



CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

A G E N D A

Monday
June 21, 2004 - 6:30 PM
Library Commission Meeting



1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of May 17, 2004*
5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)
6. *Old Business*
 - a. *Budget Update.* The Library Director will provide a budget update to the Library Commission.
 - b. *Year End Review.* The Commission will review FY 2003-04 activities.
7. *Adjournment* - The Commission will adjourn to Café Bijoux, 855 B Street, Hayward for their annual dinner.



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Marilyn Baker-Madsen at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
May 17, 2004

Administrative Office
Hayward Public Library
835 C Street, Hayward

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Commission Chair Glines at 7:03 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

3. Attendance	Present	Present	Absent to Date
	This Meeting	To Date	This F/Y
Linda Bennett	X	9	0
William Burnside	X	9	0
Jessica Fields	X	7	2
Elsa Glines	X	9	0
Elizabeth Schluntz	X	8	1
Helen Wu	X	9	0

City Council Liaison: Council Member Bill Quirk

Staff: Marilyn Baker-Madsen, Library Director
Linda Atwater, Administrative Secretary

4. **Minutes of the Meeting of April 19, 2004**

Board Action: It was moved and seconded (Bennett/Burnside) to approve the minutes of the meeting of April 19, 2004 as submitted. Unanimously carried.

5. **Public Comment.** No public comment offered.

6. **Friends of the Library Report.** City Council Member Bill Quirk provided the Friends of the Library Report. The Friends of the Library make recommendations to the City Council on policy issues, such as the budget. Recognizing the potential for a conflict of interest, Council Member Quirk spoke with the City Attorney, and he will be an advisory member on the Friends Board as opposed to a voting member.

The Friends' Bigger than Usual Book Sale will be held on June 10, 11 and 12. The hours of the sale are Thursday evening, 5-9 PM, Friday and Saturday, 10 AM-4 PM. The Library Director displayed a colorful poster that publicizes the event.

The Friends held their Election of Officers, and the nominees as announced at the last Library Commission meeting were all voted into office (Nancy Eager, President; Ilene

Rockman, Vice President; Helene Carr, Secretary; Alison Lewis, Treasurer; Nancy Mendoza, Corresponding Secretary; Evelyn Gertler, Parliamentarian, and three new Board members, Barbara Jones, Bonnie Smith and Judy Harrison.

7. **BALIS/System Advisory Board (SAB) Report.** No report provided.

8. **Old Business**

Budget Update. The Library Director provided an update on the preparation of the FY 2004-05 budget. Each City Department submitted 5%, 7% and 10% budget reduction scenarios. The Library Department has held open vacant positions, in an effort to avoid layoffs. The positions that were held open allowed the Library to meet both the 5% and 7% reduction scenarios. The Library proposes freezing three vacant positions - Librarian II/Cataloger (full time), Library Assistant (full time), and Library Assistant (part-time), funding the full time vacant Young Adult Librarian position at a part-time level and eliminating the Data Systems Operator in January 2005 when it is vacated due to the incumbent's retirement. The part-time funding of the vacant full time Young Adult position offsets the service burden on the Youth Services Division that has operated with multiple vacancies over multiple fiscal years and helps to address direct services to Hayward's youth.

Freezing the four positions in FY 2004-05, in addition to the 10 frozen positions in FY 2003-04 represents an 18% staff reduction and results in the need to reduce 8 public service hours at both facilities which represents a 14% reduction in hours. The aim of the Library is to minimize the impact of hours reduction on the public by reconfiguring operating hours that best serve our customers while taking into account the needs of the staff. A part of this strategy is to offer uniform public service hours at both Library facilities and to maximize existing staff by operating one-shift days. The Library proposes to operate 11 AM to 8 PM, Monday through Wednesday, and 10 AM to 5 PM, Thursday through Saturday.

The materials budget is intact, restoring the money that was cut from it this year, to \$306,000. The substitute budget would be restored fully to \$38,600. This amount buys 13 hours of Librarian time per week, 17 hours of Library Assistant time, and 10 hours of Library Page time to cover for absences during 56 public service hours weekly at both facilities.

Due to the Fourth of July holiday falling on a Sunday, the City will observe this holiday on Monday, July 5th. The Library has recommended that the new hours of operation be implemented Tuesday, July 6th.

If approved, the proposed fee structure, as shared at the last Library Commission meeting, would be implemented on July 6th. The staff has been working out the logistics of the fines records on the computer. Two sets of "rules" will be run. Customers with materials borrowed before the implementation of the new fine structure will stay under the old structure. Materials that are checked out in the new fiscal year will be under the new fee structure.

The dates of the City Council work sessions were provided. The times have not yet been announced. Council Member Quirk spoke with regard to the frozen positions in the City. As a whole, the City has frozen 11% (83 positions) of its work force of the 770 employees funded by the General Fund. The Police Department is down 11%, Mayor and Council, about 11%, a few departments are down more, with the Library down 18%, Finance 17%, City Clerk 17%, City Manager, either 5% or 20% (4 positions had been added, but were not funded), Fire 7%, and Public Works 9%.

Council Member Quirk acknowledged that during his tenure as a Library Commissioner, he was involved in deciding what strategy would be used with regard to addressing budget concerns. This is no longer his role, and he can't tell the Library Commission what should be recommended to the City Council. However, Council Member Quirk stressed that whatever position the Library Commission decides to take, they should support this position strongly. It is important to be visible at the work sessions and hear the comments that will be made. He added that it wouldn't hurt to be at the Tuesday work session, even if the Library ends up being discussed on Thursday. This makes a statement early on in the process.

Commissioner Glines recalled that there was good representation from the Commission at all of the sessions. A letter has traditionally been read at the City Council meeting when the Public Hearing is held. Sometimes, a brief statement has been made by the Library Commission Chair or a Commissioner at the City Council Work Session as well. The Public Hearing is scheduled for June 8th.

9. New Business.

a. Letter to City Council. Library Chair Glines prepared a draft letter to the City Council and invited Commission input. Commissioners offered comments that will be incorporated into a new draft. Council Member Quirk reminded the Commission that they advise the Mayor that they are speaking for the Commission, and would like 5 minutes.

Board Action: It was moved/seconded (Wu/Burnside) to form a committee to draft a letter to be read to the City Council. Unanimously carried.

Commissioners Bennett, Schluntz and Chair Glines volunteered their service on said committee.

b. Library Legislative Update. The Library Director provided an overview of the Governor's "May Revise" and how it will affect libraries. It contains a proposal to further reduce the Public Library Foundation funding by \$1.4 million. In addition, the agreement to shift \$1.3 billion in property taxes from city, county and special districts over the next two years will inevitably affect libraries as well.

10. Library Director's Report. The Library Director distributed flyers that publicized the Friends Bigger than Usual Booksale. In the agenda packet, a revised Story Time Flyer was included, that reflects the new program times in anticipation of new hours for the Library. The staff is getting ready to roll out the Summer Reading Game "Around

the World in 50 Days". Approximately 2500-2800 children participate in the Library's Summer Reading Game. The Chess Tournament that is a traditional part of the Summer Reading Program has been scheduled (flyer included in packet). Other Summer Reading Game programs will include crafts - Guatemalan Weaving and Eskimo Laughing Masks, Chuck Ashton's *Anansi the Spider* Puppet Show, Bouncin' Dan the Paddlemán, and Python Ron's Reptile Kingdom.

Included in the Library Department Activity Report was notice of the impending leave taking of Adult Services Manager, Bennett Jacobstein. The Library will be able to fill the position vacancy. Several staff reassignments have been put into place, to best utilize the staff that we have, and provide cross-training experiences.

The Library Director called attention to the use of Weekes Branch Library as a command center during the search for a young autistic boy who was missing from Weekes Park last month. The Activity Report contained a detailed report of this incident.

11. ***Library Commission Report.*** Commissioner Schluntz' son participated in the recent "Shelter Shuffle" and she appreciates everyone who donated to FESCO in support of this activity.

Annual Library Commission Dinner. Traditionally, the Library Commission Annual Dinner was held in June, following the adjournment of an early meeting. Due to a press of activities in the past few years, the Dinner was scheduled in July. Commissioners discussed possible dates and locations and it was determined to hold the Dinner at 7 PM on June 21st at the Café Bijoux, with the Library Commission meeting convened at 6:30 PM. In addition to Library Commissioners, City Council liaison, staff, and their guests, invitation will be extended to the Mayor, City Manager, Council Member Kevin Dowling, and former Council Member Doris Rodriguez. It was noted that Council Member Dowling was unable to attend the dinner last year, during his term as the Council liaison to the Library Commission.

12. ***City Council Liaison Report.*** City Council Member Quirk commented that he was pleased to be appointed to the Library Commission as the liaison. He noted that there is much for him to learn with regard to his service on the City Council, and it was good to "come home" to the Library and the Commission as the liaison. He appreciated the support of his fellow Council Members in this regard. Council Member Quirk expressed his dedication to the Library and his hope to be able to help in the advance towards a new main library, and appropriate library service hours for our community. Council Member Quirk encourages the Library Commission to ask questions of him as issues arise.
13. ***Agenda Building.*** The agenda for the June Library Commission meeting will include a Year End Review and budget update. The meeting will convene at 6:30 PM and adjourn by 7:00 PM to the Café Bijoux for the Library Commission Annual Dinner.

14. *Meeting Evaluation.* Commissioners commented that the appointment of Council Member Quirk as the Liaison to the Commission was very much appreciated. It was remarked that the meeting ran well and the draft letter was very helpful. Chair Glines observed that it was a very fortunate situation when one has a group of people who really want to work together. There is a vacant position on the Library Commission, and recruitment ends in a few weeks. Council Member Quirk listed the other Board and Commission vacancies that will also be filled. Commissioners who know someone who may be interested in joining the Library Commission should encourage them to make application.

15. *Adjournment.* The meeting was adjourned at 8:47 PM.