



March 8, 2017

Dear President Whyte 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 2016 and January 2017 Library Services Reports are included in your Board Packet. The Expenditure Reports for January and February are also included.

Main Library Update. Projects, Projects, Projects!! Little Free Libraries. You've seen them around town and perhaps on your travels around the States. An organization called "HandsOn Bay Area," a non-profit who finds corporate partners who want to do community service in the Bay Area and matches them with organizations who could use that good community help. HandsOn Bay Area approached the Library to inquire if we would like to have some Little Free Libraries constructed for placement around the city. They would provide all the materials, find an organization to build the little libraries, paint and brand the buildings and all we had to do was say, "yes." The Library quickly partnered with the Alameda Recreation and Park Department (ARPD), who are equally excited, to place Little Free Libraries in (mostly) pocket parks on the island. The libraries will be blue with green doors, say "Free Books" on the roof in English and Spanish; have the words "Take one, Leave one" painted on the door in English and Spanish; and will have both the ARPD and Library logos on the sides. ARPD will store and mount the libraries in the parks, the Library will provide the initial collections of both adult and children's books. We plan to monitor the collections for a while to see if they self-populate or if the Library needs to continue to fill the libraries. We are excited to announce that Hands on Bay Area secured the help of Salesforce to do the build for our 10 Little Free Libraries. If these 10 go well, they are willing to build us as many more as we desire. The exact timeline for the first placement in a park is unknown at this time but we are very excited to be moving forward!

"Made in Alameda" is (hopefully) the Library's answer to the constant requests by community members to offer a program featuring their book, craft, music, art, "fill in the blank." The staff worked to solicit applications from Alameda artists and by deadline, 23 applications were received. The Library has room for 19 tables and one reserved for a shared City/Friends of the Library table. We acknowledge that not everyone will be selected but this is year one. If it is successful (and popular), we may make it an annual event. The Friends of the Library will co-sponsor the event and it is scheduled for March 18 at the Main Library from noon to 5:00 p.m. We are still looking for volunteers to assist, the volunteer application can be found online at <https://alamedaca.gov/library>

The Library will be participating in the Earth Day Faire at Lower Washington Park on April 22. If we can find a staff member, Words on Wheels (our book bike) will be at the event. We hope to give a sneak preview to two exciting and fun things promoting literacy and fitness and the library. The Boys & Girls division hopes to unveil their first "Story Walk." Enlarged pages from a selected picture book are inserted into lawn sign frames, the sturdy kind – like realtors use, so when you walk along the path you read a page, walk further to get to the next page until you have read the entire book. Walking back in the

other direction we hope to have the same book offered in either Chinese or Spanish. The other sneak preview would be our partnership with Alameda Recreation and Parks to provide Little Free Libraries around town. One may be completed and available for display at the Earth Day Faire.

Teen Services will also be partnering with ARPD to offer a Teen Career Preparation workshop, similar to our old Teen Job Preparedness program. Teen Librarian Hallie Fields is working with ARPD Teen Program Coordinator to put this event on in the Stafford Room in April when many employers are looking for summer help. Also Circulation Coordinator Kevin Tam will staff a table at the City's Youth Career Fair to be held at Encinal High School on March 23rd. Our participation in this event may allow us to hire two summer Interns, salaries paid by the Community Development Department and the Social Services Human Relations Board.

Budget. It is budget preparation season. The City has held a "kick-off" meeting to give broad guidelines for our budget preparation. The Library's department meeting is on March 13. At this time there is no talk of budget reductions, direction is mostly to maintain supplies and services. Adjustments for salaries and benefits as required by law or Memorandum of Understandings (MOU) will be made by Finance. Library staff are working on budget projections for costs of databases, general supplies, need for a two-year equipment replacement schedule (mostly technology), contractual services, and a few proposed projects. For example, the Mayor mentioned that she would like to see bike repair stations installed at the two neighborhood libraries. However, the repair station at the Main Library was purchased with grant funding and we cannot apply for another from that source. A request for funding the purchase and installation of two bike repair stations will be included in our budget ask. Although all staff, particularly the supervisors, are involved in our budget preparation, I am assisted by Executive Assistant Lori Amaya and Circulation Coordinator Kevin Tam on the Library Budget Team.

Student Success Card. As I have mentioned in the past, the Library is part of a pilot project to create library cards for students using their school ID cards. Teen Librarian Hallie Fields and Library Specialist Hana Goldin have been working on this project with guidance from our Mentor Library, Oakland Public. Hallie is unavailable to attend the March Library Board meeting but will be sending a description of the project for me to read to you. Our library has named our "card" the Student Connect Card, it will be an eResource card giving students access to anything electronic resources the library has to offer; databases, eBooks, computer time, etc.

Integrated Library Systems (ILS). Staff continue to fine tune their skills with our new Polaris ILS system. The Management team has discovered that complaints and frustrations about the new system isn't really about the new system but more about the inability to navigate the new processes. We will be posting staff (both paid and volunteer) near the Express Checkout stations to assist the public and have staff members who are more comfortable on the system, observe and train their co-workers if they get stuck during the workday. We hope this additional help will make a difference.

Marlon has also set up re-occurring training classes on various ILS topics. Staff members who have difficulty in a specific area will be able to take a special training to refresh and/or practice the skill to give them more confidence in providing service to the public.

New Library Logo. I will be bringing the new library logos to the Board meeting for your viewing, approval, and adoption. We are very fortunate to have had the services of a talented graphic designer

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who is working pro-bono for us. We provided a lot of ideas as starting points for him and he gave us several broad ideas to work with, staff narrowed those ideas down to a few and he fleshed them out by adding a little detail and color. With additional tweaking from our suggestions we think that we have a few good ones to present to the Board. We believe the selected logos will be useful and scalable in size (depending on use) and feel much more "Alameda" than our current logo. Once the new logo is selected we will request it in various formats (vector, tiff, png, jpg) and colors. It will go into use immediately on new projects/flyers and will be phased in as we use up items with the old logo on it.

Staff Development Day. Just a note to tell you that all three libraries will be closed for our spring Staff Development Day on Thursday, March 30. Cesar Chavez Day is our chosen spring date but his birthday, March 31 is a Friday and Fridays are not a regular work day for most of the full time staff. So we moved the Staff Day to the 30th to ensure better attendance. In the morning we will have our division updates, a training on using Overdrive, and introduction to a new online resource (Beanstack) that we use year-round but will be heavily used for summer reading. The afternoon session will be devoted to providing first aid and CPR training for all staff. Signs will be posted to give prior notification of the closure at all three locations and regular scheduling will resume on Friday.

Day in the District. It is the time of year librarians and library supporters visit our elected officials in their district offices. Alameda is coordinating our visits with Oakland Public Library and possibly Berkeley Public, Richmond Public, and Contra Costa County Libraries. Oakland is setting up the appointments, which are usually on a Friday afternoon in March or April. Once the appointments to see Assembly Member Bonta and Senator Skinner are set I will be sending you an email with the date and time to ask if you would like to accompany me on the visit. In the past we have had Literacy Learners (sort of "graduates" of the program) and members of the Friends have made these visits with me. An invitation will be extended again once the appointments are set.

Meet Your Public Officials. Several weeks back I emailed you all an invitation from the League of Women Voters of Alameda to their annual, "Meet Your Public Officials" event on Thursday, March 30 from 5:30 to 7:30 p.m. at the Harbor Bay Community Center. Usually the elected officials are present and it is an opportunity to speak to them about the need for continued support for the library. The event is also a fundraiser for the League, I believe you will receive one raffle ticket as a member of a City Board (like your invitation to attend at no cost) and you may purchase additional raffle tickets at the event for their silent auction. Light refreshments/appetizers are served. Some members of the Friends of the Library plan on attending to support the Library.

Friends of the Library. The Friends Board met on January 23 and February 27. First order of business was electing new officers. I am pleased to announce that Karen Butter is the new Friends President; Kumar Fansi is the Vice President; Karen Manuel will continue as Recording Secretary and Bill Gibbs will continue as Treasurer. Work is progressing on their committee assignments. The Friends partnered with the Association of University Women and the League of Women Voters to present a very well attended program. AMERICAN MUSLIM: ISLAM 102 on February 15. This was a panel discussion that actually began last fall at a program at the College of Alameda. The program was so successful and over-attended that they wanted to do it again but a space at the college was unavailable. They approached the Friends to partner and present here. The program was standing room only and a huge success. Plans are out there to continue to partner with the AAUW and LWV for future programs, specifically a possible series on immigration.

The Spring Used Book Sale will be on May 5-6-7 at the O'Club. After the spring sale the format of the Friends used book sales may change as the physical ability to maintain the current format is difficult. More volunteers are needed and brainstorming for ways to change how things get done. Carole Robie is the Friends Board liaison to the book sale and will keep us informed. In the meantime, a new, more secure cash collection box was installed on the book sale wall and a moderate number of books are selling from that location.

Karen Manuel is the Marketing/Communications committee chair and is anxious for the Library to select our new Logo so the Friends can complete developing their new, complimentary to the Library, logo and start getting the word out about the Friends happenings and volunteer opportunities.

The Friends have decided to again honor the Library Staff with a Staff Appreciation Lunch during National Library Week (April 9-15). Box lunches will be delivered to the Main Library and both neighborhood libraries. Alameda Reads is included but they don't come into the office until late afternoon so their lunches will be held at the Main Library. The Staff really enjoys the lunches and appreciates that the Friends take the time, and expense, to "appreciate" them in this way. We have wonderful support from our Friends!

The next Friends Board meeting will be on Monday, March 27 and April 24, 2017, at the Main Library in the Family Study Room at 6:30 p.m.

Alameda Reads. Interim Literacy Director Amy Prevedel is now the Program Coordinator for Alameda Reads with the departure of Sue Mark. Sue may come back as a contract instructor to teach small classes for Alameda Reads. Amy will be tweaking some of the programs within Alameda Reads and has great plans for outreach and growth. Program Assistant Barbara Paik will work a few more hours each week and we have yet to hire additional clerical assistance.

Many adult learners in Alameda Reads are suddenly very interested in becoming citizens. This is a not-surprising trend in programs throughout the Bay Area. Alameda Reads has a very beautiful story to tell....an adult learner in the program passed her interview test for Citizenship with flying colors! This is an incredible accomplishment for a woman who came to the program without ever having gone to school. Being Ethiopian, she had seen plenty of violence and sadness and had lived in various refugee camps throughout Africa. In the process, she learned different languages to get around. She has been working with a devoted tutor in Alameda Reads for three years now. In the U.S., she has been juggling so many things. She wanted to learn how to read and write to be able to help her children in school, to get a job and to take care of her health. She is Muslim and she passed the Citizenship test on the very same day the President called for a Muslim immigration ban. Her great achievement earned her a hearty round of cheers and applause from learners, tutors and staff people in the Alameda Reads office. We all couldn't be any prouder. As you can see, our literacy program, Alameda Reads, changes lives...for the better!

Activities and Events.

March 1 Community Sing-Along. 10:15 a.m. Main Library, Stafford Room (every Monday and Wednesday)

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- March 1 Peter Rabbit Story Time. 10:30 a.m. West end Library
- March 1 Open Computer Lab. 1:00 p.m. Main Library, Computer Lab (every Wednesday)
- March 1 School-age Story Time. 3:30 p.m. Main Library, Felker Programming Room (every Wed)
- March 1 Teen Book Club. 4:00 p.m. Main Library, Stafford Room
- March 1 Teen Advisory Board. 5:30 p.m. Main Library, Stafford Room
- March 1 Lawyers in the Library. 6:00 p.m. Main Library (also April 5)
- March 2 Peter Rabbit Story Time. 10:00 a.m. Main Library, Felker Program Room (every Thurs)
- March 2 Thursday Craft. 3:30 p.m. Bay Farm Island Library. (every 1st Thursday of the month)
- March 2 Paws to Read. 3:45 p.m. Main Library, Felker Program Room (Thursdays for 6 weeks)
- March 3 Open Computer Lab. 10:00 a.m. Main Library, Computer Lab (every Friday)
- March 3 First Friday Family Film: "Zootopia" 7:00 p.m. Main Library, Stafford Room
- March 4 Mama Goose Story Time. 10:00 a.m. Main Library, Felker Programming Room (every Saturday)
- March 4 Libraries Outside: Rodeo Beach & Point Bonita Lighthouse
- March 5 Self-Paced Open Computer Lab. 1:00 p.m. Main Library, Computer Lab (every Sunday)
- March 6 Adult Film Series: "Arrival" 5:30 p.m. Main Library, Stafford Room
- March 7 Open Computer Lab. 1:00 p.m. Main Library, Computer Lab (every Tues & Fri)
- March 7 Beginning Book Club. 3:30 p.m. Main Library, Felker Program Room (also April 4)
- March 7 Tech Tutoring. 4:00 p.m. Main Library, Computer Lab (every Tuesday)
- March 7 Family Storytime. 7:00 p.m. Bay Farm Island Library (every Tuesday)
- March 8 Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room
- March 8 Backing Up Your Data. 6:00 p.m. Main Library, Computer Lab
- March 9 Congresswoman Barbara Lee Satellite Office Hours. 3:00 p.m. Main Library,

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Administrative Conference Room (every 2nd and 4th Thursday)

- March 11 Alameda Writers' Group. 12:30 p.m. Main Library, Family Study Room
- March 11 We Love Legos. 2:00 p.m. Main Library, Felker Programming Room
- March 11 Succulents! 2:00 p.m. Main Library, Stafford Room
- March 12 Coloring for Adults. 1:15 p.m. Main Library, Family Study Room
- March 13 Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room (also Apr 10)
- March 14 Community Blood Drive. Noon. Main Library, Stafford Room
- March 14 Intermediate Book Club. 3:30 p.m. Main Library, Felker Program Room (also Apr 11)
- March 14 Alameda Great Books Club. 6:00 p.m. Main Library, Family Study Room (also Apr 11)
- March 15 Cup of Coffee and a Good Book. 1:15 p.m. Islandia Clubhouse (also Apr 12)
- March 16 We Love Legos. 3:30 p.m. Bay Farm Island Library (every 3rd Thursday of the month)
- March 16 Playdough Play. 3:30 p.m. West End Library (every 3rd Thursday of the month)
- March 18 Made in Alameda. Noon. Main Library
- March 20 Lawyers in the Library. 6:00 p.m. West End Library
- March 21 Check Yo' Shelf. 7:00 p.m. Main Library, Family Study Room (also April 18)
- March 21 Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room (also April 28)
- March 23 Assembly Member Bonta's Satellite Office Hours, by appt only. 1:00 p.m. Main Library, Admin Conference Room (every 4th Thursday)
- March 25 Libraries Outside: Historic Waterfront Walking Tour.
- March 25 Grown Up Gaming. 1:00 p.m. Main Library, Stafford Room
- March 25 Family Game Day. 2:00 p.m. Main Library, Felker Programming Room (also April 22)
- March 25 Sarah Sundin Writer's Workshop. 2:00 p.m. Main Library, Stafford Room
- March 27 Friends of the Library. 6:30 p.m. Main Library, Family Study Room (also April 24)

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March 28 Knitting & Crocheting. 7:00 p.m. Main Library, Family Study Room (also April 25)

March 30 All Libraries CLOSED for Staff Development Day

March 30 Meet Your Public Officials. 5:30 p.m. Harbor Bay Community Center

April 2 Film & Conversation: The Starfish Throwers. 1:30 p.m. Main Library, Stafford Room

April 3 Adult Film Series: Moonlight. 5:30 p.m. Main Library, Stafford Room

April 4 Adult / Teen Craft Workshop 5:00 p.m. Main Library, Stafford Room

April 7 First Friday Family Film: TBA 3. 7:00 p.m. Main Library, Stafford Room

April 12 Silent Reading Gala. 6:00 p.m. Main Library, Stafford Room

April 13 Teen Career Prep. 3:00 p.m. Main Library, Stafford Room

April 15 Libraries Outside: Alameda Sailing Club. 1:00 p.m. Main Library, Stafford Room

April 16 All Libraries CLOSED for the Easter Observance

April 22 Earth Day Faire. 10:00 a.m. Lower Washington Park

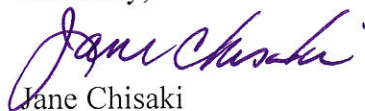
April 22 Upcycled Crafts. 2:00 p.m. Main Library, Stafford Room

April 29 Poetry Lecture. 2:00 p.m. Main Library, Stafford Room

April 30 Dave Rocha Jazz Trio concert. 2:00 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