



Administrative Report

Commission Meeting Date: October 3, 2022

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

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

August Activities

- August 2 Library Director Susan Anderson, Senior Librarian Erin Schoonover, Technical Services Librarian Tim Parker, and IT and Public Works staff attended a Zoom meeting regarding implementation of open+access.
- August 3 Circulation Supervisor Mario Adame participated in a Maintenance Worker I interview panel for the City of Redondo Beach Public Works Department.
- August 4 A retirement luncheon and ice cream social was held for Library Director Susan Anderson.
- August 9 Circulation Supervisor Mario Adame held a meeting for all circulation staff; Library Director Susan Anderson attended.
- August 10 Library Director Susan Anderson, Technical Services Librarian Tim Parker, and Library Technician Scott Vilhauer attended a meeting with Baker and Taylor.
- August 11 Circulation Supervisor Mario Adame and Technical Services Librarian Tim Parker conducted interviews for part-time library clerks and pages.
- August 11 Senior Librarian Erin Schoonover and full-time clerks Lupita Chavez, Shelley Franklin, and Vicky Kasparian received training on accounts payable.
- August 17 Circulation Supervisor Mario Adame attended the Liebert Cassidy Whitmore training "Workplace Bullying: A Growing Concern."
- August 18 Library Director Susan Anderson attended a Friends of the Library meeting.
- August 23-24 Part-time Teen Services Librarian Simi Singh held a Harry Potter escape room activity for teens.
- August 24 Library Director Susan Anderson attended a Southern California Library Cooperative meeting.
- August 24 Public Works staff toured open+access at the Ocean Park Branch of Santa Monica Public Library.
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September Activities

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- September 7 Technical Services Librarian Tim Parker attended a BlueCloud Analytics training webinar.
- September 7 Technical Services Librarian Tim Parker attended a Conflict Resolution Training Webinar
- September 20 Technical Services Librarian Tim Parker meet with representatives of EBSCO and Novelist.
- September 20 Senior Librarian Erin Schoonover, Technical Services Librarian Tim Parker Youth Services Librarian Helaine Hamilton Mitchell, and IT and Public Works staff attended a Zoom meeting regarding implementation of open+access.
- September 20 Senior Librarian Erin Schoonover and Technical Services Librarian Tim Parker attended participated in an IT Assessment with an outside consultant.
- September 22 Senior Librarian Erin Schoonover attended a Friends of the Library Meeting.
- September 26 Library and City Staff welcomed the new Library Director Dana Vinke.

FACILITIES

- August 10 Public Works began repairing the flooring of the Main Library balcony.

October Calendar

- October 12 Local Author Talk with Ashton Politanoff on his novel "You'll Like It Here"

Attachments: September Library Calendar (FYI, reference)
October Library Calendar (upcoming events)
FY 22/23 Library Statistics
FY 22/23 Program Statistics
FY 22/23 Digital Statistics

CC: City Manager, Library Staff