

PVLD Director's Monthly Report - November 2020

A highlight of programs and services of the Palos Verdes Library District from Director Jennifer Addington.



A big hello from some of the PVLD staff!

Enhancing Curbside

Starting in November, curbside service hours were extended to 10:00am to 4:00pm on Tuesdays and Thursdays at all PVLD locations. This gives everyone, but especially students and parents, a chance to pick up their books after virtual school hours have completed. So far the response has been very good. Offering longer hours also meant a need for more staff and in November we were able to call back three more part time staff members to assist in the Circulation, Adult Services, and Young Readers Departments. Welcome back Tim, Kate, and Victor!

Branch Manager Eve Wittenmyer shared they are still getting questions about when the Miraleste Library might open the buildings, but mostly it's people saying "you probably can't open any time soon, right?" We know plenty of browsers are excited to come back in to "shop" when that service comes back and the entire staff and Board of Library Trustees are having serious and ongoing conversations about how to open safely.

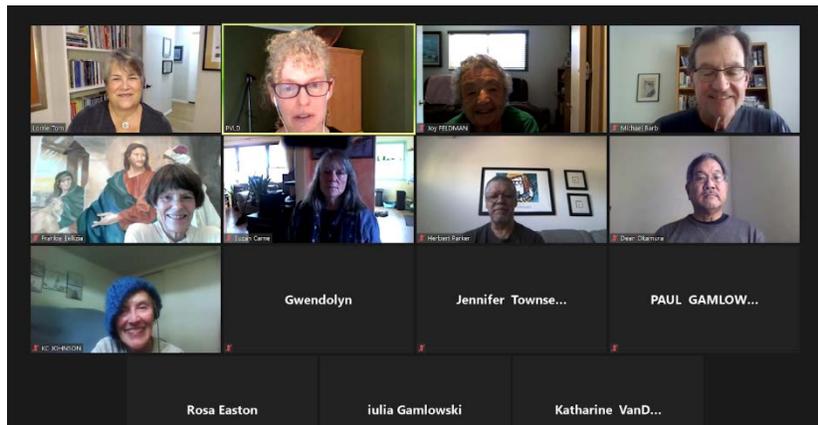
After a robust discussion at the November meeting, the staff have focused internal conversations on what it would take to reopen in January given the new "Safer at Home Order" and the overarching LA County Guidelines for Libraries Opening for In-Person Services. The Safety Committee revisited the LA County reopening protocols with an eye toward a January opening, and the Safety Committee considers this approach reasonably safe if we maintain reduced hours of operations, continue to stagger staff shifts on-site, and run curbside at Peninsula Center concurrently with interior services to reduce foot traffic inside the library. The Board of Library Trustees will be hosting a special meeting on December 11 to discuss further.



We saw our first rainy curbside day in November but our team was ready. Payroll and Benefits Analyst Jennifer Valladares and Circulation Page Victor Sedillo are decked out in their rainproof best.

← Curbside service – rain or shine. Thanks guys!

Programming and More....



PVLDWriMo attendees during the *PlayKu Inspiration for You* workshop.

PVLDWriMo – PVLD’s version of November National Writing Month has been a great, virtual success as evidenced by some of the patron comments:

“I loved the informal, generous feeling among the writers. I loved the resources they shared, as well as their process. I wish it could have gone on longer. Lovely way to begin this weekend, and to hit the books, pen and paper.”

“Thank you for including me. It has inspired me to start writing again.”

- from a patron who participated while stuck in Australia for the past 8 months!

“It is due to your Library Writer’s Month Anthology that I had the wherewithal to write.”

- From a patron who recently got an article published.

Adult Services Librarian Deb Ripley has been taking the lead and hosted six online programs and workshops ultimately attended by 153 people. Kudos to Deb for another wonderful writing month!

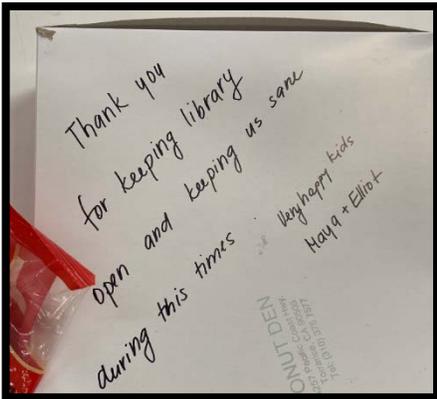
The 2020 PVLD Community Art Show has gone virtual! Adult Services Assistant Manager Lessa Pelayo-Lozada coordinated 69 artists who contributed over 101 pieces of art to be featured in our virtual art gallery. Artists range from students to professionals and everywhere in between. You’ll see some familiar artists including previous art show winners and a PVLD staff member featuring their work. There have been at least 273 visits to the art gallery since the show opened on November 15 and

there is plenty of time to view it over the next few months as the show will run through the end of January. The entire exhibit can be viewed here:

<https://artspaces.kunstmatrix.com/en/exhibition/3269851/2020-pvld-community-art-show>

Library programs are all going very well with the monthly Book Club and Film Discussion having thoughtful and engaging conversations. Lessa and Adult Services Librarian Tim Parker sent out more books to our Books By Mail participants and added an interesting Moon Village Association lecture series to the library's online Outdoor Adventure page.

Adult Services Manager Leti Polizzi stopped by the Merrill Gardens Senior facility next door to the library and spoke with their program director on how the library can serve and assist the residents. The librarians are planning future programs with Merrill Gardens and have encouraged the residents to get library cards of their own.



Our curbside staff was given a lovely gift of donuts but it was the message on the box that really said it all.

"Thank you for keeping [the] library open and keeping us sane during this time."

The patron also joked that her kids have probably read everything in the Young Readers department during the pandemic!

Local History Center

Adult Services Librarian and Archivist Monique Sugimoto was as busy as ever in the Local History Room. She published another episode of the very popular *Pedal PV* series, called *Higher Ed on The Hill?* In addition to YouTube views, area Facebook groups such as Palos Verdes Past & Present are sharing and promoting the vlogs and Monique even had a patron ask for a specific topic to be the subject of a future episode. Monique recently gave an interview to the American Library Association for a programming piece on *Pedal PV* so we may see PVLD in a national publication again. Way to go Monique! Catch up on all episodes on our [YouTube Channel](#).

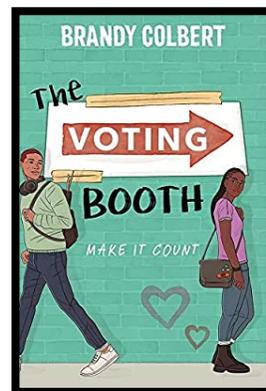
Monique has participated in the process to prepare a historic preservation nomination for the Malaga Cove Plaza Historic District and the application has already been sent to the California State Office for Historic Preservation. She also received several volumes of historic records from the Vanderlip Family, met with Katrina Vanderlip for one final volume and will start scanning them soon.

Monique is preparing presentations for the student chapter of the American Library Association and the Society for American Archivists for UCLA students and will be presenting to the PVP Chamber of Commerce's Leadership group a program on the history of the Peninsula.

Highlights for Kids and Teens

The Teen writing contest was a great success with 28 teens submitting 44 entries - almost double the participation as last year! Each Monday, a new prompt was provided and students submitted their piece based on that prompt. The top ten entries will be sent to this year's judge, and we are so pleased to welcome author Brandy Colbert in that role. She will award the top three writers and two honorable mentions... how cool is that?

Brandy's teen book, *The Voting Booth*. →



The *We Browse for You* service continues to be very popular for families with 45 requests for kids and teens filled in November, many coming after the library's monthly newsletter went out. Great to know the word is getting out!

Before closing for the pandemic, it was rare to have high hold numbers for Young Readers books, but things have certainly changed. Young Readers Manager Laura Henry and Young Adult Librarian Megan Durazo submitted about 20 rush book orders to make sure kids and teens don't have to wait too long for the books they are excited to read. Laura H. also added many of these titles to the Overdrive (EBooks) collection.

The Young Reader's Department welcomed back Kate Rao who will be working our curbside service as well as joining Laura H. and Young Readers Assistant Manager Marisa Perley in recording PVLD's Virtual Storytimes. Kate was one of the first librarians to create the virtual programs back in the spring and we're so pleased to have her creativity back!

Storytimes: 4 new sessions, 307 Views (Asynchronous)

Friday Afterschool Fun: 4 new sessions, 133 views (Asynchronous)

Tutorials: 24 new views (Asynchronous)

Young Readers Librarian and School Outreach Coordinator Michael Barb continued his communication with the Palos Verdes Peninsula Unified School District (PVPUSD), including sending a letter to each principal detailing PVLD's services for kids and families. The principals can then share this information with their students and their families in a variety of ways including email, the school webpage and Twitter.

PVPUSD has developed a plan to conduct *Art at Your Fingertips*, a long running art education program virtually this year. As we have for the past 10 years, the library will be creating booklists for the program. Laura H. enjoyed creating the first lists and Michael, Marisa, Megan and Young Readers Librarian Emily Ohara will be working on the others.

Peninsula Teen Advisory Council (PTAC) held their November meeting with 15 teens in attendance where they discussed plans for their spring 2021 virtual programming. I'm looking forward to seeing what they have planned.

Emily is working to keep the webpage fully updated with additional information on the *Winter Challenge*, *1000 Books Before Kindergarten*, and the Kids pages all getting revised. The Young Readers Librarians continue to receive art submissions for the [Young Artists and Authors](#) page too. Check out the amazing tribute to the Black Panther actor Chadwick Boseman by Carter R. to the left. Meanwhile Megan added a similar option to the Teen page and we expect to see the teen's creativity in the coming weeks.

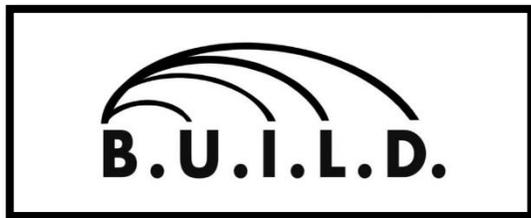


Coming up:

The *Light the Way Winter Challenge* is a do-at-your-own-pace program for kids up to grade 8, similar to a mini Summer Reading program that will run from December 1 through January 15. Participants have a variety of fun activities to complete each week and if they complete 12, they get a Fun Pack distributed through our curbside service. On the very first day we had 40 kids sign up!

The Living History Museum of African American Heroes annual event is firming up their plans for another highly popular program. The Partner organizations; Delta Sigma Theta, The Black Heritage Association and PV Links are working on plans to make this inspiring event an awesome virtual experience in February. More to come soon!

Racial Equity



This month, the BUILD team shared vocabulary on empathy. A basic definition of empathy is the ability to understand and share the feelings of another. But empathy is layered - cognitive empathy and emotional empathy help to create compassionate empathy; leading to inclusion of others not like us. Inclusion is acknowledging and valuing people's differences so as to enrich or shift social planning, decision making, and quality of life for everyone. In an inclusive society, we all have a sense of belonging, acceptance, and recognition as valued and contributing members of society. Empathy can lead to inclusion, and inclusion is one of the foundations of a truly equitable society. Given the challenges each and every one of us face every day, having a little empathy goes a long way.

The BUILD team is planning their first program; *Let's Talk About Race* with Marymount California University Professor Carlos Royal on December 12. Registration is required and can be done here: <https://bit.ly/2lbzBil>

Lessa and Circulation Clerk Dustin Alexander are planning a community conversation focusing on racial equity and a 21-day equity challenge for staff and the public in January.

Social Media Success

- The Facebook team posted 44 times, gained 5 new followers, and had 250 engagements.
- The Twitter Team tweeted 34 times, gained 10 new followers, and had 66 engagements.
- The Instagram Team posted 22 times, gained 20 new followers, and had 390 engagements.

Instagram: <https://www.instagram.com/palosverdeslibrary>

Facebook: <https://www.facebook.com/pvlibrary>

Twitter: twitter.com/pvld



Follow PVLD today!



The most popular post of the month on Facebook was one of Monique helping a patron on the day after the presidential election was called.

← A masked Monique and our wonderful patron!

Circulation and Library Materials

New Library Card Applications	209	Holds Requested	9,876
New Library Cards Created	163	Curbside Patrons	2,913
New Peninsula Resident Library Cards	111	Curbside Checkouts	10,703
New Non-Peninsula Resident Library Cards	52	Circulation	22,595
New Adult Library Cards	130	Print Jobs	0
New Children’s Library Cards	33	Mobile Equipment Checkouts	14
Magazines Circulated	277		

Circulation Manager Ketzie Diaz worked on a selection of material reports this month. The first was called the Unfilled Holds report which looks at material holds that have not been filled for over 6 months. When this happens, staff do some investigating to try and figure out what the problem is. Sometimes the item simply hasn't arrived yet, sometimes it's been lost or damaged beyond repair and sometimes another item can be substituted to fill the hold instead. It's a time consuming task but important to make sure our patron's get the materials they ask for.

Ketzie also worked with Digital Services Librarian Erik Adams to clean up patrons records, including capitalizing, separating out suite or unit numbers from street address, updating user privilege expiration dates, reviewing birthdates for accuracy, and cleaning up weird or old barcodes. It's important to ensure the thousands of patron records we have are as accurate as possible and these guys are doing an excellent job keeping up with all the changes.

Technical Services Manager Mary Kocman and her team continue to ensure that all District mail is being picked up on Tuesday and Thursday and they are maintaining the daily processing of shipments that flow in all week long along with the processing of discards and weeded items from our library collection.

Eve reviewed and weeded the children's DVDs at the Miraleste Library and is preparing to weed the children's nonfiction section and then do a major shift with Branch Senior Page Christian Gherke's assistance.

Peninsula Friends of the Library



The Peninsula Friends of the Library sent out their annual appeal with information on all the wonderful services the library currently offers, even in a reduced capacity. Although our doors are closed, the library is OPEN for services!

If you are interested in becoming a Friend and supporting our libraries, please check them out here:
<https://www.pvldfriends.org/>

Eve shared a wonderful meeting she had at the Miraleste Library with the daughter of longtime volunteer, Fran Pullara. Fran passed away in 2017 but so many of us remember her lovely smile and the dedication she had for all the PVLD libraries and the Peninsula Friends of the Library (PFL). Fran's daughter shared a beautiful scrapbook Fran had about the PFL covering the years 2012 and 2013. She said there were many more and Eve was thrilled to take them and pass them along to PFL Executive Director Colleen Cotter. From Eve:

"Fran was a wonderful, sweet member of our community and great supporter of the library and the Friends. I know I miss her. These little reminders make me think about all the people I've met while

working for PVLD who love the library so much they devote their own personal time and money to support us. The timing of the visit was nice, coming shortly before Thanksgiving. Being thankful for the incredible community support we have surrounding this district is high on my gratitude list this year. At a time when it's a privilege to have a job, it's really a gift to hear daily how much people appreciate us and everything we do."

I could not agree more Eve. Fran was a beautiful person and I thank you for sharing!



← A page from Fran's lovely scrapbook.

Library Facilities

The only incidents at the library this month were small acts of vandalism on the Peninsula Center roof with traffic cones and the curbside tent. Thankfully, the Facilities Department was able to clean and fix everything.

Facilities Manager Daniel Gutierrez reports they are continuing to fix issues with the Peninsula Center Library's HVAC system. They had to replace some bearings on a motor that wore out as well as locate and fix a coolant leak. A new HVAC system is on our dream list and may come about sooner than later.



Daniel has been working with Action Contracting on the new Annex location. They came out to investigate one of the most challenging aspect of the project, to measure grades for a new entry ramp to the proposed space. Right now we are exploring coming from Deep Valley Drive up to a proposed third floor entry and ensuring we are ADA compliant is imperative. Daniel and Action Contracting are rolling on this project and putting together a high level action item schedule for an estimated timeline through completion of the project.

PVLD has officially moved out of the old Annex location that sustained water damage. Due to the mold issue, most of the materials had to be thrown away, but we were able to salvage things that were made out of glass, metal, or hard plastic. We've stored these items and hope to be able to reuse them at some point.

For the last four years Facilities Technician Larry Ray has been working on replacing all lighting fixtures district-wide with energy efficient LEDs and by the end of this fiscal year he will have completed the project. Not only has he been able to improve the lighting in our buildings but replacing the lighting with LEDs cuts our lighting costs by 80% district-wide! Huge thank you to Larry for spearheading this project and keeping it on pace for completion.

The Facilities team is still working on resurfacing the roof at the Miraleste Library. Although they had some delays due to rain, by attacking it methodically and adding a few hours each week into their schedules, they plan on having it completed by the end of the year.



← Franklin Portillo...

...Jose Leiva and
Saul Cerda →

...working on the
Miraleste Library
roof.

Thanks guys!



Eve reports curbside service at the Malaga Cove Library is staying fairly steady and hopefully that's helping to keep the staff moving and warm during these cool days. The California Occupational Safety and Health Standards Board's ("Cal/OSHA") COVID-19 guidelines require public buildings to maintain a level of air quality Malaga Cove isn't able to achieve this on its own but thankfully, the Board of Library Trustees approved the purchase of two air purifiers to keep curbside services going at Malaga Cove. Staff are super excited and can't wait for them to arrive. Leaving windows open and fans on while the furnace runs is certainly not ideal!

Safety Committee

OSHA also recently approved vast emergency regulations in mid-November to address the recent spike in COVID-19 cases and prevent future outbreaks in the workplace. They include many new requirements that take time and money to implement, but Human Resources Manager and Safety Team member Sarah Udin is working to ensure PVLD is compliant. New rules are coming in fast and furious and it's a real challenge to stay up to date with all of them. As staff and limited groups of volunteers return to the library, they must undergo a Safety Committee sponsored training to ensure that they are familiar with current safety protocols and Sarah provided two sessions this month.

Deputy Director Ryan Roy and I attend a special Coronavirus Telebriefing for City and County Officials on a weekly basis to keep abreast of all new COVID developments.

Information Technology (IT) and Library Website

The library's internet and Wi-Fi was 100% this month but during the second half of November we experienced issues receiving and placing outside phone calls. IT Manager Laszlo Latkoczy and Network Administrator John Jakobsen continue to work with the PRI Line provider (Cox Communications) and with our Telephony Systems specialist PacketFusion to resolve the issues.

Laszlo also completed a long planned copier replacement project at all library branches. Our current copiers were over 5 years old and after issuing a request for proposal and evaluating all vendors, CBE Solutions provided the best proposal for new machines at an affordable, competitive price. The IT Department worked to transition the library to the new copiers and will be offering virtual training opportunities for the staff in December.

John and Network Administrator Brett LaForest completed a variety of routine server updates, upgraded our Malwarebytes Anti-virus Software System, assisted staff with technical challenges, and worked to troubleshoot our phone system. We are very fortunate at PVL D to be able to count on stable, reliable technology thanks to our IT Department – thank you guys!

Administration and Finance

Senior Administrative Assistant Brenda Sibert is working on a plan to bring back passport services while adhering to all COVID safety guidelines and requirements. We hope to be able to offer it starting in January, barring any unforeseen issues. Library passport agents have been taking their recertification tests, a multi-hour endeavor and getting ready to start back up.

Brenda also continued to work with patrons on meeting room reservations for November through the end of the year and into the start of 2021. All November/December events were cancelled or postponed with many groups continuing to opt. for rolling their credit to future events and Brenda is working with these groups to reschedule many meetings and book future meetings for 2021.

A big PVL D welcome to Zoe Unno as our new Trustee and a welcome back to Kingston Wong for a third term as Trustee! For the first time in many years PVL D had an election and I was thrilled to see so many people run for the positions. Thank you everyone for being willing to serve on the board and I look forward to working with all the candidates in the future.

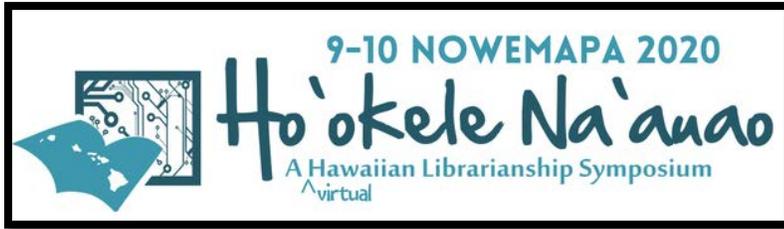


New Trustee Zoe Unno



Returning Trustee Kingston Wong

Staff Updates, Training & Kudos



Lessa was the closing keynote speaker for “Ho’okele Na’auao: A Hawaiian Librarian Symposium” where she shared what Hawaiian Librarianship meant to her as a Native Hawaiian born and raised in the diaspora as well as her experiences as a the first Pacific Islander President of the Asian Pacific American Library Association (APALA) and member of the ALA Executive Board. Thank you Lessa for your service to the library profession!

Wishing you and your families a safe and healthy month ahead!

~ Check out all our online programs and services at www.pvld.org ~

