

## **Sacramento Public Library Authority**

Agenda Item 5.0: Internal Assessment Final Report

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

FROM: Rivkah K. Sass, Library Director

**RE:** Internal Assessment Final Report

#### **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 addressed all of the items contained in the assessment report. This is a final progress report that presents those items completed between October and December, 2010.

#### **RECOMMENDED ACTION:** None; information only.

 Develop and implement a plan to inventory the materials collections in all library branches (Landers, Nichelini, Biddle - Dec 2010). Recommendation 250

Completed Tasks: Staff has an inventory process in place, which provides the most accurate picture of items on hand. The status of all items in a branch collection is changed to "inventory" and each item is then checked in. Items in the catalog that retain an "inventory" status at the end of this process are determined to be missing and are deleted from the catalog.

The best time to conduct an inventory for the greatest accuracy is when a branch is closed. Recent inventories have been conducted at the following branches: Belle Cooledge, Carmichael, Courtland, Elk Grove, Isleton, Valley Hi, and Walnut Grove. An inventory is currently being planned for North Natomas.

 Automate the new employee recruitment and hiring process (Viviano, Calderon, Tucker, Ferrelli, Trejo - Dec 2010). Recommendation 113

Completed Tasks: Staff are currently investigating the Applicant Tracking module in the Eden system that would streamline and automate the recruitment, hiring, and reporting process for both internal and external candidates.

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3. Establish a Capital Projects Project Delivery Manual to expedite the smooth flow and efficient oversight of capital projects (Ross, Tucker, Landers - Dec 2010). Recommendation 220

Completed Tasks: Staff has created a Capital Projects Delivery Manual template to initiate and monitor progress of capital projects for the library system. A spreadsheet with various checklists and forms needed to track the multiple aspects of project management expedites the process to ensure a smooth and efficient oversight of projects. Staff will review and modify the template on an ongoing basis to ensure continuous improvement for project delivery.

 Establish a "Project Fact Sheet" database to expedite quick, up-todate responses to information requests (Ross, Tucker - Dec 2010). Recommendation 221

Completed Tasks: Staff has created a "Project Fact Sheet" template to facilitate responses for information pertaining to specific branch projects. Fact Sheet information includes: Address, Important Dates of the Project, Architects, Designers, Manufacturers, Builders, Names of Key Contributors, Budget Facts and Figures, etc. Completed templates for the Elk Grove Library, North Natomas Library, Valley Hi-North Laguna Library and Robbie Waters Pocket-Greenhaven Libraries are in the database. Fact sheets for each new project will be established.

5. Take steps to initiate the preliminary planning process for: the Cordova Mather-Morrison Library in the City of Rancho Cordova (2012); the Easton Place Library in the County (2013); the North Sacramento-Hagginwood Library (2015); and the 65th and Folsom Boulevard Library in the City of Sacramento (2016) (Ross, Tucker – Jan 2012). Recommendation 205

Background and Planning: As stated in the December 2010 Annual Facility Master Plan Update these projects have been identified in the Additional and Expanded Libraries. Four additional projects have been added to the preliminary planning process – the Vineyard Library in the County; the Rio Linda Library at an interim location on the Rio Linda Elementary School; the Cordova Hills in the County; and the New Brighton development in the County. Funding has not been identified for any of the projects in the section.

Next Steps: Library staff continues to engage with elected officials, staff and community members on a continuing and regular basis to review planning for new facilities. Preliminary planning including conducting community needs assessments and preparing updated library building programs will begin once funding is identified for the specific project.

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6. Study options to relocate the Isleton Library to a new building utilizing CDBG funding if available (Tucker, Ross – Jan 2012). Recommendation 209

Background and Planning: The Isleton Library is currently located in a converted classroom on the Isleton Elementary School campus and serves as a joint use facility with the River Delta Unified School District. It is Sacramento Public Library's smallest branch at 1700 square feet.

A five year operating agreement was adopted in April 2008 for the existing facility. It will continue after the five year term providing both parties agree. As of this date there is no CDBG funding available to relocate this branch, but Library staff will continue to work with other agencies to seek new funding to expand this small but much-beloved branch.

 Assist with coordination of work on the 2nd floor rooms of the McClatchy Library in collaboration with the City of Sacramento and Friends of McClatchy Library (Tucker, Ross – Jan. 2015). Recommendation 303

Background and Planning: The Friends of the McClatchy Library have raised a significant amount of money to help restore the appearance of three 2nd floor rooms at the McClatchy branch. The occupancy limit of the 2nd floor remains at less than ten because of fire egress limitations, but the surroundings are now much more attractive and the plaster finishes in those rooms have been stabilized.

This work is being funded by the Friends and managed by City of Sacramento's General Services staff. The Library has been able to operate throughout the project with few, if any interruptions, and will continue to participate with this active chapter to seek the best long term facility maintenance outcomes for the branch.