

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

AGENDA

Tuesday, January 17, 2017 - 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 November 15, 2016

ELECTION OF OFFICERS

DIRECTOR'S REPORT

2. Statistical Report for the Second Quarter of Current Fiscal Year

TRUSTEES' REPORT

3. California Public Library Advocates' Library Board Effectiveness Training
4. Senior Outreach

ANNOUNCEMENTS AND COMMUNICATIONS

5. Food for Fines 2016

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 – NOVEMBER 15, 2016

The meeting was called to order by Trustee Encarnacion at 6:05 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

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

Staff Present:

Director Joseph Curran, Library Services Manager Chela Anderson, and Westlake Branch Manager Karen Engle

APPROVAL OF AGENDA

Agenda for the November 15, 2016, Regular Meeting unanimously approved.

(MSP: Lex, Daus-Magbual)

APPROVAL OF MINUTES

Minutes of the October 18, 2016 Regular Meeting unanimously approved with corrections.

(MSP: Encarnacion, Lex)

REPORTS:

1. Patron Behavior Concerns:
2. Mr. Curran provided an historical overview of some of the behavior issues with the middle school students in the Westlake Library and Shopping Center area. In response to these escalating problems, along with other sporadic episodes of bad behavior with adults, staff developed a matrix empowering and guiding staff in implementing temporary bans. This matrix was based on similar instruments used by San Francisco Public Library and Sacramento Public Library. Trustees expressed surprise at the extent of the behavior issues and concern about consistent enforcement, handling incidents in which the patron(s)' identity is unknown, and involving the Police Department, especially with young, impressionable visitors. Staff acknowledged the limitations of the tool and emphasized that it would be a living document subject to revision as new and better approaches are discovered.
3. Peninsula Library System E-book Collection Development Statement
Ms. Anderson presented a statement of practice for e-book materials selection and de-selection, along with a procedure and form for patrons to request reconsideration of electronic materials. These documents were developed by the Peninsula Library System Information Services Committee and accepted by the consortium's Administrative Council at their last meeting. This is an information-only item.
4. Report from the Daly City Public Library Associates
 - Trustee Lex encouraged everyone to join the Associates.

TRUSTEES' REPORT/ANNOUNCEMENTS:

- The City Council reorganization will take place at 6:00 p.m. on December 12, 2016.
- There is an exhibit at the Serramonte Main Library of photographs by artist Dave Laprezo.
- The Winter Reading will be running from December 12, 2016 to February 28, 2017. This year we have both an adult and a children's challenge.
- Light Up Our World, an event presented by the Daly City Arts and Culture Commission, will take place November 19, 2016 from 5:00 to 9:30 p.m.
- Due to limited availability of Board Members, the December meeting was cancelled (MSP: Encarnacion, Shubunka)

PUBLIC COMMENT

ADJOURNMENT

The meeting was unanimously adjourned at 6:51 p.m.

**Next Meeting:
Tuesday, January 17, 2017
Daly City Council Chambers**

Public Library Usage Statistics

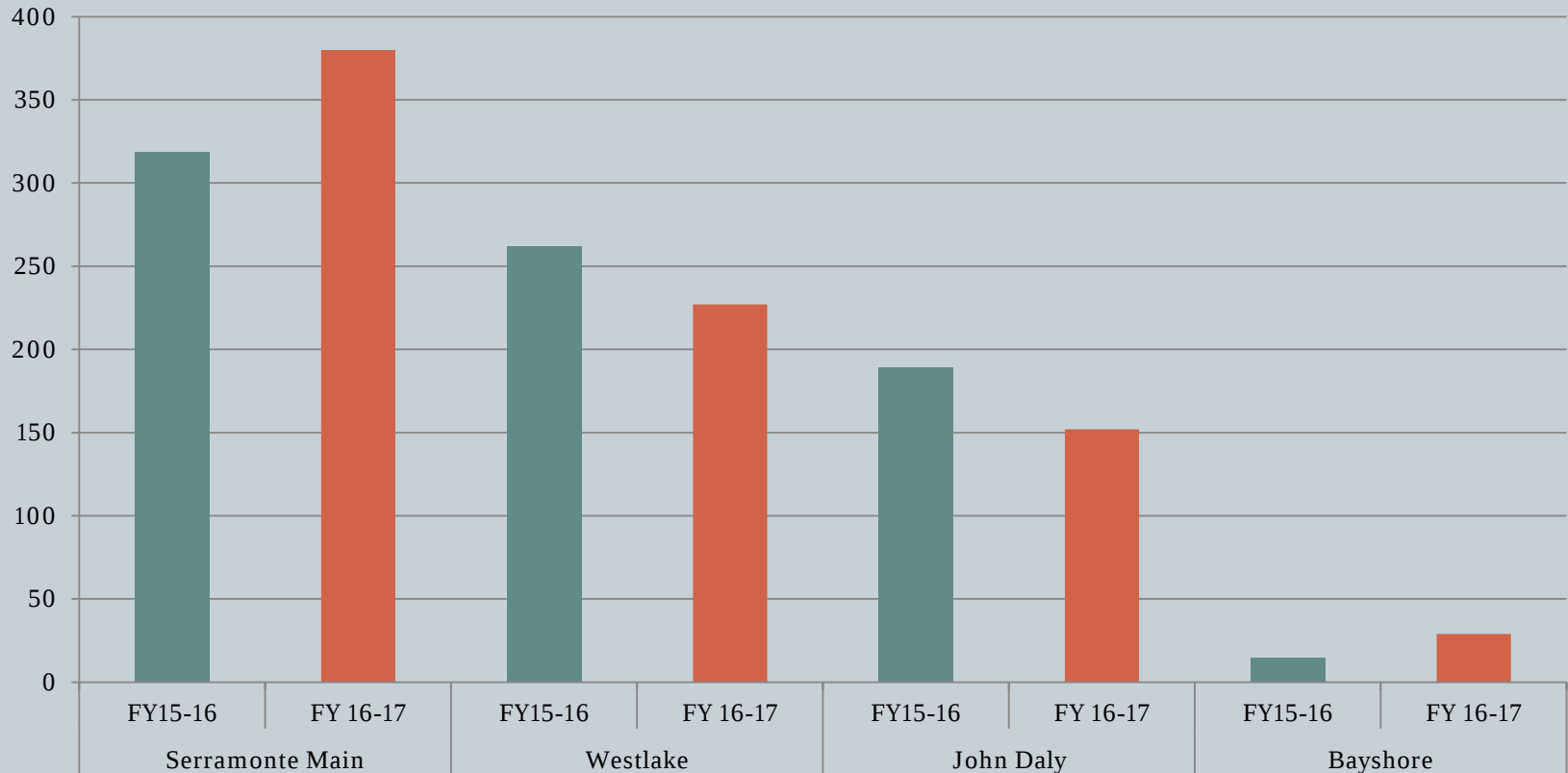


**FISCAL YEAR 2016-2017
SECOND QUARTER
(OCTOBER – DECEMBER)**



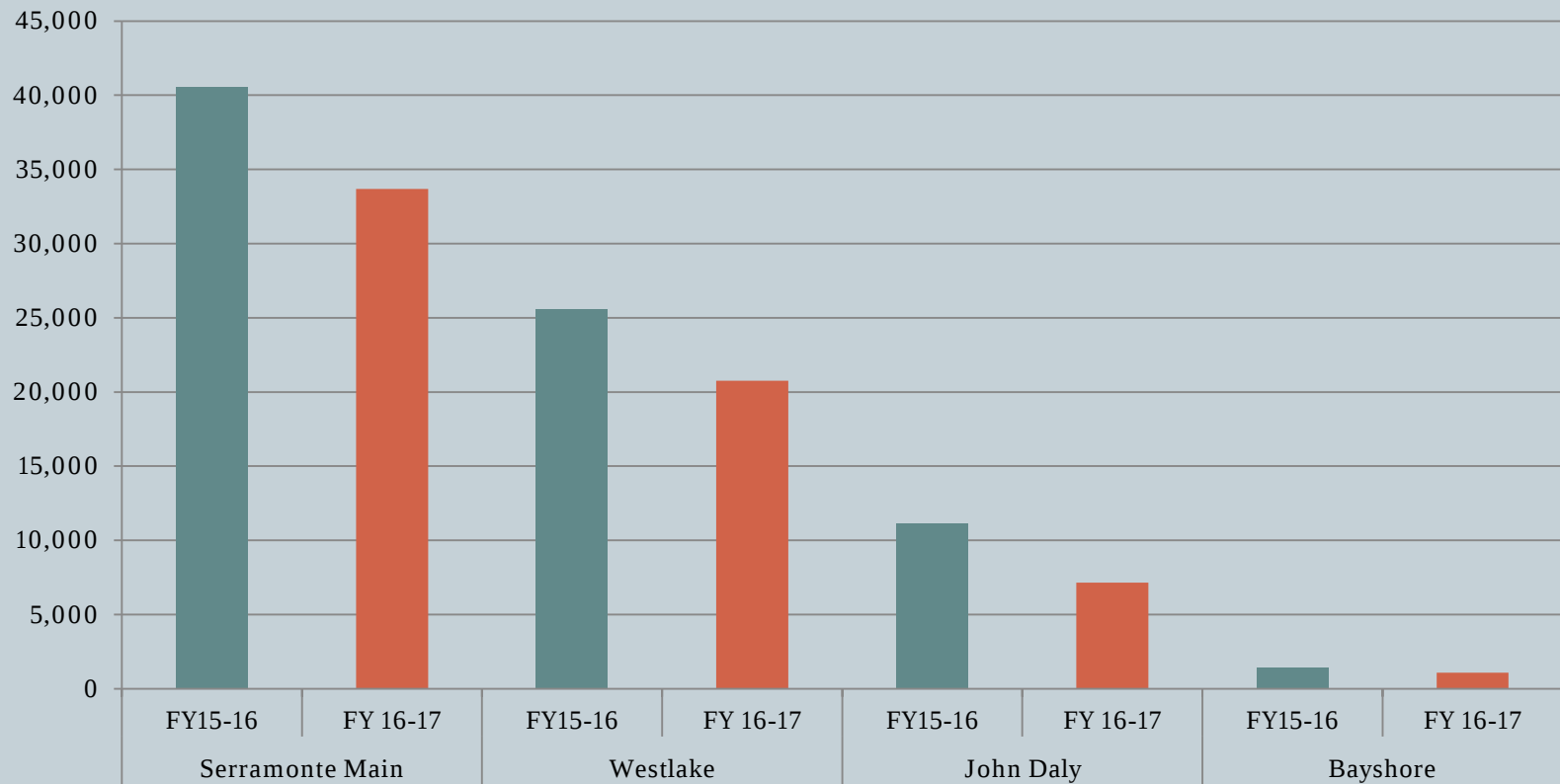
New Patrons

(by home library)



*788 total new library accounts were created with Daly City libraries
as the “home library” during the reporting period, up 3 accounts from the prior year*

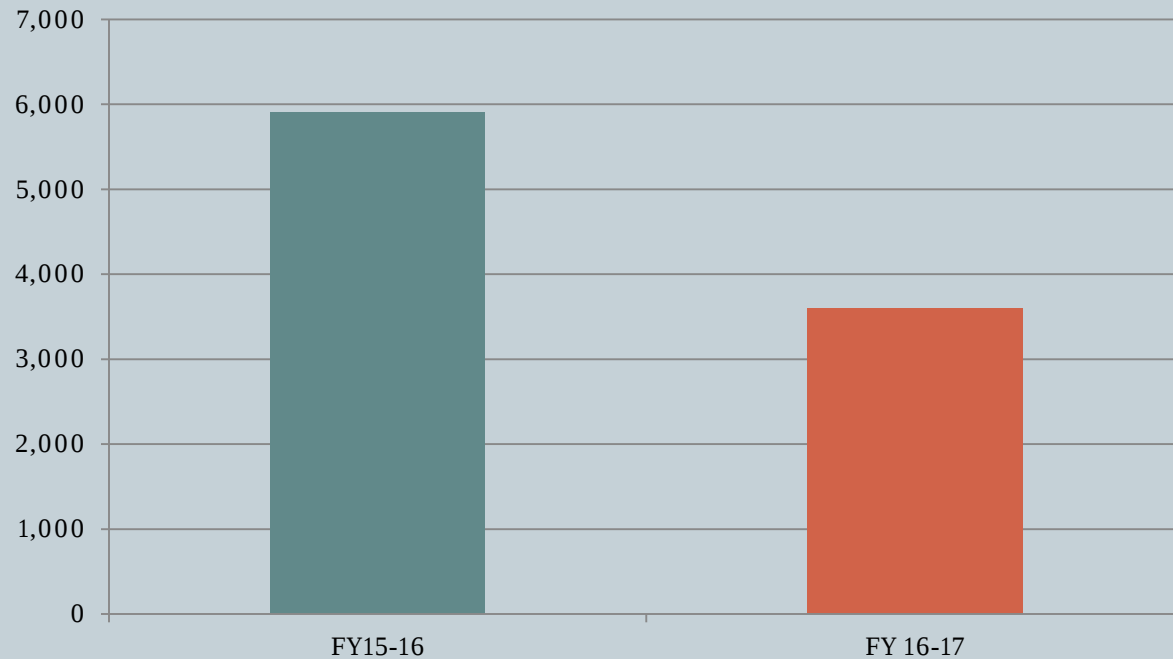
Circulation of Materials



62,658 total check-outs and renewals at all Daly City library locations, down 25.72% from the prior year

The percentage of checkouts conducted on the self-checks has also decreased to 46%, down from 51%.

Online Subscription Resources

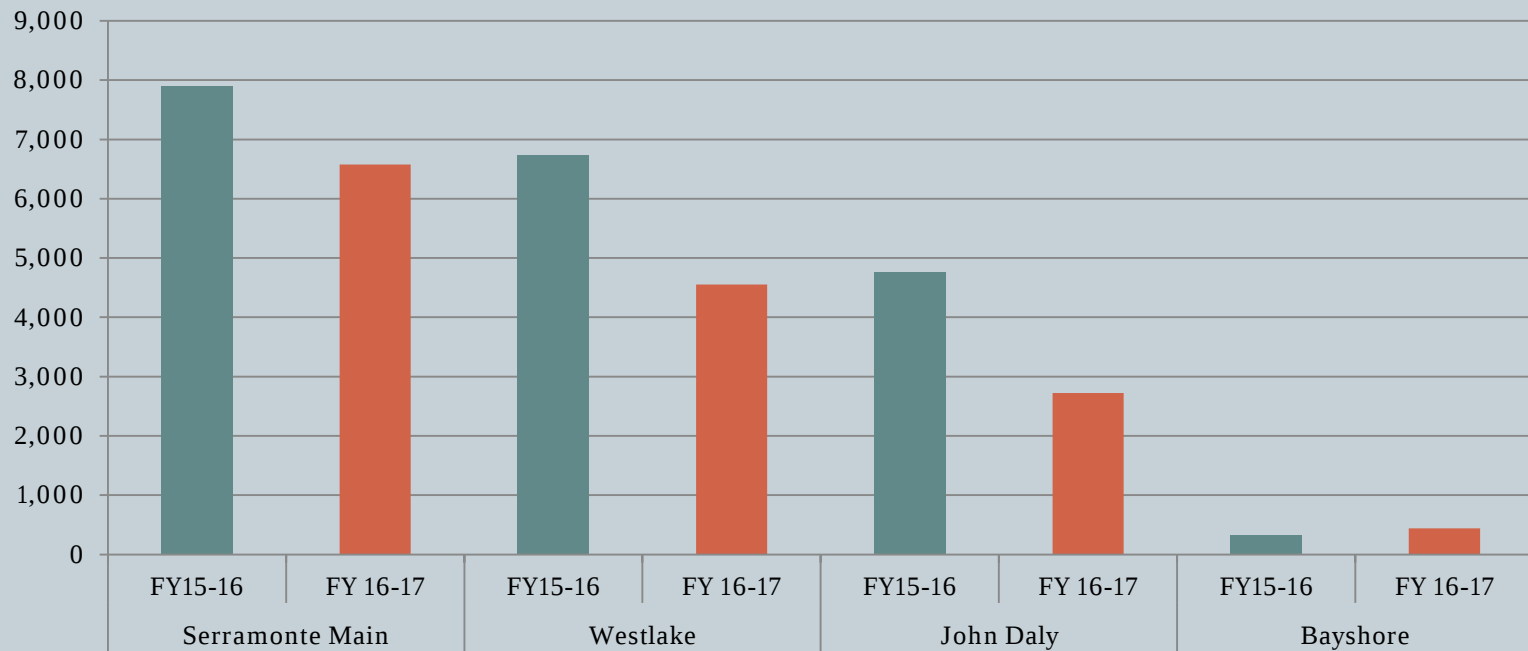


*Total use of online subscription services decreased 64.19% to 3,597.
This was expected as we have had to cancel all of our local subscriptions this fiscal year.*

Public Computer Use

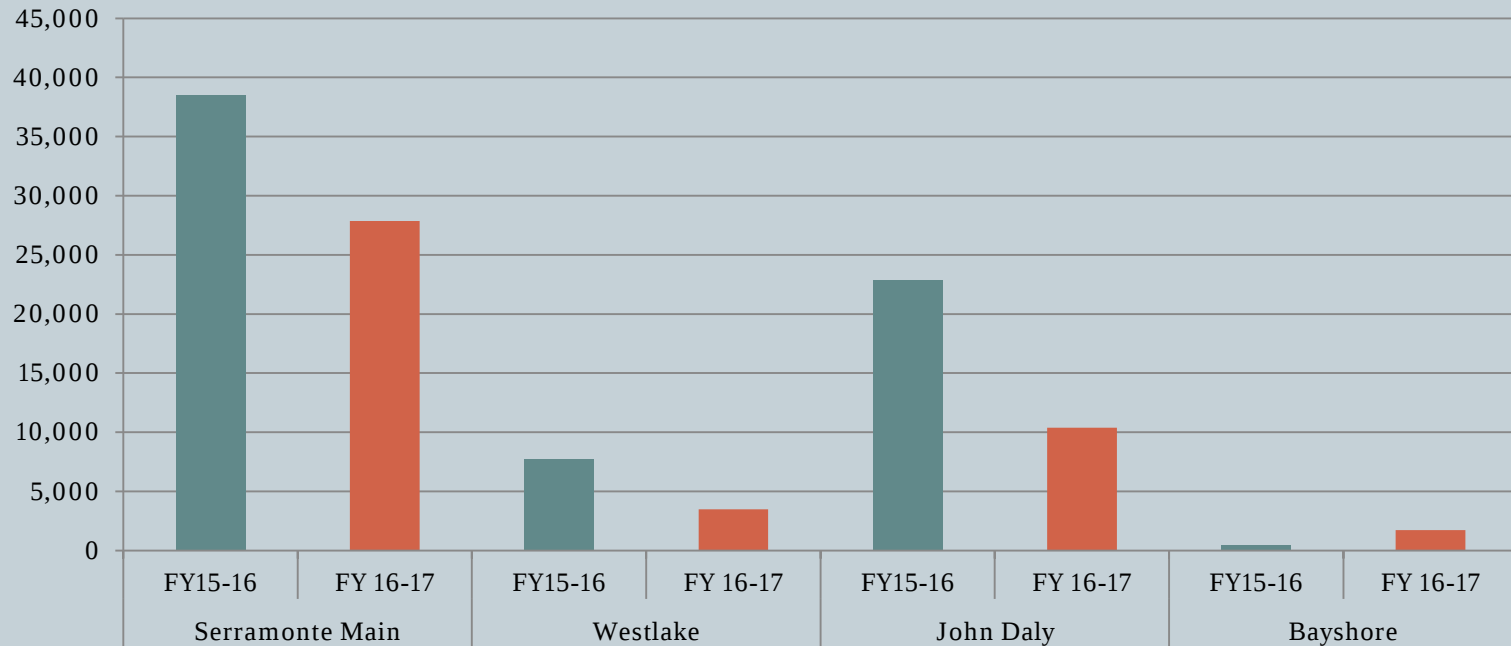


Computer Sessions



*14,293 total individual sessions on public internet computers at all Daly City library locations,
down 38.14% from the prior year*

Wireless Internet Use



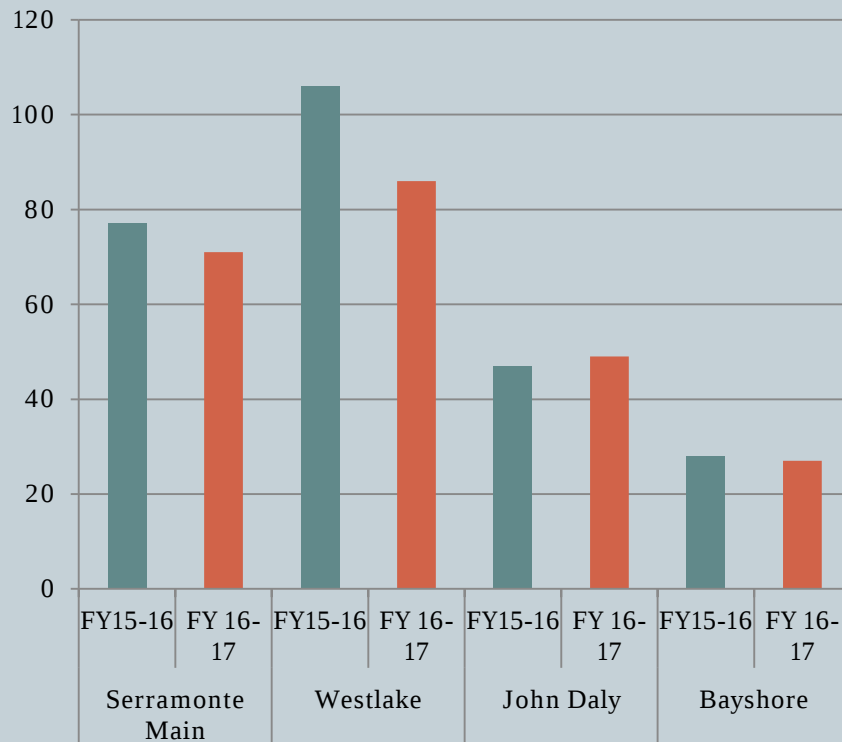
*43,463 total individual sessions at all Daly City library locations,
down 59.88% from the prior year; however unique users is up 42.49% to 17,006*

Wireless usages fluctuates more dramatically than other usage measures

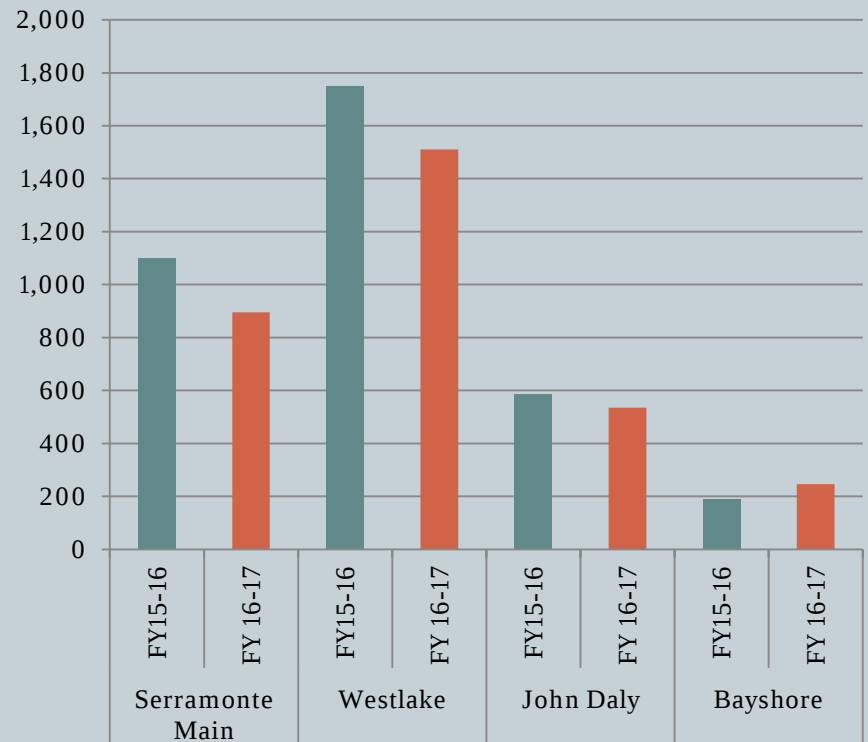
Public Programs



Programs - Count



Programs - Attendance



*Total program count decreased 10.73% over same quarter of prior year, with 233 total. Three weekly storytimes had to be cancelled due to reduction in hours at three branches.
Overall attendance was also down 13.78% to 3,186.*