



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

January 26, 2009
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 15, 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. Old Business

- a. Planning Process for New Main Library

8. New Business

- a. City Financial 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.

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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.



Minutes of the Library Commission Meeting
Library and Neighborhood Services Department

Hayward Public Library
Meeting Room
835 C Street, Hayward

December 15, 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	3	0	1
Lisa Brunner	X	3	0	1
Jessica Fields	X	2	1	1
Natalie Forrest	X	3	0	1
Kelly Greenne	0	2	1	1
Judy Harrison	X	2	1	1
Monica Schultz	X	3	0	0

Library Staff: Lisa Rosenblum, Director of Library and Neighborhood Services
Sean Reinhart, Supervising Librarian, Adult and Literacy Services Manager
Linda Atwater, Administrative Secretary

Council Liaison: City Council Member Bill Quirk

4. **Approval of Minutes of Meeting of November 17, 2008**

Board Action: It was moved and seconded (Harrison/Brunner) to approve the minutes of the meeting of November 17, 2008 as submitted. Motion unanimously carried.

5. **Public Comment.** Commissioner Forrest expressed concern with regard to the negative remarks made about the downtown, during the November meeting where the Commission discussed library expansion. In particular, she was disturbed about the comments regarding the homeless population. Commissioner Forrest spoke of the organizations and individuals working to help with the situation. Efforts are also being made to bring activities, events, and businesses into the downtown area, that will get people out and walking in the downtown.

6. **Friends of the Library Report.** During the month of November, the Friends raised over \$4700. As previously reported, \$3500 was from the Big Book Sale held November 7-8, 2008. The three hour Saturday book sale on November 22 raised \$657 and Marge Keller sales (which also include the sale of discs, ear buds and flash drives) raised \$705. Next month, the Friends will hold one book sale, on Saturday, January 24, 2009. The Friends are co-sponsoring *An Evening with Author Gail Tsukiyama* on Tuesday, February 3, 2009, 6-8 PM at the Main Library. The Board of Directors recently approved a staff request for purchase of another children's literacy computer.

7. **Old Business:**

a. **Planning Process for New Main Library.** Director Rosenblum provided an update on activities with regard to the planning process for the New Main Library. Last month, the Library Commission recommended Site Option B (the urban design located on the parking lot property across the street), to include plans for the development of the vacated park site. The Director conducted a focus group meeting with representatives from HARD, Hayward Police Department, City's Landscape Division, and the Architect, to offer suggestions and discuss concerns if the library property were to become a central park without a building on the site.

A worksession is scheduled with the City Council on February 3, 2009, and the architect has been asked to present Option A, Option B, and Park Option C. Option C will provide a conceptual idea of what could be done in the park. The City Council will be asked for their recommendation on how to proceed. It was acknowledged that citizens have expressed concern about moving forward with project planning, where there is no money to fund the project. It was recognized that it is important to continue in the planning process, so that the project is poised and ready to go, when funding does become available. Council Member Quirk provided comment on possible funding sources, including the power plant, antenna tower placement project, and a ballot measure.

8. **New Business**

a. **Report on Friends and Foundations Workshop.** Sean Reinhart provided report on his attendance of the workshop titled Friends and Foundations - New Partnerships/New Models, held during the recent California Library Association (CLA) conference. Panelists included representatives from the Friends of the San Francisco Public Library, and the Peninsula Friends of the Library (Palos Verdes). By definition, Friends groups are grassroots-based, volunteer driven organizations that engage in advocacy and modest fundraising efforts and connect with the community through membership programs. Foundations generally raise significant capital and/or programmatic funding, often acting as the fundraising arm of the Library. Blending the two into a merged Friends and Foundation offers a spectrum of programs and services for both the Library and the community. He cited examples of the projects accomplished by both of the organizations, and offered to provide copies of the workshop materials to Commissioners.

b. **Set Meeting Calendar for 2009.** Commissioners discussed making adjustments to the meeting calendar for 2009, when the regular meeting date (3rd Monday of the month) fell on a holiday.

Board Action: It was moved/seconded (Fields/Schultz) to set the Library Commission meeting calendar for 2009 as follows:

January 26 (as January 19 is a holiday), February 23 (as February 16 is a holiday), March 16, April 20, May 18, June 15, July/August – on hiatus, September 21, October 19, November 16, December 14 (changed from December 21)

Motion unanimously carried.

9. **Director of Library and Neighborhood Services Report.** Director Rosenblum commented on the continued increase in library use and circulation, as reported in the monthly statistical report. She noted that library use in general increases during times of economic downturn in communities.

Due to a federal earmark of funds, the Library and Neighborhood Services Department received a grant award in the amount of \$264,318 from the Department of Education, to provide after-school tutoring services in designated study centers at both libraries over the next four years. The study centers will be equipped with dedicated laptop computer labs (twenty five lap top computers will be purchased). Students will receive direct assistance from trained tutor volunteers, and also through the *Live Homework Help* service provided by Tutor.com. A program coordinator will be contracted to oversee the program. 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.

Along with other employees in the City, the Library staff will be on an unpaid furlough effective December 22, 2008 and returning to work on January 5, 2009. However, employees will receive a paycheck for this time period, with deduction for the furloughed hours made over the course of the remainder of the fiscal year. Library borrowing policies have been adjusted, so that no materials are due during the closure, nor will fines accrue during that period. The book boxes will be locked so that materials are not returned, as there will be no library staff working during the furlough to empty the book boxes.

Departments have been asked to look at service reductions that would become effective April 2009. The City's Executive Team will meet early in January to discuss the possible cuts that could be made. Director Rosenblum noted that for the Library, there was not much that could be cut except personnel. Approximately 80% of the Library services budget goes for personnel.

For Fiscal Year 2010, the City is looking at a 10% reduction in the General Fund, and all Departments, including Police and Fire, have been asked to cut 10% from their budgets. For the Library and Neighborhood Services Department, some funding is not from the General Fund. In the Neighborhood Services Division, there are CDBG and Paratransit funds, and therefore, those funds are not included in the total that has to be cut. The recommendations that are prepared by the departments will be presented to the City Manager, and then taken to the City Council.

Director Rosenblum acknowledged that the City Manager is very fiscally responsible, and will not let Hayward find itself in a situation like that of the City of Vallejo. Accordingly, there are some tough choices and difficult decisions that will need to be made.

The City of Hayward has begun the process of updating its General Plan Housing Element. As requested by Planning Division staff, Director Rosenblum distributed copies of the Housing Needs Survey to Commissioners, and advised them that the survey is also available on the City's website.

10. **Library Commission Report.** Commissioner Fields recapped positive comments shared with her during a recent social function, regarding the popularity of the Hayward Public Library with teenagers. Commissioner Harrison provided enthusiastic report on the library's "Mysterious California" event series. The series is sponsored by California Center for the Book. Commissioner Harrison participated in the recent California School Library Association Conference and reported on a session she attended "Joint Youth Library." Commission Chair Bennett noted that several individuals have told her that they felt there was no need for a new main library, but instead recommended satellite libraries. Director Rosenblum commented that if the existing library building, built in the early 1950's, were not in such a state of deterioration, looking at branch libraries would be the direction to take.
11. **City Council Liaison Report.** City Council Member Quirk recommended an upcoming program, a discussion on *Kabul Beauty School* by Deborah Rodriguez, who went to Afghanistan and joined the Kabul

Beauty School. He noted that her book presents the remarkable tale of an extraordinary community of women.

Council Member Quirk serves on the Council Budget Committee, and provided comment on recent discussions of that committee. He noted that $\frac{1}{4}$ of the City Budget is for Fire Services and $\frac{1}{2}$ is for Police Services. When taking into consideration the fact that $\frac{3}{4}$ of the City's administrative functions are dedicated to Police and Fire Services, 80% of the budget is for the purpose of public safety. Unless something is done, everything will need to be cut. A ballot measure would be the best hope for not having cuts in Police, Fire, Library and other city services.

Council Member Quirk provided overview of the steps to be taken if the decision were made to bring something to the ballot. A fiscal emergency would need to be declared, which requires seven votes from the City Council. There are a variety of tax measures that can be considered, including a utility tax, increased sales tax, and increased property transfer tax. He acknowledged that an increased sales tax would put local businesses at a disadvantage, and the property transfer tax is unreliable, and actually goes down when the most help is needed for cities. Council Member Quirk commented on the importance of being prepared to conduct a campaign, and the value of volunteers in such a campaign.

Council Member Quirk reminded Commissioners of the attendance requirement for those who serve on the City's Boards and Commissions. He asked that Commissioners try not to miss more than two meetings during the course of the year.

12. **Agenda Building.** Commissioners and staff suggested items for posting to future agendas, including continued reports on the Planning Process for a New Main Library, updates on The Big Read and the After School Homework Help Program, Budget Update, recap of February 3, 2009 City Council worksession, planning for Commissioners to provide Public Comment at City Council meetings, and providing input at the mid year budget review. A question was raised about a tour of the Early Learning with Families (ELF) program set-up. Director Rosenblum responded that the sessions, scheduled during the morning hours at the Main Library, require the set-up of many play structures and toys. Commissioners are welcome to make arrangements to view one of the ELF sessions by contacting Jennifer Wu, Youth Services Manager. As well, Ms. Wu could be asked to attend a Commission meeting to provide an update on the ELF programming activities.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 7:40 PM.