

DALY CITY LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
MINUTES – JANUARY 8, 2013

The meeting was called to order by President Dorie Paniza at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

President Dorie Paniza, Vice President Bradley Roxas, Trustees Michael Maysenhalder, Erlinda Galeon, and Arlene Encarnacion

Staff Present:

Acting Director Joseph Curran, Library Services Manager Chela Anderson, Librarian III Ben Gomberg, and Sr. Library Office Asst. Sarah Mendoza

APPROVAL OF AGENDA

Library Board of Trustees

Motion made by Vice President Roxas and seconded by Trustee Encarnacion to approve the January 8, 2013 Agenda. Unanimously approved.

APPROVAL OF MINUTES

Library Board of Trustees

Motion made by Trustee Maysenhalder and seconded by Trustee Galeon to approve the December 11, 2012 Minutes. Unanimously approved.

REPORTS

1. Director's Report:

Mr. Curran stated that this report was a snapshot of the existing computer conditions at our libraries. We currently have 74 public computer terminals which have been purchased at different points in time with different sources of funding. None of them have been on a replacement program. Some of the public computer terminals are out-dated and in dire need of replacement. Part of the plan is to replace them and establish an ongoing sustainable model that would replace them on a 2-3 year cycle rather than let them accumulate within our libraries.

a. Technology Plan: Overview of Current Public Computer Configuration

Ms. Anderson gave a power point presentation which covered the inventory of public computers within the libraries. Many of the computers were purchased with Gates grant funds and there is currently no budget for replacement.

As mentioned earlier by Mr. Curran, many of these computers are ailing. The computers are seven years old and some even ten. The computers have become significantly less usable and much more difficult to maintain. Many computers are sitting with *out-of-order* signs.

- The most popular type of public computer we have is the Time-Limited Internet Access PC. The computers have a one-hour limit, first come-first served, broadband internet and offers productivity software. A library card is required to use this.

- The Specialized Lab PC is computer that can be reserved in advance by patrons either online or by calling the library. One Specialized Lab PC is available at each library.
- Visitor Stations are where patrons can use the computers for up to 15 minutes without entering a library card. There is one available computer at each library. Standing-only computers are at Serramonte and John Daly Library to emphasize the short turnaround time.
- Ms. Anderson then provided a slide that showed the current number of computers we have in each library. Serramonte Main Library, John Daly and Bayshore have 10 (One-Hour first come PCs), 1 (One-hour reserve ahead PCs) and 1 (15-minute visitor PCs). Westlake Branch has 8 (One-Hour first come PCs), 1 (One-hour reserve ahead PCs) and 1 (15-minute visitor PCs).
- The Library has Timing software that keeps track of sessions when someone logs in and out and the average sessions per open hour for each library. In comparison to previous years there has been a sharp decrease in usage. This can possibly attributed to either the increased number of patrons using their own devices on the libraries WiFi network, the outdated library computers have become less appealing to patrons, or a combination of both.
- Homework and Research PCs are special purpose computers that are intended to allow access to online resources that are useful for academic, governmental, and research intensive work. This has access to online resources including subscription databases and select websites. The computers also have no browser address bar and are filtered with a blocked sites list. This is not for recreation purposes like Facebook or email. Library card is not required.
- A Creativity PC is located at only the John Daly Library. It has an Epson flat-bed scanner, Adobe Photoshop elements and Corel painter elements, Internet and Microsoft Office applications. The computer can be reserved in advance either by online or by calling the library.
- An Early Literacy Game PC is located at each library. The computer is a stand-alone digital learning station for children ages 2-8, the computer is pre-loaded with educational software. No internet connection is required. Bilingual Spanish and English model at John Daly Library.
- Catalog PCs have access to PLS online catalog only. The computers allow for browsing the library catalog, while also reviewing account details, placing holds, renewing checked out materials, and even pay fines and fees by credit card. These computers are especially helpful as it offers a platform for staff to demonstrate how the catalog can be used in the event patrons are unfamiliar with the online catalog.

Ms. Anderson stated that hardware replacement is a priority. The new-all-in-one PCs cost about \$865 each including all taxes and fees. Not only are the old computers outdated but much of the software is also antiquated. Mr. Curran re-iterated that hardware replacement is a priority for the Library division; he also stressed the importance for budgeting long-term for a replacement program. A long-term replacement program would ensure that the libraries would not encounter this type of problem cyclically.

b. Online Subscription Resources: Overview of Current Offerings

Mr. Gomberg, Librarian III, gave an overview of the Library's current online subscription resources. The subscription resources are comprised of many different services.

- The online subscription resources are accessible online from our patrons' home. This makes it a valuable resource for patrons who cannot make it to the library during hours of operation or who need continued assistance when librarians are not available.
- Some of the different types of services that are included in the subscriptions are:
 - Consumer Reports, Morning Star, Online Tutoring Service, Online Magazine and Article Databases, eBooks, and Discover and Go Passes.

The offered subscriptions are not purchases that we can make. Despite our desire to own these tools/services it is neither feasible nor possible. In order to offer these services to our patrons, we are required to negotiate our licenses on a regular basis. Due to the nature of negotiation, prices are not fixed thus making budgeting for these items in the future more difficult. We have decided to purchase a select portion of these resources because we have identified a strong benefit to our community.

- A portion of the resources we currently offer are negotiated as a larger group with the Peninsula Library System. This allows us, as a consortium, to negotiate for better prices.
 - Some of the type of services the Library currently offer: Online Interactive Services i.e. Learning Express (practice exams), Brainfuse (online tutoring), Grolier (encyclopedias) and Gale (periodicals), eBook Collection i.e. Safari (technical chapters books), Tumblebooks (kids' stories), Ebsco (general non-fiction) and Overdrive (popular fiction and non-fiction). These different tools are used at different rates. Each of these companies does their reporting to us differently. Data has shown a fluctuation of use based on times of the year.
 - Higher use of academic resources during the school year.
 - Higher use of online book/periodical readers during the summer.
 - The data presented had varying levels of consistency in terms of the range that each statistic was gathered. Some services were implemented more recently which led to a smaller pool of data. Current total budget for online subscription is \$60,000, or a little over 2% of operating costs.
- The plan going forward for the online resources:
 - Promote our existing and new subscriptions.
 - Evaluate and consider new services being offered.
 - Keep an eye on costs.
 - Look for free services to promote as well.

ANNOUNCEMENTS AND COMMUNICATION

- California Public Library Advocates 2013 are planning Northern California workshop at the San Mateo Main Library on Saturday, March 16, 2013.
- The Sister City Committee: Daly City/ Quezon City and Friendship City Iloilo City will attend the Fiesta in Iloilo City on Jan. 26/27, upon the invitation of Mayor Patrick Jed Mabilog - mayor of Iloilo City. A delegation will be going to the Philippines led by Mayor

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Ray Buenaventura, City Manager Pat Martel, Trustees Perla Ibarrientos, Dorie Paniza and Erlinda Galeon. The group will visit with President Benigno Aquino III with the arrangements of the Philippine Consulate.

- Information regarding the Joint-Facilities visit was circulated.

PUBLIC COMMENT

None

AGENDA BUILDING FOR NEXT MEETING

Library Board of Trustees

- Technology Plan
- Homework-help

ADJOURNMENT

The meeting was unanimously adjourned at 6:50 p.m.

Library Board of Trustees – Next Meeting: February 19, 2013