



July 11, 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 May and June, and to provide a look forward to some of the projects which will be coming up and a few we were working on that have died on the vine.

Congratulations to Board Member Amber Bales on her re-appointment to the Library Board! We are so pleased your term was extended!

I will be on vacation during the early part of July, returning on July 17. I will be absent from the July 11 Library Board meeting but Supervising Librarian Marlon Romero will be there in my place. The agenda is intentionally short.

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

Main Library Update. Summer reading is in full swing. We have more teens signed up than ever before. Teen Librarians Hallie, Jill and Ari took the time to visit both Alameda High and Encinal High to promote the library teen programs and sign students up for the summer reading program. They took their new button machine and made custom buttons for the students. It was a wonderful promotion. Now we see how long the teens stay with the program. The summer is packed with teen programs but the one we are most looking forward to is the Nerf Battle. Many obstacles had to be overcome to gain all the permissions from the city to proceed with this event. It is scheduled for July 28 and if all goes well, maybe we will repeat it in the future. Adult services have more people signed up than before, partly due to the Boys & Girls department encouraging whole families to sign up together (since it's an online tracking). Also the adults are happy to be able to earn ice cream tokens as an incentive in the reading program. Boys & Girls press forward with all their programming and summer reading incentives. The library is fortunate in that when Tucker's Ice Cream changed ownership a provision was made to be sure that the donation to the children's summer reading program continued. (Adult services purchases ice cream tokens). Sadly Subpar Miniature Golf is leaving Alameda since it could not get approval to lease a new location at the South shore Shopping Center. They agreed to stay and participate in the children's summer reading program one last time. The Celebration of Summer Readers is scheduled at the O Club on Wednesday, August 1 at 6:30 p.m. Invitations were sent out, please remember to RSVP to Supervising Children's Librarian Eva Volin your intentions to attend the ceremony, or not. Adult Services is taking readers places, as the theme of the program is "Reading takes you places." They hosted an Armchair Travel program a few weeks ago and the three community presenters could not have been more different in their destinations—Alaska, The Navajo Nation, and Bali. For each locale a small food sampling was offered to help transport participants to that part of the world. A very well received program and already people are asking for more "trips" to far off places! Well done, Supervising Librarian Cosette Ratliff and staff.

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During the planning and construction of the Main Library there was discussion of making Times Way (the alley to the south of the building) a pedestrian walkway. That plan was scuttled due to the activity of the businesses on Park Street and behind a Park Street business. When rumors began circulating about the retirement and accompanying closure of one of those businesses, staff began again to think of creating the pedestrian walk for safety reasons. The plan would have closed Times Way from the corner of the library building (maybe by the trash enclosure) heading west to Oak Street. Traffic would have flowed in from Park St. onto Times Way but would exit out through the parking lot onto Lincoln Avenue. Cars would be able to enter the Times Star building parking and the library parking via Park St or Lincoln. However after more research and discussions, staff has decided to abandon the idea. Delivery and trash trucks were the primary reason we abandoned the idea. Making the turn would be, not an impossible, challenge but double parking would block the already narrow traffic lane. It is just too bad something could not have been done during construction.

The upgrade of the workstations in the computer lab is now complete. All 20 work stations are operable and the library has recently hired a part time Library Associate Katrina Dikitanan to help staff the computer lab, teach classes and assist with the new web page. She is currently learning our circulation procedures, the ins & outs of our databases & eBook platform, is studying our current web page and making a list of classes/resources she might develop for the public. Katrina is very knowledgeable and has assisted library customers with their technology issues during open lab. Her background is in computers, graphic and web design.

The upgrade of AV technology in the Regina Stafford Community Room is partially complete. There were delays in the contract approval, check distribution, and then backordered parts. The expectation is to have the upgrade of sound, projection, TV monitor, and DVD viewing completed by mid-July. Local Alameda business, Hidden Connections is doing the work so when maintenance is required they can respond quickly. Other AV was proprietary so we had to have the technician come from the original installer with a time & cost minimum, plus mileage from San Jose. This is a much more cost effective solution. On a similar note, during the City Council work session in May there was a very very brief comment that it would be nice if the Stafford Room were equipped for video, similar to the Council Chambers for events such as that work session. After that meeting I learned that the City has some funding available that might be spent on this type of upgrade. A meeting needs to be convened with the IT Director and the City Clerk to discuss the pros and cons, responsibilities, and other questions I have if the library were to become a "satellite council chamber." Questions like, besides the City Council who would be allowed to use this special equipment, would we hire a technician to manage this equipment when needed because I would not expect a library staffer to have those skills or time from their assignments to assist. Can this funding pay for continuing expenses like staff or a separate Internet connection (if one is required to stream meetings) or would the government meetings fall under the purview of what our CENIC (Corporation for Education Network Initiatives in California) connection allows? IF this plan were to move forward I will be looking to the Library Board to assist in tweaking our current room use policy and making policy decisions regarding who may use the room with this specialized equipment, frequencies, fees, etc. Stay tuned.

In your Board Packet you will find a report from Barclay Ogden of the California Preservation Program. We had applied for a non-monetary grant to have our special collections (Alameda and Californiana) assessed for condition, how well we are managing the environment for those collections, and recommendations for what we can do to further preserve our special collections. The emergency plans

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that we have been working on, including those that were in your Board Packet in May, are part of this project. We have an almost complete Collection Recovery plan which takes recommendations from this Needs Assessment. Looking at the recommendations in the Assessment report—our library is a member of BAMAN (Bay Area Mutual Aid Network) and we do have a key to the emergency disaster response supplies container located at Mills College. Staff has participated in a combination of drills for various emergencies and selected staff have attended table top exercises for library specific disasters to discuss collection recovery. We are in the process of securing a pre-registration agreement with a commercial disaster response salvage company in Hayward. City Risk Management has assured the library that the special collections are INCLUDED in the city insurance coverage but not yet clear regarding paying for salvage of materials that cannot be replaced. Acid-free folders have been purchased to further protect the local history map collections. The library has applied for the California Revealed Project to digitalize much of the Californiana collection (print and magnetic tape) at no cost to the library and will hold and give access to our collections at no cost. Staff is already working on creating the Metatags (similar to hashtags) necessary for the project. We have not yet made contact with our local newspaper archives to ask about copyright permissions to digitalize the clippings (their work) and we have no plans or space to move the Alameda Collection out of the file cabinets in what was referred to as a janitor's closet. This is a slow, time consuming project but we feel we are making headway to preserve the history of Alameda and our other special collections should disaster strike.

Separate but related, the library is working with the California Digital Library (OAC/Calisphere) which includes the Online Archive of California repository and website which is where the California Revealed materials will be archived. In addition to this huge digital collection the Calisphere program supports collaboration between libraries, archives, and museums throughout the State of California, providing access to the digital collection that serves an array of end users. You will be informed when this project goes live.

The City Fire Prevention Bureau is trying to catch up on inspections, particularly the City buildings. To all our surprise, the Main Library failed the initial inspection with items I didn't even realize needed to be done. Apparently many city buildings suffered the same surprises. Over the last 6-7 weeks we have been working closely with Public Works to have all our sprinkler inspections, 5 year system tests, and other reports (more) visible for the re-inspection. I am pleased to say that the library has now passed all items on the failed report and all three facilities are good to go. Any test or maintenance on our systems requires coordination with several departments/companies. The State Inspector also came to test our elevator and that too has passed inspection thanks to the coordinator of Public Works Supervisor Ricardo Delatorre, Bay Alarm, Dream Ride Elevators, and the State Inspector. Nice to have inspected, and certified, safe facilities!

Budget Update. The City Finance Department presented the Mid-Cycle Budget to the City Council at the June 19 Council meeting. The Library's budget along with all other city department budgets were adopted with a 4-1 vote of the Council. A request to begin, although not a high high priority, looking at the installation of the full building air conditioner for the West End Library.

Associated with the budget is a *new* contract for custodial services at the Main Library. Since November 2006 the Main has had an independent contract for custodial services from Building Services Management (BSM) and we have been satisfied with their work. The City had a contract with Universal Building Services (UBS) for other city buildings. This budget cycle the City is bundling several

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facilities; Main Library, City Hall, ARPD, APD, City Hall West, and the Maintenance Service Center, under one contract for custodial. All our funding for “Janitorial Services” transferred to Public Works to manage the contract. We will see how this goes, I’m not overly confident this is a good thing.

Summer Interns. Thanks to the organization and funding provided by the Community Development Department and the paperwork management from Recreation and Parks, the library will have two summer interns for four weeks. Circulation Coordinator Kevin Tam interviewed the prospective interns and selected two for the library. Staff have arranged for the intern experience to provide exposure to all divisions within the library; circulation, technical processing, adult/teen services, and Boys & Girls. In the past we’ve had great luck with our interns and have hired some in the past as Library Aides when the school year began.

New City Web Page. The City is currently running a survey asking about what the community likes, dislikes, and/or hopes to see on the City Web page. The library is still slated to have its own sub-site linked to the city page but it is still unclear what that sub-site can look like and exactly how much control the library will have over the sub-site. The expectation is that the new City web page will be launched by the end of summer with the old page running concurrently. The new page will only link back to the library’s current page because the sub-site is in phase II of the web site re-do. Still skeptical but hoping for the best.

Student Connect Code. This project is slowly morphing as services provided to students via the State Library becomes clearer. The State Library announced that they will be funding selected databases to all Alameda high schools. What is unclear is whether that database access will be on-campus only or will remote access be allowed. AUSD is not sure if they need to apply or if the databases “just show up.” I informed them that it’s not a selection process but they have to get in the queue with their IP address for the selected vendors to complete access set-up. Also the Librarian at Encinal High School is leaving and it unclear if that position will be filled with a Librarian or not. If not, it makes scheduling visits to the campus a little more difficult for the Teen Librarians. The library’s proposed timeline for the next year continue to process incoming 10th graders at AHS and EHS in the fall of 2018. At the end of the calendar year we hope to enlist the assistance of the art teachers to collaborate on a Connect Code card design contest, accept submissions through March 2019, allow teens to vote for their favorite in May and announce the winning design before the end of the school year in June 2019. The cards could be ordered during the summer and ready to go in the Fall of 2019. We are also considering giving students the option to upgrade to a full service card (from their e-Card) and the connect code accounts will expire after the students graduate high school.

Friends of the Library. You should have received an Evite invitation from the Friends of the Library for a Volunteer Recognition event at Dragon Rouge on Thursday, July 19. 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, and short speeches. City Council is invited to attend as well. Date and time still to be decided. Hopefully by the time you receive this Board Letter you have already responded to the Evite with your intention to attend, or not.

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Believe it or not, it's the 10th anniversary of the Live @ the Library concert series!! The Live @ the Library series tickets will become available for sale on August 1. The dates & performers are: September 15 with Paula West & Mads Tolling Quartet; November 17 with the Tamer Hanselmann Trio; and December 8 with Tommy Hall and Kim Nalley. The series always sells 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. The Friends worked hard to find sponsors for the concerts so there can be more profit but as always, it's a wait and see 'til the end kind of thing.

The Library Foundation web site is now closed with a re-direct to the new and improved Friends of the Library web site. They ran concurrently for several months but the Friends feel it is finally time to close the books completely on the Alameda Free Library Foundation. Both organizations did a great job with the merge and I think the *new* Friends will be stronger than ever!

The Book Sale storage warehouse has suffered two break-ins in the last month or so. The Friends are actively looking for a new storage location, anyone know of about 1,000 sq ft. of open, dry, secure, space? The first time the little statue of an old bookseller was damaged and a few boxes of books were opened. The police found the damaged statue but there wasn't much more to go on. Last weekend the second break-in occurred and pieces of the statue were found but he is essentially gone. Boxes of CDs and DVDs were open, strewn around and several boxes missing. We have secured permission to put a lock on one of the three rooms within the warehouse for the Friends book sale supplies (lamps, hand trucks, signs, adding machines, etc.), the room with the boxes of books has a glass door so there really isn't a point to locking it, if someone really wanted in, they could just smash the glass. Hopefully the lock will deter future issues. We cannot change the locks on the exterior doors because others in the city need access to the building. With construction underway across the street it's possible thieves think they are working undercover or a lot of activity in the area.

The Friends were also one of the recipients of a bequest from Felix Allen Saddler. It is an unrestricted bequest to the Friends. Mr. Saddler left equal sums to about seven Alameda non-profits.

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

Alameda Reads. Literacy Coordinator Barbara Papik made a procedural change to the way they match tutors with learners. Their "match meetings" are now two separate meetings. At the first meeting, she met with the just the tutor and reviewed the learner's profile, having a chance to discuss their learning style/learning differences/needs. Together they develop a strategy for working with that learner and review materials for the pair to start with as well as reviewing/introducing techniques that might be helpful for that particular learner. The second part of the matching process is a meeting with both tutor and learner where she would introduce the pair, review each person's responsibility in the tutoring relationship, confirm the meeting schedule and review learning goals with both of them. This method seemed to help the pair get off to a more solid start since the tutor has time to review materials and prepare before meeting the learner. The learner also has the opportunity to expand on their learning goals beyond what they were able to discuss in the initial intake meeting with Barbara.

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Orientation and Training sessions for new Volunteer Tutors had a good turnout. Barbara reports that they have been getting 7-10 new volunteers for each training series offered. Facilitating the training again this time was Kathy St. John. She is an amazing resource and phenomenal trainer; sadly she lives so far away (Santa Cruz Mountains) that it is hard to schedule more frequent training sessions. Rumor has it that former Literacy Director Amy Prevedel will be returning to the Bay Area late July/early August and Barbara is hopeful that Amy will be able to take on facilitating the new tutor training as well as ongoing development/skill building for existing tutors.

Alameda Reads will be closing for summer break for one week. The office will be closed June 11th – 14th. Barbara and Literacy Assistant Berenice will alternate any additional time off during the summer so that they can keep the office open and services available to the learners with minimal interruption.

Last month Alameda Reads shared a story about a young man from Vietnam who joined the program in August 2014 and had been accepted to San Jose State. Well, that wasn't the end of the story. He also applied to UC Berkeley (this was his first choice) but he hadn't heard back from them yet. Surprise! (Or not surprise), he was accepted to Cal!! Barbara doesn't know who's more excited, the learner, the tutor or her. She is incredibly impressed with this young man. The tutor mentioned to her that during the application process, the learner didn't ask for any assistance on his essays...not even proofreading for spelling. Job well done, Barbara, Alameda Reads, his tutor, and most certainly the learner! Congratulations!!

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 I will have limited email access or if it is not urgent, leave me a message at 747-7747. I know you will enjoy meeting Marlon and I look forward to seeing you at the September meeting.

Sincerely,

Jane Chisaki
Library Director



on behalf of Jane Chisaki