



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

May 3, 2023 - 5:30 PM

When: May 3, 2023 05:30 PM Pacific Time (US and Canada)
Topic: Board of Library Trustees Meeting
National City City Hall – Second Floor Large Conference Room
1243 National City Blvd., National City CA 91950

Public Comments: There are two 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. **Participate in live public comment during the meeting:** 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

1. Approval of Excused Absence of Member Zambrano

Public Comment

Consent Agenda

1. Approval of Agenda dated May 3, 2023
2. Approval of April 2023 Library Warrants

New and Unfinished Business

3. Introduction of New Board Member, Cindy Lopez
4. Approval of User Agreement and Policy for Memory Lab Project
5. Approval of Security Guard Agreement with Invicta Security CA Corporation dba Allstate Security

City Librarian Report**Other Reports**

6. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting June 7, 2023 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.



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 5/3/23

SUBJECT: Approval of User Agreement and Policy for Memory Lab Project

RECOMMENDATION: Staff recommends Library Board of Trustees approve the user agreement and policy for the Memory Lab Project.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

The California State Library awarded a grant of \$19,340 to the National City Public Library for the Memory Lab Grant Program. The grant provides Library staff and patrons with guidelines, tools, and training for personal analog and digital archiving.

The grant funds allowed the Library to purchase new equipment for the Local History Room to develop a digital preservation workstation that meets the transfer needs of our community residents. This digital preservation workstation includes scanning equipment and software which can accommodate photographs (prints, negatives and slides), documents, audio cassettes, VHS/VHS-C cassettes, DV/miniDV cassettes, 8mm/Super 8mm film, CDs, DVDs, and 3.5" floppy disks. Community members will be trained on the equipment and will gain the skills and the confidence to digitize, care for, and manage their own histories.

The grant assist community members with all levels of digital literacy seeking to learn how to organize, digitize, and share their family collections. To use the Memory Lab, patrons must attend an orientation, read and agree to the Memory Lab policies, sign a release form, and make a reservation. The policy and user agreement align with other libraries utilizing these grant funds and protects the organization from liability. The user agreement and policy is a condition of the grant and both items will need to be approved for the program to start.

EXHIBITS:

1. Community Memory Lab User Agreement and Parent or Legal Guardian Acknowledgement
2. Community Memory Lab Policy

National City Public Library Community Memory Lab User Agreement

Date: _____

I, _____ (name), have read the Memory Lab Policies, and agree to follow all rules, policies, procedures, and restrictions relating to use of it, including but not limited to, the rules stated herein, the National City Public Library Rules of Conduct, and all other applicable Library policies and procedures. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this agreement and/or engaging in Memory Lab activities, I shall defend, indemnify, and hold harmless the National City Public Library, its officers, officials, employees, and volunteers from and against any and all claims, proceedings, damages, losses, suits including attorney fees and costs, actions, or liabilities for injury or death of any person, or for loss or damage to property, or any other loss in connection with the use of the Memory Lab, including the equipment, tools, and materials therein.

I also understand and agree that I am financially responsible for any and all damage done to Memory Lab equipment resulting from my misuse or failure to follow all rules, policies, procedures, and restrictions relating to its use. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

I understand that use of the Memory Lab equipment is voluntary. There may be instances where due to the condition of the materials and/or equipment malfunction, my materials may be further damaged. Every time a VHS tape is played, the tape degrades. To avoid any additional damage to VHS tapes, the Memory Lab inspects tapes before users are allowed to use the lab. If a tape is too dirty, it will not be allowed to be used in the Memory Lab. Should a playback deck suffer from a mechanical failure, a tape could get stuck in the deck and/or crinkled or stretched from the parts inside the deck.

I am aware that I may be exposed to personal injury, or damage to my property arising out of my use of the Memory Lab. Such risks may be as a result of my activities or the activities of others (volunteers, employees, or third parties). With knowledge of these risks, I agree to accept all risks of personal injury, or damage to my property. In consideration of the same, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, forever waive, release, and discharge the National City Public Library from any and all negligence and liability for my death, disability, personal injury, property damage, property theft or claims of any nature which may hereafter accrue to me, and my estate as a direct or indirect result of my use of the Memory Lab.

Full Name: _____

Signature: _____ Date: _____

Library Card Number: _____

E-Mail Address _____

Staff use only:

Staff Initials: _____

Library Card Record Updated _____

Staff print user's verified legal name



National City Public Library Community Memory Lab

Parent or Legal Guardian Acknowledgement

If the Memory Lab user is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the below-named user, I have read, understand, and agree that my child shall comply with the terms of the National City Public Library Community Memory Lab User Agreement. By signing this Agreement, I give permission for my child to use Library technology and/or to access the equipment in the Memory Lab. I understand that, despite the Library's best efforts, it is impossible for the Library to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the National City Public Library, its officers, officials, employees, and volunteers against all claims, proceedings, damages, losses, suits including attorney fees and costs, actions, or liabilities that may result from my child's use of the Library's equipment and technology or the failure of any equipment or technology protection measures used by the Library. Further, I accept full responsibility for supervision of my child's use of the Memory Lab.

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number: _____

Parent/Guardian Phone Number (in case of emergency): _____

Staff Use Only:

Staff Initials: _____

Library Card Record Updated _____

Staff print user's verified legal name _____



Community Memory Lab Policy

1. **Lab Use** – Memory Lab users must sign the Memory Lab User Agreement in order to have access to the lab and make an appointment prior to each use of the equipment.
2. **Age Policy** – Appointment requests must be made and used by National City Public Library cardholders, aged 14 and older. Youth ages 14-17 must have the User Agreement signed by a parent/guardian before using the lab or equipment.
3. **Length of Lab Visit** – Users may reserve use of the Memory Lab for a maximum of 4 hours per day.
4. **Late Policy** – Reservations may be canceled for users who are more than 15 minutes late and the station will be made available to other users.
5. **Copyrighted Materials** -- Transfer of Copyrighted Materials using the Memory Lab is prohibited. By law, individuals cannot transfer copyrighted material unless: 1) user obtained permission from the copyright holder, or 2) the transfer is for fair use purposes.
6. **Obscene Materials** -- Transfer of Obscene Materials, or content that is otherwise inappropriate for the library environment, is prohibited.
7. **Library Policies** -- Use of the Memory Lab is subject to the National City Public Library Rules of Conduct and the Internet Use Policy, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Memory Lab use privileges.
8. **User Liability** – The individual who reserves the Memory Lab will be considered the main user and is financially responsible for any damages or misuse of equipment, even if a group is working on a project together.
9. **Liability Limitation** – The Memory Lab and the National City Public Library are not responsible for any losses, damages, obligations or liabilities directly or indirectly related to the use of its equipment and information resources.
10. **Food and Beverages** – Food and drink are NOT allowed in the Memory Lab area. Food and drink can damage our media equipment as well as attract pests that can damage personal materials.

11. **Saving Files** – Users are responsible for saving their work on a personal, external memory source. Please bring a USB or external hard drive for saving files, as the library does not provide these sources. All Memory Lab computers are reset, and all files deleted after each reboot.
12. **Storage of Personal Items** – Hard drives or other personal items needed for saving or transferring files cannot be stored at the library. Materials brought to the Memory Lab for scanning must remain with the user at all times.
13. **Lab Assistance** -- The Community Memory Lab is a Do-It-Yourself space. Information and helpful assistance regarding the Lab resources can be provided by staff. Users must watch or attend an orientation to the lab and equipment before using the Memory Lab, and users can reference training guides for each station while using the lab.



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 5/3/23

SUBJECT: Approval of Security Guard Agreement with Invicta Security CA Corporation dba Allstate Security

RECOMMENDATION: Staff recommends Library Board of Trustees approve the agreement with Invicta Security CA Corporation dba Allstate Security.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

On June 18, 2019 City Council approved an agreement between the City of National City and Allstate Security. The contract piggybacked off of the San Diego Security Guard RFP that had been issued in 2018 and subsequently awarded in May 2019 to Allstate Security. Amendments to the agreement of one year each were granted in 2020 and 2021. In 2022, staff discovered that the company had been purchased and was no longer designated by the Attorney General as a corporation in California as Allstate Security. The City Attorney at that time requested a new agreement to reflect the new business owner. Staff created an agreement with Invicta Security for the period of one year only, anticipating that hourly needs would change. In August 2022, the Library expanded its hours and security guard coverage is only utilized for a portion of its operating hours. The new agreement for this year allows for greater coverage and an increased hourly rate, based on market changes.

Costs for unarmed security guards have risen steeply within the past three years. Since 2019, the City of San Diego has contracted with Invicta Security CA Corporation dba Allstate Security to provide armed and unarmed security guard service at its libraries, including Central Library. However, the original 2019 contracted unarmed security guard hourly rate of \$19.49 was established before the market significantly changed and was not sustainable. In January 2023, the City of San Diego approved its second hourly rate increase for security guards, increasing the City's overall budget for the service by \$4 million and increasing the hourly rate of its guard service to \$29.47 for unarmed security guards.¹ This is the rate which we will receive through Invicta Security for FY24. A survey of local security guard agencies reflect similar annual costs. Because of the increase in hourly rate and the expansion of operating hours at the Library which began in August 2022, staff are asking for a not-to-exceed amount of \$75,000. (The prior agreement at the lower rate and curtailed hours was set at not-to-exceed \$40,000.) Staff recommend staying with the current service as they have a proven track record with the cities of National City and San Diego. In addition, this current rate provides National City Public Library with unarmed security guards who are trained in administering naloxone (otherwise known as Narcan®) to counteract opioid

¹ "Downtown San Diego Library may get more security guards, naloxone in effort to curb overdoses, suicide attempts." San Diego Union Tribune. December 15, 2022. <https://www.sandiegouniontribune.com/news/politics/story/2022-12-15/central-library-security-guards-naloxone>. Accessed March 20, 2023.



STAFF REPORT

Board of Library Trustees

overdose symptoms. Many libraries in California have Naloxone on hand to utilize for these challenging situations and it is available to libraries from the State Department of Health Care Services for free.²

Libraries are the last great meeting places in the community. Patrons are welcome to enjoy the facility and can stay for hours at a time perusing materials or studying. However, libraries are not without challenges. San Diego Public Library has experienced a number of concerning issues that prompted the use of security guards. National City Public Library experiences a documented incident approximately every two week period. The National City Police Department has been called to the facility over serious issues six times since July 2022. The use of security guards supports staff in challenging situations that do not rise to the level of police involvement.

EXHIBITS:

1. Standard Agreement with Invicta Security CA Corporation dba Allstate Security

² “L.A. County libraries could soon supply naloxone for reversing overdoses.” Los Angeles Times. October 18, 2022. <https://www.latimes.com/california/story/2022-10-18/los-angeles-county-libraries-narcan-naloxone-for-overdoses#:~:text=Los%20Angeles%20County%20libraries%20could,by%20the%20Board%20of%20Supervisors>. Accessed March 21, 2023.

**AGREEMENT
BY AND BETWEEN
THE CITY OF NATIONAL CITY
AND
INVICTA SECURITY CA CORPORATION DBA ALLSTATE SECURITY**

THIS AGREEMENT is entered into on this 6th day of June, 2023, by and between the CITY OF NATIONAL CITY, a municipal corporation (the “CITY”), and INVICTA SECURITY CA CORPORATION DBA ALLSTATE SECURITY, a corporation (the “CONTRACTOR”).

R E C I T A L S

WHEREAS, the CITY desires to employ a CONTRACTOR to provide security guard services at the National City Public Library during regular business hours.

WHEREAS, the CITY has determined that the CONTRACTOR provides security guard services and is qualified by experience and ability to perform the services desired by the CITY, and the CONTRACTOR is willing to perform such services.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

1. **ENGAGEMENT OF CONTRACTOR.** The CITY agrees to engage the CONTRACTOR to provide security guard services at the National City Public Library during regular business hours, and the CONTRACTOR agrees to perform the services set forth here in accordance with all terms and conditions contained herein.

The CONTRACTOR represents that all services shall be performed directly by the CONTRACTOR or under direct supervision of the CONTRACTOR.

2. **EFFECTIVE DATE AND LENGTH OF AGREEMENT.** This Agreement will become effective on July 1, 2023. The duration of this Agreement is for the period of July 1, 2023 through June 30, 2024. Completion dates or time durations for specific portions of the project are set forth in Exhibit “A”. This Agreement may be extended by mutual agreement upon the same terms and conditions for an additional one (1) year term. The Parties may exercise up to three one-year extensions. Any extension of this Agreement must be approved in writing by the City Manager.

3. **SCOPE OF SERVICES.** The CONTRACTOR will perform services as set forth in the attached Exhibit “A”.]

The CONTRACTOR shall be responsible for all research and reviews related to the work and shall not rely on personnel of the CITY for such services, except as authorized in advance by the CITY. The CONTRACTOR shall appear at meetings specified in Exhibit “A” to keep staff and City Council advised of the progress on the project.

The CITY may unilaterally, or upon request from the CONTRACTOR, from time to time reduce or increase the Scope of Services to be performed by the CONTRACTOR under this Agreement. Upon doing so, the CITY and the CONTRACTOR agree to meet in good faith

and confer for the purpose of negotiating a corresponding reduction or increase in the compensation associated with said change in services.

4. **PROJECT COORDINATION AND SUPERVISION.** Joyce Ryan, City Librarian, hereby is designated as the Project Coordinator for the CITY and will monitor the progress and execution of this Agreement. The CONTRACTOR shall assign a single Project Director to provide supervision and have overall responsibility for the progress and execution of this Agreement for the CONTRACTOR. Scott DeNault, Director of Operations, thereby is designated as the Project Director for the CONTRACTOR.

5. **COMPENSATION AND PAYMENT.** The compensation for the CONTRACTOR shall be based on monthly billings covering actual work performed. Billings shall include labor classifications, respective rates, hours worked and also materials, if any. The total cost for all work described in Exhibit "A" shall not exceed \$75,000. The compensation for the CONTRACTOR'S work shall not exceed the rates set forth in Exhibit "A". Monthly invoices will be processed for payment and remitted within thirty (30) days from receipt of invoice, provided that work is accomplished consistent with Exhibit "A", as determined by the CITY.

The CONTRACTOR shall maintain all books, documents, papers, employee time sheets, accounting records, and other evidence pertaining to costs incurred, and shall make such materials available at its office at all reasonable times during the term of this Agreement and for three (3) years from the date of final payment under this Agreement, for inspection by the CITY, and for furnishing of copies to the CITY, if requested.

6. **ACCEPTABILITY OF WORK.** The CITY shall decide any and all questions which may arise as to the quality or acceptability of the services performed and the manner of performance, the acceptable completion of this Agreement, and the amount of compensation due. In the event the CONTRACTOR and the CITY cannot agree to the quality or acceptability of the work, the manner of performance and/or the compensation payable to the CONTRACTOR in this Agreement, the CITY or the CONTRACTOR shall give to the other written notice. Within ten (10) business days, the CONTRACTOR and the CITY shall each prepare a report which supports their position and file the same with the other party. The CITY shall, with reasonable diligence, determine the quality or acceptability of the work, the manner of performance and/or the compensation payable to the CONTRACTOR.

7. **DISPOSITION AND OWNERSHIP OF DOCUMENTS.** The Memoranda, Reports, Maps, Drawings, Plans, Specifications, and other documents prepared by the CONTRACTOR for this project, whether paper or electronic, shall: (1) be free from defects; (2) become the property of the CITY for use with respect to this project; and (3) shall be turned over to the CITY upon completion of the project, or any phase thereof, as contemplated by this Agreement.

Contemporaneously with the transfer of documents, the CONTRACTOR hereby assigns to the CITY, and CONTRACTOR thereby expressly waives and disclaims any copyright in, and the right to reproduce, all written material, drawings, plans, specifications, or other work prepared under this Agreement, except upon the CITY'S prior authorization regarding reproduction, which authorization shall not be unreasonably withheld. The CONTRACTOR shall, upon request of the CITY, execute any further document(s) necessary to further effectuate this waiver and disclaimer.

The CONTRACTOR agrees that the CITY may use, reuse, alter, reproduce, modify, assign, transfer, or in any other way, medium, or method utilize the CONTRACTOR'S written work product for the CITY'S purposes, and the CONTRACTOR expressly waives and disclaims any residual rights granted to it by Civil Code Sections 980 through 989 relating to intellectual property and artistic works.

Any modification or reuse by the CITY of documents, drawings, or specifications prepared by the CONTRACTOR shall relieve the CONTRACTOR from liability under Section 14, but only with respect to the effect of the modification or reuse by the CITY, or for any liability to the CITY should the documents be used by the CITY for some project other than what was expressly agreed upon within the Scope of Services of this project, unless otherwise mutually agreed.

8. **INDEPENDENT CONTRACTOR.** Both parties hereto in the performance of this Agreement will be acting in an independent capacity and not as agents, employees, partners, or joint venturers with one another. Neither the CONTRACTOR nor the CONTRACTOR'S employees are employees of the CITY, and are not entitled to any of the rights, benefits, or privileges of the CITY'S employees, including but not limited to retirement, medical, unemployment, or workers' compensation insurance.

This Agreement contemplates the personal services of the CONTRACTOR and the CONTRACTOR'S employees, and it is recognized by the parties that a substantial inducement to the CITY for entering into this Agreement was, and is, the professional reputation and competence of the CONTRACTOR and its employees. Neither this Agreement, nor any interest herein, may be assigned by the CONTRACTOR without the prior written consent of the CITY. Nothing herein contained is intended to prevent the CONTRACTOR from employing or hiring as many employees, or SUBCONTRACTORS, as the CONTRACTOR may deem necessary for the proper and efficient performance of this Agreement. All agreements by CONTRACTOR with its SUBCONTRACTOR(S) shall require the SUBCONTRACTOR(S) to adhere to the applicable terms of this Agreement.

9. **CONTROL.** Neither the CITY, nor its officers, agents, or employees shall have any control over the conduct of the CONTRACTOR or any of the CONTRACTOR'S employees, except as set forth in this Agreement. The CONTRACTOR, or the CONTRACTOR'S agents, servants, or employees are not in any manner agents, servants, or employees of the CITY. The CONTRACTOR and its agents, servants, and employees are wholly independent from the CITY and CONTRACTOR'S obligations to the CITY are solely prescribed by this Agreement.

10. **COMPLIANCE WITH APPLICABLE LAW.** The CONTRACTOR, in the performance of the services to be provided herein, shall comply with all applicable state and federal statutes and regulations, and all applicable ordinances, rules, and regulations of the City of National City, whether now in force or subsequently enacted. The CONTRACTOR and each of its SUBCONTRACTOR(S), shall obtain and maintain a current City of National City business license prior to and during performance of any work pursuant to this Agreement.

11. **LICENSES, PERMITS, ETC.** The CONTRACTOR represents and covenants that it has all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession. CONTRACTOR must promptly produce a copy of any such license, permit, or approval to CITY upon request. The CONTRACTOR represents and covenants

that the CONTRACTOR shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, or approval which is legally required for the CONTRACTOR to practice its profession.

12. **STANDARD OF CARE.**

A. The CONTRACTOR, in performing any services under this Agreement, shall perform in a manner consistent with that level of care and skill ordinarily exercised by members of the CONTRACTOR'S trade or profession currently practicing under similar conditions and in similar locations. The CONTRACTOR shall take all special precautions necessary to protect the CONTRACTOR'S employees and members of the public from risk of harm arising out of the nature of the work and/or the conditions of the work site.

B. Unless disclosed in writing prior to the date of this Agreement, the CONTRACTOR warrants to the CITY that it is not now, nor has it for the five (5) years preceding, been debarred by a governmental agency or involved in debarment, arbitration or litigation proceedings concerning the CONTRACTOR'S professional performance or the furnishing of materials or services relating thereto.

C. The CONTRACTOR is responsible for identifying any unique products, treatments, processes or materials whose availability is critical to the success of the project the CONTRACTOR has been retained to perform, within the time requirements of the CITY, or, when no time is specified, then within a commercially reasonable time. Accordingly, unless the CONTRACTOR has notified the CITY otherwise, the CONTRACTOR warrants that all products, materials, processes or treatments identified in the project documents prepared for the CITY are reasonably commercially available. Any failure by the CONTRACTOR to use due diligence under this sub-section will render the CONTRACTOR liable to the CITY for any increased costs that result from the CITY'S later inability to obtain the specified items or any reasonable substitute within a price range that allows for project completion in the time frame specified or, when not specified, then within a commercially reasonable time.

13. **NON-DISCRIMINATION PROVISIONS.** The CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, race, color, ancestry, religion, sex, sexual orientation, marital status, national origin, physical handicap, or medical condition. The CONTRACTOR will take positive action to insure that applicants are employed without regard to their age, race, color, ancestry, religion, sex, sexual orientation, marital status, national origin, physical handicap, or medical condition. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment any notices provided by the CITY setting forth the provisions of this non-discrimination clause.

14. **CONFIDENTIAL INFORMATION.** The CITY may from time to time communicate to the CONTRACTOR certain confidential information to enable the CONTRACTOR to effectively perform the services to be provided herein. The CONTRACTOR shall treat all such information as confidential and shall not disclose any part thereof without the prior written consent of the CITY. The CONTRACTOR shall limit the use and circulation of such information, even within its own organization, to the extent necessary to perform the services to be provided herein. The foregoing obligation of this Section 14, however, shall not apply to any

part of the information that (i) has been disclosed in publicly available sources of information; (ii) is, through no fault of the CONTRACTOR, hereafter disclosed in publicly available sources of information; (iii) is already in the possession of the CONTRACTOR without any obligation of confidentiality; or (iv) has been or is hereafter rightfully disclosed to the CONTRACTOR by a third party, but only to the extent that the use or disclosure thereof has been or is rightfully authorized by that third party.

The CONTRACTOR shall not disclose any reports, recommendations, conclusions or other results of the services or the existence of the subject matter of this Agreement without the prior written consent of the CITY. In its performance hereunder, the CONTRACTOR shall comply with all legal obligations it may now or hereafter have respecting the information or other property of any other person, firm or corporation.

CONTRACTOR shall be liable to CITY for any damages caused by breach of this condition, pursuant to the provisions of Section 15.

15. **INDEMNIFICATION AND HOLD HARMLESS.** To the maximum extent provided by law, The CONTRACTOR agrees to defend, indemnify and hold harmless the City of National City, its officers, officials, agents, employees, and volunteers against and from any and all liability, loss, damages to property, injuries to, or death of any person or persons, and all claims, demands, suits, actions, proceedings, reasonable attorneys' fees, and defense costs, of any kind or nature, including workers' compensation claims, of or by anyone whomsoever, resulting from or arising out of the CONTRACTOR'S performance or other obligations under this Agreement; provided, however, that this indemnification and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the CITY, its agents, officers, employees or volunteers. CITY will cooperate reasonably in the defense of any action, and CONTRACTOR shall employ competent counsel, reasonably acceptable to the City Attorney.

The indemnity, defense, and hold harmless obligations contained herein shall survive the termination of this Agreement for any alleged or actual omission, act, or negligence under this Agreement that occurred during the term of this Agreement.

16. **EMPLOYEE PAYMENTS AND INDEMNIFICATION.**

16.1 **PERS Eligibility Indemnification.** If CONTRACTOR's employee(s) providing services under this Agreement claims, or is determined by a court of competent jurisdiction or the California Public Employees Retirement System ("PERS") to be eligible for enrollment in PERS of the CITY, CONTRACTOR shall indemnify, defend, and hold harmless CITY for the payment of any employer and employee contributions for PERS benefits on behalf of the employee as well as for payment of any penalties and interest on such contributions which would otherwise be the responsibility of the CITY.

CONTRACTOR'S employees providing service under this Agreement shall not: (1) qualify for any compensation and benefit under PERS; (2) be entitled to any benefits under PERS; (3) enroll in PERS as an employee of CITY; (4) receive any employer contributions paid by CITY for PERS benefits; or (5) be entitled to any other PERS-related benefit that would accrue to a CITY employee. CONTRACTOR's employees hereby waive any claims to benefits or compensation described in this Section 16. This Section 16 applies to CONTRACTOR notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary.

16.2 Limitation of CITY Liability. The payment made to CONTRACTOR under this Agreement shall be the full and complete compensation to which CONTRACTOR and CONTRACTOR's officers, employees, agents, and subcontractors are entitled for performance of any work under this Agreement. Neither CONTRACTOR nor CONTRACTOR's officers, employees, agents, and subcontractors are entitled to any salary or wages, or retirement, health, leave or other fringe benefits applicable to CITY employees. The CITY will not make any federal or state tax withholdings on behalf of CONTRACTOR. The CITY shall not be required to pay any workers' compensation insurance on behalf of CONTRACTOR.

16.3 Indemnification for Employee Payments. CONTRACTOR agrees to defend and indemnify the CITY for any obligation, claim, suit, or demand for tax, retirement contribution including any contribution to PERS, social security, salary or wages, overtime payment, or workers' compensation payment which the CITY may be required to make on behalf of (1) CONTRACTOR, (2) any employee of CONTRACTOR, or (3) any employee of CONTRACTOR construed to be an employee of the CITY, for work performed under this Agreement. This is a continuing obligation that survives the termination of this Agreement.

17. **WORKERS' COMPENSATION.** The CONTRACTOR shall comply with all of the provisions of the Workers' Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments thereto; and all similar State or federal acts or laws applicable; and shall indemnify, and hold harmless the CITY and its officers, employees, and volunteers from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description, including reasonable attorney's fees and defense costs presented, brought or recovered against the CITY or its officers, employees, or volunteers, for or on account of any liability under any of said acts which may be incurred by reason of any work to be performed by the CONTRACTOR under this Agreement.

18. **INSURANCE.** The CONTRACTOR, at its sole cost and expense, shall purchase and maintain, and shall require its SUBCONTRACTOR(S), when applicable, to purchase and maintain throughout the term of this Agreement, the following insurance policies:

A. If checked, **Professional Liability Insurance** (errors and omissions) with minimum limits of \$1,000,000 per occurrence.

B. **Automobile Insurance** covering all bodily injury and property damage incurred during the performance of this Agreement, with a minimum coverage of \$1,000,000 combined single limit per accident. Such automobile insurance shall include owned, non-owned, and hired vehicles. The policy shall name the CITY and its officers, agents, employees, and volunteers as additional insureds, and a separate additional insured endorsement shall be provided.

C. **Commercial General Liability Insurance**, with minimum limits of either \$2,000,000 per occurrence and \$4,000,000 aggregate, or \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$2,000,000 umbrella policy, covering all bodily injury and property damage arising out of its operations, work, or performance under this Agreement. The policy shall name the CITY and its officers, agents, employees, and volunteers as additional insureds, and a separate additional insured endorsement shall be provided. The general aggregate limit must apply solely to this "project" or "location". The "project" or "location" should be noted with specificity on an endorsement that shall be incorporated into the policy.

D. **Workers' Compensation Insurance** in an amount sufficient to meet statutory requirements covering all of CONTRACTOR'S employees and employers' liability insurance with limits of at least \$1,000,000 per accident. In addition, the policy shall be endorsed with a waiver of subrogation in favor of the CITY. Said endorsement shall be provided prior to commencement of work under this Agreement.

If CONTRACTOR has no employees subject to the California Workers' Compensation and Labor laws, CONTRACTOR shall execute a Declaration to that effect. Said Declaration shall be provided to CONTRACTOR by CITY.

E. The aforesaid policies shall constitute primary insurance as to the CITY, its officers, officials, employees, and volunteers, so that any other policies held by the CITY shall not contribute to any loss under said insurance. Said policies shall provide for thirty (30) days prior written notice to the CITY's Risk Manager, at the address listed in subsection G below, of cancellation or material change.

F. If required insurance coverage is provided on a "claims made" rather than "occurrence" form, the CONTRACTOR shall maintain such insurance coverage for three years after expiration of the term (and any extensions) of this Agreement. In addition, the "retro" date must be on or before the date of this Agreement.

G. The Certificate Holder for all policies of insurance required by this Section shall be:

City of National City
c/o Risk Manager
1243 National City Boulevard
National City, CA 91950-4397

H. Insurance shall be written with only insurers authorized to conduct business in California that hold a current policy holder's alphabetic and financial size category rating of not less than A:VII according to the current Best's Key Rating Guide, or a company of equal financial stability that is approved by the CITY'S Risk Manager. In the event coverage is provided by non-admitted "surplus lines" carriers, they must be included on the most recent List of Approved Surplus Line Insurers ("LASLI") and otherwise meet rating requirements.

I. This Agreement shall not take effect until certificate(s) or other sufficient proof that these insurance provisions have been complied with, are filed with and approved by the CITY'S Risk Manager. If the CONTRACTOR does not keep all insurance policies required by this Section 18 in full force and effect at all times during the term of this Agreement, the CITY may treat the failure to maintain the requisite insurance as a breach of this Agreement and terminate the Agreement as provided herein.

J. All deductibles and self-insured retentions in excess of \$10,000 must be disclosed to and approved by the CITY. CITY reserves the right to modify the insurance requirements of this Section 18, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

K. If the CONTRACTOR maintains broader coverage or higher limits (or both) than the minimum limits shown above, the CITY shall be entitled to the broader coverage or

higher limits (or both) maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

19. **LEGAL FEES.** If any party brings a suit or action against the other party arising from any breach of any of the covenants or agreements or any inaccuracies in any of the representations and warranties on the part of the other party arising out of this Agreement, then in that event, the prevailing party in such action or dispute, whether by final judgment or out-of-court settlement, shall be entitled to have and recover of and from the other party all costs and expenses of suit, including attorneys' fees.

For purposes of determining who is to be considered the prevailing party, it is stipulated that attorney's fees incurred in the prosecution or defense of the action or suit shall not be considered in determining the amount of the judgment or award. Attorney's fees to the prevailing party if other than the CITY shall, in addition, be limited to the amount of attorney's fees incurred by the CITY in its prosecution or defense of the action, irrespective of the actual amount of attorney's fees incurred by the prevailing party.

20. **TERMINATION.**

A. This Agreement may be terminated with or without cause by the CITY. Termination without cause shall be effective only upon 60-day's written notice to the CONTRACTOR. During said 60-day period the CONTRACTOR shall perform all services in accordance with this Agreement.

B. This Agreement may also be terminated immediately by the CITY for cause in the event of a material breach of this Agreement, misrepresentation by the CONTRACTOR in connection with the formation of this Agreement or the performance of services, or the failure to perform services as directed by the CITY.

C. Termination with or without cause shall be effected by delivery of written Notice of Termination to the CONTRACTOR as provided for herein.

D. In the event of termination, all finished or unfinished Memoranda Reports, Maps, Drawings, Plans, Specifications and other documents prepared by the CONTRACTOR, whether paper or electronic, shall immediately become the property of and be delivered to the CITY, and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed on such documents and other materials up to the effective date of the Notice of Termination, not to exceed the amounts payable hereunder, and less any damages caused the CITY by the CONTRACTOR'S breach, if any. Thereafter, ownership of said written material shall vest in the CITY all rights set forth in Section 7.

E. The CITY further reserves the right to immediately terminate this Agreement upon: (1) the filing of a petition in bankruptcy affecting the CONTRACTOR; (2) a reorganization of the CONTRACTOR for the benefit of creditors; or (3) a business reorganization, change in business name or change in business status of the CONTRACTOR.

21. **NOTICES.** All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered; or sent by overnight mail (Federal Express or the like); or sent by registered or certified mail, postage prepaid, return receipt requested; or sent by ordinary mail, postage prepaid; or telegraphed or cabled; or delivered or sent by telex, telecopy, facsimile or fax; and shall be deemed received upon the earlier of (i) if personally delivered, the date of delivery to the address of the person to receive such notice, (ii) if sent by overnight mail, the business day following its deposit in such overnight mail facility, (iii) if mailed

by registered, certified or ordinary mail, five (5) days (ten (10) days if the address is outside the State of California) after the date of deposit in a post office, mailbox, mail chute, or other like facility regularly maintained by the United States Postal Service, (iv) if given by telegraph or cable, when delivered to the telegraph company with charges prepaid, or (v) if given by telex, telecopy, facsimile or fax, when sent. Any notice, request, demand, direction or other communication delivered or sent as specified above shall be directed to the following persons:

To CITY: Joyce Ryan
Library & Community Services Director
National City Public Library
City of National City
1401 National City Boulevard
National City, CA 91950-4397

To CONTRACTOR:
Scott DeNault
Director of Operations
Invicta Security CA Corporation dba Allstate Security
9845 Erma Road, Suite 300
San Diego, CA 92131

Notice of change of address shall be given by written notice in the manner specified in this Section. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent. Any notice, request, demand, direction or other communication sent by cable, telex, telecopy, facsimile or fax must be confirmed within forty-eight (48) hours by letter mailed or delivered as specified in this Section.

22. **CONFLICT OF INTEREST AND POLITICAL REFORM ACT OBLIGATIONS.** During the term of this Agreement, the CONTRACTOR shall not perform services of any kind for any person or entity whose interests conflict in any way with those of the City of National City. The CONTRACTOR also agrees not to specify any product, treatment, process or material for the project in which the CONTRACTOR has a material financial interest, either direct or indirect, without first notifying the CITY of that fact. The CONTRACTOR shall at all times comply with the terms of the Political Reform Act and the National City Conflict of Interest Code. The CONTRACTOR shall immediately disqualify itself and shall not use its official position to influence in any way any matter coming before the CITY in which the CONTRACTOR has a financial interest as defined in Government Code Section 87103. The CONTRACTOR represents that it has no knowledge of any financial interests that would require it to disqualify itself from any matter on which it might perform services for the CITY.

If checked, the CONTRACTOR shall comply with all of the reporting requirements of the Political Reform Act and the National City Conflict of Interest Code. Specifically, the CONTRACTOR shall file a Statement of Economic Interests with the City Clerk of the City of National City in a timely manner on forms which the CONTRACTOR shall obtain from the City Clerk.

The CONTRACTOR shall be strictly liable to the CITY for all damages, costs or expenses the CITY may suffer by virtue of any violation of this Section 22 by the CONTRACTOR.

23. **PREVAILING WAGES.** State prevailing wage rates may apply to work performed under this Agreement. State prevailing wages rates apply to all public works contracts as set forth in California Labor Code, including but not limited to, Sections 1720, 1720.2, 1720.3, 1720.4, and 1771. CONTRACTOR is solely responsible to determine if State prevailing wage rates apply and, if applicable, pay such rates in accordance with all laws, ordinances, rules, and regulations.

24. **ADMINISTRATIVE PROVISIONS.**

A. *Computation of Time Periods.* If any date or time period provided for in this Agreement is or ends on a Saturday, Sunday or federal, state or legal holiday, then such date shall automatically be extended until 5:00 p.m. Pacific Time of the next day which is not a Saturday, Sunday or federal, state, or legal holiday.

B. *Counterparts.* This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute but one and the same instrument.

C. *Captions.* Any captions to, or headings of, the sections or subsections of this Agreement are solely for the convenience of the parties hereto, are not a part of this Agreement, and shall not be used for the interpretation or determination of the validity of this Agreement or any provision hereof.

D. *No Obligations to Third Parties.* Except as otherwise expressly provided herein, the execution and delivery of this Agreement shall not be deemed to confer any rights upon, or obligate any of the parties hereto, to any person or entity other than the parties hereto.

E. *Exhibits and Schedules.* The Exhibits and Schedules attached hereto are hereby incorporated herein by this reference for all purposes. To the extent any exhibits, schedules, or provisions thereof conflict or are inconsistent with the terms and conditions contained in this Agreement, the terms and conditions of this Agreement shall control.

F. *Amendment to this Agreement.* The terms of this Agreement may not be modified or amended except by an instrument in writing executed by each of the parties hereto.

G. *Assignment & Assumption of Rights.* CONTRACTOR shall not assign this Agreement, in whole or in part, to any other party without first obtaining the written consent of CITY.

H. *Waiver.* The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision hereof.

I. *Applicable Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of California. The venue for any legal action arising under this Agreement shall be in either state or federal court in the County of San Diego, State of California.

J. *Audit.* If this Agreement exceeds ten-thousand dollars (\$10,000), the parties shall be subject to the examination and audit of the State Auditor for a period of three (3) years after final payment under the Agreement, per Government Code Section 8546.7.

K. *Entire Agreement.* This Agreement supersedes any prior agreements, negotiations and communications, oral or written, and contains the entire agreement between the parties as to the subject matter hereof. No subsequent agreement, representation, or promise made

by either party hereto, or by or to an employee, officer, agent or representative of any party hereto shall be of any effect unless it is in writing and executed by the party to be bound thereby.

L. *Successors and Assigns.* This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the parties hereto.

M. *Subcontractors.* The CITY is engaging the services of the CONTRACTOR identified in this Agreement. The CONTRACTOR shall not subcontract any portion of the work, unless such subcontracting was part of the original proposal or is allowed by the CITY in writing. In the event any portion of the work under this Agreement is subcontracted, the subCONTRACTOR(s) shall be required to comply with and agree to, for the benefit of and in favor of the CITY, both the insurance provisions in Section 18 and the indemnification and hold harmless provision of Section 15 of this Agreement.

N. *Construction.* The parties acknowledge and agree that (i) each party is of equal bargaining strength, (ii) each party has actively participated in the drafting, preparation and negotiation of this Agreement, (iii) each such party has consulted with or has had the opportunity to consult with its own, independent counsel and such other professional advisors as such party has deemed appropriate, relative to any and all matters contemplated under this Agreement, (iv) each party and such party's counsel and advisors have reviewed this Agreement, (v) each party has agreed to enter into this Agreement following such review and the rendering of such advice, and (vi) any rule or construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement, or any portions hereof, or any amendments hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

CITY OF NATIONAL CITY

**INVICTA SECURITY CA CORPORATION
DBA ALLSTATE SECURITY**

*(Corporation – signatures of two corporate officers required)
(Partnership or Sole proprietorship – one signature)*

By: _____
Ron Morrison, Mayor

By: _____
(Name)

APPROVED AS TO FORM:

(Print)

By: _____
Barry J. Schultz,
City Attorney

(Title)

By: _____
(Name)

(Print)

(Title)

EXHIBIT A
TO AGREEMENT
BY AND BETWEEN
THE CITY OF NATIONAL CITY
AND
INVICTA SECURITY CA CORPORATION DBA ALLSTATE SECURITY

1. **Unarmed Security Guard Service:** One uniformed, unarmed security officer to be assigned to the National City Public Library during normal business hours on the following days/times with unpaid meal breaks:

July 1, 2023 through June 30, 2024:

Monday through Thursday	Shift: 11:30 p.m. – 8:00 p.m.
Friday:	Shift: 09:30 a.m. – 6:00 p.m.
Saturday	Shift: 09:30 a.m. – 5:00 p.m.

2. **Compensation:**

- a. \$29.47 per hour (Any requested non-standard shifts beyond 8 regular paid hours will incur an OT bill rate of 1.5 x in accordance CA Labor Laws.)
- b. Requests for additional service will be billed at \$29.47 per hour.
- c. Agreement is for not-to-exceed cost of \$75,000 annually

3. **General Requirements:** Security officers shall provide the following general services:

- a. Enforce Library Rules of Conduct;
- b. Maintain peace and order as well as front end security for the grounds and facility;
- c. Monitor noise levels and other environmental factors;
- d. Report suspicious behavior, instances of misconduct, safety concerns, and irregularities (to prevent losses and damage);
- e. Patrol both the inside and outside of the Library's premises;
- f. Diligently respond to consumer and staff complaints.

4. **Specific Requirements:** Security officer's primary duty shall be to observe and immediately report any activity that appears to be illegal, suspicious, or requires reporting. Security officers are also expected to perform the following:

- (a) Prepare daily security reports that indicate activities occurring in or outside of the Library's premises;
- (b) Security officer's shall remain at their post during business hours specified below and shall monitor the general coming and going of all pedestrians into the Library;
- (c) Possess permanent State License Guard Card;

- (d) Maintain Basic Logs and Reports skills;
- (e) Possess Basic Telephone Etiquette;
- (f) Possess Fundamental Customer Service skills;
- (g) Have Understanding of Legal Authority;
- (h) Have Knowledge of Common and Acceptable Patrol Techniques;
- (i) Have Acquaintance with Fire Protection and Alarm Systems;
- (j) Possess Fundamental Skills for Interaction with National City Police Department (NCPD) Officers and City Personnel;
- (k) Be trained in administration of Naloxone;
- (l) The City may add, in writing, further Basic Duties as deemed necessary.

Security officers report to the City Librarian, or designee (AKA the “Designated Librarian in Charge”), during normal business hours and under ordinary circumstances. His/her instructions are to be followed at all times.

The Librarian or Library Administration staff shall be called for assistance to deal with any problems with Library patrons that cannot be resolved immediately.

While on duty, which shall be made regardless of weather conditions, security officers will watch for fire, theft, and utility failures (e.g., plumbing breaks, and smoking or flickering electrical fixtures). Upon finding any utility failure, the security officers shall notify the Librarian-in-charge. If the security officer observes any unusual activity, or if any alarms, silent or audible, be set off, security officers shall respond by observing the situation and calling the Librarian-in-charge or the National City Police or Fire Departments as appropriate, by telephone.

5. **Security Officer Staffing**: The Contractor shall provide security officers who have prior experience in a security setting of similar type, size, and scope of the National City Public Library.

6. **Contractor Responsibilities, Materials & Equipment**: Contractor shall issue security officers the following:

- a. A minimum of two (2) uniforms, including shirts, (1) jacket, and (2) trousers. Additionally, one (1) set of protective rainwear shall be provided.
- b. A mobile (cellular) phone to communicate with the Contractor’s office.
- c. A heavy duty, police type, water resistant multi-cell flashlight.
- d. Patrol log or note books for writing details and appropriate reporting forms.
- e. Contractor shall provide personnel background checks on all personnel and update background checks on infrastructure sites on an annual basis.

- f. All Guards are required to wear the designated/approved security officer service uniforms for Contractor. There are no exceptions. All security officer uniforms must be kept clean and professional at all times. Failure to maintain a neat, clean and professional appearance and uniform may result in removal from the work site by the security officer supervisor, City Librarian, or City designee. Non-approved uniform attire may also result in removal from the work site.
- g. The Contractor must have field supervisor(s) who routinely inspect job sites and personnel to insure compliance with site requirements.
- h. A communication device (radio, cell phone, etc.) to carry at all times while on duty and on breaks.

All materials and equipment described in this Section 6 shall be maintained in good working order. If any equipment fails to function, the Contractor shall arrange for immediate replacement. The Contractor shall be responsible for supplying batteries for all equipment.

Contractor shall be responsible for paying for repairs to City equipment and for damage which is not a result of normal wear and tear as referenced in Section 7 of this Exhibit. In the event City furnished equipment does not work, the Guard is to note this in the log book and notify the Contract Administrator on the next business day.

7. **City Responsibilities:** The City will provide the following for Contractor to comply with these Scope of Services:

- a. An area for writing reports, to charge telephone and/or radio batteries, place to use a restrooms, store and heat food, and drinkable water source.
- b. Telephones that shall be used for emergencies and necessary business calls only. Acceptable use of City telephones are to make 911 calls, calls to the National City Police or Fire Department, business calls to the Contractor's Office, and calls to the City Librarian or their designee.
 - i. Security personnel using City provided telephones to make emergency calls shall dial 9-911 to get an outside line and be connected to emergency personnel.

8. **Court Appearance:** If, as a result of action taken by a guard performing services under the terms of this Agreement, Contractor shall ensure that the security officer makes a court appearance or appearance on behalf of the City.

- a. The City will pay the Contractor the regular hourly bill rate as specified on the invoice the amount of time spent in court by the guard, plus one-half (½) hour travel time each way. Hours must be reflected on backup documents submitted with invoices, where the hours will be identified as "Court Appearance."

- b. If court appearances result in guards working more than forty (40) hours per week, then overtime of one and a half (1-½) the hourly bill rate will be paid by the City. Hours must be reflected on backup documents submitted with invoices, where the hours will be identified as “Authorized Overtime.”



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 5/3/23

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Summer Reading Program

Staff are preparing for the annual summer reading program. The theme this year is “Find Your Voice” and staff are incorporating the theme in activities and programs. The Summer Reading Program is for all ages and takes place June 5 – July 29.

Class Visits and Outreach

Class visits from local schools are still taking place. Two fourth grade classes attended last month with another class is anticipated this month. Staff will also be participating at the Career Fair at El Toyon Elementary on May 18 from 9 a.m. – 12 p.m. Staff also participated in STEAM Day at ARTS on Saturday, April 29.

Mobile Printing

On May 1, the Library launched mobile printing which is an add-on feature to the library’s already popular printing service. Mobile printing provides another level of convenience to library users who simply want to print files from their mobile device. Traditionally, printing files from a mobile device requires patrons to get a library card, log in to a library computer, download the files to the computer, and then send the files to the printer. Mobile printing reduces the amount steps involved while allowing patrons to print directly from their personal device, and it also saves staff time. Mobile printing has been a frequently requested service and the library is excited to share it with the community. Staff are creating materials for the public and have provided a training video for staff.