Sacramento Public Library Authority

April 25, 2019

Agenda Item 3.3: Library Volunteer Recognition

A PROCLAMATION RECOGNIZING SACRAMENTO PUBLIC LIBRARY AUTHORITY VOLUNTEERS – NATIONAL VOLUNTEER WEEK

WHEREAS, National Volunteer Week will be celebrated in public libraries throughout the country and Sacramento County, and all of the cities and communities therein from April 7, 2019 to April 13, 2019; and

WHEREAS, in 2018, Sacramento Public Library volunteers provided over 101,439 hours of service in libraries, including adult and teen volunteers providing 55,966 hours in support of library operations; Adult Literacy volunteers providing 8,269 hours of tutoring for adults wanting to improve their education levels; 57,648 hours at the Friends of the Library Branch Book Sales and the Friends of the Library Book Den Sales, equating to more than $2.8 million in support or the equivalent of 54.6 full time employees; and

WHEREAS, during the summer of 2018, 13 library branches participated in the Lunch @ the Library program, which served over 14,000 healthy meals to children and teens. More than 100 teens volunteered during the eight-week program. The teens set up and cleaned up the lunch service area, prepared meals, entertained children and helped promote the Summer Reading program; and

WHEREAS, volunteers show their commitment to service to the community by homework coaching, job coaching, adult-literacy tutoring, design instructing, data entry, shelf reading, book sorting, book selling, computer training, advocacy and outreach; and

WHEREAS, volunteers are passionate about the Sacramento Public Library and the communities it serves;

NOW, THEREFORE, be it resolved that the Sacramento Public Library Authority Board does hereby proclaim April 7 through April 13 as Volunteer Week and thank the 2,568 volunteers who support and enhance our libraries.

ISSUED: This 25th day of April, 2019

Darren Suen, Authority Board Chair
Sue Frost, Authority Board Vice-Chair
April 25, 2019

Agenda Item 5.1: DIRECTOR'S REPORT

TO: Sacramento Public Library Authority Board

FROM: Rivkah Sass, Library Director

RE: DIRECTOR’S REPORT

**SUGGESTED ACTION(S):**
Receive and File

**BACKGROUND:**

**AMBER CLARK – LIBRARY JOURNAL MOVER & SHAKER**
Deputy Director Kathy Middleton nominated North Natomas Library Supervisor Amber Clark for recognition in Library Journal as a Mover & Shaker. Unfortunately, Amber was murdered before she could learn that she was selected as one of 50 librarians nationwide for this honor. Amber was recognized for her leadership as a passionate advocate for library service to people with special needs. The story published in the March 15 issue of Library Journal is Attachment C.

**EXPANDING LIBRARY OF THINGS AND TECHNOLOGY ITEMS FOR CHECKOUT**
Starting May 1, 2019, the Library is adding a Library of Things collection to the Fair Oaks Library. In addition to having some of the most popular Library of Things items, the new Fair Oaks collection will have new items including a Cricut Maker, an air compressor, a portable PA system, telescope, and metal detector. New technology-focused items being added to both Arcade and Fair Oaks include a color image scanner, LEGO Mindstorm robotics kit, and an Oculus GO Virtual Reality headset. SMUD is also donating six induction stoves to the collection to encourage the community to reduce carbon emissions. The stoves are safe and will familiarize the community with this technology. We love inspiring the community to discover, learn and grow through the Library of Things collection!

New STEM Kits will also be available for checkout by May 1, 2019. The new STEM Kits will be shelved at Galt, Rancho Cordova and Southgate libraries, and will fill holds at all locations. STEM Kits for Martin Luther King, Jr. and Valley Hi-North Laguna libraries will be available soon and in plenty of time for the branches’ new summer hours. The initial kits are primary- and intermediate-friendly. If this pilot is successful, the Library will expand the number of kits to include more for all ages. These circulating kits make STEM materials available to all members of the community, encouraging exploration and sparking curiosity.

**ELK GROVE BUILDING ISSUES**
Staff was notified by the City of Elk Grove that the branch will need to close for 30 days to address substantial structural issues with the second floor of the building. An improperly-installed HVAC unit on the first floor caused the second floor to buckle. Library staff believes this would be an opportune time for the City of Elk Grove to find an alternate location for the library as the repairs will be costly. Those funds could be better used to provide tenant improvements on a building better suited to function as a library and one that has adequate parking.

**GALT LIBRARY REFRESH**
The Galt Library refresh has been underway since January and the building is on track to reopen on Tuesday, May 21. To date, features of the refresh include:
• A collection enhancement of $50,000 toward new books, including of Spanish-language materials;
• An enhanced children's area focusing on family interactivity
• A welcoming service desk, with an enhanced ergonomic design
• Book drop moved to the front of the building for easier access
• New paint, furniture, and finishes, including new carpet
• Additional slat wall to highlight picture books
• Newly painted restrooms, fully ADA-compliant
• Energy-efficient LED lighting
• Power and USB connections added to tables and select lounge chairs
• Staff area redesigned for a more efficient workflow
• New AV system for showing films
• Repainted shelving, with tall shelves cut down, canopies on all shelves

NORTH SACRAMENTO COMMUNITY MEETING
On April 8, the Friends of North Sacramento Library, Library staff, representatives from the Mayor’s Office and Council Districts 1 and 2, and Capcity, a local urban-development group, convened a community meeting attended by more than 40 people to discuss a potential partnership between Capcity, the City of Sacramento and the Library at the former Bank of America building located at 1830 Del Paso Boulevard. The Library conducted a community-engagement session, similar to those used during the 2015 strategic planning meetings. The results yielded program-specific information that will go into developing the future library space. The City of Sacramento is exploring funding options and a second community-engagement session will be held in two to three months.

ORANGEVALE LIBRARY EXPANSION UPDATE
Library staff received news about the possible expansion of the Orangevale Library. County Facilities staff have been working with the property owner about options for expansion and tenant improvements. Supervisor Frost will host a community meeting on Monday, April 29 at the Orangevale Grange from 6:00-8:00 p.m. to receive community input.

SYLVAN OAKS REFRESH UPDATE
The Sylvan Oaks project began the first phase of onsite construction in January after several months of planning, based on community input and observation. The goal was to design practical and appealing spaces that reflect the community and best meet its needs. At this stage of the project, the interior was an emptied-out shell, busy with activity. After demolition, the framing of new walls was completed. The ceiling tiles have been painted, public restrooms are newly tiled, a portion of the storefront windows have been installed, and the electrical work is in progress.

Over the next several weeks the interior will start to come to life with paint, flooring, casework, shelving, and furniture. The building is on track to reopen on Monday, July 15. Building enhancements include:

• A collection enhancement of $200,000 toward new books, including Russian, Spanish and Ukrainian materials
• An enhanced children’s area, conducive to family interactivity and STEM learning activities
• A Homework Help area
• Updated teen space
• A new service desk positioned to welcome and best serve customers
• Enhanced community room which maximizes the use of space
• New computers throughout the library
• Two glass quiet rooms for study/collaboration
• Refurbished lobby and public restrooms
• Flexible, multipurpose 365-foot addition
• New surveillance system
• New paint, carpet, furniture, and finishes
• Additional slat wall to highlight picture books
• New AV system for viewing films
• Repainted shelving, with tall shelves cut down, canopies on all shelves
• Energy-efficient LED lighting
• New storefront windows
• Power and USB connections added to select tables and lounge chairs

COST ALLOCATION PLAN UPDATE

A Request for Proposal (RFP) was issued on February 21, 2019 and the Library received four (4) complete proposals by the due date of March 21, 2019. Overall, the proposed not to exceed three years total costs ranged from a high of $42,720 to a low of $26,075.

A panel consisting of Library staff (Finance Manager, Sr. Accountant/Budget Analyst and Accountant/Budget Analyst) carefully reviewed each proposals and have made a recommendation to the Library Director to hire NBS out of San Francisco, California to prepare the Library’s Cost Allocation Plan for the next three fiscal years. NBS’s not to exceed three years total costs came in $42,720 and the second proposal came in at $42,000. NBS had great references from other clients with similar type of work done. NBS has assembled a team with significant experience to complete the work. In addition, the Project Director assigned to this engagement has prior experience completing the Cost Allocation Plans for the Sacramento Public Library over five years ago.

The amount is within the Library Director’s authority level to sign the Agreement and the project has started so that a Cost Allocation Plan is available for the upcoming Fiscal Year 2019-2020 Budget.

NEW HOURS TO BEGIN JUNE 1
The Library is making some minor changes in open hours in a number of locations, effective June 1. Four locations in the City of Sacramento, Colonial Heights, Belle Cooledge, South Natomas, Robbie Waters-Pocket Greenhaven will add 3 hours of service per week. The Nonie Wetzel Courtland Community Library will revert to a Tuesday through Saturday schedule and close at 7:00 p.m. on Wednesday, rather than the previous 8:00 p.m. closing. This is to allow for two staff to be in the building during open hours. Mondays were not as busy as expected and the community prefers Saturdays. In addition, to help with the limited Delta staffing, Walnut Grove will be open 1:00 to 5:00 p.m. thus standardizing hours for the community. The Galt Library is also adding three hours of service, opening Tuesday through Thursday from 10:00 a.m. to 7:00 p.m.

Staff expect to return to the Board with additional changes to hours to commence in September.

MOBILE SERVICES REINVENTED – PITCH-AN-IDEA GRANT
The Library was awarded a grant to help bring Library services in underserved areas in the community. Staff is leasing a Ford Transit van from which to deliver services. Rather than purchasing a van at a cost of more than $250,000, the van will be leased for a five-year period and outfitted for service at a cost of around $62,000. In addition to books, services will include checking out mobile hotspots, STEAM kits, database demonstrations, and pop-up programming. The van will be equipped with charging stations that will simultaneously allow people to browse and charge their devices. Stops will include My Sister’s House, the Oak Park Community Center and events hosted at the Sam and Bonnie Pannell Center during the summer.

NATIONAL LIBRARY WORKER DAY
To celebrate National Library Week and National Library Worker day, managers spent April 8 and 9 visiting all locations and departments to thank the staff for all they do to serve the public. Staff is grateful to the Friends of Sacramento Public Library for providing gift cards to branches and departments.
CAREER ONLINE HIGH SCHOOL UPDATE
Sacramento Public Library continues to be a national leader when it comes to helping adults achieve the dream of obtaining an accredited high school diploma. To date, 125 adults have received their diplomas and the California State Legislature has continued to authorize $1 million per year to California’s public libraries. Sacramento Public Library received 69 scholarships from the Capital Adult Education Regional Consortium (CAERC) and, to date, 34 students have graduated thanks to this grant from CAERC.

SUMMER READING
The Library’s annual Summer Reading Program will launch on May 15 and will offer children and adults the challenge to read a combined 650,000 books this summer. The Library will also offer Lunch @ the Library in 13 locations from June 10 through August 3. This year, some sites will also pilot lunch on Saturdays. More information about Summer Reading 2019 can be found on the Library website. Also, please mark your calendars for the Belle Cooledge Ice Cream Social on May 17 from 6 to 8 p.m.

DIÁ DE LOS NIÑOS
During the month of April, the Library is hosting programs for Día de los Niños, a bilingual music and movement program in 13 libraries throughout the Library system. Llama Llama, Elephant & Piggie, and Pete the Cat are making personal appearances at different libraries and hosting fiesta dance parties. It is a great opportunity for families to meet their favorite storyline characters and receive a free book in English or Spanish.

More than 100 people attended each of the first two programs offered at Martin Luther King, Jr. and Fair Oaks Libraries.

LIBRARY SAFETY
Library staff continue to review safety practices and procedures throughout the system and are putting together information to present to the Authority Board at the May meeting. This will include revised Rules of Conduct and ban and bar procedures as well as recommendations for enhancing security for staff such as workroom security doors in locations that can accommodate them. Library Facilities staff originally thought this work might be done in-house; however, because issues such as asbestos, workload of the cities and county and other factors, staff recognizes that this will take time. For County-owned buildings, County staff are supportive and are working with Library staff on a cooperative arrangement to get the security doors underway.

In addition to procedures and building improvements, staff will be suggesting the addition of three positions to better manage this increasingly critical area of need. The additional positions will be presented with the FY 2019-20 budget on May 23.

ATTACHMENT(S):
5.1 Director’s Report - ATT B - February 2019 Statistics.pdf
5.1 Director’s Report - ATT C - Amber Clark Library Journal Mover and Shaker.pdf