

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

AGENDA

Tuesday, October 15, 2019 - 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 September 17, 2019

DIRECTOR'S REPORT

2. Fiscal Year 2018-2019 Branch Budget Review

TRUSTEES' REPORT

3. Report on the City Council Library Committee meeting
4. Advocacy
 - a. Creating Awareness
 - b. Communication
 - c. Community Involvement

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
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
REGULAR MEETING
MINUTES – SEPTEMBER 17, 2019

The meeting was called to order by President Angella Logarta

ROLL CALL

Trustees Present:

Trustee Lauren Daus, Trustee Theresa Faapuaa, Trustee Justine Santos, and President Angella Logarta.

Trustees Absent:

Staff Present: Director Joseph Curran, Library Services Manager Chela Anderson, and Youth Services Librarian Sarah Spence.

APPROVAL OF AGENDA

Motion made by President Logarta to approve the agenda for September 17, 2019. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by President Logarta to approve the minutes for August 20, 2019. The motion carried unanimously.

Director's Report: Summer Learning 2019 - Director Curran introduced Youth Services Librarian Sarah Spence to report on Summer Learning 2019. The Summer Learning Program is for all ages and the rules for the Summer Reading Program are:

1. Pick up a reading log or sign up online
2. Read in 20 minute increments (10 Hours Total)
3. Complete 6 activities
4. Return log or show online badge for prizes

For people under 18, when signing up for the Summer Reading Program, there were allowed a choice of book and upon completion, they were given a raffle ticket for a \$1,000 scholarship and also a choice of an In-n-Out voucher for a free burger from In-n-Out or a Baskin Robbins ice cream scoop as well as the choice of a second book. For adults for completing their summer reading, they were given a raffle ticket for a chance to win a Library tote bag, Target gift card, or a Nothing Bundt Cake (mini). Raffles were held once a month for 3 months. Outreach was done at 28 events including Jr. Giants, Recreation's Summer Nights, and Health and Safety Fair. A total of 96 In-House Programs were also held during the summer and there were a total of 81 Storytime's and advertised summer crafts/STEM programs, 12 pop-up programs, and 4 performers. In terms of staff, there were 4 summer interns; 3 teens from San Mateo County and 1 student working on her Master's in Library and Information Science from San Jose State. San Mateo County contributed to the program with a total of 8,600 books, 10+ weekly prizes, and 10,750 reading logs. In terms of participation, a total amount of 6,030 youths and adults participated; with 453 completing and turning in their log. A total of 191 participants finished the Summer Bonus Challenge.

In comparison with a 5 year study, the number of participants did go down in 2019 versus previous year. There is no certain reason why there was a drop in the number of participants this year versus previous years. Overall, there was a lot of positive feedback from the community involving the Summer Learning Program.

Fiscal Year 2018-2019 Budget Review – Director Curran introduced Library Service Manager, Chela Anderson, to talk about the 2018-2019 Budget Fiscal Year and to see if the budget/target was met. There are 3 different types of revenues and they are broken down by the budget, actual budget, and the difference between the budget and what it actually cost. The three different types of revenues are: Fines and Fees, Grants, and County Payments. Below is an overview of the 2018-2019 Budget:

	Budget	Actual	Difference
Fines and Fees	\$30,000	\$22,035	\$ (7,965)
Grants	\$45,000	\$45,000	-
County Payments	\$275,000	\$302,513	\$27,513
TOTAL	\$350,000	\$369,548	\$19,548

- Fines and Fees (Late fines, charges for damaged or lost materials, collection agency fees, and charges for replacement cards) – Actual revenues in this category were over 25% under budget due to mostly to changes to San Mateo County Library fine policies made after the budget was set.
- Grants – The library received \$40,000 in grants from the Daly City Public Library Associates and \$5,000 from the Thelma Doelger Charitable Trust. The budget is adjusted to match grants received.
- County Payments – County of San Mateo payment for library services to Colma and unincorporated Broadmoor. Per an agreement between the City of Daly city and the San Mateo County Library Joint Powers Authority, SMCL pays to Daly City the public library portion of property tax revenue it receives from Broadmoor and Colma. Property tax revenues increased and so the payment was 10% more than budgeted.

Another part of the budget is the expenditures, which is listed in the diagram below. It included salaries and benefits, services and supplies, program cost, other charges, and fixed charges:

	Budget	Actual	Difference
Salaries & Benefits	\$2,355,270	2,311,875	\$43,395
Services & Supplies	\$652,981	\$585,282	\$67,699
Program Cost	\$9,000	\$8,846	\$154
Other Charges	\$5,225	\$5,440	\$ (215)
Fixed Charges	\$785,991	\$785,991	(0)
TOTAL	\$3,781,467	\$3,670,434	\$111,034

Overall, the library was spot on in terms of their budget. Chela admits that they did come up short on the revenues, especially in regards to the fines and fees. She also noted that the Library did underspend on salaries because of a lot of vacancies with job openings. Lastly, the services and supplies budget will not be finalized until later on in the year.

DCPLA: Victoria came up to give an update on the DCPLA. She notes that the Crazy About Cars event was super successful and it was great to see the community come together. She will update on the amount of money made as soon as they finish working on it.

Trustee's Report: President Logarta noted that the Crazy About Cars event was successful and noted that it was nice to see so many people attend the event.

President Logarta noted that she will be able to attend the Coffee with Trustees at 6:00 at the John Daly Library on October 9th and will plan for the Bayshore Coffee with Trustees for a later meeting.

Trustee Santos noted that she has been in contact with Patricia at the Bayshore Library about the Seed Library program and noted that the Seed Library program is gaining interest and will follow up on how to expand the project even more.

Upcoming Events:

Latinx Heritage Month Celebration

Saturday September 21, 2019

12:00PM – 3:00PM

City Hall, 333 90th Street

Filipino Lit Night

John Daly Library

October 9, 2019

Starts at 6:30PM

Kasayahan Sa Daly City of Daly City

Saturday, October 12, 2019

11:00AM – 4:00PM

Bayshore Block Party: Trunk or Treat

October 26, 2019

11:00AM – 3:00PM

Performances, candy give away, games, food, and jump house.

ADJOURNMENT: The meeting was unanimously adjourned.

Next Meeting:
October 15, 2019
Daly City Council Chambers



Fiscal year 2018-2019

BUDGET OVERVIEW BY LIBRARY BRANCH

Overview – Personnel

	Serramonte Main	Bayshore Branch	John Daly Branch	Westlake Branch
Personnel Expenditures	\$ 727,237	\$ 99,123	\$ 172,278	\$ 467,356
Over/Under Budget	\$ (8,375)	\$ 21,348	\$ 29,713	\$ 6,733
Full-time Staff (FTE)	5.60	0.90	1.35	4.15
Hourly Staff (FTE)	2.17	0.52	1.09	1.89

Factors reflected in personnel allocations

	Serramonte Main	Bayshore Branch	John Daly Branch	Westlake branch
Weekly Open Hours	44	16	22	37
Annual Visits (Gate Count)	121,350	7,674	35,667	106,100
Annual Material Checkouts	130,549	8,929	28,411	75,014
Annual Computer Use Sessions	20,335	1,331	6,873	14,178

Salaries & benefits

- ▶ Expenditures exceeded the budget at Serramonte Library:
 - ▶ There was no full-time staff turn-over
 - ▶ Salary and wage increases were not reflected in the budget
- ▶ Expenditures were under at John Daly and Bayshore:
 - ▶ A Librarian resigned and her position was vacant for four months while we recruited to fill it
- ▶ Expenditures were under at Westlake:
 - ▶ A Library Assistant resigned in May and her position was vacant for three and a half months
 - ▶ There was quite a bit of hourly turn-over and filling hourly positions took longer than usual due to labor market conditions

Services & Supplies: Utilities

	Serramonte Main	Bayshore Branch	John Daly Branch	Westlake Branch
Total Expenditures	\$ 34,987	\$ 7,413	\$ 14,269	\$ 39,030
Over/Under Budget	\$ 7,694	\$ (845)	\$ 1,410	\$ (1,374)

Fixed charges

- ▶ Fixed charges are set by the Finance Department and are allocated based on such things as square footage of buildings, number of computers, and number of telephones

	Serramonte Main	Bayshore Branch	John Daly Branch	Westlake Branch
Total Annual Charges	\$ 348,697	\$ 55,521	\$ 140,138	\$ 197,279

Fixed charges

- ▶ Fixed charges are for internal services provided by other City departments:
 - ▶ Telephones (Information Services manages the City's telephone infrastructure)
 - ▶ Information Services (staff computer maintenance)
 - ▶ Building Maintenance (building repairs and custodial services)
 - ▶ Messenger Services (Inter-department delivery)
 - ▶ Copier Services (maintenance and depreciation of the two staff copiers)
 - ▶ Self-insurance Charges