



CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

REVISED
AGENDA

Monday
January 23, 2006 - **6:30 PM** Note new time!
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of December 19, 2005*
5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)
6. *Friends of the Hayward Public Library Report*

This time is provided for a report on the activities of the Friends of the Hayward Public Library, to be provided by the Library Commission Liaison of the Board of Directors of the Friends.
7. *New Business*
 - a. **Literacy Plus Presentation.** The Literacy Program Coordinator will provide a presentation on the Library's Literacy Plus Program.
 - b. **Report on the *Perceptions of Libraries and Information Resources: A Report to the OCLC Membership*.** The Library Director will provide a report on the "Conclusion" to this report, as included in the Library Commission packet.



New Business (continued)

- c. **Self Check Machines.** A report will be provided on the Library's plan for acquisition of self check machines.
- d. **Presentation to City Council.** The Library Commission will discuss a presentation to the City Council on the budget.

8. *Old Business*

- a. **Library Commission Planning Calendar.** The Library Commission will continue their review of the planning calendar and provide input for amendment.

9. *Library Director's Report*

Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.

10. *Library Commission Report*

This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.

11. *City Council Liaison Report*

This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.

12. *Agenda Building*

This time is provided for Commissioners to request items to be listed on the Library Commission Agenda for coming months.

13. *Meeting Evaluation*

This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.

14. *Adjournment*



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Library Administration at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
December 19, 2005 - 7 PM

Administrative Office
Hayward Public Library
835 C Street, Hayward

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Library Commission Chair Linda Bennett at 7:00 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

3. **Attendance**

Commissioner	Attendance this Meeting	Present to Date Regular Meetings	Absent to Date Regular Meetings	Attendance Special Meetings
Linda Bennett	X	4	0	
Lisa Brunner	X	4	0	
William Burnside	X	4	0	
Jessica Fields	X	3	1	
Natalie Forrest	X	2	0	
Elsa Glines	X	4	0	
Judy Harrison	X	4	0	

City Council Liaison: City Council Member Bill Quirk

Library Staff: Lisa Rosenblum, Library Director
Linda Atwater, Administrative Secretary

4. **Approval of Minutes of Meeting of November 19, 2005**

Board Action: It was moved and seconded (Harrison/Glines) to approve the minutes of the meeting of November 19, 2005 as submitted. Motion unanimously carried.

5. **Public Comment:** No public comment offered.

6. **Friends of the Library Report.** Commissioner Harrison, liaison to the Friends of the Library, provided the Friends of the Library Report. She advised the Commission that she will be serving as the Acting Vice President of the Friends, until their April 2006 elections. The next Big Book Sale is scheduled for February 24 and 25, 2006.

7. New Business.

- a. ***Presentation on Library catalog enhancement.*** The Library Director provided the Library Commission with a presentation on the Library catalog enhancement, featuring book jacket covers and reviews.
- b. ***Report on the Public Library Construction and Renovation Bond Act of 2006.*** Included in the Library Commission agenda packet was a fact sheet on the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006. In response to the continuing need, the State Legislature has placed a \$600 million statewide library bond on the June 2006 ballot. As detailed in the Fact Sheet, the bond will provide a 35% local and 65% state match in funding for grant recipients. Grants will be awarded for a minimum of \$50,000 and a maximum of \$20 million. First priority will be given to eligible applications not funded in the 3rd application cycle of Proposition 14. The amount awarded for these first priority projects may not exceed 50% of the \$600 million authorized. The remaining \$300 million of funds not awarded for the 3rd application cycle will be awarded on a statewide competitive basis. At least \$25 million will be made available for joint use projects with one or more public education institutions. More information is available from the web site, referenced on the Fact Sheet.

The Library Director reported on her discussion with Richard Hall, the Library Bond Act Manager with the California State Library, and outlined the steps that are involved in the application process. Council Member Quirk provided comment on construction costs, referencing projects completed in recent years. In responding to questions, Council Member Quirk noted that money the City Manager obtained through negotiations with developers could possibly be used for a Master Facilities Plan, and commented on the various funding mechanisms that could be considered to finance a construction project.

- c. ***Collaborative Efforts.*** The Library Director provided the Commission with an update on the collaborative effort between the Hayward Public Library and the Hayward Unified School District. A proposal has been submitted to the California State Library for Library Services and Technology Act funds for the project. A response is expected from the State Library in February 2006.

For the pilot project one elementary, one middle, and one high school have been selected. A Hayward Public Library librarian will visit each of the three schools on a regular basis to promote the delivery service, demonstrate the use of the OPAC, provide book-related programs, and encourage all students to obtain library cards. The librarian will also provide pre-selected materials for use by teachers in their classrooms.

Upon successful completion of the pilot project, on-going funding would be provided by both participants and, hopefully, service would be extended to more schools. The Hayward Unified School District will provide funding from the "School and Library Improvement Block Grant." The Hayward Public Library

will contribute to the project through its regular operating budget and through reallocation of resources due to new technologies.

8. Old Business.

Library Commission Planning Calendar. The Library Commission considered items for their Planning Calendar for 2005-2006. The Commission will convene their meetings at 6:30 PM beginning with the January 23, 2006 meeting. A presentation by Maureen Conneely, from the Office of the City Attorney, will be scheduled on the topics of the Brown Act and Conflict of Interest.

9. Library Director's Report. The Library Director invited questions of the Commission with regard to the information contained in the monthly report. Attention was focused on the statistical reports included in the packet. Library Commission agenda packets include announcement of Library programs and special events. In order to provide as much advance announcement as possible, this information and other time sensitive materials will be transmitted to the Commission using e-mail.

10. Library Commission Report. The Library Commission discussed attendance of the spring 2006 CALTAC Workshop "Making the Case for Libraries" scheduled on Saturday, February 25th at the Cupertino Community Hall.

11. City Council Liaison Report. Council Member Quirk offered comment on the importance of a Master Facilities Plan in guiding the direction and possible expansion of Library services to the community.

12. Agenda Building. The following items were listed for inclusion on future Library Commission agendas:

Presentation on Brown Act and Conflict of Interest by Maureen Conneely (January or February)

Library Commission Planning Calendar (continuous)

Explore options with regard to the development of a Master Facilities Plan (January)

Presentation on Literacy Program (January or February)

13. Meeting Evaluation. No Commission comments were offered.

13. Adjournment. Library Commission Chair Bennett adjourned the meeting at 8:15 PM.