

**Library Board, Santa Monica Public Library**  
**Director Report**  
**November 2019**  
November 9, 2019

A tribute to Library Board member Naomi Seligman:

After two years of service on the Santa Monica Library Board, Naomi Seligman bids us a fond farewell. During her tenure we were able focus on a stronger approach to marketing and promotion of key library services, in particular, digital literacy for all ages and advancing technology focused programming. She has been an avid advocate for the library, but especially Pico Branch. Naomi was able to elevate fiscal opportunities, introducing library leadership to the Verizon Foundation, resulting in an invitation to participate in a sizeable grant process featuring digital engagement for all ages. While the results of this proposal are not yet known, the relationship with Verizon as both a corporate neighbor and a potential funder, remains invaluable. Naomi's strong interest in the Library Foundation of Santa Monica, resulted in her role as liaison from the Library Board and a renewed approach to revive activity. Naomi will remain connected to the Library as she will transition to concentrated efforts with the Library Foundation.

**Citywide Priorities:**

The Office of Civic Wellbeing will host the City's Wellbeing Summit on November 16 from 9:30-4:30 at the Santa Monica College Center for Media. The Library will host two programs: **THE eLIBRARY, JOIN US FOR APPY HOUR!** The Santa Monica Public Library is your community resource for wellbeing. Learn about the library's e-resources and get hands-on experience at our technology "petting zoo." Interactive stations include virtual reality and more.

Session #1 12:00pm-12:45pm

Session #2 2:00pm-2:45pm

The Marketplace will feature a **Pop-up Santa Monica Public Library**. The pop-up will include:

1. Friends of the Library Table including information regarding volunteering with the Friends (this will be staff by Friends Volunteers).
2. Books on Wellbeing Topics and Gardening from our Collection for all ages to read and check out.
3. Library card area where those attending can obtain library cards.
4. Information table including Library Calendars, App Bookmarks, Program & Volunteer Information.
5. New Collection Information: DIY Sustainability Tool Kits, Book Group in a Box (will have sample), Seed Library (we will be giving out seed packets)

6. Literacy Services Information
7. Fun Stuff from the Pop Up Beach Library: Beach Chairs, Hula Hoops, Tiki Chalk Board, Beachy Decorations

### **Library Facilities Update:**

Fairview: Architectural Services is working with the Library to schedule replacement of all exterior facing windows. This project will begin Monday, November 11 with the following schedule:

Window replacement to start on 11/11

The Library will remain open through this process; all programs will be held in the meeting room as there will be no construction there. If another entrance and exit is required other than the front door, customers may leave through the meeting room exit.

Preparation:

This will require a handout for customers and perhaps a press release. We will inform the City Manager's Office, the Library Board, City Facilities and Custodial Services.

The library will remain open during the demolition and window preparation. The construction team will work early hours and end by opening at the branch.

We will need to ask Jose and Armando to see who can meet the crew to let them in at 4 a.m. each morning. On the 11/11 start date since that is Inservice Day they can work the entire day.

All books lining the sides of the building construction must be removed prior to 11/11 and put on booktrucks for customer use.

Timeline:

11/11-11/15 – demolition

11/18 –11/22 - window framing

Two weeks for window fabrication

12/9 – window installation; front door to be the last.

Walkthrough meeting scheduled 11/7 9 a.m at Fairview

**Library Classification and Compensation Study:** Segal Waters has contacted a dozen comparator cities to get salary information from those with comparable classifications. Initial analysis is underway. The Library Management Team will plan a meeting with the Staff Advisory Group to review the work soon.

**Library Facilities Master Plan:** Architecture Services Division is working with Santa Monica Public Library on a Library Facilities Master Plan for implementation in the next 20<sup>th</sup> years. The master plan will relate to the Library operations as in reference to its facilities; taking into consideration but not limiting to: resiliency, sustainability, natural environment, built environment, public art, library trends, technology (current and future) and facilities maintenance. The City has engaged in contract with Group 4 Architecture, Research + Planning, Inc. (Group 4) for the procurement of the Library Facilities Master Plan. The purpose of this meeting is to start the master plan process, providing the City and Group 4 the tools to better understand requirements, expectations and resources, as applicable. A kickoff meeting with City stakeholders will be held on November 14 from 8:30-10:30 a.m.

#### **Library Services and Programs:**

**Library Strategic Plan:** The Strategic Plan is a forecast of the goals for the next two years that update the Library priorities: Vibrant Learning Center, Wellbeing Cultivator, Dynamic Third Place, Community and Cultural Connector. Plans for 2019-2021 will be reviewed with the Library Board at this meeting and are attached.

**Programs and Services:** Library staff are moving forward with a smaller team to take a look at all of the kinds of data we collect and how we can better analyze use of our services, where we need to seek additional data to determine priorities and plan accordingly.

#### **Human Resources:**

After almost 20 years of service, Librarian **Judith Graham** will be retiring on December 13. Judith was a strong liaison to WISE and Health Aging and provided key programming to older adults. Her work with partner LA Opera resulted in many one act presentations in the Dr. Martin Luther King Jr. Auditorium, most recently featuring La Boheme. She provided an annual French film series where the program and the discussion was conducted bilingually in French and English. She represented the Library on the regional Older Adult Task Force, bringing popular workshops on health, preventive medicine and lifelong learning with UCLA, and other providers. Judith's work took her to support programs in all corners of the library and she was a staple staff support for Santa Monica Reads. Judith was the key liaison to many of the library's adult volunteers and organized the volunteers to distribute library materials to those who were homebound. Congratulations and thank you Judith for your strong work.

**Nancy Wilson** started with SMPL as a Page over 38 years ago! She worked in Circulation, Youth Services and TP (Technical Processing, IMD's precursor) in those years before joining as a permanent employee. In the mid-80's, when the Library closed for asbestos removal, Nancy did brief stints in the City's HR Department, as well as with the SM School Board. Nancy then came 'home' to SMPL and joined IMD as a Processor. Over the years she became expert in all aspects of Processing. Her exposure to catalog records and understanding of SMPL collections made Nancy a valuable check on cataloging decisions. Nancy has questioned many Dewey number selections which resulted in updates to the records.

Nancy has worked with new IMD staff to show them the Processing ropes, worked together with her Processing colleagues to help organize project workloads, and contributed her creativity with useful notes and labels denoting item irregularities. We are grateful for Nancy's experience and expertise. Her last day will be Friday, December 20.

Librarian **Stephanie Aurelio** is leaving us to pursue other opportunities in data. This transition offered the Library an opportunity to rethink alignment of our youth services support and the position will now focus on school aged and older youth and will be based out of the Main Library with dedicated hours at Pico Branch Library.

One of our team members, Library Assistant II **Christa Garcia**, will provide critical services at Pico Branch in this shift. Christa has been with SMPL for 14 years, during which time she has been climbing ranks with her dedication and commitment of her work. For the last year, Christa has been working with Youth Services as a Permanent Part Time Library Assistant II. Her colleagues describe her as an employee with great organizational skills and super creative, skills that will complement the team and the Pico Branch.

At Pico, Christa will be working in various assignments including clerical administration of the Homework Help LEARN program, creating displays and in occasions assist Librarians with programs, among many other tasks.

We welcome **Cheryl Thompson** as Circulation Supervisor at the Santa Monica Public Library beginning November 24, 2019. Cheryl was a longtime member of Circulation at the Main Library from January 2007 to November 2017, when she left for the promotional opportunity of Staff Assistant III at the Santa Monica Airport. While an Airport Staff Assistant Cheryl has been a member of the Airport ArtWalk and Public Works Appreciation committees.

Cheryl obtained her B.A. in Information Technology and received a Human Resources Management Certificate from Loyola Marymount in 2016. She is dedicated to continued learning and has participated in many opportunities through courses offered by Santa Monica Institute.

While a member of the Library's Staff Association, Cheryl was responsible for co-creating a wide variety of fun and engaging activities. Cheryl also led the Innovation Team, which presented "How to create a Successful Innovation Team" at the Poster Session at the annual California Library Association meeting in Pasadena in 2015. Cheryl rejoined the Santa Monica Public Library as the Acting Circulation Supervisor from March to August 2019.

Cheryl shared that the top five strengths that she brings to work include: Responsibility – Restorative – Learner – Developer - Relator. Her philosophy is that a "team with talent can be good, but they must come together to be great". Cheryl will focus on developing the team, establishing close ties to all units and supporting City and Library initiatives such as centralized scheduling in the next several months.

### **Staff Development:**

In-service Day: On November 11, staff is planning a day long set of activities with training on Implicit Bias to take place in the morning followed by three tracks of staff designed activities focused on a deeper dive into Equity, Diversity and Inclusion, a forum with our library service officers, an insider look at the work of our library social workers, a book discussion and much more.

California Library Association: Fifteen staff attended the CLA Annual Conference in Pasadena from October 24-26. The theme was the League of Extraordinary Librarians. A full report will follow in December.

Donations: Library staff are working with Dr. Barry Boehm to support a digitization project to make the City's telephone directories, dating back to the early 1900s, available to the public. These physical directories exemplify the cultural history of the City as well as information about all residents over time. The materials are quite popular, although frail, and provide primary documentation for many researchers and historians. Dr. Boehm's donation will be made in honor of his wife, Sharla Boehm, who celebrates her 90<sup>th</sup> birthday on December 4. Sharla was a long-time treasurer for the Friends of the Santa Monica Public Library and a leader at the Rand Institute. Her critical work in computer science provided the foundation for Arpanet. A celebratory dedication of the project will be held on Sharla's birthday. The donation will approximate \$50,000.

### **Safety & Security Monthly Report**

The Safety and Security Taskforce met last week to discuss goals and charge. The group identified 4 main goals:

1. Create on-boarding/orientation documents for newly hired staff on Safety and Security to build skills around awareness, de-escalation, and emergency procedures
2. Identify Training opportunities (digital and in-person) for staff
3. Increase staff engagement by creating a form to submit ideas for taskforce to review
4. Create a uniform/consistent form or database for staff at service desks to log advisals and challenging interactions

In addition, staff will explore communication opportunities in different forms, such as signage, graphics and tools, to help expand information sharing around Safety and Security throughout the organization. The taskforce will also contribute to the weekly Safety and Security update with tips or relevant information.

We continue to monitor the wildfires and will communicate any updates as we get them. Thank you to Susan Lamb, who was called to help with the activation of our City's Emergency Operations Center (EOC) on Monday, as preparation for the fires. As part of her role, she collected information from departments for various priorities and plans around the impact of the fires, communicated with the Command Center and our Fire Dept. on the latest updates and evacuations, and updated all of the documentation related to the EOC.

In light of the recent wildfires, this is also a good opportunity for us update our own personal emergency kits, replete with food and water, at our desks, cars and homes, to ensure that they are ready to go. More information can be found on the City's "I've got 7" page:

[https://www.smgov.net/Departments/OEM/Programs/I\\_ve\\_Got\\_7.aspx](https://www.smgov.net/Departments/OEM/Programs/I_ve_Got_7.aspx)

The library updates its food and water supplies for each unit on a regular basis, and most recently, we distributed a limited number of N95 masks as a precaution, particularly for staff who work by doors and are exposed to the outdoors on a regular basis. In the coming months, we will all take time to do a system-wide review of emergency supplies, including flash lights, vests, and other necessities. Administration and LSO team members are working to update our Emergency Plans and checklists, although the City's Office of Emergency Management site is a good place to start:

<https://www.smgov.net/departments/oem/>

Respectfully submitted,

Patty Wong, Director of Library Services