

# **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, April 16, 2018**

**6:30 PM**

**City Hall, Conference Room 2B**

## **Library Commission**

**CALL TO ORDER**

[RPT 18-081](#)

The Agenda for the April 16, 2018 Library Commission meeting is enclosed

**Attachments:** [Attachment I. Agenda for the April 16, 2018 Library Commission Meeting.pdf](#)

**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF MINUTES**

[MIN 18-059](#)

The Minutes of the March 19, 2018 Library Commission meeting are enclosed

**Attachments:** [Attachment I. Minutes of the March 19, 2018 Library Commission meeting.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****THIRD PARTY OPERATING AGREEMENTS****21ST CENTURY LIBRARY GRAND OPENING CEREMONIES****NEW BUSINESS****COMPUTER USE POLICY**

[RPT 18-083](#)

The City of Hayward Public Library Computer Use Policy Update

**Attachments:**    [Attachment I. City of Hayward Public Library Computer Use Policy Update.pdf](#)

DIVERSITY, INCLUSIVITY, EQUITY STATEMENT

[RPT 18-084](#)

City of Hayward Public Library Diversity, Inclusivity and Equity Policy Statement

**Attachments:**    [Attachment I. City of Hayward Public Library Diversity, Inclusivity and Equity Policy Statement.pdf](#)

**REPORTS**

21st CENTURY LIBRARY CONSTRUCTION

LIBRARY COMMISSIONERS

FRIENDS OF HAYWARD LIBRARY

CITY COUNCIL LIAISON

**AGENDA BUILDING - SEE AGENDA SCHEDULE**

[RPT 18-082](#)

Library Commission 2018 Agenda Schedule

**Attachments:**    [Attachment I. Library Commission 2018 Agenda Schedule .pdf](#)

21st CENTURY LIBRARY PREVIEW TOUR

LIBRARY COMMISSION BYLAWS UPDATE

COMMISSIONER GOALS

PATRON SURVEY OF 21st CENTURY LIBRARY

HERITAGE PLAZA

**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 18-081

---

**DATE:** April 16, 2018

**TO:** Library Commission

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

**SUBJECT**

The Agenda for the April 16, 2018 Library Commission meeting is enclosed

**RECOMMENDATION**

That the Library Commission review the Agenda for the April 16, 2018 meeting.

**ATTACHMENTS**

Attachment I. Agenda for the April 16, 2018 Library Commission Meeting

**AGENDA**  
**City of Hayward Library Commission**  
April 16, 2018 @ 6:30 PM  
City Hall, Conference Room 2B  
777 B Street, Hayward, Calif.

---

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
  - a. Minutes from the March 19, 2018 Regular Meeting
5. Public Comments\*
6. Old Business
  - a. Third Party Operating Agreements
  - b. 21<sup>st</sup> Century Library Grand Opening Ceremonies
7. New Business
  - a. Computer Use Policy
  - b. Diversity, Inclusivity, Equity Statement
8. Reports
  - a. 21<sup>st</sup> Century Library construction
  - b. Library Commissioners
  - c. Friends of Hayward Library
  - d. City Council Liaison
9. Agenda Building – See agenda schedule
  - a. 21<sup>st</sup> Century Library Preview Tour
  - b. Library Commission Bylaws Update
  - c. Commissioner Goals
  - d. Patron survey of 21st Century Library
  - e. Heritage Plaza
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 18-059

---

**DATE:** April 16, 2018

**TO:** Library Commission

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

**SUBJECT**

The Minutes of the March 19, 2018 Library Commission meeting are enclosed

**RECOMMENDATION**

That the Library Commission review and approve the Minutes of the March 19, 2018 meeting.

**ATTACHMENTS**

Attachment I. Minutes of the March 19, 2018 Library Commission meeting

## MINUTES

City of Hayward Library Commission - March 19, 2018

---

Call to order. Commission Chairperson McAllister called the meeting to order at 6:41 pm.

Roll call. Library Commissioners in attendance: Bergeron, Bufete, Lowe, McAllister, Reynoso and Sharafali. Library Commissioners absent: Murillo, Prada and Rogers. Council Liaison Salinas was not in attendance. Staff in attendance: Sean Reinhart, Lindsey Polanco, Clio Hathaway and Lara Williams. Visitors in attendance were Chayla Gibson and Sonya Estrada of Hippie's Brew.

Minutes from the January 22, 2018 regular meeting. The minutes were approved with Commissioner Bufete abstaining.

Public comments. There were no public comments.

21<sup>st</sup> Century Library transition and operating plan. Director Reinhart provided an update on the construction schedule. The tentative grand opening date is this summer. PG&E portion has been completed and there is now electricity to the building. A location has been identified for a time capsule near the new library garage side entrance, contents to be determined.

Collection Development Policy. Supervising Librarian Clio Hathaway presented the Collection Development Policy update. Commissioner Reynoso asked Ms. Hathaway if there has ever been a case of a patron challenging a book. Ms. Hathaway replied that it has happened only once or twice in the past eight years. Commissioner Sharafali suggested signage to let patrons know of the e-book offerings available. Ms. Hathaway agreed, and said she thinks the new checkout system will let patrons know there are e-books available online. Director Reinhart requested that the Library Commission formally approve the Collection Development Policy. Commissioner Reynoso made a motion and Commissioner Bufete provided a second motion. Commissioner Sharafali abstained. All other commissioners approved.

Third Party Operating Agreements. Director Reinhart provided overviews of the Third Party Operating Agreements for the Pocket Café, Community Art Gallery, Bookstore/Gift Shop, and Local History Center. He also introduced Sonya Estrada and Chayla Gibson, owners of Hippie's Brew, the proposed operator for the Pocket Café. Discussion ensued. Commissioners indicated unanimous consensus to recommend all four agreements to Council. Director Reinhart advised the Commission that the agreements will be presented to Council for approval in April.

Library Commissioner reports. Director Reinhart announced that the Annual Boards and Commissions Open House will take place on Saturday, May 12<sup>th</sup> from 12N-4PM at Weekes Park, and asked for volunteers to field an informational table about the Library Commission at the event.

Friends of Hayward Library report. Director Reinhart reported that the Friends have fundraised over \$475,000 to date and are on track to exceed their goal to raise \$500,000 by the new library's grand opening. The second half of the campaign will be to raise an additional \$500,000 for the one-year anniversary of the grand opening.

City Council Liaison. There was no report as Councilmember Salinas was not in attendance.

Agenda building. Commissioners reviewed the upcoming agenda items.

Adjournment. Commissioner Chairperson McAllister adjourned the meeting at 7:51pm.





# CITY OF HAYWARD

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

---

**File #:** RPT 18-083

---

**DATE:** April 16, 2018

**TO:** Library Commission

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

**SUBJECT**

The City of Hayward Public Library Computer Use Policy Update

**RECOMMENDATION**

That the Library Commission review the City of Hayward Public Library Computer Use Policy Update

**ATTACHMENTS**

Attachment I. City of Hayward Public Library Computer Use Policy Update



Date: April 16, 2018  
To: Library Commission  
From: Sean Reinhart, Library Director  
**Subject: Computer Use Policy Update**

In preparation for the transition to the 21<sup>st</sup> Century Library facility in 2018, Library staff and the Library Commission have undertaken updates of several Library policies. Attached to this report is the updated Computer Use Policy for Library Commission review, feedback, and approval.

Attachment: Computer Use Policy Update

## **CITY OF HAYWARD PUBLIC LIBRARY COMPUTER USE POLICY**

### **INTRODUCTION**

Hayward Public Library offers free and open access to the Internet in accordance with its mission of providing public access to information of all types in a wide range of formats. The library provides access to the internet in several ways, including public access computers, high speed public access WiFi, and the checkout of portable devices such as Chromebooks. Printing is provided for a nominal cost.

### **PRINCIPLES OF PUBLIC LIBRARY COMPUTER AND INTERNET USE**

The Library cannot guarantee the accuracy of information gained through the Internet. Users are responsible for determining that the information they access is acceptable, reliable and suitable to their needs. The Library does not monitor and has no control over the information accessed through the Internet and assumes no responsibility for its content.

Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. It is both the right and the responsibility of parents and legal guardians to guide their own children's usage of library resources in accordance with individual family beliefs. The Library does not provide this monitoring or supervision.

Library customers are warned that the Internet is not a secure medium and that privacy of email and other communications is not guaranteed. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, any communications sent through the Library's computers or WiFi network, or any data loss or damage to personal storage devices.

To maximize computer availability, and to ensure fair access for all, the following rules and procedures have been adopted. Failure to respect these guidelines will result in the suspension of computer privileges and may result in the revocation of access to the library for a period of time.

### **ACCESSING LIBRARY COMPUTERS AND NETWORKS**

1. Computers are available only during the designated hours, which may vary from library operating hours. Some workstations are limited to a dedicated purpose, such as accessing library databases or other resources, or are reserved for use by children or teens.
2. A valid library card and PIN are required to use most library computers. This does not apply to the Library catalogs or library card application/online payment stations.
3. Customers may not use another customer's card to access computers.
4. Abide by the posted time limits. Customers will be automatically logged off when the time limit is reached.
5. The library does not save customer files on public access computers. Files may be saved to personal storage devices (such as flash drives) or to online services such as Google Docs or Dropbox. Flash drives may be purchased in the Friends of Hayward Library store or at the Accounts Desk.
6. Printing is available for a fee.
7. Headphones are not provided by the library. Customers may bring their own headphones, and earbuds may be purchased in the Friends of the Library store or at the Accounts Desk.
8. Customers may not install software to library computers.

9. Library staff members will assist customers, as time permits, with basic Internet navigation and with basic computer and printer functions. However, library staff does not provide in-depth assistance or instruction.
10. All users are expected to be respectful of the rights of others. Each customer has the right to a quiet and organized work space.

### **PROHIBITED BEHAVIORS**

Misuse of library equipment or networks will result in the loss of public library computer use privileges. Library staff are authorized to enforce this Code in all Hayward Public Library facilities and surrounding grounds. Examples of prohibited behaviors include, but are not limited to:

1. Accessing or disseminating material that violates federal, state, or local laws or regulations. Illegal activity is subject to prosecution by the appropriate authorities.
2. Sending, receiving, or displaying offensive, inappropriate, or sexually explicit text or graphics.
3. Violating the privacy of others, harassing other users, or sending harassing or threatening messages.
4. Violating copyright laws or licensing agreements pertaining to software, files, or other resources obtained electronically.
5. Installing or downloading any software to library equipment
6. Accessing or attempting to access the Library's internal network, files, passwords, or other data belonging to the Library or others.
7. Disrupting or interfering with network services or altering or attempting to alter software configurations or to cause degradation of system performance.
8. Modifying, removing, tampering with, destroying or damaging equipment, software, or data belonging to the library or other users.

Library users who engage in conduct or behavior that violates this Code will be issued a warning and/or required to leave the premises. Repeated or serious violations of this Code may result in the suspension of Library visiting privileges for an extended time period. Any and all illegal activity is immediately reported to law enforcement.



# CITY OF HAYWARD

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

---

**File #:** RPT 18-084

---

**DATE:** April 16, 2018

**TO:** Library Commission

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

**SUBJECT**

City of Hayward Public Library Diversity, Inclusivity and Equity Policy Statement

**RECOMMENDATION**

That the Library Commission review the City of Hayward Public Library Diversity, Inclusivity and Equity Policy Statement

**ATTACHMENTS**

Attachment I. City of Hayward Public Library Diversity, Inclusivity and Equity Policy Statement



Date: April 16, 2018  
To: Library Commission  
From: Sean Reinhart, Library Director  
**Subject: Diversity, Inclusivity, and Equity Policy Statement**

In preparation for the transition to the 21<sup>st</sup> Century Library facility in 2018, Library staff and the Library Commission have undertaken updates of several Library policies, and development of new policies. Attached to this report is a newly developed Diversity, Inclusivity, and Equity Policy Statement for Library Commission review, feedback, and approval.

Attachment: Diversity, Inclusivity, and Equity Policy Statement

## **CITY OF HAYWARD PUBLIC LIBRARY DIVERSITY, INCLUSIVITY, AND EQUITY POLICY STATEMENT**

### **INTRODUCTION**

Equity, diversity, and inclusion are longstanding, fundamental values of public libraries. The City of Hayward Public Library has a long and rich tradition of delivering quality library programs and services that reflect the needs and interests of the diverse community we serve. This tradition was recently affirmed and extended city-wide with [The Hayward Commitment for an Inclusive, Equitable, and Compassionate Community](#)<sup>1</sup> (“The Commitment”) adopted by the Hayward City Council, November 28, 2017.

### **POLICY STATEMENT**

Hayward Public Library is a shared resource for every member of the Hayward community; all are welcome here. Hayward Public Library has long affirmed the values expressed in The Commitment; these values have long been expressed in Library policies and procedures and will continue to be.

Hayward Public Library has long affirmed [the diversity values expressed by the American Library Association](#)<sup>2</sup> which cite “the critical need for access to library and information resources, services, and technologies by all people, especially those who may experience language or literacy-related barriers; economic distress; cultural or social isolation; physical or attitudinal barriers; racism; discrimination on the basis of appearance, ethnicity, immigrant status, religious background, sexual orientation, gender identity, gender expression; or barriers to equal education, employment, and housing.”

Hayward Public Library reaffirms the City of Haywards’ Commitment to engage in meaningful strategies and practices that celebrate diversity; foster a sense of community and belonging; assure inclusivity and equity in all aspects of community life; and promote trust, understanding, connectedness, and respect among people from every background and walk of life throughout our diverse community.

---

<sup>1</sup> URL: [https://www.hayward-ca.gov/sites/default/files/documents/CIECC\\_Accepted.pdf](https://www.hayward-ca.gov/sites/default/files/documents/CIECC_Accepted.pdf)

<sup>2</sup> URL: <http://www.ala.org/advocacy/diversity>



# CITY OF HAYWARD

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

---

**File #:** RPT 18-082

---

**DATE:** April 16, 2018

**TO:** Library Commission

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

**SUBJECT**

Library Commission 2018 Agenda Schedule

**RECOMMENDATION**

That the Library Commission review the 2018 Agenda Schedule

**ATTACHMENTS**

Attachment I. Library Commission 2018 Agenda Schedule



**City of Hayward Library Commission  
2018 Agenda Schedule**

Updated 3/19/2018

MEETING DATE	PROPOSED AGENDA TOPICS
January 22, 2018	<ul style="list-style-type: none"> <li>• 21CL Transition and Operating Plan</li> <li>• Library Commission 2018 Agenda Plan</li> </ul>
February 26, 2018	<ul style="list-style-type: none"> <li>• 21CL Transition and Operating Plan</li> <li>• Opening Day Ceremonies</li> <li>• Library Policies and Procedures                             <ul style="list-style-type: none"> <li>○ Customer Conduct Policy</li> <li>○ Community Information Board Policy</li> <li>○ Meeting Room Policy and Fees</li> </ul> </li> </ul>
March 19, 2018	<ul style="list-style-type: none"> <li>• 21CL Transition and Operating Plan</li> <li>• Opening Day Ceremonies</li> <li>• Library Policies and Procedures                             <ul style="list-style-type: none"> <li>○ Collection Development Policy</li> </ul> </li> <li>• Third Party Operating Agreements                             <ul style="list-style-type: none"> <li>○ Art gallery</li> <li>○ Friends book store and gift shop</li> <li>○ Local history center</li> <li>○ Pocket Café</li> </ul> </li> </ul>
April 16, 2018	<ul style="list-style-type: none"> <li>• Computer Use Policy</li> <li>• Diversity, Inclusivity, Equity Policy Statement</li> </ul>
May 21, 2018	<ul style="list-style-type: none"> <li>• New Library Preview Tour</li> <li>• Library Commission Bylaws Update – review</li> <li>• Heritage Plaza</li> </ul>
June 18, 2018	<ul style="list-style-type: none"> <li>• Patron survey of 21<sup>st</sup> Century Library</li> <li>• Library Commission Bylaws Update – adopt</li> <li>• Commissioner Goals</li> <li>• Energy and Environmental Sustainability Policy</li> </ul>
July 16, 2018	<ul style="list-style-type: none"> <li>• Year-end Commission Dinner</li> </ul>
August 20, 2018	NO MEETING - COMMISSION RECESS
September 17, 2018	<ul style="list-style-type: none"> <li>• Introduction of new and reappointed Commissioners</li> <li>• Election of Officers</li> </ul>
October 15, 2018	<ul style="list-style-type: none"> <li>• 21CL operations and performance Q1 review</li> </ul>
November 19, 2018	<ul style="list-style-type: none"> <li>• 21CL Energy and Environmental performance Q1 review</li> </ul>
December 17, 2018	<ul style="list-style-type: none"> <li>• Weekes Branch renovation conceptual plans</li> </ul>