



**CITY OF HAYWARD LIBRARY COMMISSION**

Hayward Public Library  
Main Library Meeting Room  
835 C Street, Hayward, CA 94541

November 19, 2012  
6:30 PM

**A G E N D A**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Minutes of Meeting of October 15, 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. **Report from Director of Library and Community Services**
7. **Friends of the Hayward Public Library Report**

Report on the activities of the Friends of the Hayward Public Library.
8. **Library Commission Report**

Report on Library activities in which Commissioners have been engaged.
9. **City Council Liaison Report**

Report on City matters that are of pertinence to the Library Commission.
10. **New Business**
  - FY 2013 Goals and Tasks for Commission
  - Revision to Library Customer Conduct Policy

**HAYWARD LIBRARY COMMISSION**

November 19, 2012

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**11. Agenda Building**

Consider items for inclusion on the Library Commission Agenda for coming months.

**12. Adjournment**



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 Library Administration at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/247-3340.



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

**October 15, 2012**

1. **Call to Order:** Commission Vice Chair Monica Schultz called the meeting to order at 6:33 PM.
2. **Pledge of Allegiance:** Commissioners recited the Pledge of Allegiance.

3. **Attendance: X=Present 0=Absent**

	<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	0	0	1	0
Lisa Brunner	X	1	0	0
Peter Bufete	X	1	0	0
Kelly Greenne	0	0	1	0
Judy Harrison	X	1	0	0
Kari McAllister	X	1	0	0
Monica Schultz	X	1	0	0

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

City Council Liaison: Council Member Mark Salinas

4. **Welcome and Introductions.** The Library Commission and staff welcomed recently appointed Library Commissioner Peter Bufete and around the table introductions were made.

5. **Approval of Minutes of Meeting of June 18, 2012**

**\*Meeting of September 17, 2012 was cancelled due to lack of quorum.**

**Board Action:** It was moved and seconded (McAllister/Brunner) to approve the minutes of the meeting of June 18, 2012 with a correction that Commissioner Harrison was not present at that meeting. Motion carried with two abstentions (Commissioners Bennett/Greenne).

6. **Public Comment:** No public comments offered.

7. **Report from the Director of Library and Community Services.** Director Reinhart welcomed everyone back and discussed two significant library projects that will be happening this year. The first is the implementation of the Automated Materials Handling System (AMHS) at the main library. The AMHS basically checks in all returned library material and sorts the material, through a conveyer system, by call number. The second project is completing the next steps for the preliminary visualization design process for the new Library and Community Learning Center. City Council and the Library Commissioners have focused in on one design concept which is called "Heart of the City." At this time, the only visuals available are rough sketches. Director Reinhart advised the Commissioners that staff and the Commission will be working once again with Noll and Tam architects to get complete digital renderings of the new building. Commissioner Brunner asked for an update on the purchase of the post office parking lot property, where the new library will be built. Director Reinhart explained the he is in positive conversations with the post office and he is hopeful that acquisition of the property will take place this fiscal year.

Commissioner Schultz asked if the Hayward Public Library was planning on joining the Discover and Go program. This program offers library cardholders free admission tickets to many museums around the bay area. Director Reinhart said that the HPL joined this program several months ago: <http://discover.hayward-ca.gov/>

8. **Friends of the Hayward Public Library Report.** Commissioner Harrison reported that the Friends made \$6297 from July through the first week of October. Most of these funds (\$4100) came from the Saturday book sales. She advised the Commissioners that the November and December Saturday sales will be on the 2<sup>nd</sup> and 3<sup>rd</sup> Saturdays due to the upcoming holidays. They will go back to their regular 2<sup>nd</sup> and 4<sup>th</sup> Saturday sales in January. The Friends also sponsored the tickets for the Rotary Champagne Omelet Brunch on October 7. Rotary will use a portion of the proceeds from that event to furnish every third grader in Hayward with a free dictionary. Commissioner Harrison mentioned that the Friends are currently recruiting for a new board member. She asked anyone who is interested in joining, to please contact her.
9. **Library Commission Report.** Commissioner Schultz mentioned the California Library Association (CLA) conference that will begin on November 2 at the San Jose Convention Center. Director Reinhart added that the library has a small budget set aside for Library Commission activities and advised if any Commissioner is interested in attending, to let him know immediately.

Commissioner Schultz advised that State Librarian, Stacey Aldrich, will be leaving California this week as she has recently accepted the State Librarian position in Pennsylvania. Director Reinhart will keep the Commission updated on this item.

10. **City Council Liaison Report.** City Council has started discussion regarding the city's fiscal year 2013-2014 budget and have started meeting with several of the bargaining groups whose contracts are due to expire this coming spring. Council Member Salinas stated that City Council will be revisiting their city priorities in December. He encouraged all the Commissioners to attend city council meetings and voice their support for the library.

Council Member Salinas talked about the Economic Development Committee. They are currently developing an economic strategic plan to identify potential opportunity sites throughout the city which will focus on different city zoning elements. He encouraged the

Commissioners to participate in upcoming committee discussions, especially since it will pertain to the new library. Commissioner Brunner asked if this plan included activities for youths. Council Member Salinas said that youth activities would definitely be part of their discussion. Director Reinhart provided an update on the city's General Plan Update, which is the city's planning document, and the task force that was just created to assist in this process.

Council Member Salinas announced that the League of Women Voters will be hosting a teach-in at City Hall on Wednesday, October 17. They will analyze the pros and cons of all of the proposed propositions for the November election.

**11. New Business.**

**a. Election of Officers for FY 2013.** Nominations were opened for the Library Commission Election of Officers (Chair and Vice Chair) to serve for fiscal year 2013, commencing with the November 2012 meeting.

**Board Action:** Commissioner Harrison nominated Kari McAllister for the position of Chair and Commissioner Brunner nominated Peter Bufete for Vice Chair. Commissioners McAllister and Bufete accepted the nominations. It was moved and seconded (Harrison/Brunner) to elect Kari McAllister and Peter Bufete as Chair and Vice Chair, respectively. Motion carried with two abstentions (Commissioners Bennett/Greenne).

**b. Library Commission Meeting Schedule.** Director Reinhart asked the Commissioners to review the 2012-2013 meeting schedule for any potential meeting conflicts.

**Board Action:** It was moved and seconded (McAllister/Bufete) to approve the meeting schedule as presented. Motion carried with two abstentions.

**12. Agenda Building.** Director Reinhart presented an opportunity for the Commissioners to include any agenda items for future meetings. Some of the agenda items offered were:

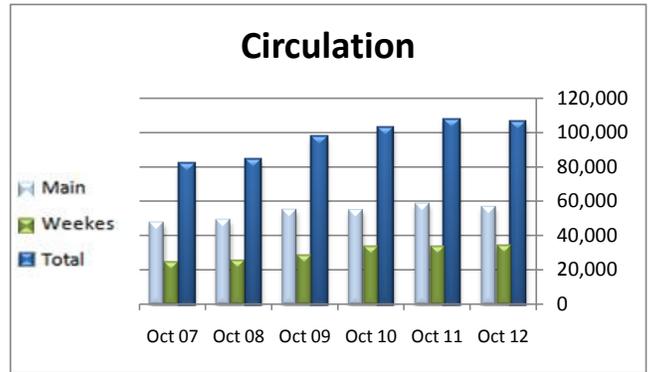
- Goals and Tasks for the Commissioners
- Digitalized Materials Presentation
- Economic Development Strategic Plan Process
- General Plan Update Process
- Bond Measure for New Library
- Library Customer Conduct Policy revision

**13. Adjournment:** The Library Commission adjourned the meeting at 7:40 PM.

**CIRCULATION**

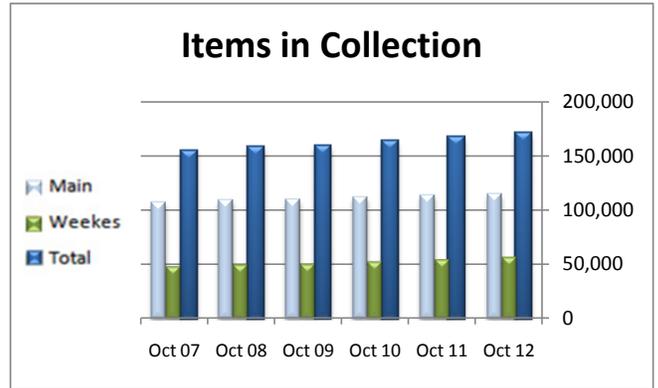
	Main	Weekes	Total
Oct 12	56,500	34,063	105,916
Oct 11	58,266	33,537	106,845
Oct 10	54,621	33,474	102,479
Oct 09	54,859	28,562	97,064
Oct 08	48,955	25,584	83,829
Oct 07	47,541	24,719	81,072

\*Total includes web renewals, inhouse, ebooks



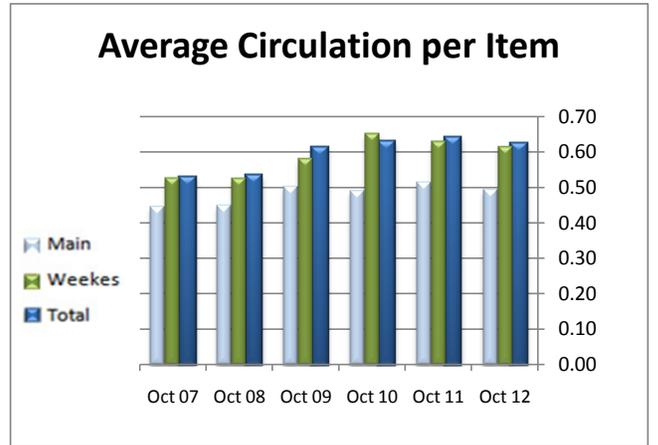
**ITEMS in COLLECTION**

	Main	Weekes	Total
Oct 12	114,678	55,452	170,130
Oct 11	113,496	53,306	166,802
Oct 10	111,714	51,426	163,140
Oct 09	109,592	49,163	158,755
Oct 08	109,127	48,677	157,804
Oct 07	106,942	46,956	153,898



**AVERAGE CIRCULATION per ITEM**

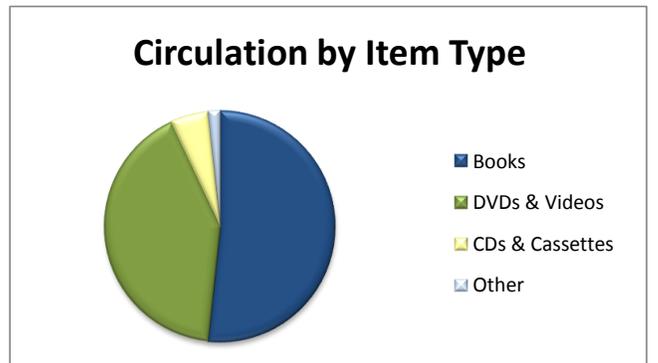
	Main	Weekes	Total
Oct 12	0.49	0.61	0.62
Oct 11	0.51	0.63	0.64
Oct 10	0.49	0.65	0.63
Oct 09	0.50	0.58	0.61
Oct 08	0.45	0.53	0.53
Oct 07	0.44	0.53	0.53



**CIRCULATION by ITEM TYPE**

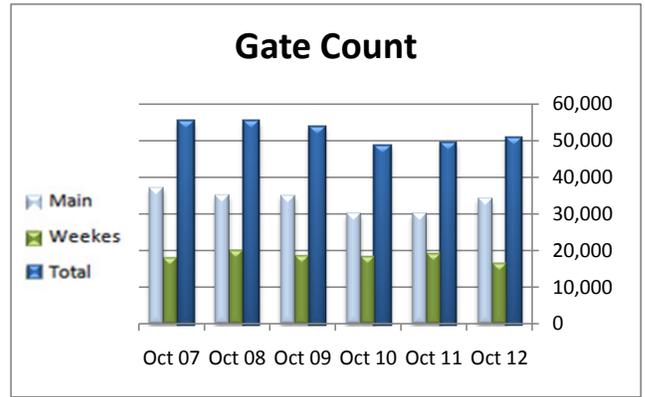
Books	38,419
DVDs & Videos	30,817
CDs & Cassettes	3,899
Other	1,213

(Only Includes Regular Circulation)



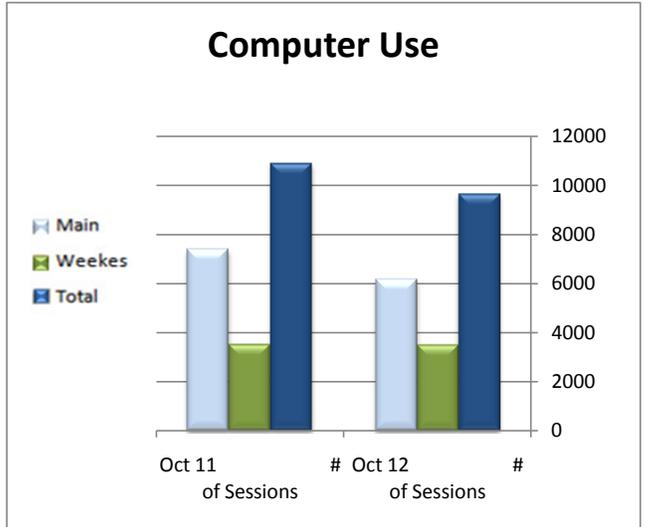
**GATE COUNT**

	Main	Weekes	Total
Oct 12	34,208	16,522	50,730
Oct 11	30,120	19,132	49,252
Oct 10	30,130	18,352	48,482
Oct 09	34,918	18,612	53,530
Oct 08	35,064	20,002	55,066
Oct 07	37,050	18,004	55,054



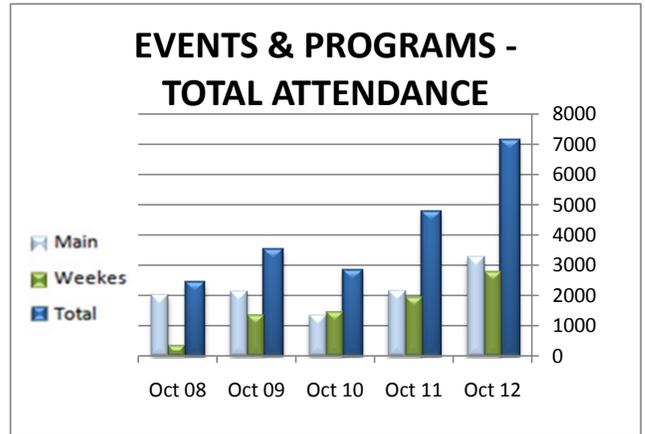
**COMPUTER USE**

	Main	Weekes	Total
Oct 12 Hrs Used	4664	1903	6567
Oct 12 # of Sessions	6160	3487	9647
Average session (Minutes) Oct 12	45.4	32.7	40.8
Oct 11 Hrs Used	4209	1978	6187
Oct 11 # of Sessions	7387	3510	10897



**EVENTS & PROGRAMS - TOTAL ATTENDANCE**

	MAIN	WEEKES	Longwood	TOTAL
Oct 12	3261	2775	1082	7118
Oct 11	2155	1947	657	4759
Oct 10	1348	1458		2806
Oct 09	2130	1361		3491
Oct 08	2025	368		2393

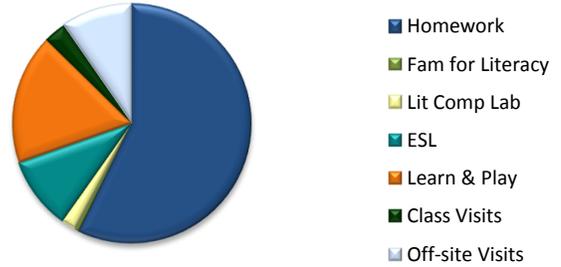


## EDUCATIONAL PROGRAMS

### EDUCATIONAL PROGRAM ATTENDANCE

	MAIN	WEEKES	Longwood	TOTAL
Homework	537	550	1082	2169
Fam for Literacy	0	22		22
Lit Comp Lab	77	0		77
ESL	0	372		372
Learn & Play	374	300		674
Class Visits	90	25		115
Off-site Visits	226	136		362
<b>TOTAL</b>	<b>1304</b>	<b>1405</b>	<b>1082</b>	<b>3791</b>

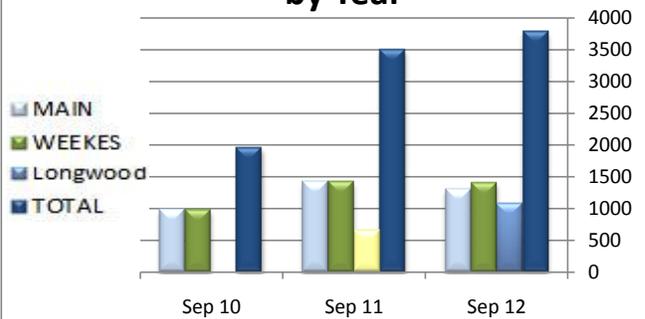
### Educational Program Attendance



### EDUCATIONAL PROGRAM ATTENDANCE BY YEAR

	MAIN	WEEKES	Longwood	TOTAL
Sep 12	1304	1405	1082	3791
Sep 11	1423	1424	657	3504
Sep 10	985	981		1966

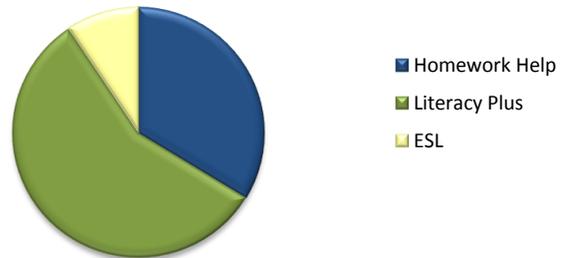
### Educational Program Attendance by Year



### EDUCATIONAL VOLUNTEER HOURS

	MAIN	WEEKES	Longwood	TOTAL
Homework Help	237	99	191	527
Literacy Plus	890	0		890
ESL	0	146		146
<b>TOTAL</b>	<b>1,127</b>	<b>245</b>	<b>191</b>	<b>1,563</b>

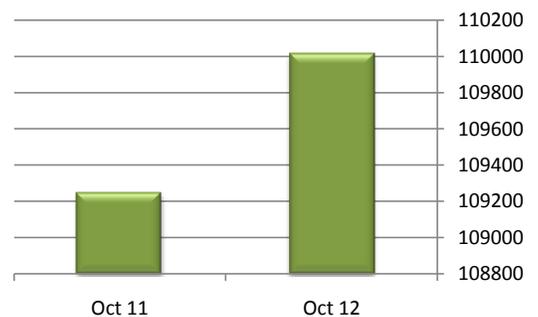
### Educational Volunteer Hours



### REGISTERED BORROWERS

	New	TOTAL
Oct 12	1401	110015
Oct 11	1079	109250

### Registered Borrowers



## IN THE SPOTLIGHT - DECEMBER 2012

### Writers' Group at the Main Library

Wednesday, December 5 @ 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.*



### Building Healthy Families!

Saturday, December 8 @ 1:00 - 2:30 p.m.  
Main Library



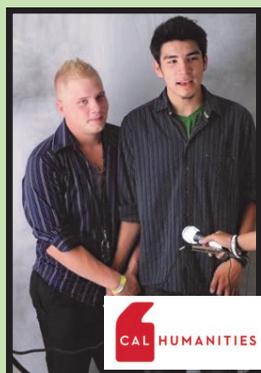
This unique educational program focuses on tools for improving your family's health, including using the latest nutrition guidelines, setting goals, and involving all family members in the planning process. Learn new recipes through hands-on activities to help get your children eating more nutritious and well-rounded meals! Children 4 years and older are welcome to attend. Registration is required. Call 510-881-7535.

### Hayward's Gay Prom Film Premiere Screening

COMING IN EARLY DECEMBER—Stay Tuned for Details

The Gay Prom has been an annual event in Hayward since 1995—one of the longest-running events of its kind in the country. A team of library staff, local teens, and professional advisors have created a documentary film about Hayward's Gay Prom, highlighting the history of the prom and the impact it has had on attendees and on the community both in the past and in the present. Join us for the film's world premiere! Meet the filmmakers, and discuss the film with a special panel of community leaders and film subjects who played a key role in launching the event and who continue to organize this well-loved event for hundreds of Bay Area youth every year. Admission is free.

*This project was sponsored in part by CalHumanities and the Friends of the Hayward Public Library.*



**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



**The Library Will be Closed:**

Monday, December 24

Tuesday, December 25

Monday, December 31 (Open 10-2)

Tuesday, January 1

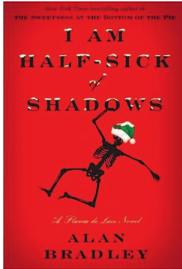
## LIBRARY PROGRAMS

### Mystery Novels:

#### *I am Half-Sick of Shadows*

Tuesday, December 4

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



Meet one of the most unusual detectives ever introduced in a Mystery series; Flavia de Luce, a precocious eleven-year-old girl living in her family's ancient

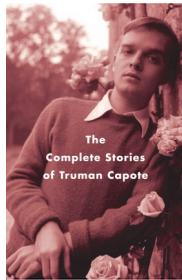
country house somewhere in 1950-era England, who is passionate about poison and spends most of her spare time in a long abandoned Victorian chemistry lab located in one of their mansion's towers. In author Alan Bradley's quirky Christmas mystery, Flavia discovers the joys of being on a movie set but has to cope with a raging blizzard and a body found after midnight strangled with a length of film, both of which distract her from her mission to try to whip up a concoction to ensnare St. Nick!

### Mostly Literary Fiction:

#### *The Complete Stories of Truman Capote*

Monday, December 10

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



We will discuss the landmark collection that brings together Truman Capote's life's work in the form he called his "great love." *The Complete Stories* confirms Capote's

status as a master of the short story. Ranging from the gothic South to the chic East Coast—including several of his well-loved holiday stories—all the unforgettable places and people of Capote's lifetime are here, in stories as elegant as they are heartfelt, as haunting as they are compassionate. Reading them reminds us of the miraculous gifts of a beloved American original.

### DID YOU KNOW???

The library provides access to important resources for health and wellness. Health Care Alameda County tells about free or low-cost health care in Alameda County. If you have questions about medication or other health topics, visit Medline Plus or PubMed for a medical dictionary, diagrams and videos, and current health news presented by the National Library of Medicine. For access to these free reliable resources, visit the library's webpage and click on "Online Resources for Research." Not sure how? Stop by the Information Desk and a librarian will be happy to help you!

### Visit Museums & More for Free!

- \* Get passes to local museums and cultural institutions at free or discounted prices.
- \* Print your passes online.
- \* No returns required and no possibility for overdue fines!

Consult the Discover & Go page at <http://discover.hayward-ca.gov> for more information and to reserve passes.



### Get a Great Deal on Books!

Saturday, December 8, 15 @ 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.

### Check out a



### Chromebook

Chromebooks are simple laptop computers based on Google's Chrome browser and operating system. Hayward Public Library has been selected to participate in a pilot project conducted by the California State Library in cooperation with Google. Library users can check out a Chromebook and use it in the library.

Chromebooks are fast, secure and easy to use. Connect to the Internet via the library's WiFi, and store your documents in "the cloud." You can use your free Google account or use Guest mode (for those without Google accounts).

Ask a library staff member how you can check out a Chromebook today!



### English Conversation Groups

Come and practice speaking English with others who are learning.

All levels are welcome.

No registration is required.

Mondays-Thursdays at 5:00 - 7:00 p.m.  
Day Labor Center (680 Tennyson Rd.)

Saturdays at 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.

## YOGA

### Laughter Yoga

Saturday, December 1  
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.



Find us on  
**Facebook**

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



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@HaywardLib

## LEGAL ADVICE

### Lawyer in the Library

Sat., Dec. 1 @ 12:00 - 2:00 p.m. at Main Library  
Mon., Dec. 3 @ 6:00 - 7:45 p.m. at Main Library  
Wed., Dec. 19 @ 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. Registration in person is required. **Registration begins 30 minutes before the first session.** 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.



# Just 4 Teens - December 2012

## Teen Advisory Group (TAG)

Wednesday, December 5  
4:00 p.m. at Weekes Branch

*Want a say in how the library works for you? You can help plan teen events, choose books, music and movies, and more!*

*We also offer community service time for participation in TAG.*

Open to grades 7-12.

## Get Live Homework Help®



Professional tutors are available to help with all levels of Math, Science, Social Studies, and English.

1:00 p.m.—10:00 p.m.

Seven days a week!

*All you need is a Hayward Public Library card!*

## Teen Activity Zone

Wednesdays,  
1:15 p.m. -3:00 p.m.  
Main Library  
Grades 7-12

**Gaming, Crafts, & Snacks!**

Presented in Partnership with the  
Hayward Area Recreation and Park District (H.A.R.D.)

## Get Your Game On!

Wednesdays, December 12 & 19  
2:00 p.m.-3:00 p.m. at Weekes Branch  
*XBOX 360, Kinect & Wii games on the big screen!*

## Santa's Workshop (for ages 6-11)

Friday, December 7

3:30 p.m. — 4:00 p.m.

Main Library and Weekes Branch



*Try out to be an elf in Santa's workshop and take home what you make!*



# Seasons Greetings

## Family Weekend Wii

Saturday, December 8

2:00 p.m.

Weekes Branch

*All ages are welcome!*



There will be no Youth Services programming from Monday, December 24, 2012 — Saturday, January 5, 2013

*Programs will return on Monday, January 7, 2013.*



## Homework Support Center

Free drop-in homework help!  
Monday, Tuesday, and Wednesday  
3:30 p.m. — 5:30 p.m.  
Thursday 3:00 p.m. — 4:30 p.m.  
Main Library & Weekes Branch

## Cuentos en Español

### 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



## STORY TIMES

### Bedtime Stories

(all ages)

Tuesday 6:30 p.m. at Main



### Music and Movement

(ages birth — 6)

Friday 10:30 a.m. at Weekes

**NOTE:** Music and Movement is on a break at the Main Library. It will be back in January 2013.

### Bilingual Stories (English/Spanish)

(5 years and under)

Wednesday 1:30 p.m. at Main



### Preschool Stories (ages 3 — 5)

Tuesday 11:30 a.m. at Main

Thursday 11:30 a.m. at Weekes

### Learn & Play Group

(ages birth — 36 months)

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



### Rhythm and Rhyme

(all ages)

Tuesday 11:30 a.m. at Weekes