

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, April 17, 2017

6:30 PM

Main Library - 835 C Street

Library Commission

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF MINUTES**[MIN 17-057](#)

The agenda packet for the April 17, 2017 Library Commission Meeting is enclosed.

Attachments:

[Attachment A. Agenda for the April 17, 2017 Regular Library Commission Meeting](#)

[Attachment I. Summary Notes of the Library Commission Meeting on March 20, 2017](#)

[Attachment II. Proposed Library Policy on Posted Flyers .pdf](#)

[Attachment III. Proposed Staffing Plan FY 2018.pdf](#)

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board 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.

OLD BUSINESS

APPROVAL - POLICY ON POSTING FLYERS AND OTHER INFORMATION IN THE LIBRARY

UPDATE - COUNCIL WORK SESSION ON LIBRARY STAFFING (NOTE: DATE CHANGE TO 5/2/17)

NEW BUSINESS

LIBRARY COMMISSION TOUR OF 21ST CENTURY LIBRARY CONSTRUCTION SITE

REPORTS

21ST CENTURY LIBRARY CONSTRUCTION UPDATES

FRIENDS OF HAYWARD LIBRARY

LIBRARY COMMISSIONERS

CITY COUNCIL LIAISON

AGENDA BUILDING

ADJOURNMENT

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: MIN 17-057

DATE: April 17, 2017

TO: Library Commission

FROM: Director of Library and Community Services

SUBJECT

The agenda packet for the April 17, 2017 Library Commission Meeting is enclosed.

RECOMMENDATION

That the Library Commission approve the Minutes of the Library Commission Meeting on March 20, 2017

ATTACHMENTS

- Attachment A. Agenda for the April 17, 2017 Regular Library Commission Meeting
- Attachment I. Summary Notes of the Library Commission Meeting on March 20, 2017
- Attachment II. Proposed Library Policy on Posted Flyers
- Attachment III. Proposed Staffing Plan FY 2018



AGENDA

City of Hayward Library Commission

April 17, 2017 @ 6:30 PM

Main Library Meeting Room

835 C Street, Hayward, Calif.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
 - a. Minutes from the March 20, 2017 Regular Meeting
5. Public Comments*
6. Old Business
 - a. Approval - Policy on posting flyers and other information in the library
 - b. Update – Council work session on library staffing (NOTE: date change to 5/2/17)
7. New Business
 - a. Library Commission tour of 21st Century Library Construction site
8. Reports
 - a. 21st Century Library Construction Update
 - b. Friends of Hayward Library
 - c. Library Commissioners
 - d. City Council Liaison
9. Agenda Building
10. Adjournment

** 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.*

MINUTES

City of Hayward Library Commission

March 20, 2017 @ 6:30 PM

Main Library Meeting Room

835 C Street, Hayward, Calif.

Commission Chairperson McAllister called the meeting to order at 6:33 pm.

Ms. Franco conducted roll call. Library Commissioners in Attendance were Bergeron, Bufete, McAllister, Murillo, and Rogers. Commissioner Lowe arrived at 6:35PM. Staff in Attendance were Sean Reinhart, Director of Library and Community Services, Lara Franco, Administrative Assistant III and Lindsey Vien, Education Services Manager. Council Member Mark Salinas was in attendance. There were no Visitors in Attendance.

Minutes from the February 27, 2017 Regular Meeting were approved.

There were no public comments.

Old Business

- Commissioners reviewed Director's Reinhart's recommended staffing options for 21st Century Library (see attachments). Discussion ensued.

New Business

- Commissioners reviewed a proposed new Library policy on posting of flyers and other community information in the library (see attachment). Discussion ensued.

Reports

- 21st Century Library Construction. Director Reinhart provided an update on the construction progress.
- Friends of Hayward Library. Commissioner McAllister reported that the Friends anticipate launching the second phase of fundraising in April
- City Council Liaison. Council Member Salinas reported that City budget talks begin May 21st.

Agenda Building

- Final review of posting of flyers

Adjournment: Commissioner McAllister adjourned the meeting at 7:58pm.

DRAFT – NOT FOR PUBLIC DISTRIBUTION

Hayward Library may display or distribute materials from any individual or group wishing to display and/or distribute information on library property subject to the restrictions specified in this policy. This includes materials from:

- Friends of the Hayward Library;
- Library community partners;
- The City of Hayward, including all agencies, boards and commissions;
- Organizations distributing bulk publications that are free of charge
- Other education or non-profit organizations.

The Library will not display or distribute any material, from any source, that is:

- Contrary to any library policy;
- Contrary to any law;
- Primarily political in nature;
- Primarily devoted to the sale, advertising, solicitation or promotion of commercial products or services;
- Primarily devoted to promoting an event or activity or event that requires a fee to participate in, except as listed below;
- A personal ad;
- An invitation to participate in medical or academic research;
- A survey or contest;
- A petition or pledge form

The Library may only display materials that are commercial, or that promote events or activities with a fee:

- From Hayward Library;
- From the Friends of Hayward Library;
- For events, programs or services directly delivered by the City of Hayward;
- From community organizations with established partnerships or collaboration with Hayward Library.

Because space is limited, it may not be possible to display all materials that are acceptable under this policy at a given time. Priority is given to display or distribute materials from the Hayward Library, Friends of Hayward Library, and City of Hayward.

All materials must be in a suitable format for display. Hayward Library reserves the right to refuse materials that are unsuitable including, but not limited to, oversized materials or materials with tear-away segments.

All material becomes the property of Hayward Library, and the Library reserves the right to dispose of the material as it sees fit.

The display of materials does not constitute an endorsement of any group or its views.

The Library reserves the right to reject material that, in the Library's sole opinion, may adversely affect public confidence in the Library or the value of the Library brand.



To: Library Commission
From: Director of Library & Community Services *Sean*
Date: March 20, 2017

Subject: Proposed staffing plan FY 2018 - 21st Century Library

The grand opening in FY 2018 of the 21st Century Library and Community Learning Center will mark a major achievement and the culmination of nearly 20 years of effort by the community of Hayward. When completed, the new facility will be more than twice the size of the current Main Library, and is expected to generate a significant and sustained increase in service demand immediately upon opening. Public library facility upgrades of this scale typically result in a tripling of foot traffic, circulation, service requests, and other key metrics in the first 12 months of operations.

In addition to being a physically larger and more spacious facility, the 21st Century Library design includes several spaces intended to house new programs and functions that do not currently exist in the old Main Library and to which no staff are currently designated or assigned.

In anticipation of significant increases in service demand and expectations from the Hayward community in FY 2018 as well as the expansion of services and functions that will require staff support in the new building, the Library & Community Services Department FY 2018 budget draft will contain proposed changes to General Fund budgeted expenditures.

City Council will meet in work session on April 18, 2017 to review in more detail various options for library staffing levels and operations in the new facility. Because the initial FY 2018 budget proposal must be prepared and submitted to the City Manager prior to the date when that more in-depth review by City Council will occur, the submitted draft budget presents a “middle of the road” proposal for discussion purposes.

The proposal outlines staffing levels needed to adequately respond to the significant projected increase in service demand and expanded functions in the new facility while maintaining the current six days, 48 hours per week operating schedule.

GENERAL FUND SIGNIFICANT PROPOSED CHANGES

What follows is a summary of the proposed moderate increases to staffing and operations in the new 21st Century Library facility, reflecting a “middle-of-the-road” option for ensuring sufficient staffing levels and meeting service expectations in this new public facility.

Add: 1.0 FTE Information Technology Analyst I/II (1 position – 1.0 FTE)

- Position is needed to manage technology applications, network, and hardware in new library facility. Position will be filled with “embedded” IT personnel, compensation will be sourced in L&CS internal service fees to Technology Services.

- **Net change: + 130,650**

Add: 1.8 FTE Senior Library Page (3 positions – 0.6 FTE each)

- Positions are needed to provide additional service capacity in new library facility.
- Annual total compensation per 0.6 FTE: \$24,082
- **Net change: + 72,246**

Add: 1.0 FTE Library Assistant (2 positions – 0.5 FTE each)

- Positions are needed to provide additional service capacity in new library facility.
- Annual total compensation per 0.5 FTE: \$45,654
- **Net change: + 91,308**

Add: 0.5 FTE Librarian I/II (1 positions – 0.5 FTE)

- Position is needed to provide professional support for expanded program functions in new library (e.g., Digital Media Creation Lab, Technology Classroom, and Makerspace).
- Annual total compensation per 0.5 FTE: \$55,416
- **Net change: + 55,416**

Increase: Supplies and Services – Integrated Library System Annual Maintenance

- Upgraded ILS system in FY 2017; ongoing maintenance contract increased.
- **Net change: + 106,652**

Increase: Supplies and Services – Library Books and Media Acquisitions

- This increase is needed to support projected ongoing increase in demand for new library materials in new library facility.
- **Net change: + 32,000**

Total net change from FY 2017 (L&CS – General Fund): + 488,272

Percent change from FY 2017 (L&CS – General Fund): + 9.7%

SPECIAL REVENUE FUNDS PROPOSED CHANGES

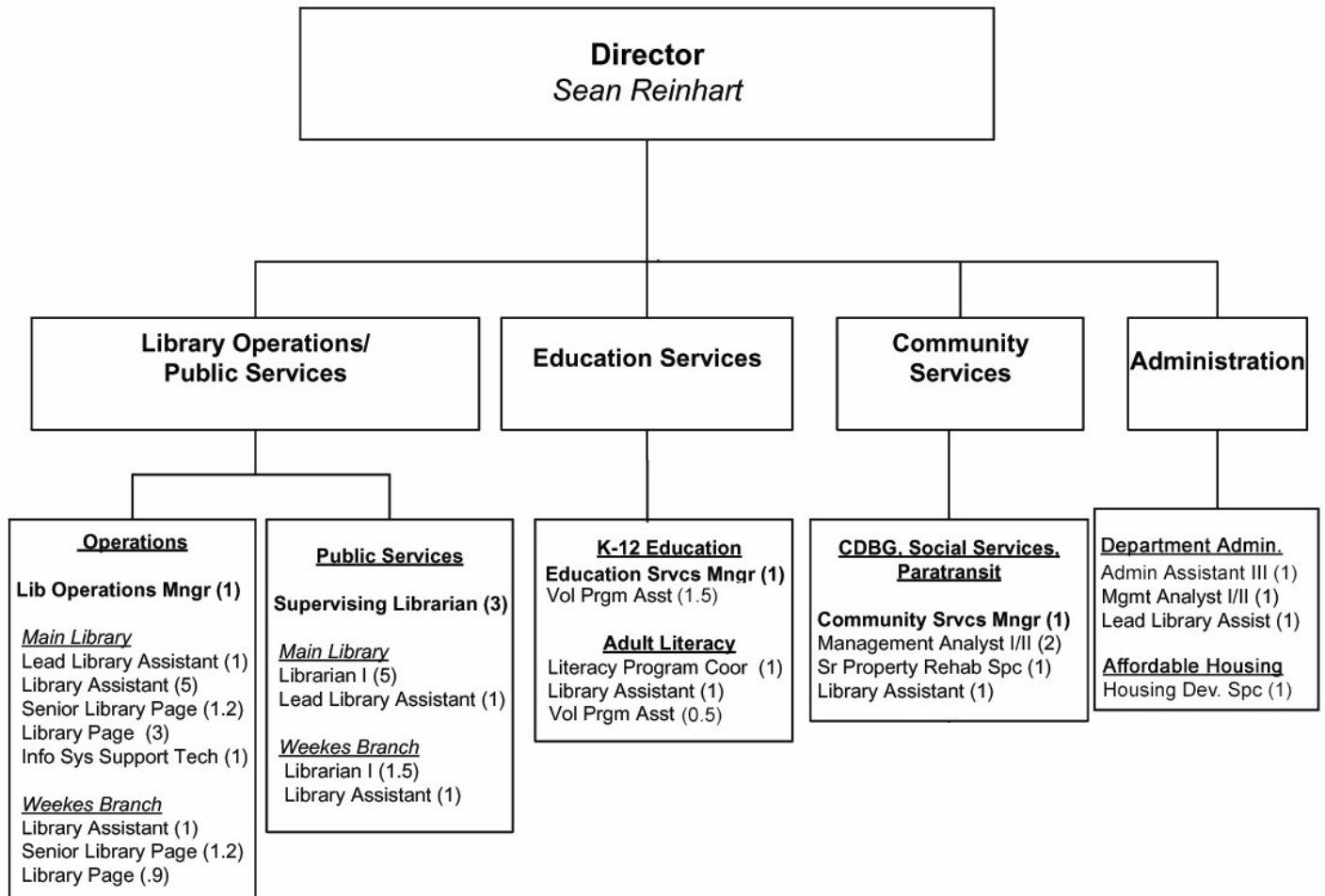
What follows is one proposed FY 2018 employee services changes in a Special Revenue Fund. This change would have no impact to the General Fund.

Add: 1.0 FTE Library Assistant (1 position – 1.0 FTE)

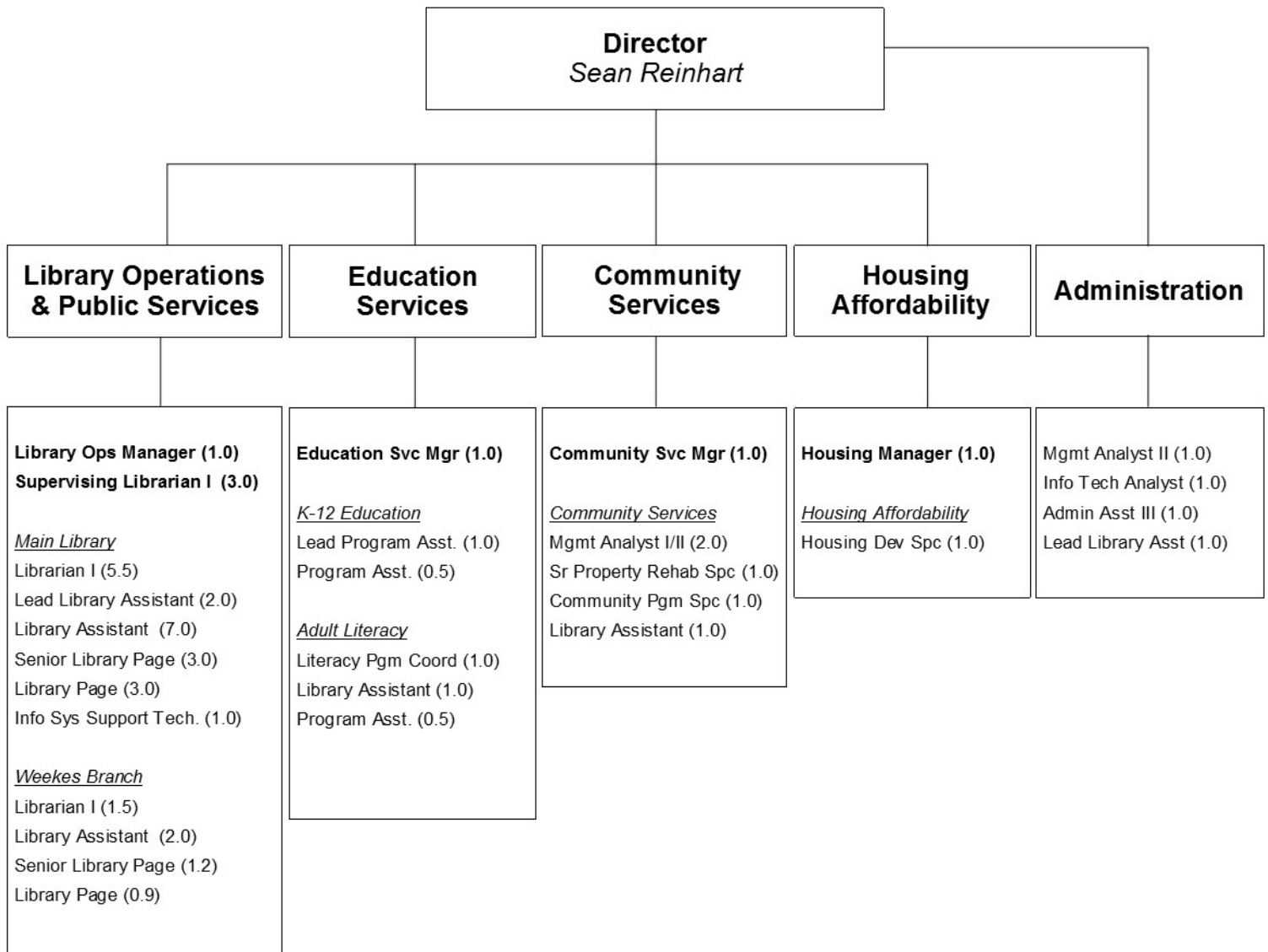
- Position is needed to coordinate operations and service delivery in the new Library bookstore. Pending award of a grant from Friends of Hayward Library, 100% of compensation will be sourced from that newly created special revenue grant fund.
- **Net expenditure change (special revenue fund): + 73,828**
- **Net impact to General Fund: None.**
- *Revenue source: FOHL grant fund (new in FY 2018)*

**FY 2017 STAFFING
42.8 FTE**

Library & Community Services Department



Library & Community Services Department



INITIAL CONSIDERATIONS

- # of “Live” service points in current Main Library: 5 service points on 2 floors
- # of “Live” service points in new 21st Century Library: 5 service points on 3 floors
- # of current staff in Library Division: 36.8 FTE (Approx. 50 employees)

DRAFT MENU OF POSSIBLE OPTIONS

All options are independent from the others – “a la carte” unless otherwise noted.

0% BASE OPTION: NO CHANGE	<ul style="list-style-type: none"> • Current level of staffing (36.8 FTE) • 48 hours of operation – 6 days per week • Only supports basic operations and programs – no new programs
+5% OPTION: NEW PROGRAMS	<ul style="list-style-type: none"> • Somewhat enhanced level of staffing (approx. 5% increase FTE) • 48 hours of operation – 6 days per week • Support for two new programs or services (see examples)**
+5% OPTION: RESPONSIVE CUSTOMER SERVICE	<ul style="list-style-type: none"> • Somewhat enhanced level of staffing (approx. 5% increase FTE) • 48 hours of operation – 6 days per week • Provides for more responsive and robust customer service during initial 12 month period when visitors to the library are expected to increase from current ~400,000/year to ~1.2 million/year.
+10% OPTION: ADD’L HOURS	<ul style="list-style-type: none"> • Moderately enhanced level of staffing (approx. 10% increase FTE) • 55 hours of operation – 7 days per week (Main only) • Sunday 7 hrs/day with no programs, only doors open and core staffing
+17% OPTION: SIGNIFICANTLY ENHANCED HOURS AND SERVICES	<ul style="list-style-type: none"> • Significantly enhanced level of staffing (approx. 17% increase FTE) • Same as above 10% option, plus two or possibly three options from the following: <ul style="list-style-type: none"> ○ Sunday (7) hours at Weekes ○ More evening hours at Main (6 hours total, spread over three days Thurs-Fri-Sat til 7pm) ○ One additional new program or service (see examples)**

**** EXAMPLES OF NEW PROGRAMS AND SERVICES:** Digital Media Creation Lab, Technology Training Center, Makerspace, Teen Zone, Event coordination for Community Meeting Rooms and Heritage Plaza; Local History Room curation; Public Art/Culture programs curation; expanded adult literacy program

OTHER FACTORS

Sustainable fiscal outlook
Employee workload / satisfaction
Floating workspaces
Security / mobile com on service floors
Programs
Efficient use of staff job specs
Flexible coverage based on patron traffic patterns