

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

AGENDA

Tuesday, July 17, 2018 - 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 June 19, 2018

ELECTION OF OFFICERS

2. President
3. Vice President

DIRECTOR'S REPORT

TRUSTEES' REPORT

4. Advocacy
 - a. Funding Measures
 - b. Talking Points

c. Special Meeting

5. 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.

DALY CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DALY CITY CIVIC CENTER
MINUTES – JUNE 19, 2018

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

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

Trustees William Lex, Patricia deVera, and Angella Logarta

Staff Present:

Director Joseph Curran and Library Services Manager Chela Anderson

APPROVAL OF AGENDA

Agenda for the June 19, 2018, Regular Meeting unanimously approved. (MSP: deVera/Logarta)

APPROVAL OF MINUTES

Minutes of the May 15, 2018 Regular Meeting unanimously approved. (MSP: deVera/Logarta)

REPORTS:

1. City Budget Overview – Jason Poon, Senior Management Analyst with the Department of Finance, provided an overview of the City budget for the coming 2 fiscal years adopted by City Council. As previously stated, no further reductions in staffing or hours will be made to our libraries. The overall expenditures for the City in fiscal year 2018-19 will total \$187.1 million. The Department of Library and Recreation comprises \$11.9 million of that budget; and the Library's portion is about 37% or \$3.7 million. Budget increases in fiscal year 2019-20 are due to increases in personnel costs, especially retirement benefits. This budget requires drawing from the City's reserves, \$4.7 million in fiscal year 2018-19 and \$6.0 million in fiscal year 2019-20. The key drivers of this structural budget gap are rising personnel costs, including increasing PERS costs, pension obligation bond debt servicing, and retiree healthcare costs, and stagnant revenue growth due to the City's lack of a diversified revenue base. The City Council is currently considering a couple of potential additional revenue measures including placing a measure to increase the Transient Occupancy Tax (hotel tax) and a measure to increase the Business License Tax.
2. Item Auto-Renewal – Ms. Anderson provided information on a pilot program currently being run by the San Mateo County Library to automatically renew checked out physical materials one day before they are due. Items with holds will not be renewed, of course, and items checked out to accounts with blocks for lost items or over \$15 in fines will not be renewed. Patrons will receive an e-mail notifying them of what was renewed, the new due date, and any items not renewed. Feedback from County Library patrons is being collected. Ms. Anderson expects that, if the pilot is successful, a proposal to expand to

the entire system will be brought to the August meeting of the Peninsula Library System Administrative Council. Library staff are cautiously supportive of this initiative. Board members indicated that they thought this could be a good service enhancement.

3. Advocacy

Revenue Measures – Trustee deVera proposed that the entire Library Board meet in a more informal setting to strategize next steps. She will take a poll of members to find a mutually agreeable time and date. Ms. deVera will chair this meeting.

Talking Points – Board members provided some suggestions for making the talking points bookmark more visually appealing. Ms. Anderson will put out a call to all members, including those absent, for feedback. A revised draft will be distributed to members via e-mail prior to the next meeting.

4. Report from Daly City Public Library Associates:

- At the April 24th meeting, Minutes and financial reports were approved.
- September 29th is the Crazy about Cars in Colma fund-raiser. Organizers are trying to establish a Pit Crew Challenge where to engage the auto dealers in Colma and get teams from different dealership to perform certain tasks that you might see in Nascar race. Learning Wheels Bookmobile will be there as well.
- May 4th, Movie Screening “Right Footed” at Skyline College
- Westlake Book Drop has been installed. There will be a ribbon cutting ceremony tomorrow.

PUBLIC COMMENT:

ADJOURNMENT: The meeting was unanimously adjourned at 6:45 p.m.

Next Meeting: Tuesday, July 17, 2018, Daly City Council Chambers