



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

**December 6, 2023 - 5:30 PM**

When: December 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](mailto: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 December 6, 2023
2. Approval of September 6, 2023 Minutes
3. Approval of October 2023, November 2023, and December 2023 Warrant

**New and Unfinished Business**

4. Introduction of New Board Members, Jake Zindulka, Jissan Ravanilla, and Patricia McGhee
5. Approval of Stay and Play Grant

**City Librarian Report****Other Reports**

6. Friends of the Library Report

**Board Member Comments**

**Adjournment:** Next meeting January 3, 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 Danielle Ghio, Acting City Librarian at (619) 470-5800 or by email at [dghio@nationalcityca.gov](mailto:dghio@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 November 30, 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](http://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*

*September 6, 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 September 6, 2023.

### **ROLL CALL**

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, Chair  
Bradley Bang, Secretary  
Cindy Lopez, Member Trustee

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

In-person comment:  
Joan Rincon

### **CONSENT AGENDA, ITEMS 1-3:**

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez, to approve Consent Agenda Items 1-3. **Motion carried by unanimous vote**

### **NEW AND UNFINISHED BUSINESS**

**Item 4-** Approval to accept the California Library Literacy Services (CLLS) grant from the California State Library for Library Literacy Services Program for FY2024

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez to approve the CLLS grant **Motion carried by unanimous vote**

**Item 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

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez to approve the ESL grant **Motion carried by unanimous vote**

**Item 6-** Approval to accept the California Library Literacy Services (CLLS) grant from the California State Library for Family Literacy Services Program for FY2024

**ACTION:** Motion by Member Lopez, seconded by Secretary Bang to approve the Family Literacy Services Grant.

**Motion carried by unanimous vote**

**Item7-** Approval to Accept the Sustainable Libraries Grant of \$30,000 from the California State Library for the “U-Tool-ize” Tool Library for FY2024

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez to approve Sustainable Libraries Grant for FY2024.

**Motion carried by unanimous vote**

### **CITY LIBRARIAN REPORT**

Director Ryan mentioned upcoming events- Hispanic Heritage Celebration, Eclipse Program, the Community Breakfast, and Booktacular.

### **OTHER REPORTS – Friends of the Library**

Chair Godshalk mentioned that the Friends would be at the Community Breakfast and the membership fundraiser.

### **BOARD TRUSTEE COMMENTS/COMMUNICATION**

### **ADJOURNMENT**

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez to adjourn the meeting.

**Motion carried by unanimous vote**

Meeting adjourned at 5:52 p.m. The next Board Meeting is scheduled for Wednesday, October 4 at 5:30 p.m.

Respectfully submitted,

Danielle Ghio  
Acting City Librarian



<b>Library Warrants</b>									
<b>FY24-25</b>									
<b>Board Meeting</b>	<b>Wednesday, November 1, 2023</b>								
						<b>FUNDS</b>			
<b>Vendor Name</b>	<b>Description</b>	<b>Account</b>	<b>Sub-Acct</b>	<b>Check#</b>	<b>Check Date</b>	<b>Gen Fund #104</b>	<b>Capital Outlay #108</b>	<b>Grant #320</b>	<b>Total</b>
Baker and Taylor	Books	104-431-056	304			\$3,008.48			\$3,008.48
Allstate	Library Security (July- Sept.)	104-431-056	299			\$15,333.43			\$15,333.43
Amazon	Parks Pass Supplies	320-431-343	399					\$78.12	\$78.12
Amazon	Materials	108-431-056	399				\$147.81		\$147.81
4Imprint	Parks Pass Supplies	320-431-343	399					\$4,035.90	\$4,035.90
Lexia	Core 5 Subscription Renewal	320-431-339	222					\$440.00	\$440.00
Newsbank	Subscription	108-431-056	302				\$5,699.00		\$5,699.00
Old Town Trolley	Trolley Excursion- Oct. 2023	320-431-343	299					\$1,050.00	\$1,050.00
								<b>TOTAL</b>	<b>\$29,792.74</b>

<b>Library Warrants</b>									
<b>FY24-25</b>									
<b>Board Meeting</b>	<b>Wednesday, December 6, 2023</b>								
						<b>FUNDS</b>			
<b>Vendor Name</b>	<b>Description</b>	<b>Account</b>	<b>Sub-Acct</b>	<b>Check#</b>	<b>Check Date</b>	<b>Gen Fund #104</b>	<b>Capital Outlay #108</b>	<b>Grant #320</b>	<b>Total</b>
Allstate	Library Security (Oct.)	104-431-056	299			\$6,011.88			\$6,011.88
Amazon	Supplies	104-431-056	399			\$21.75			\$21.75
Baker and Taylor	Books	104-431-056	304			\$2,721.14			\$2,721.14
Midwest	DVDs/Blu-Rays	108-431-056	304				\$173.84		\$173.84
Midwest	Audiobooks	104-431-056	304			\$41.61			\$41.61
Old Town Trolley	Trolley Excursion- Oct. 2023	320-431-343	299			\$2,100.00			\$2,100.00
Office Depot	Supplies	104-431-056	399			\$21.75			\$21.75
Toby's Candles	Parks Pass Grant	320-431-343	399			\$1,159.39			\$1,159.39
Worth Insurance	Hot Spots and Devices	320-431-337	222			\$1,484.00			\$1,484.00
Worth Insurance	Hot Spots and Devices	320-431-339	222			\$2,250.00			\$2,250.00
Zoobean	Subscription Renewal	320-431-339	222					\$ 1,706.71	\$ 1,706.71
								<b>TOTAL</b>	<b>\$17,692.07</b>



## STAFF REPORT Board of Library Trustees

Prepared by: Danielle Ghio, Acting City Librarian Meeting Date: 12/6/2023

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**SUBJECT:** Approval to accept the Packard Foundation funded Stay and Play project grant of \$4,500 from the Packard Foundation for the Stay and Play Program for FY2024

**RECOMMENDATION:** Staff recommends Board of Library Trustees approve the acceptance of the Packard Foundation funded Stay and Play project grant of \$4,500 from the Packard Foundation for the Stay and Play Program for FY2024.

**BOARD/COMMISSION PRIOR ACTION:** None.

**STATEMENT ON SUBJECT:** The National City Public Library will begin a Stay and Play pilot program in 2024 which will support the foundations of early literacy development within the home and family unit. Early literacy development contributes to strong communities and families. The focus is creating programming specifically designed for family, friends, and neighbor childcare providers. By incorporating meaningful play, structured storytimes, literacy guidance and caregiver resources into daily routines and interactions, families can improve their overall communication and educational outcomes.

The Packard Foundation grant is designed to support the library's early literacy goal. The Stay and Play program will begin by providing caregivers and children access to educational toys, books, art and craft supplies, and other manipulables that facilitate the interactions between child and caregiver. The program will also provide support for early language and literacy as well as provide guidance for caregivers and their families that demonstrate high quality surroundings and connections with children that can be easily transferred to their in- home settings.

This Packard Foundation grant is awarded in one payment of \$4,500 for FY 2024. Funds will pay for instructional materials and supplies.

**EXHIBITS:**

1. Award Email from the Packard Foundations Project Manger



# Stay & Play Application

christian@theyerconsulting.com

Wed 9/13/2023 6:33 PM

Inbox

To: Danielle Ghio <dghio@nationalcityca.gov>;

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Danielle,

Welcome to Stay & Play!

Congratulations! Your library has been selected to participate in the Stay & Play project. You will be joining a cohort of new and continuing libraries to be part of Stay & Play expansion across California. Shana Sojoyner and I are excited to work with you and your team on this project.

I will reach out to you in the next few weeks to schedule a kick-off meeting to go over details of the project including the schedule, funding, meetings, and reporting.

For now, please do the following by **Thursday, September 20**:

- Let me know if you will be joining us on the project
- Complete this training enrollment form: <https://forms.gle/2yhuuG6bPqr2m5bG7>

Please do your best with the enrollment information. You will be able to make changes, if needed, as we get closer to the start of each course. I need this now to finalize agreements and dates with the instructors.

Please feel free to contact me with any questions.

Sincerely,

Christian Theyer  
Project Manager, Stay & Play  
[christian@theyerconsulting.com](mailto:christian@theyerconsulting.com)  
424.266.0366

