



## City of Alameda • California

September 11, 2019

Dear President Silva and Members of the Library Board,

This letter is to bring you up to date on activities during the months of July and August 2019, and to provide a look forward to some of the projects which will be coming up and a few we were working on.

Thank you all who were able to attend our special Library Board meeting in August to meet with our Strategic Planning consultant, Ruth Metz, to discuss the process and the level of effort we want for the updating of our plan.

The City's new Assistant City Manager Gerry Beaudin began work on August 26.

**Library Services Reports: (Consent Agenda).** The June and July 2019 Library Services Reports are included in your Board Packet. The Expenditure Reports for July and August are also included.

**Main Library Update.** We have an Information Technology Systems Analyst!! Matt Hagedorn joined the staff on August 26. Matt is coming to us from the University of California System where he served as the Technical End Analyst for UC Berkeley and UC Hastings. He brings with him over 15 years IT experience in the public and private sector where he accumulated a wealth of knowledge from supporting over 50 IT infrastructures. He spent his first week training on City systems and our servers and his second week he trained on the Library specific software systems. Matt is very personable and he works very well with Supervising Librarian Marlon Romero. We are very happy to have Matt here.

The full time Librarian I (School Resource Services) services position is currently open for recruitment. This recruitment is being overseen by Supervising Librarian Eva Volin. We are very excited to be able to expand the services already offered in this program by a part time School Resource Services librarian. We do expect the current part time employee to apply for the full time position but this is an open recruitment.

Part time recruitment is open for Library Specialists. These are our part time librarians, we had a couple leave us during the summer for full time positions and now we are finding ourselves short staffed. Interviews are scheduled for September 12. We hope to have our full complement of part time library specialist by the end of September.

**Strategic Plan.** The special Library Board Meeting on August 7 went very well. Ruth was very impressed with the Board's enthusiasm and willingness to work hard on our Strategic Plan. She felt a lot of accomplished at the meeting and felt more prepared to plan for the first Strategic Planning Team (SPT) meeting on September 7. Thank you to Board Member Joyce McConeghey for volunteering to chair the SPT and Board Member Kathleen Kearney for also serving on the SPT. There will be three SPT meetings, all three are scheduled on the first Saturday of September, October and November, no advance preparation is required of the members. On the following Mondays Ruth will meet with the Library Management Team to discuss what was learned at the Saturday meeting and work on the

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objectives that may emerge from the community meetings. Homework, to be completed before the next SPT meeting, will be assigned to staff and to Ruth & myself. At each Library Board meeting Joyce and Kathleen will report out to the rest of the Board and I will talk about the management meetings. This Board Letter will go out before the SPT meeting but we will discuss the outcomes at our September Board meeting.

**Fine Elimination.** We are just days away from putting the “FREE” back into the Alameda Free Library!! Fine free goes live on Monday, September 16. We had hoped that the Mayor would make the initial announcement at the September 3 City Council meeting but the agenda was too full so no announcement was made. We are going with a press release prior to the launch and the Council can make a “reminder” announcement at the September 17 meeting. The staff feels ready for this next step. Included in the Board Packet is a copy of the press release and the Frequently Asked Questions, which will go live on the library web page on September 15. Through the month of August we held a final “Food for Fines” event to help clear some of the fines and provide non-perishable food items to the Alameda Food Bank. To assist returning library customers who may have lost their library cards, we will be waiving the replacement fee for cards through the end of October. During launch week we have book bags and window clings with the fine free logo. Since the number of bags are limited, staff will only give them out during check out and only one per family. Staff will be wearing fine free t-shirts and we will buy cake for the staff to celebrate their hard work and accomplishments! It has taken almost a year to plan, research, test, write, train, communicate, (and more) to bring this project to completion.

**Friends of the Library.** WOW! The 2019 Live @ the Library concert series has sold out of tickets before September 1!!! Tickets were not available prior to August 1, so to sell out in a month is really amazing. If there are seats available the night of the concert due to “no shows,” then tickets will be sold at the door. So if you haven’t purchased your tickets for 2019, you are out of luck! (although I MIGHT be able to scrape up a ticket or two) For the first time our City Manager and his wife will attend a concert, Mr. & Mrs. Levitt will attend the October concert.

The Friends fall Used Book Sale is coming up quickly. The dates are October 18-19-20 at the O Club at Alameda Point. Now that they have storage for their sorted materials, we expect it to be a sale with full tables of gently used books and other treasures. If you would like to sign up to volunteer for the sale I can put you in touch with Catherine Atcheson who is their book sale volunteer coordinator. New this sale is the need for volunteer on the Wednesday prior to the sale to set up the tables. In the past ARPD set up the tables but they now say they don’t have the staffing to do that job, so the volunteers will set up tables on Wednesday, Coast Guard brings boxes of books from storage to the O Club on Thursday, volunteers set up the books on Friday morning, teacher sale Friday afternoon, preview sale Friday night. Saturday sale all day, Sunday is the clearance sale.

The Friends had a very successful showing at the Alameda Mini Maker Faire. They did crafts with old books (not saleable) and made buttons. The booth was constantly busy and people were very excited to take instruction sheets and an old book home to make their own treasure. The Friends are now considering making wreaths out of old books for sale at the fall book sales, although it’s too late for next month.

The docent programs continue to be very popular and draw an audience of about 40-60 people on a regular basis. The next program is on October 21 featuring a lecture on the art of James Tissot. The

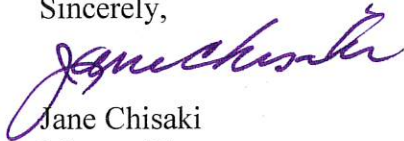
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Friends are continuing their partnerships with other organizations and have plans for a Black History program in February 2020 as well as a docent lecture on the same topic in February of 2020.

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

**Alameda Reads.** 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](mailto:jchisaki@alamedaca.gov) or if it is not urgent, please leave me a message at 747-7747.

Sincerely,



Jane Chisaki  
Library Director