

**Friends of the Santa Monica Public Library Board,
Santa Monica Public Library
Secretary's Report
February 2018
February 12, 2018**

Library Board Member Victor Davich submitted his resignation effective January 29, 2018. He has served a little more than three years of his four-year term. During his tenure, Victor was the first to raise concerns about the library's safety and security needs, ultimately leading to the increase in focus about those needs that exist today. Victor's continued advocacy was certainly the genesis of our renewed goals to provide a consistent and safe environment for all, including a sharp and reflective examination of our operations. We thank him for his service. A process to replace this vacant position will begin as quickly as possible.

Library Facilities and Budget Update:

Focus for Library improvements focus on Pico Branch with replacement of the Automated Handling Sorter and related construction needs, installation of the flat screen messaging behind the front desk, a new service front desk and installation of the self-checks. Library and Architecture are working on an RFP for a facilities master plan and moving the LSO team to the Volunteer Room and the Literacy Team to the Copy Room area. The Library is working to get two pool cars moved to the Main Library parking structure and new EV charger plans for the parking structure are underway.

Library Services and Programs:

Homeless Count: a number of library staff participated on the Santa Monica Homeless Count on January 24, 2018. Anecdotal observations shared indicate a large number in vehicles in parking lots, individuals clustered near businesses and churches off main thoroughfares, and a significant number in tents just outside of Santa Monica borders. The final count will not be available until March.

State Librarian Greg Lucas will be visiting Santa Monica Public Library on March 12. The Library will hold a lunch honoring the work of adult learners and literacy coaches in our LEAF program from 1-3 – Greg Lucas will be the keynote speaker. Greg will also be spending time meeting with staff and related individuals interested, going to or recent graduates of library school programs in the afternoon. The Library Board, Friends of the Santa Monica Public Library and the Library Foundation will host an evening event at the Main Library to feature Greg Lucas and "The State of California Libraries" followed by a reception.

Strategic Plan: Rachel Foyt will be working with Library Page (Pico) and library school student (UW iSchool) Jasmine Gutierrez on a plan to reinvigorate investment in the Strategic Plan which has stalled after the first year. Per Library Board direction, goals are to work with staff to use the Strategic Plan priorities as a tool to align already established programs and services. This effort is Jasmine's Capstone Project at the iSchool, a pre-requisite to graduation.

The Library showed **Ex Libris: The New York Public Library**, a 3.5 hour documentary by noted filmmaker Fred Wiseman. This film was the only Academy Award contender about libraries in recent memory and drew about 85. Many thanks to Judith Graham for hosting this last-minute event.

The **Spanish Language Book Fair** was a great success! Hosted with the LA Chapter of REFORMA with support from the Friends of the Santa Monica Public Library, the fair drew more than 21 libraries (Burbank, Westchester, Glendale, Altadena, Monrovia, Downey, Los Angeles, Santa Ana, Ventura, Commerce, Fullerton, Long Beach, Baldwin Hills, Riverside, Anaheim, Inglewood, Pasadena, Mission Viejo, Palos Verdes, LA County and Austin, TX!) and about 100 participants including community and school representatives and of course some children and parents. Seven vendors including the Friends, showcased Spanish language material for all ages. Most heard about the event through social media. One of the vendors indicated that they received more business than some of the local trade shows. The LA Chapter of REFORMA provided support throughout the day and two workshops – bilingual storytime, and Spanish language zines.

Fine free for youth – The Library Board priority of removing fines from youth cardholders was unanimously approved by City Council at their January 23 meeting. Library staff will begin planning implementation of the effort to go into effect in July 2018. New youth cardholders (18 and under) will not be charged fines for materials returned late; materials not returned would still be charged to the borrower. The staff plan events such as Reading Off Fines and perhaps Food for Fines as precursor events leading up to July implementation. City Council authorized library staff to waive up to \$50,000 in old fines to enable youth who had not been active cardholders, to return. The effort will coincide with a collaborative youth focused campaign with SMMUSD and hopefully with all private schools based in Santa Monica. A strong collaboration of staff from throughout the organization worked on the preparation of this item for Council.

Human Resources

Beginning January 1, two new rules regarding HR went into effect to support pay equity:
Hiring entities are not allowed to request prior salary information
Acting positions may extend to six months or less

Library leadership will be meeting with HR department experts on a monthly basis to

support HR needs within the organization, including the development of an RFP for a comprehensive classification study.

Vacancies

The options for the Principal Librarian position were limited and as a result the list was exhausted. A new recruitment, this time promotional only, will begin in late January-early February with the interviews held in mid-February. Assistant City Librarian Erica Cuyugan will assume the responsibilities of Principal Librarian – Reference and Circulation during this time.

Librarian III for Branch Services: an offer has been made and a beginning start date is being negotiated.

Library Service Officer: final interviews are being held in late January/early February. Finalists are expected to start in late February. As needed Library Assistant II, Kristy Moosavi joined the team to prepare and analyze data to support safety and security efforts as well as coordinate information in support of services in homelessness.

Librarian I Mara Cabrera is moving to the San Diego area. This leaves a vacancy that is currently being split between Fairview and Pico Branches. The staff are rethinking the position to consider alternative staffing needs of both locations in creative ways as splitting a single staff position creates too much of a demand on a sole individual.

This way of thinking is being pursued by the conversion of a Library Assistant III vacancy that was normally split into two for Ocean Park and Main Youth Services. The position will be converted into two half-time benefitted Library Assistant II positions. This approach will allow more flexibility for a stronger focus on the unique needs of the distinct locations as well as eliminate scheduling conflicts.

Staff Development and Infrastructure

A make-up session of StrengthsFinders training will be held in late January. Two half day sessions on an extended StrengthsFinders training will be held for staff on January 31 and February 1 with a full day of Strengths for Supervisors and Leaders to be held on February 28. Coaching will be implemented by the consultant for additional staff practice and integration into work activities.

Library leadership is working with CCS staff to refine the RFP for the in-house social worker recruitment. Library staff is working on an RFP for a classification study to assess the current job descriptions, organizational needs and composition and staffing levels for a future SMPL.

Library Partners and Allies

City support: Library leadership will be meeting with ISD, SMPD, Parking and Architecture on a regular basis to foster strong relationships and keep our projects moving on track. A Department Head retreat resulted in a very strong commitment to the City leadership to work together towards common goals and respective team efforts

In collaboration with Parking, the Library negotiated support to install equipment in the parking lot to increase cell coverage on all floors (safety and security)

Staff Cecilia Tovar and Patty Wong led an Advancing Racial Equity training with Lisa Parson (Office for Civic Wellbeing) and Angel Villasenor (Community and Cultural Services) with 40 members of the Cradle to Career group to continually develop the curriculum. The training sparked conversation, engagement and future interest in the topic for future agenda discussion.

Friends of the Santa Monica Public Library: Patty Wong and Rachel Foyt are meeting regularly with Bookstore leadership. The Bookstore co-chairs will be establishing regular shift leader meetings. Patty met with one shift group to discuss customer service and engagement with the community and the role of bookstore volunteers as ambassadors for the City and the Library. Plans to visit with other shifts are in the works. Friends volunteers attended the Spanish Language Book Fair and shared the Spanish language materials for sale. Friends leadership is planning the 2/14 Volunteer Appreciation luncheon with a love your volunteers theme.

Library Foundation: Patty Wong met with Antonio Spears and Carter Rubin to go over the status of the Foundation, and some brainstorming on potential board members. Naomi was not able to join us but we will post a regular schedule of meetings.

Library Security and Safety

Internal Staff Communication on Current Library Bans: In February, staff will be able to access information on current library bans and stay away orders. The goal is for all staff (permanent and as-needed) to have this information readily accessible at service desks and through the staff intranet site, Sharepoint. In the future, the site content will expand and include other resources on Safety and Security.

Emergency Supplies: LSO Jones has reordered and received emergency supplies for Main and the branches. We are well-stocked and up-to-date in the areas of food and supplies, in case of emergencies. LSO Jones is also working with Administration to provide recommendations for updating the Library's Emergency Evacuation plan.

Branch Patrols LSO's have started the roving model at the branches, with the idea that this will continue and expand once the 2 new positions are on board. The roving model means that an LSO will be checking in and moving through all 4 branches during a set time period (usually in 4 hour increments). We will gather feedback from staff on how the roving is working and will adjust the levels accordingly. We are piloting this model to see how this can improve LSO visibility at all locations, rather than just a couple of hours at one branch location. This LSO will also be in closer proximity to branches, should they be needed to respond to a situation quickly.

Current Bans: 12 Current Stay-away Orders: 5

Respectfully submitted:

Patricia M. Wong, Director of Library Services