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# Administrative Report

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**Commission Meeting Date: August 1, 2022**

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

**There was no Commission meeting in July so this report is inclusive of June 2022 and July 2022 information and activities.**

## **June Activities**

- June 1 Youth Services Librarian Helaine Hamilton Mitchell attended a Liebert Cassidy Whitmore training on “Maximizing Performance Through Documentation, Evaluation, and Corrective Action.”
- June 1 Annual customer satisfaction survey launched.
- June 2-3 Technical Services Librarian Tim Parker completed OCLC cataloging training courses.
- June 3 Youth Services Librarian Helaine Hamilton Mitchell watched the webinar “Queer Peers and Graphic Novels: Creating Spaces for LGBTQ Readers.”
- June 4 Summer Reading Program kick-off carnival held at Main.
- June 13 A half-day teamwork training event was held for staff.
- June 15 Library Director Susan Anderson attended a California Library Directors’ Zoom networking call.
- June 15 Youth Services Librarian Helaine Hamilton Mitchell watched the webinar “Fun For All: Game-Based Programming Across Generations.”
- June 16 Library Director Susan Anderson attended a webinar on the California State Library open+access grant.
- June 23 Library Director Susan Anderson submitted the open+access grant application.
- June 23 Youth Services Librarian Helaine Hamilton Mitchell led a tour of the North Branch for Lincoln Child Development Center.
- June 23 Technical Services Librarian Tim Parker attended an SCLC Tech Services Interest group Zoom meeting.
- April 18 Library Director Susan Anderson and Administrative Coordinator Karen Nakamura attended training on the new Council Chamber.

## **July Activities**

- July 7 Received notification of open+access grant.

- July 12                      Library Director Susan Anderson participated in the American Library Association symposium “Where Intellectual Freedom and Social Justice Meet: A Call to Action.”
- July 14                      Library Director Susan Anderson, Senior Librarian Erin Schoonover, and Technical Services Librarian Tim Parker participated in the open+access online kick-off meeting.
- July 18                      Library Director Susan Anderson and Technical Services Librarian Tim Parker attended a meeting with the Library’s SirsiDynix representative.
- July 20                      Library Director Susan Anderson attended a meeting of the Friends of the Library.
- July 21                      Library Director Susan Anderson participated in an interview panel for the Redondo Beach Public Library Director.

### **FACILITIES**

- June 17                      The automatic doors at the North Branch were repaired.
- July 12                      New wireless access devices installed at the Main Library.
- July 13                      New wireless access devices installed at the North Branch.

### **August Calendar**

- August 6                      Bradley Bobbs presentation “Philosophical Mysteries of Quantum Physics”
- August 13                      Summer Reading Program finale events at the North Branch and Main Library

**Attachments:** July Library Calendar (FYI, reference)  
                          August Library Calendar (upcoming events)  
                          FY 21/22              Library Statistics  
                          FY 21/22              Program Statistics  
                          FY 21/22              Digital Statistics  
                          FY 21/22              Annual Digital Comparison Statistics

**CC:      City Manager, Library Staff**