



November 8, 2023

Dear President Strickler and Members of the Library Board,

This letter is to bring you up to date on activities during the months of September and October 2023 and to provide a look forward to some of the activities, programs, policy change drafts, board meeting items, future plans and contingency plans we are working on in the coming months.

Programs and Activities

National Library Sign-up Month Outcome

We are happy to announce that the staff was able to sign up to 1,238 new library card registration for September. Surpassing the goal set of 1,229. The staff worked incredibly hard this month to conduct over 20 outreach events all around the City, including a sign-up drive for City Departments. Thanks to the Library Board for helping spread the word.

October All-Staff Meeting

The Library All-Staff Meeting was held on October 9th. We were able to do a soft launch of our staff training module, AFL Training Pathways. The training module will officially be launched in January. Using the Niche Academy platform, AFL Training Pathways will be used to onboard new staff and provide refresher and new policy courses for all staff. In addition, we also provided staff training for the new scanner/copier/printer service from the vendor TBS (Today's Business Solutions). The launch was successful, and the upgrades were welcomed by the patrons. We are still working on refining the processes with the credit card payment option, and adding a FAX function.

Sara Strickler (Library Board), Karen Butter (FAL), Karen Manuel (FAL), and Amy Wooldridge (Assistant City Manager) introduced themselves and joined us for lunch. Board Member Debbie Gibbons came in the afternoon to help with the Ice Cream Sundae Party. Staff appreciated meeting the guests and putting faces to the names. Thank you, Sara and Debbie, for coming. I will continue to encourage Library Board members to attend future meetings.

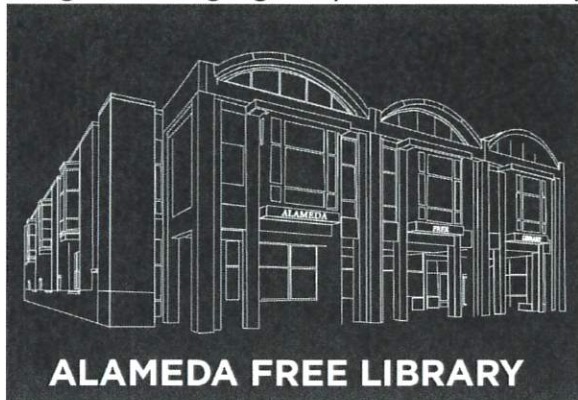
Library Staffing

The status of Full-time Library staff is healthy. On October 23rd, our Library Technician, Fernanda Nunez was promoted to the new Librarian I position. We are in the process of interviewing for the Library Technician job recently vacated by Fernanda.

Library Merchandise

We are in the design phase of creating T-shirts and Tote Bags that will be sold through the Friends of the Alameda Library via the Café or the Books for Friends bookstore. In addition to using our Library Logo, below are two early drafts designed by our Computer Lab Technician, Katrina

Dikitanan. I would like one of the Library Board members to work with Trina on some of the designs and language. If you are interested please let me know.



In addition, we are planning on re-ordering Library polos for staff and Library Board members. In the coming weeks you'll get an email to select size, color, and type.

Potential Policy Change – Suspension Policy

We had two disturbing patron incidents in October involving staff. On Tuesday 10/17/23 one of our regular patrons, who has been given warnings about staring at other females and making them uncomfortable, lifted his shirt in front of staff in a sexually suggestive manner. The staff member was highly distressed, and we had the patron banned for a full week. He has not come back to the building since it occurred.

On Saturday 10/21/23 a patron walked within close proximity of a library staff member and exposed himself. The patron continued to follow the employee through the stacks until the employee pulled out their phone. The man left the library once he saw that the employee was attempting to make a call.

I have contacted the Police about these incidents, and they offered to give some training on how to handle certain scenarios. We have also met with Housing and Human Services (HHS) and the CARE team for guidance and potential staff training. I reached out to other Bay Area Libraries to see how they respond to long term suspensions. We do not have a formal policy on long-term suspensions, but I have given a sample Suspension Form from a neighboring Library to the City Attorney's office to see if we are legally able to suspend patrons for up to six months. If the City Attorney's office approves the Suspension Form, then I will bring it to the Library Board in a future meeting for approval.

Social Service Human Relations Board (SSHRB) Presentation

The Social Service Human Relations Board plans to present their Community Needs Assessment (CNA) to the different Boards and Commissions of the City. The CNA will provide valuable information to community-based organizations such as the Library Board, with applications for

grant opportunities or to help guide new programs. I have attached their Staff Report, Presentation, and CNA in the Board packet for you to view.

Library Projects Updates

- Automated Materials Handler – We have released the Request for Quote to four vendors, Envisionware, Lyngsoe, TechLogic, and Biblioteka. It is attached as part of the Board packet.
- Laptop Lending Program – We originally selected Laptops Anytime for the laptop lending program. While working on the contract, we found some gaps in their product that will affect how we lend the laptops. The purpose of our laptop lending is to allow it to circulate to patrons for three days. Laptops Anytime stated they can technically arrange a multi-day loan setting, but their product is primarily meant to only circulate same day. The Library's IT Analyst, Matt Hagedorn, and Circulation Coordinator, Kevin Tam, are in discussions to create an in-house laptop lending program without a self-serving kiosk.
- The door counters at all three locations require an upgrade. We've already met with Sensusource, a global company specializing in people counters, and obtained quotes from them. I put a hold on the installation due to budget limitations but will revisit it in January.
- We have started plans to update the tables and chairs in the Stafford Room and to replace some of the furniture on the public floor, specifically, in the study rooms and the Teen Room.

Library Plans for Expansion Update

Seed and Tool Library

Thushan, Sara, and I worked on a draft of the [Seed and Tool Library survey](#) and plan on releasing it in the coming weeks.

Alameda Point Expansion

On Monday, November 6, I have a meeting with the leaders of the RESHAP (Rebuilding Existing Supportive Housing at Alameda Point) project to see potential sites for a library there. RESHAP's collaborating partners include Alameda Point Collaborative, Building Futures with Women and Children, Operation Dignity, and MidPen Housing. I'll provide updates at the November Library Board meeting.

Friends of the Library

Booksale

The Friends of the Library Book Sale from October 26-28 was successful. They raised \$6,217 for the book sale alone, including \$908 from the Books for Friends bookstore that expanded hours for the sale.

Library Café Name Change

The Café application to change the name of Dewey Café has been approved by the City Manager. I plan on going to the City Council meeting on December 5 to present the name change,

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background, and justification. Upon approval, the next steps will heavily involve the Library Board. Here are the steps outlined below:

- The first Library Board meeting (projected to be in January) will be to identify and confirm naming criteria. Examples should reflect diversity, equity, inclusion, and intentionally broaden the representation of people in our community. After the criteria is confirmed, staff will conduct a first citywide community survey to solicit name ideas based on that criterion.
- A second Library Board meeting (projected to be in March) will be to review the entire list of names generated from the citywide community survey. The goal of this meeting is to select a short list of 5-10 names that will be researched and vetted. The short list of names will be included in a second community wide survey to solicit feedback on the recommended final short name list.
- A third Library Board meeting (projected to be in May) will be to recommend a name to the City Council for final approval.
- The City Council will then consider this recommendation and make the final decision to rename the Library Café.

I'd like to assign two Library Board members to assist in the name change process, specifically the community outreach portion.

If you have any questions about the items to be considered at the Library Board meeting, or if you would like to discuss these or any other items, please email me at mromero@alamedaca.gov or call me at 510-747-7730.

Sincerely,



Marlon Romero
Acting Library Director