



**LIBRARY ADVISORY COMMISSION  
REGULAR MEETING**

**MONDAY, AUGUST 20, 2018**

**6:30 PM**

**APTOS MEETING ROOM  
7695 SOQUEL DRIVE, APTOS, CA 95003**

**1. CALL TO ORDER/ROLL CALL**

Commissioners Sean Campbell, Ellen Campos, Martha Dexter, Nancy Gerdt, Barbara Gorson, Cindy Jackson, and Deb Tracey-Proulx

**2. ADOPTION OF THE AGENDA**

**3. ORAL COMMUNICATIONS**

*Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board so that we may properly address all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.*

**4. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report - August (P3-8)

**5. MEMBER REPORTS**

**6. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless members of the public or the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.*

A. Receive Minutes of May 21, 2018

RECOMMENDED ACTION: Approve Minutes (P9-10)

## 7. GENERAL BUSINESS

*General Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Board questions; 3) Public comment; 4) Board deliberation; 5) Decision.*

- A. 2018 Innovation Grants Mid-Year Update (P11)
- B. FY 2018-2019 Work Plan (P12-14)
- C. Board Replacement Schedule (P15)
- D. Meeting Schedule for 2019 (P16)

## 8. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Advisory Commission to be held on Monday, November 19, 2018 at 6:30 PM at Scotts Valley Meeting Room located at 251 Kings Village Road, Scotts Valley, CA 95066.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Library Administration Office at 427-7706 at least five days in advance so that we can arrange for such special assistance, or email [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org).

## August 2018 Library Director's Report

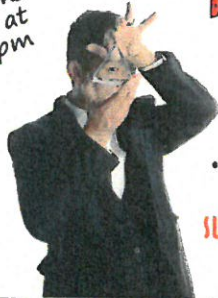
It has been a busy summer filled with summer reading activities at all of the branch libraries. While the Capitola Branch is closed, activities have been taking place throughout the community.

The SCPL Summer Reading Programming will culminate on Sunday, July 29 with 20th Annual Festival of the Book at 1 p.m. in Harvey West Park. The festival includes face painting, crafts, a Tales to Tails booth, stories, bubbles, and a kid's only book sale. Each child who has participated in the Summer Reading Program gets a free book at the sale.

### 20<sup>th</sup> Annual

# FESTIVAL of the BOOK

Dan Chan  
Performs  
Magic at  
3:00pm



A family festival in the park!  
 • Magic • Music & Dance •  
 • Facepainting •  
 • Tales to Tails Booth • Crafts •  
 • Free Book • Kids Only Book Sale •

SUNDAY, July 29<sup>th</sup> 2018  
 Harvey West Park  
 326 Evergreen St.  
 1-4pm



Dance with  
Kuzanga Marimba  
at 1:30pm



SUMMER READING PROGRAM 2018 **READING TAKES YOU EVERYWHERE**  
 sign up at [santacruzpl.org/srp/](http://santacruzpl.org/srp/)





I have attached a copy of the summer reading program schedule for your information.

## Adult Summer Events

### Book Discussion Groups

1 <sup>st</sup> Wed	10-11am	Aptos
3 <sup>rd</sup> Wed	1:30-2:30pm	Branciforte
3 <sup>rd</sup> Wed	6-7pm	La Selva Beach
4 <sup>th</sup> Wed	6:15-7:30pm	Felton
2 <sup>nd</sup> Thu	10:30-11:30am	La Selva Beach
2 <sup>nd</sup> Thu	1-2:30pm	Aptos
3 <sup>rd</sup> Thu	11am-12:30pm	Boulder Creek
4 <sup>th</sup> Thu	10:30-11:30am	La Selva Beach
Last Thu	7-8pm	Scotts Valley
2 <sup>nd</sup> Fri	2-3pm	Live Oak

### Writing Groups

3 <sup>rd</sup> Wed	1-3pm	Aptos Writers	Aptos
2 <sup>nd</sup> & 4 <sup>th</sup> Wed	4-6pm	Writing for Kids	Branciforte
1 <sup>st</sup> Sat	10am-12pm	Poetry Circle	Downtown
Jun 23, Jul 14	1-3pm	Poetry Circle	Aptos
3 <sup>rd</sup> Sat	2-4pm	Poetry Circle	Scotts Valley

### Arts & Crafts

Mon	11am-1pm	Knitting Club	Live Oak
Mon	3-4:30pm	Knitting Club	Scotts Valley
1 <sup>st</sup> & 3 <sup>rd</sup> Wed	10am-1pm	Ribbon Art	Scotts Valley
1 <sup>st</sup> Sat	1-3pm	Origami Club	Aptos
Sun	2-4:30pm	Arts & Crafts	Felton

### Cinema

3 <sup>rd</sup> Tue	1pm	Discussion Group	La Selva Beach
4 <sup>th</sup> Tue	6pm	Hidden Gems	Aptos
1 <sup>st</sup> Wed	6pm	Indie/Doc Lovers	La Selva Beach
2 <sup>nd</sup> Thu	5:30pm	Club Kanopy	Boulder Creek
4 <sup>th</sup> Fri	10am	Brown Bag Movie	La Selva Beach

### Entertainment & Lifelong Learning

Mon	5:30pm	ESL Group	Live Oak
1 <sup>st</sup> Wed	1-3pm	Genealogy	Downtown
2 <sup>nd</sup> Wed	12-1pm	Small Biz Wkshp	Downtown
3 <sup>rd</sup> Wed	10:30am	Genealogy Group	La Selva Beach
1 <sup>st</sup> & 3 <sup>rd</sup> Wed	6:30pm	Board Games	Scotts Valley
1 <sup>st</sup> Thu	10:30am	Armchair Travel	La Selva Beach
3 <sup>rd</sup> Thu	12pm	Munching w/ Mozart	Downtown
1 <sup>st</sup> & 3 <sup>rd</sup> Thu	6pm	Trivia on Tap	Steel Bonnet
1 <sup>st</sup> Thu	6:30pm	Citizen Science	Downtown
2 <sup>nd</sup> Thu	6:30pm	Trees to Seas	Scotts Valley
2 <sup>nd</sup> & 4 <sup>th</sup> Sat	12pm	Board Games	Scotts Valley
1 <sup>st</sup> & 3 <sup>rd</sup> Sat	12pm	Board Games	Boulder Creek

### Author Talks

Local author Susie Bright sheds light on the shadows of Santa Cruz with *Santa Cruz Noir*.

Saturday June 30 2-3:30pm Scotts Valley  
 Thursday July 12 6-7:30pm Aptos

Armchair Travel author talk with Alesa Lightbourne, the Kurdish Bike.

Thursday June 7 10:30am-12pm La Selva Beach

### Arts & Crafts

Learn to make something new.

Origami Club Sat June 2 1-3pm Aptos  
 Sand Castles Sat June 9 10am La Selva Beach  
 Crafts Thu June 14 10am Branciforte  
 Crafts Thu July 5 10am Branciforte  
 Origami Club Sat July 7 1-3pm Aptos  
 Kusanama Flowers Fri July 20 1pm Aptos

### Local History

SCPL celebrates 150 years of service with local history talks.

*Scotts Valley History with Jay Topping*  
 Saturday June 16 11am Scotts Valley  
*West Side Santa Cruz History with Ross Gibson*  
 Thursday June 21 12pm Garfield Park  
*Aptos History with John Hibble*  
 Thursday June 28 1pm Aptos  
*Boulder Creek History with Lisa Robinson*  
 Saturday June 30 1pm Boulder Creek  
*Live Oak History with Norman Poitevin*  
 Saturday July 14 1pm Live Oak  
*East Side Santa Cruz History*  
 Saturday July 28 11am Branciforte

### Writing in the library

Materials and prompts provided or bring works in progress. All Ages. Select Wednesdays 2-4pm at Scotts Valley.

June 6 | June 27 | July 11

### Family Lagoon Watch

A hands-on program lead by local experts. Learn about the environment and wildlife of Corcoran Lagoon 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays 5:30-7pm at Live Oak.  
 June 13 | July 11 | July 25

### Kermit the Book Bike

Check out the library's tiniest roving branch at community events.

Saturday June 2 11am-4pm Ebb & Flow Festival  
 Wednesday June 13 2-5pm SC Farmers' Market  
 Tuesday July 3 3-6pm Felton Farmers' Market  
 Wednesday July 11 2-5pm SC Farmers' Market

**Climate Action & Community Engagement**  
 Film and Discussion with the City of Santa Cruz  
 Sustainability + Action Manager, Dr. Tiffany Wise-West  
 Saturday July 21 2-4pm Garfield Park

### Music & Dance

The SLV Community Band's annual performance, plus Tannery World Dance + Cultural Center Performers bring music and dance of the world to life. Artists of the African Diaspora project of the Tannery World Dance + Cultural Center perform in Aptos.

West African Dance June 9 2pm Aptos  
 Salsa Rueda June 16 12pm Downtown  
 San Lorenzo Valley Band June 16 6pm Boulder Creek  
 Indian Kathak June 23 11am Branciforte  
 Capoeira June 26 5:30pm Live Oak  
 Congolese African Dance June 30 2pm Aptos  
 Hip Hop: Music & Dance July 28 10am Scotts Valley

### Adventures in Virtual Reality

Experience the latest VR adventures and learn about the applications, benefits, and concerns about the technology.

Thursday June 7 10:30am Downtown  
 Tuesday June 12 12:30pm Scotts Valley  
 Wednesday June 20 4:30pm Garfield Park  
 Tuesday June 26 11am Aptos  
 Thursday June 28 11am Branciforte  
 Thursday July 5 11am Boulder Creek  
 Monday July 9 4pm Live Oak  
 Thursday July 26 10:30am La Selva Beach

### Citizen Science

Monthly series about local and environmental science. First Thursdays at the Downtown Library, 6:30pm.

Food Webs & Local Ecology June 7  
 Are We Really Made of Stardust? Yes! July 12

### Reach for the Stars

Learn about star types and light pollution.

Tuesday June 26 6:30-8:30pm Boulder Creek  
 Tuesday July 17 6:30-8:30pm Aptos

### Health & Wellness

Kick the Sugar Habit. Presented by Certified Holistic Health and Lifestyle Coach Sandy Lee.

Thursday June 21 6pm Live Oak

### The MAKE Lab

Tools for STEAM-based projects at the Scotts Valley Library 10am - 5pm on select Fridays.  
 June 1 | Jun 15 | June 29 | July 13 | July 27

### Bubble Magic

Tom Noddy's Bubble Magic integrates the science of bubbles with a beautiful performance of their wonders.

Sunday June 17 2pm Live Oak

### Woodburning Workshops

Hands on workshops on July 7<sup>th</sup> with limited space. Email [hookerj@santacruzpl.org](mailto:hookerj@santacruzpl.org) to pre-register.  
 10am-12pm Scotts Valley | 2-4pm Boulder Creek

### Festival of the Book

A family event in the park with all ages entertainment.

Sunday July 29 1-4pm Harvey West Park

# ONGOING KIDS PROGRAMS:

SUMMER library programs run June 1-July 29th. MOST PROGRAMS will break in AUGUST. Please check the online calendar for details.

**Toddler Time** • ages 0-3 • (June 4 - July 27)  
 Monday 10am Live Oak  
 Tuesday 10am Branciforte  
 Thursday 10am Aptos  
 Thursday 10am Scotts Valley  
 Friday 10am Downtown

**Preschool Storytime** • ages 3-5 • (June 4 - July 27)  
 Monday 10am Garfield Park  
 Tuesday 11am Scotts Valley  
 Wednesday 11am Live Oak  
 Thursday 10am Downtown  
 Friday 11am Porter Memorial Library

**Creative Movement Storytime** • ages 2-6 • (June 30 - Aug 4)  
 Saturday 11am Branciforte

**Family Stories & Activities** • all ages • (June 4 - July 27)  
 Tuesday 10:30am La Selva Beach  
 Wednesday 11am Boulder Creek

**Cuentos en español** • ages 0-8 • (June 4, 18, 25, July 16, 23)  
 Monday 5:30pm Live Oak

**Arts & Crafts** • (all ages)  
 Tuesday 2:30pm DIY Craft Downtown  
 3rd Weds 2pm CASE Art Club Scotts Valley (ages 6-10)  
 Thursday 3pm DIY Craft Boulder Creek  
 Saturday 11am DIY Craft Branciforte  
 Saturday 11am DIY Craft Garfield Park  
 Saturday 1:30pm DIY Craft La Selva Beach  
 1st Saturday 1pm Origami Club Aptos  
 Sunday 1pm DIY Craft Live Oak

**STEM/STEAM** • (June 4 - July 27)  
 \*Teen/Tween STEAM Monday 1-3pm Downtown  
 LEGO™ & DUPLO™ Tuesday 1:30-3:30pm Branciforte (ages 3+)

**LEGO™ Clubs** (ages 7-18)  
 Tuesday 3:30-5pm Felton  
 1st & 3rd Tues 3:15-4:45pm Scotts Valley  
 Thursday 3:30-5pm Boulder Creek  
 Thursday 3:30-5pm Garfield Park

\*LEGO™ Robo Sumo Wednesday 2-4pm Boulder Creek (ages 7-18)

**The MAKE Lab Alternate Fridays** 10-5 Scotts Valley (ages 13+)

**Minecraft** (June 28 - July 26) Thursday 1-3:30pm La Selva Beach

**MAKE & Explore** Friday 2-4pm Museum of Discovery (ages 6+)

**Chess Clubs** (Continues thru AUG, ages 6+)  
 Tuesday 3:30-4:30pm Aptos  
 Saturday 2-4pm Downtown (EXCEPT 1st Saturday)

**\*Tales to Tails** (Register for 20 minute appointment)  
 Aptos 1st & 3rd Mon 3:30-4:40pm | 1st Sat 10:30-11:30am  
 Branciforte 2nd & 4th Wed 2:30-3:30pm  
 Downtown Saturdays 10-11:30am  
 Felton 1st & 3rd Fri 3-4pm | 2nd & 4th Sat 2-3pm  
 Garfield Park 2nd & 4th Thu 4-5:30pm  
 La Selva Beach 1st & 3rd Fri 3-4pm  
 Live Oak 1st & 3rd Wed 3:30-4:30pm  
 Scotts Valley 2nd & 4th Tue 4-5pm

# SPECIAL SUMMER EVENTS: DAY BY DAY FOR KIDS/FAMILIES

**Saturday, June 30**  
 1pm Family Craft Time Branciforte all ages  
 1pm SC Sing Along Garfield Park all ages  
 2pm Congolese African Dance Aptos all ages

**Tuesday, July 3**  
 10:30am Wild Child Bubbles La Selva Beach all ages  
 1pm Wild Child Bubbles Aptos all ages  
 4pm Wild Child Bubbles Downtown all ages

**Thursday, July 5**  
 10am Crafts for Teens & Adults Branciforte teen/adult

**Monday, July 9**  
 4pm Adventures in Virtual Reality Live Oak 13+  
 5:30pm Cuentos en español MAH Abbott Sq all ages

**Wednesday, July 11**  
 11am Oliver the Parrot Boulder Creek all ages  
 12pm \*Dome on the Go La Selva Clubhouse ages 7+  
 2pm \*Dome on the Go La Selva Clubhouse ages 7+  
 2pm Writing in the Library Scotts Valley all ages  
 5:30pm Family Lagoon Watch Live Oak age 8-adult

**Thursday, July 12**  
 10:30am Samba Drumming Workshop Branciforte all ages  
 1pm Samba Drumming Workshop Felton all ages  
 2pm Canvas Bag Craft Garfield Park ages 6+  
 3pm Samba Drumming Workshop Scotts Valley all ages  
 6pm Samba Drumming Workshop Live Oak all ages

**Friday, July 13**  
 2pm Family Movie Matinée Aptos all ages

**Saturday, July 14**  
 1pm Family Craft Time Branciforte all ages

**Tuesday, July 17**  
 12:30pm \*Dome on the Go Aptos ages 7+  
 11am Oliver the Parrot Garfield Park all ages

**Wednesday, July 18**  
 11am Marionettes: Mother Goose Land Downtown all ages

**Friday, July 20**  
 1pm Kusudama Flower Folding Aptos age 8-adult

**Wednesday, July 25**  
 11am Oliver the Parrot Live Oak all ages  
 2pm The Bubble Lady Scotts Valley all ages  
 5:30pm Family Lagoon Watch Live Oak age 8-adult

**Thursday, July 26**  
 10am Preschool Storytime MAH Abbott sq all ages  
 1pm Mike Della Pena Magic Boulder Creek all ages  
 2pm Tie-Dye Mike Della Pena Magic Garfield Park ages 7+  
 3:30pm Mike Della Pena Magic Live Oak all ages

**Friday, July 27**  
 2pm Family Movie Matinée Aptos all ages

**Saturday, July 28**  
 10am Hip Hop Dance Workshop Scotts Valley all ages

**Sunday, July 29**  
 1-4pm Festival of the Book Harvey West Park all ages

**Friday, August 17** Last Day to COLLECT Book Bucks!  
**Saturday, September 29** Last Day to SPEND Book Bucks!

All of the Library projects are struggling with weighing infrastructure and program needs against available funds.

### **Aptos**

Interested vendors attended a site walk on June 21 at the Aptos Branch. Two firms responded to the RFQ for architectural and engineering services. A committee interviewed the vendor and their recommendation is being forwarded to the County Board in late August.

### **Boulder Creek**

County and Library staff are exploring design priorities with Jayson Architects. ADA requirements and safety improvements will likely utilize the majority of available resources.

### **Branciforte**

Library staff are exploring design priorities with Jayson Architects and David Tanza. Funds available do not fully address the infrastructure and program needs.

### **Capitola**

The City of Capitola City opened construction bids on June 6. The lowest bid (\$12,325,000) was \$2,334,870 over the available resources. City staff, working with the Ad Hoc Design Committee, completed a value engineering process that identified about \$750,000 in deductions that would not adversely affect the program for the Library and identified an additional \$350,000 in potential savings.

City staff developed three options for the City Council that were reviewed on July 26. The Council adopted a proposal that awards the contract to Otto Construction at a bid price of \$12,325,000 and would direct staff to negotiate a change order based upon the value engineering recommendations. In addition, the City staff would pursue the potential for additional Measure S funds. This potential will be discussed at the August LFFA meeting. The City of Capitola estimates an additional \$1.3-\$2 million in available resources. If the value engineering and additional revenue do not meet projections, the City would be able to terminate the contract after the award with a \$50,000 termination fee (and any contractor costs incurred). The City Council voted in favor of the option recognizing that the other options available would greatly slow down the project incurring additional inflationary escalation costs.

### **Downtown**

Members of the Downtown Library Advisory Committee (DLAC) presented their recommendation of Option B, relocating the Downtown Branch Library to a mixed-use project on Cedar, Lincoln, and Cathcart Streets to the Santa Cruz City Council on June 19. City transportation officials presented data supporting the need for a garage. Public testimony on the project was extensive. The City Council directed the Library and City Staff to conduct further outreach on the matter. The Downtown Branch will hold an open house on August 6 at 5 p.m. to provide information about the current facility and proposal. The Council is expected to review the proposal in August.

### **Felton**

The Friends of the Felton Branch held a lovely event on June 28 at the Hallcrest winery where they announced a grant from the State of California for the Felton Library and Nature Park project to assure the project's completion. The \$1 million provides project flexibility to cover unfunded park budget as well as contingencies for cost overruns. Assembly member Mark Stone was instrumental in the acquisition of the grant.

Santa Cruz Parks Department hosted a community design meeting for the Nature Discovery Park on June 15. Approximately 30 citizens attended.

At the request of contractors, bidding for the Felton project has been moved from Thursday, July 26<sup>th</sup> to Tuesday, July 31<sup>st</sup>. The Board of Supervisors will receive recommendations for award of a contract on August 28<sup>th</sup>.

### **Garfield**

Library staff are exploring design priorities with Jayson Architects and David Tanza. Funds available do not fully address the infrastructure and program needs.

### **La Selva Beach**

County and Library staff are exploring design priorities with Jayson Architects. ADA requirements and safety improvements will likely utilize the majority of available resources. Library staff met with Supervisor Friend and the Friends of the Library about the budget limitations on June 25.

The La Selva Beach Recreation District owns the current facility. Discussions are occurring regarding their responsibilities toward infrastructure improvements (e.g. accessibility, HVAC, termite control). The District may consider a November ballot but the complex has many infrastructure needs.

### **Live Oak Annex**

County, Library and Noll and Tam staff met to begin planning a fall community input meeting.

### **Scotts Valley**

The City of Scotts Valley has issued a permit to allow the Theatre Guild to use grant monies to complete the leveling of the concrete floor in the space adjacent to the branch library. Group 4 is completing a cost assessment of the Library's infrastructure needs and of the cost of the Guild obtaining occupancy of the adjacent space. AMS has been hired to complete a performing arts feasibility study.





## LIBRARY ADVISORY COMMISSION REGULAR MEETING MINUTES

MONDAY, MAY 21, 2018  
6:30 PM

### 1. CALL TO ORDER/ROLL CALL

**PRESENT:** Commissioners Ellen Campos, Martha Dexter (Chair), Nancy Gerdt, Barbara Gorson, Cindy Jackson, and Deb Tracey-Proulx (Vice Chair)

**ABSENT:** Sean Campbell

**STAFF:** Director of Libraries Susan Nemitz and Administrative Assistant Ivan Sumano-Vargas

### 2. ADOPTION OF THE AGENDA

<b>RESULT:</b>	<b>APPROVED THE AGENDA OF MAY 21, 2018</b>
<b>MOVER:</b>	Barbara Gorson
<b>SECONDER:</b>	Cindy Jackson
<b>AYES:</b>	Campos, Dexter, Gerdt, Tracey-Proulx
<b>ABSENT:</b>	Sean Campbell

### 3. ORAL COMMUNICATIONS

A member of the public, J Grunstra, suggested the formation of a citizen oversight committee for Measure S projects. She also asked about how the public can learn if their concerns are being taken into consideration by the Commission.

### 4. REPORT BY LIBRARY DIRECTOR

Library Director Susan Nemitz reported on the current developments in the Library. This was followed by an open discussion between the members and the developments in their respective regions.

A member of the public, J Grunstra, commented on the developments of the libraries.

### 5. MEMBER REPORTS

Barbara Gorson - Book sales occurring in the mall. At first scheduled for one Saturday of the month but has now increased to about 8 days in the month of May. These book sales are being run by the Friends and volunteers. Are in the midst of planning the groundbreaking event and it's looking to be around the end of June. A couple more events in the planning and/or planned.

Nancy Gerdt - On June 14<sup>th</sup> at 6pm there will be a community meeting with the landscape architect to take in community input and will be held in the Community Hall.

**6. CONSENT CALENDAR**

**A. Receive Minutes of February 12, 2018**

<b>RESULT:</b>	<b>APPROVED CONSENT ITEM 6.A</b>
<b>MOVER:</b>	Barbara Gorson
<b>SECONDER:</b>	Nancy Gerdt
<b>AYES:</b>	Dexter, Jackson, Tracey-Proulx
<b>ABSTAIN:</b>	Ellen Campos
<b>ABSENT:</b>	Sean Campbell

**7. GENERAL BUSINESS**

**A. Report on Budget for 2018-2019**

Library Director Susan Nemitz reported on the current draft of the budget for 2018-2019.

A member of the public, J Grunstra, commented on the budget.

**B. Report of the Downtown Library Advisory Committee**

The Commission reviewed the letter in support of the Downtown Library Advisory Committee's recommendation that they will present to the City Council.

A member of the public, J Grunstra, voiced her disagreement of the Commission representing the voice of the community.

**C. Library Work Plan for 2018-2019**

Library Director Susan Nemitz reviewed the current draft of the work plan for 2018-2019.

**8. ADJOURNMENT**

Final Adjournment of the Library Advisory Commission at 8:10pm to the next Regular Meeting to be held on Monday, August 20, 2018 at 6:30 PM at the Aptos Branch Meeting Room located at 7695 Soquel Drive, Aptos, CA 95003.

Respectfully submitted,  
Ivan Sumano-Vargas, Clerk of the Commission

## STAFF REPORT

DATE: August 20, 2018  
TO: Library Advisory Commission  
FROM: Janis O'Driscoll, Assistant Director  
RE: 2018 Innovation Grants Mid-Year Update

### SUMMARY

**All 17 Innovation Grant projects funded in 2018 are underway. Staff has shown enthusiasm and creativity in developing their ideas and meeting challenges. All teams submitted a Mid-Year Report at the end of June.**

### BACKGROUND

Recipients of 2018 Innovation Grants have the full calendar year to plan and launch their projects. All projects address SCPL's Strategic Plan (January 2017-June 2021) and advance the Library toward its goals. Each was asked to submit a written Mid-Year Report answering these questions:

1. Describe your Innovation Grant activities from January – June 2018. What planning have you done? Have you launched your project?
2. Have you had any surprises as you started working on your idea?
3. Have you encountered any challenges? How have you addressed those challenges?
4. What has been successful so far?
5. What have you learned?
6. What project activities are you planning in the next six months?
7. What do you need to carry out your project work from July to December? Do you need any additional support from your colleagues, supervisors, the Regional Managers, or Susan and Janis?
8. What will success look like?

### DISCUSSION

The Innovation Grant program has proven very successful in encouraging creativity and providing staff with opportunities for staff development and testing their ideas. All the teams prepared thoughtful, honest answers to our Mid-Year questions detailing their progress and challenges. To demonstrate the breadth of the work being done, our oral presentation to the Board will include reports from staff members Kathleen Aston and Jennifer Hooker (Reach for the Stars) and David Addison and Jessica Goodman (LibCal and LibAnswers).



## **STAFF REPORT**

DATE: August 20, 2018  
TO: Library Advisory Commission  
FROM: Susan Nemitz, Library Director  
RE: FY 2018-2019 Work Plan

### **DISCUSSION**

This document is created annually to document progress towards reaching goals outlined in the organizations' Strategic Plan. Quarterly reports will be provided.

Attachments:  
Draft Work Plan 2018-19  
Strategic Plan – SCPL

## 2018-19 Work Plan

1. Learning - Regions
  - Create regional program plans, principles and metrics – Regional Managers
  - Participate in Homelessness Smart Path program
  - Join the ConnectED Challenge including school district MOUs
  - Pilot teen led programming – South County
  - Increase the use of volunteers in programming – Volunteer Office
2. Digital Inclusion - All
  - Develop staff Digital Literacy program – JG
  - Grow STEAM programming – Regional Managers
  - Improve access to digital collections - LS
  - Explore discovery layers – Systems Team
  - Implement new Internal Communications/Intranet strategy – Systems Team
  - Implement Springshare software – JG
3. Transformative Spaces
  - Build and prepare for opening of Felton and Capitola – LW, HN
  - Design LSB, LO, BC and schedule closures – HN, LW
  - Complete needs assessment SV, GP, B40, Annex – LW, JG, HN
  - Achieve consensus on Downtown Branch siting and begin planning – JG, SN
  - Develop leases - AC
  - Select building, security camera, alarm, fire and keycard systems – LS, KH
4. User Experience – All
  - Create Customer Service Model – Branch Managers
  - Develop reference service model – METIS to Assign
  - Simplify Circulation - METIS
    - End Kids late fees
    - Develop an auto renewal program
    - Develop an internet Only Card
  - Strengthen Collections - CMS
    - Create a new Collection Development Plan
    - Update Books kits and make accessible
    - Incorporate LSB collection into the catalog
    - Begin a History and Genealogy Collection accessibility analysis
  - Provide external Book drops at BC and LSB - LW
5. Organization Capacity - All
  - Conduct Innovation Grants Round II - JO
  - Restructure administrative committees - SN
  - Develop new job descriptions for positions - Committee
  - Develop JPA policies including alcohol use, meeting room, security cameras, privacy - AC
  - Create a long term capital maintenance funding plan – KH
  - Create organization training plan, revise orientation, add spring staff day - AC
  - Focus on racial equity - METIS

7/27/18

## VISION:

*Transform Lives and Strengthen Communities.*

## MISSION:

*Connect, Inspire, Inform.*

## Our VALUES:

Relevance	Responsive Service
Inclusiveness	Safe Environment
Community Engagement	Free Access

## Our PATH:

### **LEARNING**

*Develop programs, services and collections that nurture the learning goals of children and adults.*

### **DIGITAL INCLUSION**

*Ensure that all residents have access to the training, devices, and internet they need to participate fully in community life.*

### **TRANSFORMATIVE SPACES**

*Create enticing and inspiring multipurpose learning zones that support community needs and interests.*

### **USER EXPERIENCES**

*Offer patron-centered services designed with input from residents so that each branch reflects its community.*

### **ORGANIZATIONAL CAPACITY**

*Enhance skills of staff, provide thoughtful stewardship of public resources, and pursue strategic partners in the community.*

## BENCHMARKS:

**INCREASE IN:** *cardholders, circulation, visits, database use, computer use, program attendance.*

**CAPACITY INCREASE IN:** *Number of public access computers, hours of computer and wireless use, type and number of technology programs.*

**MEASURE SUCCESS:** *Analyze findings and amend functions to improve patron satisfaction.*

**INCREASE PARTNERSHIPS:** *Maintain current strategic partnerships and identify additional partners.*



### Board Members Term End Dates

Name	District	Term Ends
Martha Dexter	Santa Cruz	4/19/2020
Deb Tracy-Proulx	Santa Cruz	4/19/2020
Sean Campbell	Supervisory District 1 (APT)	4/19/2019
Ellen Campos	Scotts Valley	4/19/2019
Nancy Gerdt	Supervisory District 5 (FEL)	4/19/2020
Barbara Gorson	Capitola	4/19/2019
Cindy Jackson	Supervisory District 2 (LSB)	4/19/2020

## Proposed Meeting Schedule for 2019

- February 11<sup>th</sup> at the Downtown Branch (3<sup>rd</sup> Monday is President's Day)
- May 20<sup>th</sup> at the Aptos Branch
- August 19<sup>th</sup> at the Scotts Valley Branch
- November 18<sup>th</sup> at the Downtown Branch

All on the 3<sup>rd</sup> Monday of the month, except for February, at 6:30pm.