

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, November 16, 2021 - 6:00 PM

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Government Code section 54953(e) et seq., members of the Daly City Library Board and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream (Library Board Meeting Livestream) at <https://bit.ly/dalycitynov16livestream> or on local Channel 27 (Comcast).

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) join to speak at the meeting via Zoom.

To submit a comment in writing, please email libraryboard@dalycity.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 3:00 pm will be emailed to the Library Board members prior to the meeting. Those comments received after 3:00 pm will be added to the record and shared with the Library Board members following the public meeting. Comments are not read aloud into the record.

To speak at the meeting via Zoom, join at <https://bit.ly/DalyCityBOTNov16Zoom>. Zoom will require an email address and name. The name entered will be visible online and will be used to notify you that it is your turn to speak. You may also join by visiting <https://zoom.us/join>. Enter meeting ID: 827 2952 0294, then enter email address and name. The November 16, 2021 Regular Library Board meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the meeting ID: 827 2952 0294, then press #.

When you would like to speak on an item during the public comment portion of the meeting, you will need to use the "raise hand" feature in Zoom. Public comment is limited to two (2) minutes maximum, and speakers may only comment once per item. You must familiarize yourself with Zoom prior to joining the meeting. The City will not be providing technical support.

If you do not wish to speak, the City requests that you watch the livestream of the meeting on the City's virtual meeting website at <https://bit.ly/dalycitynov16livestream>.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

AVAILABILITY OF PUBLIC RECORDS:

All public record 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.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

1. Regular Meeting of September 21, 2021

PRESENTATIONS:

DIRECTOR'S REPORT

2. Computer, Device, and Internet Use Policy
3. 3D Printer Policy
4. Library Hours

TRUSTEES' REPORT

5. Board Vacancies
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:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY VIRTUAL MEETING
MINUTES – SEPTEMBER 21, 2021

The meeting was called to order by Acting/Vice President Theresa Faapuaa.

ROLL CALL

Trustees Present:

Acting/Vice President Theresa Faapuaa, Trustee Lauren Daus, Trustee Justine Santos

Daly City Public Library Associates: Victoria Magbilang

Staff Present: Library Services Manager Chela Anderson, Assistant City Manager Stephen Stolte, Librarian II Sarah Spence, Library Assistant II Celina Tirona, Library Assistant II Allison Green, Administrative Assistant II Edgardo Bolanos

APPROVAL OF AGENDA

Motion made by Acting/Vice President Theresa Faapuaa to approve the agenda for September 21, 2021. First by Trustee Santos and Second by Trustee Daus. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by Acting/Vice President Theresa Faapuaa to approve the minutes for July 20, 2021. First by Trustee Daus and Second by Trustee Santos. The motion carried unanimously.

DIRECTOR’S REPORT: Library Services Manager Chela Anderson introduced the CREI Team: Library Assistant II Allison Green, Librarian II Sarah Spence, and Library Assistant II Celina Tirona, who did a presentation recommending the elimination of fines. “Fines” are defined as daily charges on late items. Right now, Daly City is the only library in San Mateo County that still charges late fees. DCPL’s Equity Journey: 2016 & 2018 fine free for children, teens, and young adults, in 2019 implemented auto renewal and in 2020 proposed no fines during the COVID pandemic. Changes that will occur when becoming fine free: Equitable access to library materials, improved patron relationships with the library, improved staff morale, and a loss of 0.3% of revenue from the library’s budget. Proposed Fee changes: eliminate the information about fines, rename the “Collection Agency Fee” to “Recovery Service Fee”, add in the “Low-Cost Reprocessing Fee”, clarifying that “Lost/Damaged Items” have a replacement fee, remove the “ILL fee” since this service is no longer offered and eliminating the “Library Card Replacement Fee”. Proposed behavior policy changes/additions: Food & Drink change to “Eating; beverages permitted if in a closed container.”, clarification of Staff Only Areas – “Entering restricted areas without permission.”, Obstruction change to “Obstructing aisles, furnishings and equipment with personal belongings that may create an obstacle or hazard for others.”, modification of Photography and Filming – “Photography and filming that interferes with library operations or infringes on the right of library patrons to access knowledge and information freely and confidentially.”, update Smoking policy to “Smoking and Vaping”.

Trustee's Report: Acting/Vice President Theresa Faapuaa asked Assistant City Manager Steven Stolte if he had anything to report regarding any appointments to the board. He had nothing to report. Trustees and Staff have been trying to recruit people to fill Board vacancies by talking to community members, using social media and will post flyers.

DCPLA: Executive Director Victoria Magbilang shared that at the next City Council meeting on September 27, 2021 they will present the next grant they will be awarding, going directly to the Bayshore branch by an anonymous DCPLA member donating in honor of Gordon L. King. The \$6,000 grant will go toward outdoor WiFi and more Playaway Launchpads. They are about to launch their search for next years' Daly City Poet Laureate in October. The judging will happen in February and the winner will be announced in April. They are looking for teenagers 13-18 years old, living or attending school in Daly City. On 10/25-11/12 they are having their annual Used Book Sale at the Westlake Shopping Center. They are looking for volunteers to help setup, sort, sales & breakdown.

COMMUNICATIONS/ANNOUNCEMENTS: Acting/Vice President Theresa Faapuaa announced that Bayshore is having a community cleanup day on September 25, 2021 from 8:30 – 11:30 AM. Also, on October 16, 2021 is the Bayshore Block Party. October 23, 2021 is the annual Make a Difference Day at City Hall; they will be having a free recycling event, volunteer events to coordinate or host a cleanup (the City provides materials), a used tire take back, and a barbecue lunch afterward. Next meeting will most likely be virtual.

AGENDA BUILDING: The Board will revisit the Bayshore Library branch hours, the Computer Use and Collection Development policies, and following up on any leads on Board vacancies. They will also plan their Make A Difference Day volunteer cleanup project.

PUBLIC COMMENT: Jerald Lim, a Senior at Sacred Hearts Cathedral participated in American Heart Association's Youth Health Equity Council's internship program. One issue covered was vaping in high schools and middle schools. He sees many instances of vaping at his school in classrooms and bathrooms during school. He's bringing it up because he feels that his classmates don't realize how much nicotine and other chemicals vaping has and the effects of this. He reached out to the FDA for posters advertising these facts directed toward teens and posted them at his school library, classrooms, cafeteria, gym and other high foot traffic areas. He's distributed some to the Daly City School Board and is asking if the Daly City libraries are willing to do the same.

ADJOURNMENT: The meeting was adjourned at 6:58 PM by Acting/Vice President Theresa Faapuaa.

**Next Meeting:
October 19, 2021
Daly City Virtual Meeting**

DALY CITY PUBLIC LIBRARY

COMPUTER, DEVICE, AND INTERNET USE POLICY

The Daly City Public Library provides access to computers, other devices, and the Internet to meet the educational, cultural, informational, and recreational needs of the community.

Use of the Library's computers, devices, and networks implies acceptance of this Policy. Failure to adhere to these policies and laws may result in loss of library privileges and/or legal action.

USE

- Some equipment may be used without a reservation on a first-come, first-served basis.
- A session and/or daily time limit may apply to ensure equal access for all library visitors.
- Computers shut down 10 minutes before the library's closing time.
- Designated library staff are available to assist users with equipment, navigating the Internet, or locating information.
- Library users may use only their own library cards to access library computers or check out devices. Photo ID is required to check out devices.
- Computer users may only save files to their own portable drive or media. Saving to a library computer's hard drive is not permitted.
- Printed pages must be paid for, even in the case of errors. Patrons should use the *print preview* function before printing.
- Users of Library equipment are requested to report equipment and operation problems to library staff.
- Use of the Library's wireless network is governed by the Wireless Terms of Service.
- The Library does not restrict, filter, monitor, record, or edit Internet content, nor does it keep a permanent record of the Internet sites visited or searches performed by individuals.

PROHIBITIONS

1. Library computers and devices may only be used for designated purposes. Equipment may not be unplugged, removed, or otherwise modified. Computer and device users may not attempt to reconfigure systems or programs, install software, or in any way interfere with the library's system set-up.
2. Library users are prohibited from damaging or destroying equipment, software, or data belonging to the Library or other users.
3. Users of Library computers, devices, and networks may not use them for unlawful purposes, including, but not limited to, violations of Copyright Law and the public

display of obscene and harmful material as defined in the California Penal Code. The viewing of obscene and harmful material on a screen in a public area, such as a library, constitutes public display and is therefore prohibited.

CAUTIONS

Public computers and wireless networks are vulnerable to unauthorized access, and other people may be able to obtain information regarding users' activities. Users should assume that their information may not be private. The Library is not liable for the loss or compromise of any information, including confidential or sensitive data, or for any damages resulting from that loss or compromise.

The library cannot be responsible for computer or device malfunctions, internet site downtime, or delays in transmission from a remote site, and is not liable for any loss or damage, direct or indirect, resulting from such eventualities.

It is solely the responsibility of users of the Library's wireless network to configure their personal equipment with appropriate security software and settings.

Parents and legal guardians are responsible for their children's use of library computers, devices, and internet networks. The Library does not limit or control access by children to materials in the Library, including content on the Internet. It is the right and the responsibility of parents and legal guardians to guide their children's computer and Internet usage in accordance with individual family choices.

DALY CITY PUBLIC LIBRARY

COMPUTER USE POLICY

The Daly City Public Library provides computers for public use. Not all computers provide access to the same services. Computers may provide access to any of the following resources:

- The library's public access catalog
- Online research tools, including subscription resources
- The Internet
- Software such as word processing, spreadsheet programs and children's learning software

PROCEDURES

EXPRESS INTERNET STATIONS

One or two computers at each library may be designated as Express Stations for 15-minute use. The Express Stations are available on a drop-in basis.

PUBLIC-USE MULTI-PURPOSE COMPUTERS

1. Some computers are available on a walk-in basis, first come-first served. Advance reservations may be made for designated computers.
2. The session time limit is one hour. The daily time limit is three hours.
3. Computers shut down 10 minutes before the library's closing time. If library staff must perform maintenance work on any or all computers, users may be required to log off sooner.
4. Designated library staff or volunteers may help customers get started on the computer if necessary and may be able to provide assistance if time permits.
5. Computer users may use only their own library cards to access library computers.
6. Computer users may only save files to their own flash drive or other Universal Serial Bus media. Saving to a library computer's hard drive is not permitted.
7. Computer users must follow posted printing instructions. All printed pages must be paid for regardless of intent.

GENERAL RULES FOR ALL COMPUTER USE

1. Computer users are requested to report equipment and operation problems to library staff. The library cannot be responsible for computer malfunctions, internet site downtime, or delays in transmission from a remote site, and is not liable for any loss resulting from such eventualities.

2. Patrons are not to restart or shutdown library computers.
3. Library staff are authorized to make exceptions to these posted rules.

PROHIBITIONS

- a) Computer equipment may only be used for designated purposes. Equipment may not be unplugged, removed or otherwise modified. Computer users may not attempt to reconfigure systems or programs or in any way interfere with the library's system set-up.
- b) Computer users may not install personal software on library computers.
- c) Computer users may not use the library's computers for unlawful purposes.

Examples of unlawful use that could lead to legal actions include, but are not limited to, the following:

- Harassment of other users
 - Libeling or slandering other users
 - Destruction of or damage to equipment, software or data belonging to the library or other users
 - Disruption or unauthorized monitoring of electronic communications
 - Unauthorized copying of copyright-protected material
 - Violations of existing obscenity and pornography laws (see Internet Use Policy)
 - Violations of computer system security
 - Unauthorized use of computer accounts, access codes, or network identification numbers
 - Violation of software license agreements
 - Violation of network usage policies and regulations
- d) Computer users who disregard library procedures may be prohibited from using the equipment.

Endorsed by the Library Board of Trustees: 8/17/99; Revised: 5/16/00; 7/17/01; 11/20/01; 11/18/03; 10/17/06; 09/11/14; 11/20/18

DALY CITY PUBLIC LIBRARY

POLICY 14: INTERNET USE

In response to advances in technology and the changing needs of the community, the Daly City Public Library endeavors to develop collections, resources and services that meet the educational, cultural, informational and recreational needs of the community. This includes free public use of the Internet in the Library, a service that expands access to information and resources not otherwise readily available at the Daly City Public Library. The Library also offers wireless connections to the Internet at the Serramonte Main Library, Westlake Branch Library, John Daly Branch Library, and Bayshore Branch Library for the convenience of our patrons. Appropriate behavior and legal usage statements in this Internet Use Policy also apply to our patrons accessing the Internet through our wireless connections.

The Library does not censor or control the content of information accessed through the Internet and cannot be held responsible for its content. The Library shall have no liability for any direct, indirect or consequential damages related to the use of the information contained therein. The Library cannot guarantee the safety and security of any person, including minors, when using electronic mail, chat rooms, and other forms of direct electronic communications.

All Internet resources accessible through the Library are provided equally to all library users. The Library does not restrict minors' access to any materials available on the Internet. As with other library materials, restriction of a minor's access to the Internet and the World Wide Web, including inappropriate matter, is the responsibility of the child's parent or legal guardian. The Library prohibits the viewing of obscene materials as defined in the California Penal Code (Chapter 7.5, sections 311-312.7).

The Internet workstations are public access terminals. The Library does not provide privacy for individual users.

All Persons, including minors, accessing the Internet using the Library's computers are prohibited from engaging in illegal or unauthorized activities. These include:

- Harassment of others online
- Libeling or slandering others online
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material
- Violations of existing obscenity and pornography laws, including viewing of obscene materials and images as defined in the California Penal Code
- Violations of computer system security or hacking
- Unauthorized use of computer accounts, access codes, or network identification numbers
- Violation of network usage policies and regulations
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors

Obscene Matter

While constitutionally protected speech and information is available for access at libraries, federal, state or local law does not constitutionally protect obscene materials and images. “Obscene” means materials meeting the standard established by the U.S. Supreme Court in *Miller vs. California*, 413 U.S. 15 (1973) whereby an affirmative answer is required to each of the three following questions:

- a. whether “the average person applying contemporary community standards” would find that the work, taken as a whole, appeals to the prurient interest;
- b. whether the work depicts or describes, in a patently offensive way, sexual content specifically defined by the applicable state law; and
- c. whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

The California Penal Code, Chapter 7.5, sections 311-312.7, covers the topic of obscene matter.

Section 311.1(a) states that it is a crime to knowingly produce or exhibit computer-generated images of obscene matter depicting a person under age 18 engaging in or personally simulating sexual conduct.

Section 311.2 states that every person who knowingly produces any computer generated image with the intent to distribute or exhibit it knowing that it depicts a person under 18 engaging or simulating sexual conduct is guilty of a misdemeanor. The second offense is a felony.

Exhibiting obscene matter to minors is a felony.

Failure to follow the Library's Internet policy requirements may result in revocation of Internet and/or Library privileges.

Adopted by the Daly City Public Library Board of Trustees: 11/17/98
Revised: 8/17/99; 5/16/00; 7/17/01, 6/18/02, 3/15/05; 10/17/06; 08/24/10

PLS Wi-Fi Usage Policy

Welcome to the Daly City Library Wireless Network. The Library uses best efforts to ensure network security, but keep in mind that this is an open and unsecured network. The user assumes all responsibility for the use of the Library's network, including interference with the user's data, laptops or other devices. The Library is not liable for the loss or compromise of any confidential or sensitive, or any other information, or for any and all damages resulting from that loss or compromise. If you choose to continue, you are agreeing to comply with and be bound by the following terms and conditions of use.

Terms of use:

1. Your use of any information or materials on sites you access is entirely at your own risk, for which we shall not be liable.

2. You agree that, through this portal, you will not perform any of the following acts:

- Attempt to access devices or resources to which you have no explicit, legitimate rights
- Launch network attacks of any kind including port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent
- Use of malicious software such as viruses, Trojan horses, and worms
- Surreptitiously install software or make configuration changes to any device or application, by means of the installation or execution of key loggers, registry keys, or other executable or active application or script

Users are responsible for any damage to equipment or network as a result of unacceptable use.

3. You agree that you will use the access provided here responsibly and with full regard to the safety, security, and privacy of all other users, devices, and resources.

4a. You agree that you will not access or transmit any illegal content. Viewing or transmitting obscenity and child pornography are subject to legal action.

4b. You understand that viewing harmful matter in the presence of a minor is subject to legal action (California Penal Code 313.1)

5. You understand that unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense.

DALY CITY PUBLIC LIBRARY

3D PRINTER POLICY

PURPOSE

The Library offers community access to technology to inspire interest in creation, collaboration, and innovation. This policy outlines the acceptable use of the Library's 3D printers.

POLICY

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design from a digital computer file.

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a) Prohibited by local, state, or federal law.
 - b) Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
 - c) Obscene or inappropriate for the Library environment.
 - d) In violation of intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
2. Items printed from the 3D printers not picked up within 7 days may become property of the Library. Items must be picked up by the individual who printed them or designee.
3. Only designated Library staff and volunteers will have hands-on access to the 3D printers.

USE

1. Any 3D design software may be used to create a design as long as the file can be saved in a file format compatible with our 3D printers.
2. Total estimated print time, materials use, or print size are used to determine feasibility of individual print requests. Staff are available to assist in resizing objects as needed to adjust these parameters.
3. The 3D printer may only be used during designated times when Library staff are available.
4. The Library reserves the right to limit the number of print requests per week per person or entity.
5. Many factors impact the quality of 3D prints. The Library may not be able to print all requests and print results may not be as expected or desired in all instances.
6. The Library will view all files before printing.

DALY CITY PUBLIC LIBRARY

3D PRINTER POLICY

PURPOSE

The Library offers community access to new and emerging technologies such as 3D design and printing to inspire interest in creation, collaboration, and innovation. This policy outlines the acceptable use of the Library's 3D printer.

POLICY

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design from a digital computer file.

- I. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:
 - a) Prohibited by local, state, or federal law.
 - b) Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer).
 - c) Obscene or inappropriate for the Library environment.
 - d) In violation of intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- II. Cost: 3D printing at the Library is free during a pilot project period. It is anticipated that a fee will be charged in the future to cover the printing costs.
- III. Items printed from the 3D printer not picked up within 7 days may become property of the Library. Items must be picked up by the individual who printed them or designee.
- IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

PROCEDURES

The procedure for printing from the Library's 3D printer is as follows:

- I. Design creation:
 - a) Any 3D drafting software may be used to create a design as long as the file can be saved in a file format compatible with our 3D printer.
 - b) The Library offers access to computers with software that may be used to create a design.

- c) Digital designs are also available from various file-sharing databases such as Thingiverse.com.
 - d) Individual print requests must require no more than seven meters of filament. Staff are available to assist in resizing objects as needed.
- II. Submitting a design for printing:
- a) The 3D printer can only be used during designated times when Library staff is available.
 - b) Patrons wanting to use the 3D printer shall bring their file to the Library during the designated hours for 3D printing. Staff will add the model to the printing queue.
 - c) The Library reserves the right to schedule only one print per day per person or entity.
 - d) The Library will view all files before printing.
 - e) Files may not be dropped off to be printed. The 3D printer is for educational purposes only and patrons must be present to start a print. Patrons may come back later to pick up the finished print.