



Administrative Report

Commission Meeting Date: June 6, 2022

To: LIBRARY COMMISSION
From: SUSAN ANDERSON, LIBRARY DIRECTOR
Subject: DIRECTOR'S REPORT – June 2022

There was no Commission meeting in May so this report is inclusive of April 2022 and May 2022 information and activities.

April Activities

- April 6 Technical Services Librarian Tim Parker added the California State Library park passes to the catalog.
- April 8 Technical Services Librarian Tim Parker and part-time Adult Programming Coordinator Amy Feller watched an Overdrive webinar on how to hold a Libby training for the public.
- April 18 Library Director Susan Anderson and Administrative Coordinator Karen Nakamura attended training on the new Council Chamber.
- April 18 Library Director Susan Anderson and Youth Services Librarian Helaine Hamilton Mitchell held a Harwood conversation with the teens.
- April 19 Library Director Susan Anderson and Senior Librarian Erin Schoonover attended a budget meeting with the City Manager and the finance department.
- April 19 Technical Services Librarian Tim Parker held a meeting for the selection team; Library Director Susan Anderson, Senior Librarian Erin Schoonover, Youth Services Librarian Helaine Hamilton Mitchell, and Library Technician Scott Vilhauer attended.
- April 19-21 Technical Services Librarian Tim Parker attended a virtual SirsiDynix conference.
- April 20 Administrative Coordinator Karen Nakamura attended training on the new Council Chamber.
- April 20 Circulation Supervisor Mario Adame attended the Liebert Cassidy Whitmore training “Distinguishing Between Discipline and Disability Accommodation.”
- April 20 Technical Services Librarian Tim Parker met with a representative from Newsbank.
- April 21 Library Director Susan Anderson participated in a Heterodox Academy Zoom presentation on “Library Neutrality as Public Service in Liberal Democratic Governance.”
- April 21 Library Director Susan Anderson participated in a Southern California Library Cooperative nominating committee meeting.
- April 21 Technical Services Librarian Tim Parker participated in a SirsiDynix orientation for administrators.

- April 25 Library Director Susan Anderson, Youth Services Librarian Helaine Hamilton Mitchell, Technical Services Librarian Tim Parker, Administrative Coordinator Karen Nakamura, and part-time Adult Programming Coordinator Amy Feller attended training on the new audiovisual system in the Main Library meeting room.
- April 25 Library Director Susan Anderson participated in the online American Library Association discussion “Intellectual Freedom and Social Justice: Exploring Alternatives to Neutrality.”
- April 25 Technical Services Librarian Tim Parker and Youth Services Librarian Helaine Hamilton Mitchell attended training on the new Council Chamber.
- April 26 Library Director Susan Anderson and Senior Librarian Erin Schoonover attended training on the new Council Chamber.
- April 26-27 Technical Services Librarian Tim Parker took a SirsiDynix Enterprise administrative training course.
- April 28 Technical Services Librarian Tim Parker, Youth Services Librarian Helaine Hamilton Mitchell, and full-time clerk Jay Patel began a shifting project at the North Branch in order to create more room for the teen collection.
- April 28 Library Director Susan Anderson participated in an interview panel for the City of Long Beach for the Library Director position.
- April 28 Technical Services Librarian Tim Parker watched a webinar on Kanopy.
- April 29 Full-time clerks Lupita Chavez, Jay Patel, Shelley Franklin , and Gabriel Rubio and part-time librarians Douglas Thompson, Amy Feller, and Brianna Pullen participated in a California State Library “Gentle Art of Persuasion” training.
- April 29 Circulation Supervisor Mario Adame participated in an interview with the external auditor.

May Activities

- May 4 Library Director Susan Anderson and Senior Librarian Erin Schoonover met with representatives from Vector Security at the North Branch to determine where security cameras could be located for open+access.
- May 18 Part-time librarian Simi Singh held a “Stranger Things” Escape Room for teens.
- May 19 Youth Services Librarian Helaine Hamilton Mitchell attended part 2 of the Liebert Cassidy Whitmore online webinar “Maximizing Supervisory Skills for the First Line Supervisor.”
- May 25 Library Director Susan Anderson attended a Southern California Library Cooperative meeting.

FACILITIES

- May 18 A new scanner was installed for the public at the North Branch.

June Calendar

- June 4 Summer Reading Program kick-off

- June 11 Local author talk with Bill Salem

Attachments: May Library Calendar (FYI, reference)
June Library Calendar (upcoming events)
FY 21/22 Library Statistics
FY 21/22 Program Statistics
FY 21/22 Digital Statistics

CC: **City Manager, Library Staff**