

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Monday, September 19, 2016

6:30 PM

Hayward Library - 835 C Street

Library Commission

[RPT 16-116](#)

Library Commission Agenda Packet

Attachments:

[Attachment A. Library Commission Agenda, September 19, 2016](#)

[Attachment I. 21st Century Library Construction update](#)

[Attachment II. Library Activity Report 9-21-2016](#)



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File #: RPT 16-116

DATE: September 19, 2016

TO: Library Commission

FROM: Director of Library and Community Services

SUBJECT

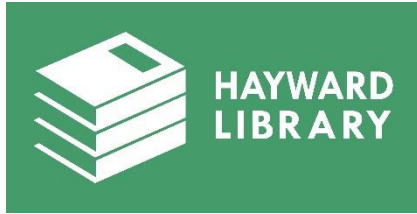
Library Commission Agenda Packet

ATTACHMENTS

Attachment A. Library Commission Agenda, September 19, 2016

Attachment I. 21st Century Library Construction update

Attachment II. Library Activity Report 9-21-2016



AGENDA

City of Hayward Library Commission

September 19, 2016 @ 6:30 PM

Main Library Meeting Room

835 C Street, Hayward, Calif.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment*
5. New Business
 - i. Election of FY 16-17 Officers
6. Reports
 - i. 21st Century Library Construction
 - ii. Public Art Review Committee
 - iii. Friends of Hayward Library
 - iv. Library Commissioners
 - v. City Council Liaison
7. Agenda Building
 - i. 21st Century Library Construction
 - ii. Meeting Room Policies
8. Adjournment

Attachments

- I. 21st Century Library Construction Update
 - II. Library Activity Report – Summer 2016
-

** 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 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.*



SPECIAL REPORT

Date: September 19, 2016
To: Hayward Library Commission
From: Sean Reinhart, Director of Library and Community Services
Subject: **21st Century Library Construction Updates**

The 21st Century Library construction continues on schedule. Expect to see robust construction activity continue for the next several months. Here are the latest developments:

- The reinforced concrete foundation and supporting walls are nearly complete. Construction of the steel framing has begun. The steelwork is expected to be complete by early November.
- A “topping out” ceremony is being planned in early November on a date to be determined soon. The ceremony will mark the placement of the final, topmost steel beam. Attendees will have the opportunity to sign their names on the beam before it is raised into place at the top of the building. Library Commissioners will receive invitations to this special event as soon as the exact date is finalized.
- After the steel framing is complete, the installation of pipes and ducts will commence.
- The projected opening of the new library is January 2018, however there is a possibility that the project will be completed early depending on weather conditions this winter and other factors.
- When construction of the new library building is complete, main library services will close for a period of two to four weeks to allow for staff, materials, and operations to move into the new facility.
- Immediately upon the old main library building becoming vacant, the old building will be safely deconstructed and the debris recycled or safely disposed. The deconstruction will be immediately followed by the complete restoration and renovation of Heritage Plaza, including the installation of an underground rainwater storage tank capable of saving up to 400,000 gallons of water annually.
- All the heritage trees in the Plaza will be preserved. The current project schedule calls for the Heritage Plaza construction to be completed as early as May, 2018.
- **During construction, the safety of pedestrians, motorists, bicyclists and construction workers is our #1 priority. Please use caution and observe all signs when walking, bicycling, or driving in the area.**

All the latest 21st Century Library construction updates and 24/7 webcam video of the construction site are available on the project website, www.HaywardLibrary.org

The webcam has taken a photo every hour since the groundbreaking ceremony on October 3, 2015. A comparison of the following two photos shows how much the construction has progressed in just the past three months.

This photo was taken by the "24/7 construction cam" on June 1, 2016:



This photo was taken on September 16, 2016:





Date: September 19, 2016
To: City of Hayward Library Commission
From: Sean Reinhart, Director of Library and Community Services
Subject: **Library Activity Report, Summer 2016**

Dear Library Commission:

Welcome back! I hope you all had an enjoyable summer. The Library has had a busy summer, as you will see from some of the entries in this brief summary report. And we have a busy year ahead of us as we prepare for the opening of the 21st Century Library project facility in a little more than a year's time. I look forward to a productive and rewarding year working with you.

Warmly,
Sean Reinhart
City Librarian

BY THE NUMBERS: SUMMER 2016

2,658 – Summer Reading books distributed
2,475 – Summer Reading participants
2,003 – Words for Lunch meals served
991 – Words for Lunch participants
3,111 – “Made in Hayward” new library cards

LIBRARY STATISTICS: AUGUST 2016

53,749 – Library materials circulated
19,423 – Library visits (Main)
16,912 – Library visits (Weekes)
1,345 – Library visits per day average
753 – New library cards issued
178 – Total volunteers
818 – Total volunteer hours

UPDATES-IN-BRIEF

Main Library Basement Surplus Clear Out. The Library Operations team has begun clearing out the Main Library basement area of surplus furniture and equipment in preparation for moving to the new library next year. Broken furniture was recycled and unused task chairs were taken to surplus. The next step is to remove and recycle all of the old and surplus computers, computer screens, printers, etc. Part of the basement clean up should be finished in a couple of weeks. After the basement level area is complete, we will focus on the ground level and then the second level areas.

General Information: Discarded Library Materials. We've recently observed an increase in the number of patrons seeking to acquire withdrawn and discarded

library books. All withdrawn and discarded items are donated to the Friends of Hayward Library nonprofit organization.

Discarded and withdrawn library materials are never donated to individuals or organizations other than the Friends. The Friends have the final responsibility for the sale or disposal of all items donated. Please direct requests for information about the Friends and their book sales to their website, www.haywardfriends.org

“Made in Hayward” Student Library Cards. The City of Hayward Public Library partnered with HUSD to give every Hayward student a special library card designed exclusively for "Made in Hayward" youth. All students from Kindergarten to 12th grade in a Hayward school—public charter or private—are eligible to receive this specially designed library card. The card offers the same library privileges as any other library card, but the card features an exclusive design for Hayward students. The card was introduced for a city-wide drive to register or update every Hayward student's public library card for the library's annual Summer Reading Challenge. To date over 3,000 of the new student cards have been issued.



New Pilot Program: Career Online High School (COHS). Literacy Plus has launched a pilot program to give adults the opportunity to earn an accredited high school diploma and career certificate through Career Online High School. The pilot program provides ten scholarships to qualified adult learners who are looking to expand their career opportunities, prepare for workforce entry, and continue their education. Enrollment is limited to current literacy learners in the Literacy Plus program.

Applicants must successfully complete an online self-assessment and prerequisite course, followed by an in-person interview. Once a learner is enrolled in the program, Career Online High School pairs the learner with an online academic coach, who provides the student with an individual career path, offers ongoing guidance, evaluates performance and connects the student with the resources needed to master the courses. Students are given up to 18 months to complete the program.

The program is funded through a grant from California State Library with match funding provided by the Hayward Literacy Council nonprofit organization.

Library Construction Update. The construction has been progressing nicely. The reinforced concrete foundation and supporting walls are nearly complete, and the steel framing work has begun. A “topping ceremony” is planned in early November, during which the final piece of steel will be ceremonially signed by guests before being installed at the top of the building. Watch a live 24/7 webcam of construction at www.haywardlibrary.org/webcam



Photo of construction progress, Sept 16, 2016

PROGRAM BRIEFS

Summer Reading Challenge. The Summer Reading Challenge in 2016 had possibly its most successful year

yet. What follows are some summary program statistics comparing this year’s program and last:

Minutes of Reading Time Reported		
	2015	2016
Adults/Staff	735	1010
Children	584,978	692,760
Teens	316,599	285,100
Words for Lunch	82,650	80,120
TOTAL	984,227	1,057,980

Registered Participants		
	2015	2016
Adults/Staff	101	130
Children	960	1109
Teens	204	245
Words for Lunch	555	991
TOTAL	1,820	2,475

In addition to SRC for kids, parallel contests targeted adult readers and City staff. The grand prize staff winner was Olga Ramirez.

Words for Lunch Program Report. Words for Lunch completed its second year of providing summer learning and nutrition for Hayward children and youth. The program provided nourishing lunches, literacy development activities, and book distribution to Hayward children of all ages this summer at three Hayward locations twice per week: Eden Greenway at Soto Road, Weekes Community Park, and Sunset Community Park.

Skilled community volunteers completed hours of training to hone their skills: presenting stories to diverse audiences, engaging children and parents in reading and storytelling sessions, bringing books to life by seasoning a story and asking open-ended questions to insure student comprehension and inspire a lifelong love and appreciation of reading.

What follows are some summary program statistics:

- 37 – Sessions (12 Soto; 13 Weekes; 12 Sunset)
- 70 – Total Volunteers
- 628 – Total Volunteer Hours
- 2,003 – Meals Distributed
- 911 – Total Participants (326 Baby/Pre-K; 589 K-6th; 76 7th-12th)

The program is collaboration between City of Hayward Public Library, HUSD, The Kids Breakfast Club, and other community partners. Major funding for

the program is provided by HUSD and the Kids Breakfast Club.



Family Fun Fest. The Family Fun Fest outdoor festival was held on Saturday, August 6 in Weekes Park. The event was the culminating celebration of the Summer Reading Challenge, and attracted over 500 attendees. Family-friendly attractions at the event included: a 30-foot-tall climbing wall, petting zoo, bounce house and bungee run donated by H.A.R.D., children's book sale provided by Friends of Hayward Library, soccer accuracy game created by the Teen Advisory Group.

Library staff provided fun crafts and activities to engage children's imaginations including: paper train wall hanging; laminated bookmarks decorated with stamps from around the world; face painting; children's book distributions; and a Pokémon Go-inspired search and scorecard game. Light refreshments were available including fresh popcorn prepared by library staff, and bottled ice tea and herbal tea donated by Honest Tea Company.

Homework Support Center Report. The After School Homework Center Program completed reports for the 2015-16 Academic Year. What follows are some year-end statistics:

- 2,361 – Students served (unduplicated count)
- 35,567 – Homework assignments completed
- 14,542 – Nutritious meals distributed to students
- 7,733 – Homework computer logins
- 8,476 – Total volunteer hours
- 110 – Total volunteers
- 13 – Homework tutoring sites

Hayward Library offers homework support services at twelve locations: ten at Hayward schools and two at our public libraries. On September 26, the program will open its 13th location, Mt. Eden High School.

A list of locations and room numbers can be found on the library website: <http://hayward-ca.gov/public-library/kids-teens-families/homework-support-center>

The program was first established in 2009 with an earmark from the U.S. Department of Education, and now is funded through a partnership between the City of Hayward Public Library, HUSD, Chabot College, and Cal State East Bay. Additional support is provided by Community Development Block Grant (CDBG).

Literacy Plus Program Report. The Literacy Plus Program completed reports for the 2015-16 Fiscal Year. What follows are some year-end statistics:

- 127 – Adult Literacy learners in program
- 272 – Adult ESL learners in program
- 138 – Volunteer tutors
- 6,415 – Volunteer hours (Literacy and)
- 2,304 – Early Learning for Families (ELF) backpack circulations
- 2,157 – ELF children's books distributed
- 391 – Families for Literacy program participants

Literacy Plus is a City of Hayward Public Library program, staffed and funded in the Library and Community Services Department operating budget since 1985. Additional funding support is provided through grants from California State Library and the fundraising efforts of the Hayward Literacy Council nonprofit organization.

More information about the Literacy Plus program can be found on the library website: <http://hayward-ca.gov/public-library/resources/literacy>



QUOTES OF THE MONTH

"Libraries should be open to all - except the censor."

— **John F. Kennedy**

"Don't join the book burners. Don't think you're going to conceal faults by concealing evidence that they ever existed. Don't be afraid to go in your library and read every book." — **Dwight D. Eisenhower**

"At the moment that we persuade a child, any child, to cross that threshold, that magic threshold into a library, we change their lives forever, for the better"

— **Barack Obama**