



City of Alameda • California

July 8, 2015

Dear President Atkin and Members of the Library Board,

This letter is to bring you up to date on activities during the months of May and June, and to provide a look forward to some of the projects which will be coming up.

Library Services Reports: (Consent Agenda). The April and May Library Services Reports are included in your Board Packet. The Expenditure Reports for two months are also included.

A random check in June of the computer workstations at the Main Library found two Internet workstations on the second floor out of service, and two Internet workstations on the first floor out of service.

New Library Board Members. The Library Board will open the FY2015-16 year with three Library Board Members as there is a slight change in how new members of Boards and Commissions are nominated. In previous years the applications were received, the department head made recommendations to the Mayor, and the Mayor made nominations at a City Council meeting – sometimes taking the department head’s recommendation, sometimes not – and the new member would be approved for appointment at the next City Council meeting when the entire council votes. Mayor Herrera-Spencer would like to interview prospective Board and Commissioners prior to nomination. This process takes a little more time to complete than the former process. The newly nominated Board Members and Commissioners have been excellent selections. There are currently five applications for the two vacancies for the Library Board and I am confident that two excellent Board Members are among them. Please be patient.

In the meantime, the agenda does have the election of officers and setting the meeting calendar under New Business. The election of officers is an annual item, however the regular November Library Board meeting date falls on Veteran’s Day. Please bring your calendars to select an alternative date for the November meeting.

Main Library Update. With the adoption of the new FY2015-16 and FY2016-17 budgets by the City Council on June 2, the Main Library will reopen on Wednesday mornings. The Main Library will add back two hours and open at 10:00 a.m., remaining open until 8:00 p.m. on Wednesdays. Staff recommended Wednesday mornings to give some continuity to the schedule: Sunday 1:00-5:00 p.m.; Monday & Tuesday noon-8:00 p.m.; Wednesday 10:00 a.m.-8:00 p.m.; Thursday-Saturday 10:00 a.m.-5:00 p.m. The restored hours will be effective July 8, after the Independence Day Holiday. No changes to the open hours at the two neighborhood libraries.

The new door counter has been received and we are still waiting for a work order for an outside electrician to pull power to the back gate and install the new counter. There have already been discussions with the Interim Public Works Director regarding the delay.

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The Dyson AirBlade Hand Dryers have been installed at all three library locations in all the public restrooms. There have only been a small handful of people asking for paper towels and staff have been polite, yet firm, in responding that the paper towels will not be returning to the public restrooms. It has already been reported that our custodial supply cost went from \$200 to \$90 for one order. Also, the soap dispensers have been an issue with the under-counter bottles getting knocked off and broken, or stolen, requiring replacement. The liquid soap that is Green Building certified is considerably more expensive. We have replaced all the soap dispensers with foam soap dispensers that attach to the wall or mirror. The foam soap is Green Building certified, less expensive, and not wasted all over the countertop.

Marlon continues to work with CENIC for the State Library High-Speed Broadband project “Lighting up Libraries.” The first phases of equipment has begun arriving at the library and he will begin setting up the hardware for this project. Our Library is still expected to be on the broadband backbone by the end of the calendar year.

The cracked glass wall in the patio space remains broken. The American Red Cross’ insurance company has requested a second estimate. The City Public Works Department has been trying unsuccessfully to secure a second estimate for the ARC’s insurance company. They sent their own adjuster to take a look before asking for a second estimate. We are now at the point where we have asked ARC’s insurer for names of glass companies to call to come out to do an estimate. All the companies the city has talked to has said they cannot get the type of glass needed to repair the wall with the same type of glass and size flutes, except one.

The Book Bike has arrived! Three boxes were delivered close to the end of June with our bike just waiting to be assembled. Supervising Librarian Eva Volin has contacted the San Leandro Company who will apply our branding to the main “box” on the bike to make an appointment to bring the box in for work. They have already received the art work. Staff is working on purchasing the necessary safety equipment, tablet, wireless hot spot, collection, etc. We are now planning a soft launch this summer with the official launch in September when the Library’s Annual Report is presented to the City Council.

The flags at the Main Library were changed out on June 14, Flag Day, by members of Alameda Boy Scout Troop 1015. The new flags fly proudly from one of the tallest flag poles in the city. Many thanks to former Library Board Member Michael Hartigan for suggesting his son’s Boy Scout Troop to raise our new flags and properly dispose of the old ones. A thank you letter has been sent expressing our appreciation for their service.

Supervising Librarian Cosette Ratliff has been given the “green light” to go forward with the formal grant application for her “Pitch a Grant” idea – Library Outdoors. This is the project to have backpacks at each library available for check out that would include trail maps, study guides, an emergency kit and other goodies from the various park service organizations. There will be backpacks for Eastbay Regional Parks, California State Parks, and the National Park Service. More information as we move forward.

Cosette completed her Bridges of Honor (Eureka Leadership grant) project. The premiere for the digital/video stories from Alameda “Elders” was presented at the Main Library on Tuesday, June 2 to an audience of about 35 people. The young people from the Alameda Point Collaborative who participated in the project were presented with an iPad Mini for their time and effort. Smiles all around and many lessons learned on collaborating with another agency.

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LEED – EB. The consultants from BuildingWise informed our LEED team that the one thing they need to complete so we can resubmit our application is a Preventative Maintenance Plan. The City tends to be reactive to a maintenance issue rather than being PROactive in avoiding some building issues. After much searching for material that might have already been written for the “new” Main Library, a consultant to the City who is working with the Public Works Department developing a Facilities Plan (prioritizing capital projects over the next 4 years), will write a draft Preventative Maintenance Plan for our LEED-EB project. Double checking with our LEED consultant that the draft being written is what we need, we are now waiting for the completed draft so we can re-submit our application for LEED-EB certification.

Summer Reading. Summertime! June 13 was the kick-off for summer reading in Alameda. Family Fun Day was held at the Main Library from 11:00 a.m. to 3:00 p.m. with crafts, movies, dance parties, stories, and more. Over 800 children were signed up for the reading program across the island on that day alone! Adult Services and Teen Services also began signing up participants and we are pleased that the numbers have increased since last year. By the end of June the statistics are as follows: Adults 185, Teens 107, and Children 2,271 includes “Read to Me.” Save August 19 for the End of Summer Reading party at the O Club at Alameda Point, festivities begin at 6:00 p.m.

Check out the adult summer reading programming this year. June started out with a “bang” as summer reading moved out of the library to Alameda Island Brewery for a “Paints & Pints” event where people painted a ‘masterpiece’ while socializing with their preferred libation. There will be a book release party for Harper Lee’s new book *Go Set a Watchman!* at American Oak – Tequila Mockingbird. There will be a “death by dessert” at the Main Library. And belly dancing for teens! Just another busy summer at the library!

Library Foundation/Friends of the Library. The Merge Committee for the Foundation and Friends made a presentation to the joint memberships on June 15. The Committee, made of up members of both the Friends and the Foundation have met on many topics of concern since September of 2014. Foundation Vice President Luzanne Engh and Friends of the Library representative Kris Matarrese were the lead presenters for the Merge Committee’s findings. The PowerPoint presentation is included in the Board Packet. The final recommendation is to move forward with the merging of the two organizations, dissolve the Alameda Free Library Foundation 501(c)3 status and continue under the non-profit status established by the Friends of the Alameda Free Library and use the name “Friends of the Alameda Free Library.” The new organization would have a more formal Board format and, if approved by the memberships of both organizations, would initially be made up of 12-16 people from both organizations. The new Board would have a lot of work to do before the *new* Friends are launched. The next steps look like this: June 2015 presentation of recommendation by the Merge Committee; July 2015 questions/answers from members to Merge Committee members & reflection on the merge; August 2015 separate votes by each organization to move forward or not; September 2015 IF approved then form new Board of Directors and start working on details of merge (revised By-Laws, Finance policy, membership organization, committee work designations, branding, etc.). Both organizations continue to conduct business separately with the goal of becoming one in January 2017.

The next Library Foundation/Friends meeting is Monday, August 17, 2015, 7:00 p.m. Main Library, Family Study Room.

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The next Friends meeting will be on Monday, August 17, 2015, at the Main Library in the Stafford Room at 7:00 p.m.

Alameda Reads. Alameda Reads continues to work with computer tutor/instructor Joe Brandt to start a series of project-based basic computer classes. Many students from the library computer basics classes are interested in more focused practice of MS Word and internet skills. Two different very small groups (of 4 students each) will participate in 6-8 week class cycles. All of the classes will be taught in the Alameda Reads computer lab. By the end of this fiscal year, Alameda Reads will be equipped with two additional laptops as well as a projector and screen to facilitate group learning.

The Alameda Reads book, 'I Believe' is the final stages of pre-publication. Volunteer tutors have proof-read the manuscript and a volunteer has completed the final layout. They have been working with an Alameda-based print house to complete the graphic design and printing of the book. Alameda Reads is planning for a soft launch of the book during the summer: a low-key open house for learners, tutors and their families to all receive a copy of the book. In September, to commemorate the program's 30th Anniversary and International Literacy Day, they hope to have a public book launch at Books Inc. They plan to have book readings and signings by Alameda Reads' writers and a presentation from Alameda's poet laureate.

Alameda Reads learners are achieving great successes. This past month a learner has passed the citizenship test, several have gained employment and two learners have passed 2 out of the 4 GED tests. Because of their involvement with the book project, many learners are continuing a regular writing practice.

Activities and Events. <NO Children's programming in August, except End of Summer Reading>

"Moving Forward, Looking Back: Film to Digital Photography by Francesca Roccafort"

June 1-August 1, 2015. Main Library, Second Floor

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"Colors of India" Art by Kumar Fanse

August 29-September 26, 2015, Main Library Second Floor

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| July 1 | Peter Rabbit Preschool Storytime. 10:30 a.m. West End Library (every Wednesday) |
| July 1 | Job Seekers Open Lab. 2:00 p.m. Main Library, Computer Lab (every Wednesday) |
| July 1 | School-age Storytime. 3:30 p.m. Main Library, Felker Programming Room (every Wednesday) |
| July 1 | Lawyers in the Library. 6:00 p.m. Main Library (also August 5) |
| July 1 | Internet Basics. 6:00 p.m. Main Library, Computer Lab |
| July 2 | Peter Rabbit Preschool Storytime. 10:00 a.m. & 11:00 a.m. Main Library, Felker |

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Programming Room (every Thursday)

- July 2 Jungle James. 2:00 p.m. Bay Farm Island Library
- July 2 We Love Legos. 3:30 p.m. West End Library
- July 3 & 4 ALL LIBRARIES CLOSED FOR THE INDEPENDENCE DAY OBSERVANCE
- July 5 Self-Paced Computer Lab. 1:00 p.m. Main Library Computer Lab (every Sunday)
- July 6 Community Sing-Along. 10:15 a.m. Main Library, Stafford Room (every Monday)
- July 6 Beginning Book Club. 3:30 p.m. Main Library, Felker Programming Room
- July 6 Adult Film Series: Dear White People. 5:30 p.m. Main Library, Stafford Room
- July 7 Teddy Bear Picnic. 11:00 a.m. Littlejohn Park
- July 7 Community Blood Drive. Noon. Main Library, Stafford Room
- July 7 Tween Time. 1:00 p.m. Main Library, Felker Programming Room (also July 10, 14, 17, 21, 24, 28, 31)
- July 7 Storytime en Espanol. 3:30 p.m. Main Library, Felker Programming Room (every Tuesday)
- July 7 Family Story Time. 7:00 p.m. Bay Farm Island Library (every Tuesday)
- July 8 Email with Gmail. 6:00 p.m. Main Library, Computer Lab
- July 8 Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room
- July 9 Easy Origami. 2:00 p.m. Bay Farm Island Library
- July 9 Instrument Crafts. 3:30 p.m. West End Library
- July 9 Congresswoman Barbara Lee's Satellite Office Hours. 3:00 p.m. Main Library, Administrative Conference Room (also July 23, August 13, 27)
- July 10 GED Practice Lab. 11:00 a.m. Main Library, Computer Lab (every Friday)
- July 11 Mama Goose Storytime. 10:00 a.m. Main Library, Felker Programming Room (every Saturday)
- July 11 Alameda Library Writers' Group. 12:30 p.m. Main Library, Second Floor (also August 8)

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- July 11 Lego Day. 2:00 p.m. Main Library, Felker Programming Room
- July 12 LGBTQ Book Club. 3:00 p.m. Main Library, Administrative Conference Room
- July 13 Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room
- July 13 Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room (also August 10)
- July 14 Teddy Bear Picnic. 11:00 a.m. Washington Park
- July 14 Alameda Great Books Club. 6:00 p.m. Main Library, Family Study Room (also August 11)
- July 14 Tequila Mockingbird – “Go Set a Watchman” release party. 7:00 p.m. American Oak
- July 15 Cup of Coffee & a Good Book. 1:15 p.m. Bay Farm Island Library
- July 15 Make a Zine. 5:00 p.m. Main Library, Stafford Room
- July 15 Managing your InBox. 6:00 p.m. Main Library, Computer Lab
- July 16 Musical Crafts. 2:00 p.m. Bay Farm Island Library
- July 16 Game Day. 2:00 p.m. West End Library
- July 18 Canciones y Cuentos. 10:00 a.m. West End Library
- July 18 MOCHA Art. 2:00 p.m. Main Library, Felker Programming Room
- July 18 Teen Book Swap & Karaoke/Lip Sync Challenge. 3:30 p.m. Main Library, Stafford Room
- July 19 Juan Bautista de Anza National Historic Trail Presentation. 2:00 p.m. Main Library, Stafford Room
- July 20 Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room
- July 20 Adult Film Series: Anna Karenina. 5:30 p.m. Main Library, Stafford Room
- July 20 Lawyers in the Library, 6:00 p.m. West End Library (also June 15)
- July 21 Teddy Bear Picnic. 11:00 a.m. Franklin Park
- July 22 Twitter, Pinterest, Instagram. 6:00 p.m. Main Library, Computer Lab

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- July 23 Assembly Member Rob Bonta Satellite Office Hours 1:00 p.m. Main Library,
Administrative Conference Room (also August 27)
- July 23 Belly Dancing Workshop. 2:00 p.m. Main Library, Stafford Room
- July 23 Messy Science. 2:00 p.m. Bay Farm Island Library
- July 23 Bubble Making. 3:30 p.m. West End Library
- July 25 Super Summer Cinema – “The Book of Life.” 2:00 p.m. Main Library, Stafford Room
- July 25 Death Before Dessert. 6:00 p.m. Main Library, Stafford Room
- July 28 Teddy Bear Picnic. 11:00 a.m. Longfellow Park
- July 30 Alameda String Academy. 3:00 p.m. West End Library
- August 1 Battle of the Bands. 2:00 p.m. Main Library, Stafford Room
- August 2 What’s Up - Big Band Concert. 2:00 p.m. Main Library, Stafford Room
- August 19 End of Summer Reading Party. 6:00 p.m. O Club, Alameda Point

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at jchisaki@alamedaca.gov or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,


Jane Chisaki
Library Director