

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda - Final**

**Monday, November 13, 2017**

**6:30 PM**

**City Hall, Conference Room 2A**

## **Library Commission**

**CALL TO ORDER**

The Agenda for the Library Commission Meeting on November 13, 2017

**Attachments:** [Attachment I: Agenda for the November 13, 2017 Library Commission Meeting](#)

**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF MINUTES****MINUTES FROM THE OCTOBER 16, 2017 REGULAR MEETING**

The Minutes of the October 16, 2017 Library Commission meeting are enclosed.

**Attachments:** [Attachment I. Minutes of the October 16, 2017 Library Commission Meeting](#)

**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****POETRY CONTEST**

Poetry Contest Staff Report November 13, 2017

**Attachments:** [Attachment I. Poetry Contest Staff Report November 13, 2017](#)

**LIBRARY MEETING ROOM POLICIES**

Meeting Room Policies and Fees Staff Report November 13, 2017

**Attachments:** [Attachment I. Meeting Room Policies and Fees Staff Report November 13, 2017](#)  
[Attachment II. Current Meeting Room Policy](#)

**NEW BUSINESS**

NEW LIBRARY TRANSITION AND OPERATING PLAN

**REPORTS**

21ST CENTURY LIBRARY CONSTRUCTION UPDATE

LIBRARY COMMISSIONER REPORTS

FRIENDS OF HAYWARD LIBRARY REPORT

CITY COUNCIL LIAISON

**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  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** RPT 17-170

---

**DATE:** November 13, 2017

**TO:** Library Commission

**FROM:** Director of Library and Community Services

**SUBJECT**

The Agenda for the Library Commission Meeting on November 13, 2017

**RECOMMENDATION**

That the Library Commission review the Agenda for the meeting on November 13, 2017

**ATTACHMENTS**

Attachment I: Agenda for the November 13, 2017 Library Commission Meeting

AGENDA  
City of Hayward Library Commission  
November 13, 2017 @ 6:30 PM  
City Hall, Conference Room 2A  
777 B Street, Hayward, Calif.

---

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
  - a. Minutes from the October 16, 2017 Regular Meeting
5. Public Comments\*
6. Old Business
  - a. Poetry contest
  - b. Library meeting room policies
7. New Business
  - a. New library transition and operating plan
8. Reports
  - a. 21<sup>st</sup> Century Library Construction Update
  - b. Library Commissioners Reports
  - c. Friends of Hayward Library report
  - 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.



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** MIN 17-157

---

**DATE:** November 13, 2017

**TO:** Library Commission

**FROM:** Director of Library and Community Services

**SUBJECT**

The Minutes of the October 16, 2017 Library Commission meeting are enclosed.

**RECOMMENDATION**

That the Library Commission review and approve the Minutes of the October 16, 2017 meeting.

**ATTACHMENTS**

Attachment I. Minutes of the October 16, 2017 Library Commission Meeting

MINUTES  
City of Hayward Library Commission  
October 16, 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.

Roll call. Library Commissioners in attendance: Bergeron, Bufete, McAllister, Prada, Rogers, Sharafali. Library Commissioners absent: Lowe, Murillo, Reynoso. Council Liaison in attendance: Council Member Mark Salinas. Staff in attendance: Sean Reinhart, Director of Library and Community Services; Lindsey Polanco, Education Services Manager; and Lara Williams, Administrative Assistant III. Visitors in attendance: Bruce Roberts.

Minutes from the September 18, 2017 Regular Meeting were approved as submitted.

Public Comments. Mr. Bruce Roberts, Hayward poet laureate announced that he is working with library staff to develop a poetry contest to coincide with the 21<sup>st</sup> Century Library opening day ceremonies.

Opening Day Ceremonies. The commissioners discussed several ideas for celebrating and commemorating the opening day and inaugural period, including a festival. Director Reinhart reported that the main library will be closed for four weeks as it transitions operations from the current building to the new one.

Meeting Room Policies. The commission reviewed policies from neighboring cities and provided some ideas on the policies they would like to see implemented for the 21<sup>st</sup> Century Library. The commission will review a more detailed version of the plan next month.

Library Ambassador Program. Item deferred to a future meeting due to a shortage of time.

21<sup>st</sup> Century Library Construction update. Director Reinhart reported that another series of construction tours will be scheduled in October and November. Library Commissioners will be invited and are encouraged to attend.

Friends of Hayward Library. Director Reinhart reported that the Friends are rolling out a new membership drive, and distributed a brochure outlining the membership opportunities.

City Council Liaison report. Council Member Salinas reported that City Council is reviewing the city's finances and tax structures. He notes that housing is currently a major focus for City Council.

Agenda Building. Future agenda items include: Library Strategic Plan; Public restrooms in downtown; Library meeting room policies; Library Ambassador program; Poetry Contest.

Adjournment: Commissioner McAllister adjourned the meeting at 7:56pm.



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** RPT 17-169

---

**DATE:** November 13, 2017

**TO:** Library Commission

**FROM:** Director of Library and Community Services

**SUBJECT**

Poetry Contest Staff Report November 13, 2017

**RECOMMENDATION**

That the Library Commission review the Poetry Contest Staff Report.

**ATTACHMENTS**

Attachment I. Poetry Contest Staff Report November 13, 2017



Date: November 13, 2017  
To: Library Commission  
From: Sean Reinhart, Director of Library and Community Services  
Subject: Poetry Contest

In preparation for the 21<sup>st</sup> Century Library opening in 2018, the Library Commission is reviewing plans for Opening Day ceremonies. As part of this process, the Library Commission will review a proposed Poetry Contest which, if implemented, would be undertaken by Friends of Hayward Library and Hayward Poet Laureate Bruce Roberts in conjunction with the 21<sup>st</sup> Century Library grand opening ceremonies. A summary of the proposed contest is included in this report.

## PROPOSAL - JURIED POETRY CONTEST "Hayward: Past, Present, Future"

Friends of Hayward Library and Hayward Poet Laureate Bruce Roberts propose a juried Poetry Contest to celebrate the grand opening of Hayward's 21st Century Library and Heritage Plaza in Spring 2018. Original works of poetry on the theme, "Hayward: Past, Present, Future" would be solicited for the contest.

### 1. PURPOSE

The Juried Poetry Contest will celebrate the grand opening of Hayward's 21st Century Library and Heritage Plaza in Spring 2018. Original works of poetry on the theme, "Hayward: Past, Present, Future" may be entered for consideration in one of two categories:

- a. **POETRY (TEXT ONLY):** This category is for original works of poetry submitted in text-only format, as if for publication in a book or magazine. Entries should reflect the contest theme, "Hayward: Past, Present, and Future." Winners will be selected in three age groups: Child (ages 5-11), Youth (ages 12-17), and Adult (18 and up).
- b. **GRAPHIC (TEXT+DESIGN):** This category is for original works of poetry-inspired graphic design submitted as fully rendered graphic images in electronic format, as if for printing on a large road sign or billboard that can be viewed from a distance. Entries should reflect the contest theme, "Hayward: Past, Present, and Future," and must clearly convey poetic expression through the use of incorporated text. See Guidelines for required image specifications.

### 2. ELIGIBILITY

Entrants must currently live, work, or attend school in Hayward, California, or otherwise have a clear and demonstrable personal connection to Hayward, for example: grew up in Hayward, lived in Hayward for many years, graduated from one or more Hayward schools, served as a volunteer in Hayward for an extended period, etc.

### 3. ENTRIES

Entries must be submitted by the creator of the original work. Only original, previously unpublished works will be considered. Limit one entry per person.

### 4. DEADLINE

Entries are accepted from December 1, 2017 through January 30, 2018. Late entries will not be considered.

5. HOW TO SUBMIT AN ENTRY

Entries are submitted online through the Friends of Hayward Library website. Paper entries will not be accepted. If you are having problems with the entry form, or need help accessing a computer for completing the form, contact us.

6. SELECTION PROCESS

Entries will be reviewed by a juried panel. Award winners will be selected in each category and age group based on the quality of the work, relevance to theme, expressiveness, creativity, etc., as determined by the panel. The panel's decisions are final.

7. AWARD ANNOUNCEMENTS

Awards will be announced in March, 2018.

8. AWARDS AND RECOGNITIONS

Winning entries will be presented (public reading by the poets) in a special ceremony at the 21st Century Library grand opening in Spring 2018, and placed on public display. Winning and honorable mention entries will be published in a commemorative booklet that will be distributed and sold exclusively by Friends of Hayward Library, with all proceeds benefitting library programs for children and families. Youth winners will receive additional awards provided by Friends of Hayward Library.



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** RPT 17-168

---

**DATE:** November 13, 2017

**TO:** Library Commission

**FROM:** Director of Library and Community Services

**SUBJECT**

Meeting Room Policies and Fees Staff Report November 13, 2017

**RECOMMENDATION**

That the Library Commission review the meeting room policies and fees staff report.

**ATTACHMENTS**

Attachment I. Meeting Room Policies and Fees Staff Report November 13, 2017

Attachment II. Current Meeting Room Policy

Date: November 13, 2017  
 To: Library Commission  
 From: Sean Reinhart, Director of Library and Community Services  
 Subject: Meeting Room Policies and Fees

In preparation for the 21<sup>st</sup> Century Library opening in 2018, the Library Commission is conducting reviews of Library policies with the intention of updating or revising policies as needed for the new facility. As part of this process, the Library Commission has undertaken a review of the Library Meeting Room Policy. In multiple meetings during 2016 and 2017, the Library Commission has reviewed the meeting room policies and provided staff direction and recommendations for changes. A summary of the proposed new library meeting room policies and fees is provided in Table 1, followed by a detailed narrative describing the proposed new policy. The new policies are proposed to take effect when the new library facility opens.

TABLE 1. Summary Comparison of Current and Proposed Meeting Room Policies

	Current policy – Main Library	Proposed policy – 21 <sup>st</sup> Century Library
Fee Rates	Free	See Fee Schedule
Who Keeps Fees	General Fund	General Fund
Room Capacity	100	Large room (whole) – 220 Large room (subdivided ½) - 100 Medium room – 40 Conference room – 10
Who can reserve?	Non Profits/Government Agencies	Various groups – see Fee Schedule
Hours Available	Limited open hours	Library open hours, some after hours available
Amenities	Projector/screen	Presentation AV, amplified audio, warming kitchen
Provides Room Setup	Some	No
Food Allowed	Light Snacks	Yes

#### Proposed Fee Schedules

Meeting room fees vary according to the organization booking the room. Operational costs, liability insurance, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour. Fees are due and payable in full at the time of schedule confirmation. Meeting room refunds are not available.

#### I. User Groups

Users are classified into the following groups for determining scheduling priority and the applicable fees and charges.

- A. City of Hayward departments or governmental agencies directly serving residents of Hayward, i.e., HUSD, HARD, County of Alameda, etc.
- B. Nonprofits under IRS Code 501 (c) (3) and open membership group that are co-sponsored by the Library Department.
- C. Nonprofit groups under IRS Code 501 (c) (3) based in and directly serving residents of Hayward, whose purpose is the betterment of the community.
- D. Other organized clubs or special interest group that have been granted IRS Code 501 (c) (3, 4 or 6) nonprofit status with open membership, formal organization, and officers.
- E. Other public or private civic, cultural, educational, or charitable groups not previously mentioned above.
- F. Hayward businesses with company facilities located within the Hayward City limits.
- G. All other businesses, commercial groups, private functions and other groups not previously mentioned above

TABLE 2. PROPOSED RATES

ROOM USE FEES	RATES BY USER GROUP – all rates hourly						
FACILITY	A	B	C	D	E	F	G
Large Room (whole)	-	-	\$35	\$50	\$75	\$100	\$150
Large Room (subdivided ½)	-	-	\$20	\$35	\$50	\$75	\$100
Medium Room	-	-	\$20	\$35	\$50	\$75	\$100
Conference Room	-	-	\$10	\$20	\$30	\$50	\$75
Warming Kitchen (*flat rate)	-	-	-	\$50*	\$50*	\$100*	\$150*

OTHER FEES	RATES – all user groups
Attendant on Duty (when needed)	\$75/hr.
Opening/Closing Fee (when needed)	\$50
Liability Insurance	Fees determined for each use.
Hayward Police Dept. Security	Fee determined by current overtime rates for police personnel
Private Vendor Security	Fee determined by current hourly rates, nature of event, # of participants
Utilities	Fee determined by average current hourly costs
Meeting Room Damage Deposit	\$50 - \$1,000 depending upon room and group size

**HAYWARD PUBLIC LIBRARY**  
**Main Library & Weekes Branch Library**

ATTACHMENT I  
CURRENT POLICY  
11/13/2017

Meeting Room Policy

It is the policy of the Hayward Public Library to allow organizations and groups use of the Library meeting rooms at the Main and Weekes Branch libraries when the facilities are not needed for activities that are implemented or sponsored in whole or in part by the Library, and when such use is not disruptive of the programs and activities of the Library. Such permission is revocable. Permission to use Library meeting rooms does not imply Library endorsement of the aims, policies, or activities of any group or organization.

The mission of the Library and Community Services Department is to preserve and enhance the quality of life for the Hayward community through neighborhood-oriented services, community-based problem solving, and information and resources that are relevant, accessible and responsive to the community. The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth, and its rules must be applied in a manner that takes particular account of their safety and welfare, as well as the needs of other customers. Public use of a Library meeting room is not a primary purpose of the Library, and should not be allowed to interfere with Library services.

***Eligibility and Allocations for Use of Library Meeting Rooms***

1. Permission to use a Library meeting room may be granted to another City department, agency, or commission, and to public, private, and non-profit civic, cultural, intellectual, charitable, and educational groups and organizations. Any other group that is eligible shall be given last priority for its use.
2. In scheduling the use of its meeting rooms, the Library may grant priority first to Library related activities and organizations; second, to neighborhood and community groups; third, to children and young adult groups; and fourth, to non-profit groups and organizations.

***Restrictions on Use of Meeting Rooms***

3. The Meeting Room at the Main Library, 835 C Street, is available during the hours of 1:00 PM to 3:00 PM, on Fridays.
4. The John and Alice Pappas Legacy Room located at the Weekes Branch Library, 27300 Patrick Avenue, is available during Library hours.
5. All meetings of organizations held in Library meeting rooms shall be open to the public (excepting lawful executive sessions of governmental bodies) and recorded in the Meeting Room Schedule Calendar. The Meeting Room Schedule Calendar for the Main Library, located in the Administrative Office of the Library, and the John and Alice Pappas Legacy Room Schedule Calendar, located in the office of the librarian at the Weekes Branch Library, shall be a public record and available to public inspection.

## **HAYWARD PUBLIC LIBRARY**

### **Main Library & Weekes Branch Library**

Meeting Room Policy / Page 2 of 3

6. The Library reserves the right to have one of its staff members attend any meeting held in its facilities (excepting lawful executive sessions of governmental bodies) to ensure no unlawful activities are occurring on Library premises.
7. The Library may impose reasonable conditions for the use of a meeting room to ensure that public or private property is not damaged through use of the facility, and to ensure that the comfort, convenience, safety, or welfare of the public is not disturbed. Unlawful activity shall not be permitted in the meeting room or on Library premises and such activity shall be a basis to deny future use of a Library meeting room by groups or individuals violating this policy.
8. Maximum occupancy of the Main Library meeting room is 100. If the room is divided by partition, maximum occupancy is 50 per room. Maximum occupancy of the John and Alice Pappas Legacy Room at the Weekes Branch Library is 107. If the room is divided by the partition, maximum occupancy for the northern portion of the room is 35; maximum occupancy for the southern portion of the room is 72.
9. Any apparatus, furniture or equipment moved into a meeting room must be approved by the Office of the Director of Library and Community Services, and must be removed promptly at the end of the meeting. The Library accepts no liability whatsoever for any property left on its premises.
10. Groups may serve light refreshments such as coffee, tea, and/or pastries. Responsibility rests with the group to provide all necessary equipment and clean up. Other food is not permitted. The use of alcohol is prohibited.
11. Those using a meeting room shall be responsible for setting up and restoring the area after each use. Tables, chairs, and a chalkboard are available for use. Applicant and group shall be responsible for any damage to equipment or property.
12. Smoking is not permitted in the Library or its meeting rooms, nor is it allowed on any City property, including the City-owned grounds surrounding the Library.
13. No outside group or organization using a Library meeting room shall charge an admission fee or engage in commercial activities for profit making purposes. Groups and organizations formed to support the programs and activities of the Library may use Library facilities for fundraising activities which further that support.
14. Applications for use of the Library meeting rooms will be accepted during the hours that the Library is open. Applications will be accepted from persons 18 years of age or older. Each application must specify the address of the applicant, the day and hours of the proposed use and the manner in which the room would be used. Permission to use the meeting room shall be obtained by filing the application prior to the scheduled meeting date. Applications shall be submitted to the Office of the Director of Library and Community Services and/or the Weekes Branch Library. All applications shall be public records and shall be available for inspection.

## HAYWARD PUBLIC LIBRARY

### Main Library & Weekes Branch Library

Meeting Room Policy / Page 3 of 3

15. The Library reserves the right to deny any application, place reasonable conditions on meeting room use, or revoke any permission previously granted, if necessary to avoid interference with Library service or the needs of Library users afforded a higher priority under Section 2 of this policy. The Library further reserves the right to deny applications for use based on the availability of space, frequency of use, or requests for space by other groups and organizations.
16. ***The Main Library meeting room may be booked through the Administrative Office of the Library. The John and Alice Pappas Legacy Room at the Weekes Branch Library may be booked through the Weekes Branch Library during library hours.*** Requests for use of the rooms may be made no later than one month in advance of the date to be booked, and no sooner than two months in advance. Use is limited to once per month.
17. A request for reconsideration of denial of an application, or a modification of permission already granted, may be submitted by any person adversely affected, to the Office of the Director of Library and Community Services. The Director may overrule any decision, denying or modifying permission to use a Library meeting room. The Director shall render a decision in writing. A request for reconsideration of any decision of Library administration involving the use of the Library meeting room may be submitted by any person adversely affected to the Library Commission. All requests for reconsideration shall be set forth in writing the basis of the request and shall include a copy of the application. The Library Commission will consider the request and make a recommendation to the City Manager for a final decision.

Rev. 9/92

Rev. 3/95

Rev. 12/01

Rev. 10/06

Rev. 5/09

Rev. 6/10