

**CITY OF DALY CITY
SPECIAL MEETING
LIBRARY BOARD OF TRUSTEES**

AGENDA

Tuesday, September 15, 2015 - 6:00 PM

City Hall Council Chambers, City Hall
333 – 90th Street, Daly City, CA 94015

Live Telecast: Comcast Channel 27, Astound 26, AT&T U-Verse 99
Webcast: www.dalycity.org/meetings

For those wishing to address the Library Board of Trustees on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the City Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Department of Library and Recreation Services as soon as possible prior to the meeting.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Regular Meeting of July 21, 2015

DIRECTOR'S REPORT

2. Draft 3D Printer Policy
3. Budgetary and Procurement Decision Process
4. Library Statistical Comparison

TRUSTEES' REPORT

ANNOUNCEMENTS AND COMMUNICATIONS

5. Report from the Daly City Public Library Associates (DCPLA)

AGENDA BUILDING FOR NEXT MEETING

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the Library Board President. The Board cannot take action on any matter raised under this item.

ADJOURNMENT

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

DALY CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
MINUTES – JULY 21, 2015

The meeting was called to order by President Erlinda Galeon at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

President Erlinda Galeon, Trustees Arlene Encarnacion, William Lex, and Lynne Shubunka

Staff Present:

Director Joseph Curran, Library Services Manager Chela Anderson, Youth Services Librarian Barbara Daniels, and Coordinator of Programming, Outreach and Marketing Jessica Diaz

APPROVAL OF AGENDA

Agenda for the July 21, 2015 Regular Meeting unanimously approved.

(MSP: Shubunka/ Encarnacion)

APPROVAL OF MINUTES

Minutes of the May 19, 2015 Regular Meeting unanimously approved. (MSP: Lex/Shubunka)

REPORTS:

1. **Daly City Public Library Associates:** Daly City Public Library Associates:

Executive Director Susan Brissenden-Smith announced that the Associates presented a \$15,000 grant to the Library at the recent Council Meeting. \$10,000 is dedicated to renovating and refurbishing the Children's area at the Serramonte Library and the remaining \$5,000 is to purchase a 3D printer. The Library Associates will be working on grant writing for the digital media lab. The Associates will be submitting grant applications to various foundations. The membership flyer has also been revised. The Associates is a membership organization and the majority of the money comes from membership dues. Ms. Brissenden-Smith encourages everyone to bring a potential member to introduce them to the organization, showing what the Associates events are and what the organization does. Ms. Brissenden-Smith announced that there will be a Business Consumer Showcase on September 12, 2015. The Associates will have a booth to promote September Library Sign-up month. Their mascot is Snoopy. They are also working on anthology of Filipino mythology.

2. **Summer Learning 2015:**

Summer Learning officially started June 1st and will be ending August 31st. Ms. Diaz together with Ms. Daniels presented this year's Summer Learning to the Trustees. Ms. Diaz said that sign-ups of youth begin at birth and extend to those in 12th grade, each receive a free book and a learning log. The participants log the books they read and their active, hands-on learning experiences such as the Library's fun and educational programs, musical presentations, and weekly brain puzzles. Those finishing the program get another free book, ticket to the VIP party, a raffle ticket for a \$1,000 scholarship, and movie pass for a local movie theater. There is a calendar of special library events for families to enjoy. All the activities are designed to bring students to the library so they continue to read all summer long. Ms. Daniels said that through Measure A funding, San Mateo County Libraries created the Summer Learning Challenge. Students read more when they can choose materials based on their own interests. It also encourages parents to read with their children. Children who don't read proficiently by third grade are more likely to not finish high school. The Summer Reading programs encourage young children and families to read regularly and libraries provide access to reading materials year round. Total sign ups – 1,472, total of finishers – 471,

finishing rate – 32%. The library is encouraging the adults to write reviews of the books they read during the summer and hand them in to be part of a drawing for gift cards to local stores.

3. Customer Satisfaction Surveys:

Ms. Anderson provided a printed report of the customer surveys/responses she has gathered. There were 74 survey forms completed at the end of June, roughly twice as many surveys are submitted on paper as online. The majority of respondents are regular visitors. A lot of people said that library programs have improved their quality of life.

TRUSTEES' REPORT/ANNOUNCEMENTS:

- Ms. Galeon announced the upcoming Filipino-American History Month Celebration on Saturday, October, 10, 2015, 11:00 a.m. - 4:00 p.m., at the Westlake Pacelli Event Center. There would be performances, vendors and information tables and food trucks.
- Director Curran announced the National Night Out on Tuesday, August 4, 2015 at the Serramonte Center from 5:00 p.m. – 8:00 p.m.
- Ms. Anderson announced the upcoming events at the Library:
 - Science Fun, July 24 at 2:00 p.m., Westlake Library
 - Music and Motion with Andy Z, July 28 at 3:00 p.m., Serramonte Library
 - Bag Art, July 29 at 3:00 p.m., John Daly Library
 - Scott the Storyteller, July 30 at 3:00 p.m., John Daly Library

PUBLIC COMMENT: None

ADJOURNMENT

The meeting was unanimously adjourned at 7:05 p.m.

**Next Meeting:
Tuesday, August 18, 2015 at 6:00 p.m.,
Daly City Council Chambers**

DALY CITY PUBLIC LIBRARY

3D PRINTER POLICY

PURPOSE

The Library offers community access to new and emerging technologies such as 3D design and printing to inspire interest in creation, collaboration, and innovation. This policy outlines the acceptable use of the Library's 3D printer.

POLICY

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design from a digital computer file.

- I. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:
 - a) Prohibited by local, state, or federal law.
 - b) Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer).
 - c) Obscene or otherwise inappropriate for the Library environment.
 - d) In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- II. The Library reserves the right to refuse any 3D print request.
- III. Cost: 3D printing at the Library is free during a pilot project period. It is anticipated that a fee will be charged in the future to cover the printing costs.
- IV. Items printed from the 3D printer that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them or designee.
- V. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

PROCEDURES

The procedure for printing from the Library's 3D printer is as follows:

- I. Design creation:
 - a) The 3D printer can only be used during designated times when Library staff is available.
 - b) Any 3D drafting software may be used to create a design as long as the file can be saved in .stl file format or the proprietary .g3drem or .3dremel formats used by our 3D printer.

- c) The Library offers access to computers with software that may be used to create a design.
- d) Digital designs are also available from various file-sharing databases such as Thingiverse.com.

II. Submitting a design for printing:

- a) Patrons wanting to use the 3D printer shall bring their file to the Library during the designated hours for 3D printing. Staff will add the model to the printing queue.
- b) The Library reserves the right to schedule only one print per day per person or entity.
- c) The Library will view all files before printing.
- d) Files may not be dropped off to be printed. The 3D printer is for educational purposes only and patrons must be present to start a print. Patrons may come back later to pick up the finished print.

Library Comparison



FISCAL YEAR 2013-2014

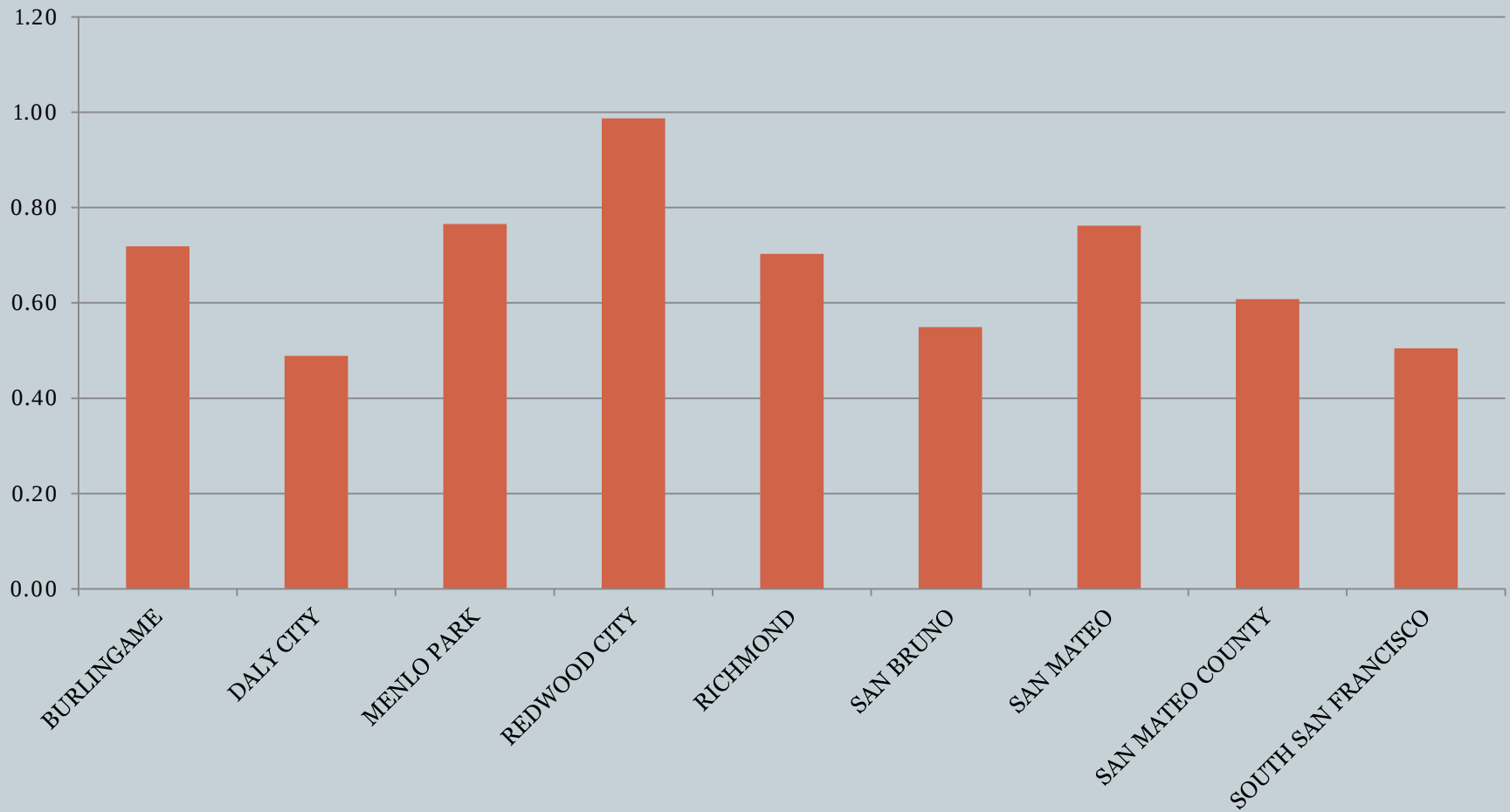


Comparison Libraries

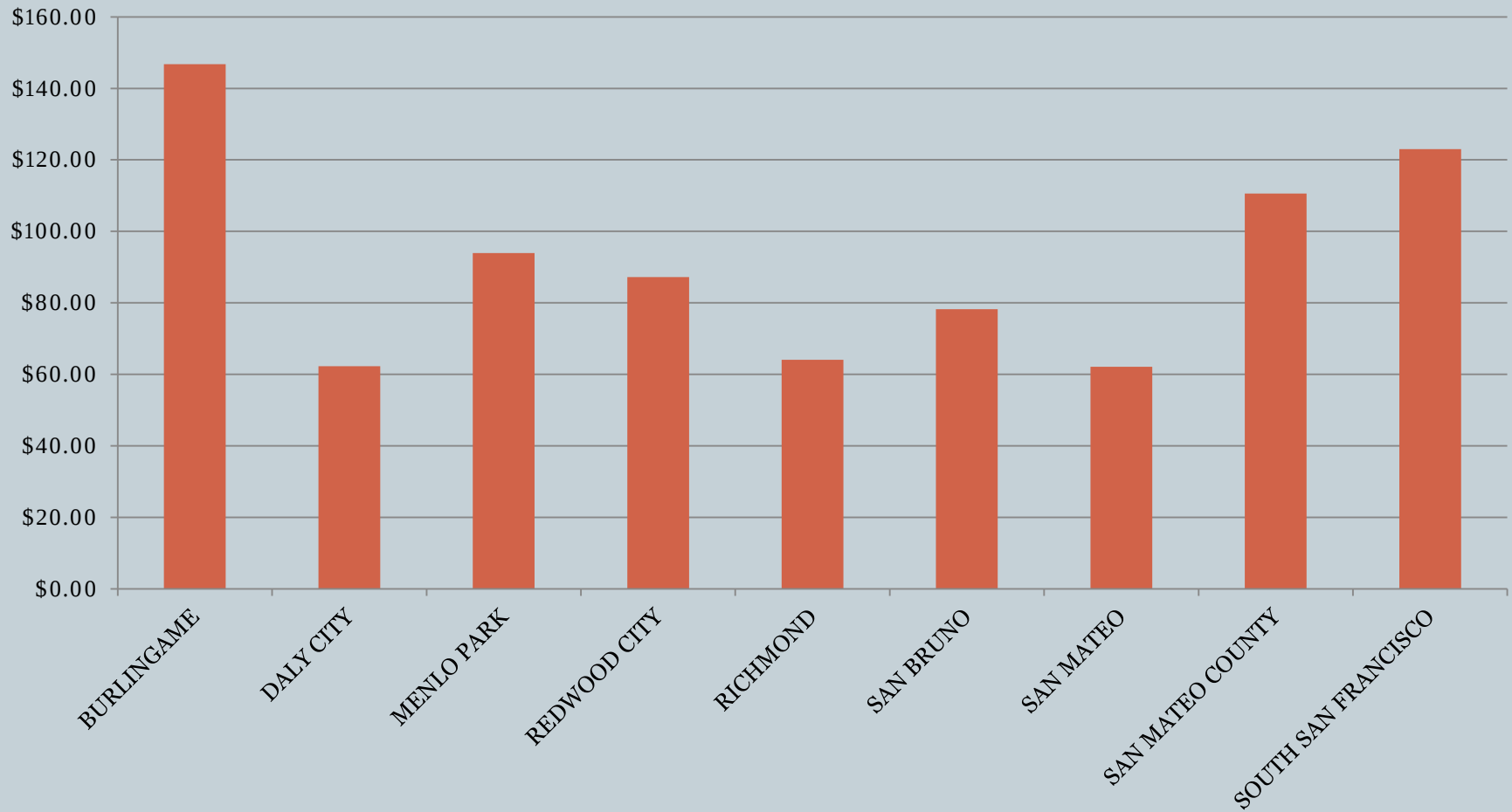


	Population of The Legal Service Area	Total # of Service Points	Hours Open All Outlets
BURLINGAME	36,836	2	4,784
DALY CITY	103,347	4	7,562
MENLO PARK	32,679	2	4,068
REDWOOD CITY	79,074	4	9,256
<i>RICHMOND</i>	<i>105,562</i>	<i>6</i>	<i>4,631</i>
SAN BRUNO	42,828	1	2,402
SAN MATEO CITY	102,766	3	5,263
SAN MATEO COUNTY	273,021	13	30,800
SOUTH SAN FRANCISCO	65,127	5	5,917

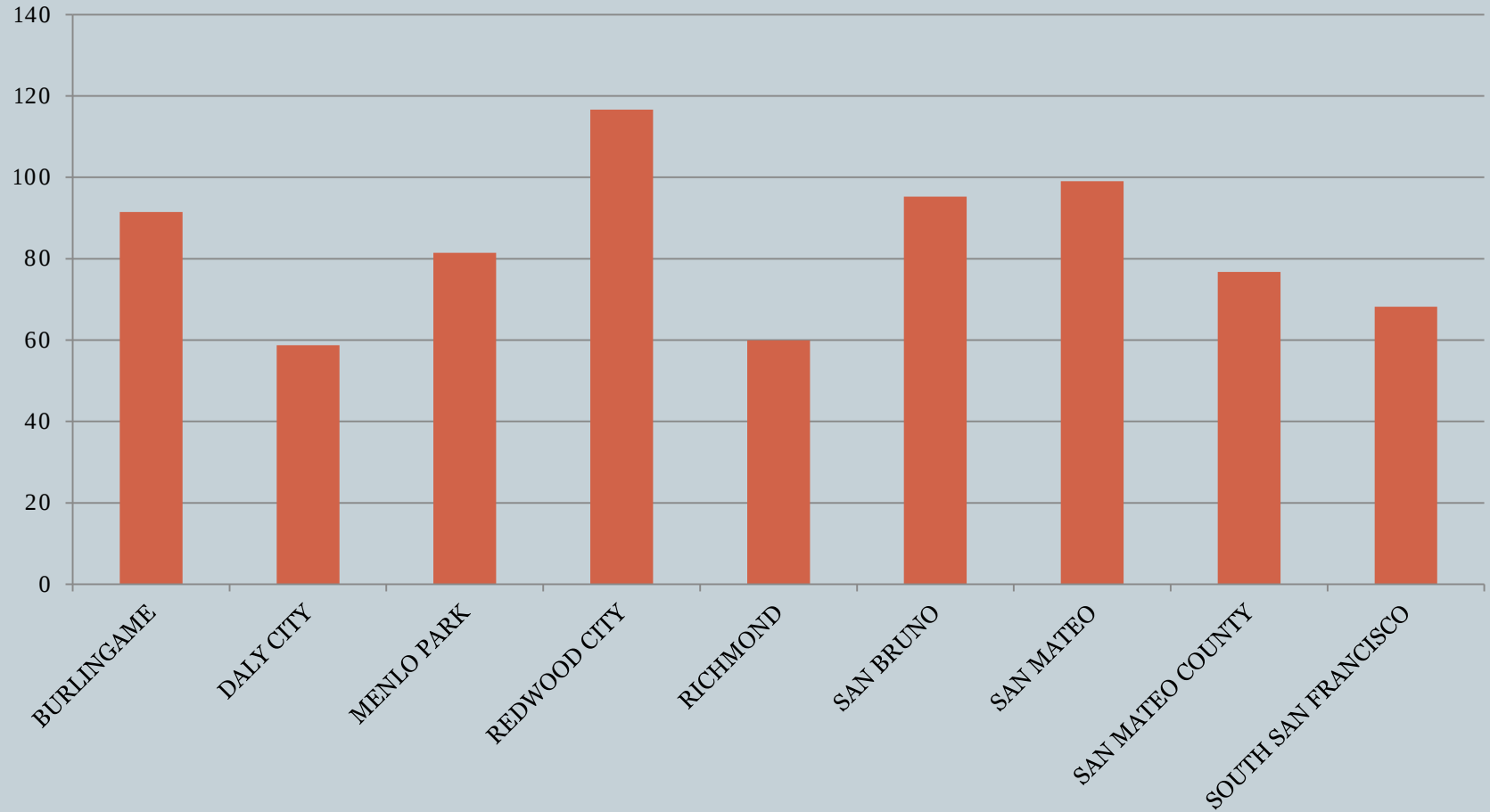
Registered Borrowers per Capita



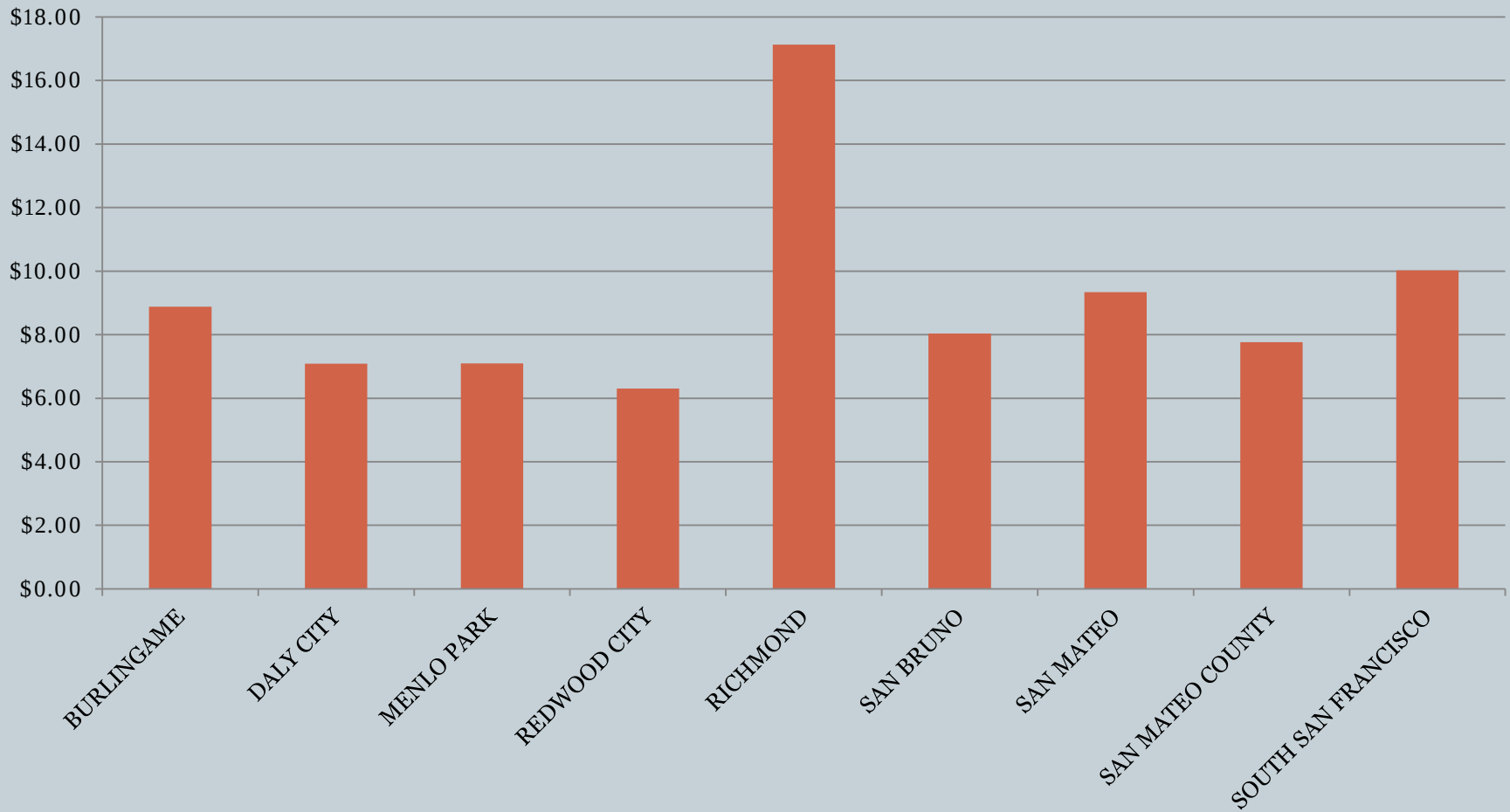
Total Operating Expenditures per Borrower



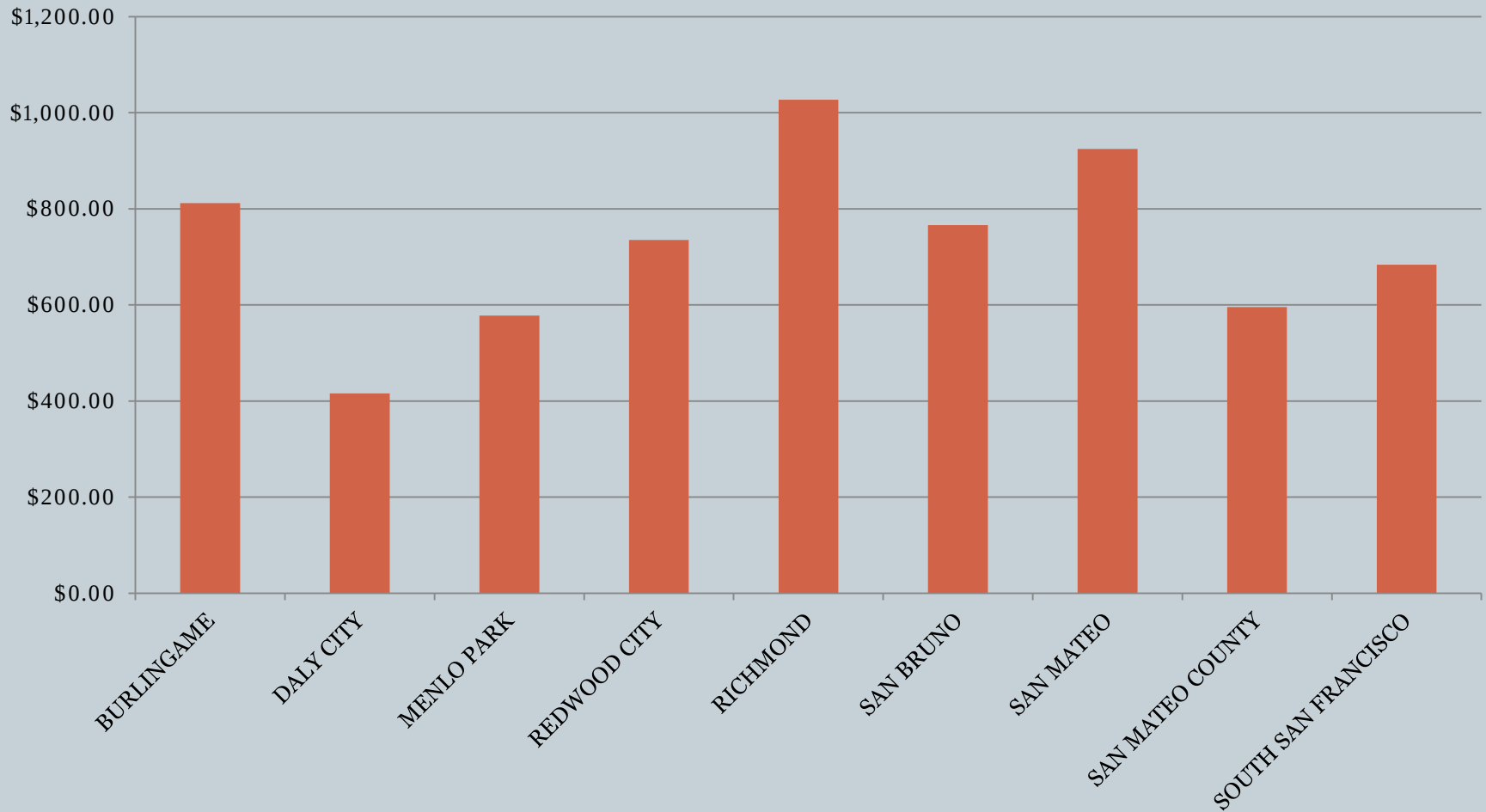
Library Visits per Hour Open



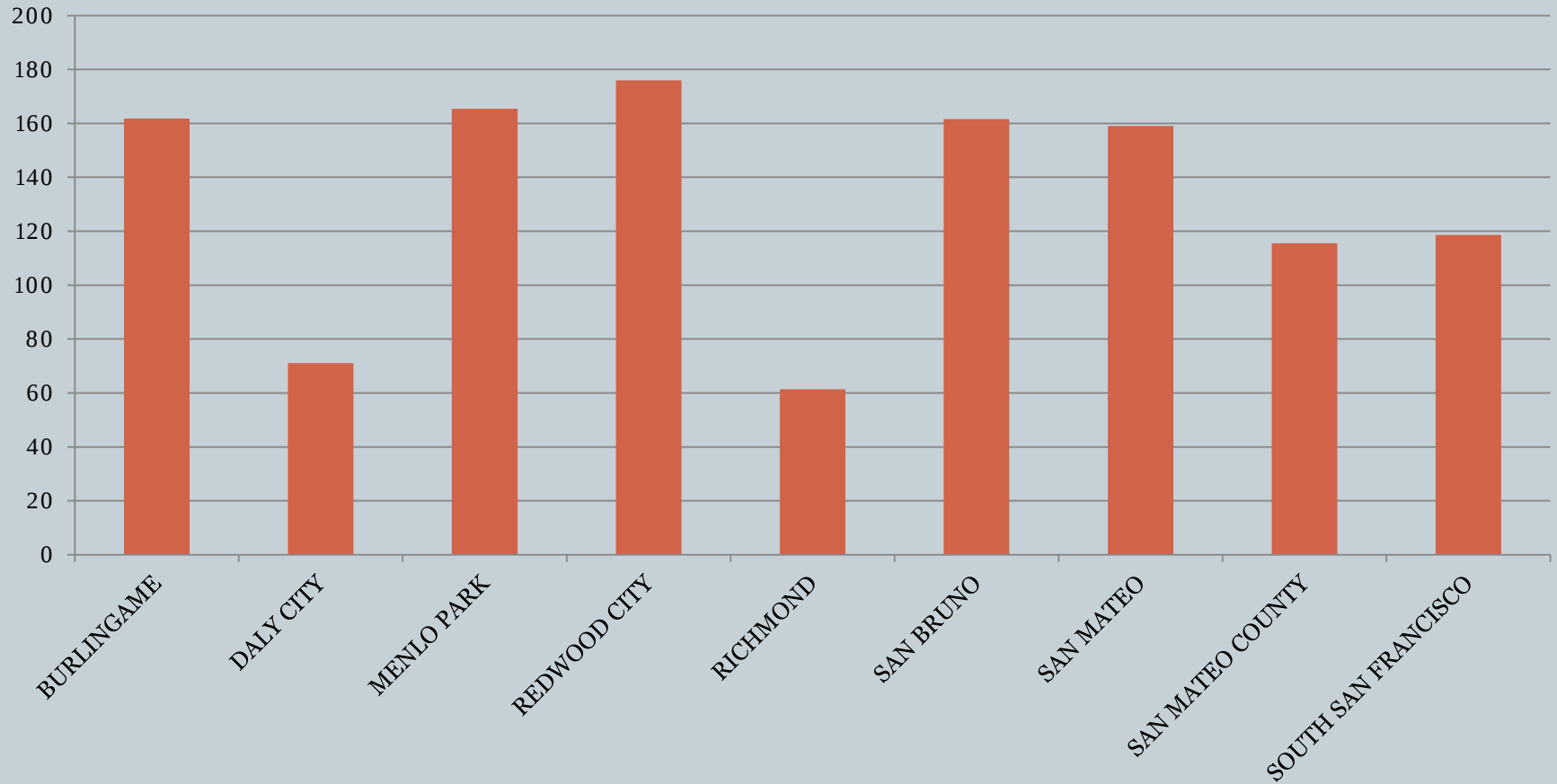
Total Operating Expenditures per Visit



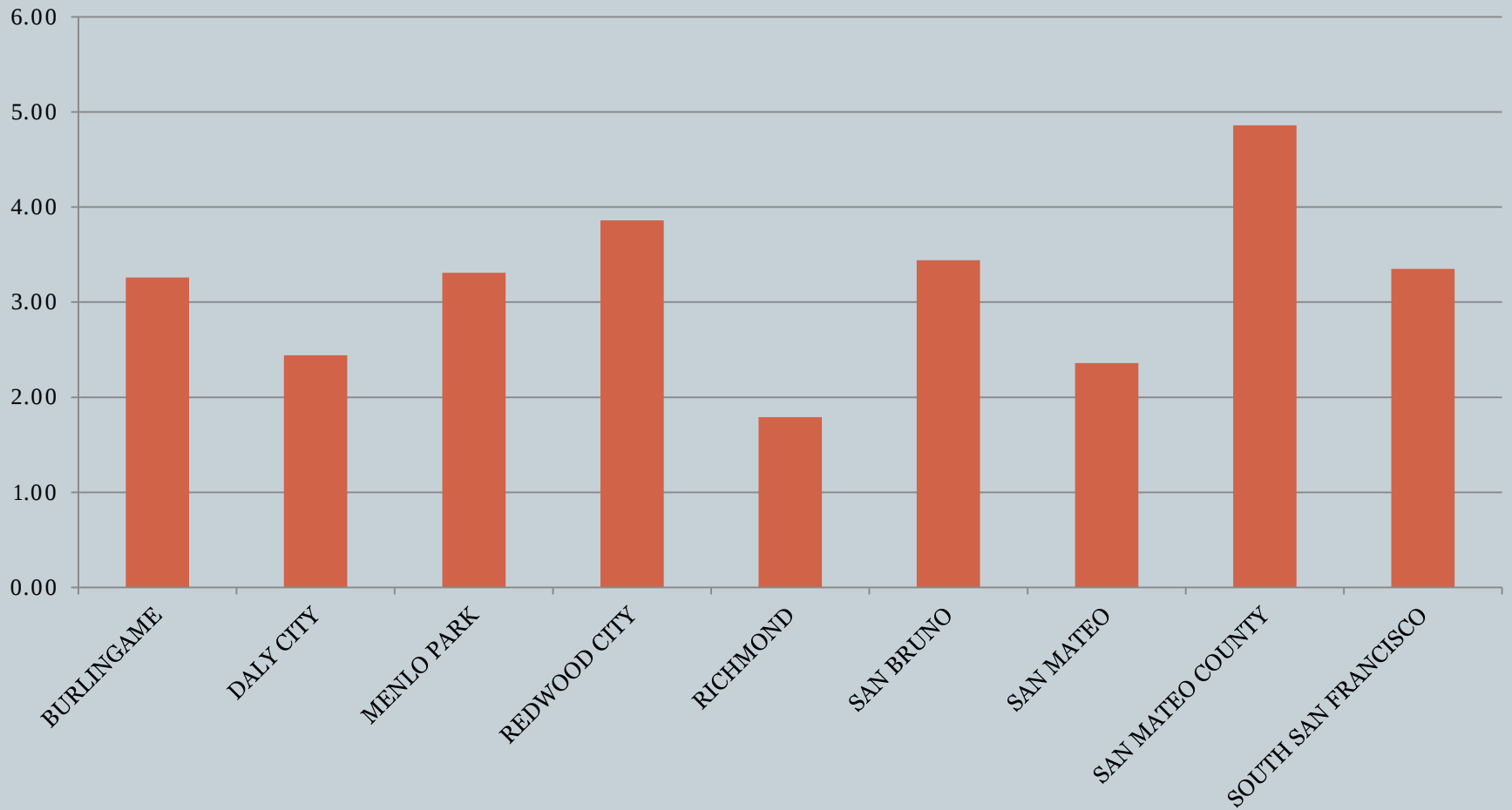
Total Operating Expenditures per Open Hour



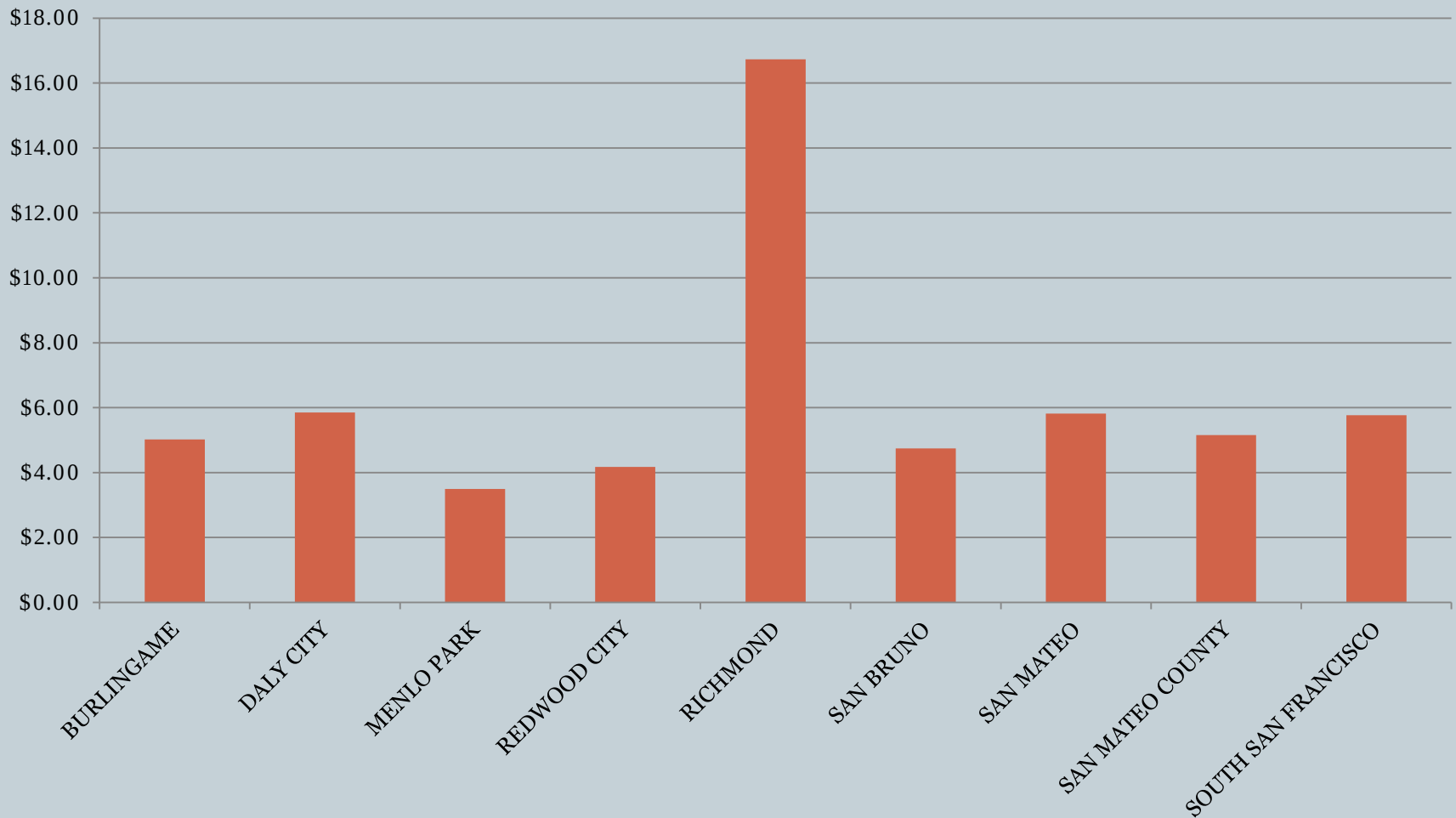
Circulation per Hour Open



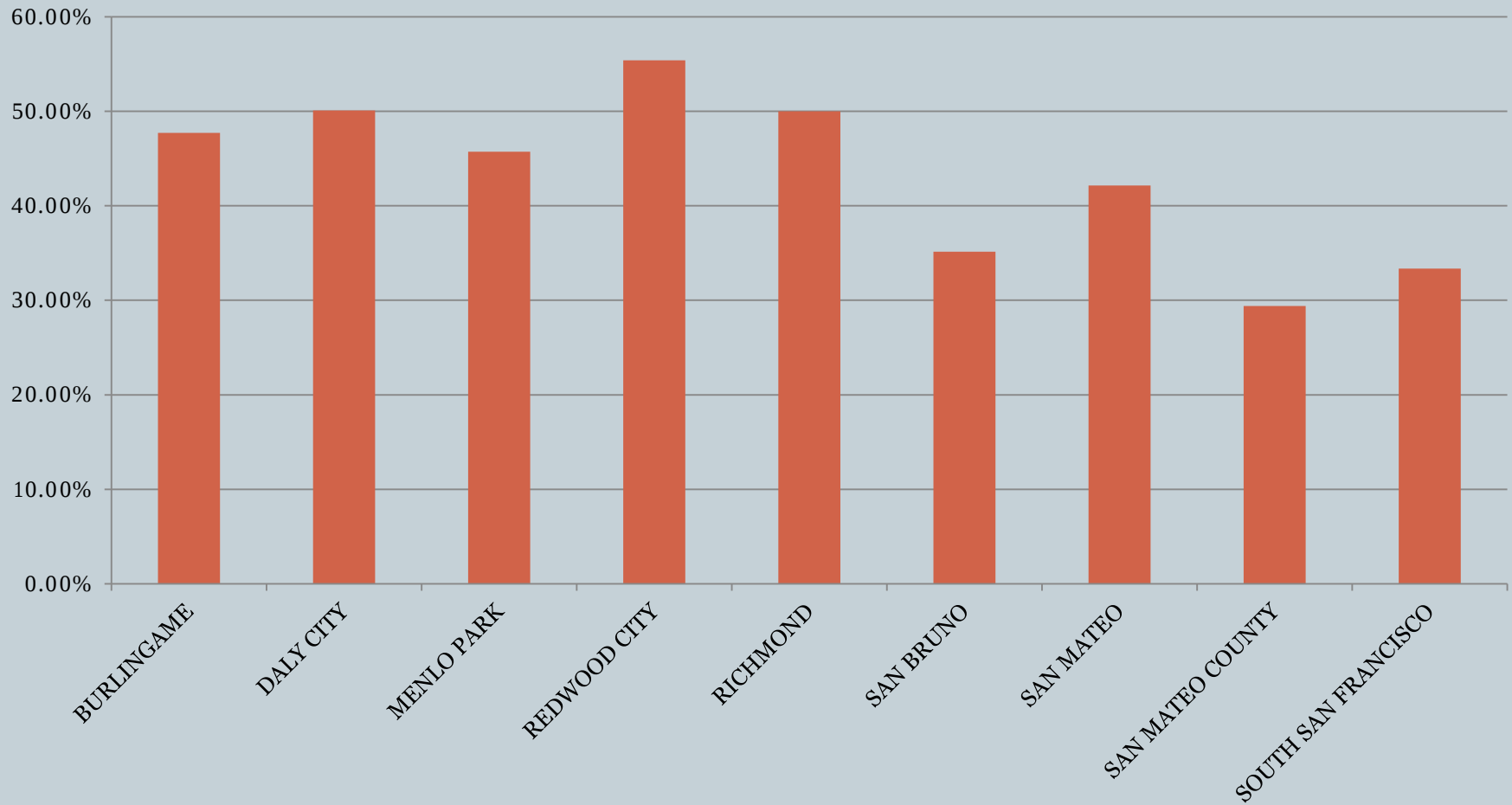
Circulation per Total Collection



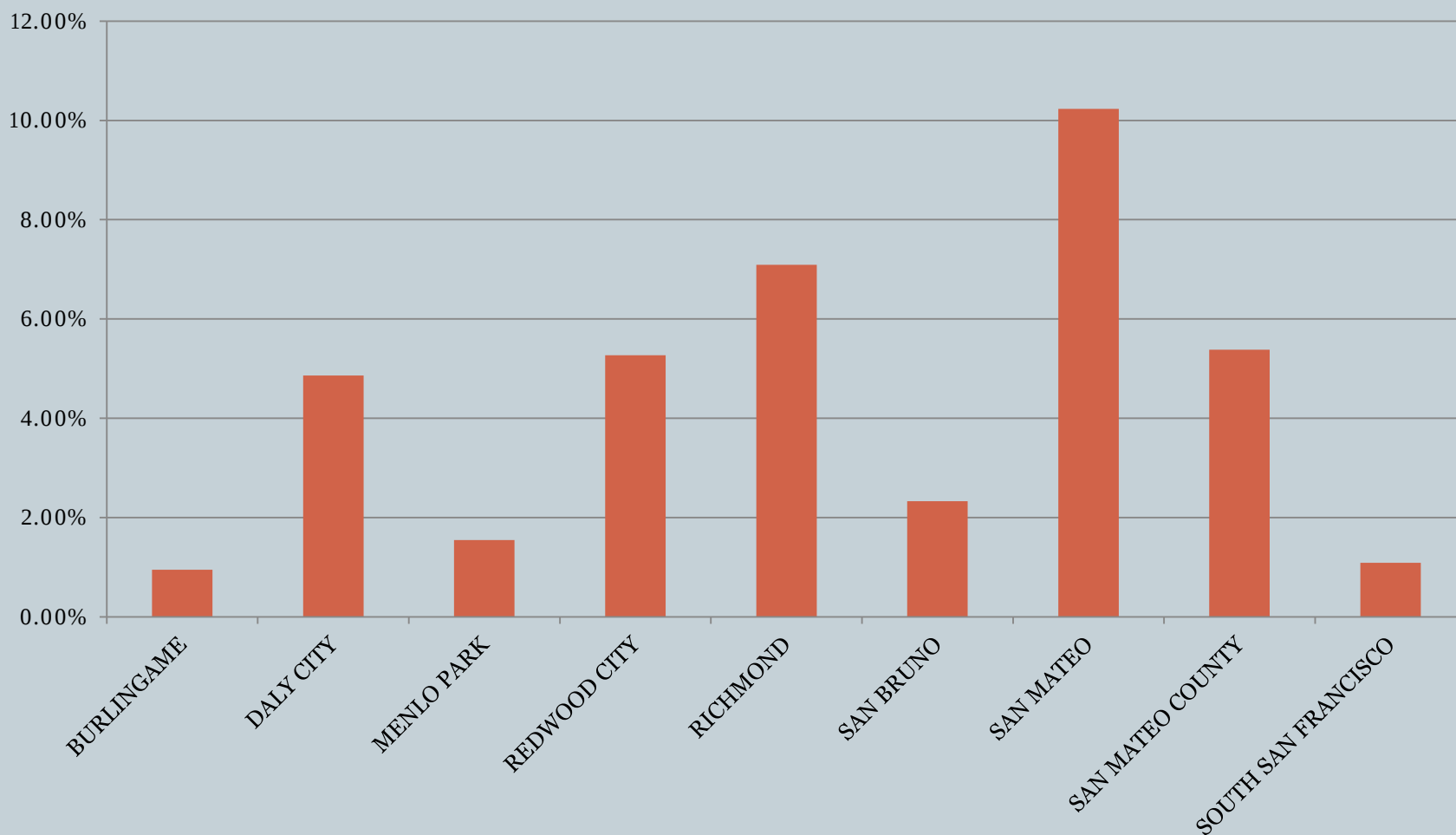
Total Operating Expenditures per Circulation



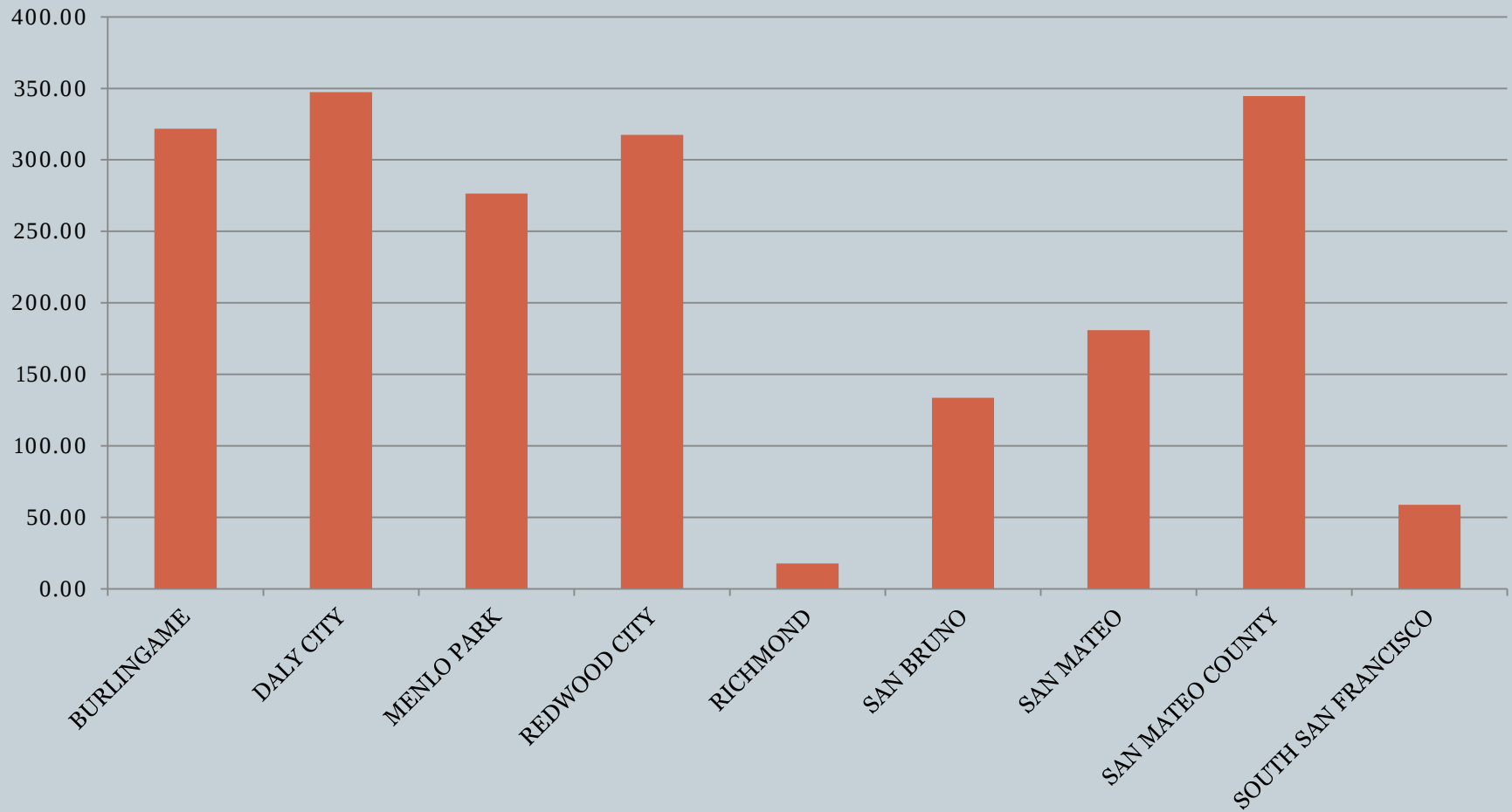
% of Children's Circulation to Total Circulation



% of non-English circulation to Total Circulation



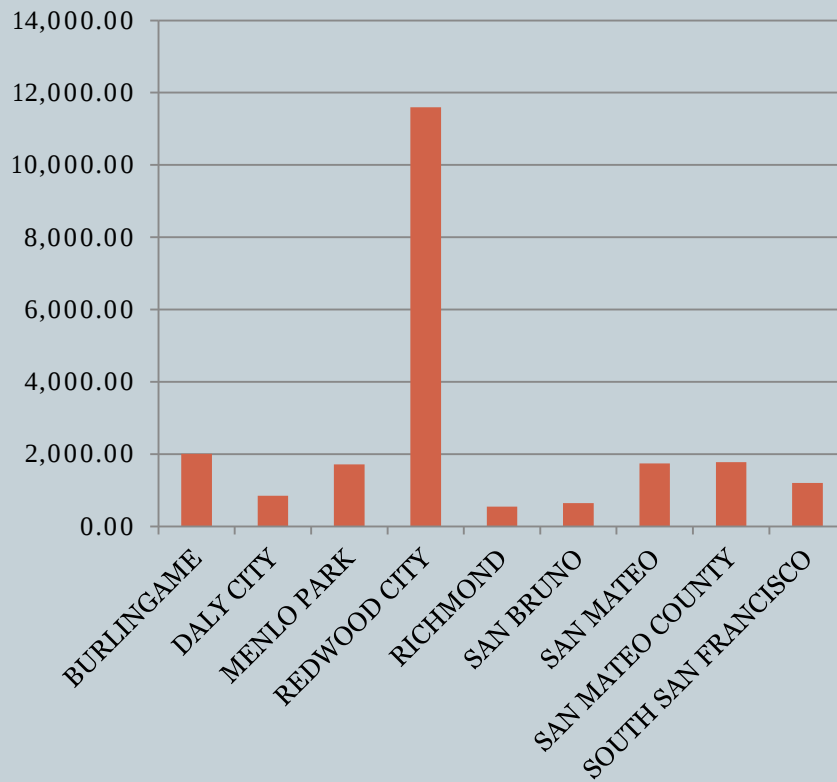
Use of Electronic Materials per 1,000 Population



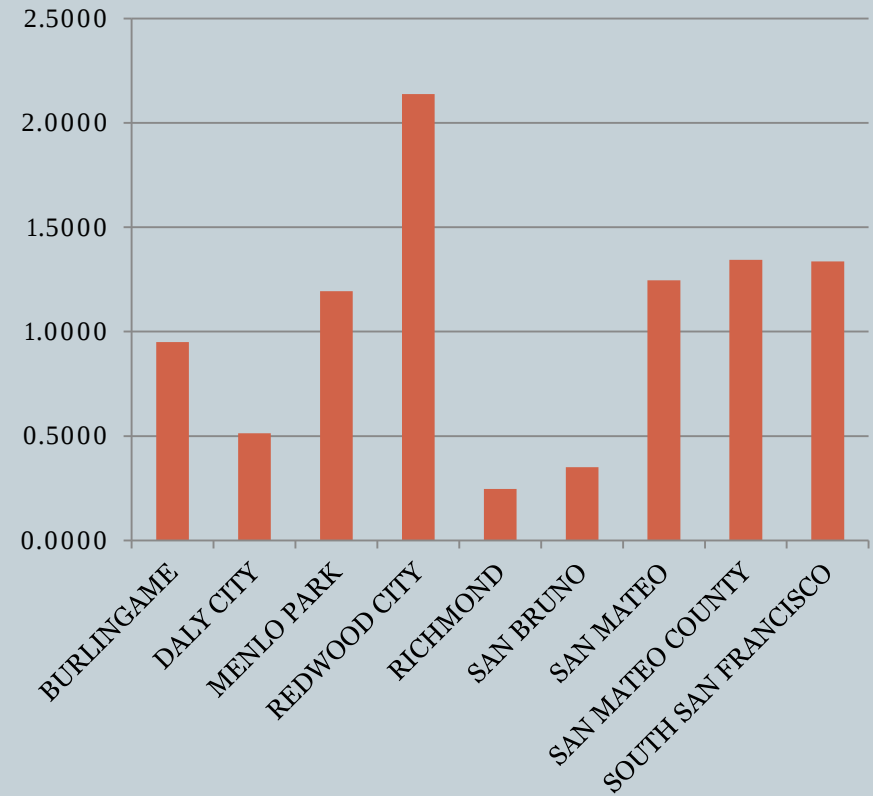
Public Computer Use



Public Computer Use per 1,000 Population



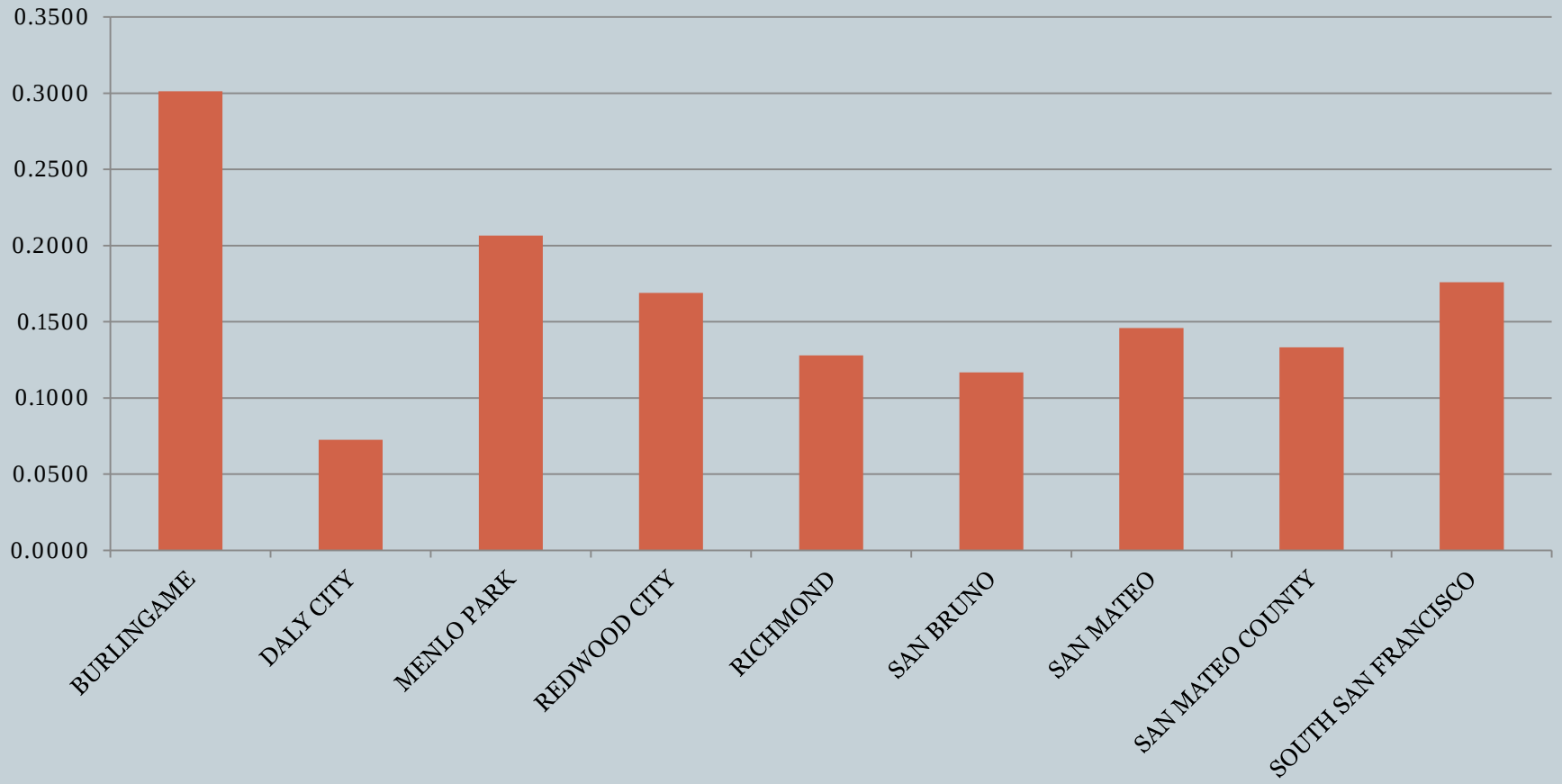
of Internet Terminals per 1,000 Population



Staffing



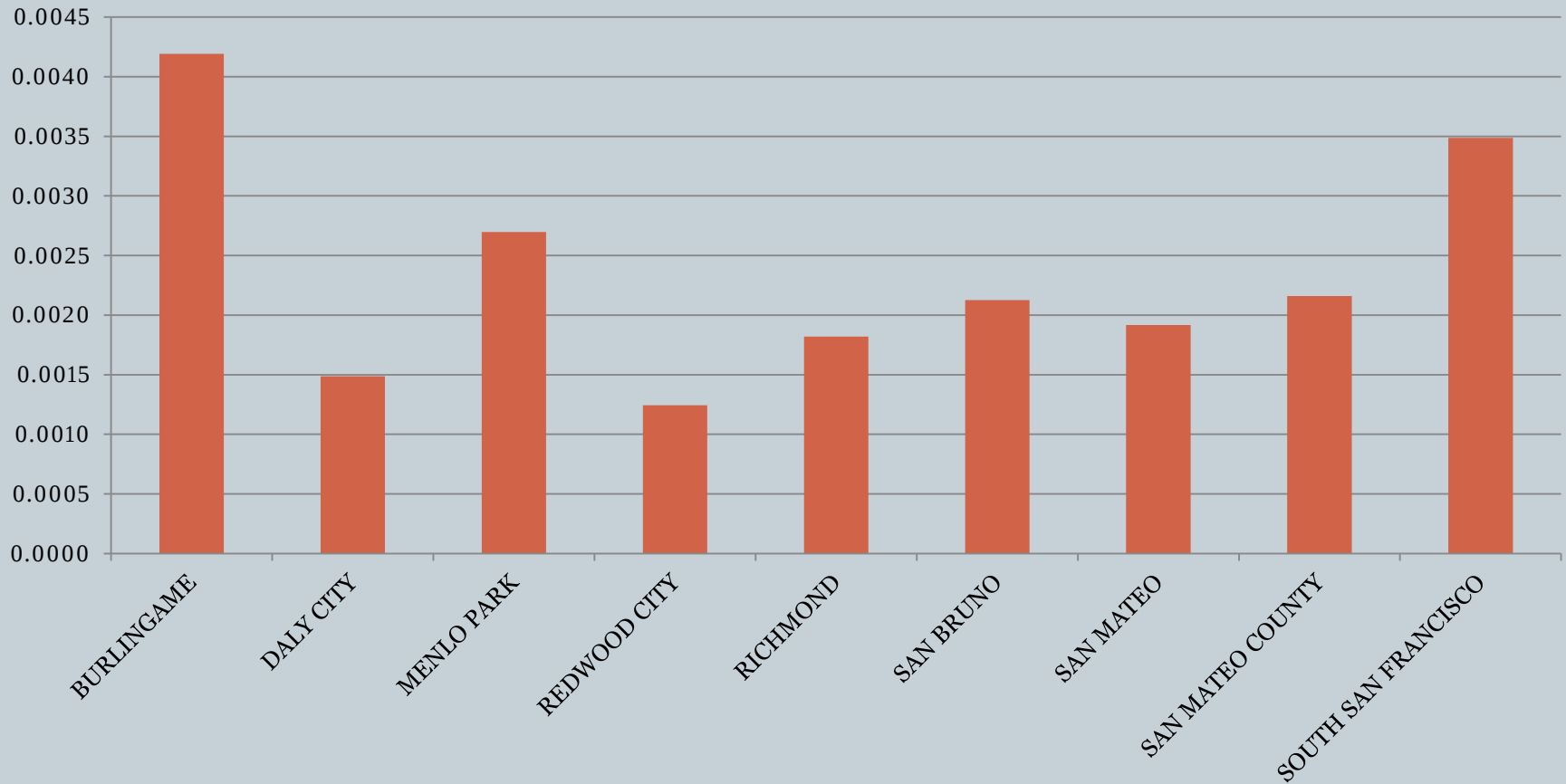
Staff FTE per 1,000 Population



Staffing



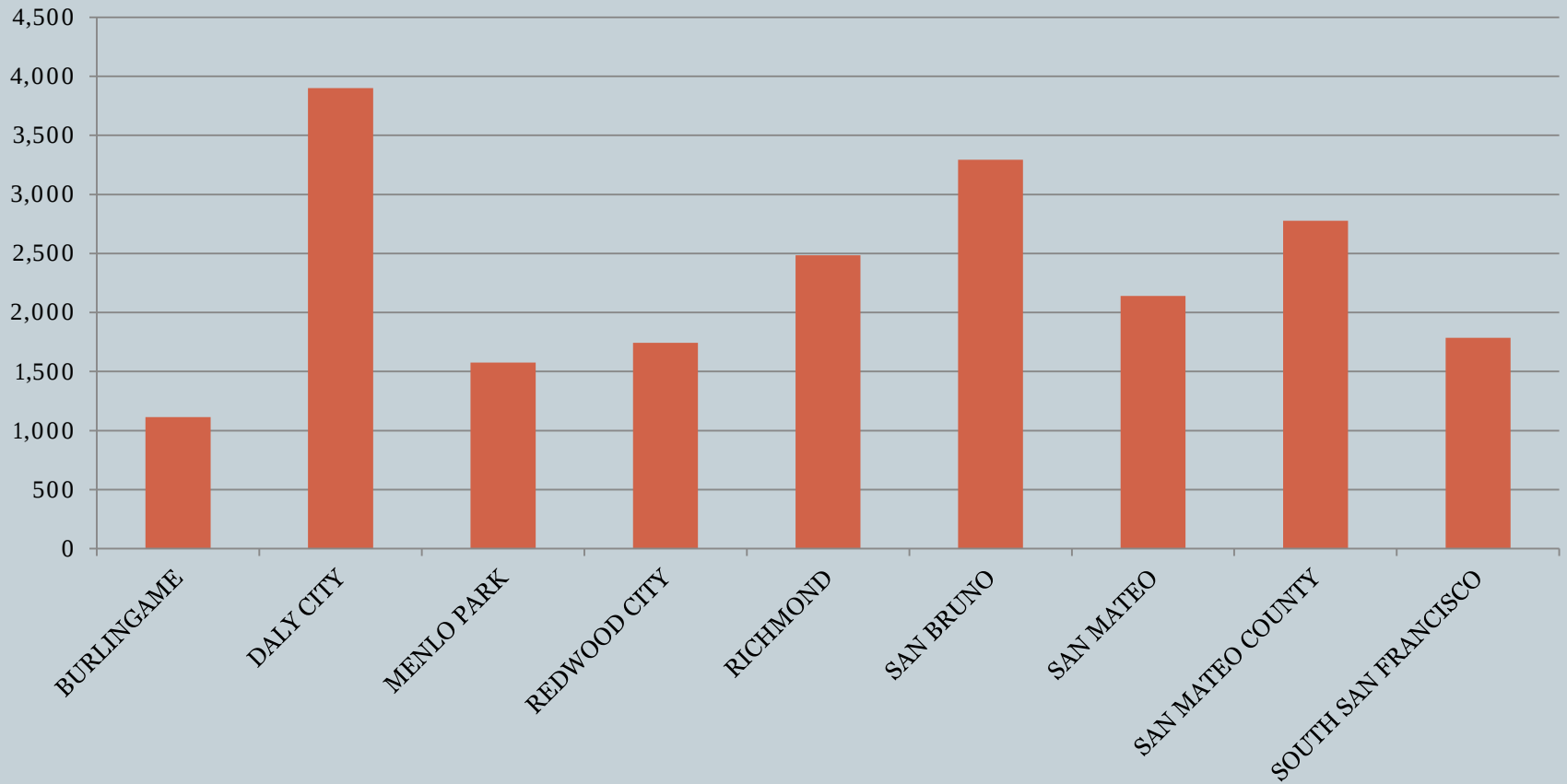
ALA-MLS FTEs per 1,000 Served



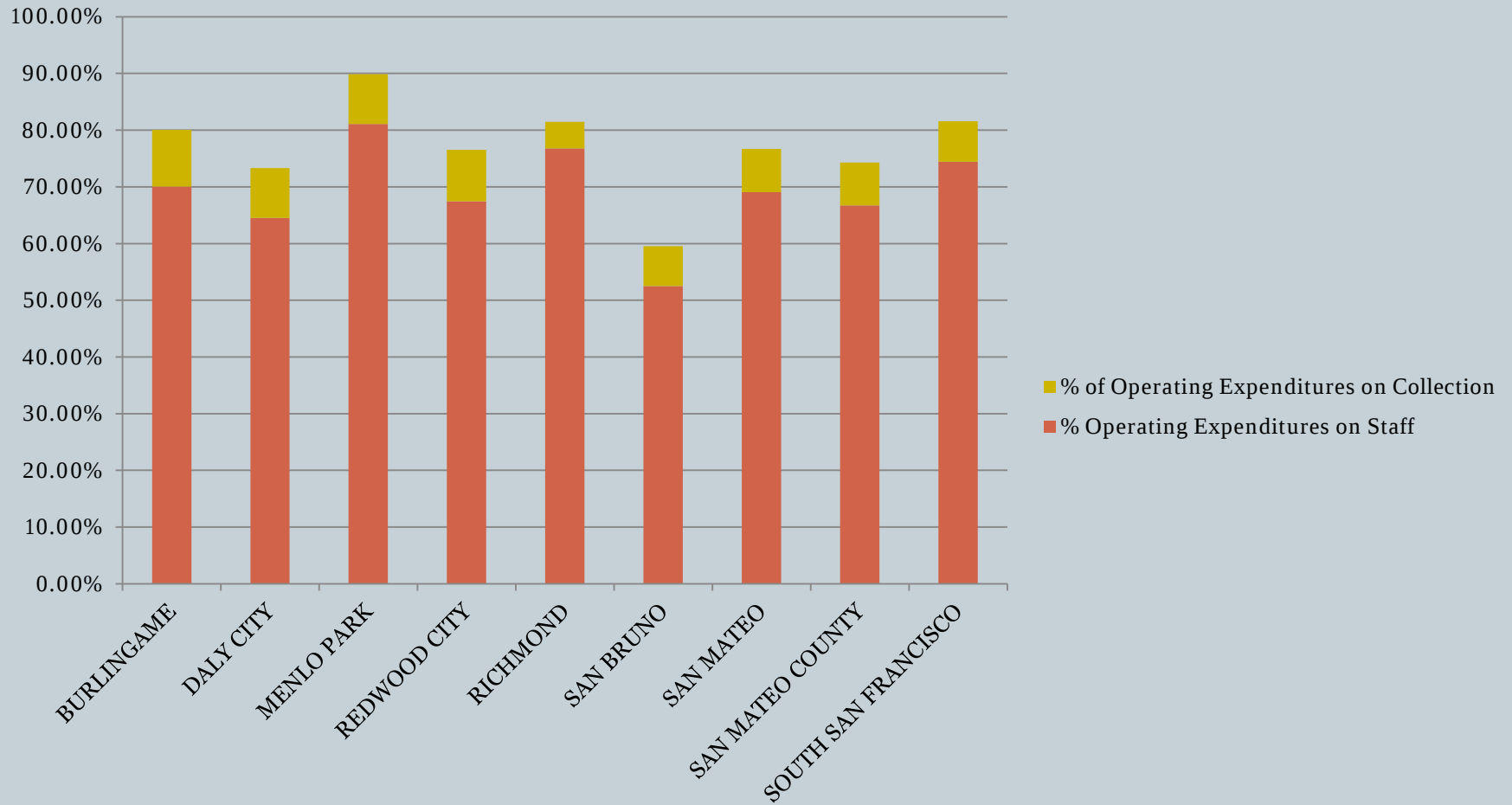
Staffing



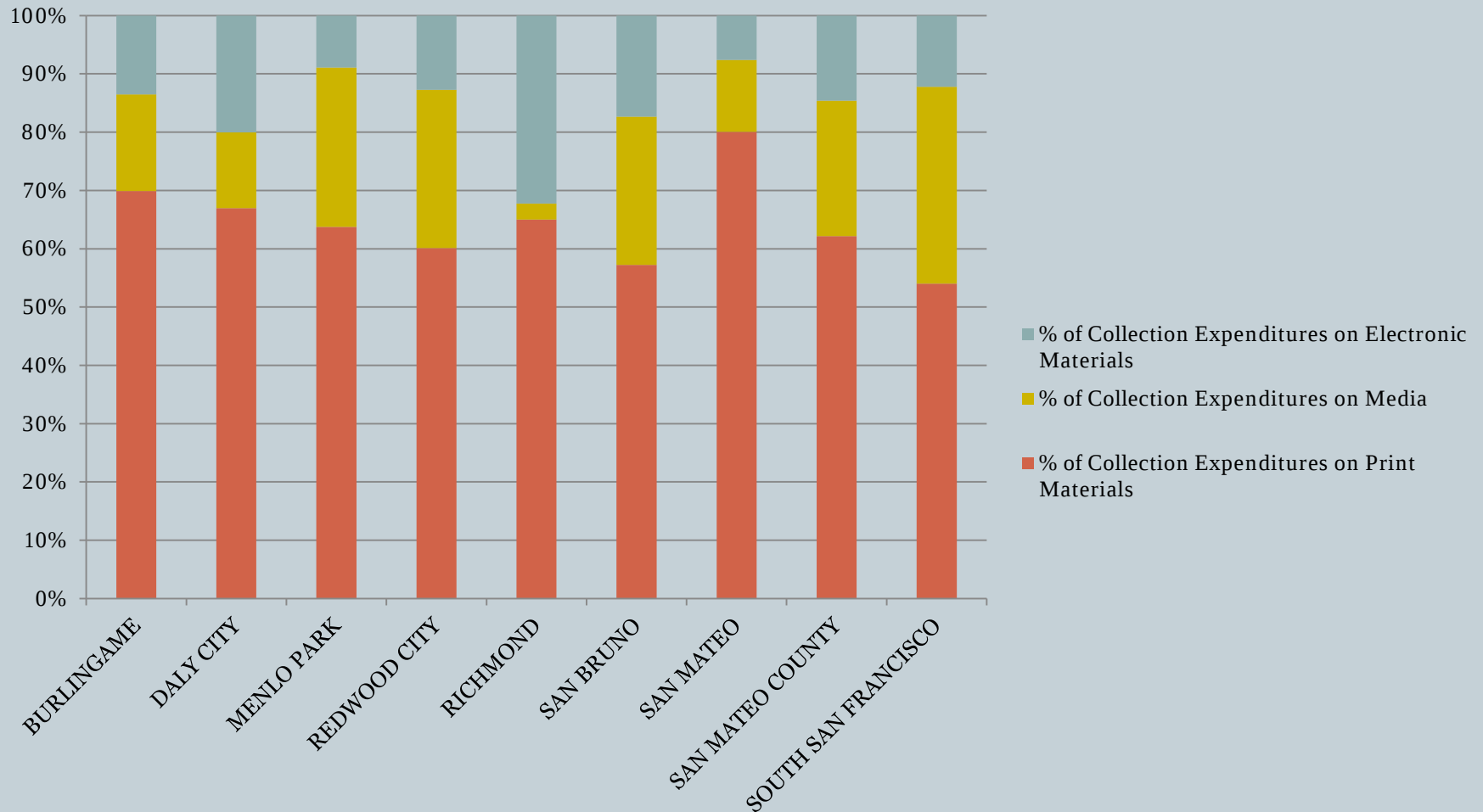
Population Served per FTE Staff



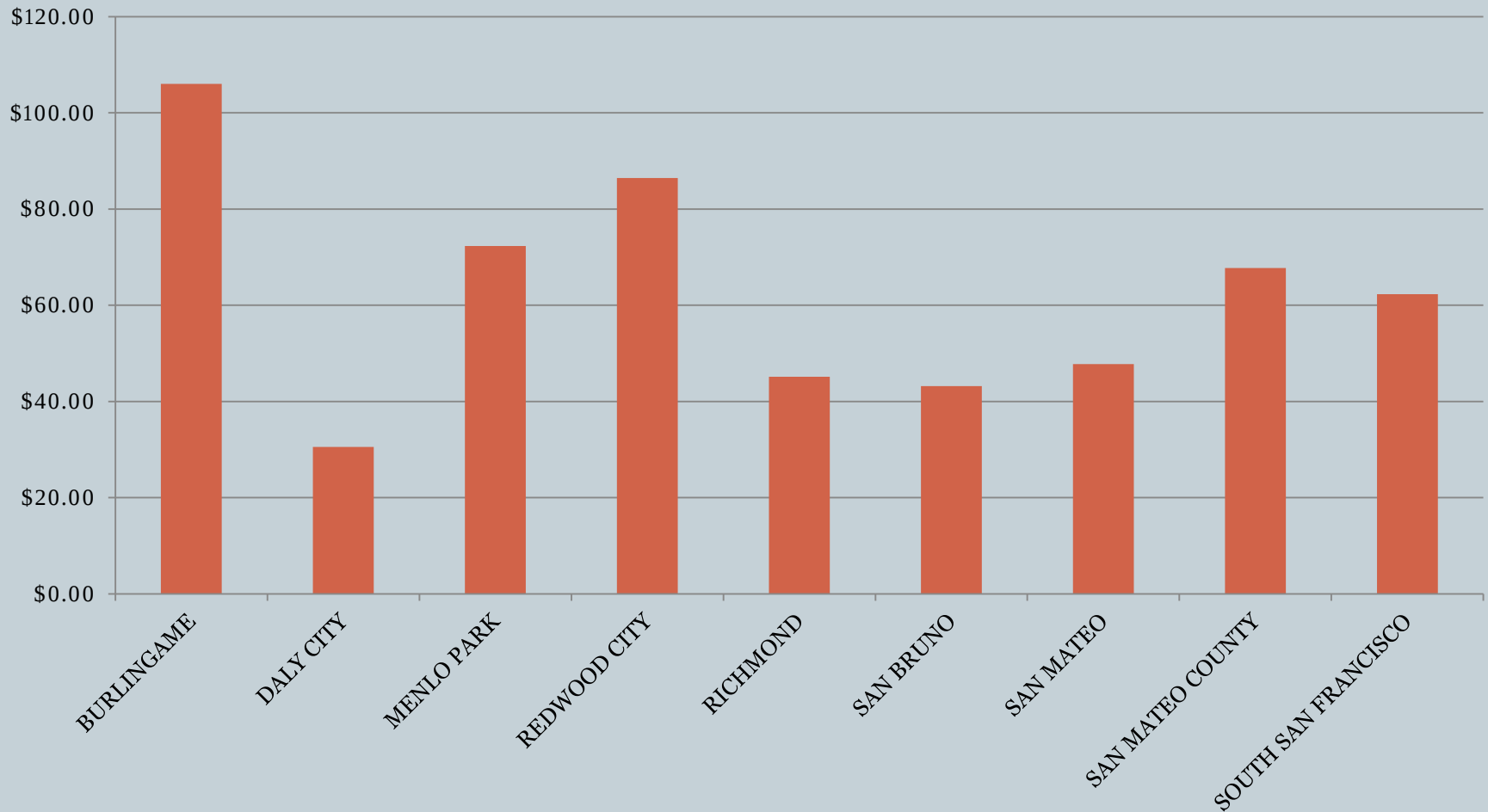
Allocation of Funding



Allocation of Funding



Total per Capita Expenditures



Per capita expenditure for the fiscal year that just ended was \$29.72, a 2.78% decrease.

Summary Key Ratios

Location	Visits per Hour Open	Visits per Borrower	Circulation per Hour Open	Circulation per Visit	Circulation per Borrower	Registered Borrowers per Capita	Total per Capita Expenditures	% Operating Expenditures on Staff	% of Operating Expenditures on Collection	Total Operating Expenditures per Visit	Total Operating Expenditures per Open Hour	Total Operating Expenditures per Circulation	Total Operating Expenditures per Borrower
BURLINGAME	91	16.52	162	1.77	29	0.72	\$106.03	70.03%	10.02%	\$8.88	\$812.09	\$5.02	\$146.73
DAILY CITY	59	8.80	71	1.21	11	0.49	\$30.57	64.54%	8.76%	\$7.08	\$416.02	\$5.85	\$62.31
MENLO PARK	81	13.25	165	2.03	27	0.77	\$72.32	81.07%	8.78%	\$7.09	\$577.59	\$3.49	\$93.93
REDWOOD CITY	117	13.84	176	1.51	21	0.99	\$86.47	67.44%	9.11%	\$6.30	\$735.21	\$4.18	\$87.21
RICHMOND	60	3.74	61	1.02	4	0.70	\$45.14	76.79%	4.66%	\$17.13	\$1,026.93	\$16.73	\$64.11
SAN BRUNO	95	9.73	162	1.70	17	0.55	\$43.22	52.52%	7.02%	\$8.04	\$765.85	\$4.74	\$78.22
SAN MATEO	99	6.66	159	1.61	11	0.76	\$47.79	69.08%	7.62%	\$9.34	\$924.77	\$5.81	\$62.16
SAN MATEO COUNTY	77	14.25	116	1.51	21	0.61	\$67.73	66.70%	7.59%	\$7.76	\$595.47	\$5.15	\$110.55
SOUTH SAN FRANCISCO	68	12.27	119	1.74	21	0.50	\$62.29	74.42%	7.14%	\$10.03	\$683.66	\$5.76	\$123.05
Median	81	12.27	159	1.61	21	0.70	\$62.29	69.08%	7.62%	\$8.04	\$735.21	\$5.15	\$87.21
Average	83	11.01	132	1.57	18	0.68	\$62.40	69.18%	7.86%	\$9.07	\$726.40	\$6.30	\$92.03
Maximum	117	16.52	176	2.03	29	0.99	\$106.03	81.07%	10.02%	\$17.13	\$1,026.93	\$16.73	\$146.73
Minimum	59	3.74	61	1.02	4	0.49	\$30.57	52.52%	4.66%	\$6.30	\$416.02	\$3.49	\$62.16

Location	% of Children's Circulation to Total Circulation	% of non-English circulation to Total Circulation	Use of Electronic Materials per 1,000 Population	Public Computer Use per 1,000 Population	# of Internet Terminals per 1,000 Population	% of Collection Expenditures on Print Materials	% of Collection Expenditures on Media	% of Collection Expenditures on Electronic Materials	ALA-MLS FTEs per 1,000 Served	Population Served per FTE Staff	Staff FTE per 1,000 Population	Circulation per Total Collection
BURLINGAME	47.71%	0.95%	321.75	2,010.67	0.9502	69.92%	16.58%	13.50%	0.0042	1,113	0.3013	3.26
DAILY CITY	50.08%	4.86%	347.33	848.55	0.5128	66.98%	12.99%	20.03%	0.0015	3,900	0.0726	2.44
MENLO PARK	45.73%	1.55%	276.39	1,714.13	1.1934	63.75%	27.32%	8.93%	0.0027	1,575	0.2066	3.31
REDWOOD CITY	55.39%	5.27%	317.58	11,599.26	2.1372	60.12%	27.13%	12.75%	0.0012	1,743	0.1690	3.86
RICHMOND	50.00%	7.09%	17.76	544.35	0.2463	65.02%	2.75%	32.23%	0.0018	2,484	0.1279	1.79
SAN BRUNO	35.13%	2.33%	133.58	649.79	0.3502	57.25%	25.40%	17.35%	0.0021	3,294	0.1168	3.44
SAN MATEO	42.13%	10.23%	181.00	1,743.07	1.2456	80.04%	12.36%	7.61%	0.0019	2,141	0.1460	2.36
SAN MATEO COUNTY	29.39%	5.38%	344.74	1,778.72	1.3442	62.16%	23.25%	14.59%	0.0022	2,776	0.1331	4.86
SOUTH SAN FRANCISCO	33.34%	1.09%	58.82	1,206.90	1.3359	54.00%	33.79%	12.21%	0.0035	1,786	0.1760	3.35
Median	45.73%	4.86%	276.39	1,714.13	1.1934	63.75%	23.25%	13.50%	0.0021	2,141	0.1460	3.31
Average	43.21%	4.31%	222.11	2,455.05	1.0351	64.36%	20.17%	15.47%	0.0023	2,312	0.1610	3.19
Maximum	55.39%	10.23%	347.33	11,599.26	2.1372	80.04%	33.79%	32.23%	0.0042	3,900	0.3013	4.86
Minimum	29.39%	0.95%	17.76	544.35	0.2463	54.00%	2.75%	7.61%	0.0012	1,113	0.0726	1.79