

C-20

July 6, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute an agreement, and any necessary amendments, with California State University, Long Beach, to facilitate internship opportunities at the Department of Library Services, Long Beach Public Library facilities, for a period of three years, with the option to renew for two additional two-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

In 2021, the Department of Library Services received a proposal from California State University, Long Beach (CSULB), requesting that the Department of Library Services (Department) facilitate internships at Long Beach Public Library facilities for undergraduate and graduate students. The Department will benefit from the proposed agreement, as the student interns will be providing labor and services at no cost to the City of Long Beach (City) in exchange for the learning experience gained through the internship.

Department staff will directly supervise each student and will submit performance reports to CSULB. CSULB will be responsible for providing all student orientations, placements, and the provision of liability and worker's compensation insurance while the students are interning at the Long Beach Public Library. Interns will focus on assisting library patrons in the selection and location of print and non-print information and materials and in the use of the online catalog, Internet, electronic databases, microform and other indexes, bibliographies and reference tools, assist with selection of library materials for inclusion in the collection, assist with collection maintenance, assist with developing and implementing programs that promote library services and programs, and assist with outreach to the community to present informational, educational, and cultural activities. The City will not incur any additional costs associated with this agreement.

This matter was reviewed by Deputy City Attorney Amy R. Webber on May 27, 2021 and by Revenue Management Officer Geraldine Alejo on June 16, 2021.

TIMING CONSIDERATIONS

City Council action is requested on July 6, 2021, to enable the execution of the agreement with CSULB in a timely manner.

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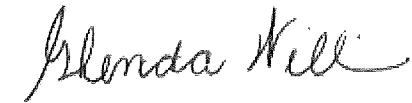
FISCAL IMPACT

There will be no additional cost to the City associated with this agreement. Staff costs associated with intern supervision are anticipated to be minimal and will be funded within current resources budgeted in the General Fund Group in the Library Services Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,



GLEND A WILLIAMS
DIRECTOR OF LIBRARY SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER