

Library Board, Santa Monica Public Library
Secretary's Report
March 2018
March 1, 2018

Library Facilities and Budget Update:

The Library will be spending a considerable amount of time and energy to use funds from the Expenditure Control Process to bolster our operations with one time funds. These plans include:

- Pico Branch: Automated Handling Sorter replacement and construction, new service desk
- Classification Study: in development with HR, will partner with staff, employee associations and a consultant to conduct a library system assessment of all current classifications, based on a time study and position description questionnaire
- Recommendations will be shared with the Board, HR, and City Council for review.
- Repeater Transmitter to bring stronger reception for LSO use of radio equipment between Main and branch libraries
- LSO cell phones (only one LSO has a city issued phone)
- Replacement furniture at Main and the branch libraries
- Mobile computer lab (pending)

Capital Improvements Plan: Two CIP requests were submitted – the Facilities Master Plan and the issuance of an RFP and implementation of a new Integrated Library System.

Library Services and Programs:

Services to those experiencing homelessness: Library leadership met with new Senior Advisor to the City Manager on Homelessness, Alisa Orduna. We are working on a number of issues – refining the scope for the Social Worker recruitment, preparing for the next resource fair, and plans for future supportive action. Alisa will be invited to attend the April Library Board meeting with Sgt. Erika Aklufi to review the City's work to address homelessness.

State Librarian Greg Lucas will provide a unique perspective on "What in the World is a 21st Century Library," on Monday, March 12. The event will be held in the MLK Jr. Auditorium at the Main Library followed by a reception hosted by the Friends of the Santa Monica Public Library in the Multipurpose Room. Chair Marc Morgenstern will introduce our special guest. President Rachel Ginnerty from the Friends will greet Greg

Lucas at the reception and the Santa Monica Public Library Foundation supporters will provide a short overview of Foundation needs.

Fine free for youth – A staff led team are preparing the plans for a single event promoting the initiation of fine free status for youth up to the age of 18. Staff plans will include a library card campaign at SMMUSD and local private and parochial schools. Any member of the Board is invited to participate in any plans and assist with implementation ideas.

Human Resources

Vacancies

Principal Librarian – interviews have been held and references are being checked. We anticipate an announcement by the end of next week.

We congratulate **Robert Graves** who has assumed the position of Branch Manager at the Fairview Branch Library. He began his new role on February 18, 2018. Robert received his MLIS degree from Wayne State University in 2003.

In 2005, Robert was hired as a Librarian I for the Public Services unit. His primary duties have been providing reference, information and reader's advisory at the Information and Reference Desks, as well as planning, promoting, and implementing adult programs. Over the years Robert has contributed substantially to Library's mission and goals as the chair of the annual Santa Monica Reads community reading program. He is co-founder of the YALLWEST Book Festival and has been co-chair of Fierce Friday, a YALLWEST preview event.

Most recently, Robert was the Acting Librarian II for the Fairview Branch, where he implemented several successful programs and established positive relationships with Fairview's staff and community. Robert's creative energy and passion for pop-culture will be an asset to our Fairview Branch community.

Annie Cipolla, who works occasional weekend shifts for youth services at Main in addition to her full-time gig at LAPL, has won an award for her work. <http://www.ilovelibraries.org/article/i-love-my-librarian-award-winner-annie-cipolla-community-nurturer>

Staff Development and Infrastructure

Staff were very pleased with the makeup sessions and part II of the StrengthsFinder training to deepen the work and thinking and apply it to the library workplace. The supervisor training for staff on 2/28 should address practical areas of implementation and active engagement with teams. Library Board members are welcome to attend.

Library Partners and Allies

Friends of the Santa Monica Public Library: The Friends thanked all volunteers with a special Valentine's Day lunch celebration. They also delivered afternoon refreshments to the Teen Council at their monthly meeting in February.

Library Foundation: Patty Wong met with Antonio Spears, Carter Rubin and Naomi Seligman to develop a plan to use the 3/12 address from Greg Lucas as a natural way to showcase and revise interest in the Santa Monica Public Library Foundation

Library Security and Safety

Technology applications for LSO and information associated with incident reports and access: Library leadership reviewed TrackForce, an application using cell access to create regular check in stations, reporting configurations and incident report creation and analysis for LSO use; the Library will share data with other City staff for their collaborative consideration.

Emergency Operations: The Library is working with Chief Resilience Officer, Lindsay Barker to develop a business continuation plan. SMPD analysis of security needs and functions of the Main Library has been completed – Library leadership will review and develop a set of prioritized plans based on the recommendations. Library staff will identify several individuals who will be trained to assist in the Emergency Operations Center.

LSO Team mtg: The permanent LSO staff team met to talk about updates, review a current draft of the Rules of Conduct, and discuss the expectations and priorities of the LSO Team moving forward. Discussion focused on integrating staff training and regular follow-ups with branches and Main on Safety and Security, as well as maintaining a presence at Main and the branches. With 2 additional full-time LSO's coming on board, it will be an excellent opportunity to do some refresh training with the staff.

Rules of Conduct Draft: Rules of Conduct draft is currently being reviewed by the City Attorney's office, as well as the LSO Team. A separate procedure/policy will be crafted for Youth areas, in order to address specific expectations for visiting the youth areas.

Internal Staff Communication on Current Library Bans: At the February All-staff meeting, Erica showed staff the Sharepoint site, which will communicate current bans and stay away orders. A link was sent after the meeting for staff to access. Administration will be updating the site regularly.

Staff Connections: LSO staff met and communicated with branch staff, attended a monthly branch/PS/YS meeting, a monthly reference unit meeting, and Homeless Library training to talk about safety and security. More direct communication at

meetings and “in the moment” training with library staff are some of the ways that the LSOs are proactively engaging with other staff.

Statistics on Incidents and Bans

Top 3 violations were: Disruptive Behavior, Intoxication, and Harassing Patrons or Staff

January 2018

Incident reports - 50

Police calls - 9

Ban Issued- 4

Ban Active- 13

Stay Away Orders Active - 12

February 2018 (as of 2/21)

Incidents reports - 23

Police calls - 6

Ban Issued - 2

Ban Active - 11

Stay Away Orders Active - 10

Respectfully submitted:

Patricia M. Wong, Director of Library Services