

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

AGENDA

Tuesday, March 21, 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

ADMINISTRATION OF OATH OF OFFICE

1. Patricia T. deVera

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

DIRECTOR'S REPORT

2. Inter-Library Loan Service
3. Homebound Services
4. Measure A/K Overview
5. Recreation Activity Guide

TRUSTEES' REPORT

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

ANNOUNCEMENTS AND COMMUNICATIONS

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.



Meeting Date: March 21, 2017

Subject: Inter-Library Loan Service

The Library is proposing eliminating inter-library loan service effective July 1, 2017.

Background

Library patrons may borrow materials from all of the thirty-five public and community college libraries in the Peninsula Library System. Currently, library patrons also may request materials not held by any PLS library through inter-library loan (ILL). Materials may be borrowed from participating public, academic, and special libraries throughout the country. As a participating library, Daly City Public Library, in turn, loans our materials to patrons of those libraries.

Discussion

Going back five years, the imbalance between what we provide to other libraries and what our patrons receive is considerable. This imbalance may be partially attributable to the \$5 fee we charge patrons for the service, as well as the availability of materials from PLS libraries through holds.

Year	Lent to other libraries	Borrowed by our patrons
2016-17 July - Feb	141	2
2015-16	229	5
2014-15	269	4
2013-14	310	11
2012-13	257	15
2011-12	351	7

Costs

In previous years, the library's cost for its OCLC WorldShare Subscription, required for participation, has been off-set entirely by credits for lending and for contributions to the cooperative catalog. OCLC notified us recently that they will implement a minimum annual subscription cost of \$500 starting next fiscal year.

In addition to the new minimum subscription fee of \$500, staff time and postage are considerable.

Inter-Library Loan is managed by a Library Assistant II at the Serramonte Main Library. She spends an average of 30 minutes a week on activities related to this service, mainly pulling items and preparing them for shipment. Salary and benefits costs for this time are estimated at \$1,200 per year.

Postage for mailing items we are lending and for returning materials borrowed by our patrons is based on weight. In surveying recently received items, costs ranged from \$2.30 to \$8.10. Using an average of \$5 per item, postage costs are estimated to be \$1,415 per year. Staff typically reuse mailing materials, so those costs are negligible.

Library Board of Trustees Agenda Report

Subject: Inter-Library Loan Service

Meeting Date: March 21, 2017

Page 2 of 2

Revenue

The Library charges a \$5 fee for each inter-library loan request. So far this year, revenue from this fee is \$10. The average for the prior five years is \$42 per year.

Staff surveyed neighboring libraries and found that Menlo Park Public Library has eliminated ILL service, Burlingame, San Bruno, and South San Francisco Libraries continue to offer it.

Conclusion

Based on the low rate at which our patrons request this service and the increasing costs, staff are recommend ending ILL service.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Chela Anderson', written in a cursive style.

Chela Anderson

Library Services Manager

DALY CITY PUBLIC LIBRARY

Services for Homebound Users

ELIGIBILITY

All residents of Daly City, Broadmoor, and Colma who have a medically documented, permanent or long-term disability that prevents them from visiting the library are eligible for homebound library services. To access these services, residents may request an Application for Homebound Services be mailed to them.

DESIGNATED BORROWER

Homebound users may authorize a specific individual to pick up and return library materials on his or her behalf. Designated borrowers must have the user's library card or their own photo identification to access account information. The Application for Homebound Services may be used for acquiring a library card by mail and authorizing a designated borrower.

MATERIALS BY MAIL

Homebound residents may also elect to borrow and return materials via U.S. mail.

Up to *five* books, DVDs, CDs, and magazines may be borrowed at a time. The items will be checked out for the usual three week loan period. Items may be renewed up to five times for additional three week loan periods if there are no active holds on them. Late fines will not be applied, but items not returned or renewed 30 days after their due date will be automatically billed.

Homebound patrons may request specific titles, authors, or subject, or, alternately, request that a librarian select materials based on their interests as indicated on their Borrowing Interests form. Requests may be submitted by mail, e-mail, or telephone.

Materials will be delivered by U.S. mail in a reusable canvas mailbag with pre-addressed and pre-paid return mailing card enclosed.

REFERENCE SERVICES BY MAIL

Information and referral services are also available by mail. Requests may be submitted by phone, online, or by mail. Patrons will generally receive a response within one week.

HOW TO REACH US

By phone: 650-991-8023

By e-mail: dcplref@plsinfo.org

By mail: Daly City Public Library Homebound Services
40 Wembley Drive
Daly City, CA 94015

Daly City Public Library

Application for Homebound Services



Residents of Daly City, Broadmoor, and Colma who have a medically documented, permanent or long-term disability that prevents them from visiting the library are eligible for homebound library services.

PLEASE PRINT

Name: _____
LAST FIRST MIDDLE INITIAL

Residence Address: _____
NUMBER AND STREET APT. # CITY STATE ZIPCODE

Phone: _____

E-mail: _____ (Optional)

Date of Birth: _____
MONTH DAY YEAR

Driver's License / California ID #: _____

☐ I have a current Daly City Public Library card 2 9043 _____

☐ I do not have a current Daly City Public Library card
(include a copy of valid photo identification to receive one by mail)

How does your disability prevent you from using library services: _____

Designated Borrower Authorization (Optional)

I authorize _____ to check out materials on my behalf.

I agree to use this library card only to borrow materials for the applicant.

DESIGNATED BORROWER SIGNATURE

I agree to follow all policies, rules and regulations of the Daly City Public Library. I understand that I will be responsible for all items borrowed by me or my designated borrower. Accounts with billed items may be referred to a Collections Agency.

APPLICANT SIGNATURE

DALY CITY PUBLIC LIBRARY

Library Materials by Mail Program

Reading, Viewing and Listening Interests

Name: _____

Preferred Formats (check all that apply) Please note that not every title is available in every format.

Books:

- ☐ Regular
☐ Large Print

☐ **DVDs**

☐ **Audiobooks on CD**

☐ **Music CDs**

☐ **Magazines**

Favorite authors/performers/composers: _____

Titles of your favorite
books/movies/albums/magazines: _____

Do you prefer ☐ fiction ☐ non-fiction ☐ both

What do you like to read/listen to/watch? Please check all that apply.

☐ Adventure	☐ Family Sagas	☐ Politics/Government
☐ Animal Stories/Nature	☐ Gardening	☐ Psychology
☐ Arts: Artists/Artwork	☐ Historical Fiction	☐ Religion
☐ Arts: Dance	☐ History: World	☐ Romance: Historical
☐ Arts: Music/Musicians	☐ History: United States	☐ Romance: Modern
☐ Arts: Plays	☐ History: Regional	☐ Science/Technology
☐ Arts: Other	☐ History: Other	☐ Science Fiction: Space
☐ Bestsellers	☐ Humor	☐ Science Fiction: Technology
☐ Biography: Celebrity	☐ Inspirational	☐ Science Fiction: Fantasy
☐ Biography: Historical	☐ LGBTQI	☐ Short Stories
☐ Biography: Political	☐ Mystery: Amateur	☐ Sports
☐ Biography: Other	☐ Mystery: British	☐ Travel/Geography
☐ Christian Fiction	☐ Mystery: Police	☐ True Crime
☐ Classics	☐ Mystery: Private Eye	☐ War Stories
☐ Cooking/Cookbooks	☐ Occult/Horror/Supernatural	☐ Westerns
☐ Crafts	☐ Personal Finance	☐ Other:
☐ Espionage	☐ Philosophy	☐ Other:
☐ Essays	☐ Poetry	☐ Other: