



CITY OF HAYWARD LIBRARY COMMISSION

Hayward Public Library
Administrative Office
835 C Street, Hayward

December 17, 2007
6:30 PM



A G E N D A

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Minutes of Meeting of November 19, 2007**
5. **Public Comment**

The Public Comments section provides an opportunity to address the Library Commission on items listed on the agenda, as well as other items of interest. The Commission welcomes your comments and requests that speakers present their remarks within established time limits. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.) As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.
6. **Friends of the Hayward Public Library Report**

Report on the activities of the Friends of the Hayward Public Library.
7. **New Business**
 - a. Services for Teens. Presentation by Young Adult Librarians on teen programming.
8. **Old Business**
 - a. Planning Process for New Main Library. Update on activities with regard to planning for a new Main Library.
 - b. Budget Update.
9. **Library Director's Report**

Report on library activities and statistics.
10. **Library Commission Report**

Report on Library activities in which Commissioners have been engaged.
11. **City Council Liaison Report**

Report on City matters that are of pertinence to the Library Commission.
12. **Agenda Building**

Consider items for inclusion on the Library Commission Agenda for coming months.
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 510/247-3340.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
November 19, 2007 - 6:30 PM

Hayward Public Library
 Administrative Office
 835 C Street, Hayward

1. **Call to Order.** The meeting of the Hayward Library Commission was called to order by Commission Chair Linda Bennett at 6:33 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	3	0	
Lisa Brunner	X	3	0	
Jessica Fields	X	3	0	
Natalie Forrest	X	1	2	
Elsa Glines	X	3	0	
Kelly Greenne	X	3	0	
Judy Harrison	X	2	1	

Library Staff: Lisa Rosenblum, Library Director
 Linda Masuko, Library Assistant

Council Liaison: City Council Member Bill Quirk

Guests: Three students from California State University-East Bay

4. **Approval of Minutes of Meeting of October 15, 2007**
Board Action: It was moved and seconded (Glines/Fields) to approve the minutes of the meeting of October 15, 2007. Motion carried.
5. **Public Comment.** Three students from California State University-East Bay were welcomed.
6. **Friends of the Library Report.** The Friends of the Library Report was provided by Commissioner Harrison. The October Bigger-than-Usual Book Sale raised more than \$3200. The Board of Directors approved funding for an Early Literacy Computer Station for Weekes Branch Library, \$2000 for Literacy Plus raffle prizes, and use of the remaining Project Legacy funds for the Weekes Branch remodeling project.
7. **New Business:**
 - a. **Welcome to new City Manager, Greg Jones.** City Manager Greg Jones was welcomed and provided a brief self-introduction. He has been with the City of Hayward for six weeks, and has been touring city facilities and meeting with

the various department staff members. Mr. Jones invited and responded to a number of questions that were raised by Commissioners. He commented on the value of partnerships, both internally within the City, and also between agencies, such as with the school district and recreation district. In responding to a question raised by Council Member Quirk with regard to the budget, the City Manager acknowledged that there is a structural deficit, due to a number of contributing factors. He will be working with the department head group to bring recommendations to the City Council on how to manage the issue. Discussion of partnerships continued in response to a question raised by the Commission Chair.

8. Old Business

- a. **Planning Process for New Main Library.** The Library Director provided report on the composition of the Library Building Committee (LBC) and the recent Library Services Survey. Mention was made of the various groups and organizations that were included in the survey. Commissioners were thanked for their role in serving as a link to the community, and meeting with their affiliated groups to distribute surveys. An in-house survey was conducted and 1000 surveys were completed. Kathy Page, Library Building Consultant, is in receipt of all of the surveys and will be writing a report in December. It will be presented at a joint work session of the Library Commission and City Council on January 22, 2008. The meeting will begin at 5:30 PM and is scheduled in Room 2A of City Hall. The report will be distributed several days before the meeting. This meeting will take the place of the Library Commission's regular meeting.

9. **Library Director's Report.** The Library Director commented on the new, concise format of the Library Department Activity Report. In comparing October 2006 and October 2007 statistics, the gate count is up 14% and circulation is up 13%. In comparing October 2002 to October 2007, circulation is up 33%. The Weekes Branch Library remodel is underway, using some of the principles that were used at the Main. Included in the project is the formation of a tech lab and a designated children's area.

The library has subscribed to a new software program, Wowbrary, and is one of the first libraries in the country to offer this service. Library customers who have provided the library with their e-mail addresses are able to take advantage of the service. They will receive a weekly e-mail that lists the library's latest acquisitions, and includes a link to the library catalog to reserve the item, or purchase it through Amazon. The cover of the item will be included on the page. Proceeds from purchases made through Amazon will go to the Friends of the Library, into a special account established for this purpose.

Council Member Quirk requested the continued receipt of certain statistical information. Staff will work on the format of an abbreviated statistical report.

Commission Chair Bennett raised a question on the availability of grants. The Library Director offered explanation of the type of grants that are applied for by library staff. They primarily are grants that are offered by the California State Library. There are various issues to consider in making application for grants, including the reporting that is required, availability of staff to manage the grant, and sustainability.

10. **Library Commission Report.** Commissioner Brunner reported on a recent visit to the library, during the busy after school hours, and suggested that a code of conduct be posted. The Library Director advised the Commission that the rules are posted, and

there are staff members who rove between the hours of 3:30 to 5 PM. The Library Management Team has discussed the issue of behavior and a bookmark listing three simple rules will be developed for distribution to students as they come into the library.

Commissioner Greenne reported on attending a City Council work session where the topic concerned the downtown. One issue was the feeding of individuals that is carried out on the library grounds. Commissioner Greenne shared her thought that a charitable outreach of this nature should be carried out in a respectful manner, and didn't believe that doing so street side was respectful.

Commissioner Fields was pleased with the recent visit to her school by Lead Library Assistant Jill Maughan, who brought new books that the children loved.

Commissioner Harrison spoke with former colleagues with the school district, during her distribution of the Library Services Survey. She reported on receiving many compliments on the outreach activities that the library is doing with the elementary schools.

11. **City Council Liaison Report.** Council Member Quirk provided explanation of the process involved in selecting a political consultant and pollster, and explained the reasons the City is planning to contract for such a service. Lisa Rosenblum served on one of the committees that reviewed the proposals that were submitted. The City Budget Committee will interview four of the eight firms that submitted proposals. Council Member Quirk offered comment on the budget situation. The mid-year budget review will probably be scheduled in January 2008 and he suggested that the Library Commission and Friends of the Library attend that meeting.

12. **Agenda Building.** Commissioners suggested the following items be considered for inclusion on future agendas:

Budget - the evolving process

Discussion/update on the mini-loop proposal. The City Manager advised the Commission that the City Council would be considering the project for approval at their meeting on November 27. It was noted that this meeting would provide a better venue for asking questions about the project.

With regard to placing the "after school issue" on the agenda, the Library Director suggested that the Young Adult Librarian be invited to attend the meeting and address the Commission on the positive things that are being done, and the after school programs that are in place.

Commission Chair Linda Bennett provided details of the incident in which she was involved this evening, and appreciated the assistance of the Hayward Police Officers who responded.

13. **Adjournment.** The meeting was adjourned at 7:55 PM.