



AGENDA REPORT

Department: City Clerk's Office
Prepared by: Joyce Ryan, Library & Community Services Director
Meeting Date: Tuesday, November 15, 2022
Approved by: Brad Raulston, City Manager

SUBJECT:

Acceptance of State Library Memory Lab Program Grant

RECOMMENDATION:

Approve the Resolution Entitled, "Resolution of the City Council of the City of National City, California, authorizing the City Manager or his designee to accept the State Library Grant in the amount of \$19,340 to fund the National City Public Library's Memory Lab Program for Fiscal Year 2023 and authorizing the establishment of a Library Grant Funds appropriation of \$19,340 and a corresponding revenue budget."

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

Approved at the Regular Meeting of the Board of Library Trustees on November 2, 2022.

EXPLANATION:

The California State Library is awarding a grant of \$19,340 to the National City Public Library for the Memory Lab Grant Program. The grant would provide Library staff and patrons with guidelines, tools, and training for personal analog and digital archiving.

The grant funds will allow the Library to purchase new equipment for the Local History Room to develop a digital preservation workstation that meets the transfer needs of our community residents. This digital preservation workstation will include scanning equipment and software which can accommodate photographs (prints, negatives and slides), documents, audio cassettes, VHS/VHS-C cassettes, DV/miniDV cassettes, 8mm/Super 8mm film, CDs, DVDs, and 3.5" floppy disks. Community members will be trained on the equipment and will gain the skills and the confidence to digitize, care for, and manage their own histories.

The grant would assist community members with all levels of digital literacy seeking to learn how to organize, digitize, and share their family collections. To use the Memory Lab, patrons must attend an orientation, read and agree to the Memory Lab policies, sign a release form, and make a reservation.

Staff are anticipating utilizing digitized photographs and documents for a historical display in the Library during Summer 2023.

FINANCIAL STATEMENT:

Approval of the Resolution authorizes the establishment of a Library Grant Fund appropriation of \$19,340 and a corresponding revenue budget.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Parks, Recreation and Library

ENVIRONMENTAL REVIEW:

This is not a project under CEQA and is therefore not subject to environmental review.CCR15378;
PRC 21065.

PUBLIC NOTIFICATION:

Agenda Report posted within 72 hours of meeting date and time in accordance with Brown Act.

ORDINANCE:

Not Applicable

EXHIBITS:

1. State Library Award Letter Agreement and Certificate of Compliance
2. Resolution