

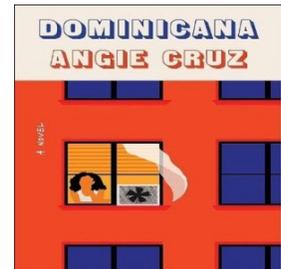
**Library Board, Santa Monica Public Library
Secretary's Report
September 2023**

Citywide:

The City's Diversity, Equity and Inclusion (DEI) team will begin its efforts to identify priorities for its FY 2023-24 equity plan at the direction of Council. The team will gather input from staff and residents in the coming year. The DEI team is. The Library's Equity Think Tank will work on aligning with the Citywide plan, as well as exploring policies and projects through a DEI lens.

Hispanic Heritage Month

Celebrate **Hispanic Heritage Month** beginning September 15 - October 15, 2023. Join the city at the discussion of Angie Cruz's [Dominicana](#), a "moving coming-of-age story centered on Ana Canción, a 15-year-old from a poor family in the Dominican Republic during the tumultuous 1960s... trying to navigate a new life that, at least at first, seems worlds away from the American Dream." - *Wednesday, October 11, from 12:30 to 1:30 p.m.* at Tongva Park. Discussion will be moderated by Teen Services librarian Gia Forsyth.



Kids can join in on the celebration by picking up a library **Take & Make Kit** and construct a quetzal bird out of paper and feathers. The quetzal is sacred to the Maya and Aztec peoples, and the symbol of Guatemala.



Santa Monica Public Library

Operations



On Saturday, September 2, the [Main Library opened its doors as part of weekly Saturday service!](#) Visitors have been enjoying evening hours until 8 p.m. at all library locations, Monday – Thursday.

Last month, library staff participated in an activity to **reimagine the Main Library Café**, led by Margaret Sullivan Studio. Staff had the opportunity to get creative and provide input for transforming the Café and Courtyard area into a space that reflects the community and promotes community connections.

Members from the Library Board and Friends of the Library Board also participated and showed their support, thank you!



Programming

September is Library Card Sign-Up Month



Libraries nationwide join the American Library Association (ALA) and work towards reaching out to families, caregivers, schools, and their communities to sign-up for library card in an effort to prepare children for the school year and have access to many of the library's resources. Upon signing-up for a new library card, holders will be able to receive a \$2 coupon to the Friends Bookstore.

The Library welcomes back more programs!

Baby Time! Babies from 0 – 17 months, along with their adult caregivers enjoyed a storytime filled with nursery rhymes, board books and songs, along with early literacy information. The program saw 45 attendees on its first day back.



LA Law Library returns with their monthly "Office Hours" program, providing referrals and assistance to patrons seeking information about the law. Resource Specialists are equipped to direct patrons to resources, such as free online legal forms, LA Law Library databases that can be accessed remotely, NOLO self-help legal books, and community legal clinics. They can also guide patrons on how to do research using the U.S. and California Code books in the SMPL Reference collection.

Local **employment services** nonprofit [Chrysalis](#) will be visiting Main and Pico one afternoon a month to provide patrons with drop-in resume reviews, job search tips, and information about their various job placement services. Their schedule will be:

- Main Library (lobby table): 1st Thursdays, 1:30 to 3:30pm / Pico Branch (study room 1): 3rd Thursdays, 3:00 to 5:00pm

Visit by **Memory Care Unit**. Adult Services welcomed and provided a tour of the library to a group of seniors and their caregivers (9 in total) from Brookdale Senior Residence in Santa Monica. They enjoyed a lunch in the Main Library courtyard and chose books from a cart provided by the Friends of the Library. Attendees were able to take a few books and expressed how much they enjoyed their visit.

Citizenship Classes at Pico Branch Library - had another pair of students pass their citizenship exam! Classes are taught by the Adult Education Center as part of SMMUSD. Classes help students complete and submit their U.S. citizenship applications and prepare them for their official interview. Classes are free and hosted by SMPL.



Introduction to Birdwatching



Last month, Library Board Member and Friends volunteer Lu Plazoules, and member of the Santa Monica Bay Audubon Society, gave an introduction on how to birdwatch. The talk had an enthusiastic audience of 55 of all ages – from families with babies to seniors truly enjoyed the experience, and was complimented with the new Bird Watching RED Kit that is now available for checkout.



[September Calendar of Events](#)

Safety and Security

In the month of August, the library experienced a total of 51 incidents. LSOs continue to see an influx of new people, with 46 out of 51 incidents observed to be unhoused individuals. A total of 10 acts of vandalism were reported on library property.

August 2023 - Data below only reflects incidents and not day-to-day rule violation interactions.

- 51** monthly incidents (36 major/ 15 minor)
- 46** Incidents involving people who appear to be unhoused
- 29** incidents at main / **22** incidents at branches
- 6** calls in to police
- 11** active bans

Netwatch security monitoring which operates during non-operational hours detected 34 minor incidents.

Partnerships

Friends of the Santa Monica Public Library:

On Monday, September 11 the Friends of the Library Board celebrated and showed their appreciation to its Bookstore volunteers by bringing treats. Volunteers keep the Bookstore open and running by sorting and shelving books, selling books online and helping customers. In Fiscal Year 2022/2023 the Friends exceeded its fundraising goal to support Library programs. The grand success of this was due to the efforts of the Bookstore volunteers. Thank you!



Beginning on September 23 the Bookstore will open from 12 p.m. to 3 p.m. on Saturdays. The new Bookstore hours are Monday 12 p.m. to 3 p.m., Thursday 3 p.m. to 6 p.m. and Saturday 12 p.m. to 3 p.m.

By Erica Cuyugan, Director of Library Services

www.santamonica.gov/library

(310) 458-8600



DRAFT MINUTES
SANTA MONICA PUBLIC LIBRARY BOARD
REGULAR MEETING

SANTA MONICA MAIN PUBLIC LIBRARY
601 SANTA MONICA BLVD
SANTA MONICA, CA 90401
ADMINISTRATIVE CONFERENCE ROOM,
SECOND FLOOR

THURSDAY, JUNE 8, 2023
6:00 P.M.

Call to Order

Vice Chair Schmidt called the meeting to order at 6:00 p.m.

Roll Call

The following persons were recorded in attendance by the Recording Secretary:

List in order called during the meeting.

Present: Boardmember Newman, Boardmember Schmidt and Boardmember Lucien Plauzoles

Absent: Chair Judith Meister

Also present: Erica Cuyugan, City Librarian
Priscilla Bouvet, Executive Admin. Assistant

1) Special Agenda Items

- a. Secretary's Report
 - i. Erica Cuyugan, City Librarian

The following components of the Secretary's Report were highlighted:

- Staff attendance at the California Library Association (CLA) Conference
- City Annual Juneteenth Celebration
- Library participation in Santa Monica's LGBTQIA+ Pride Festival pop-up library on the 3rd Street Promenade
- Santa Monica Reads, June 10 - August 12
- Soundwaves
- Library of Congress Veterans History Project
- Friends ongoing partnerships
- Santa Monica Conservancy presented Cultural Heritage Award to the Santa Monica History Museum

- b. Presentation of the Library's proposed budget as part of the FY2023-25 City Biennial Budget
 - i. Erica Cuyugan, City Librarian

On June 27, 2023 the FY2023-25 Biennial Budget was adopted. Library Board Chair, Judith Meister, attended and spoke in support of the library's budget.

Cuyugan gave an overview of the library's budget and progression of restoration of funds. The biennial budget included funding focused on the following:

- Increase evening hours at all locations, closing at 8pm (Monday - Thursday). Main Library opening at 10am (Monday-Thursday)
- Opening Saturday at the Main Library
- Increase staffing hours: Library Services Officer (1 FTE), Library Assistant (1 FTE), Librarian I (1 FTEs) and varied needed hours (Library Assistants and Librarians)

Plauzoles inquired to how the City is expecting to be impacted due to multiple litigation cases, and if funding for departments will be affected. Cuyugan shared that there are no expected reductions to departments.

- c. Library Board letter of support for proposed budget
 - i. Erica Cuyugan, City Librarian

Board discussed and were in a consensus to allow Library Board Chair, Judith Meister to write a letter in support of the library's proposed budget as part of the FY 2023-25 Biennial Budget packet set to be presented and adopted on June 27, 2023 by City Council.

MOTION

Plauzoles moved and Newman seconded a motion to approve Library Board Chair, Judith Meister, write a letter in support of the proposed library budget on behalf of the Library Board. The motion was approved by the following vote:

AYES: Newman, Schmidt, and Plauzoles

NOES: None

ABSTAINING: None

ABSENT: Meister

- d. Little libraries project update
 - i. Priscilla Bouvet, Executive Admin. Assistant

Bouvet provided an update of event ideas being considered, including holding recognition event on a Saturday when the Friends Bookstore opens so that event attendees can easily visit the bookstore and use their book coupon. Board discussed various ideas for event.

- 2) Consent Calendar: Staff recommends approval of the following Library Board meeting minutes:
 - a. May 11, 2023

MOTION

Plauzoles moved and Schmidt seconded a motion to approve the minutes for the May 11, 2023, Library Board meeting. The motion was approved by the following vote:

AYES: Newman, Schmidt, and Plauzoles

NOES: None

ABSTAINING: None

ABSENT: Meister

3) Library Boardmember Discussion Items

a. Serving with a Purpose and California Library Association Conference reports

- i. Erica Cuyugan, City Librarian
- ii. Dana Newman, Boardmember
- iii. Lou Plauzoles, Boardmember

Newman and Plauzoles shared information learned, and observations made at the Serving with a Purpose Conference. When speaking with other library system board members, they noted that the Santa Monica Public Library (SMPL) system experienced the biggest budget reduction in comparison to other library systems, and all other library systems were up and running at full operational hours in comparison to Santa Monica. The Library's Literary Program also received high praise due to its success.

4) Public Input
None

Adjournment

MOTION

Vice Chair Schmidt adjourned the meeting at 7:04 p.m.

Attest:

Approved:

Erica Cuyugan
Secretary

Laurel Schmidt
Vice Chair



DRAFT MINUTES
SANTA MONICA PUBLIC LIBRARY BOARD
SPECIAL MEETING

SANTA MONICA MAIN PUBLIC LIBRARY
601 SANTA MONICA BLVD
SANTA MONICA, CA 90401
ADMINISTRATIVE CONFERENCE ROOM,
SECOND FLOOR

THURSDAY, JULY 20, 2023
6:00 P.M.

Call to Order

Chair Meister called the meeting to order at 6:03 p.m.

Roll Call

The following persons were recorded in attendance by the Recording Secretary:

List in order called during the meeting.

Present: Chair Judith Meister, Boardmember Newman,
Boardmember Lucien Plauzoles, and Boardmember Jason
Lin sworn-in at 6:04 p.m.

Absent: Boardmember Laurel Schmidt

Also present: Erica Cuyugan, City Librarian
Priscilla Bouvet, Executive Admin. Assistant

1) Special Agenda Items

- a. Swearing-in and Oath of Office of new Library Boardmember Jason Lin

Jason Lin was appointed to the Library Board by City Council, and took the oath of office and was sworn in.

- b. Presentation of the Library's adopted budget as part of the FY2023-25 City Biennial Budget
- i. Erica Cuyugan, City Librarian

Cuyugan reported back on the Council's adoption of the City's FY2023-25 Biennial Budget and gave an overview of the library's funding. As previously reported, funding will allow continued restoration of services:

- Expansion of evening hours (Monday – Thursday)
- Saturday service at the Main Library on Saturday
- Permanent and as-needed staffing, including custodial support and supply and expense support
- Funding to implement Poet-Laureate Program

Changes will go into effect in September 2023.

Plauzoles inquired whether custodial support included an increase in staffing. Cuyugan clarified that it did not include permanent or as-needed custodial staff support, but services would be acquired through a 3rd party contractor the city uses. Public Works was one of the departments that experienced the largest budget reductions and has been unable to increase its staffing.

- c. Secretary's Report
- i. Erica Cuyugan, City Librarian

The following components of the Secretary's Report were highlighted:

- Loan period for California State Parks Passes is increased to a 4-weeks
- Main Library 2nd Floor Workspace expansion limit increased to 4-hours per day per person

- Human Library series at Pico Branch
- Positive Parenting workshops and Literacy Program
- Youth Summer Reading activities and outreach at schools
- Friends of the Santa Monica Public Library approved funding that will go directly to library programming
- Main Library Café and Courtyard placemaking session with Margaret Sullivan Studios

2) Library Boardmember Discussion Items

a. 2022-23 Boards & Commissions Goals and Accomplishments

i. Judith Meister, Chair

Board identified the following accomplishments for 2022-23:

- 1) Raised awareness of important national library efforts by:
 - Bringing forward and supporting a City Council proclamation in celebration of the freedom of expression during Banned Books week, September 18 – 24, 2022.
 - Recognized National Library Week, April 23-29, 2023, by carrying out a survey for local little libraries.
 - Supporting National Volunteer Week, April 16-22, 2023, by joining efforts with Friends of the Library to recruit new members and volunteers.
- 2) Held a joint meeting with Friends of the Santa Monica Library Board to identify collaborative efforts and ways the Library Board could support the Friends through fundraising, advocacy and programming efforts.
- 3) Initiated effort to recognize little libraries throughout Santa Monica
 - Developed and distributed a survey to library users and Santa Monica neighborhoods.
 - Secured commitment from the Friends of the Library to offer a \$10 coupon that will be used for replenishing books for little library owners.
- 4) Advocated for restoration of library funds and services to the City Council during the FY2023-24 budget process.

- 5) Supported library staff by attending various open houses and programs during the year, such as the Literacy Festival.
- 6) Three board members attended Serving with A Purpose Conference. Board members connected with other library organization trustees/commissions and foundations, learned best practices and resources for advocating for libraries.

- b. 2023-24 Library Board Workplan and Presentation to Council
 - i. Judith Meister, Chair
 - ii. Erica Cuyugan, City Librarian

Board developed their workplan for 2023-24 and identified the following goals:

- 1) Develop Community Outreach process for Board members, volunteers, and library staff to meet with community groups and businesses to raise awareness of the library's funding needs and to share information about current resources.
- 2) Board identified the following focus areas to create awareness for national library efforts:
 - Banned Books Week
 - Library Card Sign Up Month
 - National Library Week
- 3) Set objective to strengthen relationship with the Friends of the Library by supporting board volunteer recruitment efforts and collaborating to plan at two programs or events in FY2023-24:
 - Little Libraries recognition event
 - Second event/program participation to be determined

Board discussed importance of having talking points available so that they can advocate in the community.

The final workplan will be shared at the August board meeting.

Lin expressed interest in supporting written correspondence by advocating for library funding. Cuyugan

went over budget cycles and will share when opportunities arise to support the library's budget.

3) Public Input
None

Adjournment

MOTION

Plauzoles moved and Newman seconded a motion to adjourn the meeting at 7:45 p.m. The motion was approved unanimously.

Attest:

Approved:

Erica Cuyugan
Secretary

Judith Meister
Chair



DRAFT MINUTES
SANTA MONICA PUBLIC LIBRARY BOARD
SPECIAL MEETING

SANTA MONICA MAIN PUBLIC LIBRARY
601 SANTA MONICA BLVD
SANTA MONICA, CA 90401
ADMINISTRATIVE CONFERENCE ROOM,
SECOND FLOOR

THURSDAY, AUGUST 10, 2023
7:00 P.M.

Call to Order

Chair Meister called the meeting to order at 7:02 p.m.

Roll Call

The following persons were recorded in attendance by the Recording Secretary:
List in order called during the meeting.

Present: Chair Judith Meister, Boardmember Newman, Boardmember Lucien Plauzoles, Boardmember Jason Lin and Boardmember Antonio Spears sworn-in at 7:03 p.m.

Absent: None

Also present: Erica Cuyugan, City Librarian
Priscilla Bouvet, Executive Admin. Assistant

1) Special Agenda Items

- a. Swearing-in and Oath of Office of new Library Boardmember Antonio Spears

Antonio Spears was appointed to the Library Board by City Council, and took the oath of office and was sworn in.

- b. Introduction of Library Board Members

Board members briefly introduced themselves and shared a little about their background.

- c. Appreciation message for outgoing Boardmember, Laurel Schmidt
 - a. Judith Meister, Chair

Meister shared a message of appreciation for outgoing board member Laurel Schmidt for her contributions to the Library Board. Ms. Schmidt was not reappointed, and Meister shared concerns expressed to Council regarding reappointment process for those members who fill in partial appointments. Future volunteer opportunities will be shared with Ms. Schmidt to continue supporting library advocacy efforts.

- d. Secretary's Report
 - i. Erica Cuyugan, City Librarian

The following components of the Secretary's Report were highlighted:

- Library extended hours begins September 1
- Next focus will be activating Open+ locations and increasing self-service days at Montana Branch
- The library will be working with Margaret Sullivan Studio to help reimagine the Main Library Café and Courtyard
- Santa Monica National Night Out
- Pop-up library at the Annenberg Community Beach House
- Grant received to provide ESL programming
- New RED Kits: Walking in L.A. and Bird Watching
- Netwatch security video monitoring pilot
- Banning process and major vs. minor infractions
- Friends Bookstore working to open on Saturdays in late September

2) Library Boardmember Discussion Items

- a. Request to update and submit a proclamation for Banned Books Week (October 1-7, 2023) on behalf of the Santa Monica Public Library and Library Board
 - i. Judith Meister, Chair

Board discussed obtaining freedom to read t-shirts to support Banned Books Week advocacy.

MOTION

Plauzoles moved and Newman seconded a motion to update and submit the proclamation for Banned Books Weeks. The motion was approved by the following vote:

AYES: Meister, Newman, Plauzoles, Spears and Lin.

NOES: None

ABSTAINING: None

ABSENT: None

- b. Review Library Board 2023-2024 Workplan
 - i. Judith Meister, Chair

Board reviewed the final Library Board Workplan for 2023-2024.

Meister requested that the following be added:

Begin engaging with community groups to identify their neighborhood needs.

Presentations to Council have been temporarily postponed.

- c. Request to develop Little Libraries Work Group
 - i. Priscilla Bouvet, Executive Admin. Assistant

Meister and Newman volunteered to work on little libraries recognition event.

MOTION

Meister moved and Lin seconded a motion to form a Little Libraries Ad Hoc Committee to work on planning recognition event. The motion was approved by the following vote:

AYES: Meister, Newman, Plauzoles, Spears and Lin.

NOES: None

ABSTAINING: None

ABSENT: None

3) Public Input
None

Adjournment

MOTION

Plauzoles moved and Newman seconded a motion to adjourn the meeting at 8:11 p.m.
The motion was approved unanimously.

Attest:

Approved:

Erica Cuyugan
Secretary

Judith Meister
Chair

Santa Monica Public Library Board

FY 2023-24 Workplan

Develop Community Outreach process for Board members, volunteers, and library staff to meet with community groups and businesses to raise awareness of the Library's funding needs and to share information about current resources.

- Identify key groups to visit. (see attached list)
 - September 14, 2023, meeting
- Develop presentation to share with groups.
 - Sept. 14, 2023: appoint ad-hoc work group.
 - Oct. 12, 2023: work group presents schedule of group meeting dates
 - Nov. 9, 2023 : work group shows draft presentation and meeting schedule for selected groups for the period January – April 2024
 - January – April 2024: Board members and volunteers attend meeting
- Recruit volunteers to expand available Board and staff resources.
 - Friends Liaison attends Friends meeting in October to ask for volunteers
- Advocate for the restoration of funding
 - Attend mid-year budget meeting to advocate for additional funding
 - Attend FY24-25 budget study session to advocate for additional funding to re-open all libraries.
 - Attend additional City Council budget meeting as appropriate

Strengthen relationship with the Friends of the Library by supporting board volunteer recruitment efforts and collaborating to plan at two programs or events in FY2023-24

- Event: "Little Libraries" recognition event on October 21, 2023 from noon to 2 pm
- Schedule annual joint meeting with the Friends in November 2024
- Appoint joint Board/Friends working group to develop program idea for National Library Week in April 2024

Support the following national library efforts to create awareness through proclamation, letters to the editor, program participations, etc.:

- Banned Books Week, October 1 – 7, 2023
- Library Card Sign Up Month, September 2023
- National Library Week, April 2024

Support development of Poet Laureate Program.

Santa Monica Library Board
LONG RANGE AGENDA
 2023 - 2024

| Month | Items |
|------------------|--|
| September | <ul style="list-style-type: none"> – Library Card Sign-Up Month |
| October | <ul style="list-style-type: none"> – Banned Books Week – Proclamation – Little Libraries Recognition Event |
| November | |
| December | |
| January | <ul style="list-style-type: none"> – Library Year in Review |
| February | |
| March | |
| April | <ul style="list-style-type: none"> – National Library Week |
| May | <ul style="list-style-type: none"> – Serving with a Purpose Conference |
| June | <ul style="list-style-type: none"> – Summer Reading and SM Reads wrap-up – Adoption of Biennial Budget – Term expiration for Lu Plauzoles – Board vacancy recruitment – Election of Chair and Vice Chair (July) |