



CITY OF HAYWARD LIBRARY COMMISSION

Main Library Meeting Room
835 C Street, Hayward, CA 94541
December 16, 2013
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 September 16, 2013**
5. **Public Comment**

This 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 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. **Office of the City Attorney: Brown Act, Conflict of Interest Rules, and Attendance Presentation**
7. **Report from the Director of Library and Community Services**
8. **New Business**
 - 21st Century Library and Community Learning Center
9. **Friends of the Hayward Public Library Report**
10. **Library Commission Reports**
11. **City Council Liaison Report**

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
 Weekes Branch Library
 Patrick Ave, Hayward, CA
September 16, 2013

1. **Call to Order:** Commissioner Bufete called the meeting to order at 6:40 p.m.
2. **Pledge of Allegiance:** Commissioners recited the Pledge of Allegiance and a moment of silence for the victims of the D.C. Naval Yard shooting.

3. **Attendance: X=Present 0=Absent**

Commissioner	Attendance this Meeting	Present to Date Regular Meetings	Absent to Date Regular Meetings	Attendance Special Meetings
Linda Bennett	X	1	0	0
Lisa Brunner	X	1	0	0
Peter Bufete	X	1	0	0
Kelly Greenne	X	1	0	0
Kari McAllister	X	1	0	0
Iris Murillo	X	1	0	0
Pedro Reynoso	X	1	0	0

City Staff: Sean Reinhart, Director of Library and Community Services
 Rachael McNamara, Admin. Secretary for Library and Comm. Services

4. **Approval of Minutes of Meeting of June 17, 2013 and July 15, 2013**
 It was moved and seconded to approve the meeting minutes June 17, 2013 and July 15, 2013.
5. **Public Comment.** No public comments were made.
6. **City Council Liaison Report.**
 City Council has passed a balanced budget for the third time in a row, using minimal amount of reserves thanks to the utility users tax which sunsets in 2019. Labor negotiations are ongoing and Council continues to work towards a resolution. Commissioner Greene asked if the adopted budget included a raise for union employees. Councilman Salinas stated that the budget did not include a raise for City employees.

Hayward Library Commission

September 16, 2013

Page 2 of 2

Councilman Salinas stated he has been receiving lots of feedback from residents contacted for the poll regarding funding of the 21st Century Library and Community Learning Center. The City will receive the results from the polling soon.

7. Report from the Director of Library and Community Services.

The acquisition of the strip of property owned by the USPS needed for the 21st Century Library project is proceeding apace and will be going to council for final approval in the near future. Resident polling to assess support for the new library and other unfunded City facility projects is underway.

8. Report from the Friends of Hayward Public Library

The FoHPL has created a new scholarship for Hayward library employees who are pursuing a Master's degree in Library and Information Science. FoHPL is working with other stakeholders to form a PAC in order to assist in the campaign for the 21st Century Library project. FoHPL also plan to host a candidate forum in advance of the June elections.

9. Report from the Director of Library and Community Services.

Commissioner Greenne went to the Author Night for the book *Language of Flowers*, which is also the title from World Book Night that the Hayward Public Library participated in.

Commissioner Greenne also mentioned that she has not seen any drop in crime in her neighborhood and she is concerned voters will choose to fund police services rather than the library at the polls.

Commissioner Reynoso agreed with Greene's comments regarding crime in much of Hayward. Crime abatement was the number one priority at a recent South Hayward Community Meeting, while residents at that meeting felt that a new library is at the bottom of their list of concerns.

10. Agenda Building

- Review of polling results and discussion of next steps
- Mid-year budget review (when available)
- Review of library programs – literacy council, teen programs, etc.

11. Adjournment:

The meeting adjourned at 7:51 PM



TO: Boards and Commissions and Keep Hayward Clean and Green Task Force

FROM: Maureen Conneely, Assistant City Attorney

SUBJECT: Review of the Brown Act, Attendance Policy and Conflict of Interest Rules

This memorandum presents a broad overview of the Brown Act, the City Council’s attendance policy and conflict of interest regulations for the City’s Boards and Commissions and the Keep Hayward Clean and Green Task Force.

Ralph M. Brown Act

The Ralph M. Brown Act (“Brown Act”) is California’s “sunshine” law for local governments. Based upon state policy that the people must be informed so that they can maintain oversight of their government, the Brown Act requires that all meetings of the legislative bodies of a local agency be open and public, unless an exception exists. The City Council and all the City’s boards and commissions, including the Keep Hayward Clean and Green Task Force, are legislative bodies for purposes of the Brown Act.

Meetings: Under the Brown Act, a meeting is any congregation of a majority of the members of a legislative body at the same time and the same place to hear, discuss or deliberate on any item that is within the subject matter jurisdiction of the local agency. All deliberations during a meeting of the legislative body must be conducted in open session. The Brown Act, however, does not limit individual contacts between a member of the legislative body and any other person, except in the context of "serial meetings" which are discussed below. The Brown Act also permits the majority to attend a social gathering, provided that agency business is not discussed.

Under the Brown Act, the public has a right to address the City’s legislative bodies at any meeting on any topic that is within that body’s subject matter jurisdiction. However, the City has the right to limit public speech through the imposition of agendas and rules of order and decorum.

Discussing Items Not On The Agenda: While the Brown Act generally prohibits acting on or discussing items not on the posted agenda, it allows the following actions:

- Brief responses to statements made or questions posed by persons exercising their public comment rights.
- Questions of staff or the speaker for clarification.
- Brief announcements.
- Brief reports on Commissioner or Board Member activities.
- Referrals to staff for additional information or action.
- Reports back to the Board or Commission on any matter.
- Direction to staff to place a matter of business on a future agenda.

While neither the legislature nor the courts have provided guidance on what a “brief” statement, comment, announcement or report may be, discretion dictates that the remarks be completed within a few minutes. Caution should be used to avoid any discussion or action on an item that has not been agendaized.

Technological Communications and Serial Meetings: The Brown Act applies to all meetings of the City’s legislative bodies. One of the most frequently asked questions about the Brown Act involves serial meetings. The serial meeting may be a "daisy-chain" style meeting in which one member contacts another member and that member contacts a third member who then contacts a fourth member, etc., until a quorum has been reached. Another type of serial meeting is the hub-and-spoke meeting, in which one member or a staff person contacts all other members. The Brown Act is violated if several one-on-one conferences leads to a discussion, deliberation or action by a majority of the members of the legislative body. Communications among a majority of members in person or through e-mail, text, telephone or participation in an on-line forum (“blogs”) may result in a "meeting" for purposes of the Brown Act.

Remedies for Brown Act Violations: The District Attorney or any interested person can file a civil action to compel a local agency to comply with the Brown Act. Persons who wish to invoke the Brown Act's civil remedies must first provide the legislative body notice and an opportunity to cure its actions. An interested person who successfully invalidates a legislative body's action can recover attorney's fees and costs from the local agency (not the individual members). However, a violation of the Brown Act by a member of the legislative body who acts with improper intent is punishable as a misdemeanor. The member must intend to deprive the public of information to which the member knows or has reason to know the public is entitled in order to be found guilty of a misdemeanor.

Attendance Policy

The City's Charter requires that the appointed members of the City's boards, commissions and task force comply with some attendance standards. Under the Charter, if a member is absent for three consecutive regular meetings, then that member's seat shall be declared vacant by the City Council. The City Council also adopted Resolution No. 87-323, which requires that the appointed members shall be required to attend not less than 75% of all regular meetings. Attendance records are reviewed each year by the City Council, and the failure to meet the attendance requirements may result in the removal of a member from his or her appointed position by the City Council. A copy of Resolution No. 87-323 is attached.

Conflicts of Interest

Public officials, including members of the City's boards, commissions and the Keep Hayward Clean and Green Task Force, are governed by several different conflict-of-interest laws. The most comprehensive conflict of interest rules are enacted by the Fair Political Practices Commission (FPPC) and derive from the California Political Reform Act. Common law conflict-of-interest rules also may preclude a public official from acting in a manner that creates an appearance of impropriety.

The FPPC conflict-of-interest analysis involves answering a series of questions:

- (1) Are you a public official?
- (2) Are you making, influencing or participating in a governmental decision?
- (3) What are your economic interests?
- (4) Are your economic interests directly or indirectly involved in the governmental decision?
- (5) Are your economic interests material?
- (6) Is it reasonably foreseeable that the materiality standard will be met by the governmental decision?
- (7) If you have a conflict of interest, does the "public generally" exception apply?
- (8) If you have a disqualifying conflict of interest, is your participation legally required?

Members of the City's boards, commissions and the Keep Hayward Clean and Green Task Force are public officials who participate in governmental decisions, either directly or in an advisory capacity. Economic interests include real property (owned or leased), businesses, investments, gifts, salaries and other sources of income belonging to you or your immediate family. For example, if an applicant is the source of \$500 in income to you - either personally, or through a family member or a business that you own - in the 12 months prior to the time of your action on an applicant's application, you likely have a conflict of interest on that particular application. Generally speaking, public officials are precluded from participating in a decision if they own property that is within 500 feet of the property that is the subject of the action.

Once the public official determines that a conflict of interest exists, the public official must publicly identify the economic interest involved, including specific details about the economic

interest. For real property, this means the location of the real property must be disclosed, unless it is the public official's residence. This disclosure must be done after the announcement of the agenda item but before discussion of the item. The public official must then immediately leave the room.

An overview of conflicts regulations prepared by the FPPC is available either on-line at www.fppc.ca.gov or from City staff. Violations of the Political Reform Act may result in fines and/or criminal, civil or administrative proceedings. As the conflict of interest analysis is both factually and legally intensive, it is always wise to consult with the City Attorney's office in advance so that a thorough review can be conducted.

FPPC Form 700

California law and the City's regulations require that members of the City's boards, commissions and the Keep Hayward Clean and Green Task Force periodically file a Statement of Economic Interest, also known as a Form 700. The information that must be disclosed on the Form 700 is determined by the disclosure categories to which the member's board, commission or task force has been assigned. The City's conflict of interest code and its disclosure categories are established by the City Council and reviewed every two years.

Every City board, commission and task force member is required to file a Form 700 upon assuming office, annually thereafter, and upon leaving office. Because the types of disclosure varies, as do the economic interests of the City's appointed officials, it is beyond the scope of this memorandum to discuss Form 700 specific requirements. The FPPC has prepared a reference pamphlet to assist public officials in completing the form, and staff in the City Clerks' office and the City Attorney's office are available to answer questions. The City Clerk's office will notify members when a Form 700 filing is due.

HAYWARD CITY COUNCIL

RESOLUTION NO. 87-323 C.S.

Introduced by Councilmember WARD

RESOLUTION ESTABLISHING POLICY WITH REGARD
TO BOARD AND COMMISSION ATTENDANCE AND
RESCINDING RESOLUTION NO. 87-011 C.S.

WHEREAS, the City Council of the City of Hayward feels that the role of boards and commissions as advisory agencies to the City Council is invaluable; and

WHEREAS, the importance of the function they serve cannot be overemphasized; and

WHEREAS, Section 905 of the City Charter in part provides that if members of a board or commission absent themselves from three consecutive regular meetings of the board or commission without permission, their offices shall become vacant and shall be so declared by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the following policies concerning the attendance of board and commission members at meetings of the board or commission upon which they serve shall be adopted:

- (1) Members of boards or commissions shall be required to attend not less than 75% of all regular meetings held;
- (2) In compliance with the City Charter, failure by a member to attend three consecutive regular meetings of a board or commission will be cause for Council declaring the member's position vacant;
- (3) Boards and commissions shall not excuse or otherwise grant permission to their members to be absent from any future regular meeting of the board or commission;
- (4) Attendance records will be reviewed by the City Council in June of each year based on the previous 12-month period (June 1 through May 31), except for appointments effective July 1st or thereafter.
- (5) The City Council will remove or not reappoint any board or commission member who has failed to

attend at least 75% of all regular meetings held during the 12-month period noted in paragraph (4) above, unless, upon the appeal of a board or commission member that is filed within seven (7) days of notification that such attendance requirement has not been met, the City Council determines that a lesser attendance record is the result of unusual and excusable circumstances. Examples of unusual and excusable circumstances that may, but need not, result in retention of a board or commission member include a comparatively infrequent meeting schedule of the board or commission upon which the member serves over the 12-month period; absences that result from the member's attendance at other City-sponsored or City-endorsed functions that conflict with a board or commission meeting time; and the illness or injury of a family member that required the absence of the board or commission member from the City. In all cases in which the City Council considers the appeal of a board or commission member under this paragraph, the Council shall take into account the attendance of the board and commission member for the entire period that the member has served on City boards and commissions and the likelihood that the member's current year attendance will meet the 75% attendance standard in the future.

BE IT FURTHER RESOLVED that Resolution No. 87-011 C.S. is hereby rescinded.

IN COUNCIL, HAYWARD, CALIF. November 10, 1987

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCILMEMBERS: JIMENEZ, BRADLEY, CAMPBELL, BRAS, SWEENEY, WARD

MAYOR: GIULIANI

NOES: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

ATTEST: Angelina M. Reyes
Acting City Clerk of the City of Hayward

AT YOUR LIBRARY!

Issue # 3

Winter 2013

The Power of Literacy

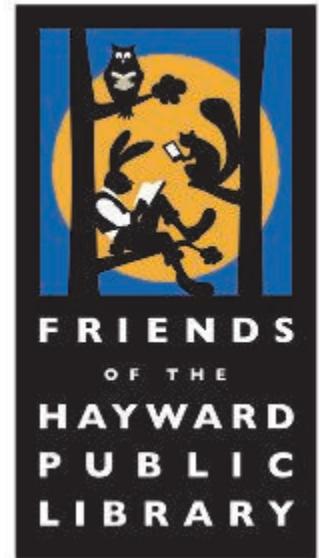
Did you know that one in five American adults lack basic literacy skills, and nearly one in twenty can't read or write at all? The *National Assessment of Adult Literacy*, a major study of literacy levels in America found that twenty-two percent of American adults read below the 8th grade level, and approximately five percent read below the third grade level or not at all.

In Hayward alone this means that up to 25,000 adults in our city read and write below the 8th grade level, and nearly 5,000 adults are functionally illiterate.

When this many people can't read effectively, or fill out a job application, or help their children with their schoolwork, or read and understand health information, our community and local economy suffers immensely. From lost and unrealized earning potential, to the long-term strain on our safety net services, illiteracy impacts the entire community.



Hayward Public Library is working to turn this trend around, one learner at a time, through our volunteer-driven Literacy Plus program. Our dedicated corps of over 100 skilled volunteer tutors provide quality 1:1 tutoring that transforms lives and helps build a stronger community. Since 1985, we have helped hundreds of adult learners achieve their literacy goals. Yet there remain nearly 25,000 Hayward adults in need of literacy training. Imagine what we could do with more volunteers, more learning spaces, and more support. To learn more what you can do to help bring the power of literacy to Hayward, please see page three.



INSIDE THIS ISSUE

- Judy's Jottings.....2
- Education & Lifelong Learning.....3
- For Children Ages 6 & Under.....4
- For Children in Elementary School.....5
- For Middle School & High School.....6
- Special Events.....7
- Learn Something New.....8
- Book Discussions.....9
- Community Information...10
- Staff Member Profile.....11

Main Library

835 C St
Hayward, CA 94541
Phone: 510-293-8685

Weekes Branch Library

27300 Patrick Ave
Hayward, CA 94544
Phone: 510-782-2155

Library Hours

Monday, Tuesday, Wednesday	11 am - 8 pm
Thursday, Friday, Saturday	10 am - 5 pm

Website: <http://library.hayward-ca.gov>

Email: library@hayward-ca.gov

FRIENDS OF THE HAYWARD PUBLIC LIBRARY

JUDY'S JOTTINGS ...from the Friends of the Library

HAYWARD, HEART OF THE BAY OUR LIBRARY, HEART OF HAYWARD

Exciting and challenging times loom on the horizon for our library. We are on the brink of realizing a longtime dream of a 21st Century Library that will anchor downtown Hayward. What a thrill it will be to have a facility that is big enough to handle over 2 million clients per year. One that will provide much needed educational services to our 20,000 school age children through adequate homework help centers at the library and at every school in the district. This will be an invaluable resource for every citizen. It will provide the much needed technology to survive in fast-changing e-world. It will provide a world in which we connect to information through technology, print and in person.

Think of a safe place to meet friends and pursue your special interests. Think of an inviting place for a small meeting or a large show. Think of a venue for exhibits, lectures, community gatherings of every kind and size. Imagine

meeting authors, artists, scientists, and performers in a beautiful green space that faces the restored City Plaza.

How do we make this dream come true? We tell every single person we know about the importance of this 21st Century Library and Community Learning Center. We tell our City Council how important this is for the economic and intellectual growth of our city.

AND we keep those wonderful donations flowing in so that we can continue to fund the library's many programs. We are always looking for new or newish books, DVDs, videos suitable for children and adults. The Friends sell donated items at book sales and online. 100% of the proceeds go to support library activities, including the 21st Century Library & Community Learning Center. Thank you always for making our library the HEART of Hayward.



WE LOVE THE SEED LIBRARY

BY RICH & MONICA TAPIA

We have been gardening at our D Street home for twenty years. We plant everything from fruit trees, vegetables, succulents and flowers. We are excited to participate in the seed lending library.

Get ready for planting spring crops by checking out the seed lending library. We welcome volunteers to help process donated seeds, organize the seed catalog, help us organize garden workshops and community events, and more. To get involved, complete a volunteer application form. For more information, contact Sally Thomas: sally.thomas@hayward-ca.gov or 510-881-7700.

The seed lending library is sponsored by the Friends of the Library.



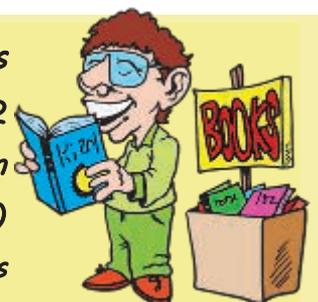
Books make great holiday gifts! Friends of the Library Book Sales

Saturdays—December 14 & 21, January 11 & 25, February 8 & 22

9:00 am-1:00 pm

Hayward Farmers Market (C St. & Watkins)

100% of proceeds support library programs



EDUCATION AND LIFE-LONG LEARNING

After-School Homework Support Center

Free drop-in homework assistance is currently provided by trained volunteer tutors at the Main Library, Weekes Branch Library, Park Elementary, Longwood Elementary, and Harder Elementary, every Monday-Thursday when school is in session.



Thanks to a unique collaboration between the City of Hayward and Hayward Unified School District, students at Lorin Eden Elementary, Southgate Elementary, Martin Luther King Jr., Middle School will also have free drop-in homework assistance at their school sites in the next two months. Homework Support will be expanding to Cesar Chavez and Winton Middle Schools in 2014. Stay tuned for more information!

Homework Support Centers (HSCs) feature homework and project supplies, on-site trained volunteer tutors for homework assistance,



and access to our free real-time tutoring program, Tutor.Com.

Park Elementary HSC

Monday, Tuesday, Thursday: 2:45-4:45 pm
Wednesday: 12:30-2:30 pm

Longwood Elementary HSC

Monday, Tuesday, Thursday: 3:00-5:00 pm
Wednesday: 12:30-2:30 pm

Harder Elementary HSC

Monday, Tuesday, Thursday: 3:15-5:15 pm
Wednesday: 12:15-2:15 pm

Main Library & Weekes HSCs

Monday-Wednesday: 3:30-5:30 pm
Thursday: 3:00-4:30 pm

For more information, or to learn more about how you can get involved, please contact Lindsey Vien, Education Services Coordinator, at (510) 881-7535 or email Lindsey.Vien@hayward-ca.gov.

Literacy Plus - Services for Adults

Free Reading Tutoring



Do you or someone you know have trouble...

- ... reading to a child?
- ... reading the paper?
- ... filling out job applications?

Literacy Plus can help.

A trained tutor can teach those who qualify one-to-one, for free.

You can get free tutoring if:

- You are 18 or older
- You are out of high school
- You can speak English
- You read below 8th grade level
- You never went to college

To find out more, call (510) 881-7910 or email literacyplus@hayward-ca.gov

English Conversation Circles

Practice and improve your English conversation in a relaxed and friendly environment. Classes are FREE! No registration is needed and drop-ins are welcome.

Main Library

Fridays
3:30 - 4:30 pm

Day Labor Center

680 Tennyson Road
Mondays-Thursdays
5:00 - 7:00 pm



Weekes Library

Saturdays
10:15 - 12:00 noon

La Familia Center

22366 Fuller Avenue
Tuesdays
5:00 - 7:00 pm

Become A Tutor!

Literacy Plus is accepting applications for volunteer tutors to assist adults improve their basic literacy skills, increase their knowledge, and develop their potential. New tutor orientations will be held on Jan 13 and Jan 21, 2014.

Volunteers must be at least 18 years old. For information and application, call (510) 881-7910.

For Children Ages 6 and Under

Top 5 Reasons to Come to Storytime

1. Children are read to during their early years learn more words and are more likely to learn to read at the right time.
2. Reading, singing, and playing together is a great way to bond.
3. You'll learn new songs, stories, and fingerplays to do together at home.
4. You and your child will both make new friends.
5. It's fun!



LEARN AND PLAY // APRENDE Y JUEGA EN ESPANOL

Ages 0-36 Months (English Sessions) // Edades Nacimiento - 5 Anos (Español)

A one-hour child/caregiver program that helps children practice early literacy skills and social interaction with thirty minutes of songs, stories, and rhymes, followed by thirty minutes of constructive play time.

Un programa para niños y padres/tutor legal para ayudar a los niños a desarrollar habilidades de lectura a temprana edad e interactuar socialmente.



Advance registration required. Registro requerida.

Main Library 510-881-7945	Weekes Branch 510-293-5366	En Español 510-881-7943
Thursdays 10:15-11:15 Thursdays 11:30-12:30	Mondays 11:15-12:15	Principal Main Jueves 1:30-2:30 pm
Registration Dates Dec: Thurs, Nov 21 10 am Jan: Thurs, Dec 19 10 am Feb: Thurs, Jan 30 10 am	Registration Dates Dec: Mon, Nov 25 11 am Jan: Mon, Dec 16 11 am Feb: Mon, Jan 27 11 am	Sucursal Weekes Lunes 1:00-2:00 pm



We're taking a break!
There will be no storytimes from Mon, Dec 20 - Sat, Jan 4.
Storytimes will resume on Mon, Jan 6



Wonderful Wednesdays All Ages Wednesdays, 6:30 pm Weekes Branch



A 45 minute storytime for kids of all ages and their favorite adult.

Preschool Stories Ages 3-5 Main Library: Tuesdays, 11:30 am Weekes Branch: Thursdays, 11:30 am

One hour of stories, songs, and crafts to help children get ready for preschool.



Family Fun Saturdays All Ages Main Library 10:30 am - 11:30 am

Dec 7: Saturday Science - Make Your Own Play-Doh or Gak
Dec 14: Music and Movement
Dec 21: Saturday Science - Paper Airplane Contest
Dec 28: No Programming
Jan 4: No Programming
Jan 11: Music and Movement
Jan 18: Saturday Science - Dinosaurs
Jan 25: Music and Movement
Feb 1: Valentine's Day Crafts
Feb 8: Music and Movement
Feb 15: Boswick's Reading Circus
Feb 22: Music and Movement
March 1: Dr. Seuss Crafts

Rhythm and Rhyme Ages 1-6 Tuesdays, 11:15 pm Weekes Branch

45 minutes of stories, songs, music and rhymes.



Music and Movement All Ages Weekes Branch: Fridays, 10:30 am

Main Library: See the "Family Fun Saturdays" entry

45 minutes of music, songs, rhymes, and finger plays.



Parents or another responsible adult must remain with children at all times, including remaining in the meeting room during all storytime sessions. Children may never be left unattended or unsupervised in the Library.

For Children in Elementary School



Boswick's Reading Circus
Sat, Feb 15
11:00 am at Main
1:00 pm at Weekes
All Ages



Come and see the hilarious antics of Boswick the Clown! Watch as Boswick transforms himself from an ordinary man to a circus clown, and laugh with him along the way as he takes you on a journey to the Reading Circus.



Looking for more fun things to do as a family? Visit our website to check out FREE passes to local museums with Discover and Go.

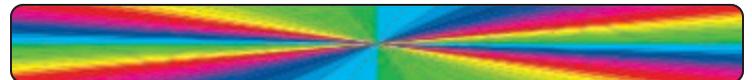
Get Your Game On!
All Ages

Wednesdays, 2:00-3:00 pm
Weekes Branch



Dec 18
 Jan 15 & Jan 29
 Feb 19

Challenge your friends and family! Wii and X-Box 360 Kinect games on the big screen!



Legos in the Library

Ages 5+

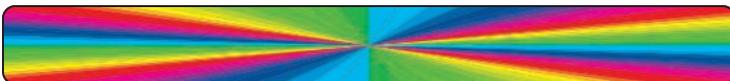
Wednesdays, 2:00-3:00 pm
Weekes Branch



Dec 11
 Jan 8

Feb 5 & Feb 19

Show off your skills and build, build, build. We'll provide the Legos, you provide the creativity!



Holiday Creations
Ages 5-11
Main and Weekes



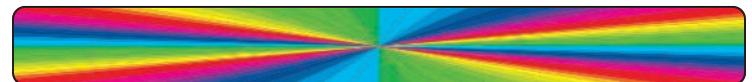
Santa's Workshop
 Fri, Dec 13
 3:30-4:30 pm

Make ornaments to hang on your tree or to give to Grandma.



Valentines Workshop
 Fri, Feb 7
 3:30-4:30

Let's get together and make some love-ly crafts.



Homework Support Center
Main and Weekes

Mon, Tues, & Wed: 3:30-5:30 pm
 Thurs: 3:00-4:30 pm

Have homework? We have help! Free, drop-in homework help for grades K-12. Also featuring free, live homework help through tutor.com. Just sign on to our webpage at <http://library.hayward-ca.gov> for access.



Reading Buddies
1st-3rd Grade

Need practice with reading? Struggling readers will be paired with teen volunteers to practice their reading skills. Reading Buddies meet once a week for 45 minutes to read together and do literacy activities. For more information, call 510-881-7953, or email cheryl.penick@hayward-ca.gov

Parents or another responsible adult must remain with children at all times. Children may never be left unattended or unsupervised in the Library.

Middle School and High School



**Teens Take Over 10:
7th - 12th Grade
Friday February 7
6:00-9:00 pm
Weekes Branch**

Bring your honey, or just bring yourself to a Valentine's Day (anti-Valentine's Day if the holiday gets on your nerves) party at the library! Join us for a night of dancing, food, big-screen gaming, internet computers, crafts and more. This program is free and open to students in grades 7-12. Current school ID or other valid identification required for admission. For more information call 510-293-5366.

**Teen Activity Zone
7th - 12th Grade
Wednesdays, 1:15-3:00 pm
Main Library**

Play games, make crafts, enjoy some snacks, or just hang out with your friends.

Presented in partnership with the Hayward Area Recreation District (HARD)



**Beading & Jewelry Making
7th - 12th Grade
Mondays, 6:30-7:30 pm
Dec 9, Jan 13, Feb 10
Weekes Branch**



Learn how to make beautiful jewelry for yourself and others. All supplies will be provided - just bring your creativity!

**Internet and Database Research Tips
Grades 7-12
Sat, Jan 18
1:00-3:30 pm
Weekes Branch**

Ever wish you could find better sources of information on the internet for school reports and assignments? Join us and learn searching tips that will help you find quality web resources and save you time in the process! For more information, or to register, please call 510-293-5366, or email rob.spitzel@hayward-ca.gov

**Volunteer Opportunities for Teens
Ages 13-17
Main Library and Weekes Branch**

Book Buddies: Help struggling readers in grades 1-3 improve their reading skills. Big Buddy/Little Buddy pairs will meet once per week for 45 minutes. Minimum commitment of 6 months. For more information, contact Cheryl.Penick@hayward-ca.gov



Homework Support Center: Help younger students with their homework. Minimum commitment of 6 months, and training is required. For more information, contact Lindsey.vien@hayward-ca.gov



Student Volunteers: Earn up to 5 hours of school community service hours per month by assisting librarians with projects. Teens must attend an orientation session before beginning to volunteer.

Orientation Sessions

Main	Weekes
Call 510-881-7945 for upcoming orientation sessions.	Wednesdays, 2:30 pm: Dec 4, Jan 8, or Feb 5
	Saturdays, 10:30 am Dec 14, Jan 4, Feb 8

**Teen Advisory Group (TAG)
7th - 12th Grade
Wednesdays, 4:00 pm
December 4th, January 8th
and February 5th
Weekes Branch**

Want a say in how the library works for you? Join TAG and help plan teen events, choose books, music and movies, and more! We also offer community service time for participation in the TAG. For more information, contact rob.spitzel@hayward-ca.gov

Special Events



THE GREAT DEBATE: K-12 EDUCATION REFORM

Friday, December 6
10:am-3:00pm. Main Library

This year, Chabot College, the City of Hayward, and the Hayward Library will host the first annual "Great Debate." Learn about and discuss the inaugural theme of K-12 Education Reform with Chabot College students, elected officials, and community leaders. Come to the Main Library for performances of children's stories, speeches, discussion groups, and interactive activities led by Chabot College students. Additional events will take place in downtown Hayward starting at 9 a.m., and will culminate in The Great Debate in the City Council Chambers from 3 to 5 p.m. For more information or to become a participant, contact Professor Christine Warda, (510) 723-6808 or cwarda@chabotcollege.edu.



GASLAND PART II

Friday, February 21
1:00-4:45 pm, Main Library

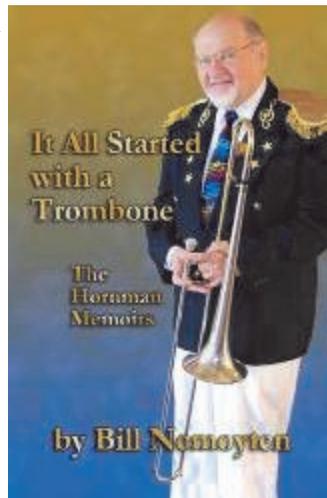
In this explosive follow-up to his Oscar®-nominated film **GASLAND**, filmmaker Josh Fox uses his trademark dark humor to take a deeper, broader look at the dangers of hydraulic fracturing, or fracking, the controversial method of extracting natural gas and oil, now occurring on a global level (in 32 countries worldwide).

GASLAND PART II, which premiered at the 2013 Tribeca Film Festival, shows how the stakes have been raised on all sides in one of the most important environmental issues facing our nation today. The film argues that the gas industry's portrayal of natural gas as a clean and safe alternative to oil is a myth and that fracked wells inevitably leak over time, contaminating water and air, hurting families, and endangering the earth's climate with the potent greenhouse gas, methane.

MEET AUTHOR AND TROMBONE PLAYER BILL NEMOYTEN

Saturday, January 18, 1:00-2:30 pm, Main Library

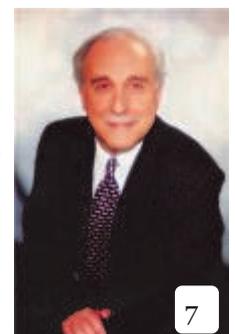
Bill Nemoyten, a long-time resident of Hayward, has written a memoir entitled "It All Started with a Trombone." Along with readings from his book, he will play some of the instruments he performs on in his show called "The Hornman." He has performed on his "sixteen horns from around the world" hundreds of times in California and other states and several times at San Francisco's California Academy of Sciences. Bill has had five different careers, some of which involved working with famous people like pianist/comedian Victor Borge and opera star Marilyn Horne. At 85 years of age, Bill is still an active performer on several instruments. His daughter, Jo Nemoyten, edited his book and will share information about self-publishing and the use of the internet. For more information about Bill, go to www.thehornman.com.



MEDITATION: ISN'T IT TIME YOU LEARNED HOW?

Saturday, February 22
2:00 - 4:00 pm
Main Library

Meditation is no longer an exotic Eastern practice for yogis—it is a mainstream phenomenon. Millions of Americans are enjoying its many benefits. Please join Dr. Marshall Zaslove, a Board certified psychiatrist with over 40 years of daily meditation experience, in an exciting and entertaining workshop which will get you started on your rewarding journey through the wonders of meditation. Dr. Zaslove will discuss the astonishing new research on meditation's health benefits, pain relief, & stress reduction. There will even be a personal demonstration so you can experience it for yourself.



Learn Something New

LAWYER IN THE LIBRARY

Main Library
Saturdays

December 7, January 4

February 1

Noon-2:00 pm

and

Mondays

December 2, January 6

February 3

6:00-7:45 pm

Weekes Branch

Wednesdays

December 18, January 15

February 19

6:00-7:45 pm

Get 15 minutes free legal advice from a licensed attorney. **Registration begins 30 minutes before the first session and must be done in person.** Space is limited, and consultation is assigned by lottery.

Lawyer in the Library is sponsored by the Alameda County Bar Association.

LAUGHTER YOGA

Saturdays

December 7, January 4

February 1

3:00 pm, Main Library

Studies show that laughter can reduce stress, increase happiness, and improve respiration. See how silliness is great for your health.

Seniors—If you're unable to come to the library, sign up to have library materials delivered to you! Contact Trudy at 510-881-7974 to find out how.

WRITERS' GROUP @ MAIN LIBRARY

Saturday, December 14, 2:00-4:00 pm

Mondays, January 6 and February 3, 6:00-7:30 pm

Tuesdays, January 21 and February 18, 6:00-7:30 pm

Get feedback on your original writing in a peer-supported writers' group facilitated by Bay Area writer Christine Baniewicz (1/6 and 2/3). Stay on track with your writing, whether it's fiction, non-fiction, or poetry. Bring 5-10 copies of the piece you wish to share with the group.



Sponsored by the Friends of the Hayward Public Library.

UPCYCLING!

No sewing skills needed. If you can use a pair of scissors you are ready to upcycle!

GROCERY SACK

Saturday, January 25

1:30-3:00 pm

Weekes

Branch

Bring and old t-shirt and make your own reusable, washable, packable grocery sack and never go to the grocery store without a bag again.



DOGGIE TUG TOY

Saturday, February 22

1:30-3:00 pm

Weekes

Branch

Bring your old t-shirt or sweatshirt and turn it into a tug toy for your favorite pooch.



KNITTING CIRCLE

Wednesdays, January 8 & February 12

(no meeting in December)

6:00 pm, Main Library

Welcome knitters of all skill levels! The Circle meets on the 2nd Wednesday every month and includes other fiber crafts-crochet, needlepoint, tatting, etc. Bring size 10 knitting needles and yarn of your choice. We have extra supplies available if needed. Bring your project and knit (or tat or crochet) with us!



Now We Can Dance: The Story of the Hayward Gay Prom is Now Available for Screening

Now We Can Dance, a film created by librarians, a team of teen filmmakers and several professional advisors, tells the heartwarming story of how Horizon Services Lambda Youth Group, a support group for LGBT youth, became inspired to organize, in 1995, one of the first gay proms in the country in Hayward. The film and curriculum materials are available free of charge to your classroom or group. For more information contact library@hayward-ca.gov or 510-881-7936 or www.hayward-ca.gov/dance.



This project was made possible with support from Cal Humanities, an independent non-profit partner of the National Endowment for the Humanities. Additional support provided by the Friends of the Hayward Public Library.

BOOK DISCUSSION GROUP: MOSTLY LITERARY FICTION

Thursdays, Noon at Mocama's Deli & Ice Cream Shop (925 B Street, above Mission) and

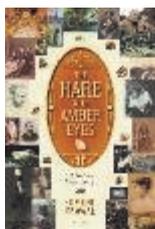
Mondays, 6:30 pm at Main Library

THE HARE WITH AMBER EYES: A HIDDEN INHERITANCE

by Edmund deWaal

December 9 (6:30 pm) & December 12 (noon)

264 Japanese wood and ivory carvings, none of them larger than a matchbox: renowned ceramicist Edmund de Waal was entranced when he first encountered the collection in his great-uncle Iggy's Tokyo apartment. When he later inherited the netsuke, they unlocked a far more dramatic story than he could ever have imagined. From a burgeoning empire in Odessa to fin de siècle Paris, from occupied Vienna to postwar Tokyo, de Waal traces the netsuke's journey through generations of his remarkable family against the backdrop of a tumultuous century.

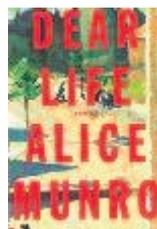


DEAR LIFE: STORIES

by Alice Munro

January 9 (noon) & January 13 6:30 pm

Alice Munro, winner of the 2013 Nobel Prize in Literature, is known for her masterful short stories. Her characters are flawed and fully human: a soldier returning from war and avoiding his fiancée, a wealthy woman deciding whether to confront a blackmailer, an adulterous mother and her neglected children, a guilt-ridden father, a young teacher jilted by her employer. Illuminated by Munro's unflinching insight, these lives draw us in with their quiet depth and surprise us with unexpected turns.

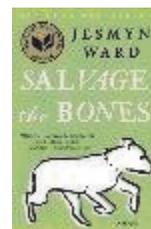


SALVAGE THE BONES

by Jesmyn Ward

February 10 (6:30 pm) & February 13 (noon)

As Hurricane Katrina builds over the Gulf of Mexico, threatening the coastal town of Bois Sauvage, Mississippi, 14-year-old Esch and her three brothers are stocking food, but there isn't much to save. Winner of the 2011 National Book Award, Jesmyn Ward's big-hearted novel about familial love and community against all odds is the unforgettable story of motherless children sacrificing for one another as they can.



BOOK DISCUSSION GROUP: MYSTERIES

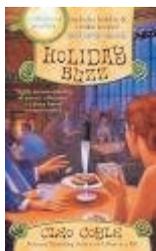
Tuesdays, 11:30 am at Le Paradis Bakery (D St. and Mission)

HOLIDAY BUZZ

by Cleo Coyle

December 3

In Cleo Coyle's 12th entry in her Coffeehouse Mysteries series, Clare Cosi, the manager of the historic Village Blend coffeehouse in Greenwich Village, is coping with the holiday crush and a celebrity cookie swap event when she discovers the battered body of a young baker's assistant. To catch the girl's killer, Clare must investigate "St. Nick," crash a pro-hockey party, and dodge a pair of reality show divas while still brewing up the best coffee drinks in New York City!

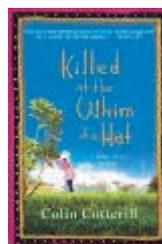


KILLED AT THE WHIM OF A HAT

by Colin Cotterill

January 7

Colin Cotterill's whimsical mystery set in Thailand is the first in a new series featuring the "almost award-winning" female crime reporter, Jimm Juree. Jimm's eccentric mother, Mair, has decided to buy a run down beach resort and has moved her incredibly dysfunctional family, including her father, a retired police detective, to the Gulf Bay Lovely Resort on the Gulf of Thailand. Jimm's only escape from this boring rural life style is the discovery of a buried 1970's era VW van with two dead hippies inside, followed shortly by the stabbing death of an elderly monk. Can she solve these murders and get her reporting job back?



MAISIE DOBBS

by Jacqueline Winspear

February 4

Maisie Dobbs isn't just any young housemaid. Through her own natural intelligence—and the patronage of her benevolent employers—she works her way into college at Cambridge. When World War I breaks out, Maisie goes to the front as a nurse. It is there that she learns that coincidences are meaningful and the truth elusive. After the war, Maisie sets up on her own as a private investigator. But her very first assignment, seemingly an ordinary infidelity case, soon reveals a much deeper, darker web of secrets, which will force Maisie to revisit the horrors of the Great War and the love she left behind.



Community Information

IMPORTANT MEETINGS

Friends of the Library Book Sales

Every 2nd and 4th Saturday
9:00 am - 1:00 pm
Downtown Hayward Farmer's Market

Friends of the Library Board Meetings

Wednesdays, 6:30 pm
Main Library
December 11 & January 8

Library Commission Meetings

Mondays, 6:30-7:30 pm
Main Library
Dec 16, Jan 27 & Feb 24

Hayward Literacy Council Meetings

4th Tuesdays of the month
5:00 pm at City Hall

City Council Meetings

1st, 3rd and 4th Tuesdays of the month
7:00 pm, City Council Chambers, City Hall

Youth Commission Meetings

6:30 pm, Room 2A, City Hall
Dec 2, Dec 16, Jan 6 & Feb 3



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LIBRARY CLOSURES

Tuesday, December 24 &
Wednesday, December 25
Christmas

Tuesday, December 31
Open 10-2
New Year's Eve

Wednesday, January 1
New Year's Day

Monday, January 20
Martin Luther King Day

Wednesday, February 12
Lincoln's Birthday

Monday, February 17
Presidents' Day

HAYWARD NONPROFIT RESOURCE CENTER

PROPOSAL BUDGET WRITING

Wednesday December 4, 6:00-7:45 pm
Main Library (Live presentation)

This session, geared to the novice grantseeker, will address budgeting questions such as:

- What is included under the "personnel" section and how to calculate it?
- What level of detail do you need to include for non-personnel expenses?
- How do you determine reasonable costs?
- What types of expenses are considered "overhead"?
- What other financial documents will funders want to see?

Foundation Center staff member Sarah Jo Neubauer will speak on how to set up a budget for any grant proposal. This is a great workshop for a beginner or anyone who feels they can always learn from the experts.

INTRODUCTION TO FUNDRAISING PLANNING

Saturday January 11, 2:00- 4:00 pm
Main Library (Recorded Webinar)

A successful nonprofit organization has diversified funding streams. If your organization has never developed a fundraising plan or calendar, this session is for you. It provides an overview of the process of strategically thinking through the components of a fundraising plan. You'll learn how to:

- Take stock of your organization's strengths and assets
- Develop a case statement
- Set fundraising goals
- Identify funding partners
- Prepare a fundraising plan and calendar

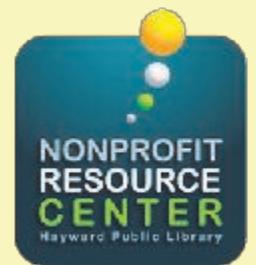
NONPROFIT SUSTAINABILITY

Saturday, February 8, 2:00- 4:00 pm
Main Library (Recorded Webinar)

Sustainability is a popular buzzword in our sector. Nonprofit sustainability means more than just generating enough money to keep your organization afloat. In this class we will begin with the definition of nonprofit sustainability, and then we will cover each of the four key elements that contribute to long-term sustainability for an organization. Learn what you can do to increase your organization's competitiveness and strengthen its financial health in the current economic climate.

Topics covered include:

- Understanding what nonprofit sustainability means
- Key elements of nonprofit sustainability
- Tips on how to develop them in your organization



PROPOSAL WRITING BASICS

Saturday, February 15, 2:00- 4:00 pm
Main Library (Recorded Webinar)

For those new to proposal writing, this class will cover:

- How the proposal fits into the overall grant seeking process
- What to include in a standard proposal to a foundation
- Tips for making each section of your proposal stronger
- What funders expect to see in your proposal
- Tips for communicating with funders during the grant process
- Additional resources on proposal writing, including sample proposals

For more information about the Nonprofit Resource Center contact Trudy Toll at Trudy.toll@hayward-ca.gov or (510)881-7974.

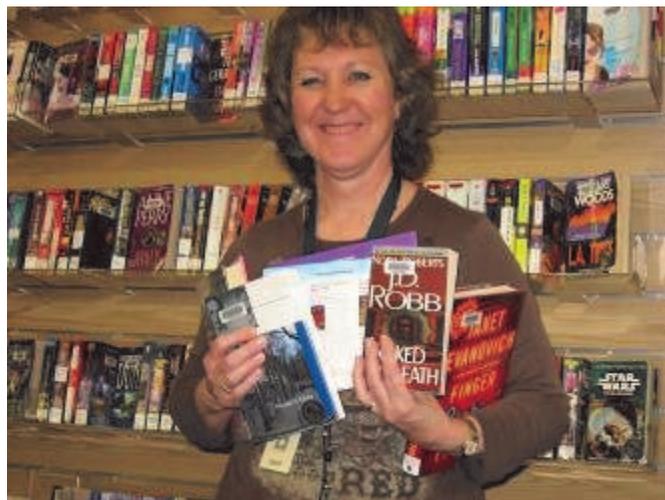
STAFF MEMBER PROFILES: PRESENTING HEIDI ONTIVEROS

by Charlotte Sladek

As an Adult Services Librarian, Heidi wears many hats to accomplish her many responsibilities in the Hayward Library. She has worked for this library 15 years as of November.

Heidi was born in Seattle but rarely spent more than 2 years living at any one place. Her father was an Aerospace Engineer for Boeing but had to move his family up and down the West Coast as jobs came and went. She did spend most of her teenage years in Edmonds, Washington, but graduated high school in Huntington Beach California, experiencing considerable culture shock from the Southern California surfing and low rider cultures.

She attended college at Cal State Long Beach in the early to mid seventies during the protest years but managed to ignore most of the uproar, including a Vietnam War Protest speech from Jane Fonda, as she focused on her classes and art work. After graduating with a BFA in fine arts plus a certificate in Museum Studies in 1977, Heidi worked in retail, mostly at Bullock's selling women's shoes, and two years at the Upstairs Art Gallery selling limited edition prints. She also was in charge of an exhibit of antique dolls, dollhouses and toys at the Bowers Museum in Santa Ana, California.



After burning out in retail, Heidi decided to go back to college and earned a MLA in Library Science from UCLA. Her first Library position was at the Downey Public Library where she worked in adult services for seven years. She met her husband Chuck through a dating service and they have now been married 21 years. They have a 19 year old daughter, Celia, who is attending Cabrillo Junior College majoring in Art, and plans to transfer to Cal State San Jose next year. They moved to the Bay Area in 1997 when Chuck got a job as a first grade teacher in Redwood City. Heidi worked first at Alameda County Library as an on-call Librarian, then at Sunnyvale Library half time for one year. She joined the staff at Hayward Library in November, 1998, as a half-time Librarian and became full time the next year.

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Heidi has seen many, many changes within the Library since she joined the staff. The Information desk has been merged with the Circulation desk. Heidi's favorite change is that the Internet terminals are now all over by the windows in the computer lab area instead of in front of the Information desk, and they now have online sign-in and time-out software instead of hand written sign-up sheets and an honor system to get off in one hour. The oak filing cabinets full of pamphlets and a picture file are all gone. Records and cassettes are gone and videos are going. Most of the Reference collection is gone due to the use of online databases to answer questions. The exception is local history materials which are now housed at the Hayward Area Historical Society Museum in their archives.

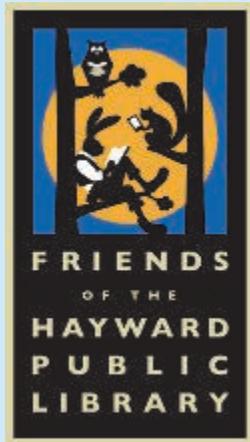
Heidi is in charge of Fiction, Science Fiction and Mystery book selection and leads the Mystery Discussion Group on the first Tuesday of the month. As you can well imagine, Heidi LOVES to read mysteries but also enjoys the occasional fantasy novel, historical novel or Regency romance. Some of her favorite authors are Elizabeth Peters, Tony Hillerman, Dick Francis, Donna Andrews, Charlotte MacLeod, Andre Norton, J.R.R. Tolkien, Anne McCaffrey and Georgette Heyer. When Heidi is not reading, in her spare time she works on her many crafts. She enjoys making jewelry using a variety of beads, buttons, and other materials. She is currently working on creating garden art, including bird baths, using recycled glass plates, bowls and vases. She plans to sell them at local craft shows.

Heidi also loves to travel and has recently been to Alaska, where she loved Denali National Park, and went to Ireland for three weeks last year with her daughter. She looks forward to going to Germany and Spain in a couple of years and would love to visit New Zealand and do the Lord of the Rings tour.

Heidi loves her job as a Librarian, considers it the best career she has ever had, and works with great people.

Friends of the
Hayward Public Library
835 C St.
Hayward, CA 94541

fhpl@sbcglobal.net
www.friendsofthehaywardcapubliclibrary.org
510-293-3328



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JOIN THE FRIENDS!

The Friends of the Hayward Public Library is a 501(c)(3) nonprofit organization that has supported Hayward Public Library since 1982. The Friends of the Library believe that the library is an essential part of our community's vitality, education, and health. The Friends' mission is to raise funds and stimulate community support for Hayward Public Library and the Library's activities. Gifts of books, magazines, endowments, bequests, and membership in the organization are encouraged in support of this mission. Thank you for your tax-deductible donation. 100% of proceeds donated to the Friends are used to support Hayward Public Library projects and activities for Hayward families and children.

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Annual dues (May through April):

\$10 Individual \$15 Family

\$25 Supporting \$50 Patron

\$100 Corporate \$250 Life

I'm including an additional gift of \$ _____

Please contact me about working with the Friends

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Address _____

City _____

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Join online at <https://library.hayward-ca.gov/donate>
or send completed form with a check made out to:

Friends of the Hayward Public Library
835 C St., Hayward, CA 94541