



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

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

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

Please click the link below to join the webinar:

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

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

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

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

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

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

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

AGENDA

Call to Order

Roll Call

Public Comments and Communication

Consent Agenda

1. Approval of Agenda dated March 2, 2022
2. Approval of the Minutes of February 2, 2022 meeting
3. Approval of February 2022 Library Warrants
4. Approval to accept the California Library Literacy Services (CLLS) grant of \$9,750 from California State Library for the English as a Second Language (ESL) Program for FY2022

New and Unfinished Business

5. Presentation of New Administrative Secretary Sarah Ruiz

City Librarian's Report

Principal Librarian Report

Other Reports

6. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting April 6, 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

February 2, 2022

CALL TO ORDER

The regular meeting of the Board of Library Trustees of the National City Public Library was called to order by President Godshalk at 5:30 p.m. on February 2, 2022.

ROLL CALL

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

BOARD OF TRUSTEES ABSENT: Coyote Moon, Trustee

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

PUBLIC COMMENTS AND COMMUNICATION – Via email

- There were no public comments.
-

CONSENT CALENDAR

- 1. Approval of the Agenda and Minutes of the Meeting of January 5, 2022**
Motion to approve the agenda and the minutes of the meeting of January 5, 2022
Motion: Gogue/ Second: Bang
Vote: Ayes: 4 Nays: 0
Motion carried.
- 2. Approval of January 2022 Library Warrants:**
Motion to approve the warrants in the amount of \$15,413.22
Motion: Bang/ Second: Gogue
Vote: Ayes: 4 Nays: 0
Motion carried.

NEW AND UNFINISHED BUSINESS

- 3. Recommendation to Establish a Fine-Free Policy at NCPL.**
Based on established research, Director Ryan recommended the Board establish a fine-free policy to remove late fines and eliminate lost fines when materials are returned. Currently, NCPL is one of three libraries in the County that is still charging fines and all three are considering eliminating fines. Data suggests that return of library materials is increased when fines are eliminated. Director Ryan went on to say that the recommendation must be submitted and approved by National City City Council.

Motion to approve removal of late fines.

Motion: Gogue/ Second: Zambrano

Vote: Ayes: 4 Nays: 0

Motion carried.

4. Library Hours and Services Survey Results Discussion.

Director Ryan presented the results of the survey regarding the days that patrons are *most likely to visit the public library* and *the reason most likely to visit the library*. Director Ryan said that staffing levels must be studied to understand what schedule makes the most sense. Director Ryan asked the Board which hours the Board would like to see the Library open. The Board suggested hours including after- school hours to accommodate schoolchildren, reopening on Fridays for a short schedule, and short early hours on Saturdays. A change in hours merits much consideration because it occurs infrequently and has great impact on the public. A new Library survey will be created and provided to the public with more specific focus on the weekend days of Friday-Sunday.

5. Memo Cavada Slideshow.

Director Ryan gave an update to the Memo Cavada exhibit that Library staff are creating. There will be a slideshow on the large monitor at the Library entrance incorporating photos provided by the NC Chamber of Commerce. These photos include images of the new mural commissioned by National City Chamber of Commerce in Memo Cavada's memory.

CITY LIBRARIAN REPORT

• **Staffing and Workflow**

The Senior Library Technician (FT) position is at the interview phase. The Administrative Secretary (FT) position has completed all phases of the recruitment process and a candidate has been selected.

• **AB367-Feminine Hygiene Products**

This legislation was designed for schools and there is no provision for public libraries. The Library is unable to offer free feminine hygiene products at this time.

• **Little Free Libraries Update**

The Library is working with ARTS on a design for the Little Free Libraries that will be approved by the Public Art Committee. The Board will be updated in future. Looking for ribbon-cutting event in April or May, 2022.

• **Library Infrastructure Changes**

Changes to Library infrastructure must be approved by Board of Library Trustees. In the event of funding opportunities for capital improvements, with consideration of impact fees, Library will work closely with Public Works and the City Engineer on any improvements. The Director will update the Board at future meetings in the event that this occurs.

• **Tech To Go Laptop Loan Program**

This new program was launched on January 25 with 9 laptops and hotspots. Director Ryan will provide usage updates to the Board next month.

PRINCIPAL LIBRARIAN'S REPORT

• **Library Outreach and Programming**

Principal Defazio described the programming and outreach that the Library continues to perform, even during COVID19 when safe social distancing practices must be maintained. The Library staff have been busy with outreach events and

creating remote and safe socially-distant programming to provide engaging services to the public.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- **Library Bookstore**
Library volunteers are increasing. There are ideas being contributed about increasing revenues for the Library, perhaps through a breakfast.
- **Outreach to Residents**
The President of the Friends of the Library is planning a Blood Bank event to occur in the Library parking lot.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- Trustee Gogue expressed her opinion that the NC community is accustomed to Friday Library closure.
- Chair Godshalk expressed her appreciation to the Library for their support for the Paradise Creek and Ocean Connectors tree-planting event held in Paradise Creek Park with the distribution of bookmarks. These bookmarks can be exchanged for a free book with a visit to the Library.
- Chair Godshalk expressed her appreciation to the staff and for the Library reports provided by the City Librarian and the Principal Librarian. They are thorough and offer the Board the opportunity to better prepare for the meeting.
- Chair Godshalk expressed her appreciation to all Library staff for their work.

ADJOURNMENT

Motion to adjourn meeting.

Motion: Bang /Second: Zambrano

Votes: Ayes 4 Nays 0.

Motion carried.

Meeting adjourned at 6:17 p.m. The next Board Meeting is scheduled for Wednesday, March 2, 2022 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 3/2/22

SUBJECT: Consent Agenda: Approval to accept the California Library Literacy Services (CLLS) grant of \$9,750 from California State Library for the English as a Second Language (ESL) Program for FY2022

RECOMMENDATION: Staff recommends Library Board of Trustees approve the acceptance of the California Library Literacy Services (CLLS) grant of \$9,750 from the California State Library for the English as a Second Language (ESL) Program for FY2022.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: The California Library Literacy Services (CLLS) grant is designed to support the Library's literacy services program for adults who seek to improve their reading, writing, math, and computer skills. Recently, CLLS opened applications for a new English as a Second Language (ESL) program. Library staff applied for the grant and were awarded funds for FY 2022.

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

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

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

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

For many years, ESL was not funded through the California Library Literacy Services grant program. This year, grant applications for this service became available and staff worked quickly to apply for this grant award.

This CLLS grant is awarded in one payment of \$9,750 for FY 2022. Library staff will be able to apply for funds to continue this program with the FY23 CLLS application process. Funds will pay for part-time staff costs and instructional materials and supplies.

EXHIBITS:

1. State Library's Award Letter



January 19, 2022

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

Dear Joyce Ryan:

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

The state budget has included one-time California Library Literacy Services funding at \$15 million for English as Second Language Services. These funds will be allocated over a five-year period. This award letter covers Round I of funding, between January 1, 2022 and June 30, 2022. We anticipate that funding for 2022-2023 and subsequent years will be included with your regular CLLS award.

Your total award for the portion of the 2021-2022 fiscal year beginning January 1, 2022, is:

- **Total Award: \$9750**

Your funds must be fully expended by June 30, 2022, in accordance with your approved budget on file with the State Library.

Please be sure your program expenditures are consistent with the California Library Literacy Services allowable and unallowable costs guide. If you have any questions about expending your funds, please reach out to Allyson Jeffredo at Allyson.Jeffredo@library.ca.gov.

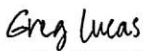
We strongly encourage your program staff to develop and maintain community partners to strengthen your program, attend regular regional library literacy network meetings, participate in your local Adult Education Consortium, and participate in library literacy training opportunities offered by the State Library and the regional networks.

The payment process begins when we receive your completed and signed claim and certification forms (attached). All forms should be completed using DocuSign to be processed for payment.

Our library literacy staff is available to assist you throughout the year. Your Advisor is Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov, and your Grant Monitor is Allyson Jeffredo, Allyson.Jeffredo@library.ca.gov. Please contact them with any questions.

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

Respectfully yours,

DocuSigned by:

BDA50981C41C416...

Greg Lucas
California State Librarian

Cc: Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov
Allyson Jeffredo, Allyson.Jeffredo@library.ca.gov
Gina Iwata, Gina.Iwata@library.ca.gov
Mikki Vidamo, mvidamo@nationalcityca.gov

Enc: Claim form and certification form

National City Public Library

Invoice #ESL21-18

THE BASICS – YOUR GRANT AWARD

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

| | |
|---------------|------------------------------|
| Award #: | ESL21-18 |
| Library: | National City Public Library |
| Award Amount: | \$9750 |

APPROVED BUDGET

| | |
|--------------------------------------|--------|
| Salary and Benefits | \$2250 |
| Contract Staff | \$0 |
| Operations | \$2500 |
| Library Literacy Materials | \$5000 |
| Small Equipment | \$0 |
| Equipment (\$5,000 or more per unit) | \$0 |
| Subtotal | \$9750 |
| Indirect | \$0 |
| Grant Total | \$9750 |

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

CONTACT

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

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

National City Public Library

Invoice #ESL21-18

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that the claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

The claims the indicated allowance for the purposes of carrying out the functions stated in its ESL application and in Sections 18880-18883 of the California Education Code.

National City Public Library, 1401 National City Blvd, National City, CA 91950-4401

SIGNED

DATE

Signature - Authorized representative

Joyce Ryan

Typed/Printed Name and Title of Authorized Representative

jryan@nationalcityca.gov

Email address of authorized representative

National City Public Library

Invoice #ESL21-18

PROJECT INFORMATION:

Invoice #: ESL21-18

Project Title: English as Second Language Services

Grantee: National City Public Library

Funding Start Date: Upon execution

Term completion: June 30, 2022

Total Award: \$9750

PAYMENT SCHEDULE:

Libraries receive 100% of their English as a Second Language Services award upon receipt of the award letter.

Note:

Libraries have 6 months to spend their English as a Second Language funds, from January 1, 2022 in which the funds are awarded until June 30, 2022 of the same year.

| | English as a Second Language Service | Total Allocation |
|--------|--------------------------------------|------------------|
| Total: | \$9750 | \$9750 |

REPORTING:

Libraries will be required to submit a final report. Reminder emails will be sent out beginning six weeks before the required report.

All required reporting materials will be located on the California State Library's website. The reporting schedule is detailed below.

| | |
|--------------|------------------------|
| Final Report | Due September 30, 2022 |
|--------------|------------------------|

Note:

A budget modification form will be required for all budget changes regardless of amount. Modification form may be submitted throughout the year but no later than May 31st.



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 3/2/22

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Staffing and Workflow

The candidate being hired for the Senior Library Technician (FT) position is being processed. We are hoping that she will be able to start in her new position by March 14, 2022. This position will be in our Technical Services area.

Fine Free Policy

Staff are currently at work on the procedures following the Board's decision on February 2, 2022 to adopt a Fine-Free Policy at the National City Public Library. The procedures will reflect our discussion from the February 2, 2022 Board meeting and the corresponding staff report. Staff hope to present this to the City Council no later than April 19, 2022 and will notify Board members so they can attend, if desired.

New Books Display

In an effort to encourage browsing and checkouts, new adult fiction and non-fiction will be shifted to the area in front of Circulation. Staff will also be moving the Spanish books on the shorter shelves to the mid-height shelves. The adult fiction will also be weeded and new items purchased for the shelves. This is an ongoing project and will take some time to complete but we are hoping to refresh that area and make it more welcoming to our patrons.

Policy for Re-consideration of Library Materials

Staff are still working on this policy and hope to bring it back to the Library Board in June 2022.

STAFF REPORT

Library Board of Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 3/2/22

SUBJECT: Principal Librarian Report

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

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: Library Outreach and Programming Update

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

Ira Harbison Elementary School, Kara Morales, Library Media Specialist: Distributed 60 copies new books

Outreach: Senior Saturdays, Kimball Park, Distributed 50 packets at two events (2/12 and 2/26), swag, and library information.

As of this writing, 500 bags are being prepared for distribution at Miracle Babies Diaper Distribution on Saturday, 3/12/22. These bags will also include information on joining the Friends of the Library.

The staff have also been keeping up with crafts and displays for patrons who visit the library. Here are some examples of what you will see when you visit the Library:



STAFF REPORT

Library Board of Trustees

