



CITY OF HAYWARD LIBRARY COMMISSION

Hayward Public Library
Administrative Office
835 C Street, Hayward

February 25, 2008
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 December 17, 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. Community Analysis Report presented at City Council Work Session. Discussion on City Council Work Session held on January 22, 2008.
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
 December 17, 2007

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 6:34 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	
Jessica Fields	0	3	1	
Natalie Forrest	X	2	2	
Elsa Glines	X	4	0	
Kelly Greenne	X	4	0	
Judy Harrison	X	3	1	

Library Staff: Lisa Rosenblum, Library Director
 Linda Atwater, Administrative Secretary
 Shawna Sherman, Young Adult Librarian
 Rob Spitzel, Young Adult Librarian

Council Liaison: City Council Member Bill Quirk

4. **Approval of Minutes of Meeting of November 19, 2007**
Board Action: It was moved and seconded (Forrest/Greenne) to approve the minutes of the meeting of November 19, 2007. Motion unanimously carried.
5. **Public Comment.** No public comment.
6. **Friends of the Library Report.** The Friends of the Library Report was provided by Commissioner Harrison. November book sales (two Saturday sales and the Marge Keller book shelf sales), raised more than \$1600. The Lyle Spiczak book sales at Weekes Branch Library raise approximately \$60 per month. The Friends will act as fiscal agent for the Library if the Alameda County ArtsFund grant application to support the Reading Rodeo is successful. Members of the Friends are planning to attend the January 29, 2008 City Council meeting on the mid-year budget review.

7. **New Business:**

- a. **Services for Teens.** Library Director Lisa Rosenblum provided details of the changes that have occurred with regard to the provision of library services to teens. The enhancements include additional Youth Services staff, an increase to the young adult materials budget, and a designated Teen Space at the Main Library that includes computers arranged for use in the manner in which teens utilize them. Young Adult Librarians Shawna Sherman and Rob Spitzel were introduced to the Commission, provided a PowerPoint presentation and narrative on the provision of "Teen Programming That's Relevant" at the Main and Branch Libraries, and responded to questions and comments that were raised. Council Member Quirk commented that he has been attending Library Commission meetings for ten years, and found the Teen Programming presentation to be the most exciting one that he has seen.

8. **Old Business**

- a. **Planning Process for New Main Library.** The Library Commission will meet on January 22, 2008 in a joint meeting with the City Council, at 5:30 PM in Room 2A of City Hall. The Community Analysis, prepared by Kathy Page of Page + Moris, will be discussed and copies of the report will be available to the Library Commission in advance of the meeting. The purpose of the Community Analysis is to develop a profile of the Hayward community and identify its library service needs. It includes a demographic profile and a summary of current library service levels (collection size, circulation, seating capacity, technology access, programming activity and similar indicators of the amount and quality of library services), a summary of community input received through focus groups and a community survey conducted in Fall 2007, identification of library service needs, both current and through the year 2030, and space and service level recommendations for the Hayward Public Library. The Library Commission will not meet in regular session in January 2008.
- b. **Budget Update.** City Departments have been instructed to submit budgets with a 6% cut for the coming fiscal year. For the Library Department, that represents @\$220,000, which is significant. Council Member Quirk advised the Commission that the Council will be meeting on January 29, 2008 to review the mid-year budget. It was noted that members of the Friends of the Library and Hayward Library Commission planned to attend the meeting.

9. **Library Director's Report.** The Library Director reviewed with the Commission the information contained in the Library Department monthly statistical report. She noted that approximately 40% of the Library Services Survey respondents indicated they came to the library for media. The library's circulation statistics showed that about 40% of all circ is in media items. When comparing circulation statistics from November 2002 to November 2007, there is a 35% increase.

The Library Director has been selected to participate in the Leadership Conference, scheduled in March at the Public Library Association Conference in Minnesota.

10. **Library Commission Report.** Commissioner Greenne attended the Ralph Nader movie program. She is involved with one of the book discussion groups and commented on the liveliness of their sessions. Commissioner Harrison is also a member of one of the book discussion groups. She reminded Commissioners to save March 1, 2008 for a CALTAC workshop, as announced in a recent mailing.

11. **City Council Liaison Report.** Council Member Quirk provided an update on the City Council's recent selection of Godbe Research, Inc. and Bonnie Moss for a Community Needs Survey and Communication Strategy. He commented on the mid-year budget review scheduled on the City Council work session agenda for January 29, 2008.
12. **Agenda Building.** Commissioners suggested the following items be considered for inclusion on future agendas:

Budget - the evolving process
Discuss City Council meetings of January 22 and 29, 2008
March meeting will be held at Weekes Branch Library
13. **Adjournment.** The meeting was adjourned at 8:16 PM.

CITY OF HAYWARD
Library Commission and City Council
Joint Work Session
January 22, 2008

Hayward City Hall
777 B Street, Hayward
Room 2A

5:35 - 6:40 PM - Community Analysis Report presented by Library Director

The Library Commission and Hayward City Council met in joint worksession for the purpose of a presentation by the Library Director on the Community Analysis Report.

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Elsa Glines	X	5	0	
Kelly Greenne	X	5	0	
Judy Harrison	X	4	1	