies on a periodic basis. Consequently, staff are bringing this item forward for review and discussion. The Meeting Room policies from Chula Vista Public Library and San Diego County Library are attached for your reference.

This policy was last reviewed in April 2014. There may be changes to the insurance requirement for organizations once it is reviewed by the City Attorney's Office.

EXHIBITS:

- 1 . NCPL Large Meeting Room Policy
- 2 . San Diego County Library – Community Room Policy
- 3 . Chula Vista Public Library Application and Meeting Room Policy

GENERAL REQUIREMENTS

The attached form must be completed in full. It is the responsibility of the applicant to provide a Certificate of Insurance naming the City as an Additional Insured. This certificate shall provide minimum coverage of personal liability and property damage in amounts of at least \$100,000 for a single occurrence and \$300,000 for multiple occurrences.

In addition, the attached form contains a Hold Harmless Statement whereby the applicant agrees that it will not hold the City liable for any claims while using City Facilities, and that it will defend the City and its officers and employees, and pay any damages arising out of any lawsuit filed due to the applicant's use of the facilities.

A full copy of the Library Facilities Use Policy appears on the back of the application.

PROCEDURES FOR REVIEW AND APPROVAL OF APPLICATION

All applications for use of Library Facilities shall be filed with the Reference Department of the Library. The City Librarian, as the designated representative of the National City Library Board of Trustees, shall review the application and approve or deny the request.

Applications, which do not include, as an attachment, a Certificate of Insurance, shall be submitted to the City Librarian for review. The City Librarian shall review said application and shall have the authority to approve, conditionally approve, or deny said application.

Denied applicants shall have the right to appeal the decision of the staff to the Library Board of Trustees. Any such appeal shall be filed in a timely manner to permit scheduling of the appeal on a regular Board agenda.

NATIONAL CITY PUBLIC LIBRARY FACILITIES USE POLICY

1. The National City Public Library's Meeting Rooms are primarily designed for library-sponsored programs and use. When not used by the Library, the Meeting Rooms are available for programs and events conducted for the public by non-profit organizations and community groups such as: A. National City Government Agencies; B. Civic Groups; C. Community Service Organizations; D. Local Clubs and Associations.
2. Programs and meetings must be free and open to the general public.
3. Meeting Room space is intended for specific events rather than for regularly scheduled, ongoing meetings. Meeting Rooms may be reserved up to three (3) months in advance, but at least two weeks before the first scheduled meeting. All groups will be treated equally when making the bookings. No particular group would consider that it has perpetual rights to the use of the Meeting Room merely on the basis of frequency of use.
4. No admission fees may be charged. No donations may be solicited or collected.
5. Meeting rooms cannot be used for private, social, fundraising, commercial, political meetings or religious services.
6. Publicity notices or public flyers advertising a meeting must be submitted to the Library for approval prior to distribution at least two (2) weeks prior to meeting date.
7. Service and consumption of alcoholic beverages is prohibited.
8. Smoking in the Meeting Rooms or in any area within the Library Building is prohibited.
9. Meeting Rooms are available during regular business hours of the Library. They must be vacated at least fifteen (15) minutes prior to the library's closing time.
10. Groups reserving the Meeting Rooms will be responsible setting up chairs and tables and for putting them away after the meeting.
11. Organizations using the Meeting Rooms agree to assume full liability for any losses or damage, which may occur to the building beyond reasonable wear, and agree to pay the costs of such losses or damages immediately upon notification. (See signed agreement for specific statement.)
12. The Board of Library Trustees has final authority over all matters pertaining to the use of the Library's Meeting Rooms, which include the Conference Room, the lower level multi-purpose room.

**NATIONAL CITY PUBLIC LIBRARY
APPLICATION FOR PERMIT TO USE FACILITIES**

1. Applicant (Name of Person or Organization) _____
2. Facility Requested: _____
3. Date(s) of Use: _____
4. Type of Activity: _____
5. Hours of Requested Use: From _____ am pm To _____ am pm
6. Number of Participants: _____

President of Organization	Address	Telephone
---------------------------	---------	-----------

Chairman of Event	Address	Telephone
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CERTIFICATE OF INSURANCE: Yes _____ No _____

Policy number: _____ Company: _____

Date issued: _____ Expiration date: _____ Amounts correct? _____

As consideration for permission to use the facility specified herein for the purpose stated, I hereby agree to assume full liability for any losses or damage, which may occur to the building or equipment beyond reasonable wear, and agree to pay the costs of such losses or damages immediately upon notification by the City. I further agree to indemnify and hold harmless the City of National City, its officers, and employees, from any and all liability or loss which may result from the use herein granted and to defend the City and its officers and employees, and pay any damages or costs arising out of any lawsuit filed due to the use of the facilities by my group or organization.

I hereby certify that I have read both the "General Information" sheet attached to this application and the Library's Facilities Use Policy; that I have a through knowledge of these documents; and that violation of these rules and regulations may jeopardize my or my group's future use of the City facilities.

Signature of Permittee	Date
------------------------	------

City Librarian	Date
----------------	------



San Diego County Library

Policy and Procedure Manual

O.14

COMMUNITY ROOM POLICY

BACKGROUND

In keeping with its role as a community center and gathering place, the County Library makes its Community Rooms available to community organizations that promote social welfare and primarily promote the common good and general welfare of the people of the community as a whole and individuals for meetings, workshops, educational trainings, and events when not in use by the library.

O.14.1 PURPOSE

To provide guidelines for appropriate use of Library Community Rooms owned by the San Diego County Library.

Lincoln Acres and Encinitas branch Community Rooms are operated by the San Diego County Parks and Recreation department and the City of Encinitas, respectively, and are governed under the separate policies of those organizations. Room reservations are made directly through them.

O.14.2 POLICY

SDCL branches look to groups and organizations in the community to help increase our impact through strategic collaborations. Civic and community service organizations may include colleges, community groups, businesses, faith-based institutions, and others that want to make a collective difference. Businesses and for-profit agencies that have not established a partnership with the Library are ineligible for meeting room reservations.

O.14.3 GUIDELINES

Community Room Rules

1. Community Rooms are available for use by organizations and individuals engaged in educational, cultural, intellectual, or charitable activities, such as governmental agencies, civic and community service organizations, and local clubs. Electioneering is not permitted.
2. All programs and meetings are open to the general public and may not be restricted to members of the organization sponsoring the event, with the following exceptions.
 - a) Governmental agencies, upon application approval.
 - b) Civic organizations with approval from delegated authority.
3. Community rooms are not available to conduct religious ceremonies.
4. All groups will be treated equally when making bookings, with the following exceptions which take priority:
 - a) Library sponsored events, including library affiliated literacy programming/tutoring.
 - b) The Library may occasionally enter into usage agreements with other entities that give them priority for a limited amount of time (i.e., the duration of a planning project that requires multiple public hearings).
5. Generally, rooms are available only during the hours the library is open to the public. The Community Room must be vacated 30 minutes prior to Library closing time. However, community rooms at branches may be available at other times providing the community room can be locked off from the rest of the library. Keys to these rooms, and instructions, will be provided in accordance with the San Diego County's Key, Lock, and Security Policy (Policy O.36)

6. If a key is not returned promptly, the individual that made the reservation will have a \$200 rekeying fee added to their library account. Failure to pay may result in the account being referred to a collection agency.

7. All applicants must possess a valid and verified San Diego County Library Card and complete the Community Room reservation process online, including name of person responsible for booking, library card number, contact email and phone number, and organization's name. Those unable to book online may call the branch to have staff book on their behalf.

8. After filling out the online application, the reservation is tentative until approved by library staff.

a) If the application is on behalf of a 501(c)(3) or 501(c)(4), staff will verify the organization's status at <https://apps.irs.gov/app/eos/> prior to approval. EIN must be provided on application.

b) Government, civic, and service agencies not covered in 8a will be asked to enter their full agency name and the service provided on the application.

c) Approval of community room reservations by community partners and/or civic organizations is at the discretion of the branch managers and department heads.

9. Cancellations must be made at least 24 hours in advance. In the event that cancellation by the Library is necessary, every reasonable effort will be made to notify the applicant at least 24 hours in advance.

Usage Guidelines

1. Reservations may be made no more than 3 months and no fewer than 2 working days in advance.

2. Authorization to use a Community Room is not transferable to another organization.

3. Groups may use the Community Room a maximum of once per week.
4. Groups may reserve the Community Room for ongoing meetings three months at a time. Groups can only maintain 12 active reservations at one time. Subsequent meetings can only be reserved on or after the day of last scheduled meeting.
5. Groups may not charge fees for admission or for services provided. Donations collected within the room at a meeting must not benefit a particular person but be used for charitable purposes or for the maintenance of a non-profit group. However, the sale of books and other media by authors or performers as part of a library program is permitted.
6. The San Diego County Library does not advocate or endorse the viewpoints of meeting room users and the San Diego County Library name may not be used on flyers or promotion.
 - a) All advertisements for events using the Library meeting facilities must contain the disclaimer: "The County of San Diego Library does not advocate or endorse the views or positions expressed by the users of its facilities."
 - b) The address of the library can be publicized as the location of the meeting or event, but the branch telephone number may not be placed on the publicity as the Library is not to be included in the publicity as a source of information concerning the event.
 - c) The organization is responsible for all publicity relating to their meeting or event and must clearly identify the sponsoring organization.
 - d) Publicity/flyers announcing the event must be preapproved by branch staff prior to the event.
7. Exercise class attendees must sign our waiver before attending.
8. Due to security and space concerns, the Library is unable to provide storage for users of the Community Room. No deliveries are to be made unless an agent of the sponsoring organization is present to accept them.

9. The number of attendees shall not exceed the capacity specified, as posted by the Fire Marshal.

10. All attendees must abide by the San Diego County Library Code of Conduct.

11. Smoking, vaping, and alcoholic beverages are not permitted, including at after-hours events.

12. The distribution of food and drink at public events and meetings is regulated by the Department of Environmental Health and Quality (DEHQ). In order to serve food and drink in library spaces, organizations must first contact DEHQ to determine if a permit is needed. If a permit is needed, it must be displayed in the entry way of the event area. Events serving refreshments but not requiring a permit must provide the library with proof from DEHQ of this determination.

a) DEHQ Temporary Event Team: fhdtempevents@sdcounty.ca.gov, (858) 505-6809.

b) Kitchen facilities or equipment are not provided by the library, except at select branches. Library kitchens are not permitted facilities and do not have space for food preparation or utensil cleaning and may be used only with authorization from library staff.

c) Protective mats or tablecloths must be used on tables when refreshments are being served.

13. Noise Level should not interfere with ongoing library activities or violate local ordinances and is subject to regulation by Library Staff.

14. The organization will be responsible for setting up the room and leaving the room in good condition as directed by Library Staff. This is to be done within the hours booked by the organization.

15. Organizations using the Community Room agree to assume full liability for any losses or damage which may occur to the building or its contents beyond reasonable wear and agree to pay the costs for such losses or damages immediately upon notification. A custodial clean-up fee of \$200

will be charged to any group or individual when the room is not returned in good condition, and the organization responsible may be denied future use. If not promptly paid, these charges will be assessed to the library account used to secure the reservation. This may result in the account being reported to a collection agency.

16. The applicant is responsible for managing orderly behavior of all attendees. The Library may require the applicant to provide adequate security services. Insurance may be required. Adult supervision is required for any group of minors under 18 years of age. Misconduct by participants, failure to abide by these rules, and/or misrepresentation on the application may result in rejection of an organization's application and/or being barred from future use.

17. The Library Director has final authority over all matters pertaining to the use of the Room. The Library Director or their designated agent may waive any portion of this policy for a specific need.

(rev. 8/3/2022)



CHULA VISTA PUBLIC LIBRARY MEETING ROOM APPLICATION

For reservation inquiries email librarymanagers@chulavistaca.gov
or contact the branch directly for availability or questions

Application for the use of (Please check one):

() **CIVIC CENTER BRANCH**

365 F Street, Chula Vista
619-691-5069

- () AUDITORIUM
- () CONFERENCE ROOM
- () LOCAL HISTORY ROOM
- () COMPUTER LAB

() **SOUTH BRANCH**

389 Orange Avenue
619-585-5755

- () ROOM A

() **OTAY RANCH LIBRARY "THE HUB" ***

Otay Ranch Town Center
2015 Birch Road, #407 (near Food Pavilion)
619-397-5740

* "THE HUB" OPERATES AS A MIXED USE/SHARED SPACE WHEN GROUP SIZE IS LESS THAN 10 PARTICIPANTS. POLICIES SPECIFIC TO THE HUB ARE NOT APPLICABLE TO THE CIVIC AND SOUTH LIBRARIES. Applicants are encouraged to ask questions if anything is unclear.

Access and availability are only during branch open hours and must be vacated 15 minutes prior to closing.

The following resources are available as noted – check items requested:

	Projector	Screen	Mic & Speakers	Kitchen	Other
Civic - Auditorium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/> Podium
Civic - Conference Room	n/a	n/a	n/a	<input type="checkbox"/>	n/a
Civic - Computer Lab	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/> 12 PCs
South - Room A	n/a	n/a	n/a	n/a	n/a
Otay - The Hub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a

No other equipment is available; any additional item(s) required is the responsibility of the applicant.

DATE of EVENT: _____ Second choice date: _____

Meeting Times: Start: _____ End: _____ (Include set-up and clean up time)

Name of Organization: _____

Type of Organization: _____

Nature of Event (Give general description and topic of discussion): _____

Number of attendees (estimate) _____ **NOTE: All events and meetings must be free and open to the public**

Applicant agrees to comply with the Chula Vista Public Library Meeting Room Policy. (All fields required)

Print Name of Applicant: _____

Address: _____

Phone Number: _____ E-Mail Address: _____

Signature of Applicant/Authorized Officer or Sponsor: _____ (Original Signature)

(For Staff Use Only)

() APPLICATION APPROVED

() APPLICATION DENIED

() Applicant Notified – Date: _____

() In Outlook/On Meeting List

Branch Manager's/ Scheduler's Signature

Date



MEETING ROOM POLICY (LIB-003)

- The Library’s meeting room facilities are open to groups and organizations engaged in educational, cultural, intellectual, business, or charitable activities.
- Library meeting rooms are not available for regularly scheduled meetings of organizations or groups recurring at stated intervals and extending over a period of time. Approval may be granted for **no more than twelve (12) times in a calendar year.** Room reservations will not be accepted more than 90 days in advance of use.
- Admission to the room event must be free and open to the public as space permits.
- No charges or registration fees may be collected. The sale of merchandise or services of any type is also prohibited; however, contact information may be collected from attendees.
- The Library does not advocate or endorse the viewpoints of the meeting room users. All advertisements for events using the Library meeting facilities must contain the disclaimer: **("The City of Chula Vista Public Library does not advocate nor endorse the views or positions expressed by the users of its facilities.")**

=====

MEETING ROOM USE GUIDELINES

1. The Library’s meeting room spaces are available only during the branch hours of operation.
 - Civic Center:**
 - Auditorium** seating capacity is 150 persons*
 - Conference Room** seating capacity is 25 persons*
 - Local History Room** seating capacity is 8 persons*
 - Computer Lab** 12 PCs*
 - South Chula Vista:**
 - Conference Room 'A'** seating capacity is 25 persons*
 - Otay Ranch Library**
 - The Hub** seating capacity is 50. Total capacity must not exceed 216*
2. The individual or person representing an organization responsible for the reservation must ensure a signed copy of all necessary paperwork is on file with the Library.
3. When checking in for the event, the group representative will exchange their ID for a Meeting Room Checklist. At the end of the event the group representative will turn in the completed checklist for the staff to review and sign off before returning the ID.
4. City/Library use of the space will have priority over existing reservations. If your event needs to be changed, advance notice will be given at least 3 business days prior to the event, if possible.
5. No custodial staff assistance is included with the reservation/use of the room. The user is responsible for pre-event set-up, prompt clean-up and removal of own property at close of the event/meeting.
6. Children under 18 years of age must have adequate supervision by a person of at least 18 years of age, or older.



MEETING ROOM POLICY (LIB-003)

7. Decorations or displays must be limited to those items that are free-standing either on the floor or on a table, and must conform to Fire Department standards and regulations. Nothing may be attached to the walls or ceilings of the rooms. No signs may be placed outside of The Hub on pathways, patios, or other public places.
8. Minimal kitchen facilities are available in two rooms, one at the Civic Center Library and one at the South Chula Vista Library; no food or beverage items are to be left or stored in the kitchen between meetings. Alcoholic beverages may not be served at any event scheduled through this application process. All property, including trash and refreshments must be removed from premises at the close of the event.
9. Groups rearranging the furniture must return it to the original arrangement when their event concludes. A schematic of the layout is posted. Moving the service desk and staff seating is not permitted. All set up and breakdown of seating and other items is the responsibility of those reserving the space.
10. Applications for The Hub must indicate the approximate number of participants and type of event. Small groups and committees should anticipate sharing The Hub with others using the space. Small groups (10 people or less) will be allocated a secluded location within The Hub. Events or meetings with low attendance (10 people or less) will share the space with other HUB users, if the library determines this is appropriate.
11. Smoking is prohibited in all areas of the facilities.
12. Illegal use of the Library's facilities is strictly prohibited. All applicable Municipal, State and Federal rules are enforced.
13. The Branch Manager or authorized City of Chula Vista personnel shall have the right to enter the rooms at all times. Otay Ranch Town Center staff shall also have the right to enter The HUB at all times.
14. Neither the name, the address nor phone numbers of the Chula Vista Public Library may be used as a mailing address or contact for persons or organizations using these facilities. Reservations for The Hub are also not permitted to use the Otay Ranch Town Center name, address and phone numbers as contact information.
15. Permission to use a meeting room is not transferable from one person or organization to another. Any change in the representative or in the subject of the program as indicated on the application must be reported immediately to the Library staff. Any such change is subject to review by the Library staff to determine if a new application should be submitted, and may impact an existing reservation.
16. Provisions of Policy LIB-003 may be waived or amended under special conditions only by approval of the Library Director or their designated agent.
17. If you request the use of audiovisual resources in the Auditorium, we require that you make an appointment at least 3 days in advance of your event date to receive a tutorial/instructions on how to checkout and use our new microphones/sound system.
18. The applicant agrees to hold the City of Chula Vista, each and all of their respective officers, agents, employees, at all times free and harmless from any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of any injury sustained or suffered by any person while attending the above meeting or while on the premises of said building and grounds.



MEETING ROOM POLICY (LIB-003)

19. Failure to comply with any of these guidelines may result in denial of future requests for use of the facilities.
20. Organizations and individuals are advised not to post announcements on websites or literature that assumes a standing reservation, e.g., "we meet the first Monday of each month at the CVPL," as the possibility exists that your reservation could be changed.
21. In the event of a conflict, the organization using the space more frequently may be asked to change its reservation.
22. The rooms must be vacated fifteen (15) minutes before closing of the Branch.

APPLICATION PROCESS

1. Completed meeting room applications must be emailed to librarymanagers@chulavistaca.gov or submitted to Library staff at the appropriate branch. The Branch Manager is authorized to grant or deny permission for the use of the facilities. Every reservation requires an application to be submitted.
2. The applicant will receive notice of approval or disapproval of this application by email within three (3) business days of submittal of the application. Applications are processed on business days only. This notice of approval must be presented to the Library staff on the day of the event as proof of confirmed reservation.
3. If there are special set-up requirements they must be included with the submission of the application. No last minute requests can be accommodated.
4. Applications should be filed at least seven (7) business days, but no more than ninety (90) calendar days in advance of the event.
5. Priority will be given to organizations and groups headquartered in Chula Vista or whose membership is composed of Chula Vista residents.
6. A representative of the organization (at least 18 years of age) must agree to sign this application and accept responsibility for the condition of the room(s), library property and for the conduct of the group.
7. The Branch Library must be notified of a cancellation within three (3) business days of the scheduled event. Every effort will be made to notify the applicant by phone, email or mail, at least three (3) business days in advance if the Library must cancel the event.



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 9/7/22

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

City Guide

The new Fall 2022 City Guide is available on the City website. The Library has a number of pages dedicated to our programs.

Parks Pass Excursion – Tijuana Estuary

The Parks Pass Program excursion to the Tijuana Estuary on August 20 was a success. Almost 30 participants attended the program, were guided through the estuary and received explorer backpacks paid for by the grant funds.

Reminder - Ballot Drop Box

The San Diego County Registrar of Voters will be placing a ballot drop box inside the library for use during the fall election season. Once the election is over, the ballot drop box will find a permanent home just outside the library. Staff from the Library and Public Works will be involved in the placement discussion. No location decision has been made at this time.



STAFF REPORT Board of Library Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 9/7/22

SUBJECT: Principal Librarian Report

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

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Library Children's Regular Programming

With the expansion of Library hours, the Children's Room staff is eager to have the opportunity to offer more in-person programming. Please see our calendar for continued fall programming that includes crafts, STEAM, Lego Club, Story Times in English and Bilingual Spanish and Tagalog, and a full array of board games and activities for our children visiting after school. Weekend library staff are also eager to welcome patrons for weekend storytimes and STEAM programs. Please consult the Library calendar for days and times.

Library Children's Special Programming

The National City Public Library will be celebrating Hispanic Heritage Month on Friday, Sept. 16, from 3:30-5:30 p.m. There will be a Bilingual Storytime, crafts, Loteria, a book giveaway, and Mexican candy bags. Please mark your calendars.