

NATIONAL CITY PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES REGULAR MEETING AGENDA

September 6, 2023 - 5:30 PM

When: September 6, 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

Public Comment

Consent Agenda

- 1. Approval of Agenda dated September 6, 2023
- 2. Approval of the Minutes of August 2, 2023 meeting
- 3. Approval of August 2023 Library Warrants

New and Unfinished Business

- 4. Approval to accept the California Library Literacy Services (CLLS) grant from the California State Library for Library Literacy Services Program for FY2024
- 5. Approval to accept the California Library Literacy Services (CLLS) grant of \$20,000 from California State Library for the English as a Second Language (ESL) Program for FY2024
- 6. Approval to accept the California Library Literacy Services (CLLS) grant from the California State Library for Family Literacy Services Program for FY2024
- 7. Approval to Accept the Sustainable Libraries Grant of \$30,000 from the California State Library for the "U-Tool-ize" Tool Library for FY2024

City Librarian Report

Other Reports

8. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting October 4, 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.

I, Sarah Ruiz, Administrative Secretary of the City of National City, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the Board of Library Trustees of the City of National City, California, was delivered and/or notice by email not less than 72 hours, before the hour of 6:00 p.m. on August 31, 2023, to the members of the Board of Library Trustees, and caused the agenda to be posted on the City's website at www.nationalcityca.gov and at the Library, 1401 National City Blvd., National City, CA 91950, and at National City City Hall, 1243 National City Blvd., National City, California 91950

/s/:Sarah Ruiz



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

August 2, 2023

CALL TO ORDER

The regular meeting of the Board of Library Trustees of the National City Public Library was called to order by Chair Godshalk at 5:30 p.m. on August 2, 2023.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, Chair

Bradley Bang, Secretary

Anzueth Zambrano, Member Trustee

Cindy Lopez, Member Trustee

STAFF PRESENT: Joyce Ryan, Director of Library and Community Services

Danielle Ghio, Principal Librarian Myra Martinez, Management Analyst II Sarah Ruiz, Administrative Secretary

PUBLIC COMMENTS AND COMMUNICATION - Joan Rincon

- One (1) speaker slip received for in-person comment, zero (0) via email

<u>In-person comment:</u> Joan Rincon

CONSENT ITEM 1, AGENDA:

ACTION: Motion by Secretary Bang, seconded by Member Zambrano, to approve August Agenda

Motion carried by unanimous vote

CONSENT ITEM 2, APPROVAL OF AUGUST MINUTES

ACTION: Motion by Secretary Bang, seconded by Member Zambrano to approve the June 7, 2023 Minutes

Motion carried by unanimous vote

CONSENT ITEM 3, APPROVAL OF JUNE AND JULY 2023 LIBRARY WARRANTS

ACTION: Motion by Secretary Bang, seconded by Member Zambrano to approve the June 2023 and July 2023 Warrants

Motion carried by unanimous vote

NEW AND UNFINISHED BUSINESS

Item 4- Introduction of Principal Librarian Danielle Ghio.

Director Ryan introduced the new Principal Librarian, Ms. Danielle Ghio.

Item 5- Presentation of Discover & Go- eResources and Systems Librarian Alexander Neu Alexander Neu, eResources and Systems Librarian introduced Discover & Go. It's an electronic museum pass platform that allows patrons to virtually check out and reserve passes for a variety of museums throughout San Diego County.

Item 6- Review and Approval of Board of Library Trustees Report

Director Ryan noted minor data entry typos in the Draft Annual Report on Pages 5 and 6 relating to patron visits and computer usage. Chair Godshalk will present the Annual Report to City Council on September 5, 2023.

ACTION: Motion by Secretary Bang, seconded by Member Zambrano to approve the Annual Report.

Motion carried by unanimous vote

CITY LIBRARIAN REPORT

Director Ryan mentioned the successful Summer Reading Program, "Singing Our Way to Freedom" screening with Paul Espinosa, upcoming Hispanic Heritage Celebration and several job reclassifications within the Library.

Director Ryan noted that staff is noticing certain issues with library usage and would like the Board to review policy usage at a subsequent meeting.

Director Ryan mentioned a broken window in the Children's Room. Public Works ordered a new window.

Lastly, Director Ryan thanked Member Anzueth Zambrano for her time and efforts on the Board.

OTHER REPORTS – Friends of the Library

Chair Godshalk mentioned that the Friends are looking for a new board member and they are looking into setting up an account to sell books online.

BOARD TRUSTEE COMMENTS/COMMUNICATION

Member Lopez expressed her excitement about participating in library events. Chair Godshalk and Member Zambrano welcomed Principal Librarian Ms. Danielle Ghio.

ADJOURNMENT

ACTION: Motion by Secretary Bang, seconded by Member Zambrano to adjourn the meeting. **Motion carried by unanimous vote**

Meeting adjourned at 6:05 p.m. The next Board Meeting is scheduled for Wednesday, September 6 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan City Librarian

Library Warrants			1						
FY24				***					***************************************
Board Meeting	Wednesday, September 6, 2023	-							
						FUNDS			
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund	Capital Outlay #108	Grant #320	Total
				- Citobian	June		11200	11320	Total
Baker and Taylor	Books	104-431-056	304			\$2,837.06			\$2,837.06
Midwest Tape	Blu-Rays/DVDs						\$1,077.66		\$1,077.66
Old Town Trolley								·	
Tours	Parks Pass Grant	320-431-343	299					\$2,100.00	\$2,100.00
Smart Source	Office Supplies	104-431-056	304			\$164.90			\$164.90
	Office Supplies-								
Staples	Parks Pass Grant	320-431-343	399		-			\$78.69 TOTA L	\$78.69 \$6,258.3 1



Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: _9/6/2023_

<u>SUBJECT</u>: Approval to accept the California Library Literacy Services (CLLS) grant from the California State Library for Library Literacy Services Program for FY2024

RECOMMENDATION: Staff recommends Board of Library Trustees approve the acceptance of the California Library Literacy Services (CLLS) grant from the California State Library for the Library Literacy Services Program for FY2024.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: The California Library Literacy Services (CLLS) grant is designed to support the Library's literacy services program for adults who seek to improve their reading, writing, math, and computer skills. The award amount the State Library provides to libraries that offer literacy services to their communities is based on a three-part funding formula:

- 1. A baseline amount (\$20,000) for each approved library literacy program;
- 2. A per capita amount per adult learner served in the previous year's program; and
- 3. Additional funding raised by local funds earmarked for adult literacy services. This local funding is fulfilled by General Fund personnel costs for the operation of the literacy program.

The CLLS grant is awarded in two installment payments. The first payment of \$40,732 (90% of the Adult Literacy Award) is being awarded at this time. The second payment of \$4,525, representing the remaining 10% of the total award for FY 2024, will be claimed at a later date upon submission of the mid-year narrative and financial reports that demonstrate program activity and confirm that 75% of the award has been expended. The total award amount for FY 2024 will be \$45,257.

The National City Public Library's Adult Literacy Program provides literacy services to English-speaking adults, helping them reach their goals as lifelong learners, community members, workers, and family members. The Adult Literacy Program values learner-centered education, and places the real-world needs and interests of adults at the center of the curriculum.

An early award email put our Library's funding level at \$45,257. As of this writing, the award letter for this grant has not been received; however, we have been reassured that we will receive it within the week. It is anticipated that this item will go to City Council for approval on September 19, 2023.



Prepared by: <u>Joyce Ryan, Library & Community Services Director</u> Meeting Date: <u>9/6/2023</u>

<u>SUBJECT</u>: Approval to accept the California Library Literacy Services (CLLS) grant of \$20,000 from California State Library for the English as a Second Language (ESL) Program for FY2024

RECOMMENDATION: Staff recommends Board of Library Trustees approve the acceptance of the California Library Literacy Services (CLLS) grant of \$20,000 from the California State Library for the English as a Second Language (ESL) Program for FY2024.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: 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. In the FY 2021- 2022 the program received six months of funding and in FY 2022- 2023 the program received a full year of funding.

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 comprise those who include as primary goals spending large proportions of their tutoring or instructional time, working on English language acquisition, conversational fluency, and pronunciation. ESL has become one of the most popular literacy programs we provide. Since 2018, the program has assisted 244 ESL learners.

This CLLS grant is awarded in one payment of \$20,000 for FY 2024. Funds will pay for part-time staff costs and instructional materials and supplies.

EXHIBITS:

1. State Library Award Letter



July 12, 2023

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

Dear Ms. Joyce Ryan,

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

In 2021-2022, the state budget included one-time California Library Literacy Services funding at \$15 million for English as Second Language Services. These funds will be allocated over a five-year period. This award letter covers Year 3 of funding between July 1, 2023, and June 30, 2024.

Your total award for the 2023-2024 fiscal year beginning July 1, 2023, is:

Total Award: \$20,000

Your funds must be fully expended by June 30, 2024, in accordance with your approved budget on file with the State Library. The budget listed in your award packet indicates your original grant request. Your library may have to submit a new budget for review and approval to reflect your 2023-2024 English as a Second Language Services award.

To ensure that program expenditures are consistent with the California Library Literacy Services allowable expenses, please review the <u>California Library Literacy Services Allowable and Unallowable Expenses</u> guidelines. If you have any questions about expenses or expending your award funds, please contact Allyson Jeffredo at <u>Allyson.Jeffredo@library.ca.gov</u>.

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 regional networks and the State Library to meet the <u>CLLS Mission</u>, <u>Values</u>, and <u>Program</u>



<u>Essentials</u>. Additional California Library Literacy Services resources can also be found on the <u>California Library Literacy Services webpage</u>.

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

Our library literacy staff is available to assist you throughout the year. Please contact your Advisor Beverly Schwartzberg,

<u>beverly.schwartzberg@library.ca.gov</u>, and your Grant Monitor Allyson Jeffredo, <u>Allyson.Jeffredo@library.ca.gov</u>, with any questions.

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

Respectfully yours,

DocuSigned by:

Gry Luas

BDA50981C41C416

Greg Lucas California State Librarian

Cc: Beverly Schwartzberg, <u>beverly.schwartzberg@library.ca.gov</u>
Allyson Jeffredo, <u>allyson.jeffredo@library.ca.gov</u>
Fiscal Office, <u>stategrants.fiscal@library.ca.gov</u>

Mikki Vidamo, mvidamo@nationalcityca.gov

Enc: Re: ESL21-3-30: Claim form, certification form, and State Funded Grants Award Agreement and Certificate of Compliance

National City Public Library

THE BASICS - YOUR GRANT AWARD

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

Award #:	ESL21-3-30
Library:	National City Public Library
Total Award Amount:	\$20,000

ESL GRANT REQUEST

Salary and Benefits	\$0
Contract Staff	\$10,000
Operations	\$4,000
Library Literacy Materials	\$6,000
Small Equipment	\$0
Equipment (\$5,000 or more per	
unit)	\$0
Subtotal	\$20,000
Indirect	\$0
Grant Total	\$20,000

Start Date:	Upon execution
End Date:	June 30, 2024

Please understand that it can take between 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 to implement your project:

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



Prepared by: <u>Joyce Ryan, Library & Community Services Director</u> Meeting Date: <u>9/6/2023</u>

<u>SUBJECT</u>: Approval to accept the California Library Literacy Services (CLLS) grant from California State Library for the Family Literacy Program for FY2024

RECOMMENDATION: Staff recommends Board of Library Trustees approve the acceptance of the California Library Literacy Services (CLLS) grant from the California State Library for the Family Literacy Program for FY2024.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: The National City Public Library will begin a Family Literacy pilot program in 2023-2024 which will support literacy development within the home and family unit. Family Literacy Services contribute to strong communities and families. The focus is building strong foundations in reading, writing, and other language-based programs and activities for adult literacy learners and their families. By incorporating literacy into daily routines and interactions, families can improve their overall communication and educational outcomes.

The California Library Literacy Services (CLLS) grant is designed to support the Library's literacy services program for families who seek to improve their reading, writing, math, and computer skills. The family literacy program will begin by providing family literacy packets that include lesson plans, children's books, craft activities, and assignments for families to do together. The program will also provide workshops that focus on family learning goals as well as connect and engage families with programming, resources, and each other to obtain each learner's goals and aspirations.

An early award email put our Library's funding level at \$10,000. As of this writing, the award letter for this grant has not been received; however, we have been reassured that we will receive it within the week. It is anticipated that this item will go to City Council for approval on September 19, 2023.

This CLLS grant is awarded in one payment of \$10,000 for FY 2024. Funds will pay for part-time staff costs and instructional materials and supplies.



Prepared by: <u>Joyce Ryan, Library & Community Services Director</u> Meeting Date: <u>9/6/2023</u>

<u>SUBJECT</u>: Approval to accept the California Library Services and Technology Act (LSTA) grant of \$10,000 from California State Library for the Tool Library Lending Program for FY2024

RECOMMENDATION: Staff recommends Board of Library Trustees approve the acceptance of the California Library Services and Technology Act (LSTA) grant of \$10,000 from the California State Library for the Tool Library Lending Program for FY2024

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: The National City Public Library will establish a tool lending program called "U-Tool-ize," allowing free access to a diverse range of tools and equipment that promotes sustainable practices and environmental stewardship, personal empowerment, and community sharing.

Exclusively focused on gasoline-free equipment, "U-Tool-ize" is expected to help users reduce their carbon footprint, with the additional benefit of reducing the financial burden of purchasing or renting expensive equipment for infrequent projects. Allowing its users to save money that can be allocated for other essential needs.

The California Library Services and Technology Act grant is awarded in two installment payments. The first payment of \$27,000 (90% of the Sustainable California Award) is being awarded at this time. The second payment of \$3,000, representing the remaining 10% of the total award for FY 2024, will be claimed at a later date upon submission of all project reporting requirements. The total award amount for FY 2024 will be \$30,000.

EXHIBITS:

1. State Library's Award Letter



August 8, 2023

Joyce Ryan, Library & Community Services Director National City Public Library 1401 National City Blvd National City, CA 91950

Dear Joyce Ryan:

The California State Library is pleased to approve the grant application for the **U-tool-ize**, **NCPL Tool Library** project for a total of **\$30,000** in federal Library Services and Technology Act (LSTA) funds.

This letter contains general information regarding the LSTA award process as well as information specific to your project. Once you have reviewed this letter, please review the Award Agreement and Certification of Compliance included in your award packet and refer to the LSTA Grant Guide located on the California State Library's Manage Your Current Grant webpage (https://www.library.ca.gov/grants/manage/) for more information.

LSTA Funds and Payments

Processing of grant payments may take from eight to ten weeks before delivery. If you have not received payment ten weeks after submitting your claim form to the State Library's Fiscal Department, please contact your Grant Monitor.

Please note: If your full grant amount is more than \$20,000, ten percent (10%) of the grant award is withheld until the end of the project period (unless otherwise noted in the Award Agreement and Certification of Compliance. This ten percent (10%) is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the award packet.

Reporting

Financial and program narrative reports are required throughout and following the project period. All required reporting materials are located on the State Library's Manage Your Current Grant (https://www.library.ca.gov/grants/manage/) webpage. Reporting period and deadlines can be found in the Award Agreement and Certification of Compliance for this project. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

Project Support Team

Your project support team is available throughout the project period to assist you. There are two people assigned to your project. The first is your Grant Monitor who is available to assist you with compliance and reporting matters. The Grant Monitor assigned to your project is Michelle Killian and can be reached via email at michelle.killian@library.ca.gov. You are also assigned a Library Programs Consultant (LPC) for ongoing programmatic support. The Library Programs Consultant (LPC) assigned to your project is Julianna Robbins and can be reached via email at julianna.robbins@library.ca.gov.

Please stay in touch with your project support team throughout the award period. Read the enclosed award packet thoroughly and contact your project support team if you have any questions.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas

California State Librarian

cc: Alexander Neu

Julianna Robbins:

Michelle Killian

Nicole Olson Angie Shannon:

Lynne Oliva:

Reed Strege:

Natalie Cole:

aneu@nationalcityca.gov

julianna.robbins@library.ca.gov

michelle.killian@library.ca.gov

federalgrants.fiscal@library.ca.gov

angie.shannon@library.ca.gov

lynne.oliva@library.ca.gov

reed.strege@library.ca.gov

natalie.cole@library.ca.gov

THE BASICS - YOUR LSTA GRANT AWARD

Award #:	LS-S-23-10
File #:	SS-10
IMLS #:	LS-253616-OLS-23
Organization:	National City Public Library
Project Title:	U-tool-ize, NCPL Tool Library
Award Amount:	\$30000

2023/2024 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	\$7500
Consultant Fees	\$0
Travel	\$0
Supplies/Materials	\$22500
Equipment (\$5,000 or more per	
unit)	\$0
Services	\$0
Project Total	\$30000
Indirect Cost	\$0
Grant Total	\$30000 (LSTA Funds Only)
Payment Schedule	45%/45%/10%

Start Date:	8/1/2023	
End Date:	8/31/2024	

This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.



Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: _9/6/23_

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Hispanic Heritage Celebration

This year's Hispanic Heritage Celebration will take place on Saturday, September 23 from 1-3 p.m. in the Library. The event will feature a bilingual story hour, a book giveaway, crafts, loteria, treats and a performance from National City Middle School's Advanced Mariachi Group, *Mariachi Orgullo Nacional* from 1-2 p.m. in the Rotunda.

Helpful Honda will be partnering with the library to celebrate Hispanic Heritage month by giving away free paletas to the community during our Fiesta. The Helpful Honda Guys also are providing a special Random Act of Helpfulness to the students of National City's Middle School Mariachi Band and their instructor by donating all the accessories the students need to complete their *trajes*!

Eclipse Program

In partnership with the Fleet Science Center and the National City STEAM Collaborative, the Library will be highlighting the upcoming eclipse. Families can join us Thursday, October 12 at 5 p.m. to learn about the science of the eclipse from local experts and then have an opportunity to paint their very own moon lamp to take home! During the week of the eclipse (October 9-13) community members can also stop by to pick up a free pair of eclipse glasses to safely view the eclipse at home.

Halloween Booktacular

Staff are preparing for the annual Halloween Booktacular on Saturday, October 28 from 1-3 p.m. This event will include crafts, performers, a book giveaway and treats.