# NATIONAL CITY PUBLIC LIBRARY
## *Regular Meeting of the Library Board of Trustees*

## *Minutes*          *August 7, 2019*

### CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by Vice-President Juarez at 5:33 p.m. on August 7, 2019.

### ROLL CALL

| | |
|---|---|
| BOARD OF TRUSTEES PRESENT: | Ray Juarez, Vice-President |
| | Deborah Hernandez, Secretary |
| | Sherry Gogue, Trustee |
| | Bradley Bang, Trustee |
| | Cheryl Howrey-Colmenero, Alternate Trustee |
| BOARD OF TRUSTEES ABSENT: | Margaret Godshalk, President |
| STAFF PRESENT: | Minh Duong, City Librarian |
| PUBLIC: | Barbara Zaragoza |
| | Joan Rincon |

### CONSENT CALENDAR

1. **Approval of Agenda**
   *Motion to approve the meeting agenda of August 7, 2019.*
   > Motion: Gogue / Second: Bang
   > Vote:   Ayes: 5          Nays: 0
   > Motion carried.

2. **Approval of the Minutes of July 3, 2019 Meeting**
   *Motion to approve the approval of the minutes of July 3, 2019 meeting.*
   > Motion: Gogue / Second: Hernandez
   > Vote:   Ayes: 5          Nays: 0
   > Motion carried.

3. **Approval of Library Warrants**
   *Motion to approve Library warrants.*
   > Motion: Bang / Second: Juarez
   > Vote:   Ayes: 5          Nays: 0
   > Motion carried.

## NEW AND UNFINISHED BUSINESS

1. **Newspapers Digitization Project Update**. See attached report.

> Motion to: 1. Find out the project turnaround timeline with California Digital Newspaper Project (UC Riverside); 2. Request the Friends' support of $60,000 to defray the cost of digitization; 3. Seek legal advice from the City Attorney's Office as to the government procurement procedure when City funds is not being utilized to defray the cost of the project.
>
> Motion: Hernandez / Second: Gogue
>
> Vote:    Ayes: 5        Nays: 0

## CITY LIBRARIAN'S REPORT

1. **Role of the Alternate Board Member.** Ordinance No. 2013-2381, Chapter 16.09.10 – Alternate Members. In addition to regular appointments, the City Council may appoint an alternate member or members to any board, commission or committee. An applicant for appointments as an alternate member shall be subject to the same application and interview procedures as are applicants for regular appointments. Alternate members so appointed shall attend each meeting of the board, commission or committee to which they are appointed, but shall participate in a regular meeting only in the event of absence of the regular member. At such time as a vacancy occurs on a board, commission or committed, an alternate member is automatically eligible for appointment as a regular member, provided the alternate member is in good standing (e.g. good attendance record.)

2. **Wells Fargo Mural Project.** Wells Fargo recently installed a mural at their Highland-National City Branch using some of the photos from our Local History Room's photos collection. The mural is mounted inside the bank on the right wall next to the front door along with a wall label. Four photos of the mural – the woman sitting on the bench; the three women walking together; the sea side port with boats; and Frank Kimball's portrait – are from our digital photo collection hosted on archive.org. (See attached picture of the mural)

3. **Volunteer Recognition Dinner.** Invites go out to Board Trustees. Dinner will be held Thursday, September 19, 2019 from 6:00 to 8:00pm at Downtown Abbey, 1302 National City Blvd., National City. Invites go out to board members.

## OTHER REPORTS – Friends of the Library

No report.

## PUBLIC COMMENTS AND COMMUNICATION

- Barbara Zaragoza – The Library had a State Library consultant doing an assessment of the Local History Room last year. Is the report available to the public?
- Joan Rincon – suggested a review of the Study Rooms policy to allow for use of the rooms by two people only.

> Motion to bring the Study Rooms Policy for review at the September board meeting: Bang / Second: Gogue
>
> Vote: Ayes: 5    Nays: 0.
>
> Motion carried.

## BOARD TRUSTEE COMMENTS/COMMUNICATION

- Trustee Bang requested to put the following item on the September Board Meeting agenda - *Consideration to change the day and time of the Library Board Monthly Meeting* - to allow him to

attend the Kimball Neighborhood Council Meeting which happens to be on the same day and time as the Library Board Meeting.

- Trustee Members Hernandez and Juarez thanked Ms. Zaragoza and Ms. Rincon for attending the board meeting and for their community involvement.

**ADJOURNMENT**

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

Meeting adjourned at 7:00 p.m.  The next Board Meeting is scheduled for Wednesday, September 4, 2019 at 5:30 p.m.

Respectfully submitted,

Minh Duong
City Librarian

# Newspapers on Microfilm Digitization Project

Microfilm records are unique in their challenges: poor quality images on the film, images missed in the scanning process, or data indexed incorrectly.

1. **BMI** Proposal (Jake Walker)
   With Digital Reel, the microfilm is converted into a digital replica of the existing film.
   - Each roll is scanned at 300 dpi grayscale: this feature allows users to adjust the contrast and brightness of every image for optimum legibility, ensuring the highest possible image quality.
   - Each record will be OCR processed: this service provides global text-search capability over the entire microfilm collection. Highlighted hits appear for the searched word in the image View of the document.
   - Digital Reel process: rolls will be transported to Sunnyvale, CA; will be inventoried and logged into their production tracking server to be scanned to Digital Reel. Throughout scanning, processed film images will be uploaded to their Digital Reel hosted server for immediate review/analysis by library staff. Scanning takes about 10 weeks.
   - Included in the project is an access license to Digital Reel application that includes 5 users.
   - Digital Reel cloud hosting: users can access records from internet-connected workstations.
   - Features: issue date indexing + back up hard drive (1 PDF with OCR per issue) + hosted service the first year + project management (weekly deliveries)
   - $ 19,915

2. **California Revealed** (Pamela Vadakan)
   - TIFF at 400 ppi, 8 bit grayscale
   - Access copy for CA-R (jpg and PDF with uncorrected raw OCR)
   - Access copy for CDNP (jpg 2000 and PDF with uncorrected raw OCR
   - Reels filmed as two-page spreads and cropped to one-page per image
   - Returnable hard drive
   - Create XML files with descriptive and technical metadata. Upload to Archive.org
   - If start the project September 2019 -> Summer 2020 as turnaround time (10 months)
   - $167,700

3. **Backstage** (Beth Ann Goodwill)
   Backstage will scan the reels at 300 PPI 8 bit grayscale archival TIFF images. The scanned images will be processed using automated batch stings to split the two-page frames to one page per TIFF. Scanned images will be inspected by a QA technician for quality and to collect page-level metadata (title, year, month, day, and assign a 3-digit counter that starts over with each issue as well as the CA Revealed object identifier). Once the TIFF images passed QA, they will be used to create searchable multi-page PDFs with uncorrected OCR output, bound per issue.
   The archival TIFFs will be used to create the CA Revealed tile set. A client-supplied metadata sheet is required for CA Revealed deliverables to be generated. CDNP files set can be generated upon request.
   - The price quote is provided based on the assumption the reels are of good quality and suitable for automated post-scanning processing. If the quality of the filming is poor, special handling will apply.

- Page-level data.
- $153,000
- 12-18 months

4. **California Digital Newspaper Project** (UC Riverside – Brian Geiger)
   Scanning to create high resolution TIFF images
   Processing TIFF images to create deliverables for the CDNC
   No hosting fees and supply copies of the data if we wish.
   Assumption average 850 pages per reel
   - Article-level Data
   - $56,848 for entire collection of 209 reels from 1882-2008
   - $43,145 for 166 reels for 49 years from 1959-2008

5. Crowley Company
   - Job setup fee: $250 (one-time project fee)
   - 300 dpi grayscale TIFF or JPG: $.03 per image x 147,700 images (estimates) = $4,431
   - Manual identification of start/end of issue: $.01 per image x 147,700 = $1,477
   - Conversion to multipage searchable PDF per issue: #.02 per image x 147,

6. **California Revealed Grant-Funded Project**
   - Multi-year process. Apply every cycle year.
   - Maximum funded amount is $30,000 per project

**Cost Comparison**

| Contractor | Cost | What's included | |
|---|---|---|---|
| BMI | $19,915 | 211 rolls @ $65/roll | $13,715 |
| | | 1 hard drive | $1,500 |
| | | 1 year hosting service | $950 |
| | | Project Management | $3,500 |
| | | Basic metadata (up to 75% of California standards) at page level | |
| | | Complies with National Standards. CA standards are higher. Can pay extra $0.30/page to add more metadata. | |
| CA-Revealed | $167,700 | 209 reels @1,400 pgs max => $800 | $167,200 |
| | | TIFF at 400 ppi, 8-bit grayscale | |
| | | XML Data (at article level) | |
| | | Quality assurance of digitized materials | |
| | | Public access via CA-R.org | |
| | | Metadata aggregation | |
| | | File storage for long-term preservation | |
| | | Shipping | |
| | | 3TB G-Technology hard drive | $100 |
| | | LTO8 Tape (2) | $200 |
| | | Turnaround time: 10 months | $200 |
| Backstage | $153,000 | TIFF at 300 ppi | |
| | | 2-page frames split to 1 page per TIFF | |
| | | QA for quality | |
| | | Page-level metadata (title, year, month, day) | |
| | | Turnaround time: 12-18 months | |
| | | Quote provided based on assumption the reels are in good quality | |
| California Digital Newspaper Project | $56,848 | 209 reels; assumption average 850 pages per reel; high resolution TIFF images | |
| | | Article-level data | |
| | | No hosting fee | |
| Crowley Company | $9,712 | One-time job set up | $250 |
| | | 300 dpi grayscale TIFF or jpg: $.03 per image x 147,700 estimated images | $4,431 |
| | | Manual identification of start/end of issue: $.01 per image x 147,700 | $1,477 |
| | | Conversion to multipage PDF per issue: $.02 per image x 147,700 | $2,954 |
| | | Indexing by year, month date of publication: $60 per hour x 10 hours (?) | $600 |

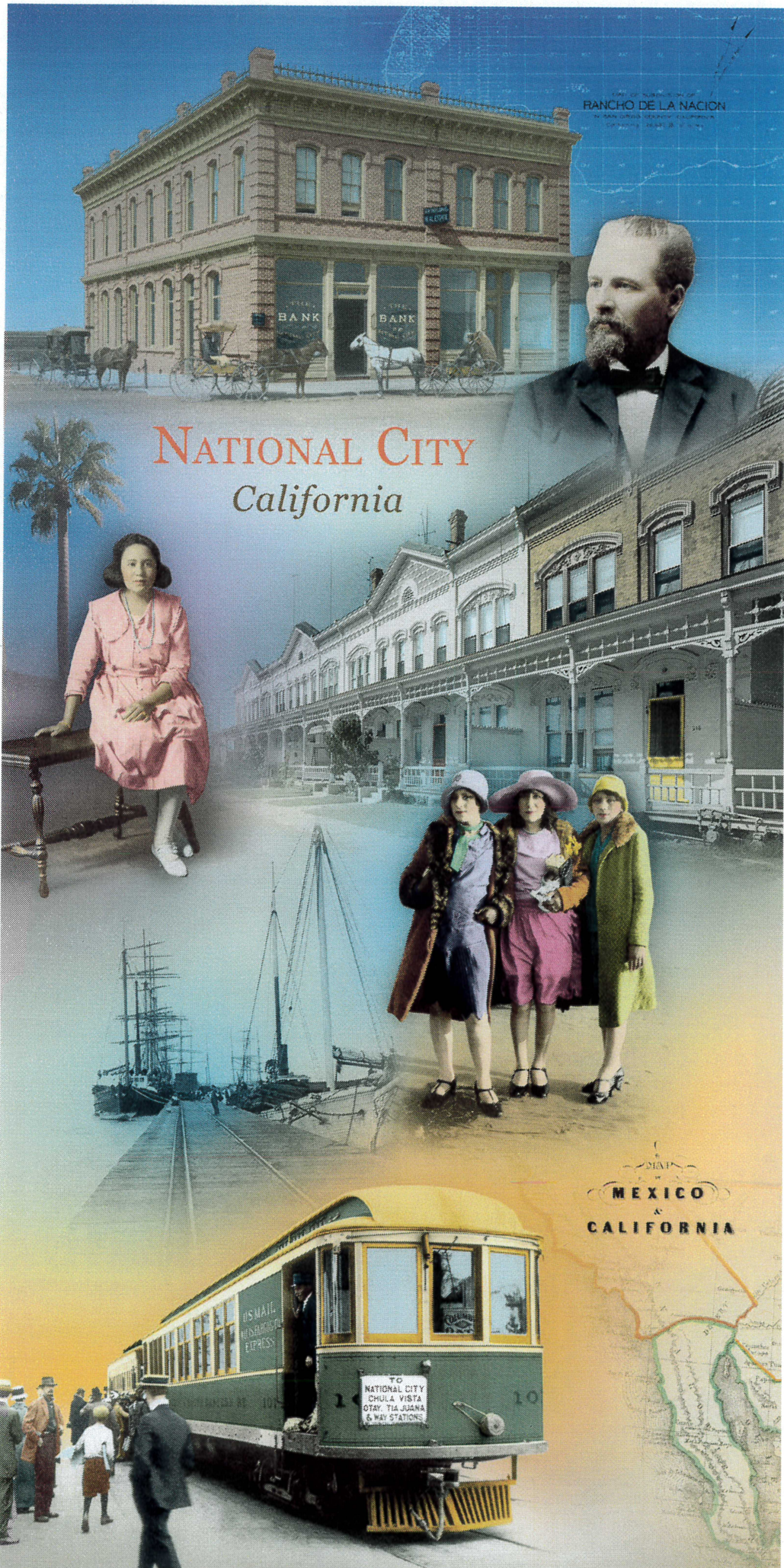| CA-Revealed Grant-funded | $0 | Multi-year process. Apply every cycle year. Maximum funded amount: $30,000 per project | |
|---|---|---|---|

**Contractor**         **Cost Estimates**

BMI                    $19,915
CA-Revealed            $167,700
Backstage              $153,000
CA Digital Newspaper   $56,848
Crowley                $9,712
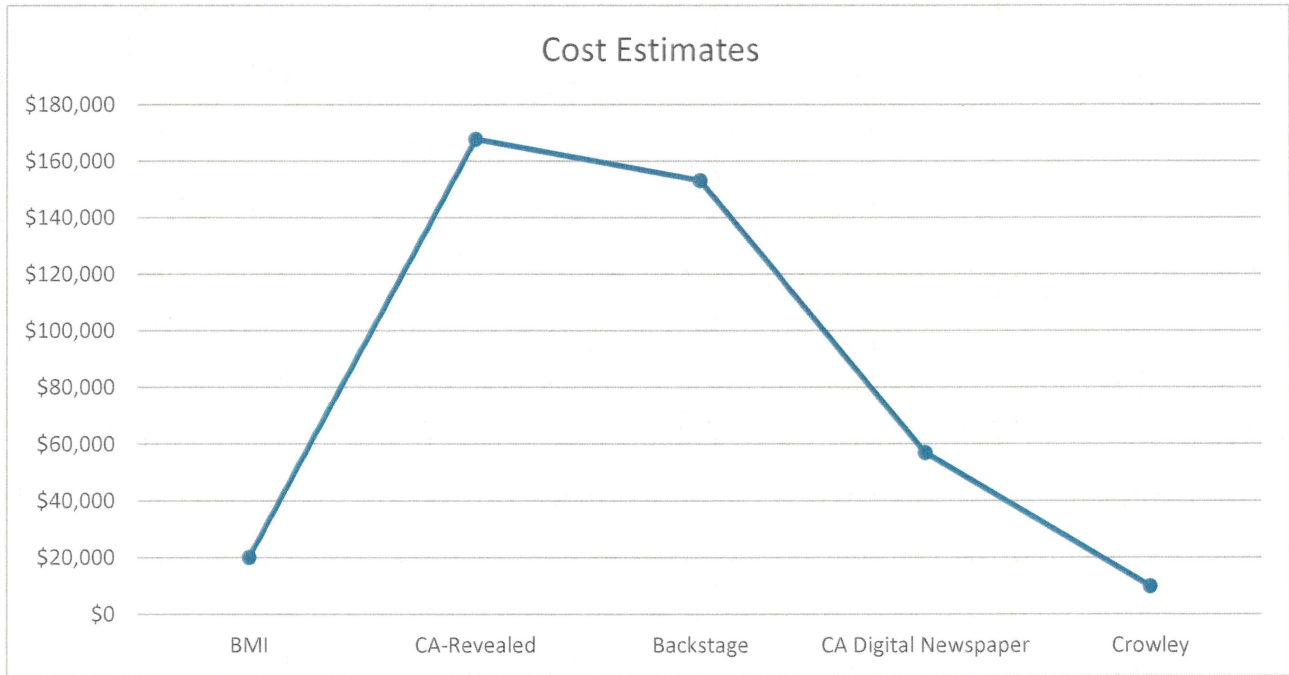
# NATIONAL CITY
*California*

# National City Mural Key

The Wells Fargo Community Mural Program is dedicated to creating unique, custom-designed, historical artwork that respects the community's legacy, celebrates its diversity, and honors the past upon which the community was founded.

*El Programa de Murales Comunitarios de Wells Fargo está dedicado a crear obras de arte históricas, personalizadas y exclusivas que respetan el legado de la comunidad, celebran su diversidad, y honran el pasado en el que se fundó la comunidad.*

**Images courtesy of:** National City Public Library • San Diego History Center • The Bancroft Library, University California, Berkeley • David Rumsey Map Collection (davidrumsey.com) • Library of Congress • Wells Fargo Corporate Archives
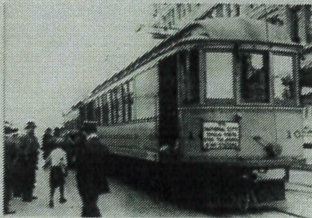


Wells Fargo express aboard the railway, serving San Diego, National City, Chula Vista, Otay, and Tijuana, c. 1910. *(WFCA)*

Wells Fargo Express a bordo del ferrocarril que prestaba servicio a San Diego, National City, Chula Vista, Otay y Tijuana, alrededor de 1910. *(WFCA)*



National City resident Rosa Betram, 1922. 'By 1920, the city's population was 3,116. *(NCPL)*

Rosa Betram, residente de National City, 1922. En 1920, la ciudad tenía 3,116 habitantes. *(NCPL)*



Group of National City residents at the beach, 1908. The railroad facilitated access to coastal regions. *(NCPL)*

Grupo de residentes de National City en la playa, 1908. El ferrocarril facilitó el acceso a las regiones costeras. *(NCPL)*



Ships docked at the California Southern Railroad wharf in National City, 1886. *(NCPL)*

Buques atracados en el muelle del Ferrocarril del Sur de California en National City, 1886. *(NCPL)*
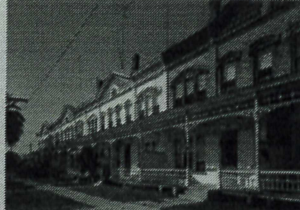


National City founder and developer Frank Kimball, c. 1897. *(NCPL)*

Frank Kimball, fundador y desarrollador de National City, alrededor de 1897. *(NCPL)*



Bank of National City was established in 1887, the same year that the city was incorporated. *(SDHC)*

El Banco de National City fue establecido en 1887, el mismo año en el que se constituyó la ciudad. *(SDHC)*
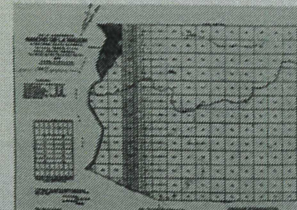


Brick Row on Heritage Square, originally built by Frank Kimball in 1887 to house prominent railroad executives. *(LOC)*

Brick Row en Heritage Square, originalmente construido por Frank Kimball en 1887 para albergar a los ejecutivos prominentes del ferrocarril. *(LOC)*
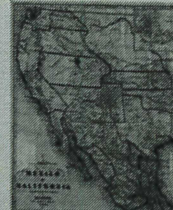


Map of Mexico and California, 1863. *(DRMC)*

Mapa de México y California, 1863. *(DRMC)*



Map of the Rancho de la Nacion subdivision 1868. National City is the second-oldest city in San Diego County, founded in 1868. *(G4362.LI5G46 1868 .M6, UCB)*

Mapa de la subdivisión del Rancho de la Nación, 1868. National City es la segunda ciudad más antigua del Condado de San Diego, fundada en 1868. *(G4362.LI5G46 1868 .M6, UCB)*