

City of Daly City
Regular Meeting
LIBRARY BOARD OF TRUSTEES

Tuesday, January 17, 2012 – 7:00 p.m.
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

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 Library and Recreation Services Department as soon as possible prior to the meeting.

*Swearing In Ceremony of Newly Appointed Library Board of Trustee Bradley M. Roxas
by Councilmember Carol Klatt*

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF MINUTES

Meeting of November 15, 2011 (Action)

APPROVAL OF AGENDA (Action)

REPORTS

1. Reorganization – Appointment of Vice President – Trustees (Action)
2. Director's Report:
 - a. Library Statistics for November and December 2011 – Birch/Anderson (Presentation)
 - b. New Statistics Report Format – Burns (Presentation)
 - c. Input for 2012/2013 Strategic Plan – Trustees (Discussion)

ANNOUNCEMENTS AND COMMUNICATIONS

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the President. The Board cannot take action on any matter raised under this item.

AGENDA BUILDING FOR NEXT MEETING

Presentation by Westmoor High School Future Business Leaders Association

ADJOURNMENT

Next Library Board of Trustee meeting on *February 21, 2012 – 7:00 p.m. at Bayshore Library*

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
MINUTES – NOVEMBER 15, 2011

The meeting was called to order by Library Board of Trustee President Arlene Encarnacion at 7:02pm.

ROLL CALL

Library Board of Trustees Present:

President Arlene Encarnacion, Vice President William Lex, Trustees Erlinda Galeon, Michael Maysenhalder and Dorie Paniza

Staff Present:

Assistant City Manager/Interim Director Kerry Burns, Assistant to the Director Tim Birch, City Manager Pat Martel, Administrative Assistant Judy Bush

APPROVAL OF MINUTES

Library Board of Trustees:

Motion made by Vice President Lex and seconded by Trustee Galeon to approve the October 25, 2011, minutes of the Joint Special Meeting of the Library Board of Trustees and Parks and Recreation Commission. Unanimously approved.

APPROVAL OF AGENDA

Library Board of Trustees:

Motion made by Vice President William Lex and seconded by Trustee Paniza to approve the November 15, 2011, Agenda of the Library Board of Trustees. Unanimously approved.

REPORTS

1. Director's Report:

a. Winter 2011/2012 Library Closure:

Ms. Burns reviewed the Winter Holiday Closure Dates of December 23, 2011, through January 2, 2012, at all four (4) Library Branches: Serramonte (Main), Westlake, John Daly and Bayshore. City Hall will also be closed; except for all essential services will continue to deliver services through the Winter Closure dates. Ms. Burns stated there will be a limited number of staff at the branches available to process returns of collection materials. Winter Closure information will be made available after Thanksgiving via various means of outreach and media to the community.

b. State Library Report:

Tim Birch, Assistant to the Director, provided a PowerPoint presentation that summarized the data submitted to the State of California. Mr. Birch reviewed attendance and circulation comparisons of similar libraries in California. Trustees discussed the data presented and other types of measurement tools that reflect the performance of the libraries compared.

Trustees also discussed input into the 2012/2013 budget. City Manager Pat Martel explained the budget process begins with the priorities and goals stated by the City Council. Those goals and priorities are then reflected in the Department's budget as Council has determined.

c. Library Statistics for September and October 2011

Mr. Birch presented statistics of gate count and circulation for September and October 2011. Mr. Birch noted two (2) very successful events at the Serramonte Library were the PBRC author event and the Project Read ongoing financial literacy workshops. Trustees discussed the trends as reflected in the statistics.

ANNOUNCEMENTS AND COMMUNICATION

- Thurs. November, 17 – John Daly Library – Author and Daly City Employee Jessica Diaz will have a book signing of her book “Once Upon A Time In Daly City”.
- Project Read Trivia Challenge – A team of Daly City members won, with one of the members being the husband of Sue Von Hagel, who is a Library Assistant II and coordinates Story Time at the Serramonte Library.

PUBLIC COMMENT

Trustee Lex thanked everyone for their support as a Trivia Challenge participant.

AGENDA BUILDING FOR NEXT MEETING

- Radio Frequency Identification Implementation Update
- Input for 2012/2013 Strategic Plan
- Trustee Annual Report

ADJOURNMENT

Library Board of Trustees

Trustee Maysenhalder expressed condolences to City Manager Pat Martel for the loss of her father. Motion made by Trustee Maysenhalder, seconded by Dorie Paniza and unanimously approved to adjourn the meeting at 7:53pm.

DALY CITY PUBLIC LIBRARY
Monthly Statistical Report to the Library Board of Trustees
November 2011

	Circulation																				No ID (Note A)	TOTALS		
	Adult						Young Adult						Juvenile						Current Year Mo/Total	Prior Year Mo/Total		% Change		
	Adult Fic.	Adult Non-Fic.	Adult Magazines	Adult Audio	Adult DVD's/Video	Total Adult	YA Fic.	YA Non-Fic.	YA Magazines	YA Audio	YA DVD's/Video	Total YA	Juv. Fic.	Juv. Non-Fic.	Juv. Magazines	Juv. Audio	Juv. DVD's/Video	Total Juv.						
Bay	139	158	19	62	116	494	74	13	0	1	14	102	760	232	0	11	229	1,232	54	1,882	2,073	-9.2%		
JDD	298	836	77	239	561	2,011	213	18	13	7	68	319	1,870	397	2	56	536	2,861	937	6,128	6,987	-12.3%		
Serr	2,029	1,041	1,768	1,521	1,798	8,157	596	27	16	8	170	817	4,679	1,645	12	261	1,559	8,156	3,403	20,533	21,602	-4.9%		
West	1,335	1,564	354	761	1,126	5,140	561	32	6	3	135	737	4,255	849	22	136	1,072	6,334	2,754	14,965	16,347	-8.5%		
TOTAL	3,801	3,599	2,218	2,583	3,601	15,802	1,444	90	35	19	387	1,975	11,564	3,123	36	464	3,396	18,583	7,148	43,508	47,009	-7.4%		

NOTE A: "Not Identified" includes all types borrowed from other PLS libraries as well as other "Unknowns."

Information Only		
	Chinese	Spanish
Bay	19	11
JDD	92	305
Serr	468	117
West	85	94
TOTAL	664	527

Public Services								Holds				Revenues							
Hours Open	Circ./ Hour	Cards Issued	Ref. Ques.	Gate Count	Computers No.	Computers Use		From PLS	To PLS	From ILL	To ILL	Fines	Book Sales	Supply Sales	Misc. Rev.	Test Proctor.			
Bay	114	17	12	93	2,143	9	807	Bay	135	246	0	1	Bay	\$189	\$0	\$0	\$39	\$0	
JDD	114	54	77	116	6,052	13	2,378	JDD	388	290	0	0	JDD	\$656	\$240	\$34	\$190	\$75	
Serr	166	124	87	1,673	12,885	12	3,267	Serr	1,269	1,056	0	1	Serr	\$1,737	\$251	\$18	\$1,061	\$1,270	
West	160	94	137	919	12,232	10	2,620	West	1,019	564	0	25	West	\$1,169	\$442	\$16	\$813	\$0	
TOTAL	554	79	338	2,801	33,312	44	9,072	TOTAL	2,811	2,156	0	27	TOTAL	\$3,751	\$934	\$68	\$2,101	\$1,345	\$8,199

(includes online cards)

Misc. revenues include fees for lost cards, holds, and ILL fees.

Materials Stock	
ITEM STOCK AT FIRST OF MONTH	224,013
ADD ITEMS CATALOGED THIS MONTH	606
SUBTRACT DISCARDED ITEMS	minus -158
SUBTRACT LOST ITEMS	minus -21
TOTAL MATERIALS STOCK	224,440

Materials Budget			
(Incl. Carryfwd, Transfers & Grants): \$206,533			
Expenditures	Fwd.	Current	Total
Adult Books/AV/Periodicals	\$18,810	\$17,920	\$36,730
J/YA Books/AV/Periodicals	\$17,171	\$12,561	\$29,732
TOTALS	\$35,981	\$30,482	\$66,463

	Items Added						
	Adult/YA Non-Fic	Adult/YA Fiction	Juvenile	Total Books	Audio	Video	Grand Total
Bay	8	11	16	35	0	7	42
JDD	19	17	44	80	2	31	113
Serr	70	42	86	198	22	54	274
West	40	32	59	131	0	46	177
TOTAL	137	102	205	444	24	138	606

PROGRAMS		
Type	Qty.	Attend.
Book-A-Librarian	1	
Class Visits	4	137
Diaz Book Release	1	80
Financial Lit @ JDD	3	44
Storytimes	36	590
Brainfuse	282	
Adult Book Club	1	12

DALY CITY PUBLIC LIBRARY

Monthly Statistical Report to the Library Board of Trustees

December 2011

	Circulation																				No ID (Note A)	TOTALS		
	Adult						Young Adult						Juvenile						Current Year Mo/Total	Prior Year Mo/Total		% Change		
	Adult Fic.	Adult Non- Fic.	Adult Maga- zines	Adult Audio	Adult DVD's/ Video	Total Adult	YA Fic.	YA Non- Fic.	YA Maga- zines	YA Audio	YA DVD's/ Video	Total YA	Juv. Fic.	Juv. Non- Fic.	Juv. Maga- zines	Juv. Audio	Juv. DVD's/ Video	Total Juv.						
Bay	97	111	8	22	80	318	34	6	0	0	16	56	425	147	1	6	188	767	125	1,266	1,698	-25.4%		
JDD	227	538	76	172	437	1,450	180	14	6	3	49	252	1,286	280	2	33	441	2,042	680	4,424	5,387	-17.9%		
Serr	1,412	1,995	312	1,154	1,450	6,323	461	24	6	7	183	681	3,062	1,165	6	200	1,186	5,619	3,055	15,678	17,167	-8.7%		
West	1,050	1,152	241	666	909	4,018	384	21	5	1	130	541	2,871	572	6	125	878	4,452	2,497	11,508	12,959	-11.2%		
TOTAL	2,786	3,796	637	2,014	2,876	12,109	1,059	65	17	11	378	1,530	7,644	2,164	15	364	2,693	12,880	6,357	32,876	37,211	-11.6%		

NOTE A: "Not Identified" includes all types borrowed from other PLS libraries as well as other "Unknowns."

Information Only		
	Chinese	Spanish
Bay	16	14
JDD	73	207
Serr	357	129
West	60	34
TOTAL	506	384

Public Services								Holds				Revenues							
Hours Open	Circ./ Hour	Cards Issued	Ref. Ques.	Gate Count	Computers			From PLS	To PLS	From ILL	To ILL	Fines	Book Sales	Supply Sales	Misc. Rev.	Test Proctor.			
					No.	Use													
Bay	102	12	45	59	1,940	9	619	Bay	138	180	0	1	Bay	\$67	\$0	\$0	\$38	\$0	
JDD	102	43	50	230	4,809	13	2,001	JDD	321	301	0	1	JDD	\$172	\$36	\$17	\$202	\$150	
Serr	157	100	60	1,094	10,588	12	3,027	Serr	1,023	946	0	1	Serr	\$1,397	\$239	\$4	\$769	\$1,770	
West	145	79	179	640	10,147	10	2,638	West	943	563	0	16	West	\$1,038	\$226	\$24	\$786	\$0	
TOTAL	506	65	359	2,023	27,484	44	8,285	TOTAL	2,425	1,990	0	19	TOTAL	\$2,674	\$501	\$45	\$1,795	\$1,920	\$6,935

(includes online cards)

Misc. revenues include fees for lost cards, holds, and ILL fees.

Materials Stock	
ITEM STOCK AT FIRST OF MONTH	224,440
ADD ITEMS CATALOGED THIS MONTH	413
SUBTRACT DISCARDED ITEMS	minus -6
SUBTRACT LOST ITEMS	minus -14
TOTAL MATERIALS STOCK	224,833

Materials Budget			
(Incl. Carryfwd, Transfers & Grants): \$206,533			
Expenditures	Fwd.	Current	Total
Adult Books/AV/Periodicals	\$36,730	\$29,984	\$66,714
J/YA Books/AV/Periodicals	\$29,732	\$54,934	\$84,666
TOTALS	\$66,462	\$84,918	\$151,380

	Items Added						
	Adult/YA Non-Fic	Adult/YA Fiction	Juvenile	Total Books	Audio	Video	Grand Total
Bay	6	6	12	24	2	1	27
JDD	15	9	27	51	6	9	66
Serr	78	20	47	145	21	13	179
West	66	16	37	119	10	12	141
TOTAL	165	51	123	339	39	35	413

PROGRAMS		
Type	Qty.	Attend.
Book-A-Librarian	5	-
Class Visits	5	195
Storytimes	30	511
Brainfuse	212	-
Adult Book Club	1	12