



May 9, 2018

Dear President Kearney and Members of the Library Board,

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

Library Services Reports: (Consent Agenda). The February and March 2018 Library Services Reports are included in your Board Packet. The Expenditure Reports for March and April are also included.

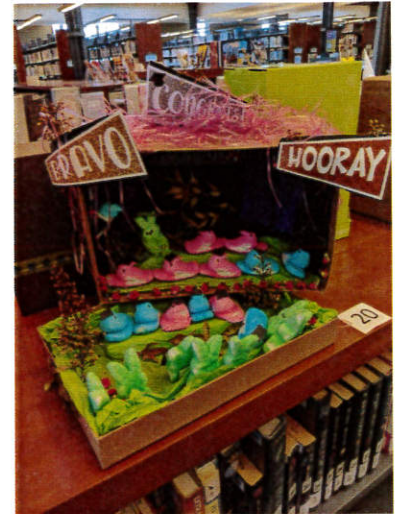
After the brief discussion at the last Board meeting regarding whether or not the Board should move to “accept,” “approve,” “acknowledge” “adopt,” etc. the Consent Calendar items as a whole, an inquiry was made to the City Clerk. The response is that the concept of a “Consent Calendar” is to expedite meetings and reserve time for matters that need to be discussed. Items on the consent calendar are generally routine business and reports. The consent calendar can be approved in one action saving the Council or Board time in the meeting. A member may request an item be removed from the consent calendar for discussion or if the member has a disqualifying reason for not voting on an item. Items are not typically removed just to answer a question. Once all items for further discussion have been removed from consent, the Chair can move to adopt the consent calendar. Hearing no objections, s/he can announce that the items on the consent calendar have been adopted. It is not necessary to take a vote on consent agenda items. However, it is past practice of our City Council and the Library Board to take a vote to adopt the consent calendar. Bottom line is there is no specific language, in checking our City Council and other Boards and Commissions, in their minutes they “approve” the consent calendar items.

Main Library Update. In over the past few months the Library hosted three programs that were considered “controversial” but were really an issue of free speech. Those programs were a photo exhibit of people of Palestinian descent living in the Bay Area; an author program, the author wrote about her father who was an educator in Palestine and the issues he faced there and after he emigrated with this family to this country; and finally, a talk about the symbolism of the embroidery on the dresses of the Palestinian women, sort of a “show & tell” with the dresses and their stories. All three programs went smoothly after an initial uproar over allowing these programs to be presented.

Zoo Day at the Library was a HUGE success. All animals, all day. Live animals, crafts, stories. Many thanks to the amazing staff in Boys & Girls for all their hard work and planning to make this such a memorable day for many. The Oakland Zoo presented to a roomful of over 275 eager folk, while the Wildlife Ambassadors allowed over 300 attendees to view and pet a python and an alligator! The close the live animal portion of the day was Tracy the Animal Guy who had about 250 children and adults wrapped around his little finger, much like some of his critters! The photo op of a jungle jeep was very popular. While not an annual event (cost) this was very popular and will return. This program was sponsored by the Friends of the Library and they also provided some volunteers to help direct people and assist with crafts.

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The 2nd Annual Peeps Diorama contest was so much fun. The contest was organized by Teen Services with a little assistance from the Adult Services staff. I hope you had a chance to see the almost 30 entries this year. The winners were announced in mid-April. Here are pictures of the winners: 1st place “The Greatest Peep Show on Earth” 2nd place “Peeps on the Beach” and 3rd place “Spring Graduation”



Winners received a Peep related item and a Peet's gift card. Staff is already looking forward to the contest next year!

The City Earth Day fair was held on April 21, at Lower Washington Park. The weather was fabulous and as a result, attendance at the beach clean-up and fair was high. Senior Librarians Karin Lundstrom and Lynda Williams represented the Library at a table, with literature, and a craft. They made salt dough necklaces. In advance the dough was formed into about quarter-sized disks with a hole for stringing. At the fair table children and adults could paint their necklace piece and have it strung on cord with a few beads. It was very popular and Karin & Lynda had an opportunity to interact with many members of the community.

Policies. The Library has been in dire need of updating our Internet Use Policy and the Rules & Procedures for Internet Computer Use. The staff has finally finished revisions and feel they are ready for adoption by the Library Board. The Policy document will supersede the 1998 version on the Library web page <https://alamedaca.gov/library/policies/policy-public-use-internet> The Rules & Procedures is an internal document and is not published on the web page.

The Service Animal Policy is a new policy and after adoption by the Library Board will be added to the library policies on the web page.

All three documents are in your Board Packet for reading and discussion at the May meeting.

Mid-Cycle Budget Update. The City Finance Department will be presenting the Mid-Cycle update to City Council at the June 19 Council meeting. There is nothing remarkable about the Library's budget especially since this is the second year of a two-year budget. The City is making changes in the appearance of the Budget Book, rather than a large 3" binder, the entire budget book will be reduced to

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about half the size. Each department will have about 4 pages, including an overview using infographics. It is hoped the new format will make digesting the budget easier and more readable for the Council and interested community members. Minor adjustments for salaries, i.e. increase in minimum wage and an increase in electric utility to correct error in original estimate. There is a change in how internal service fund and cost allocations are presented. In the past there was just a number under "Cost Allocations" but departments never really knew what we were paying for or which internal departments received a portion. The new version shows how much goes to each internal department and each "giving" department received an explanation of how the allocation was derived.

Library Board members, as are members of the public, are welcome to attend the City Council meeting for the Mid-Cycle update but the Library isn't fighting for funding this year so it is not imperative.

New City Web Page. The City continues to move forward with a re-design of the City web page. OpenCities, the selected vendor, has created a mock-up of a new City site, are conducting training, providing direction on what content to consider moving from the old page to the new. I continue to have high hopes for the new web page but not high expectations. I understand that initially the Library will have a "child" page (attached to the main City "parent" page) and in phase two, may have a sub-site that the is a little more independent linked to the main City page.

Student Connect Code. Just as our Library gets our Student Connect Code off the ground, the State Library is offering all schools databases. It is still unclear what type of access the State Library has arranged through the vendors for the schools. Our Teen Librarian has been informed through the Alameda High School Librarian that they, as a district, have applied for the program but even they are unsure of the timing, access (just at the school or with remote capability from home or other locations), what is their authentication process, etc. So as these questions and more are sorted out and answered, our team is discussing the possibility of changing our focus and providing full service cards to students using their school ID numbers. The full service card idea is still in the discussion stage but it seems the State Library is trying to offer the same type of service that libraries have worked for several years to perfect.

Emergency Disaster Table Top Exercise and Emergency Plans/Procedures. On April 17 Supervising Librarian Cosette Ratliff, Fire Captain (and Emergency Disaster Coordinator) Sharon Oliver, and I attended a scenario-based workshop to let libraries test our disaster preparedness. Over the past several years I have written Emergency Plans/Procedures for the library in cases of earthquake, fire, and power outage. I am also working on an Employee Handbook. The Plans all focus on the Main Library and will be slightly modified for the neighborhood libraries, since they only have two staff persons in basically a one-room facility, modification should be minor. Cosette has been working on the collection recovery plan. Captain Oliver admitted to the group that the Library was never on her radar for emergencies/disasters. That surprised the attendees. The workshop was an eye-opener for her and she was a rock star at the workshop as she provided insight into the first responder's actions/responsibilities and gave excellent input into what other jurisdictions need/could do to better prepare and collaborate with their public safety departments.

Naturally, of all the Plans I had prepared, the scenario was a storm! I had never considered a storm as Alameda does not get hurricanes or tornados, the Main Library is not in a flood zone. As Capt Oliver pointed out a good plan can be scaled up or down. A "storm" for us might be a pipe break, overflowing

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culverts/streets, leaking roofs, etc. Now I am writing a Plan for Storms/Flooding/Water Emergencies. We have already ordered four rolls of visqueen (plastic sheeting similar to Saran Wrap) to protect collections on shelves, possibly to block gaps in door sweeps along with sandbags, etc. – one for each neighborhood library and two for the Main. It may take a while to get this additional Plan written but it will be presented to the Board at a future date.

There is no specific City Department charged with writing (or assisting in writing) emergency plans for the City. No specific assistance in writing Plans, conducting drills, selecting locations as “safe zones” or anything. It is incumbent on the Department Head to be aware and do what you have to do. The draft Plans are included in this Board Packet for your perusal and comment. The Employee Handbook, currently in draft form, is also being reviewed by the Human Resources Director for possible inclusion as part of on-boarding new employees, with modifications for the various work sites.

Friends of the Library. The Friends are also considering doing some strategic planning. They have undertaken locating and hiring a consultant to help them with their planning and hope to begin moving forward mid-to late summer on their process.

The Friends are planning a Volunteer/Donor Appreciation Reception for mid-summer. It will very similar to the Reception they hosted last summer, thank you Amber for attending just a few weeks after you joined our Board!) It was nice afternoon reception on the patio at Dragon Rouge. Food was provided buffet style, wine & non-alcoholic beverages (no-host bar inside for anything more), a keepsake thank you item (metal bookmark with the Friends logo & candy), with short speeches. City Council is invited to attend as well. Date and time still to be decided.

The next Art Docent lecture is presented in partnership with the DeYoung Museum in San Francisco. On May 14, “Cult of the Machine - Precisionism and American Art” will be presented. Precisionism is a streamlined, “machined” aesthetic that flourished in America during the 1920s and 1930s. Join us for the lecture to learn more about this art form. 6:30 p.m., Main Library, Stafford Room.

Don’t forget the May book sale is coming up! May 4-5-6 to be exact! If you are a book sale regular you may notice a few minor changes, the book categories are as slightly different, brand new signage, slightly increased pricing, a higher quality of material in the sale (they tossed a lot of raggedly and old material). There is currently a book donation moratorium from April 30 to May 13 to allow for book sale preparation and recovery. All normal book sorting operations will resume on May 14 for the October sale. However for THIS spring sale, May 2 the O Club has the tables set up and signs placed, May 3 the books (nearly 1,000 boxes) are moved from storage to the O Club by the Coast Guard. Then May 4 in the morning an army of volunteers help unpack the boxes and put the books out on the tables for the sale. For the first time since I’ve become Director, I will miss the Friday set up for the sale because I’ll be at a regional library meeting in Santa Clara. When my meeting is done, I’ll shoot out to the sale for the rest of the day. As a result of missing the morning set up, all the water and snacks I supply for the weekend were delivered early in the week so the volunteers would have their sustenance. The Friends are always looking for volunteers to assist during the weekend. Saturday sale help all day, and Sunday clearance sale and takedown. Of particular need is Sunday afternoon clean-up/clear out. Contact Martha Peck at martha.peck@comcast.net for details or if you want to volunteer.

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The Live @ the Library concert series is coming. The dates & performers are: September 15 with Paula West & Mads Tolling Quartet; November 17 with the Tamir Hendelman Trio; and December 8 with Tommy Hall and Kim Nalley. Tickets will be available after August 1, I'm not positive of the pricing but in the past it has been \$35 / seat / concert or the three concert series \$90 / seat / series. They always sell out so if you want tickets, you will be able to purchase them from Dewey's Friends Café, Books Inc. (both cash/check only) or online through Brown Paper tickets. I will also have tickets to sell, so you can also ask me if you want tickets. The Paula West / Mads Tolling Quartet concert will be amazing. We've hosted both individually and together will be ...wow. If you like jazz standards, you'd love this one. I haven't heard the other artists so I can't tell you too much about them.

The next Friends Board meeting will be on Monday, April 23, at the Main Library in the Family Study Room at 6:30 p.m. These meetings are open to all.

Alameda Reads. Alameda Reads participated in the Celebrate the Library event on April 10th during National Library Week. While the event wasn't as well attended as we had hoped, Alameda Reads did speak with a few potential learners and hopefully one or two of those will decide to participate in the program.

They had a wonderful turnout for their second Alameda Reads Movie Night on April 20th. Two dozen learners and tutors joined them to watch Murder on the Orient Express. Several of the Learners brought family members and/or friends as well and everyone enjoyed an evening of conversation, food and community building. In addition, their Learner Book Club read Murder on the Orient Express in April and were able to compare the book to the film.

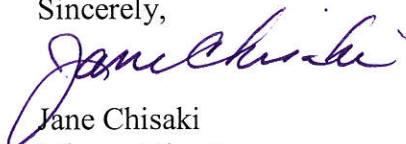
April is Financial Literacy Month, and so they made some materials available to the library patrons on the literacy shelf on the 2nd floor of the Main Library. They also had the same materials available at the Alameda Reads office.

They are gearing up for their next tutor training which will be held in May. They've gotten a lot of responses from potential tutors, so it promises to be another successful round of training.

One of their Learners, a young man from Vietnam who joined the program in August 2014, has been taking classes at College of Alameda for the past two years. With the support of his tutor he has maintained a 4.0 GPA and this fall he applied to 4-year universities as a transfer student. Alameda Reads staff and volunteers are so excited for him because he has been accepted to San Jose State University! He will continue to work with his tutor toward a new goal...US Citizenship.

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 at the May meeting.

Sincerely,



Jane Chisaki
Library Director