



City of Alameda • California

November 18, 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 September and October, and to provide a look forward to some of the projects which will be coming up.

Library Services Reports: (Consent Agenda). The June, July, August and September Library Services Reports are included in your Board Packet. The Expenditure Reports for four months are also included.

A random check in November of the computer workstations at the Main Library found six Internet workstations on the second floor out of service, and two Internet workstations on the first floor out of service. The Library is currently having an issue with our servers. A couple were close to end of life and when a 4 second power blip occurred on October 4, we lost one. Now all traffic from all three library locations go through tenuous server. Multiple computers are taken out of service to improve the performance of the remaining computers but it is not a long term solution. At this time we are dependent on a third party vendor for support and they have been very unreliable. As a result we are exploring changing from a cloud-based system to a tower desktop solution. A gradual rollout will begin at the neighborhood libraries and, if successful & stable, then the Main Library will also make the change. This is a very difficult situation for the library staff and for both Supervising Librarian Marlon Romero and IT Coordinator David Boxton.

New Library Board Members. The Library Board welcomes new Board Members, Kathleen Kearney and Gertrude Woods. They will have the opportunity to introduce themselves and tell us a little bit about themselves when we meet on November 18. The November meeting will be their first, so the agenda will be minimal as our new members learn the ropes. Welcome, welcome and thank you for serving. Please do not hesitate to ask questions should they arise.

Main Library Update. The addition of two hours to the Main Library, thanks to City Council for increasing the budget, opened Wednesday mornings to little fanfare. The public seems to be pleased that the library is open at 10:00 a.m. rather than noon but it all seems so “business as usual.”

The Dyson AirBlade Hand Dryers have been installed at all three library locations in all the public restrooms. It is taking the public a little time to get used to them but for the most part, people like them. I overheard one woman come out of the restroom to meet a companion saying, “They have those super cool, uber fast, hand dryers. Neat!” Then again, staff have been asked why the library does not have both paper towels and the hand dryers in the restroom. One hand dryer in the men’s restroom is out of service and we put paper towels in for the interim. An entire case of paper towels were used in one week, in one restroom. Handfuls of unused paper towels were seen in the trash receptacle. We will not be putting paper towels back into the public restrooms.

Marlon continues to work with CENIC for the State Library High-Speed Broadband project “Lighting up Libraries.” The optic fiber is now in place for the West End Library and the Main Library. Both of those locations hope to have the new high speed by the end of next week. However this server issue will slow

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us down considerably. The Bay Farm Island Library seems to have an issue with laying the fiber to the building and AT&T is working on the issue but there is no timeline for the solution.

The cracked glass wall in the patio space is finally repaired! Rather than four large panels of fluted glass, the broken/cracked glass was replaced with eight smaller panels. That will make it easier to replace should this ever happen again and give a *tiny* bit of flexibility to the glass with the little gaps between panels. The fact that the large piece was replaced with two smaller pieces is hardly noticeable. Thank you to Public Works and Library Executive Assistant Lori Amaya for staying on top of this project and seeing it through to completion.

The Book Bike has arrived and is on display in the lobby space of the Main Library! Supervising Children's Librarian Eva Volin took the Book Bike, "Words on Wheels" out to the Customer Appreciation Day on Park Street. In four hours she issued 7 library cards and checked out 51 items! There will be a story about "Words on Wheels" in the next issue of Alameda Magazine. Our biggest challenge is going to be finding staff time to actually take the bike out. We had not budgeted for additional staffing so when staff is available for an event, the bike will go. Take a look when you arrive for the November meeting.

Supervising Adult Services Librarian Cosette Ratliff received grant funding for her "Pitch a Grant" idea – Library Outdoors. Technical services is currently processing the materials for this new venture. 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 (EBRP), California State Parks (CSP), and the National Park Service (NPS). Cosette has established partnerships with EBRP, CSP, and the NPS, she has organized library staff and library customers to assist the various park districts with projects from shoreline clean-up to weed abatement from hiking trails. In addition these organizations have come to the library and made presentations about the parks and their programs & services. The library is also hosting a series of films about parks and getting outside; the Ken Burns National Parks series and the PBS Point of View film "The City Dark."

The Library Annual Report was presented to the City Council on October 3. Sorry, I meant to send a meeting reminder, and forgot. Board Member Kearney was present. I have included the PowerPoint in the Board Packet for your perusal. The Library has not presented an annual report in all the years I have worked for the City, this will now become an annual presentation.

Circulation Coordinator Kevin Tam has been accepted into the Alameda County Leadership Academy. This is a six-month program to foster leadership, confidence, and networking among emerging leaders throughout Alameda County. Supervising Librarian Cosette Ratliff participated and graduated from this program two years ago. New this year, I have been asked to be a coach/mentor to a participant. Coaches are not assigned folk from their own department so I will be assigned someone from outside of Alameda and most likely, not a library affiliated employee.

Integrated Library Systems (ILS) RFP. Supervising Librarian Marlon Romero has been working very hard on this project. Working with former Circulation Supervisor Laura Klatt, now employed part time to assist with this procurement, they have finished interviewing and talking to staff about their needs & wants in a new ILS. Marlon has completed the draft RFP and has sent it on to the City Attorney's office

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for review before it goes to the city council for release. He hopes to get the RFP out to the world in December with responses due in late January. On-site demonstrations by vendors for staff and possibly off-site visits will take place before he recommends a vendor. Once the library has selected a product, it will be brought before the Library Board for a Resolution of Support for the procurement. It would make a stronger case to the city council to accept the contract with the ILS provider.

City Performance Measures. The first year of performance measures as requested by the City will be due for compilation at the end of January. The two city-side survey questions regarding customer satisfaction with programming and customer service will be included in a city-wide poll along with measures from other city departments and issues of interest to the city council.

Circulation Coordinator Kevin Tam is working on the annual statistical report for the State Library. There is little overlap between the state report and the city performance measures.

LEED – EB. We are certified LEED GOLD for Existing Buildings using version 4 of the US Green Building Council standards. This push for LEED has been ongoing for over a year and a representative from the USGBC presented the City with the new LEED plaque on October 20. It was at this time the library LEED team learned that Alameda is the first library in the country to have achieved LEED Gold EB using version 4. The new glass plaque will be mounted with the current LEED Silver plaque is located and the Silver award will be mounted higher up on the same wall. Huge thanks to Alameda County StopWaste Wes Sullen for spearheading this effort and for paying for the consultants. Thanks to our consultants from BuildingWise Levi Jimenez, Yvette Bercerra, and Founder & President Barry Giles for all their work on keeping us moving in the right direction and managing the submittal. Finally, last but not least, thanks to Public Works and Program Specialist Maria DeMeglio for all her hard work, tenacious digging for information, and enthusiastic support for the library to be the best it can be representing the City of Alameda.

LEED for existing buildings is more about the behavior of the people, both public & staff, occupying the building. It is about changing habits and awareness of the environment. The City has several new policies regarding building maintenance that will now have to be followed and the “three month performance period” continues. It is expensive to have a LEED certified building, this LEED EB process will have to be undertaken again in about five years and all the purchasing and tracking that was done for this certification will have to be continued through the next re-certification – unless the City decides it does not want to go that route, primarily because of cost, then tracking is no longer important. As part of the LEED process the Library became an Alameda Country Green Business and an East Bay Mud Water Smart Business.

Library Foundation/Friends of the Library. Both the Friends and the Foundation have voted to move forward with the merging of the two organizations. The first step is to create a new Executive Board for the “new” non-profit organization. After discussion by the Merge Committee the recommendation is to keep the name and 501 (c) 3 status of the Friends of the Alameda Free Library and dissolve the Alameda Free Library Foundation. The Friends name is more widely recognized and under the advice of the pro-bono attorney, it is easier to keep one non-profit & dissolve the other, rather than dissolve both and create a new one. It is anticipated that the new Board will be formed in January to do the “heavy lifting” for the merge. They will have many decisions to make: membership vs what; write new by-laws; establish the money year (currently Friends on calendar year and Foundation on fiscal year); establish a

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new spending policy; establish committees (book sale, café, fundraising, advocacy, marketing, finance, concerts, etc.) and more. In the meantime both organizations will continue to operate under their old by-laws and practices.

The Foundation has held two sold out concerts so far in the 2015 Live @ the Library series. Miss Carol Faye and the Ed Reed Quintet (featuring Anton Schwartz) were both great, however it is the Maria Muldaur concert in November that sold out within weeks of announcing the series. The November concert requires more technology than the Library can offer so this one concert will be held at Rhythmix Cultural Center on Blanding. It will cost money to rent the facility with all the bells and whistles, they will handle selling refreshments (and make the profit), but the space seats more people and the concert sold out an additional 50 seats. It is expected that those additional sales will help defray the increased expense.

The Friends held their Fall Used Book Sale at the O Club on October 16-18. The sale was fairly well attended. More volunteer help can be used to help with the clean-up/break down from the sale. An estimated \$19K gross was raised from this fall sale. After all the hubbub over booking dates at the O Club through the Recreation department, there was another snafu and the Spring 2016 sale will be MARCH 18-20. The Friends sales for both spring and fall are now booked through 2019. The Friends are currently accepting letters of interest from members for those who might be interested in serving on the new Executive Board of the merged organization. Finally, library staff will be presenting their annual funding request letter to the Friends at the November 16 meeting.

The next Friends meeting will be on Monday, November 16, 2015, at the Main Library in the Stafford Room at 7:00 p.m.

Neither organization meets in December.

Alameda Reads. The Alameda Reads book, 'I Believe' published. Alameda Reads had a beautiful 30th Anniversary Celebration and book launch at Books Inc. on September 17. Over 100 people attended the program, including Alameda Reads tutors, learners, family members and friends. Many who were not affiliated with Alameda Reads also attended the event. Alameda Reads authors took the courage to read their stories in front of this attentive audience. The Books Inc. staff, Julia Park Tracey (Alameda Poet Laureate) and Tovi Scruggs (author and high school principal) all commented to Literacy Coordinator Sue Mark on how deeply moved they were by the Alameda Reads presentation. Alameda Reads distributed many books and Books Inc. gave away 'goody bags' of publisher donations to all attendees.

Alameda Reads submitted their annual report to the State Library at the end of September. We are extremely proud of the program's accomplishments. Literacy Coordinator Sue Mark and Program Assistant Barbara Papik were able to increase the performance of Alameda Reads annually with exceptional volunteer engagement while relying upon a very lean operating budget. Alameda Reads continues to increase the number of learners supported annually through a diverse range of activities including one-on-one tutoring, tutoring at Alameda Adult School classes, small group workshops for Alameda Reads participants, and larger workshops open to the general public. In FY 2014-15 they offered 20 workshop series comprised of 74 individual meetings throughout the year.

Here is a comparative chart of some important program statistics:

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Pairs	45	66	68	63	60
Learners Served	69	83	142	182	208
Learners Under 30	11	15	22	21	33
Learners Under 50	22	26	56	96	107
Tutors Under 50	?	2	5	18	25
Tutor Trainings & In-Services	3	2	3	6	6
Non-Tutor Volunteers	3	5	11	12	9
Non-tutoring Volunteer Hours	875	1124	1574	1863	2029
Value of Individual In-Kind Hours	\$1,500	\$5,525	\$13,130	\$9,500	\$10,000

In FY 2014-15, Alameda Reads served 208 learners through the volunteer support of 60 trained tutors; tutors provided 1,943 hours of instruction. They have many volunteers now contributing to the program in vital ways in addition to tutoring, including: social media and website coordination, graphic design, special event coordination, digital literacy instruction, book club research and support, and program outreach. Several learners have gravitated towards program volunteer roles in order to improve their workplace skills. Overall, volunteers contributed a total of 3,972 hours of essential tutoring and programmatic support.

It is interesting to note that their volunteer pool, while consistently high, is also becoming younger. This is also true of their learner population. This past fiscal year they saw a dramatic increase in the number of learners who focused on work-place related skills and goals. All Alameda Reads learners work towards several interrelated goals and they all achieve at least one of their goals. Here is a breakdown of some important learner goal achievements:

- 75 learners to type/use computer keyboard
- 27 learners say they perform current job tasks better
- 57 students read a book, newspaper or magazine
- 20 got involved in their children's education
- 13 students got a job, better job or promotion
- 2 passed part or all of the GED
- 1 passed the citizenship test
- 2 learners got their driver's license

Alameda Reads also plans to expand their office hours and will be holding an Open House to celebrate their increased hours on November 18. Sorry, it is during the Library Board meeting.

Director's Communications. The Library hosted an overflow room for a special city council meeting regarding the zoning for the current Harbor Bay Club and the development projects at Harbor Bay Business Park on October 7. The Library also hosted an overflow room for a special city council meeting regarding the rental housing issues on November 4. Many thanks to Supervising Librarian Marlon Romero for staffing both of those after-hours events. I attended the California Library Association Annual Conference in Pasadena from November 5 – 8. It was a wonderful opportunity to network, share and learn ideas from all around California.

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Activities and Events.

"Henry Zhu: Student of Art"

October 10 to December 5, 2015. Main Library, Stafford Community Room

"Robby Dickinson: ANTARCTICA"

October 3 to December 5, 2015. Main Library, Second Floor

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"Cliff Poche: Cliff Designs"

December 5, 2015 to February 27, 2016, Main Library Stafford Community Room

- November 1 Self-Paced Computer Lab. 1:00 p.m. Main Library Computer Lab (every Sunday)
- November 2 Cuentos en Espanol. 10:00 a.m. Bay Farm Island Library (every Monday, except November 23 and 30)
- November 2 Community Sing-Along. 10:15 a.m. Main Library, Stafford Room (every Monday & Wednesday)
- November 2 Paws to Read. 3:45 p.m. Main Library, Felker Programming Room (every Monday, except November 23)
- November 3 Open Computer Lab. 1:00-4:00 p.m. and 5:00-8:00 p.m. Main Library, Computer Lab (every Tuesday)
- November 3 Beginning Book Club. 3:30 p.m. Main Library, Felker Programming Room
- November 3 Teen Make Mini-Comics. 4:00 p.m. Main Library, Stafford Room
- November 3 Notary Public. 6:00 p.m. Main Library (every first Tuesday of the month)
- November 3 Family Story Time. 7:00 p.m. Bay Farm Island Library (every Tuesday)
- November 4 Peter Rabbit Preschool Storytime. 10:30 a.m. West End Library (every Wednesday)
- November 4 Open Computer Lab. 1:00-4:00 p.m. Main Library, Computer Lab (every Wednesday)
- November 4 Encinal High School Teen Book Group. 3:00 p.m. EHS College & Career Center (every first Wednesday of the month)
- November 4 School-age Storytime. 3:30 p.m. Main Library, Felker Programming Room (every Wednesday)
- November 4 Lawyers in the Library. 6:00 p.m. Main Library (also December 2)

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- November 4 Social Media 101. Open Lab. 6:00 p.m. Main Library, Computer Lab
- November 5 Peter Rabbit Preschool Storytime. 10:00 a.m. & 11:00 a.m. Main Library, Felker Programming Room (every Thursday)
- November 5 Alameda High School Teen Book Group. 12:50 p.m. AHS (every first Thursday of the month)
- November 5 Thursday Craft. 2:00 p.m. Bay Farm Island Library
- November 6 Open Computer Lab. 10:00 a.m.- 2:00 p.m. Main Library, Computer Lab (every Friday)
- November 7 Mama Goose Storytime. 10:00 a.m. Main Library, Felker Programming Room (every Saturday)
- November 7 Mandarin Language Storytime. 11:30 a.m. Bay Farm Island Library (every other Saturday through December 19, 2015)
- November 7 Adult Recess. 3:00 p.m. Main Library, Stafford Room (also December 5)
- November 8 Night of Writing Madly (NaNoWriMo). 5:00 p.m. Main Library, Stafford Room (also November 14 and 21 from Noon -5:00 p.m.)
- November 9 Adult Film Series: Love and Mercy. 5:30 p.m. Main Library, Stafford Room
- November 9 Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room (also December 14)
- November 10 Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room
- November 10 Alameda Great Books Club. 6:00 p.m. Main Library, Family Study Room (also December 15)
- November 10 "Looking East" Art Docent Talk. 6:30 p.m. Main Library, Stafford Room
- November 10 Getting Acquainted: Story Corp App. 6:30 p.m. Main Library, Administrative Conf Room
- ALL LIBRARIES CLOSED IN OBSERVANCE OF THE VETERAN'S DAY HOLIDAY
ON NOVEMBER 11
- November 12 Congresswoman Barbara Lee's Satellite Office Hours. 3:00 p.m. Main Library, Administrative Conference Room (also December 10)
- November 12 Thursday Crafts. 3:30 p.m. West End Library
- November 14 NaNoWriMo Write-In. Noon. Main Library, Stafford Room

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- November 14 We Love Legos. 2:00 p.m. Main Library, Felker Programming Room
- November 15 SF Shakespeare presents "Hamlet". 2:00 p.m. Main Library, Stafford Room
- November 16 Great Thanksgiving Listen. 10:00 a.m. Main Library (continuous through November 30)
- November 16 Canciones y Cuentos. 10:00 a.m. West End Library (every Monday)
- November 16 Storytime en Espanol. 3:30 p.m. Main Library, Felker Programming Room (every Tuesday)
- November 16 Lawyers in the Library, 6:00 p.m. West End Library (also December 21)
- November 17 Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room
- November 17 Ken Burns: National Parks, America's Best Idea. 6:00 p.m. Main Library, Stafford Room (every Tuesday through December 22)
- November 18 Cup of Coffee & a Good Book. 1:15 p.m. Bay Farm Island Library
- November 18 Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room
- November 19 Teen Advisory Board. 3:30 p.m. Main Library, Stafford Room (every 3rd Thursday of the month)
- November 21 Winter Reading Program. Through January 1 (children's program)
- November 21 MOCHA Art. 2:00 p.m. Main Library, Felker Programming Room
- November 21 Live @ the Library: Maria Muldaur. 8:00 p.m. Rhythmix Cultural Center
- November 22 International Game Day. 2:00 p.m. Main Library, Stafford Room
- November 23 Vacation Matinee: Swiss Family Robinson. 2:00 p.m. Main Library, Stafford Room
- ALL LIBRARIES CLOSED FOR THANKSGIVING OBSERVANCE – NOVEMBER 26 AND 27
- November 28 Team Monopoly. 11:00 a.m. Main Library, Stafford Room
- December 12 Alameda Library Writers' Group. 12:30 p.m. Main Library, Second Floor

ALL LIBRARIES CLOSING AT NOON ON DECEMBER 24

ALL LIBRARIES CLOSED FOR CHRISTMAS ON DECEMBER 25

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December 28 PBS POV film: The City Dark. 6:30 p.m. Main Library, Stafford Room

ALL LIBRARIES CLOSING AT 4:00 P.M. ON DECEMBER 31

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