

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

**AGENDA**

**Tuesday, April 19, 2016 - 6:00 PM**

City Hall Council Chambers, City Hall  
333 – 90<sup>th</sup> Street, Daly City, CA 94015

Live Telecast: Comcast Channel 27, Astound 26, AT&T U-Verse 99  
Webcast: [www.dalycity.org/meetings](http://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 March 15, 2016

**DIRECTOR'S REPORT**

2. Serramonte Children's Room Refurbishment
3. Teen Library Card Application Process
4. Fines on Children's and Teens' Accounts
5. Budget Update

**TRUSTEES' REPORT**

**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 90<sup>th</sup> 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 – MARCH 15, 2016**

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, Vice-President Arlene Encarnacion, Trustees Roderick Daus-Magbual, William Lex, and Lynne Shubunka

**Staff Present:**

Director Joseph Curran and Library Services Manager Chela Anderson

**APPROVAL OF AGENDA**

Agenda for the March 15, 2016 Regular Meeting unanimously approved.  
(MSP: Lex/ Daus-Magbual )

**APPROVAL OF MINUTES**

Minutes of the February 16, 2016 Regular Meeting unanimously approved. (MSP: Lex/ Daus-Magbual)

**REPORTS:**

1. Library Board of Trustees Webpage:

Director Curran and Ms. Anderson presented examples of webpages from neighboring cities. Trustees discussed on how to enhance and make improvements on their current webpage. The Board voted to add, at each member's option, a photo, a biography no longer than 300 words, and a collective Library Board e-mail address to be managed by staff. Board members will submit to staff a photo and bio if they wish it to be added. Director Curran will have a group City e-mail account created.

2. Annual Report Draft Review:

Trustees amended the Annual Report to fill in some of the white space, raising the header, adding branch related photos, putting some relevant graphics, and then turned it over to staff for completion and publication. (MSP: Lex/Encarnacion)

3. Winter Reading Challenge:

Ms. Anderson said the Winter Challenge ran for 10 weeks. The target was to read 5 books. They used a bingo format with different genres of books offering the opportunity to get an extra entry into the drawing and encouraging people to read books outside their comfort zone. There were great prizes like dinner for two at the new Westlake Joe's, a kindle Fire tablet, and SanDisk MP3 player. 150 people signed up, 35% completed at least 5 books, 11% completed a Round Two Bingo card with new category challenges and there here were 340 books read for the Challenge.

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4. Proclamation of National Library Week:

In celebration of National Library Week, April 10-16, 2016, City Council will make a proclamation. Board Members are invited to attend the Council meeting to accept the proclamation.

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

- St. Patrick's luncheon held today, March 15, 2016 at the Colma Community Center.
- On Tuesday, March 22, 2016, the Library will open the new children's storytime area.

**TRUSTEES' REPORT/ANNOUNCEMENTS:**

- Director Curran mentioned that the Department completed its preliminary budget. We are asked to reduce expenditures for the coming 2-yr budget cycle.

**PUBLIC COMMENT:** None

**ADJOURNMENT**

The meeting was unanimously adjourned at 7:30 p.m.

**Next Meeting:  
Tuesday, April 19, 2016  
Daly City Council Chambers**

# Daly City Public Library Peninsula Library System Registration Form



California residents may apply for a library card. Photo identification and proof of address (postmarked mail) if not on ID, are required for all registrations. If you are under the age of 14, your parent/guardian must be present to co-sign the application form. Acceptable forms of ID are government issued photo ID or high school photo ID for patrons ages 14-17 (parent/guardian must be present to co-sign if ID is not available).

PLEASE PRINT

**Name:** \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

**Residence Address:** \_\_\_\_\_  
NUMBER AND STREET APT. # CITY STATE ZIPCODE

**Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(If different from above) NUMBER AND STREET APT. # CITY STATE ZIPCODE

**E-mail:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
MONTH DAY YEAR

## Please read before signing:

- I agree to follow all policies, rules and regulations of the Daly City Public Library.
- I understand that overdue fines will be charged on materials returned or renewed after their due date. Borrowing privileges will be suspended when total fines and fees charges reach \$15.00. Accounts with billed items may be referred to a Collections Agency.
- I understand that I must bring my library card or photo ID each time I visit the library to access my account, check out materials or use the internet/lab computers.
- If I am signing this as the registrant's parent/legal guardian, I understand that my child has a right by state law to confidentiality.
- I agree to notify the library if my card is lost or stolen, or if I have a change in address. Replacement cards are \$2.00.
- I understand that the Library reserves the right to modify conditions for continued service at any time.

\_\_\_\_\_  
REGISTRANT SIGNATURE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN PRINTED NAME

(For children under 14 years old/ youth under 18 without I.D.)

Library Users, regardless of age, have access to all library materials, and are granted user confidentiality under California Law (Government Code, Section 6267).

FOR OFFICE USE ONLY:

Barcode: 2-904 \_\_\_\_\_ DL: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# DALY CITY PUBLIC LIBRARY

## LIBRARY CARD POLICY

The Daly City Public Library issues library cards to residents of the State of California free of charge. Library card applicants may apply for, receive a card, and use it immediately if they present acceptable identification and verification of current residential address.

Cardholders must present their library card to check out items from the library and must notify the library immediately if their library card is lost or stolen. There is a fee to replace lost or damaged library cards.

In accordance with the Daly City Public Library's Right of Privacy Policy, the library will not disclose library circulation records kept for the purpose of identifying the borrower of library items. We will, however, disclose records of fines imposed at the request of the cardholder, parent or guardian of a minor cardholder, debt collection agency, legal authority or authorized library personnel.

To obtain information about his/her library account from library staff, the cardholder must present his/her library card or acceptable identification. Parents and guardians, if listed in the library account, may request information regarding their child's account in order to pay fines, identify lost items, etc. provided that the child and/or library card is present.

To obtain a card, the following requirements must be met:

### Children under age 14

- There is no age requirement to obtain a library card.
- Both child and parent/guardian must be present when the application is submitted to obtain a library card. The signature of a parent or guardian is required on applications for library cards for children under age 14.
- Parents or guardians of minor children must present acceptable identification and verification of current residential address for the child to receive a library card.
- The parent or guardian is responsible for all materials charged to his/her child's library card.

### Teens age 14 -17

- Teens may present high school photo ID and verification of their current residential address as outlined below to obtain a library card.
- Alternately, a teen may register with a parent/guardian. The parent/guardian must present acceptable identification and verification of their current residential address as outlined below.

- If the parent or guardian has signed the registration form, he/she is responsible for all materials charged to his/her child's library card. If the teen has registered on his/her own, he or she assumes responsibility for all materials charged to their library card.

#### Adults 18 and over

- Adults must present one acceptable identification and verification of their current residential address as outlined below.
- Adult borrowers assume responsibility for all materials charged to their library cards.

#### Acceptable Identification

The Library requires government-issued, school, or employer identification with the applicant's photo on it, such as, but not limited to:

- CA driver's license, OR
- CA Department of Motor Vehicles identification card

#### Address Verification

Verification of current residential address is required for full borrowing privileges. Acceptable address verification must have the full name of the applicant. If current residential address is printed on presented CA driver's license or DMV identification card, no further verification is required. Other acceptable address verification includes:

- Utility bill/telephone bill/bank statement/credit card statement (printed or online)
- First-class mail postmarked within the past 30 days (bulk mail including credit card offers not acceptable)
- Imprinted bank check or deposit slip
- Current rent receipt or rental agreement (dated within last 30 days)
- Medi-Cal card
- Vehicle registration
- Voter registration card
- Pay Stub

A P.O. Box or General Delivery address are not acceptable as address verification, but may be listed as a *mailing address*.

Limited borrowing privileges will be granted to those unable to provide acceptable verification of current residential address.