

City Librarian Report to Board of Trustees
15 September 2020



Personnel Updates:

Comings and Goings

- N/A

Recruitments

- N/A

Hourly Staff

- Because of workload the Library has been given permission to rehire four Hourly Staff for help with CPU -- Diane Woo, Sharon Campbell, Leida Bocoba, and Juliet Martine. Other Hourly Staff are not eligible to be brought out of furlough until all full-time staff are working in the building and the Library is open to the public.

F/T staff

- N/A

General Updates:

- **CPU Update** – staff are continuing to find and experiment with efficiencies to increase appointment times and decrease number of days wait for an appointment so that holds do not expire before pick-ups. Currently we service approximately 75 holds per day with appointments booked one week out. The Library would like to reduce that to appointments 2 or 3 days at most.
- **Strategic Plan 2019/2020** – N/A
- **Equity Team Update** – see presentation
- **Policy** –
 - Library Security Camera policy -- pending CA review
 - Community Board Posting policy – pending CA review
 - Law Enforcement/ICE Records Requests policy – pending CA review
- **Significant Events** – [Future of Libraries 2020](#): Focus on Equity, Anti-racism, and Work in the New Normal. Wednesday & Thursday, October 7 & 8, 2020 9:00am-1:00pm for both days. Free for staff. Trustees may attend for a registration fee: \$10.
- **Facilities update** –
 - Facilities will be adding sneeze guard plexiglass all public desks getting ready for an eventual library opening in 2021(?)
 - Facilities is exploring a possible motion sensor light for the alcove at the edge of library property

and Green Banker near Primrose and Chapin due to members of the public using it as a latrine.

○ **Foundation report –**

- The board met July 27th and will begin meeting on a more regular basis. Book-selling members are very eager to return to the Library but of course that is not possible at this time with regards to book donations. Online book sales are still continuing in a reduced capacity. An idea of possibly finding an empty store front to work out of is being pursued. Another idea of using the Easton Branch is being explored as well.

○ **PLS/PLP (*Peninsula Library System / Pacific Library Partnership*)**

- PLS: With the Governors new “Blueprint for a Safer Economy” Libraries can legally be open at 25% capacity. PLS as a consortium does not have plans to open Libraries at this time.
- PLP : The State Library has decided to subsidize the entry fee for the PLP annual Future of Libraries event. It will be open to all CA public library employees.