

City of Daly City
Regular Meeting
LIBRARY BOARD OF TRUSTEES

Tuesday, March 20, 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.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF MINUTES

Meeting of February 21, 2012 (Action)

APPROVAL OF AGENDA (Action)

REPORTS

1. Director's Report:
 - a. Fiscal Year 2012/2013 Proposed Programming – Burns/Anderson (Presentation)
 - b. Time and Date of April Joint Meeting with Parks and Recreation Commission – Burns (Discussion)
 - c. Change in Regular Meeting Time of Library Board of Trustees – Burns (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

- April Joint Meeting with the Parks and Recreation Commission to Discuss Proposed Biennial Budget and Cultural Programs

ADJOURNMENT

Next Meeting To Be Determined.

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
SPECIAL MEETING – CHANGE OF MEETING LOCATION
BAYSHORE BRANCH LIBRARY – 460 MARTIN STREET
MINUTES – FEBRUARY 21, 2012

The Special Meeting was called to order by Library Board of Trustee Vice President Dorie Paniza at 7:01p.m.

ROLL CALL

Library Board of Trustees Present:

Vice President Dorie Paniza, Trustees Erlinda Galeon, Michael Maysenhalder, Bradley Roxas.

Absent: Present Arlene Encarnacion.

Staff Present:

Assistant City Manager/Interim Director Kerry Burns, Assistant to the Director Tim Birch, Library Services Manager Chela Anderson, Branch Manager Tom Goward and Administrative Assistant Judy Bush.

Guests:

Westmoor High School Future Business Leaders Association (FBLA) President Edric Kyauk and Westmoor High School FBLA Advisor Nancy Sansot.

APPROVAL OF MINUTES

Motion made by Trustee Galeon and seconded by Trustee Roxas to approve the January 17, 2012, minutes of the Library Board of Trustees. Unanimously approved.

APPROVAL OF AGENDA

Motion made by Vice President Paniza and seconded by Trustee Roxas to approve the February 21, 2012, Agenda of the Library Board of Trustees. Unanimously approved.

PRESENTATION

At the invitation of the Library Board of Trustees and Assistant City Manager/Interim Director Kerry Burns, Westmoor High School Future Business Leaders Association (FBLA) President Edric Kyauk provided a presentation highlighting the results of an online research/public opinion survey regarding the Daly City libraries completed by Westmoor High Students.

Trustees discussed the findings of the presentation and Ms. Burns summarized the ideas of looking at opportunities to provide more space at our libraries for quiet, study time and partnering with our school district for tutoring services. The idea of working with Project Read will also be explored.

REPORTS

1. Director's Report:

a. City Cultural Affairs Program:

Assistant City Manager/Interim Director Kerry Burns gave a background on the current heritage/cultural events that the City Council has established; Black History (February); Women's History Event (March); and Hispanic Heritage (September or October).

Ms. Burns also thanked the Filipino community in Daly City for supporting and organizing a Filipino heritage celebration in October to celebrate our Asian community. The Department of Library and Recreation Services will implement and support the events.

Ms. Burns asked the Trustees to discuss with their Councilmember what their vision is regarding cultural events. At the April Joint Meeting with the Commission there will be more conversation on this topic.

b. Women's History Month Programs and Displays:

On March 15, the City will celebrate National Women's History Month with the Women of Excellence Awards and reception. The event will begin at 5:00p.m. in the City Hall Chambers, 333-90th Street and will be immediately followed by a reception in the Rotunda.

Library Services Manager Chela Anderson informed the Trustees that the Library will be celebrating Women's History Month by displaying literature highlighting women and their contributions.

Trustees discussed the number of women in politics and their contributions in Daly City and the County of San Mateo.

c. Library Division Staffing Plan Update:

Assistant City Manager/Interim Director Kerry Burns announced that Chela Anderson has been appointed as the Library Services Manager. Ms. Burns and Ms. Anderson are working with City Manager to ensure City Council's commitment to a robust library and professional librarians. Ms. Burns stated that the hours won't change. Ms. Burns informed the Trustees of the changes in library positions providing career development opportunities with the present staff. These changes are possible, in part, because of recent and upcoming retirements.

Ms. Burns also announced that Rebecca Douglas, part time library employee and Jefferson Elementary School District Board of Trustee, has written a book, "The Ninja Librarian." Library Branch Manager Tom Goward is the caricature in her book. The book has just been released and a book event will be forthcoming.

d. Municipal Code Update:

Ms. Burns presented the changes in the Daly City Municipal Code Update, "Chapter 2.26 – Public Library." Trustees discussed and reviewed the proposal and the existing Municipal Code. Ms. Burns will contact President Encarnacion's for her input. Review and approval of the Municipal Code is scheduled for the March 26, 2012, City Council meeting.

ANNOUNCEMENTS AND COMMUNICATION

March 6: The Daly City Public Library Associates will be having a reception for the founding contributors. The reception will be held at the Westlake Library from 9:00am – 10:30am.

March 15: Jefferson Union School District will be meeting at Serramonte regarding the Career Tech Advisory Program.

March 15: Women's History Month Awards/Celebration, 5:30pm at the City Council Chambers. No cost to attend.

Trustee Maysenhalder inquired about the Annual Report that has (historically) been written by the most junior member of the Board. Assistant City Manager/Interim Director Kerry Burns responded that due to the transition, we will be discontinuing the report on a calendar year and will begin to do on a fiscal year. The first year will be in conjunction with the Department Annual Report to be completed summer or fall of the first year of consolidation. City Manager Martel is supportive of the idea and Staff will be responsible for the completion.

PUBLIC COMMENT

None.

AGENDA BUILDING FOR NEXT MEETING

- Framework of Programming for FY2012/2013.

Ms. Burns asked the Trustees to think about important programs they would like to see such as the Women's History Event, Black History, Hispanic Heritage, Filipino-American, and Dad and Me. Trustees were asked to contact Ms. Burns with any other ideas.

ADJOURNMENT

Meeting adjourned by Vice President Paniza at 8:16pm.



CITY OF DALY CITY MEMORANDUM

To: Library Board of Trustees

From: Kerry E. Burns, Assistant City Manager and Interim Director of the Department of Library and Recreation Services
Chela Anderson, Library Services Manager

Date: March 20, 2012

Subject: Proposed Expansion of the Fiscal Year 2012/13-2013/14 Funded and Unfunded Library Programs

Recommended Action

Staff recommends the Library Board of Trustees review and provide input on the attached Proposed Funded and Unfunded Programs as we prepare the Biennial Budget.

Background

As staff prepares the Department of Library and Recreation Services Proposed Biennial Budget, the Library Board of Trustees is asked to provide input on the Proposed Funded and Unfunded programs. Unfunded programs, if approved, would be "shovel ready" in the event additional funding became available for their delivery. Such funding might become available during the budget period through grants from the Daly City Public Library Associates.

Discussion

At the March 20, 2012 Regular Meeting of the Library Board of Trustees, staff will review these Proposed Funded and Unfunded programs in greater detail. A brief description of these programs is provided as Attachment No. 1.

Conclusion

Upon completion of staff's report on the Proposed Funded and Unfunded Library Programs, staff would be pleased to respond to questions and input from the Library Board of Trustees.

Attachments: Proposed Funded and Unfunded Library Programs (Attachment No. 1)

Attachment No. 1: Proposed Funded and Unfunded Programs

(In addition to regular ongoing programs, seasonal/holiday events, and class visits)

FUNDED PROGRAMS

Dad & Me at the Library

This program, in partnership with the Fatherhood Collaborative, will include a performance from the Puppet Art Theater Company. An interactive family project will also be included in this program. **Cost: \$350 (the County is covering part of the cost this year)**

Sojourn to the Past (Black History Month)

A guest speaker will recapture our shared American history and the life lessons found in it. Through this talk on the Civil Rights Movement, students will realize their potential to contribute positively to society and achieving success despite life's obstacles. **Cost: \$240**

African Art Introduction (Black History Month)

This program is to empower young future artists, and instill a sense of pride and appreciation for the roots of African American artists. The presentation on African art will be led by a professional from the De Young Museum followed by a hands-on activity. **Cost: \$400**

Other Possibilities for Black History Month: Licensed film showings of Black history-related feature films and/or documentaries (Glory, Roots, Amistad)

Annual Women's History Tea (Women's History Month)

The great battle for women's suffrage officially began at a tea party. It was with tea and refreshments that Stanton and Mott first began discussing politics and change for women. Join us for a women's suffrage drama with tea and other delights as we learn the history of women's roles in this creative and informative presentation. There will be period-dress entertainment, so hats and period clothing encouraged! Partnerships: South Bay Ladies' Tea Guild, Greater Bay Area's Costuming Guild, and Portraits of the Past. **Cost: \$1050**

Other Possibilities for Women's History Month: Special guest appearances might include Daly City's "Woman of the Year" awardees. Licensed film showings of women's history-related feature films and/or documentaries (Iron Jawed Angels, Queen Victoria Documentary, Helen Keller). A performance by Lily Tung Crystal as Tye Leung (Bay Area actor Lily Tung Crystal portrays Tye Leung, a San Francisco woman who was the first Chinese American woman to vote in the U.S.)

Hispanic Children's Author Visit (Hispanic Heritage Month)

A visit from a local Hispanic children's author (such as Jorge Argueta) will encourage and inspire children to read, imagine and write. This author will provide a fun bilingual storytime for children ages five to twelve years of age and a mini-workshop on the process of writing. **Cost: \$300**

A Night in Spain (Hispanic Heritage Month)

Spanish blood and the Spanish language is the unifying factor in so many different Hispanic, Latino, and Caribbean countries. The unique music and dance of Flamenco is a staple for Spain's culture. For one evening we will host a Flamenco program with a live guitarist and a demonstration of the unique dances originating from different regions of Spain. The history of Flamenco, and an interactive dance workshop for the family will be provided. Partnerships: Flamenco Instructor Terry Kleid, USF students. **Cost: \$650**

Other Possibilities for Hispanic Heritage Month:

Connie can provide contact info for Yolanda Pometa to do a demonstration on Mexican historical dances for the children and promote related Recreation programming. Licensed film showings of related feature films and/or documentaries (Cesar Chavez documentary, Selena, West Side Story).

A Taste of Filipino Culture (Filipino American Heritage Month)

Come explore the Filipino culture and you'll understand what makes Daly City so unique! Celebrate with a reading by a Filipino book author and a presentation on the history, colorful music and savory food of the Philippines. Partnership: Pilipino Bayanihan Resource Center. **Cost: \$350**

The Art of Book Making (Fine Arts/Material Culture Program)

This is a two-hour program that introduces the art of bound written pages. The San Francisco Center for the Book demonstrates and leads a workshop on books and bookmaking. The history, artistry, and continuing presence of books in our culture prove their enduring importance as a medium of self-expression. **Cost: \$575**

Paper Sculptures (Fine Arts/Material Culture Program)

This unique program will leave all surprised and amazed at the possibilities of paper. Laura Mappi and The League of Intrepid Paper Sculptors will display their paper art and lead a workshop on origami paper folding. **Cost: \$500**

The Science of Bubbles (Science Program)

What's more fun than carbon dioxide filled soapy spheres? This is an educational program which brings science out of a textbook and into the fun light of day. The Bubble Lady will leave children smiling and enlightened in this family-friendly bubblicious program. **Cost: \$350**

Fish Tales (Science Program)

This Oceanside Storytime is just the thing for families interested in marine biology. Come hear nautical tales and experience real life marine animals at this special program hosted by the Marine Science Institute. **Cost: \$625**

Other Possibilities: Film showing on science (Bill Nye, EYEWITNESS, Popular Mechanics)

Police & Fire to the Rescue! (Child Safety Programs)

Fun books combined with important tips may save a child's life. Come join us for a series of child friendly programs on safety presented by the Daly City Police Department and North County Fire Department. **Cost: \$130**

Poetry Slam (National Poetry Month)

A poetry slam attracts and excites teens while keeping the art of poetry alive. This type of program is geared towards youth and conjures up a friendly competitive atmosphere to exhibit their poetic talents and skills. Presented in partnership with an area high school. **Cost: \$100**

Other Possibilities: Hands-on-Activity: magnetic poetry boards and magnetic words in both English and Spanish for each of the four libraries. Patrons could create poems in the library all month long. **Cost: \$800**

Charles Dickens' A Christmas Carol (Book-based Performing Arts Program)

Celebrate literature this Yuletide as Charles Dickens' classic English novel, *A Christmas Carol*, comes to life at the Daly City Public Library. Come see a live theatre production of this novel. Written in 1843, Dickens' tale is still warming hearts and gives audiences a glimpse of storytelling at its best. Partnerships: Shelton Studios or Daly City's Bridgemont High School. **Cost: \$850**

Other Possibilities: Licensed film viewings of holiday themed literature-based features (Valentine Davies' *Miracle on 34th Street*, Agatha Christie's Hercule Poirot's *Christmas: A Murder Mystery*, Dr. Seuss' *The Grinch*-the Dr. Seuss version for children)

Ready for School? (Resource Promotion)

Outreach is a powerful way to guide students into the library. By a series of visits to local schools, students can be introduced to the services and tools available to them at their local library. With the library's support, students can get the information they need to succeed in each of their school courses. **Cost: \$1300** (includes part-time librarian coverage)

Other Possibilities: Organized fieldtrips to the library.

Daly City: Our Rich Roots (Local History Program)

On March 18, 1911, Daly City was incorporated as an official city into San Mateo County. 101 years later we continue celebrating its rich history and achievements. The History Guild of Daly City/Colma will be presenting a special program on our wonderful city. **Cost: \$175**

Once Upon a Time in Daly City

As our city celebrates another birthday, bring your children to this family-friendly program as a local children's author reads Daly City's own tale. This educational program is geared to teach local children all about Daly City heroes of the past and inspire young hearts to take pride in their city of today! **Cost: \$175**

UNFUNDED PROGRAMS

Traveling Back to School Workshops

Presentations on specific library online resources for students offered at the libraries and at various events. **Cost: \$8,800** (Six laptops for hands-on activities, mobile presentation equipment, handouts, mobile internet access)

Public Library Art, Poetry, Essays Displays

Purchase folding display panels to showcase visiting collections or contest entries. Partnerships with local teachers bring families into the libraries to view the children's work. **Cost: \$3,200**

Discover and Go

An online network that provides library cardholders with free printable passes to local museums and cultural institutions. **Cost: \$3,500**

Public Library Art

Art instruction for teens on mosaics (Gateway to the Peninsula, Daly, Marchbank, Thornton). Finished pieces would hang in the public libraries. **Cost: \$3,000** (instructor, supplies)

Guided video tour of Daly City's historical sites

In partnership with the History Guild, produce a narrated video guide to Daly City's history and historical sites. **Cost: \$800** (equipment and software)

Lovely Library Project

Local teens can fulfill their school required volunteer hours by cleaning, painting, and planting around the streets that encompass the four libraries. This would build respect and nurturing for their Daly City community and libraries. **Cost: \$800** (cleaning tools and supplies, bright vests or T-shirts, and refreshments for an end celebration at the library)

Puppet Theater

Produce a puppet show based on a book or folktale. **Cost: \$3,500** (instructor fee, small "puppet stage" and puppet making materials)

Author Visit

Well-known children's author visit (e.g. Tomie dePaola, Anthony Browne, Alma Flor Ada)... subject to availability. **Cost: \$1,200**

Shakespeare in the Fog

Produce an adult and young adult level drama at Gellert Park. **Cost: \$4,500** (drama instructor, books, props, possibly renting an outdoor sound system)

Library Service to Homebound Residents

An organized group of volunteers, managed by library staff, provide selection and delivery of library materials to homebound library patrons. **Cost: \$2,300** (three hours/week part-time coverage to relieve a full-time staff member to administer program)

Family Board Game Night

Educational or brain stimulating games like Scrabble, chess, and memory played tournament-style. This fosters family time in the library (like Dad & Me program but for the whole family). **Cost: \$500**

Mad Scientist Storytime

Produce a year-long series of monthly programs featuring math games and science experiments provided by a math/science teacher with storytimes. **Cost: \$2500** (science experiment supplies and instructor)

Gardening Storytime

This program introduces the science of botany to children. In this concrete environment, it increasingly grows more critical for the children of Daly City to understand where plants and produce come from. Combining story books with actual hands on gardening, children can learn and observe the process of growth from seedlings to deep rooted plants. **Cost: \$300**