

City of Daly City  
**Regular Meeting**  
**LIBRARY BOARD OF TRUSTEES**

Tuesday, April 16, 2013 – 6:00 p.m.  
City Hall Council Chambers – 2<sup>nd</sup> Floor  
333 – 90<sup>th</sup> 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 AGENDA (Action)

APPROVAL OF MINUTES – March 19, 2013 (Action)

PRESENTATIONS

Proclamation for *National Library Week* (Presentation)

REPORTS

1. Director's Report:
  - a. Library website content reorganization – Gomberg (Presentation)
  - b. Technology Plan Update – Anderson (Presentation)
  - c. Peninsula Library System Wi-Fi Usage Policy – Anderson (Action)
  - d. Proposed Joint Meeting with the Recreation Commission followed by screening of *Daly City: Growing Up In America* – Curran (Action)

ANNOUNCEMENTS AND COMMUNICATIONS

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

Next Meeting: 6:00 p.m., Tuesday, May 21, 2013

**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 333-90<sup>th</sup> 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.*



## Library Board of Trustees Agenda Report

Meeting Date: April 16, 2013

**Subject:** Technology Plan Update

Daly City's Information Services Division (ISD) will be purchasing new public computers for the Department in May. Orders and subsequent deployment will be staggered to allow staff adequate time to prepare the machines. The computers will have newer versions of Windows and MS Office.

Two computers and 10 keyboards and mice will be kept as spares to assure quick replacement of any malfunctioning units.

Scanners and AWE Early Literacy Stations will be purchased separately and deployed in a second stage of the project to be completed by the end of the fiscal year.

### Schedule

Deployment of new public PCs and printers at Serramonte will be complete by May 10. As the busiest branch, as well as the location of the office of our Coordinator of Technology Support and Training, Serramonte is the ideal pilot site.

<b>Serramonte Public PCs</b>	
<b>Type</b>	<b>Quantity</b>
Internet PCs	13
Creativity Station PCs	1
Waiting List	1
Catalog/Registration PCs	3
Research & Homework PCs	5
<i>Total PCs</i>	<i>23</i>
Printer (b/w)	2
Printer (color)	1

Deployment of new public PCs and printers at Bayshore Library will be complete by May 24. Based on usage data from Bayshore, the total number of Internet PCs is being reduced by two. This reduction will free up space for the addition of the color printer and Creativity Station with a scanner.

<b>Bayshore Public PCs</b>	
<b>Type</b>	<b>Quantity</b>
Internet PCs	6
Creativity Station PCs	1
Waiting List	1
Catalog/Registration PCs	2
Research & Homework PCs	1
<i>Total PCs</i>	<i>11</i>
Printer (b/w)	1

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Printer (color)	1
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Deployment of new public PCs and printers at John Daly Library will be complete by June 7. Rather than replacing both Catalog/Registration PCs, one will be converted into a second fifteen-minute visitor Internet PC; the catalog PCs have often been underutilized, and demand for the single visitor Internet PC frequently exceeds availability.

<b>John Daly Public PCs</b>	
<b>Type</b>	<b>Quantity</b>
Internet PCs	13
Creativity Station PCs	1
Waiting List	1
Catalog/Registration PCs	1
Research & Homework PCs	3
<i>Total Networked PCs</i>	<i>19</i>
Printer (b/w)	1
Printer (color)	1

Deployment of new public PCs and printers at the Westlake Library will be complete by June 21.

<b>Westlake Public PCs</b>	
<b>Type</b>	<b>Quantity</b>
Internet PCs	9
Creativity Station PCs	1
Waiting List	1
Catalog/Registration PCs	4
Research & Homework PCs	1
<i>Total PCs</i>	<i>16</i>
Printer (b/w)	1
Printer (color)	1

### **Conclusion**

Moving forward, all Public PCs will be on a four-year replacement schedule, staggered one library per year. With new equipment, current software, and an anticipated upgrade in bandwidth, we hope to see an increase in patron satisfaction in the next fiscal year.

Staff is available to provide usage statistics and any additional information desired by the Trustees.

Respectfully submitted,



Chela Anderson  
Library Services Manager

# 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.