CITY OF HAYWARD

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

Agenda - Final

Monday, February 25, 2019

6:30 PM

City Hall, Conference Room 2B

Library Commission

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

> MIN 19-024

> > The Minutes of the January 28, 2019 Library Commission Meeting

> **Attachments:**   Attachment I. Minutes of the January 28, 2019 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.

NEW BUSINESS

REVIEW ANNUAL REPORT TO STATE LIBRARY, FY 17/18

> RPT 19-232

> > Annual Report to State Library, FY 17/18

> **Attachments:**   Attachment I. Annual Report to State Library FY 17/18

HERITAGE PLAZA REPORT

OLD BUSINESS

21ST CENTURY LIBRARY CONSTRUCTION UPDATE

REPORTS

LIBRARY COMMISSIONERS

FRIENDS OF THE HAYWARD LIBRARY

CITY COUNCIL LIAISON

LIBRARY DIRECTOR

ADJOURNMENT

NEXT MEETING – To be announced

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

File #: MIN 19-024

DATE: February 25, 2019

TO: Library Commission

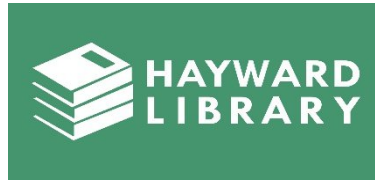**FROM:**   Director of Library Service

SUBJECT

The Minutes of the January 28, 2019 Library Commission Meeting

RECOMMENDATION

That the Library Commission review and approve the Minutes of the January 28, 2019 meeting.

ATTACHMENTS

Attachment I. Minutes of the January 28, 2019 Library Commission Meeting

LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF JANUARY 28, 2019
CITY HALL – CONFERENCE ROOM 2B

I. Call to order

Commission Chairperson McAllister called the meeting to order at 6:36 pm.

II. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance

III. Roll call

Present:	Bergeron, Bufete, Lowe, McAllister, and Zhang
Absent:	Prada, Reynoso and Sharafali
Staff:	Jayanti Addleman, Director of Library Services
	Lara Williams, Senior Secretary
	Sally Thomas, Supervising Librarian/Acting Education Services Manager
	Ivan Padilla, Lead Program Assistant
	Michelle Gee, Literacy Plus Coordinator
	Al Mendall, Councilmember

IV. Approval of Minutes from the November 26, 2018 regular meeting
Motioned by Commissioner Lowe to approve the November 26, 2018 Library Commission Minutes: seconded by Commissioner Bergeron. Passed by 5-0-0.

V. Public Comments
None

VI. New Business

Education Services Overview and Status
Sally Thomas introduced herself as the interim Education Services Manager. She then introduced Michelle Gee, presenter, Literacy Program Coordinator. Ms. Gee reported that the literacy services staff consisted of Friederike Glassey and Amber Bell. Ms. Gee also provided a brief background introduction on her career. Ms. Gee provided a detailed overview of the Literacy Services programs. Ivan Padilla, Lead Program Assistant, and coordinator of the after-school Homework Support Center program sites, introduced himself and provided a detailed overview of the program. Co-Chairperson Bufete requested to see data on the success of the program. Mr. Padilla agreed to send data after the completion of the school year. Both presentations are provided as attachments to the Minutes.

Introductions

All attendees at the Library Commission meeting introduced themselves.

Weekes Branch Library Update

Director Addleman reported that the branch is very busy. They have several new programs, and new patrons who had never before been to Weekes. The library has new computers, chairs and a new printer. Storytime is very popular, and well attended. Commissioner Zhang suggested a Chinese language storytime, with a volunteer opportunity. Director Addleman stated they are open to suggestions and ideas. Commissioner Lowe suggested the Chinese teachers at Stonebrae Elementary would be able to provide helpful input on book suggestions.

Patron Survey Questions Review

Commissioner Prada was not present to provide a review. Commissioner Zhang had suggested a questionnaire comprised of 5 questions. The deadline for review was pushed to February, due to the delay of the library opening.

VII. Old Business

21st Century Library Construction Update

Library Director Addleman provided an update on construction of the 21st Century Library. There have been many challenges during the construction process. The conduits near the elevator are among factors delaying the temporary certificate of occupancy. Once that certificate is obtained (TCO), staff can have access to the library and begin to prepare it for opening.   Library staff is eager and looking forward to the library opening. They are providing outreach to the community and doing the best they can to offer a continuity of services, so that citizens feel they are still getting library services. The PG&E issue is not as drastic, as it had originally seemed. They had reported that the larger solar power converter might not fit. Regardless, it will not delay the library opening.

VIII. Reports

Library Commissioner reports

Commissioner Lower stated that Chairperson McAllister did an amazing job at the Martin Luther King celebration at Chabot College. Next year will have an onstage performance ASL signer.

Friends of Hayward Library report

Chairperson McAllister stated that the Friends of the Hayward Library are learning how to operate a store. Donations are still coming in, and the online store is active. The second phase of selling plaques will commence, as soon as the first phase of the plaques is complete. The City Manager agreed to provide regular updates to Co-Chairperson Bufete and Chairperson McAllister, on the library opening date.

City Council Liaison report

Councilmember Mendall described what he believes his role is. He is available to report things back to the City Council, and to report City Council initiatives back to the Library Commission. He is available to help and answer questions as well. He is not available to steer or push suggestions.

Library Director report

Director Addleman has already provided the report on the library.

IX. Agenda Building

    a. Review Annual report to state library, FY 17/18
    b. Meeting at Weekes branch.
       - Need to check schedule, Weekes conference room are booked up
       - Look at holding September meeting there
    c. Heritage Plaza Report
    d. Add update from Homework Support Center (Ivan Padilla), in July

X. Adjournment
Commission Chairperson McAllister adjourned the meeting at 7:31pm

CITY OF HAYWARD

File #: RPT 19-232

DATE: February 25, 2019

TO: Library Commission

FROM: Director of Library Services

SUBJECT

Annual Report to State Library, FY 17/18

RECOMMENDATION

That the Library Commission review the Annual Report to State Library FY 17/18

ATTACHMENTS

Attachment I. Annual Report to State Library FY 17/18

California Public Library Survey

Directory Update #1-45

#	Field	
1	Library ID	_____
2	FSCS ID	_____
3	Short Name	_____
4	Library Name	_____

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

#	Field	
5	Courtesy Title	_____
6	Director First Name	_____
7	Director Middle Name	_____
8	Director Last Name	_____
9	Director Title	_____
10	Street Address	_____
11	City	_____
12	Zip	_____
13	Zip +4	_____
14	Mailing Address	_____
15	Mailing City	_____
16	Mailing Zip	_____
17	Mailing Zip +4	_____
18	Public Phone Number - Administration	_____
19	Reference Phone Number	_____
20	Fax	_____
21	TDD for Deaf	_____
22	Library Director's Email address	_____
23	Library's Public Email address	_____
24	Library's Web Address	_____
25	ILL Period # of weeks	_____
26	ILL Photocopy free up to 10 pages?	_____
27	Copy fee. ONLY if answer to #26 is No; otherwise, leave blank.	_____
28	Name of person completing this survey	_____
29	Phone # of person completing this survey	_____
30	Email address of person completing this survey	_____

#	Field	
31	Size Square Mile	_____
32	Interlibrary Relationship code	_____
33	Legal Basis Code	_____
34	Administrative Structure Code	_____
35	FSCS Public Library Definition	_____
36	Geographic Code	_____
37	Legal Service Area Boundary Change	_____
38	Library Type	_____
39	Metropolitan Service Area Name	_____
40	County	_____

41	CLSA System Library	_____
42	Population Group Number	_____
43	State	_____
44	Fiscal Year	_____
45	Institute Code	_____

Population and Outlets #201-212

201	Population of The Legal Service Area	_____
202	Population of Children Ages Under 5	_____
203	Population of Children Ages 5-14	_____
204	Registered Users as of June 30	_____
205	Children Borrowers Age 0-14	_____
206	# of Central Libraries	_____
207	# of Branch Libraries	_____
208	# of Stations	_____
209	# of Branches and Stations	_____
210	# of Bookmobiles	_____
211	Total # of Outlets	_____
212	Total Square Footage	_____

Library Staff #251-259

251	Total count of persons employed - full and part time	_____
252	ALA Librarians (FTE) who have accredited ALA Masters	_____
253	FTE Total Librarians (ALA or other)	_____
254	FTE Special Professionals	_____
255	FTE Librarian Technical Assistants	_____
256	FTE Other	_____
257	All Support Staff FTE	_____
258	Staff FTE	_____
259	FTE Volunteers (Average FTE per week - not hours)	_____

Income - for Operational Expenses #301-307

301	Local Government (all sources)	_____
302	State Funds (e.g. CLSA, PLF, ELLI, etc.)	_____
303	Federal Funds (e.g. LSTA or other)	_____
304	All Other Operating Income	_____
305	Total Operating Income	_____
307	CA Literacy Services	_____

Income - for Capital Outlay #309-313

309	Local Government (taxes and allocations)	_____
310	State Funds	_____
311	Federal Funds	_____
312	Other Income	_____
313	Total Capital Outlay Income	_____

Standard Operating Expenditures #401-411

401	Salary & Wages Expenditures	
402	Employee Benefits Expenditures	
403	Total Staff Expenditures	
404	Print Materials Expenditures (except Serials)	
405	Print Serial Subscription Expenditures	
406	Total Print Materials Expenditures	
407	Electronic Materials Expenditures	
408	Other Materials Expenditures	
409	Total Collection Expenditures	
410	All Other Operating Expenditures	
411	Total Operating Expenditures	

Capital Expenditures #500

500	Total Capital Expenditures	

Specific Expenditures #501-503

501	Preservation	
502	Expenditures on Childrens Materials	
503	Adult Literacy Programs	

Collections #601-619

601	Children's Books Added	
602	Books Children Held	
603	Books Young Adult Held	
604	Books Added	
605	Book Titles Added	
606	Books Held	
607	Government Documents	
608	Total Print Materials Held	
609	Electronic Books	
610	Audio - Physical Units	
611	Audio - Downloadable Units	
612	Video - Physical Units	
613	Video - Downloadable Units	
614.a.	Electronic Collections through Local and Other Funding in Collection	
614.b.	Electronic Collections through State Funding in Collection	
614.c.	Electronic Collections	
615	Current Print Serial Subscriptions	
616	Catalog Records	
617	Children's Audio Materials	
618	Children's Video Materials	
619	Equipment	

Library Services, Annual #801-827

#	Description	
800	Hours Open, All Outlets	
801	Library Visits	
802	Reference Questions	
802a.	Technology assistance	
803	Physical Item Circulation	
804	Circulation of Childrens Materials	
805	Circulation of Non English Materials	
807	Circulation of Electronic Materials	
808	Successful Retrieval of Electronic Information	
809	**Electronic Content Use**	
810	**Total Circulation**	
811	**Total Collection Use**	
812	ILL loans to others	
813	ILL loans received	
814	# of Pre School Programs	
815	Pre-School Program Attendance	
816	# of School Aged Programs	
817	School Aged Program Attendance	
818	# of Young Adult Programs	
819	Young Adult Program Attendance	
820	# of Adult Programs	
821	Adult Program Attendance	
822	Offsite Programs - Number	
823	Offsite Programs - Attendance	
824	# of Children's Programs	
825	Childrens Program Attendance	
826	Total # of Programs	
827	Total Program Attendance	

Salary Survey #901-918

#	Description	
901	Beginning Salary for Director	
902	Final Salary for Director	
903	Beginning Salary for Assistant Director	
904	Final Salary for Assistant Director	
905	Beginning Salary for Chief Library Division	
906	Final Salary for Chief Library Division	
907	Beginning Salary for Branch Librarian	
908	Final Salary for Branch Librarian	
909	Beginning Salary for Entry Level Librarian	
910	Final Salary for Entry Level Librarian	
911	Beginning Salary for Journeyman Librarian	
912	Final Salary for Journeyman Librarian	
913	Beginning Salary for Library Tech Assistant	
914	Final Salary for Library Tech Assistant	
915	Beginning Salary for Clerk	

916	Final Salary for Clerk	
917	Beginning Salary for Manager of Special Library Service (non-MLS)	
918	Final Salary for Manager of Special Library Service (non-MLS)	

Library Community Development and Support Information #919-923

919	Did your library provide support for vulnerable populations in the community?	
920	Did your library support your users' personal economic development?	
921	Did your library play a role in responding to, or building resilience after, a crisis in the community?	
922	Did your library support your users' personal learning and knowledge development?	
923	Did your library help to develop social capital in your community?	

Electronic Services #856-863

856	Library Utilizes CA Teleconnect Fund	
857	Library Utilizes the E-Rate Program	
858	CIPA Compliant	

Electronic Resources Usage

859	Annual Uses of Public Internet Computers	
860	Virtual Visits to the library website	
861	Wireless Sessions Per Year	
862	Does your library use RFID	
863	# of Internet Terminals	

Referenda #870-877

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

870	Referenda Election Date	
871	Referenda Local Agency	
872	Referenda Funding Purpose	
873	Referenda Type of Tax	
874	Referenda Percentage of Yes Votes	
875	Referenda Vote Require	
876	Referenda Vote Outcome	
877	Referenda Notes	

Notes

Library Outlet #1-44

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	FSCSKey	_____
2	State assigned identification number	_____
3	Library Code	_____
4	Short Name	_____
5	Legal Name	_____
6	Physical Street Address	_____
7	City	_____
8	Zip Code	_____
9	Zip+4 Code	_____
10	Mailing Street Address	_____
11	Mailing City	_____
12	Mailing Zip Code	_____
13	Mailing Zip +4	_____
14	County	_____
15	Fax	_____
16	Phone	_____
17	Outlet Type Code	_____
18	Facility Owned By	_____
19	Facility Update Needs	_____
20	Population Served	_____
21	Total Outlet Staff FTE	_____
22	Hours Open, Weekly	_____

23	Hours Open, Annually	_____
24	Weeks Open, Annually	_____
25	Volumes Held	_____
26	Circulation	_____
27	Total Outlet Operating Expenditures	_____
28	Year Built	_____
29	Date Library Opened (mm/yyyy)	_____
30	Year Library Remodeled	_____
31	Is this Outlet LEED certified?	_____
32	Size in Square Feet of outlet	_____
33	Number of Reader Seats	_____
34	Days Per Week Library is Open to the Public	_____
35	Staffed when open to public by at least 1 paid librarian & 1 paid	_____
36	Housed in Seperate Quarters?	_____
37	Established Scheduled Hours for Public Service?	_____
38	Degree of Adequacy of this Facility	_____
39	Number of Internet Terminals - General Public	_____
40	What is your library's highest connection speed to the Internet?	_____
41	Is Wireless available at this location?	_____
42	Metropolitan Status Code	_____
43	FSCS Submission Year	_____
44	Outlet Type Sort Code	_____

Library Outlet #1-44

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1 FSCSKey
   State assigned identification
2 number
   _____

3 Library Code
   _____

4 Short Name
   _____

5 Legal Name
   _____

6 Physical Street Address
   _____

7 City
   _____

8 Zip Code
   _____

9 Zip+4 Code
   _____

10 Mailing Street Address
    _____

11 Mailing City
    _____

12 Mailing Zip Code
    _____

13 Mailing Zip +4
    _____

14 County
    _____

15 Fax
    _____

16 Phone
    _____

17 Outlet Type Code
    _____

18 Facility Owned By
    _____

19 Facility Update Needs
    _____

20 Population Served
    _____

21 Total Outlet Staff FTE
    _____

22 Hours Open, Weekly
    _____

23	Hours Open, Annually	_____
24	Weeks Open, Annually	_____
25	Volumes Held	_____
26	Circulation	_____
27	Total Outlet Operating Expenditures	_____
28	Year Built	_____
29	Date Library Opened (mm/yyyy)	_____
30	Year Library Remodeled	_____
31	Is this Outlet LEED certified?	_____
32	Size in Square Feet of outlet	_____
33	Number of Reader Seats	_____
34	Days Per Week Library is Open to the Public	_____
35	Staffed when open to public by at least 1 paid librarian & 1 paid	_____
36	Housed in Seperate Quarters?	_____
37	Established Scheduled Hours for Public Service?	_____
38	Degree of Adequacy of this Facility	_____
39	Number of Internet Terminals - General Public	_____
40	What is your library's highest connection speed to the Internet?	_____
41	Is Wireless available at this location?	_____
42	Metropolitan Status Code	_____
43	FSCS Submission Year	_____
44	Outlet Type Sort Code	_____