



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**CITY OF HAYWARD LIBRARY COMMISSION**  
**June 18, 2012**

**Regular Meeting at 6:30 PM**

Hayward Public Library-Administrative Office  
835 C Street, Hayward, CA 94541

**Annual No Host Dinner at 7:00 PM**

China Bistro, 22436 Foothill Blvd., Hayward, CA 94541

**A G E N D A**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Minutes of Meeting of May 21, 2012**

**5. Public Comment**

This 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.

**6. Reports**

- a)** Report from Director of Library and Community Services
- b)** Friends of the Hayward Public Library Report
- c)** Library Commission Report
- d)** City Council Liaison Report

**7. Adjourn to Annual No Host Library Commission Dinner**

Chef's Experience/China Bistro  
22436 Foothill Blvd., Hayward, CA 94541



**Minutes of the Library Commission Meeting**  
 Hayward Public Library  
 835 C Street, Hayward CA 94541

**May 21, 2012**

1. **Call to Order:** Commission Chair Kelly Greenne called the meeting to order at 6:37 PM.
2. **Pledge of Allegiance:** Commissioners recited the Pledge of Allegiance.

3. **Attendance:**

	<b>Attendance this Meeting</b>	<b>Present to Date Regular Meetings</b>	<b>Absent to Date Regular Meetings</b>	<b>Attendance Special Meetings</b>
<b>Commissioner</b>				
Linda Bennett	X	8	0	0
Lisa Brunner	X	6	2	0
Kelly Greenne	X	8	0	0
Judy Harrison	X	7	1	0
Kari McAllister	0	6	2	0
Isabel Sanchez	X	4	4	0
Monica Schultz	X	6	2	0

City Staff: Sean Reinhart, Director of Library and Community Services  
 Olga Ramirez, Library Assistant

City Council Liaison: Council Member Mark Salinas

4. **Approval of Minutes of Meeting of April 16, 2012**  
**Board Action:** It was moved/seconded (Harrison/Brunner) to approve the minutes of the meeting of April 16, 2012 as submitted. Motion unanimously carried.
5. **Public Comment:** Commissioner Harrison acknowledged Muriel Sampson and Charlotte Sladek, Friends of the Library Board Members, who were present at the meeting. No public comment was offered.
6. **Friends of the Hayward Public Library Report.** Commissioner Harrison shared that the Friends of the Library made a total of \$2679 in the month of April and collected \$1562 from the Restaurant Walk proceeds that have been earmarked for the After School Homework Centers. Commissioner Harrison commented that guest speaker, Debra Doyle from the San Francisco

Friends of the Library, was unable to attend their May meeting due to a family emergency. She did mention that the Friends had mixed feelings regarding if this was the right time to start a Library Foundation while other Friends members felt that they could form a combined effort that would include the Literacy Plus Council. Both non-profit organizations could research larger grants together. Commissioner Harrison also passed around the two possible logo designs that will be printed on their t-shirt merchandise and advised the Commission that the Friends will increase their book sales to include the 3<sup>rd</sup> Saturday of the month from now through September.

**7. Report from Director of Library and Community Services.**

- ❖ Director Reinhart provided a quick budget update. The recommended biennial operating budget was presented to City Council which included all the significant cost sharing concessions made by the various employee bargaining units. These concessions helped reduce the projected general fund deficit down from \$15 million dollars to \$4.2 million. The remaining budget gap will be balanced by a combination of City Council reserves and with a \$2.2 million dollar cut in the supplies and services category. For the Library and Community Services department, this means that the materials budget (books, media, and electronic resources) will be cut 30% and the Social Services grant program will be cut 17%. Due to the structural savings from employee compensation and benefit concessions, there will be no need for departmental restructuring or employee layoffs in the next two fiscal years.

Commissioner Greenne asked a question regarding the employee layoff notices that were due to 13 library staff members in mid April and asked for clarification on the one-on-one manner the employees were notified with this news. Commissioner Greenne felt that a group setting would have eased the high anxiety and stress this type of news can bring. Director Reinhart responded that in order for City Council to adopt the city's budget by July 1, the Finance team needs to adhere to a specific timeline to allow enough time for document preparation and public discussions. In the absence of ratified employee cost sharing agreements from several bargaining units, it was necessary to proceed with the assumption that cost sharing contributions were not going to materialize; with the end result being, staff layoffs. Director Reinhart said that it was necessary to meet with the affected employees immediately and that individual one-on-one meetings was the most appropriate manner to do so.

- ❖ Director Reinhart invited all the Commissioners to the fourth annual pizza party celebration in recognition of the students and tutors in the After School Homework Support Centers. The Longwood Elementary School pizza party will be on Wednesday, May 30 at 12:30 PM and on Wednesday, June 6 at 3:00 PM at both Main and Weekes Branch. Director Reinhart commented on how successful the homework center has been at Longwood Elementary School this past year, and that Hayward Unified School District has contracted (HUSD will assume all the cost) with the City of Hayward to continue operation at this site next school year. Director Reinhart shared that the homework centers will expand to six additional Hayward schools over the next five years, thanks to the Hayward Promise Neighborhood grant.

**8. New Business.**

- a) **Automated Materials Handling System Project Update.** Director Reinhart informed the Commissioners that two projects are currently in the Capital Improvement Plan (CIP) for

fiscal year 2013. The first is the installation of the automated materials handling system at the Main Library and the second is the finalization of the design process, up to the blue prints, for the new Library and Community Learning Center. In the meantime, construction of the Library Director's new office space, which will be in the administration office reception area, will begin in early June.

- b) **Planning for Library Commission No Host Annual Dinner.** The Commissioners decided to have their annual no host dinner at Chef's Experience China Bistro on Monday, June 18. They will meet at the Main Library for their regular Commission meeting at 6:30 PM then adjourn to China Bistro for their 7:00 PM dinner.

9. **Library Commission Report.** Commissioner Harrison shared that as a participant of the Non Profit Executive training, she received a temporary pass from the training facilitator to have outside access to the Foundation Center's cooperating collection which provides access to more than 2 million non profit grant opportunities. Director Reinhart added that anyone can browse the Foundations database from any Hayward library computer.

Commissioner Greenne mentioned that she attended the Personal Emergency Preparedness training that was led by Captain Thor Poulsen. She commented that the seminar provided lots of useful information. Commissioner Greenne also shared her thoughts of the recent Restaurant Walk.

10. **City Council Liaison Report.**

- ❖ Council Member Salinas shared that more food activities/businesses will be coming to downtown Hayward, including possible mobile food trucks in the corner of Foothill/Mission Blvd. and Jackson Street.
- ❖ Council Member Salinas announced that the California Economic Development Association awarded Hayward's Economic Development department with 2<sup>nd</sup> place for their outstanding economic activities and events in Downtown Hayward.
- ❖ Council Member Salinas acknowledged all of the City of Hayward employees for their significant contributions in helping the City of Hayward remain financially stable. He also complimented Director Reinhart for his clear articulation when speaking to them about the budget.
- ❖ The summer's downtown Hayward activities and events have begun. A complete list of events can be found on the City of Hayward's website.

11. **Agenda Building.** The following items were suggested for inclusion on the next agenda:

- ❖ Automated Materials Handling System Project Update

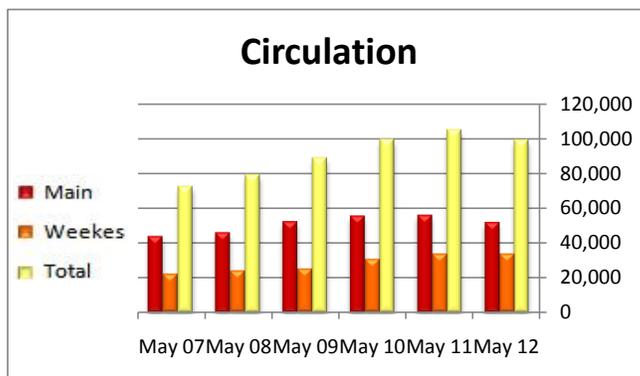
12. **Adjournment:** The Commission Chair adjourned the meeting at 8:07 PM.

# Hayward Public Library Statistics -- May 2012

## CIRCULATION

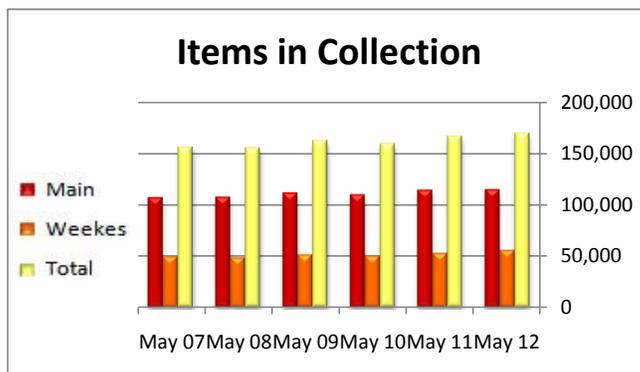
	Main	Weekes	Total
May 12	51,294	33,259	98,892
May 11	55,400	33,216	104,631
May 10	55,073	30,135	99,190
May 09	51,836	24,719	88,745
May 08	45,536	23,535	78,973
May 07	43,448	21,741	72,381

\*Total includes web renewals, inhouse, ebooks



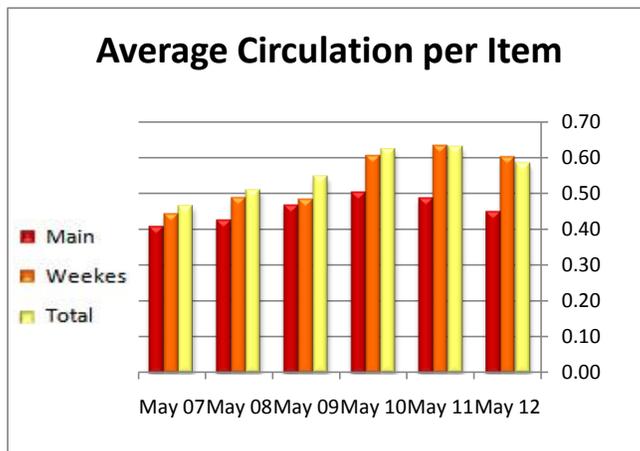
## ITEMS in COLLECTION

	Main	Weekes	Total
May 12	114,344	55,311	169,655
May 11	113,905	52,456	166,361
May 10	109,609	49,772	159,381
May 09	111,191	51,042	162,233
May 08	107,224	48,195	155,419
May 07	106,744	49,042	155,786



## AVERAGE CIRCULATION per ITEM

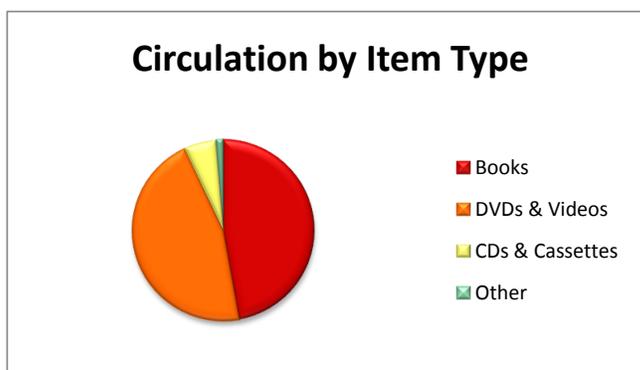
	Main	Weekes	Total
May 12	0.45	0.60	0.58
May 11	0.49	0.63	0.63
May 10	0.50	0.61	0.62
May 09	0.47	0.48	0.55
May 08	0.42	0.49	0.51
May 07	0.41	0.44	0.46



## CIRCULATION by ITEM TYPE

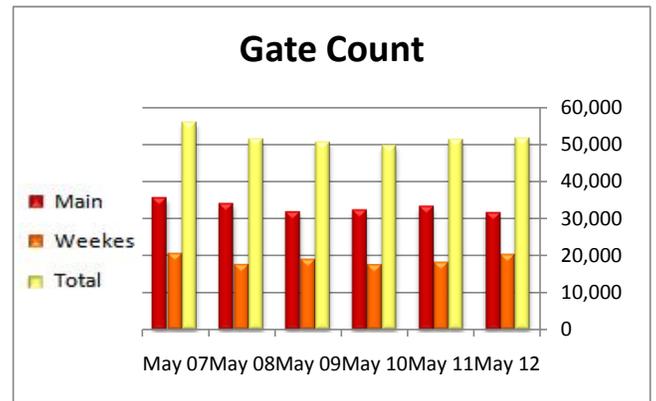
Books	33,921
DVDs & Videos	33,027
CDs & Cassettes	4,058
Other	926

(Only Includes Regular Circulation)



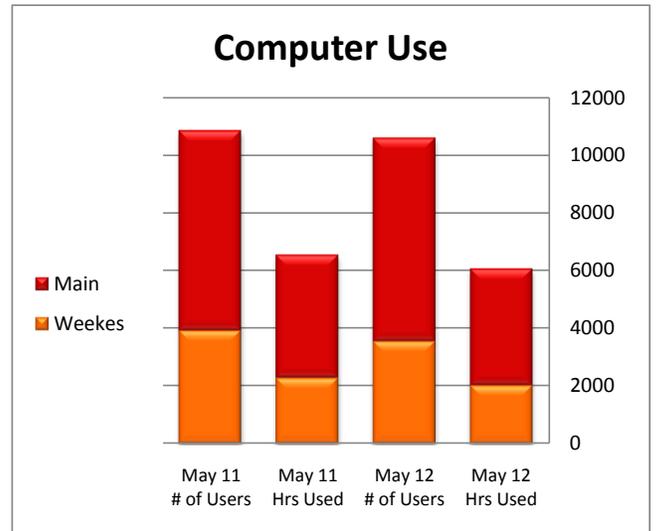
## GATE COUNT

	Main	Weekes	Total
May 12	31,566	20,080	51,646
May 11	33,266	18,040	51,306
May 10	32,276	17,362	49,638
May 09	31,790	18,819	50,609
May 08	34,040	17,425	51,465
May 07	35,620	20,335	55,955



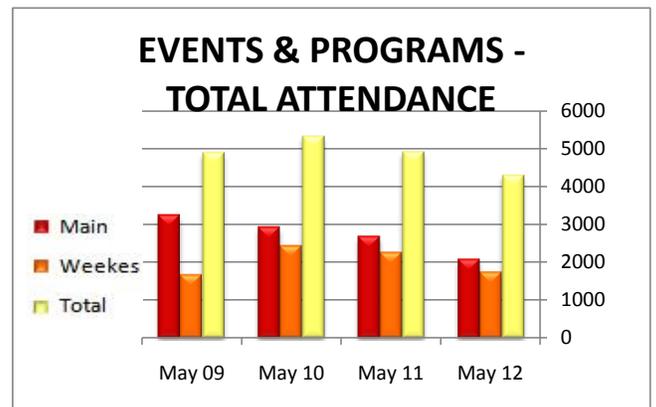
## COMPUTER USE

	Main	Weekes	Total
May 12 Hrs Used	4051	2020	6071
May 12 # of Users	7055	3549	10604
Average session (Minutes) May 12	34.5	34.2	34.4
May 11 Hrs Used	4268	2280	6548
May 11 # of Users	6940	3915	10855



## EVENTS & PROGRAMS - TOTAL ATTENDANCE

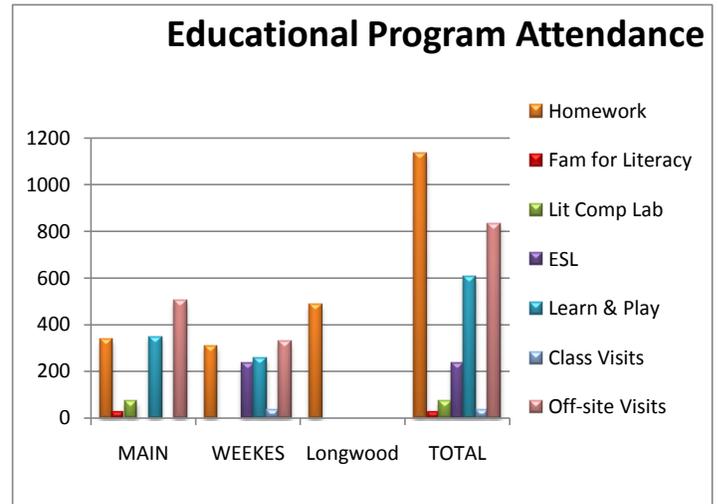
	MAIN	WEEKES	Longwood	TOTAL
May 12	2069	1737	488	4294
May 11	2667	2245		4912
May 10	2908	2419		5327
May 09	3224	1664		4888



## EDUCATIONAL PROGRAMS

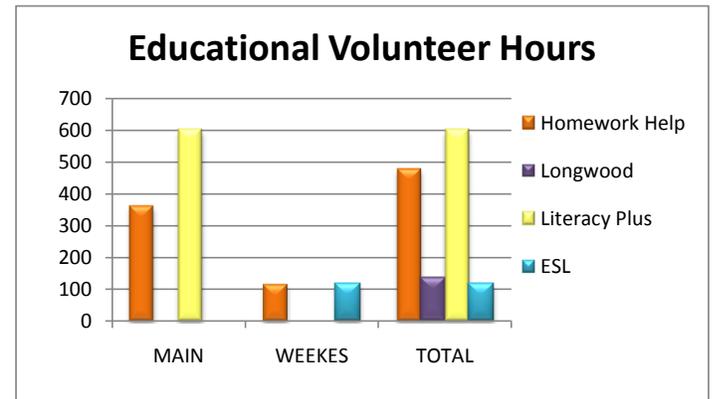
### EDUCATIONAL PROGRAM ATTENDANCE

	MAIN	WEEKES	Longwood	TOTAL
Homework	339	307	488	1134
Fam for Literacy	26	0		26
Lit Comp Lab	74	0		74
ESL	0	235		235
Learn & Play	349	257		606
Class Visits	0	37		37
Off-site Visits	504	326		830
<b>TOTAL</b>	<b>1292</b>	<b>1162</b>	<b>488</b>	<b>2942</b>



### EDUCATIONAL VOLUNTEER HOURS

	MAIN	WEEKES	TOTAL
Homework Help	361	116	476
Longwood	---	---	134
Literacy Plus	600	0	600
ESL	0	118	118
<b>TOTAL</b>	<b>961</b>	<b>234</b>	<b>1,329</b>



## IN THE SPOTLIGHT - JULY 2012

### Legal Assistance for Seniors Presents: Citizenship for Seniors: A Step-by-Step Guide to Naturalization

Tuesday, July 10 at Main Library  
Tuesday, July 31 at Weekes Branch Library  
1:00 - 3:00 p.m.

- Explains the naturalization process for becoming a U.S. Citizen
- Provides information on exemptions to English and history requirements, including disability waivers
- Discusses the fee waiver application
- Covers availability of Cash Assistance Program for Immigrants (CAPI) and other government benefits for immigrants



### Hayward Fun Events & Festivals

The City of Hayward's Summer Concert Series continues with "Sector 7" (original Rock and Roll) on July 27 beginning at 5:30 p.m.

The regionally acclaimed Blues Festival is back this year on July 7 & 8 at City Hall Plaza, with two stages this year for one affordable price. Tickets for this event can be purchased at The Bistro, The Cobbler, or at [www.highsierratickets.com](http://www.highsierratickets.com).



Monthly movies on the Plaza return this year, shown in partnership with the Hayward Area Recreation and Park District ("HARD"). Bring the entire family, low-back, small chairs and/or blankets, flashlights (keep them low!) and enjoy a feature film each month through September. Each movie will begin at 8:15pm and will be projected on a 12-foot high inflatable screen right on the Plaza. Movies are free. Snacks and refreshments are available for purchase. This month's movie is *The Muppets*, to be shown on Friday, July 27.

The City's summer events are made possible by the gracious donations from Buffalo Bill's Brewery, Southland Mall, Toyota, HARD, and the City of Hayward.

Hayward Public Library  
<http://library.hayward-ca.gov>

Main Library  
835 C Street  
510-293-8685

Weekes Library  
27300 Patrick Ave.  
510-782-2155

Hours  
Mon.- Wed. 11 - 8  
Thurs. - Sat. 10 - 5

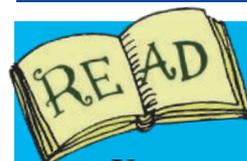
### Nonprofit Resource Center Presents: Grantmaker's Panel featuring David La Piana

Monday, July 16 @ 6:00 p.m.  
Hayward City Council Chambers  
Hayward Public Library in partnership with Foundation Center has invited three leading grantmakers to share best practices on how nonprofits can successfully raise the revenue that they need.



The panel will be followed by a keynote talk with David La Piana, founder and Managing Partner of La Piana Consulting, a national firm specializing in solutions to the strategic issues faced by nonprofit organizations and their funders.

David's latest book is *The Nonprofit Strategy Revolution: Real-Time Strategic Planning in a Rapid-Response World* (2008). His previous publications include: *Strategic Restructuring: Mergers, Integrations, and Alliances* (2003). He is currently at work on a book on nonprofit business planning which will appear late in 2012.



Need help with reading, writing, or spelling?

You can get FREE TUTORING IF:

- You read below the 8th grade level
- You can speak English
- You are 18+ and not in high school
- You never went to college

Call 510-881-7910

Literacy Plus - Hayward Public Library

### Get a Great Deal on Books!

Saturday, July 14, 21 & 28  
9:00 a.m. - 1:00 p.m.  
C Street & Watkins

Friends of the Hayward Library book sales are held at the downtown Farmers Market on the second, third and fourth Saturday of each month.



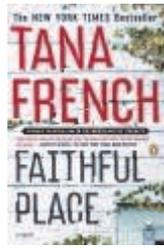
## EVENTS

### Mystery Novels by Women:

#### **Faithful Place**

Tues., July 10

11:30 a.m. at Le Paradis Bakery  
(D St. and Mission)



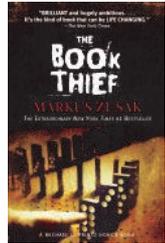
In the 3rd book of Tana French's unique character driven Dublin Murder Squad series, Frank Mackey, a hotheaded undercover cop, reluctantly returns to his old Dublin neighborhood, Faithful Place, to deal with the discovery of his old girlfriend's suitcase in an abandoned house. Did she actually go to London as they planned 22 years ago, or did someone stop her before she could? Frank deals with his familial demons and the neighborhood he thought he'd left behind for good as he attempts to solve her disappearance.

### Mostly Literary Fiction:

#### **The Book Thief**

Mon., July 9

Two meetings: Noon at Peet's  
Coffee (B Street and Mission) &  
6:30 p.m. at Main Library



After 242 weeks (and counting), Markus Zusak's enduring novel continues to top the *New York Times* bestseller list. Trying to make sense of the horrors of World War II, Death relates the story of Liesel--a young German girl whose book-stealing and story-telling talents help sustain her family and the Jewish man they are hiding, as well as their neighbors.

### Autobiography Book Group

The autobiography book group has been discontinued.



The library will be closed:

Wednesday, July 4th



### English Conversation Groups

Come and practice speaking English with others who are learning.

All levels are welcome.

No registration is required.

Monday - Thursday @ 5:00 - 7:00 p.m.  
Day Labor Center (680 Tennyson Rd.)

Saturday @ 10:15 - 12:00 noon  
Weekes Library

Contact [Jami.Hiller@hayward-ca.gov](mailto:Jami.Hiller@hayward-ca.gov)  
or 510-583-5505 for more information.



### Writers' Group at the Main Library

Saturday, July 14 @ 1:00 - 3:00 p.m.

Wednesday, July 25 @ 6:00 - 7:30 p.m.

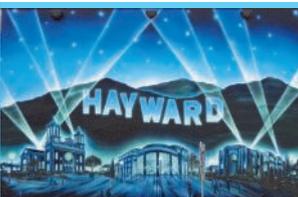
Get feedback on your original writing in a peer-supported writers' group facilitated by local writer Leticia Garcia Bradford. Get the support you need to help you stay on track with your writing, whether it's fiction, non-fiction, or poetry. Bring 5-10 copies of the piece you wish to share with the group.

Sponsored by the Friends of the Hayward Public Library.

### Knitting Circle

Wednesday, July 11 & 25 @ 6:30 p.m. at Main Library

Knitters, be they beginners or experts, other yarn crafters and friends are welcome. On July 11th we will be demonstrating a variety of cast on methods so bring your project and knit along with us. Check out our window display at the Book Shop, 1007 B Street, Hayward. If you can't get by to see it check it out on-line at their website: [www.haywardbookshop.com](http://www.haywardbookshop.com).



### New - Hayward Mural Project Notecards

You've seen them around town, now you can share your appreciation of them; they are the City's renowned murals. A limited supply of collector-quality note cards featuring images of twelve of the City's murals is now available - suitable for framing, sending or sharing. Proceeds directly support the mural arts program and the continued beautification of Hayward. Cost is \$20.00 for a box containing a dozen 5" x 7" glossy cards (with textured envelopes). Cards are available for purchase at the library.

### Help Earn Money For Literacy Plus

#### Recycle -

Bring your inkjet cartridges, cell phones and small electronic devices to the Hayward Public Library and Literacy Plus

Plus will send them to Planet Green.

The more we receive the more funds we raise....so drop yours off today!



#### Tiny Tickets -



If you or someone you know has any amount left on a BART ticket you can bring them into the library. Literacy Plus will turn in those tickets and BART will make a donation to the program.

~These monies are used to support program services. Please let your friends and family know about how they can help give back to Literacy Plus.

**Laughter Yoga**  
 Saturday, July 7  
 3:00 p.m. at Main Library

A free Laughter Yoga workshop is presented monthly by Lydia Gonzales at the Hayward Public Library. Come and join in the laughter, reduce stress and learn that silliness is great for your health.



[www.facebook.com/haywardpubliclibrary](http://www.facebook.com/haywardpubliclibrary)



@HaywardLib

**Lawyer in the Library**

Mon., July 2 @ 6:00 - 7:45 p.m. at Main Library  
 Sat., July 7 @ 12:00 - 2:00 p.m. at Main Library  
 Wed., July 18 @ 6:00 - 7:45 p.m. at Weekes

Do you need free legal advice? Don't know where to begin? Get 15 minutes of free legal advice at the Hayward Public Library with a licensed attorney. Onsite registration required. Space is limited. Consultation is assigned by lottery. *Lawyer in the Library is sponsored by the Alameda County Bar Association.* Call 510-881-7980 for more information. Registration for the sessions begins 30 minutes before the first session.



## Just for Teens

### Volunteer as a Student Friend

Help children with the Summer Reading Program while earning community service credit. Attend an orientation session to learn more. Grades 7 - 12.

**Dream Big  
 READ!**

**Weekes Library**

Tuesdays 4:30-5:30 p.m.  
 July 3 & July 10

**Main Library**

Wednesdays 5:00-6:00 p.m.  
 July 11 & July 18

### Teen Summer Reading Program

June 11, 2012 - August 3, 2012



Read.

Enjoy great programs.  
 Win free stuff.

What's not to like?

Stop by the Main Library  
 or Weekes Branch,

or register online at

[www.library.hayward-ca.gov](http://www.library.hayward-ca.gov)  
 beginning June 11th.

# FAMILY EVENTS - JULY 2012



## Dream Big! READ!

Summer Reading Program  
June 11, 2012 — August 3, 2012



Read and earn prizes! Stop by the Main Library or Weekes Branch to register and pick up your reading record, or sign up online at [www.library.hayward-ca.gov](http://www.library.hayward-ca.gov) beginning June 11, 2012.



### Summer Learning Camp

For kids entering 3rd to 8th grades.  
Fight boredom, improve skills and have fun!

Space is limited and registration is required. Students can only register for one session.  
Register at the Children's Desk or by calling (510) 881-7945.



**Three Sessions:**

July 10 — July 12  
July 17 — July 19  
July 24 — July 26

**Days & Times:**

Tuesday, Wednesday, Thursday  
2:00 p.m. — 4:00 p.m.

**Weekes Branch Community Room**

**Family Weekend Wii**  
Saturday, July 14  
2:00 p.m. at Weekes Branch



Wii games for the whole family!  
All ages are welcome.



## Captain Jack Sparrow

Friday, July 13

11:00 a.m. at Main Library  
2:00 p.m. at Weekes Branch

### Cuentos en Español



### STORY TIMES

**Aprende y Juega en Español**

(Edades: nacimiento — 5 años)

Registración Requerida

Sesiones duran ocho semanas.

Lunes 12:30 p.m. at Sucursal

Lunes 1:45 p.m. at Sucursal

Jueves 1:30 p.m. at Principal

Para mayor información,  
por favor llame al 510-881-7943.

**Cuentos Bilingües (Ingles/Español)**

(Edades: nacimiento — 5 años)

Miércoles 1:30 p.m. Principal

**Cuentos y Arte en Español**

(Edades: nacimiento — 5 años)

Sábado 11:30 a.m. Sucursal



**Bedtime Stories**

(all ages)

Tuesday 6:30 p.m. at Main

**Bilingual Stories**

(English/Spanish)

(5 years and under)

Wednesday 1:30 p.m. at Main

**Learn & Play Group**

(ages birth — 36 months)

Space is limited, advance registration required.

Registration is at the end of the current month for the next month.

Monday 11:15 a.m. at Weekes

Thursday 10:15 a.m. at Main

Thursday 11:30 a.m. at Main

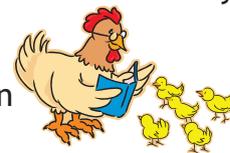


**Music and Movement**

(ages birth — 6)

Friday 10:30 a.m. at Weekes

Saturday 10:30 a.m. at Main



**Preschool Stories**

(ages 3 — 5)

Tuesday 11:30 a.m. at Main

Thursday 11:30 a.m. at Weekes



**Rhythm and Rhyme**

(all ages)

Tuesday 11:30 a.m. at Weekes