

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

AGENDA

Tuesday, October 18, 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 Tuesday, September 20, 2016

DIRECTOR'S REPORT

2. Statistical Overview of Fiscal Year 2015-16

TRUSTEES' REPORT

ANNOUNCEMENTS AND COMMUNICATIONS

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

AGENDA BUILDING FOR NEXT MEETING

4. Enforcement of the Behavior Policy

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 – SEPTEMBER 20, 2016

The meeting was called to order by Trustee Encarnacion at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

Trustees William Lex, Arlene Encarnacion, Roderick Daus-Magbual and Anastazja Ragasa

Staff Present:

Director Joseph Curran, Library Services Manager Chela Anderson and Children's Librarian Barbara Daniels

APPROVAL OF AGENDA

Agenda for the September 20, 2016, Regular Meeting unanimously approved.

(MSP: Lex/ Ragasa)

APPROVAL OF MINUTES

Minutes of the August 16, 2016 Regular Meeting unanimously approved. (MSP: Lex/ Ragasa)

REPORTS:

1. Summer Learning 2016:

Ms. Daniels presented this year's Summer Learning to the Trustees. Ms. Daniels said that the number of participants was higher than any previous year in Daly City. An equivalent of one month of overall learning can be lost during summer vacation. Six weeks in the fall are spent re-learning old material to make up for summer learning loss; and a 2-3 hours per week during summer vacation is needed to prevent any learning loss. Ms. Daniels did an outreach in 40 different places in our community where she captured people's attention outside the library. The outreach numbers for this year were higher than ever before by a large margin. Ms. Daniels said that the program was a success due to dedicated staff at all branches designing and hosting original DIY programs, 3 interns working 306 hours, 13 teen volunteers giving 142 hours, 2 grants from Thelma Doelger and ReadZone, and budgeted money from the Operating Budget. The County contributed weekly raffle tickets for each library location, \$1,000 scholarship raffle, over 5,000 sign up books and logs with great new graphics. The Summer Learning Program went very well this year.

2. Food For Fines Program:

Food For Fines is a program that the Daly City Public Library offers in partnership with other PLS libraries and Second Harvest Food Bank. 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. Between November 14th and December 31st, Food for Fines allows patrons to have all of their library fines waived by bringing in non-perishable and unexpired food items to donate. Food for Fines applies to late fines, but not fees for lost or damaged items. The Trustees endorsed the continuation of participation in the program of the Food for Fines Program. (MSP: Lex/Encarnacion)

3. Endorsement of Measure K:

Trustee Lex mentioned that Measure K is an extension of Measure A. Ms. Anderson said that the San Mateo County Library receives funds to coordinate system wide element of the Summer Learning program and this includes designing and printing of the logs which they pass out and the books that the children gets when they sign-up, which is a big expense. In November 2012, the San Mateo county voters approved Measure A, which created a one-half cent sales tax for a period of ten years, scheduled to expire in 2023. Measure K proposes to extend the existing retail sales and use tax imposed by Measure A for twenty years at the current tax rate of one-half cent, meaning that the sales tax would continue until 2043. The County's reason for extending the sales tax is to continue supporting many services and programs, such as: providing affordable housing to seniors, people with disabilities, veterans, and families; developing other long-term solutions to the affordable housing crisis; maintaining transit services for the elderly and people with disabilities; combatting human trafficking, maintaining emergency operations and 911 police, fire, and paramedic dispatch; maintaining child abuse protection programs, maintaining healthcare for low-income children, seniors and people with disabilities, maintaining fire and emergency medical/paramedic response; maintaining preschool, afterschool, and library programs for children and teens; addressing the effects of sea level rise; keeping County parks open; maintaining countywide gang and drug task forces; and providing neighborhood health clinics. The Trustees endorsed supporting Measure K. (MSP:Lex/Magbual)

4. Endorsement of Kuwento: Lost Things

This anthology seeks to spotlight poets and writers' renderings of Philippine mythology, including creation stories, mythical beings and animals, gods and heroes, folktales, folk sayings and songs, alamat (legend), and epics. This is Literary Reading scheduled for October 15, 2016 at Larcombe Clubhouse. The Trustees endorsed sponsoring the Literary Program. (MSP:Lex/Ragasa)

5. Report from the Daly City Public Library Associates

- Trustee Encarnacion together with Ms. Susan Brissenden-Smith went to BART Station to solicit for DCPLA but it was not successful.
- Trustee Lex encourages members to renew their membership
- Trustee Lex announced that the DCPLA received a letter from Mayor Sal Torres thanking them for the check towards Westlake Space Grant.
- Upcoming Project Read Annual Trivia Contest
- Cara Black *Murder on the Quai*, September 24, 2016, 10:00 a.m., Serramonte Public Library, Coffee and Croissants
- Grant Applications were reviewed
- Compliment to Chela Anderson for putting signage at the Westlake Aquarium
- October 18, 2016 is DCPLA's next meeting date

TRUSTEES' REPORT/ANNOUNCEMENTS:

- Trustee Daus-Magbual announced the Performance art + Bay Area field recordings + stories culminate in Jerome Reyes' newest project "an incomplete caption." On Thursday Sept. 22, witness the final addition to this work in a recorded artist talk between photographer/educator Jeremy Villaluz and San Francisco State associate professor of history Dawn Mabalon.

Library Board of Trustees Meeting Minutes

September 20, 2016

3

- Unite for Affordable Daly City will hold a Town Hall meeting, Thursday, September 22, 2016 at Holy Child St. Martin's Episcopal Church
- Filipino-American History Month Celebration, October 8, 2016, 11:00 a.m.-5:00 p.m., at Pacelli Event Center. There will be performances, vendors and information tables, art showcase and food trucks.

PUBLIC COMMENT

ADJOURNMENT

The meeting was unanimously adjourned at 6:57 p.m.

**Next Meeting:
Tuesday, October 18, 2016
Daly City Council Chambers**

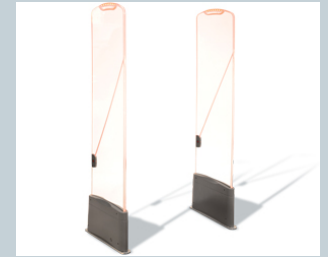
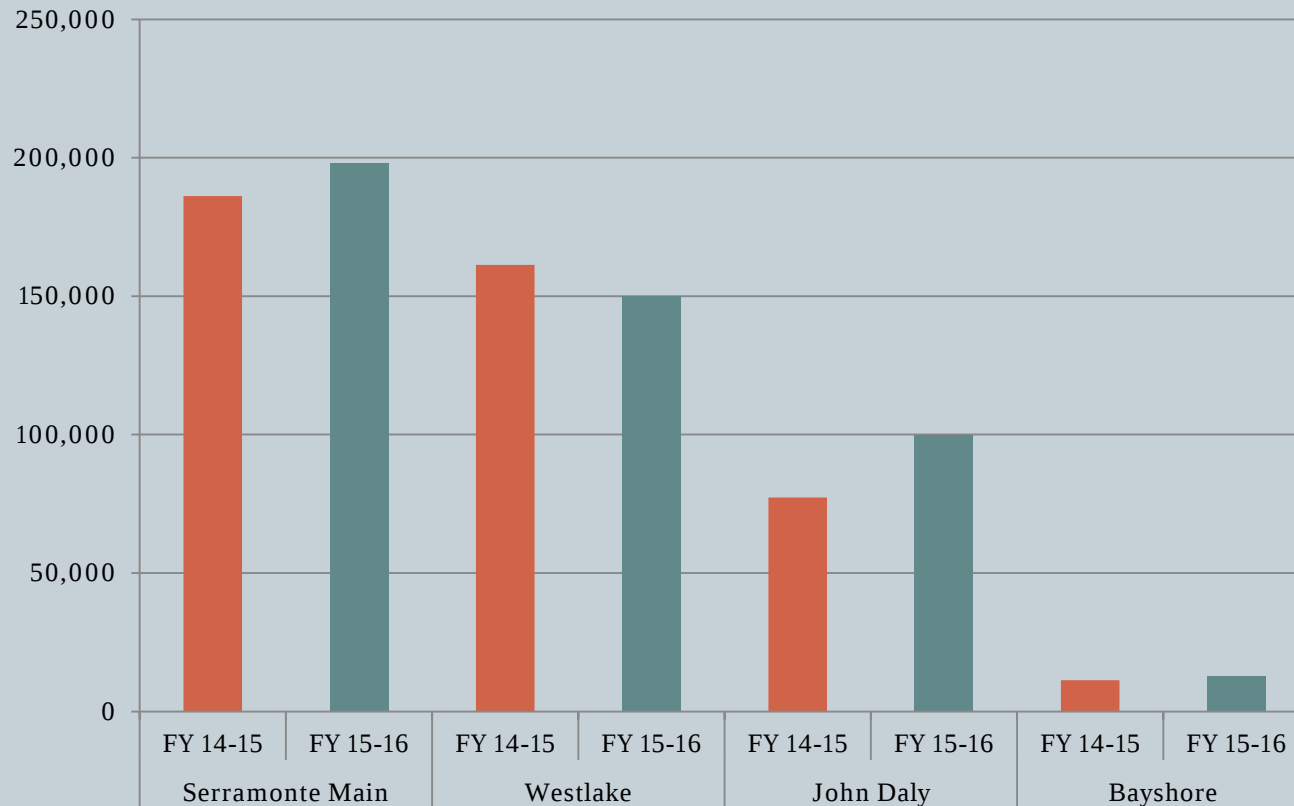
Public Library Usage Statistics



FISCAL YEAR
2015-2016



Library Visits

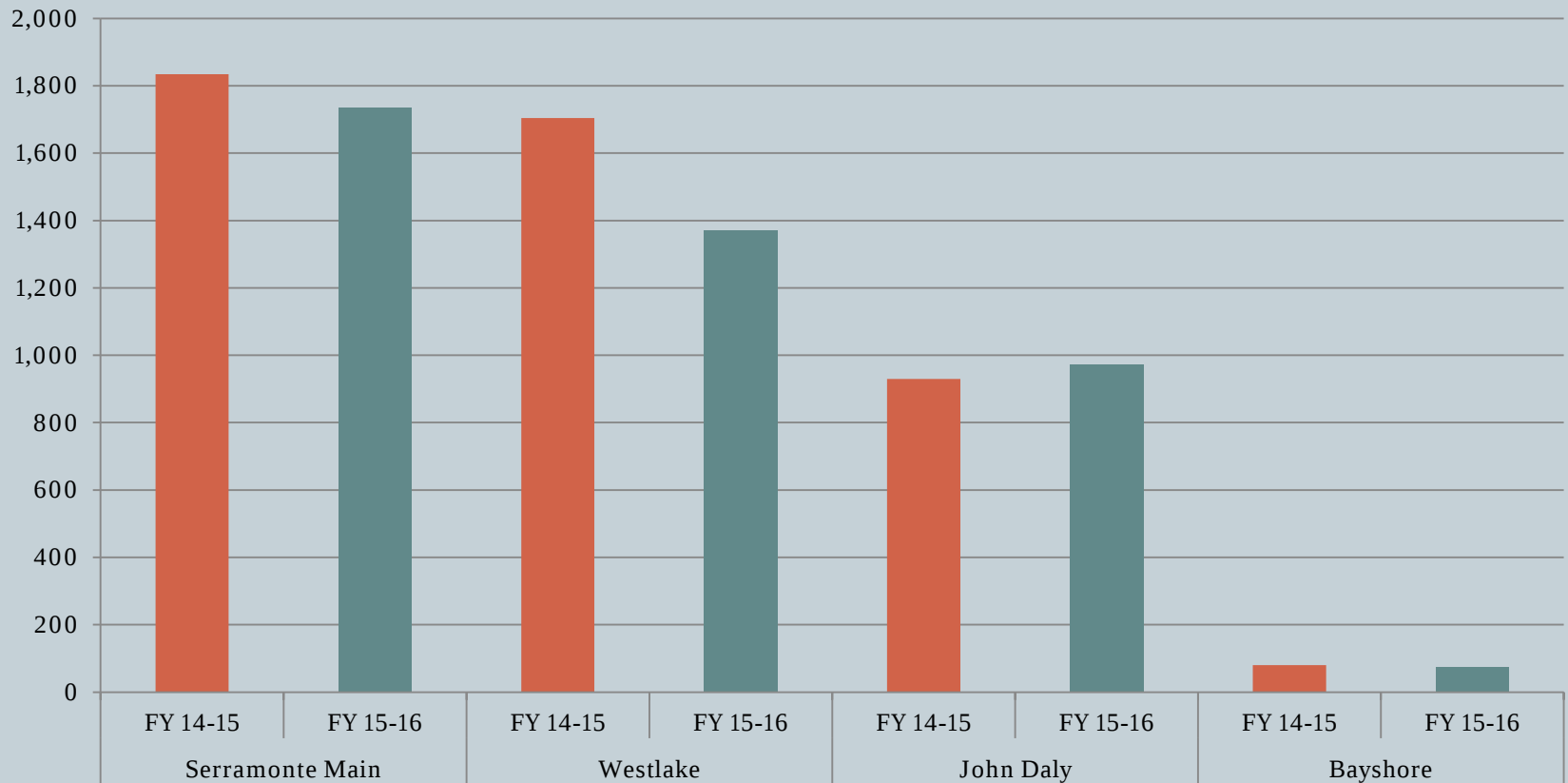


**Collected automatically by security gates at each location*

461,002 total visits at all locations during the last fiscal year, up 5.74% from last year

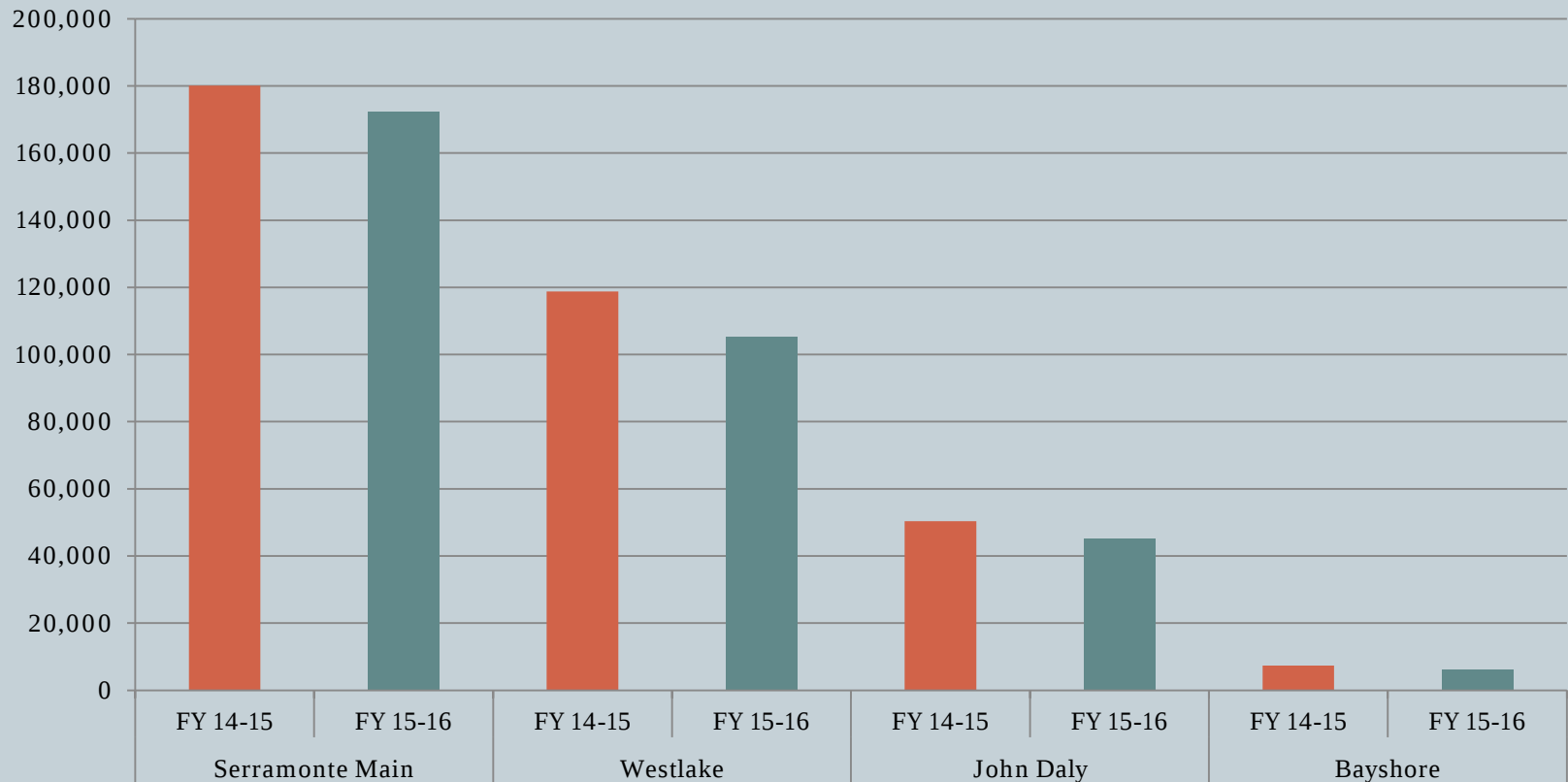
New Patrons

(by home library)



*4,156 total new library accounts created with Daly City libraries
as the "home library" last fiscal year, down 8.62% from the prior year*

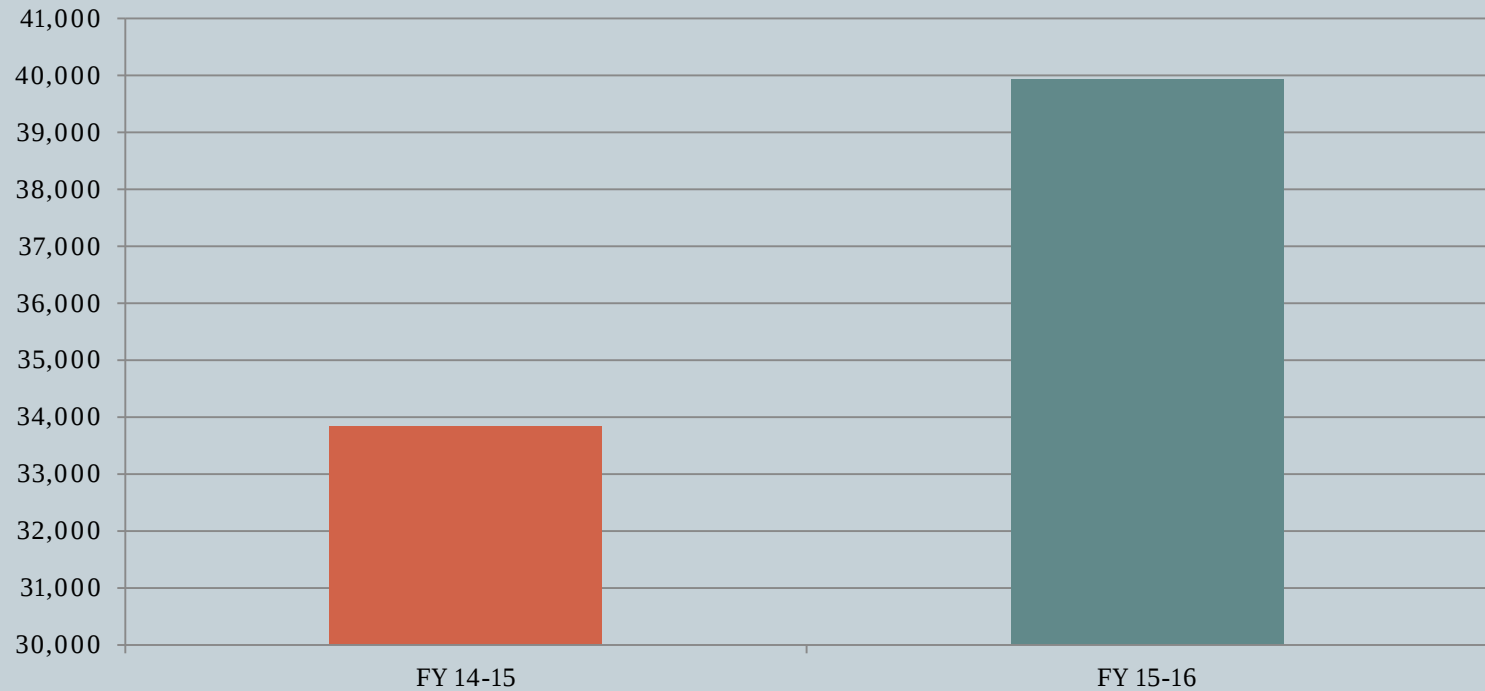
Circulation of Materials



328,809 total check-outs and renewals at all Daly City library locations, down 7.8% from the prior year

50% of all check-outs and renewals are conducted on the self-checks; up from the prior year

E-book Use

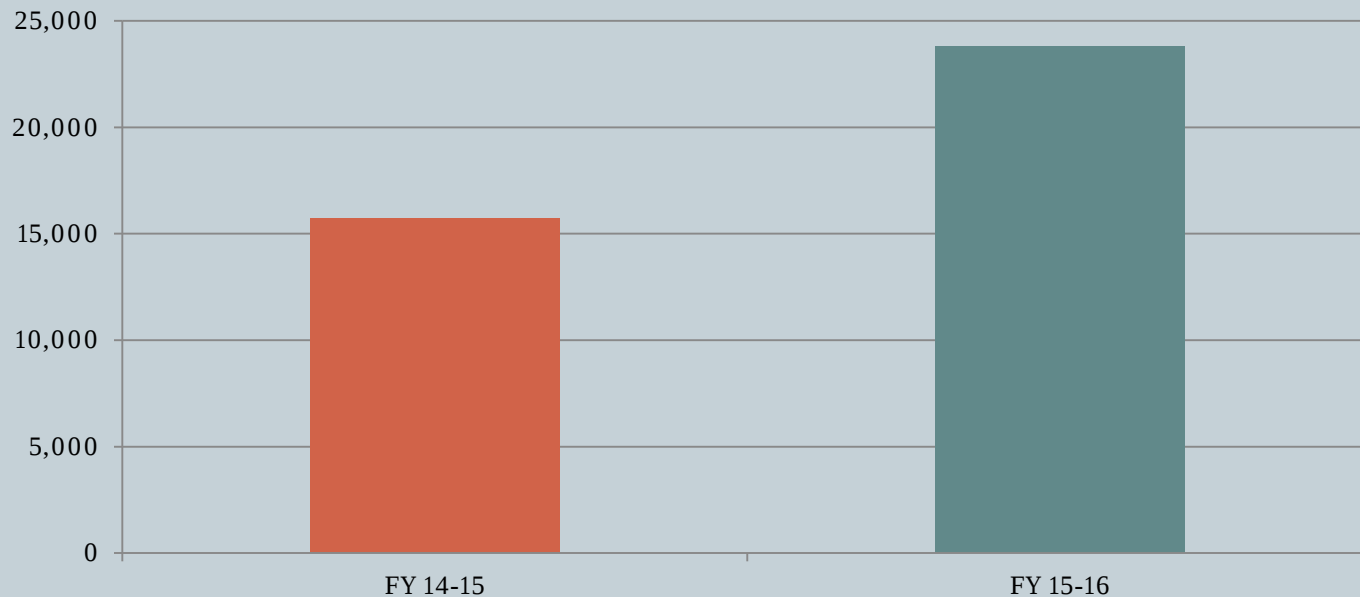


Total use of e-books increased 18.02% from the previous year to 39,933

Online Subscription Resources

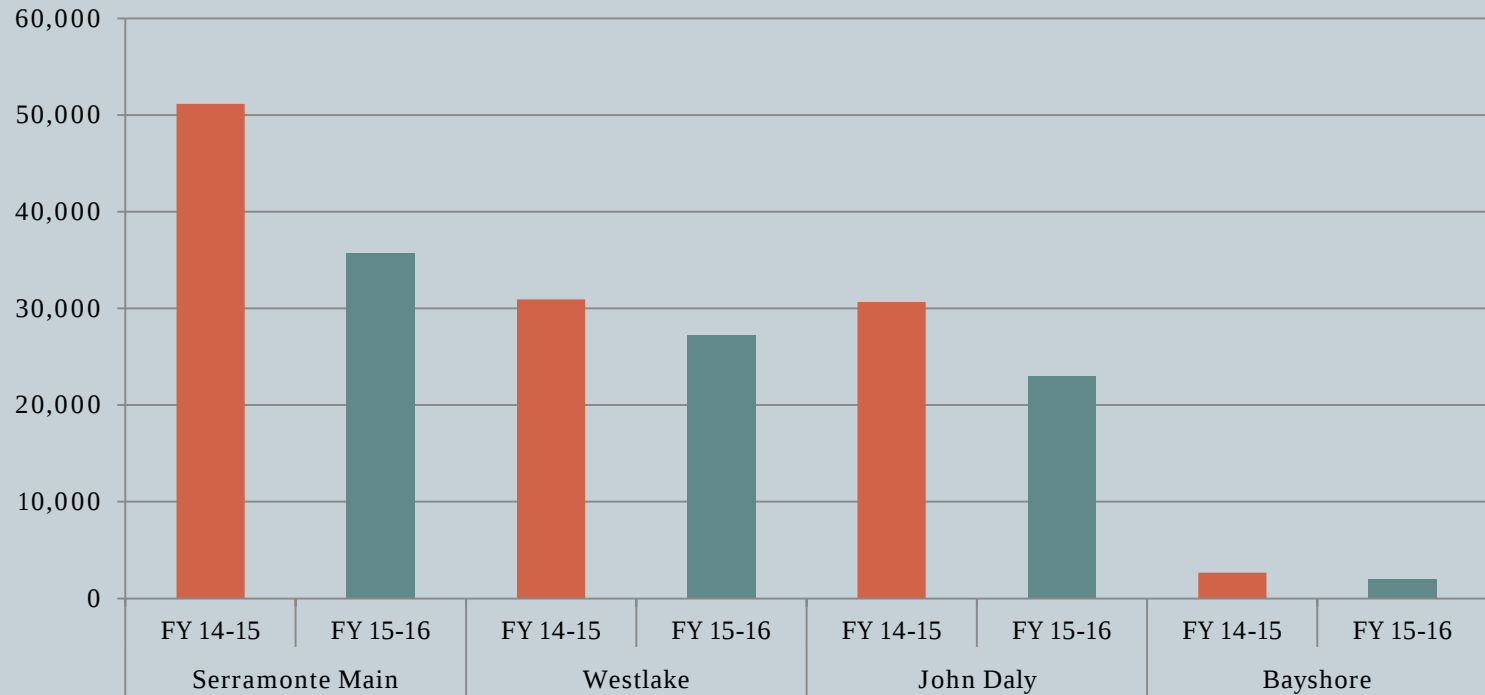


Online resources use



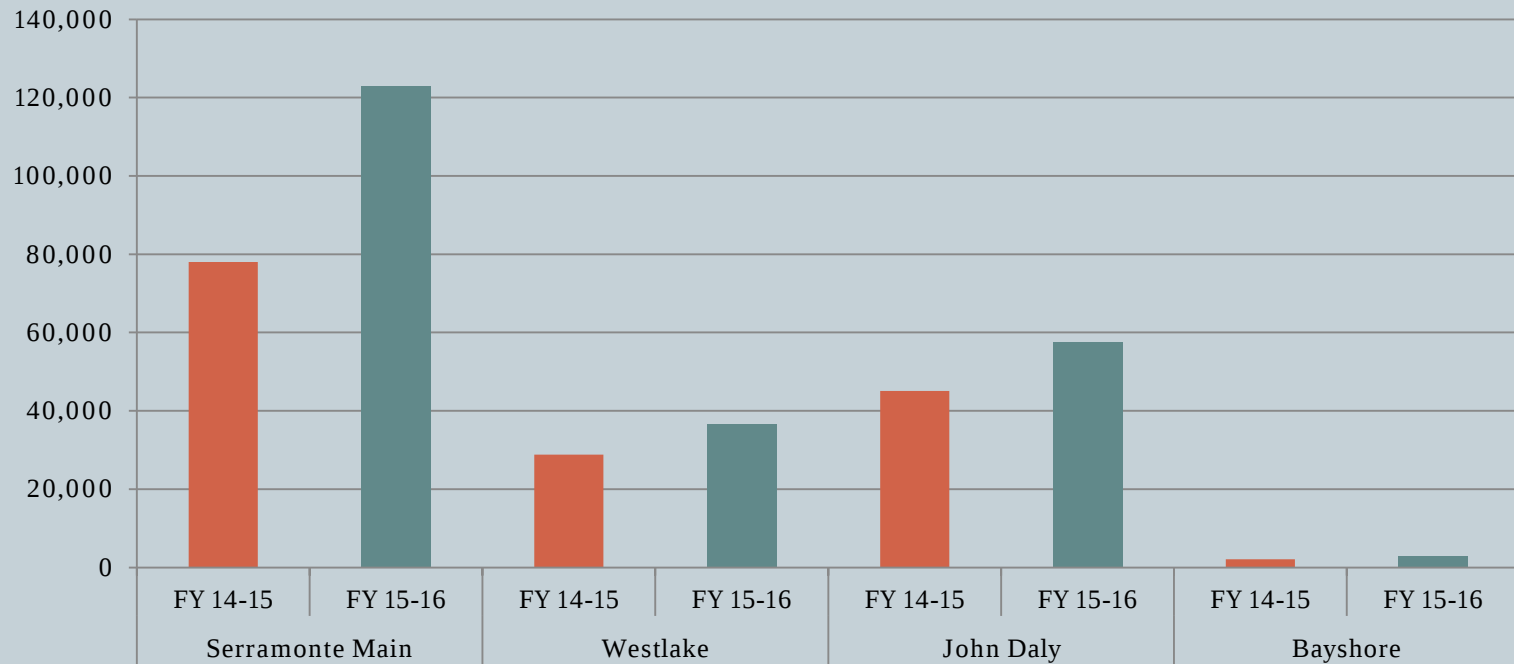
*Total use of online subscription services increased 51.50% to 23,779
As a number of our online subscriptions were eliminated in the current budget,
we expect this number to decline this year*

Public Computer Use



87,983 total individual sessions at all Daly City library locations, down 23.76% from the prior year

Wireless Internet Use



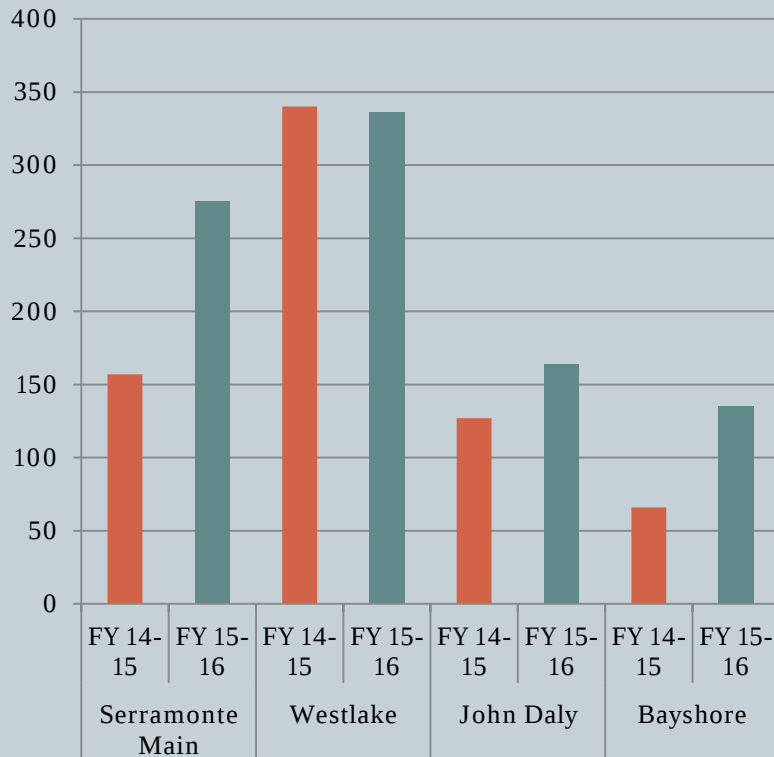
*220,079 total individual sessions at all Daly City library locations,
up 42.89% from the prior year*

There were 39,498 individual users

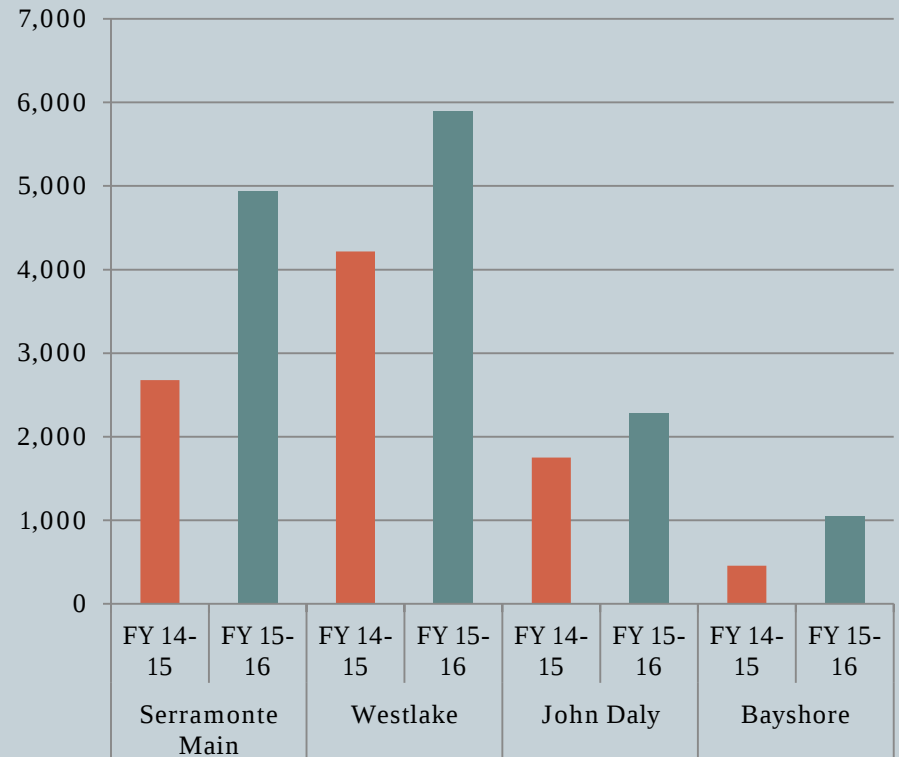
Public Programs



Programs - Count



Programs - Attendance



*Total program count increased 31.88% over the prior year, with 910 total.
Overall attendance was up 55.47% to 14,154.*