



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

**ZOOM MEETING
January 5, 2022 - 5:30 PM**

You are invited to a Zoom webinar.
When: January 5, 2022 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – January 5, 2022

Please click the link below to join the webinar:

https://us06web.zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ

Public Comments: There are multiple ways you can make sure your opinions are heard and considered by the Library Board of Trustees:

1. **Submit your public comment prior to the meeting:** To submit a comment in writing, email or mail to: LbtPubComment@nationalcityca.gov, provide the agenda item and title of the item in the subject line of your email. Public comments or testimony is limited to up to three (3) minutes. If the comment is not related to a specific agenda item: Indicate *General Public Comment* in the subject line. All email comments received by 3:30 p.m. on the day of the meeting will be read into the record at the Library Board of Trustees meeting and retained as part of the official record. All comments will be available on the City website within 48 hours following the meeting.
2. **Register online and participate in live public comment during the meeting:** To provide live public comment during the meeting, you must pre-register at https://us06web.zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ by 3:30 p.m. on the day of the meeting to join the Library Board of Trustees Meeting.

*****Please note that you do not need to pre-register to watch the meeting online, but you must pre-register if you wish to speak.**

Once registered, you will receive an email with a link from Zoom to join the live meeting. You can participate by phone or by computer. Please allow yourself time to log into Zoom before the start of the meeting to ensure you do not encounter any last-minute technical difficulties.

*****Please note that members of the public will not be shown on video; they will be able to watch and listen and speak when called upon.**

Public microphones will be muted until it is your turn to comment. Each speaker is allowed up to three (3) minutes to address the Library Board of Trustees. Please be aware that the Chair may limit the comments' length due to the number of persons wishing to speak or if comments become repetitious or unrelated. All comments are subject to the same rules as would otherwise govern speaker comments at the meeting. Speakers are asked to be respectful and courteous. Please address your comments to the Library Board of Trustees as a whole and avoid personal attacks against members of the public, Library Trustees, and City staff.

AGENDA

Call to Order

Roll Call

Public Comments and Communication

Consent Agenda

1. Approval of Agenda dated January 5, 2022
2. Approval of the Minutes of December 1, 2021 meeting
3. Approval of December 2021 Library Warrants
4. Approval to Accept \$15,225.80 from the Federal Communications Commission for the Emergency Connectivity Fund Grant

New and Unfinished Business

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

City Librarian's Report

Principal Librarian Report

Other Reports

7. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting February 2, 2022 at 5:30 p.m.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact Joyce Ryan, City Librarian at (619) 470-5800 or by email at jryan@nationalcityca.gov to request a disability-related modification or accommodation. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangement to ensure accessibility to this meeting.



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

December 1, 2021

CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by President Gogue at 5:30 p.m. on December 1, 2021.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President
Bradley Bang, Secretary
Margaret Godshalk, Trustee
Anzueth Zambrano, Trustee
Coyote Moon, Trustee

STAFF PRESENT: Joyce Ryan, City Librarian
Anne Defazio, Principal Librarian

PUBLIC COMMENTS AND COMMUNICATION

There were no public comments.

CONSENT CALENDAR

1. Approval of Agenda

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

Motion: Godshalk / Second: Bang

Vote: Ayes: 5 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of November 3, 2021

Motion to approve the minutes of the meeting of November 3, 2021

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

3. Approval of November 2021 Library Warrants:

Motion to approve the warrants in the revised amount of \$3977.03

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

4. Approval to accept \$60,000 from the California State Library for the Community Connections Grant:

Motion to approve the acceptance of the grant.

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

There was no new or unfinished business.

CITY LIBRARIAN REPORT-Director Joyce Ryan

- **Staffing and Workflow**-Director Ryan notified the Library Board of the current recruitments for Senior Library Technician (FT) and Administrative Secretary (FT) positions.
- **Little Free Libraries Update** –Director Ryan notified the Library Board of the status of the project of the Little Free Libraries donated by the County of San Diego including placement in Sweetwater Heights and Las Palmas Parks.
- **Laptop Lending Program** –Director Ryan updated the Board on the status of the Laptop Lending Program in Literacy Services as well as the laptops available for general circulation. Director Ryan notified the Board that the Library has received approval for a grant for 25 Chromebooks from the FCC and 10 additional Chromebooks as a sub recipient from a California State Library grant.
- **Mobile Printing**-Director Ryan explained that staff are working on the app to allow printing from patron mobile devices within the Library on Library printers.
- **Link+**-Director Ryan explained the Serra Cooperative Library System and how the Cooperative is considering adopting the Link+ system. Director Ryan explained how this benefits National City Library patrons and also explained the costs associated with the program.
- **ESL Program**-Director Ryan explained that the Library Literacy Services is applying for a grant through the California State Library to offer expanded services through National City Library Literacy Services for English as a Second Language.

PRINCIPAL LIBRARIAN REPORT-Principal Librarian Anne Defazio

- **Library Outreach Events**-Principal Defazio reported on Library outreach during the month of November and upcoming events for December. The staff has been working hard to prepare free books and packets with crafts and Library information to distribute at various events. Director Ryan and Principal Defazio explained why Library outreach is important to the National City community.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- Friends of the Library representative Margaret Godshalk reported that the Friends have recruited more volunteers and have been able to expand their hours. Godshalk also reported that there would be no Friends of the Library meeting during the month of December.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- Secretary Bang and President Gogue, as well as the other Library Trustees expressed their satisfaction of the grant to offer much-needed resources to the National City Community through the California State Library *Community Connections* grant. Secretary Bang suggested that the Community Resource Specialist reach out to the National City Chamber of Commerce for a list of nonprofit resources for inclusion. Secretary Bang also inquired if the resources will be posted on the Library website and Director Ryan responded affirmatively.
- Trustee Godshalk inquired if there are children’s books that have been weeded from the collection that can be used in the Little Free Libraries as those items are

popular. Principal Defazio noted to forward the request to staff to make those items available for this purpose.

- Trustee Zambrano inquired as to whether children’s staff require assistance to stuff bags for giveaways at the upcoming outreach events. Principal Librarian Defazio noted she would forward the offer to the Children’s staff.
- Trustee Moon expressed concerns about complaints of books by the public and the process for assessing and responding to a Library circulating material complaint. Director Ryan explained that the system and policy to receive materials complaints will be reviewed by the Library and explained to the Library Board in the January upcoming meeting.

ADJOURNMENT

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

Meeting adjourned at 6:11 p.m. The next Board Meeting is scheduled for Wednesday, January 5, 2022 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian

DRAFT



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 1/5/22

SUBJECT: Consent Agenda: Approval to accept the Emergency Connectivity Funding (ECF) Grant of \$15,225.80 from the Federal Communications Commission

RECOMMENDATION: Staff recommends the Board of Library Trustees approve the acceptance of \$15,225.80 from the Federal Communications Commission for the Emergency Connectivity Fund Grant.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

The National City Public Library applied for a competitive Emergency Connectivity Fund (ECF) Grant through the Federal Communications Commission. This grant provides funding for laptops and wireless service so that the library can provide these services as circulating items to National City Public Library patrons who do not have this technology and service in their homes. Although the laptops that will be purchased through this grant funding will remain part of the Library's circulating collection, the funding for the wireless service is only allowed through the grant up to 6/30/22. Staff are exploring alternative funding sources to enable wireless service through the next fiscal year. The funding provides for equipment charges of \$10,517.81 and service charges of \$493.50 per month through 6/30/22 plus one-time fees of \$29.61.

This grant will assist patrons who might not have economic resources to obtain laptops and wireless Internet access for use outside of the Library. The lending policy for Library laptops and hotspots already exists and has been approved by the Board of Library Trustees. This program will be promoted through the Library website and through National City social media in both English and Spanish.

The Emergency Connectivity Fund Program reimburses schools and libraries for the reasonable costs of eligible equipment and broadband connections used to help students, staff, and patrons who otherwise lack access to be able to engage in remote learning. Through this funding, students, staff, and patrons who would otherwise lack access will benefit during the COVID-19 health emergency with this funding that provides off-site broadband service and connected devices. The grant will reimburse reasonable costs of eligible equipment such as Wi-Fi hotspots, modems, routers, and devices that combine a modem and router, connected devices, and eligible broadband connections.

EXHIBITS:

1. Universal Service Administrative Co. Award Letter

ECF Funding Commitment Decision Letter

2021

Contact Information:

Joyce Ryan
NATIONAL CITY PUBLIC LIBRARY
1401 NATIONAL CITY BLVD
NATIONAL CITY CA 91950 - 3314
jryan@nationalcityca.gov

ECF FCC Form 471: ECF202110599

BEN: 143625

Obligation File: 4

Application Nickname: NCPL CONNECTS!

Totals

Total Committed	\$15,225.80
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What is in this letter?

Thank you for submitting your Emergency Connectivity Fund (ECF) funding application.

Attached to this letter, you will find the funding statuses for the ECF FCC Form(s) 471, Services Ordered and Certification Form, referenced above.

The Universal Service Administrative Company (USAC) is sending letters to both the associated applicant and the service provider(s) so that you can work together to complete the funding process.

Next Steps

Submit Requests for Reimbursement to the Emergency Connectivity Fund (ECF) Portal.¹

The Commission in the *Emergency Connectivity Fund Report and Order* provided two ways for applicants to be able to invoice for eligible equipment and services through the Emergency Connectivity Fund Program.² Applicants and service providers, who agree to invoice on behalf of the applicant(s), are allowed to submit ECF Program requests for reimbursement.

¹ The *Emergency Connectivity Fund Report and Order* directed USAC to make the invoicing system available 15 days after the issuance of the first wave of commitments for the Emergency Connectivity Fund Program. *Establishing the Emergency Connectivity Fund to Close the Homework Gap*, WC Docket No. 21-93, Report and Order, FCC 21-58, para. 98 (rel. May 11, 2021) (*Emergency Connectivity Fund Report and Order*) If your funding commitment was released as part of the first wave, you may need to wait 15 days prior to submitting your request for reimbursement. USAC will announce when the invoicing system is available and requests for reimbursement can be submitted.

² *Emergency Connectivity Fund Report and Order*, at para.93.



BEN Name: NATIONAL CITY PUBLIC
LIBRARY
BEN: 143625

ECF FCC Form 471: ECF202110599

Obligation File: 4

- **If you (the applicant) are invoicing:** After receiving the ECF-supported eligible equipment and/or services, you will file the [ECF FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form to invoice for reimbursement of the ECF-supported eligible equipment and/or services. If you request reimbursement prior to paying your service provider(s), you will be required to provide verification that you paid your service provider(s) within 30 days of receipt of funds.
- **If your service provider(s) is invoicing:** The service provider(s) must provide the ECF-supported eligible equipment and/or services and then file the [ECF FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice for reimbursement for the ECF-supported eligible equipment and/or services provided.

Applicants and service providers, who agree to invoice on behalf of the applicant(s), must provide invoices detailing the items purchased, along with the requests for reimbursement. In general, any request for reimbursement submitted without the necessary information will be rejected with an explanation as to the deficiency, and the funding recipient will need to timely resubmit its invoice submission in order to receive reimbursement.

Notice on Rules and Requirements

The applicants' receipt of funding commitments is contingent on their compliance with all federal, statutory, regulatory, and procedural requirements of the ECF Program and the FCC's rules. This also includes the certifications under penalty of perjury contained in their funding application(s). Funding recipients are subject to audits and other reviews that the Commission and other appropriate authorities may undertake periodically to ensure that committed funds are being used in accordance with such requirements and for their intended purpose. Please see paragraphs 116-134 of the Commission's *Emergency Connectivity Fund Report and Order* for more information regarding the Program's documentation, certification, and audit requirements.

As referenced in paragraph 101 of the *Emergency Connectivity Fund Report and Order*, attached to this letter is the full text of Appendix A to 2 CFR Part 170, which provides additional information about the reporting requirements for reporting executive compensation (through <https://www.sam.gov>) and subaward activity (through <http://www.fsr.gov>) under the Federal Funding Accountability and Transparency Act of 2006 as amended by the Digital Accountability and Transparency Act of 2014 (collectively the Transparency Act or FFATA/DATA Act) for award and subaward payments that equal or exceed \$30,000.

On behalf of the FCC, USAC may be required to reduce or cancel funding commitments that were not issued in accordance with these requirements, whether due to action or inaction of USAC, the applicant, or the service provider. The Commission and other appropriate authorities may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 30 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request. **Please note that this is shorter than the deadline for appeals in the E-Rate Program.**



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BEN: 143625

ECF FCC Form 471: ECF202110599

Obligation File: 4

Note: The Federal Communications Commission (FCC) will not accept appeals of ECF Program decisions that have not first been submitted and addressed in the Emergency Connectivity Fund (ECF) Portal. However, if you are seeking a waiver of ECF Program rules, you must submit your request directly to the FCC and not in the ECF Portal. Waivers of the ECF Program rules cannot be addressed within the ECF Portal.

- **To submit an appeal that is not a waiver**, visit the Appeals section in the [Emergency Connectivity Fund \(ECF\) Portal](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit the ECF Program's [website](#) for additional information on submitting an appeal, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit your request to the FCC in proceeding number WC Docket No. 21-93 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For all appeals and waivers, be sure to keep a copy of your entire appeal or waiver document, including any correspondence and documentation, and provide a copy to the affected service provider(s).



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LIBRARY
BEN: 143625

ECF FCC Form 471: ECF202110599

Obligation File: 4

ECF Funding Commitment Decision Overview

2021

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
ECF2190018540	Omnipro LLC	\$11,306.25	\$10,517.81	Funded
ECF2190018740	T-Mobile USA, Inc.	\$6,277.32	\$4,707.99	Funded



BEN Name: NATIONAL CITY PUBLIC LIBRARY
BEN: 143625

ECF FCC Form 471: ECF202110599

Obligation File: 4

FRN ECF2190018540	Service Type Equipment	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	9		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$10,517.81
Total Charges		\$11,306.25	
Committed Amount		\$10,517.81	

Dates	
Service Start Date	10/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	Omnipro LLC
SPIN (498ID)	143052769

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: The amount of the funding request was changed from \$10,517.81 to \$10,517.81 to reflect the correct number of months of service, 9; based on the service start date October 1, 2021.

MR2: The amount of the funding request was changed from \$11,306.25 to \$10,517.81 to remove ineligible item: Lenovo AO-SNP-L100E-MTK Shield Case and related taxes.



BEN Name: NATIONAL CITY PUBLIC LIBRARY
BEN: 143625

ECF FCC Form 471: ECF202110599

Obligation File: 4

FRN ECF2190018740	Service Type Services	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	9		
Total Eligible Recurring Charges	\$4,707.99	Total Eligible One Time Charges	\$0.00
Total Charges		\$6,277.32	
Committed Amount		\$4,707.99	

Dates	
Service Start Date	10/1/2021
Service End Date	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

Service Provider Information	
Service Provider	T-Mobile USA, Inc.
SPIN (498ID)	143026181

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: The amount of the funding request was changed from \$6,277.32 to \$4,707.99 to reflect the correct number of months of service, 9; based on the service start date October 1, 2021.

MR2: The Download Bandwidth speed on this FRN was modified for Mobile Broadband from 0.1 Mbps to 12 Mbps and the Upload Bandwidth speed from 0.1 Mbps to 5 Mbps to agree with the applicant documentation.



Appendix A to Part 170—Award Term

I. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

- i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting total compensation of recipient executives for non-Federal entities.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR § 170.320;
- ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards), and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and,
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <https://www.sam.gov>
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards) and,



(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions.*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. Federal Agency means a Federal agency as defined at 5 U.S.C. § 551(1) and further clarified by 5 U.S.C. 552(f).

2. Non-Federal entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization; and

iv. A domestic or foreign for-profit organization

3. *Executive* means officers, managing partners, or any other employees in management positions.

4. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR § 200.331).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. *Subrecipient* means a non-Federal entity or Federal agency that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)).



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 1/5/22

SUBJECT: Election of Officers

RECOMMENDATION: Staff recommends the Board of Library Trustees elect a Chairperson and Secretary.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

The Bylaws of the Board of Library Trustees dictate that the trustees elect a Chairperson and Secretary at their meeting in January. Staff ask that the Chair open the proceedings by asking for nominations to the office of Chairperson. The Chairperson will then ask nominees if they accept the nomination. The Chairperson will call for a vote for the confirmed nominees. The election of a Secretary will follow the same process.

The Chairperson and Secretary, once elected, immediately assume their responsibilities.



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 1/5/22

SUBJECT: Discussion Regarding Policy for Reconsideration of Library Materials

RECOMMENDATION: Staff recommends Library Trustee discuss s establish a policy regarding the reconsideration of library materials at the National City Public Library.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Every library typically has a collection development policy or policy which outlines its selection criteria. Sometimes included within that policy is information regarding the process to re-evaluate materials based on community complaints. The National City Public Library does not currently include a Library Materials Reconsideration Policy in its collection development policy.

Staff can create a Library Materials Reconsideration Policy and would appreciate feedback from trustees on any of the following procedural points:

- Any National City Public Library cardholder may request that an item in the library's collections be reviewed for appropriateness.
- A title will be reviewed only once within a five year period unless the content has undergone major revisions.
- The customer seeking reconsideration of a work receives a copy of the National City Public Library Statement of General Policy and Selection Criteria and a Request for Consideration of Library Materials form. These should be made available at all service desks and on the website.
- The customer seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.
- The customer may submit the Request for Reconsideration form at any public service desk. The customer will receive an email or letter (their preference) acknowledging receipt of the Request for Reconsideration form by the Library and advising that a written response to the request will be sent within 60 days.
- The form will be given to the Principal Librarian who will review and research the request. The Principal Librarian will present a recommendation to the City Librarian.
- The Principal Librarian will contact the customer to discuss the customer's request and the Library's decision regarding the material.
- The Library's decision will be mailed within 60 days of the original request.
- If the customer is not satisfied with the Library's decision, the customer may file a written notice of appeal within 30 days to the City Librarian.



STAFF REPORT Board of Library Trustees

- Any item being reviewed for reconsideration will stay on the shelf until a final determination has been made.

The following are items which we feel are appropriate to ask of patrons requesting reconsideration of library materials:

- Name, address, email address and phone number
- Whether they are representing themselves or an organization (listing the organization)
- The material for consideration (author, title, call number, material type)
- Whether they read, viewed or listened to the material in its entirety
- Whether they had reviewed the National City Public Library's Statement of General Policy and Selection Criteria
- Whether they have read any reviews of the material
- What specifically concerned them about the material, listing page numbers or sections

EXHIBITS:

1. National City Public Library Statement of General Policy and Selection Criteria
2. Library Bill of Rights, ALA
3. Freedom to Read Statement, ALA



NATIONAL CITY PUBLIC LIBRARY

1401 National City Boulevard National City, CA 91950 619-470-5800

NATIONAL CITY PUBLIC LIBRARY

APRIL 1986

STATEMENT OF GENERAL POLICY AND SELECTION CRITERIA

SPANISH MATERIALS SELECTION POLICY

LIBRARY BILL OF RIGHTS

FREEDOM TO READ STATEMENT

NATIONAL CITY PUBLIC LIBRARY

STATEMENT OF GENERAL POLICY AND SELECTION CRITERIA

I. GENERAL POLICY

The National City Public Library has been established to serve the needs of all the people in the community. In general terms, the library must provide its users with material to further their formal education and continuing self-education, to assist business and local government with sources of information, to fill leisure time and recreational interests, and to help with the cultural growth of the area. In fulfilling its obligations, the library must do more than merely make its holdings available. Among these responsibilities, it must:

1. Take active measure to promote and encourage the use of its resources.
2. Inform the community of library services that are available and develop new services to cope with future demands and changing conditions.
3. Provide ready access to all of the material in the collection through efficient classification and display of its holdings.
4. Offer a courteous, friendly, and responsive attitude in helping all of the library's users.

In addition to these general obligations, the library must pay particular attention to develop service for young borrowers, so that a foundation can be established within this group for future library usage.

Finally, it must also take on an archival function to preserve the past history of National City by gathering and collecting documents and materials of an historic nature for use by researchers, scholars, and historians.

II. SELECTION CRITERIA

Material selection covers traditional formats such as books, newspapers, and periodicals, as well as the newer non-print media including phono-records and cassette tapes, films, videocassettes, microfiche, and other forms adaptable to computerized retrieval systems.

The quantity and diversity of new material available each year prohibits the acquisition of everything that is published. It is therefore necessary to be selective in choosing library materials. Such selection is not to be confused with protective censorship. It is not the librarian's role to act as an arbiter of public tastes and thus determine what is "acceptable", nor can any one person protect others from material which some might consider objectionable. In a free society there is always room for a wide range of opinions and viewpoints. The library must seek to achieve a balance of views in building its collection so that on issues of public concern--- particularly those generating controversy—all sides to a given question will be equally represented.

The desire to present all viewpoints should not be construed as a license to cater to commercialism or sensational tastes. Material should be chosen taking into account the following factors:

1. Demand or interest expressed by the library's users.
2. Prevailing standards in the community at large.
3. Relation to other holdings in the collection.
4. Accuracy of contents.
5. Authoritativeness of the author.
6. Review media and critical commentary.

As any selection policy is subject to individual questioning from time to time, it should be noted that these principles reflect the American Library Association's "Freedom to Read" statement endorsed by the Association's Council and the Board of Directors of the American Book Publisher's Council of the American Library Association. These two documents are included as attachments to this policy statement.

National City Public Library

SPANISH MATERIALS SELECTION POLICY

Goal

The National City Public Library has been established to serve the needs of all the people in the community. Because a large segment of the population of National City is Spanish speaking, the library must provide for the informational, educational, and recreational needs of these users as well.

Scope

Reflecting NCPL's general book selection policy, the library does assume the responsibility to:

- 1) Take active measure to promote and encourage use of the Spanish Collection.
- 2) Inform the Spanish community of library materials in Spanish.
- 3) Provide access to these materials through efficient cataloging and classification of materials in Spanish.
- 4) Offer courteous, helpful and responsive assistance by Spanish-speaking staff.

Selection Guideline

Responsibility for materials selection is shared jointly by the adult reference librarians and the children's Librarian with the assistance of other Spanish-speaking staff.

The general guidelines for selection of materials are as follows:

- 1) Popular demand or interest by the Spanish-speaking community will be the determining factor.
- 2) Periodic evaluation and weeding of the collection, both adult and juvenile, will determine subject areas that need updating or replacement.
- 3) An effort will be made to purchase materials in the most durable format available; however, because of the Hispanic Publishing industry, poor format will not deter

purchase of material if it is not available in other forms. Every effort will be made to find suitable materials and put plastic jackets or other reinforcement on paper bound materials.

- 4) Actual books and audio-visual materials can be selected from:
 - a. Journals with reviews of Spanish language materials;
 - b. Publishers announcements and catalogs;
 - c. Book jobbers' catalogs;
 - d. Periodic trips to bookstores that specialize in Spanish language materials. This has an added advantage of allowing books to be actually examined and evaluated before purchase;
 - e. Sales representatives with special Spanish titles from U.S. publishers.

- 5) Special emphasis will be placed on obtaining materials that are culturally relevant to the Spanish-speaking community in National City. This means preference will be given to purchasing materials published in Mexico, Latin America or the U.S.A.; however, this does not preclude purchasing materials published in Spain or Europe.

- 6) Special effort will be made to purchase materials free of racial, ethnic, and sexist stereotypes.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 1/5/22

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Staffing and Workflow

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

Mitigation of Library Fines

At the November 3, 2021 meeting of the Board of Library Trustees, the trustees stated that they were very interested in seeing further information on a policy regarding the removal of all late fines. Staff are completing their research and are hoping to bring this item back to the Board at the February 3, 2022 meeting.



STAFF REPORT Board of Library Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 01-05-22

SUBJECT: Principal Librarian Report

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

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Library Outreach:

Miracle Babies Diaper Distribution, Saturday, 12/4/21: Staff distributed 750 books and 500 kits that included a craft, a free new book, and library information.

A Kimball Holiday, Saturday, 12/11/21: Library staff participated at the Kimball Holiday event by staffing a craft booth and a table with free giveaways. The ornament craft was very popular with 474 attendees participating and 427 attendees spun the prize wheel for a free giveaway from our treasure chest.

Holly Jolly Bookfest, Thursday, December 16: Library staff are creating 500 bags with a free new book, a craft, and candy, along with a bookmark with Library hours.

Upcoming Events:

Miracle Diaper Babies Diaper Distribution, Saturday, 1/22/22: The staff is preparing to distribute a craft and a bookmark with Library information for this event.