



City of Alameda • California

March 11, 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 January and February, and to provide a look forward to some of the projects which will be coming up.

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

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

Main Library Update. Supervising Librarian for Technology and Technical Services Marlon Romero has been busy getting up to speed with the operations of his division. He has reviewed the ILS procurement materials left to him by former Supervising Librarian David Hall. There isn't much to go on, we will most likely be starting from square one when we are ready to begin that process again. Marlon has looked at the door counter situation for the back of the library and has located a more weather resistant door counter is that used in other libraries. We hope to order the new people counter in the next week or so.

All the wireless points have been upgraded to have a stronger signal. However the collection of statistics is in question. With the old wireless points the user logged in, did their work and were done. If they walked away, they had to log in again meaning they were counted twice. With the new wireless points the user only needs to log in once while in the library so the number of logins should drop. IT Coordinator David Boxton does not feel that the statistics are correct and will be in touch with the vendor to be sure that the statistics reported are accurate.

The FT Library Technician position has been filled by former PT Library Associate Ken Yuen. Ken has been with the library for many years and will capably take over the Volunteer Coordinator position and be first back-up for Circulation Coordinator, Kevin Tam.

The sound in the Stafford Room has been intermittent so the library was going to purchase a new wireless microphone. As it turned out, it was not the microphone but a failing amplifier and two power supplies. A technician came out immediately and determined the problem, replacement parts have been ordered but the AV in the Stafford room is out of service until repaired. The library does not have an estimated time of repair. Several programs had to be canceled and all upcoming programs are being notified that the AV is out of service.

March 30 will be a Staff Development Day. All three libraries will be closed so all staff can attend. The primary program will be Dan Russell from Google who will teach two classes for staff. "Advanced Google Search for Librarians" and "The Other Stuff You Didn't Learn About Online Search in Library School." He is coming with two Google TAs and is doing this pro-bono because he "loves librarians!"

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Library Board
March 11, 2015

Relatively *new* supervisors, Kevin Tam and Marlon Romero are enrolled in the RGS Three-Day Academy for Managers and Supervisors. They have already attended one session and the second one will be March 4. This is the first time the City is sending employees to this particular manager training so everyone is interested in what Kevin and Marlon thinks of this training. The third session is in April.

The Book Bike is not forgotten. It is just about through production but with the weather back east, it is probably just as well that the bike is not lost in delivery due to weather. We hope to have the bike in our procession soon and Target came through with a \$1,000 grant to purchase the collection for the bike as well as the safety equipment and library skin.

City Manager. Not much to say on this topic. City Manager John Russo is leaving Alameda to take over as the City manager in Riverside, CA. He will continue to work in Alameda until April 30. His first day in Riverside will be May 4. At this point in time Mr. Russo and Assistant City Manager Liz Warmerdam will meet with the Council in Closed Session on March 3 to discuss what direction the Council would like to take for the recruitment of a new CM.

City Email. Although our email addresses have NOT changed, the city's email system has. The City has switched from Novell Groupwise to Microsoft Exchange (Outlook). The bulk of the switchover happened over the President's Day holiday weekend but there are still issues to be resolved. Access to the meeting room calendar, remote access, archived emails, to name a few. Please be patient and/or persistent when sending an email to city/library staff. If you have any city email address with "@ci.alameda.ca.us" – please delete those. Anything sent to those address will bounce. The *new* (for the last year or more) the emails end with "@alamedaca.gov"

Budget. All departments have been asked to "hold the line" on our budgets. We are currently in the process of crunching the numbers with our budget estimates for Finance. The Budget Narratives are due in mid-March. The first broad introduction to the budget process will be made to the City Council on March 17. Then the first look at actual numbers will be presented to the City Council on April 7. There will be three special Council meetings for department presentations, the Library will present on Thursday, April 16. The May 5 and 19 City Council meetings will be for answering questions that may have arisen from any of the previous meetings. City staff hope to have budget adoption at the June 2 meeting. If not, there is time for another regular Council meeting before the June 30 deadline for budget adoption.

Library Art Donation Policy. The final revised draft Art Donation Policy is included in the Board Packet. Changes recommended by the Library Board have been incorporated and as requested is included in the Board Packet NOT in red-line format.

LEED – EB. The performance period for our LEED-EB certification has wrapped up on January 31. The Library worked with Public Works to establish itself as an Alameda County Green Business. Although this certification is not required for LEED certification, it certainly couldn't hurt the application. With the assistance of Public Works Program Coordinator, Kerry Parker, the Library achieved Alameda County Green Business status. The City would like to work towards all city departments being green businesses. So far the Public Works Department, the City Garage, and the Library are recognized green businesses. A copy of the certificate is included in the Board Packet, the framed certificate is in the Administrative Conference Room. On February 27 the application for LEED-

Library Board
March 11, 2015

EB has been submitted to the USGBC for preliminary review. The review should take between 30-45 days, we can lay low until the review is returned to us by the USGBC. There will most certainly be review comments since the version 4 rating is so new, so we hope to rectify any issues identified and return the project to the USGBC within a 30 day period after it has been returned to us (our consultant). We are still a few months from the end result. I believe our application is submitted with enough credits for Gold certification, we shall see.

Form 700 and Sunshine Ordinance Declaration. It's that time again! Please find in your Board Packet the Memo from the City Clerk's office regarding Form 700 and the Sunshine Ordinance Declaration. The City's Conflict of Interest policy requires all Boards and Commissioners to annually file a Form 700, which is the Statement of Economic Interest. This annual form, and all the instructions, are included in your packet. In addition, you need to sign and submit a Sunshine Ordinance Declaration. All of you have read and/or attended training (video) regarding the City's Sunshine Ordinance so there is nothing further you need to do other than sign & return the declaration form. Both are due back to the Clerk's Office by April 1, or you may send them to Lori or myself and we will make sure your forms get to the City Clerk.

Library Foundation.

The Merger Committee for the Foundation & Friends continues to meet and are making good progress. The first joint meeting was held in January with the Friends taking the lead. The next joint meeting will be in March with the Foundation taking the lead. In the meantime, the Merger Committee met to discuss programs in each organization: Fund-raising (Foundation), Book Sale (Friends), Café (Friends). Next month the committee will meet to discuss Governance, which is a big topic.

The joint Friends/Foundation meeting will be on Monday, March 16, 2015, in the Stafford Room at 7:00 p.m.

Friends of the Library. The next Friends of the Library book sale will be on May 1-2-3 at the O Club. If you are interested in volunteering for all or part of the book sale, please contact Adair Jorgenson.

Dues for 2015 are due any time now. If you haven't sent in your renewal, it's not too late!

Friends President Cindy Silva's employer sent the Friends of the Library a \$250 donation for her volunteerism. They will be sending another \$250 for an annual donation of \$500 on behalf of their employee. Cindy has asked staff to think of "something fun" to spend the donation on. Staff is considering several ideas.

As the City plans for the development of "Site A" at Alameda Point moving forward, it has occurred to me that Building 162 where the Friends currently have their off-site book sale storage is within the Site A boundaries. The Alameda Point Chief Operating Officer, Jennifer Ott and Division Manager (lease agreements) Nanette Banks-Mocau are aware and are trying to locate another secure, dry storage space for the Friends. I have also asked the Public Works department if they may have ideas for the Friends storage, the closer the location to the O Club, the better.

The joint Friends/Foundation meeting will be on Monday, March 16, 2015, in the Stafford Room at 7:00 p.m.

Alameda Reads. Alameda Reads continues to forge ahead with their many classes and collaborations. They do so much that changes lives. Below is a letter that they received from an Alameda Reads learner. He recently achieved his primary learning goal to attain a promotion in his field of work. After working with a tutor for nearly a year, and applying and interviewing for many positions, this learner received an excellent job. He had to move out of state to take advantage of this opportunity and he is extremely grateful for the support he received from Alameda Reads.

THANKS ALAMEDA READS

It has been almost 9 months since I came into Alameda Reads, asking for the community service that Alameda Reads gives and how it could help me to improve my fluency in English. In all this time I was learning and growing, not only in my English fluency. In fact I was growing in my personal and professional life too.

I enjoyed our sessions, tools, study material and the people around Alameda reads that worked with me all this time. I'm really thankful for that. During the tutoring session and with time passing, my relationship with my tutor changed from colleague, growing and moving to a friendship relationship. I say this because my tutor went from a teacher to become a really good friend who listened, advised and helped me. I need to mention special thanks to Bill, Sue and Barb for all these months of patience, for your flexibility of time adjusting to my shift-rotation work scheduling.

Now I'm moving forward in my professional career. I have a promotion and I moving to another city. I will take all the good things that I learn. I will keep practicing what I learned, especially the pronunciation of the letters "G" of manager. Again, thank you so much and I will miss you.

Alameda Reads also sent two of their learners to help us get the message out to Assembly Member Rob Bonta for our Day in the District visit. Lou Pinkoff and Helen Lopez were wonderful representatives of our program and their stories were very powerful.

Activities and Events.

Abstract Expressionism by Jeffery Allyn. Second Floor, Main Library until March 28

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| March 1 | Self Paced Computer Lab. 1:00 p.m. Main Library Computer Lab (every Sunday) |
| March 1 | Family Storytime. 2:00 p.m. Main Library, Felker Programming Room (every Sunday) |
| March 2 | Community Sing-Along. 10:15 a.m. Main Library, Stafford Room
(every Monday & Wednesday) |

Library Board
March 11, 2015

- March 2 Beginning Book Club. 3:30 p.m. Main Library, Felker Programming Room (also April 6)
- March 2 MS Word. 6:00 p.m. Main Library, Computer Lab (also March 9, 16)
- March 3 Teen Anime Club. 3:30 p.m. Main Library, Stafford Room (also April 7)
- March 3 Paws to Read, 3:30 p.m. Main Library, Felker Programming Room (also March 10, 17, 24, 31, April 7, 14, 21, 28)
- March 3 Family Story Time. 7:00 p.m. Bay Farm Island Library (every Tuesday)
- March 4 Peter Rabbit Preschool Storytime. 10:30 a.m. West End Library (every Wednesday)
- March 4 Job Seekers Open Lab. 2:00 p.m. Main Library, Computer Lab (every Wednesday)
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- March 4 School-age Storytime. 3:30 p.m. Main Library, Felker Programming Room (every Wednesday)
- March 4 Lawyers in the Library. 6:00 p.m. Main Library (also April 1)
- March 5 Peter Rabbit Preschool Storytime. 10:00 a.m. & 11:00 a.m. Main Library, Felker Programming Room (every Thursday)
- March 5 Thursday Crafts. 3:30 p.m. Bay Farm Island Library (first Thursdays)
- March 6 GED Practice Lab. 11:00 a.m. Main Library, Computer Lab (every Friday)
- March 6 First Friday Family Film: Tangled. 7:00 p.m. Main Library, Stafford Room
- March 7 Mama Goose Storytime. 10:00 a.m. Main Library, Felker Programming Room (every Saturday)
- March 8 LGBTQ Book Club. 3:00 p.m. Main Library, Administrative Conference Room
- March 9 Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room (also April 13)
- March 9 Adult Film Series: Runaway Train. 5:30 p.m. Main Library, Stafford Room
- March 9 Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room (also April 13)
- March 10 Community Blood Drive. Noon. Main Library, Stafford Room
- March 10 Alameda Great Books Club. 6:00 p.m. Main Library, Family Study Room (also April 14)

Library Board
March 11, 2015

March 11 Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room

March 12 Congresswoman Barbara Lee's Satellite Office Hours. 3:00 p.m. Main Library,
Administrative Conference Room (also March 26, April 9, 23)

March 12 Thursday Craft. 3:30 p.m. West End Library

March 14 Kaplan SAT/ACT practice test/results. 10:00 a.m. Main Library, Stafford Room

March 14 Alameda Free Library Writers Group. Noon, Main Library, Stafford Room (also April 11)

March 14 We Love Legos! 2:00 p.m. Main Library, Felker Programming Room (also April 11)

March 16 Joint Friends of the Library/Library Foundation Meeting. 7:00 p.m. Main Library,
Stafford Room

March 17 TED-X Alameda. 8:30 a.m. Main Library, Stafford Room

March 18 Resume Workshop. 6:30 p.m. Main Library, Computer Lab

March 19 We Love Legos. 3:30 p.m. Bay Farm Island Library (also April 16)

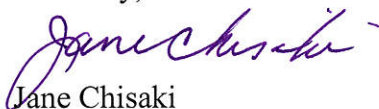
March 26 Assembly Member Rob Bonta Satellite Office Hours 1:00 p.m. Main Library,
Administrative Conference Room (also April 23)

March 26 We Love Legos. 3:30 p.m. West End Library (also April 23)

March 28 Eat What You Grow. 2:30 p.m. Main Library, Stafford Room

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