



April 29, 2010

Agenda Item 5.0: Internal Assessment Progress

**TO: Sacramento Public Library Authority Board Members**

**FROM: Rivkah K. Sass, Library Director**

**RE: Internal Assessment Update**

## **Introductory Note**

An assessment of the personnel, fiscal, operational and organizational stabilization needs of the Sacramento Public Library Authority was presented to the Authority Board at its meeting of January 22, 2009. At that time, the Board approved proceeding with more than 300 recommended actions items contained in the assessment and requested that monthly status reports be provided to indicate the progress of meeting the objectives. At this time, staff has completed 95% of the items contained in the assessment report.

**RECOMMENDATION: Accept this report that provides information on assessment tasks that were due to be completed between January and March 2010, except for those included elsewhere on the agenda.**

- 1. Establish a priority list of energy projects at the branch level based on the cost per square foot and collaborate with County and the City of Sacramento maintenance departments to implement improvements (Tucker, Wallace – Jan 2010). Recommendation 160**

Completed Tasks: Energy projects and the anticipated payback periods have been calculated in collaboration with City of Sacramento engineers and the performance contract specifications. These projects were first described as an outside contractor effort through AECOM, but City staff has taken on this work and will coordinate all projects with Library staff. The projects planned are:

- Central Library, variable frequency drive motors, multiple locations
- Central Library, lighting retrofit to improve lumens per watt capacity
- Central Library, adding more occupancy sensors for lighting control.
- Central Library, connecting the existing DDC system the LAN for centralized monitoring and control.
- Central Library, tankless water heaters for the domestic hot water use in the bathrooms and break rooms.
- McKinley Library, lighting retrofit.
- Various branches, review HVAC schedules to coincide more closely with operating and staff hours.



**2. Investigate options for moving General Services (Logistics) to a centrally located warehouse space (PA 4-8; Tucker, Wallace, Nash, Teichert - Jan 2010). Recommendation 177**

Completed Tasks: The current use of ground floor space at the Central Library for parking delivery trucks and book sorting operations means that this prime downtown space cannot be used for public Library services. A low-cost, off site location would improve efficiency and access for the Logistics operation but would represent a direct increase in operating costs, since no clear savings can be indentified from this move. This idea will be postponed until a clear demand exists to fill the space currently occupied by Logistics.

**3. Install permanent Galleria signage at 9th Street and 828 I Street Old Foyer entrances (Tucker, Wallace, Bennett - Jan 2010). Recommendation 186**

Completed Tasks: Signage at the 9th Street entrance and old Library entrance was envisioned as a changeable electronic sign that would advertise upcoming events and notify patrons of the availability of entry into the Central Library. This type of signage is currently cost-prohibitive, with low room usage rates in the Galleria. This item will be revisited for feasibility at a future date

**4. Investigate the possibility of developing more meeting room space in the Tsakopoulos Library Galleria in order to increase revenue (PA 4-4; Tucker, Bennett - Jan 2010). Recommendation 190**

Completed Tasks: The potential space for additional meeting rooms is currently utilized for closed stacks (compact shelving) on the 3<sup>rd</sup> and 4<sup>th</sup> floors at Central. These spaces would require extensive remodeling and relocation of the existing collections. A rough estimate for these improvements is cost-prohibitive, estimated to be \$2 to \$3 million. Current Galleria room usage does not justify this type of capital investment at this time.

**5. Examine the feasibility of displaying Galleria logo signage on library trucks and vans as an inexpensive way to advertise (Tucker, Nash, Bennett, Shaffer - 2010). Recommendation 192**

Completed Tasks: Library trucks are used to promote general Library services. Most recently, the "Better Every Day" campaign has been advertised with regular updates to the campaign. Future use of the space may be used to promote the Galleria but, if so, it will be done after the current campaign is completed at the end of the 2009-10 fiscal year.



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**6. Enhance the Rancho Cordova Library space that is used for staff and public areas in compliance with the Richardson Estate bequest to improve services in the branch (Tucker, Ross, and County Staff - Mar 2010). Recommendation 224**

Completed Tasks: Community residents were excited to see the newly-refurbished Rancho Cordova Library when they attended the branch's February 13 reopening celebration. The library facility had been closed since late October for refurbishment and renovation. Among the building's new features are a "just for teens" area with four new computers, new lounge space with comfy furniture and an expanded view of the landscaped patio, colorful new carpet, an enhanced children's area, more catalog computers and expanded self-check opportunities. Two large book drops have also been added for customer convenience. In addition, the staff workroom has been renovated through a generous bequest from a passionate library volunteer and member of the Rancho Cordova Friends of the Library, the late Anne Richardson.

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