



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



**A G E N D A**

**Monday**  
**January 22, 2007 - 6:30 PM**  
**Library Commission Meeting**

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of December 18, 2006*
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. Because of the Brown Act, the Commission cannot discuss or vote on any item unless it 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.
7. *New Business*
  - a. **Technology Center Update.** An update on the Technology Center will be provided.
  - b. **Community Feedback Regarding Library from Commission Members.** Commissioners will report on feedback regarding the Library that they have received from community members.
8. *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.



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9. ***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.
10. ***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.
11. ***Agenda Building and Review of Library Commission Planning Calendar***  
This time is provided for Commissioners to request items to be listed on the Library Commission Agenda for coming months and update the Library Commission Planning Calendar.
12. ***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.
13. ***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 18, 2006 - 6:30 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 6:35 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	3	1	
Jessica Fields	X	4	0	
Natalie Forrest	X	3	1	
Elsa Glines	X	3	1	
Kelly Greenne	X	3	1	
Judy Harrison	X	3	1	

Library Staff: Lisa Rosenblum, Library Director  
 Linda Atwater, Administrative Secretary  
 Amy Martin, Young Adult Librarian

4. **Approval of Minutes of Meeting of November 20, 2006**  

**Board Action:** It was moved and seconded (Glines/Forrest) to approve the minutes of the meeting of November 20, 2006 as submitted. Motion carried (Commissioners Brunner and Greene abstained).
5. **Public Comment.** No public comment offered.
6. **Friends of the Library Report.** The Friends of the Library Report was provided by Commissioner Judy Harrison. To date, over \$21,000 has been raised from book sales, with Saturday sales averaging \$300. A record Internet sale was realized, with the \$1000 sale of a collection of auto repair manuals. Two digital cameras and print shop software will be purchased with funds that were donated in memory of Bill Burnside. The Friends are sponsoring a story teller for the City-wide Martin Luther King, Jr. Celebration.

**7. New Business:**

- a. Young Adult Programming.* Young Adult Librarian, Amy Martin, was introduced to the Library Commission and provided a detailed presentation on the design for the new Young Adult area, collection development, programming activities, and the formation of a Teen Advisory Group.
- b. Community Feedback Regarding Library from Commission Members.* Commissioner Judy Harrison reported on her attendance of the BALIS System Advisory Board (SAB) meeting. The SAB has elected to hold its quarterly meetings at the Hayward Public Library, due to its centralized location, and therefore, has been able to compare the previous look of the library with the current look. Commissioner Harrison shared the positive comments that were offered with regard to the Main Library remodeling project.

- 8. Library Director's Report.** The Library Director advised the Commission that the Main Library lighting enhancement project was underway. There is a noticeable improvement, and the project is expected to be completed in several weeks. The Director and Assistant Director of South San Francisco Public Library toured the remodeled Main Library on 12/17/06 as they prepare for some changes at their location.

Library Commission packets included the Monthly Statistical Reports. In comparing the Circulation Statistics from November 2005 to November 2006, there is a 23.3% increase in circulation. In July 2004, the Library reduced its hours from 56 hours to 48 hours per week; the gate count is up 20% from last year. In comparing November statistics for the past five years, this is the highest count to date.

- 9. Library Commission Report.** Chairperson Bennett commented on the upcoming Public Library Association (PLA) mid year conference, with one session noted as being appropriate for library boards and commissions. No Commissioners or Library staff members are planning to attend. The Chairperson asked if information from that session might be obtained and staff will investigate.
- 10. City Council Liaison Report.** Council Member Quirk commented on budget news that was included in a recent Daily Review article. Approximately 10% of the City's income comes from real estate property transfer tax, and the projections are not being met. There will be a budget briefing to the City Council in February 2007.
- 11. Agenda Building and Review of Library Commission Planning Calendar.** The following items were suggested for inclusion on upcoming agendas:
- Technology Center Update; Web enhancement; Tour of Young Adult area; Tour of Early Families with Literacy (ELF) area; Process to look at new library facility.
- 12. Meeting Evaluation.** The presentation made by Young Adult Librarian Amy Martin, and the plans for the Young Adult area received many favorable comments.
- 13. Adjournment.** Library Commission Chair Bennett adjourned the meeting at 7:56 PM.