

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

AGENDA

Tuesday, February 16, 2016 - 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 January 19, 2016

DIRECTOR'S REPORT

2. AtoZ Databases (Demonstration)
3. Children's Fines (Information)
4. Board of Trustees' Webpage (Discussion)

TRUSTEES' REPORT

5. Annual Report (Discussion)

ANNOUNCEMENTS AND COMMUNICATIONS

6. 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
MINUTES – JANUARY 19, 2016

The meeting was called to order by Acting President Roderick Daus-Magbual at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

Trustees Lynne Shubunka, William Lex, and Roderick Daus-Magbual

Staff Present:

Director Joseph Curran and Library Services Manager Chela Anderson

APPROVAL OF AGENDA

Agenda for the January 19, 2016 Regular Meeting unanimously approved.
(MSP: Lex/ Shubunka)

APPROVAL OF MINUTES

Minutes of the November 17, 2015 Regular Meeting unanimously approved. (MSP: Lex/Subunka)

REPORTS:

1. Serramonte Library Upstairs Bathroom Accessibility Remodel:
Director Curran said that the design work was completed today. The next phase will be to put out the work for bid and construction.
2. 2015 Food For Fines:
Food for Fines is a program that the Daly City Public Library, along with San Mateo County Library, San Mateo Public Library, South San Francisco Public Library, Redwood City Public Library, and Burlingame Public Library, partnered with Second Harvest Food Bank and the Daly City Food Pantry to offer fine forgiveness in exchange for food donations. The goals of the program are to support the families in the community that need food and to help library users to eliminate unpaid fines on their account that maybe weighing them down and preventing them from using the library. This applies to late fines, but not fees for lost or damaged items. The Library collected 2,515 pounds of non-perishable food items and waived closed to \$4,000 in fines. The program ran from November 16th to December 31st, 2015. 334 people participated in the program.
3. Library Usage Statistical Report – FY 2015-16, Second Quarter:
Ms. Anderson gave a statistical presentation that showed the current number of library visits. These statistics included attendance at each of the four Daly City libraries (as provided by gate count) as well as circulation at each of the four Daly City libraries. Visits are up slightly from the same quarter

of last year except for Serramonte Library. There were 785 total new library accounts created with Daly City Libraries as the “home library” during the reporting period. 78,773 total check-outs and renewals at all Daly City library locations, down 4.62% from the prior year. Total use of e-books and e-media went up to 62.31% to 13,566. Additional funding has been allocated system wide to expand e-book collections. Total use of online subscription increased by 2.21%. Public computer use is down from the prior year. New time management software offers session extension, possibly accounting for some of the decrease. Wireless internet use is up. Total public programs offered increased significantly. Ms. Anderson gives credit to all the staff who participated in working on bringing up the numbers and diversifying the programs we offer. She gave a special mention to our Youth Services Librarian, Barbara Daniels, who has been working hard to develop more programming for young people of all ages at all the branches.

TRUSTEES’ REPORT/ANNOUNCEMENTS:

- Trustee Lex mentioned that he met with Director Curran and Ms. Anderson in regards to specifics we need to emphasize on our Annual Report. Trustee Lex said that he hopes to have a draft in the near future.
- Director Curran said that there was no direction in closing the Westlake Library.
- Trustee Subunka relayed a message from Ms. Susan Brissenden-Smith that she would have a Daly City Public Library Associates report by next month.
- “Get Coffee Savvy” at John Daly Library, Wednesday, January 27, 2016 at 6:00 p.m. Deepen your love affair with coffee by learning several different techniques, coffee fun facts and taste the differences.
- “Chinese New Year Lantern Making” at John Daly Library, Wednesday, February 3, 2016 at 6:00 p.m.

PUBLIC COMMENT: None

ADJOURNMENT

The meeting was unanimously adjourned at 6:40 p.m.

**Next Meeting:
Tuesday, February 16, 2016
Daly City Council Chambers**