

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, July 15, 2025 - 6:00 PM

City Hall Council Chambers – 2nd Floor
City Hall 333 – 90th Street
Daly City, CA 94015

To watch the live telecast:

<https://www.youtube.com/@DalyCityGov/streams>, <https://www.dalycity.org/agendas>, or Comcast Channel 27

PUBLIC PARTICIPATION

There are two ways to submit public comment: (1) submit written comments by meeting day, and (2) attend the meeting in person.

1. To submit a comment in writing, please visit www.dalycity.org/agendas and complete the Public Comment form. In the comment field box, include the item number and/or title of the item as well as your comments. Public Comments may also be emailed to libraryboard@dalycity.org by including "Public Comment" in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the Library Board of Trustees prior to the meeting. Comments are not read aloud into the record.

Please note: Any written comments received after 4:00 p.m. on the meeting date are not guaranteed to be received by the Library Board of Trustees prior to the meeting.

2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the 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 office of the City Clerk at 991-8078 as soon as possible.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ELECTION OF OFFICERS

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.

1. President

STAFF:

RECOMMENDATION:

2. Vice-President

STAFF:

RECOMMENDATION:

ROLL CALL:

APPROVAL OF AGENDA:

3. Regular meeting of July 15, 2025

APPROVAL OF MINUTES:

4. Regular meeting of May 20, 2025

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.

PRESENTATIONS:

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

DIRECTOR'S REPORT

6. Collection Development Policy

TRUSTEES' REPORT

7. DCPLA/Library Board Collaboration on Community-Driven Giving

8. Library funding

ANNOUNCEMENTS AND COMMUNICATIONS

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY - CIVIC CENTER COUNCIL CHAMBERS
REGULAR MEETING MINUTES – MAY 20, 2025

The meeting was called to order by President Tronco at 6:00 PM.

ROLL CALL:

Trustees Present:

President Deodor Tronco, Trustee Dr. William Lex, Trustee Angella Powell, Trustee Gary Pacheco

Trustees Absent: Vice President Rachel Goodman

Daly City Public Library Associates: DCPLA Vice President Dan Barros

Staff Present: Library Director Chela Anderson

APPROVAL OF AGENDA:

Motion requested by President Tronco to approve the agenda for the May 20, 2025 meeting. Motion made by Trustee Lex and seconded by Trustee Powell. The motion carried unanimously.

APPROVAL OF MINUTES:

Motion requested by President Tronco to approve the minutes of the April 15, 2025 meeting. Motion made by Trustee Powell and seconded by Trustee Lex. The motion carried unanimously.

PRESENTATIONS:

Report from the DCPLA:

DCPLA Vice President Dan Barros shared:

- On May 12, 2025 DCPLA gave a grant of \$11,500.00 to the Daly City Public Library through funding raised at the annual St. Patrick's Day Luncheon. All three Fund the Need items: Jumbo Magnetic tiles for preschool, refresh the Native American books collection, and four \$1,000 Summer Learning incentive scholarships were funded.
- August 17, 2025 is the San Francisco Giants game - Daly City Library Day. DCPLA will receive \$5 per ticket sold using their special code. Find more information on their social media pages and website.
- Their May Membership drive is happening and they are asking for members to show their support for the libraries and renew their membership.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Summer Learning 2025:

Library Director Chela Anderson shared an overview of the Summer Learning program. Because Measure K funding was cut, some modifications had to be made to the program. The free books offered will be scaled back a lot, but will be put into the budget going forward. An arrangement for the art for the reading logs was made to use art from the same artist used last year, and the scholarships are being funded by the DCPLA's grant. There's a schedule of in-person activities that will be offered as well as performers. They will be having weekly drawings

for families to enter every time they come into the library to win a themed basket. Book bags will be given out to those who complete the Summer Learning program. They are hoping to partner with the Jefferson Elementary School District to share the names of students who complete the program to be recognized.

TRUSTEES' REPORT

Library Funding:

Library Director Chela Anderson shared that their funding mainly comes from the municipality - mainly from property and sales tax; \$5,629,000.00 or 4.3% of the general fund. Half a million is attributable to Measure Q for three full time employees to restore hours at the Bayshore and John Daly branches. Chela explained that when San Francisco was facing budget cuts, the Friends of San Francisco Public Libraries launched a ballot initiative that passed by more than 70%. It was called the Library Preservation Fund. In 2022 the funding was renewed for another 25 years through Prop F. Trustee Lex asked if Chela could check with City Attorney Rose Zimmerman if it would be legal to initiate something like this for Daly City.

DCPLA/Library Board Collaboration on Community Driven Giving:

Library Director Chela Anderson shared that the group working on the project hasn't met since the last meeting, but Astrid, the representative from the DCPLA Board mentioned that she has a draft available online of the survey. The Board decided to bring the draft for feedback from the Board.

COMMUNICATIONS/ANNOUNCEMENTS

Trustee Lex shared that he was at the Westlake branch and was pleasantly surprised by a sandwich board displaying signage announcing "Support your library appeal" sponsored by DCPLA and approved by libraries.

President Tronco shared two ideas. First, if there was a way to promote or collaborate with the SFO Museum since they offer free access to their exhibits, and second, if it would be possible to do a Farmer's Market or food truck type fundraiser in the Gellert Park parking lot.

Trustee Powell shared that through Bank of America, she had a community engagement seminar on fraud at the Westlake Branch. Attendees were very engaged.

AGENDA BUILDING

- Reorganization of the Board

ADJOURNMENT

The meeting was adjourned at 6:46 PM by President Tronco.

Next Meeting:
July 15, 2025 6:00PM
Daly City Council Chambers

DALY CITY PUBLIC LIBRARY POLICY: Collection Development

1. Collection Responsibility

The City of Daly City and the [Daly City](#) Library Board of Trustees delegate the ultimate responsibility for materials selection to the [Library](#) Director ~~of Library and Recreation Services~~ who operates within the framework of policies endorsed by the Library Board of Trustees. The responsibility for selection of library materials lies with the staff of the Library.

2. Freedom to Read and the Library Bill of Rights Statements

The Daly City Library Board of Trustees endorses the American Library Association's "Freedom to Read" (Appendix B) and "Library Bill of Rights" (Appendix C) statements. These statements assert that "publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library provides free and equal access to information for all people of the community it serves."

The Library does not endorse the beliefs or viewpoints of those whose works are represented in its collections, but recognizes that important works representing a wide range of opinions should be included in the collections. In no case is any material excluded because of the race, nationality, social, political or religious views of the author or others associated with the item.

3. Collection Scope

The Library provides dynamic collections of materials about a variety of subjects for users of all ages and levels of experience. Materials are provided in a variety of formats, including but not limited to books, magazines, newspapers, microfilm, CDs, DVDs, [audio](#) books ~~on tape~~, electronic books, and other digital resources. The Library ~~also~~ purchases materials in a variety of languages, with current collections in English, Spanish, Tagalog, and Chinese, as well as materials that represent a diversity of cultures.

Selection Criteria

Staff utilizes accepted reviewing sources and basic lists of standard works as an aid in selection. Staff welcomes recommendations from the public. When selecting, staff considers community interest and popularity as well as individual requests.

The following factors may also be taken into account when considering whether any title should be added to the collection:

- The creator's reputation and other works.
- Accuracy and reliability of the content.
- Originality.
- Special features and/or multiple editions.
- Appropriateness of the format and presentation for intended audience.
- The duplication of content already in the collection or readily accessible online.
- Diversity of viewpoints, genres, styles and approaches.

Available shelving space also limits the size of the physical collection as a whole.

Formats and Collections

Printed Books:

This collection includes picture books for young children, easy-to-read books for beginning readers, and fiction and non-fiction works for older children, young adults and adults. Selectors acquire best sellers, classics, and titles of current interest.

Large Print:

In order to serve patrons with visual impairments, the Library purchases materials with large type. These materials are included in the adult collection and include both fiction and non-fiction titles.

Graphic Novels:

Book-length collections of non-fiction and fiction told through sequential art are included in the children's, young adult, and adult collections.

Honorbacks:

~~In order to provide recreational reading options for patrons without active library cards, a collection of paperback books is maintained and lent without any restriction. Honorbacks are selected for children, young adults, and adults, and consists of includes mostly donated fiction titles.~~

Reference:

Reference sources for children and adults are selected to provide general information and answers to patron requests. Material is selected on the basis of accuracy, clarity, organization, and ease of use by staff and patrons. In the areas where currency is an important consideration, such as medicine, new material is selected to replace outdated information or standing orders are maintained. Print reference materials are used in the Library only.

Non-English Collections:

To serve the needs of native speakers and language learners, collections of work in Spanish, Tagalog, and Chinese are maintained for adults, young adults, and children and include books, magazines, newspapers, and/or audiovisual materials.

Newspapers:

Newspapers are available for use in the Library only. Titles are selected based on local coverage, popularity, availability, and reputation.

Magazines:

Magazines are selected for children, young adults, and adults and include materials in English, Spanish, and Chinese. Titles are selected based on popularity, general interest, and local interest.

Audio Books:

This collection consists primarily of fiction and non-fiction books, but may include other spoken word recordings. Primarily unabridged titles are selected for children's, young adult, and adult collections. Titles are available ~~in audio cassettes and CDs or digital formats, with. New~~ materials are purchased in ~~Audio CD or newer formats and MP3 CD formats.~~

Music:

The music collection is for all age groups and attempts to represent the most significant and broadly-known musical literature including, but not limited to, each of the following genres: classical, jazz/blues, rock/pop, rap/hip hop, country, soundtrack/film, musicals, children's, folk and world music. Selection is based on artistic and technical merits, inclusion in standard discographies, favorable reviews, popularity, and recommendations by community experts. Titles are purchased in compact disc format.

Videos:

The adult collection consists of educational and instructional titles, musicals, opera, theatre, as well as feature films and television programs. Emphasis is on classic and contemporary films of enduring value but is not limited to such.

The young adult collection consists of educational and popular culture titles, such as -screen adaptations of comic books and anime.

The children's collection consists of educational titles and popular entertainment features such as Pokémon, Disney, etc.

Selection is based on artistic and technical quality, high production values, popularity, and favorable reviews in professional journals and general publications when available. Non-English language films with subtitles are preferred to dubbed versions. Titles are purchased in DVD or Blu-ray format. ~~Donated titles in VCD or Blu-ray format may also be included.~~

Special Collections**Filipiniana:**

The Filipiniana collection at the Serramonte Main Library is a special collection devoted to the Filipino culture and experience. Materials are selected in English and Tagalog, and include both fiction and non-fiction. Small collections may be found at each library.

Microfilm:

A limited selection of periodicals is available on microfilm reels. These items, primarily local interest and local history titles, may be accessed at the Serramonte Main Library. New items are no longer purchased.

Local and California History:

A separate, non-circulating collection of [local](#) Daly City and California historical materials is available for individuals conducting research on local topics at the Serramonte Main Library. Some titles are duplicated in the circulating collection.

Online Resources**Electronic Books:**

To increase access when the Library is closed and to provide titles in a wider range of formats, electronic books and digital audio books are included in the collection. Most titles are purchased as part of the Peninsula Library System's shared eBook collaborative collection, which may be supplemented with copies prioritizing Daly City cardholders. ~~Books are purchased in formats compatible with the widest range of consumer devices and which utilize user-friendly distribution methods.~~ This collection includes fiction, non-fiction, and instructional titles for a range of ranges and in a variety of languages.

Other Digital Collections:

The Library provides a range of digital resources including, but not limited to, magazine and newspaper subscriptions through online databases, Reference sources, multimedia and interactive collections, and links to relevant web sites. These resources are provided based on similar criteria to their print counterparts, but also taking into account vendor terms, accessibility in and outside of the Library, and other factors.

4. Collection Limitations

The Library selects and adds materials to its collections within the limitations of budget, space, and availability of materials. The main reference and circulating collections are held at the Serramonte Main Library, the largest library in the Daly City Public Library system. Branch libraries maintain collections of basic reference works and circulating collections of standard and currently popular materials appropriate to the needs and interests of the communities served.

Series:

The Library makes every effort to provide access to popular materials, but does not always include or retain every title in a given series. Instead, the Library may rely on other members of the Peninsula Library System ~~or Interlibrary Loan services~~ to provide access to titles not owned by Daly City.

Multiple Copies:

As with popular series, the Library cannot guarantee funds to purchase multiple copies of all popular titles. Multiple copies are selected based on anticipated need and demand, and are subject to the limitations of the collection budget.

Types of Materials Not Routinely Purchased:

- Out-of-Print
- Older Formats (Audio Cassettes, VHS Tapes, LPs, etc.)
- Delicate
- Materials that invite the reader to write in them
- Textbooks

Adding and Removing Formats:

Changes to dominant technology and community habits necessitate that the collection be refreshed with new formats on an ongoing basis. Selectors meet regularly to discuss issues related to the collection. As a body, selectors will submit a recommendation to the [Library Director](#) ~~of Library and Recreation Services~~ for approval when adding or removing a format from the collection.

5. Collection Maintenance

The Library keeps its collections vital and useful by retaining or replacing essential materials and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in wide demand. The Library will discard worn, damaged and outdated materials and may sell other used materials to the public.

6. Collection Content and Access

The Library assures all users free access to its holdings. The Library does not censor access to materials or protect patrons from information. Materials will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain political, religious or moral views that are controversial, such as language or frank representation. Care is taken to provide the fullest practicable provision of timely, accurate and reliable materials presenting a variety of points of view concerning problems and issues of our times.

All materials accessible through the Library are provided equally to all Library users. Restriction of a minor's access to any materials is the responsibility of the child's parent or legal guardian.

7. Gifts to the Collection

The Library gratefully accepts gifts of books or other materials for the collections, but reserves the right to evaluate, dispose of or sell items which do not meet the established collection scope, format or limitations criteria.

8. Challenged Materials

By endorsing the Library Bill of Rights, the Library Board of Trustees affirms, “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and “materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

Any attempt, be it legal or extra-legal, to regulate or suppress materials in the Library will be closely scrutinized to the end that protected expression is not abridged.

Materials that are questioned by community members will be judged in their entirety and not by passages taken out of context. Censorship of materials urged or practiced by others may be challenged by the Library authorities in the maintenance of their responsibility to provide public information and enlightenment to the larger community. In the event that an item in the collection is challenged the following steps will be taken:

- a. Complainant must reside within the Daly City Public Library’s service area and be a current cardholder.
- ~~a.b.~~ The Complainant must complete and submit a written “Request for Reconsideration of Library Materials” (Appendix A) form. Criticism must indicate the author, title, and publisher of the work, specific objections about the work (including page numbers if applicable), and the reason for objections.
- ~~b.c.~~ The review of questioned materials will be treated objectively and without bias.
- ~~c.d.~~ The materials subject to complaint will not be removed from use while final action is pending.
- ~~d.e.~~ The Library Director ~~of Library and Recreation Services~~ will consider the objections and direct appropriate library staff to provide a written recommendation for ~~her~~ review.
- ~~e.f.~~ The Library Director ~~of Library and Recreation Services~~ will provide a written response to the Complainant about the disposition of the questioned material.
- ~~f.g.~~ If the Complainant is not satisfied with the review by the Library Director ~~of Library and Recreation Services~~, the Complainant will be referred to the Library Board of Trustees for its review.
- ~~g.h.~~ The Library Board will create a Review Subcommittee made up of ~~3-2~~ trustees. The subcommittee will decide if the questioned material is to be (a) retained or (b) not retained.

The decision of the Review Subcommittee will be final and will be reported to the Complainant, to the Library Board of Trustees and to the Library Director ~~of Library and Recreation Services~~.

Endorsed by the Daly City Public Library Board of Trustees: 11/17/98; Revised: 10/19/10; 8/20/13

Appendix A

Request for Reconsideration of Library Materials

Date: _____

Branch: ☒ Serramonte ☐ Westlake ☒ John Daly ☐ Bayshore

Name: _____ Phone: _____

Address: _____

Library Card Number: _____

Are you acting as the official spokesperson for an organization?

☐ No ☐ Yes Name of organization: _____

Material on which you are commenting:

☐ Book ☐ Magazine/Newspaper ☐ Video ☐ Audio ☐ Other

Title: _____ Author: _____

Publisher: _____ Publication Date: _____

1. What brought this title to your attention? _____

2. Did you read/listen to/watch the entire item? ☐ Yes ☐ No, only these parts:

3. What do you believe the library should do about this material? _____

4. What resource(s) do you suggest to provide additional information on this topic?

5. Please comment on the material as a whole as well as being specific about those matters that concern you. (You may use the reverse side if you need more space.)

Thank you for your interest and for completing this form. You will receive a reply.

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- c. The review of questioned materials will be treated objectively and without bias.
- d. The materials subject to complaint will not be removed from use while final action is pending.
- e. The Library Director will consider the objections and direct appropriate library staff to provide a written recommendation for review.
- f. The Library Director will provide a written response to the Complainant about the disposition of the questioned material.
- g. If the Complainant is not satisfied with the review by the Library Director, the Complainant will be referred to the Library Board of Trustees for its review.
- h. The Library Board will create a Review Subcommittee made up of 2 trustees. The subcommittee will decide if the questioned material is to be (a) retained or (b) not retained.

The decision of the Review Subcommittee will be final and will be reported to the Complainant, to the Library Board of Trustees and to the Library Director.

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Appendix A

Request for Reconsideration of Library Materials

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Address: _____

Library Card Number: _____

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☐ No ☐ Yes Name of organization: _____

Material on which you are commenting:

☐ Book ☐ Magazine/Newspaper ☐ Video ☐ Audio ☐ Other

Title: _____ Author: _____

Publisher: _____ Publication Date: _____

1. What brought this title to your attention? _____

2. Did you read/listen to/watch the entire item? ☐ Yes ☐ No, only these parts:

3. What do you believe the library should do about this material? _____

4. What resource(s) do you suggest to provide additional information on this topic?

5. Please comment on the material as a whole as well as being specific about those matters that concern you. (You may use the reverse side if you need more space.)

Thank you for your interest and for completing this form. You will receive a reply.

For the poster:

Help Shape the Future of Your Library!

We're thrilled to announce that our library has received a one-time grant of **\$5,000** from the Daly City Public Library Associates (DCPLA) —and we want **YOU** to help decide how to spend it!

What programs, resources, or upgrades would you love to see? Share your ideas and let your voice be heard by participating in our survey.

Your ideas matter. Together, we can make our library an even better place for everyone!

💡 Survey Deadline: [Insert date]

🔑 Take the Survey Now: [Insert link or details]

A collaboration between DCPLA and the Daly City Library Board of Trustees

For the Survey:

Daly City's libraries offer a wide range of services, from the traditional (e.g. lending books, providing online research resources, offering public computers with internet access, and mail service for homebound residents) to new and innovative (e.g. 3D printing, lending of wi-fi hotspots, telescopes, and games, offering faxing/scanning).

Share your ideas for the following:

Lending Collections: special collections of books on specific topics, tools, kits, electronics, portable equipment, reusable supplies

Programs: special presentations from authors, experts, or entertainers, workshops, classes

Equipment: specialized items available for use at the library such as digital editing stations, assistive technology, maker equipment

Furnishings: new seating, worktables, study carrels, play furniture, collaborative workstations, media or computer stations, display furniture

What is your age group?

- Below 18
- 19 to 30
- 31 to 50
- 51 or over

Which library branch do you use the most?

- Serramonte
- Westlake
- John Daly
- Bayshore

If your idea gets selected, would you like to be acknowledged? If so, please provide your name and contact information below:

Name:

Email:

Phone number: