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**HAYWARD**  
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**CITY OF HAYWARD LIBRARY COMMISSION**  
Library and Neighborhood Services Department  
Hayward Public Library  
Administrative Office  
835 C Street, Hayward

November 17, 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 October 20, 2008**

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 comment 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. Discussion of site recommendation for new downtown Main Library

8. **Library Director's Report**

Report on library activities and statistics.

9. **Library Commission Report**

Report on Library activities in which Commissioners have been engaged.



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 LIBRARY COMMISSION - Agenda**

Library and Neighborhood Services Department

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**10. City Council Liaison Report**

Report on City matters that are of pertinence to the Library Commission.

**11. Agenda Building**

Consider items for inclusion on the Library Commission Agenda for coming months.

**12. Adjournment**



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**Minutes of the Library Commission Meeting**  
Library and Neighborhood Services Department

Hayward Public Library  
Administrative Office  
835 C Street, Hayward

**October 20, 2008**

1. **Call to Order.** Commission Chair Linda Bennett called the meeting to order 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	1	0	1
Lisa Brunner	X	1	0	1
Jessica Fields	X	1	0	1
Natalie Forrest	X	1	0	1
Kelly Greenne	X	1	0	1
Judy Harrison	0	0	1	1
Monica Schultz	X	1	0	0

Library Staff: Lisa Rosenblum, Director of Library and Neighborhood Services  
Linda Atwater, Administrative Secretary

Council Liaison: City Council Member Bill Quirk

4. **Approval of Minutes of Meetings of June 16, 2008 and September 6, 2008**  
  
**Board Action:** It was moved and seconded (Greenne/Forrest) to approve the minutes of the meetings of June 16, 2008 and September 6, 2008 as submitted. Motion unanimously carried.
5. **Public Comment.** No public comment.
6. **Friends of the Library Report.** The next Bigger than Usual Book Sale is scheduled for November 7-8, 2008 (book marks were distributed). The Board will not meet in November, due to the Literacy Volunteer Recognition Event scheduled for November 12, 2008.

**7. New Business:**

**a. Introductions and Welcome New Library Commissioner, Monica Schultz.** Commissioners welcomed newly appointed Commissioner Monica Schultz and around the table introductions were made.

**b. Election of Officers for FY 2009.**

**Board Action:** It was moved and seconded (Brunner/Fields) to nominate Linda Bennett to continue service as Library Commission Chairperson for FY 2009. Nominations closed and motion unanimously carried.

**Board Action:** It was moved and seconded (Brunner/Fields) to nominate Judy Harrison to continue service as Library Commission Vice Chairperson for FY 2009. Nominations closed and motion unanimously carried.

**8. Library and Neighborhood Services Director's Report.** The Director provided comment on the Ten Year (1998-2008) Statistical Overview that was included in the Commission agenda packet, noting that circulation and gate count numbers continue to rise. For FY 2008, total circulation was 958,145 and the gate count 628,883. Children's programs and attendance have greatly increased. For FY 2008, the 1,181 programs offered realized an attendance of 20,832. Computer usage is also very high, with 131,921 users signed on for use during FY 2008.

Adult programming activities have been a focus the past few years, with 240 programs scheduled in FY 2008. There is a nationwide trend in library service, in that customers are not coming to libraries to ask informational questions. Therefore, the Adult Services Librarians have moved away from the traditional reference role and into more of a programmer's role. They are using their expertise to reach out into the community and provide programs on topics of interest.

Responding to a question concerning the budget and staffing levels, it was noted that two employees in part-time positions (Library Assistant and Librarian II) took advantage of the early retirement incentive that was offered. In addition, there are several vacant Library Page positions. The Director acknowledged that there were position vacancies in all departments of the City, and that each department had taken cuts during the budget process. The City Manager reviews all department requests to fill position vacancies.

During the past month, Director Rosenblum met with the new Director of Cal State University-East Bay, Linda Dobb. She also attended the Hayward Area Recreation District Strategic Planning session. She commented that there was much to discuss at the session with HARD, especially with regard to teens and the need for both space and teen programming in the downtown area.

As Director of the recently merged Library and Neighborhood Services Department, Ms. Rosenblum has been meeting with her new staff and managers, and is working through a process similar to one done nearly three years ago, when she first came to the Library. She is looking at how services are delivered in the Neighborhood Services Division, and for ways in which efficiency and effectiveness might be increased. The management staff of the Library and Neighborhood Services Department meets monthly, and meetings of the entire staff are scheduled three times a year. A new Neighborhood Partnership Manager has been hired.

The Department has received a federal earmark in the amount of \$264,318 to provide after-school tutoring services in study centers at the Main and Weekes Branch Libraries over the next four years. The study centers will be equipped with dedicated laptop computer labs, direct assistance to students from trained tutor volunteers, and tutoring assistance offered through the *Live Homework Help* service

provided by Tutor.com. A program coordinator will be contracted to oversee the program and ensure consistency with the curriculum of local schools. Academic support will address the needs of students in grades 4-12 in a range of subject areas including Math, Science, English and Social Studies; and will be offered on demand to all interested students. The services provided will be designed to supplement, complement and be consistent with the lessons being taught in students' schools, and parents will be assisted so that they can support their students at home.

City Council Member Bill Quirk questioned the statistics reported for the Literacy Plus Program, noting that the number of volunteer tutors, learners, and hours of instruction have decreased. Director Rosenblum responded that there were several factors to consider. The Literacy Plus program was developed 20 years ago, and over the years, there has been a change in the demographics of the community. With this change, the services being sought by members of the community have changed as well. Many requests are received for ESL instruction. However, the State funded program is intended for learners of English, and specifically prohibits any resources being used for ESL instruction. There is a need for people to take an ESL class that will prepare them for classes to increase their English language ability. To that end, the Library offers English conversation groups at Weekes Library, where people can come in and practice their English language skills and the Hayward Area Adult School teaches classes at the Weekes Library. In addition, a BALIS Innovations Grant has been received to teach Spanish literacy skills, prepare students for ESL classes, and subsequently into the Literacy Program.

Sean Reinhart provided the additional explanation, in that similar to the inclusion of event attendance figures in the programming statistics, the number of tutors listed in previous years was slightly inflated. Tutors who were not active were still being counted and those records were purged this year to provide a more accurate reflection of what the program is doing.

**9. Library Commission Report.**

- a. **Summarize CALTAC Board Effectiveness Workshop.** A transcription of the notes recorded during the brainstorming session of the workshop was included in the agenda packet and discussed by Commissioners. It was noted that one of the ideas was for a member of the Commission to speak during the Public Comment agenda item at City Council meetings. Commissioners could provide announcement of an upcoming program or event, such as The Big Read.

Three Commissioners attended the "No Child Left Behind" program held at the Library, cosponsored by the Eden Area League of Women Voters, Association of University Women, and Friends of the Hayward Public Library. Director Rosenblum commented that the Library is pleased to partner with community agencies on programming activities. The recent Election Program at the Main Library, was the result of a partnership between the Library and the Eden Area League of Women Voters.

Director Rosenblum asked the Commission to consider receiving their monthly agenda packet in PDF format. Commissioners supported "going green" and this will become effective with the November agenda packet.

Commissioner Jessica Fields will be out of town and unable to attend the November 2008 meeting.

- 10. City Council Liaison Report.** Council Member Quirk provided an update on the funding possibilities for a new main library. The planned ground breaking for the power plant, which would provide \$10 million, was delayed due to a lawsuit that has been filed, which will be examined by the EPA. Another \$5 million would come if the radio tower is installed on the site of the former disposal grounds. That project is on hold, as the land was purchased with state funds, and permission needs to be obtained from the state for placement of the antenna.

The City Council will hold a mid year budget review. With all of cost cutting that was done, the deficit for FY 2008 was considerably less than was earlier projected. Director Rosenblum observed that much credit goes to the City Manager and the City Council. Because of the City Manager's conservative and aggressive stance, and the support of the Council in this regard, Hayward is in a better financial position than other cities.

Hayward's "Cinema Place" opens this weekend.

11. **Agenda Building.** Commissioners suggested that ideas brainstormed during the CALTAC workshop be incorporated into future Library Commission agendas. It was suggested that when special programs are scheduled, such as The Big Read, a Commissioner could promote the event during the City Council Public Comment Agenda item. As the manager responsible for many of those upcoming special programs, the Adult and Literacy Services Manager, Sean Reinhart, was asked to attend Commission meetings. As well, a future agenda will include an overview of those services. In response to a question, Director Rosenblum advised the Commission that when there was information to report on the subject of a new main library, this item would be placed on the agenda.
12. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 7:44 PM.