



Administrative Report

Commission Meeting Date: October 5, 2020

To: LIBRARY COMMISSION
From: SUSAN ANDERSON, LIBRARY DIRECTOR
Subject: DIRECTOR'S REPORT – October 2020

There were no Commission meetings from April through August so this report is inclusive of February 2020, March 2020, April 2020, May 2020, June 2020, July 2020, and August 2020 information and activities.

February 2020 Activities

- February 8 Youth Services Librarian Donia Sichler watched the Booklist webinar "New Books, New Worlds: Diverse Titles 4 Children and Young Adults."
- February 10 Youth Services Librarian Donia Sichler attended the Southern California Library Cooperative meeting held at the Redondo Beach Public Library.
- February 12 Youth Services Librarian Donia Sichler watched the webinar "Teaching Books Presents- How to Use Teachingbooks.net."
- February 12 Youth Services Librarian Donia Sichler watched the NoveList webinar "Promoting Your Library 365."
- February 12 Youth Services Librarian Donia Sichler and Library Commissioner Andrew Beauchamp led a Harwood Institute community conversation at the Seasons Senior Apartments; Library Director Susan Anderson and Library Commissioner Debbie Hannon assisted with note taking.
- February 12 Library Director Susan Anderson watched the Ryan Dowd webinar "Homelessness 201."
- February 18 Library Director Susan Anderson held a collection development meeting with Senior Librarian Erin Schoonover, Youth Services Librarian Donia Sichler, part-time Librarian James Devlin, and Library Technician Scott Vilhauer.
- February 19 Circulation Supervisor Mario Adame attended the Liebert Cassidy Whitmore training "Prevention and Control of Absenteeism and Abuse of Leave."
- February 20 Youth Services Librarian Donia Sichler watched the Booklist webinar "Feminist Reads Grades K-12."
- February 24 Library Director Susan Anderson attended the Friends of the Library meeting.
- February 25 Youth Services Librarian Donia Sichler watched the Ryan Dowd webinar "Autism and Homelessness Toolkit."
- February 27-28 Library Director Susan Anderson, Senior Librarian Erin Schoonover, Circulation Supervisor Mario Adame, part-time Librarian Jennifer Graves, part-time Librarian

Amy Feller, and part-time Library Technician Lisa Juarez watched presentations from the Public Library Association virtual conference.

March 2020 Activities

- March 10 Library Director Susan Anderson attended the Spanish Language Book Fair held at the Pico Branch of the Santa Monica Public Library.
- March 10 Youth Services Librarian Donia Sichler and Library Commissioner Andrew Beauchamp held a Harwood Institute "Community Conversation" at The Kensington Redondo Beach senior living center.
- March 10 Youth Services Librarian Donia Sichler watched the Booklist webinar "Springing Forward: Books for Young Readers."
- March 16 Youth Services Librarian Donia Sichler watched the Booklist webinar "Introducing Penguin's New Kids on the Block."
- March 19 Youth Services Librarian Donia Sichler participated in the Liebert Cassidy Whitmore "Performance Review" training online.
- March 20 Library Director Susan Anderson applied for funding for digital resources through a "Responding to COVID-19" California State Library grant.
- March 25 Library Director Susan Anderson watched the SirsiDynix webinar "COVID-19: How to Prepare Your Library for the Unexpected."
- March 30 Library Director Susan Anderson and Senior Librarian Erin Schoonover participated in a virtual meeting regarding the design of the new Library app.
- March 31 Senior Librarian Erin Schoonover, Youth Services Librarian Donia Sichler, Circulation Supervisor Mario Adame, part-time Librarian James Devlin, and the full-time circulation clerks watched presentations from the Public Library Association virtual conference.
- March 31 Library Director Susan Anderson, Youth Services Librarian Donia Sichler, and Circulation Supervisor Mario Adame watched the Institute of Museum and Library Services webinar "Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections."
- March 31 Library Director Susan Anderson submitted the Library budget.

April 2020 Activities

- April 1 Library Director Susan Anderson participated in a California Public Library Directors Networking Conversation via Zoom.
- April 2 Youth Services Librarian Donia Sichler watched the Booklist webinar "Absolutely Fabulous Picks from 2020" and the Scholastic Spring webinar "Be an Expert New Nonfiction Series."
- April 3 Senior Librarian Erin Schoonover participated in a SirsiDynix Enterprise systems administration training.
- April 14 Library Director Susan Anderson participated in a Southern California Library Cooperative Directors meeting via Zoom.
- April 14 Senior Librarian Erin Schoonover participated in a SirsiDynix Symphony systems administration training.

- April 15 Library Director Susan Anderson participated in a California Public Library Directors Networking Conversation via Zoom.
- April 16 Library Director Susan Anderson participated in a conference call with Recorded Books regarding a Zinio eMagazines upgrade and new streaming channels.
- April 21 Library Director Susan Anderson held an ice cream party with individually wrapped treats for the staff for "National Library Workers' Day."
- April 22 Library Director Susan Anderson participated in a budget meeting with the City Manager via Microsoft Teams.
- April 22 Library Director Susan Anderson and Administrative Coordinator Karen Nakamura met with Public Works to discuss potential sneeze guard installation at the Library.
- April 23 Library Director Susan Anderson participated in the Disaster Council meeting via Zoom.
- April 24 Youth Services Librarian Donia Sichler created a list of free online activities for families and posted it on the Library's website.
- April 29 Library Director Susan Anderson participated in a California Public Library Directors Networking Conversation via Zoom.

May 2020 Activities

- May 6 Youth Services Librarian Donia Sichler watched a Niche Academy webinar on "Reopening Lives with the Library."
- May 7 Library Director Susan Anderson held a meeting for all full-time staff to develop a "holds pickup" plan.
- May 12 Youth Services Librarian Donia Sichler participated in a Summer@ Your Library Zoom meeting for Rural Libraries Network.
- May 13 Library Director Susan Anderson participated in a California Public Library Directors Networking Conversation via Zoom.
- May 26 Youth Services Librarian Donia Sichler watched the Library Journal webinar "Children's Book buzz for Fall 2020."
- May 27 Youth Services Librarian Donia Sichler watched the California Library Association webinar "Library budget 101."
- May 29 Senior Librarian Erin Schoonover submitted a "Covid Snapshot Survey" to the California State Library.

June 2020 Activities

- June 3 Library Director Susan Anderson participated in an online training for EBSCO periodicals renewal.
- June 3 Youth Services Librarian Donia Sichler watched the Booklist webinar "Summertime DIY- Craft and Gardening Books."
- June 4 Youth Services Librarian Donia Sichler watched the MACKIN professional learning webinar "Engagement in Isolation: Keeping Kids and Caregivers Captivated During COVID-19."

- June 6 Youth Services Librarian Donia Sichler launched the online Summer Reading Program for children, teens, and adults.
- June 9 Youth Services Librarian Donia Sichler posted a virtual storytime on Facebook.
- June 11 Youth Services Librarian Donia Sichler scheduled an email newsletter blast with online Summer Reading Program information, booklists, and the 2020 Library User Satisfaction Survey.
- June 23 Youth Services Librarian Donia Sichler watched the Booklist webinar "Graphix: Get Drawn In."
- June 24 Youth Services Librarian Donia Sichler posted a virtual craft program on Facebook.
- June 25 Library Director Susan Anderson held a second meeting with all full-time staff to discuss the launch of "Library Takeout."
- June 30 Library Director Susan Anderson, Senior Librarian Erin Schoonover, and Youth Services Librarian Donia Sichler finished ordering cloudLibrary titles with \$5000.00 from the California State Library "Responding to COVID-19" grant.
- June 30 Library Director Susan Anderson participated in a Southern California Library Cooperative meeting via Zoom.

July 2020 Activities

- July 1 Full-time staff assisted with the launch of "Library Takeout" at the Main Library.
- July 1 Library Director Susan Anderson began posting documents on Facebook related to the 25th Anniversary of the Main Library building.
- July 2 Full-time staff launched "Library Takeout" at the North Branch.
- July 7 Youth Services Librarian Donia Sichler participated in a telebriefing with the L.A. County Department of Public Health regarding school opening.
- July 7 Youth Services Librarian Donia Sichler posted a second online virtual storytime on Facebook.
- July 8 Library Director Susan Anderson participated in a California Public Library Directors Networking Conversation via Zoom.
- July 13 Library Director Susan Anderson held a meeting with Senior Librarian Erin Schoonover, Youth Services Librarian Donia Sichler, Circulation Supervisor Mario Adame, and Administrative Coordinator Karen Nakamura discussing workload issues with the "library takeout" model with current staffing.
- July 13 Youth Services Librarian Donia Sichler began an online "Library Director Bootcamp."
- July 15 Library Director Susan Anderson participated in a conference call with a SirsiDynix representative to discuss the possibility of automatic library card renewal.
- July 16 Library Director Susan Anderson participated in a conference call with Recorded Books regarding a Zinio eMagazines upgrade and new streaming channels.
- July 20 Youth Services Librarian Donia Sichler posted a craft activity on Facebook.

- July 21 Youth Services Librarian Donia Sichler attended the California Library Association Zoom meeting “Summer at Your Library COVID Conversation #6- Programming.”
- July 22 Library Director Susan Anderson and Youth Services Librarian Donia Sichler participated in a Zoom meeting with an Overdrive representative regarding the SORA app for sharing eBooks with local schools.
- July 22 Library Director Susan Anderson participated in a California Public Library Directors’ Networking Conversation via Zoom.
- July 22 Youth Services Librarian Donia Sichler watched the Booklist webinar “Fall YA Announcements 2020.”
- July 24 Library Director Susan Anderson watched the webinar “Managing Through Economic Crisis Using Emotional Intelligence.”
- July 25 Revolution Test Prep held a Zoom Practice SAT that was advertised in the Library’s SRP materials.
- July 28 Youth Services Librarian Donia Sichler watched the School Library Journal webinar “Libraries in Unprecedented Times.”
- July 29 Administrative Coordinator Karen Nakamura completed a COVID-19 spreadsheet of expenditures for Financial Services.
- July 30 Library Director Susan Anderson applied for a second round of funding from the California State Library for digital materials.

August 2020 Activities

- August 5 Library Director Susan Anderson watched the Ryan Dowd webinar on “Body Odor: The Most Dreaded Conversation of All Time.”
- August 6 Library Director Susan Anderson participated in a Southern California Library Cooperative Audit and Finance Committee meeting via Zoom.
- August 6 Library Director Susan Anderson participated in a California Public Library Directors Networking meeting via Zoom.
- August 7 Library Director Susan Anderson watched the Ryan Dowd webinar “Jerks With Homes: How to Deal with Members of the Public Who are Being Jerks About Homeless Folks.”
- August 10 Staff began distributing Summer Reading Program prizes and “Grab and Go” craft kits from the Kiwanis Club during Library Takeout.
- August 10 Library Director Susan Anderson watched the Ryan Dowd webinar “Traumatic Brain Injury: Invisible Cause of Homelessness.”
- August 11 Youth Services Librarian Donia Sichler watched the tutor.com webinar “Back to School in the Time of COVID.”
- August 12 Youth Services Librarian Donia Sichler participated in the online Liebert Cassidy Whitmore workshop “Managing COVID-19 Issues: Now and What’s Next.”
- August 19 Administrative Coordinator Karen Nakamura watched a training webinar on the State Library report.
- August 19 Library Director Susan Anderson watched the Ryan Dowd webinar “COVID: How to Deal with Problem Behaviors Related to COVID-19.”

- August 26 Library Director Susan Anderson watched the Library Journal webinar “How to use “WELL” Design Principles to Address COVID-19 and Create Healthier Libraries.”
- August 27 Youth Services Librarian Donia Sichler spoke with the Redondo Union High School Librarian regarding promotion of the Library’s online card.
- August 28 Youth Services Librarian Donia Sichler watched the TeachingBooks.net webinar “Ideas for Distance Learning-Elementary” and the School Library Journal webinar “Middle Grade Titles for Fall.”

FACILITIES

- February 11 An alarm was installed on the second floor emergency exit at the Main Library.
- February 23 North Branch Library served as a ten day vote center.
- March 30 New roll-up parking garage gates installed on the Diamond side of the garage.
- June 18 Self-check machines at both Library locations updated with Windows 10 and cloudLibrary Assist.
- June 19 Circulation Supervisor Mario Adame completed shifting of the DVDs, audiobooks, periodicals, adult fiction, adult nonfiction, reference collection, teen collection, and foreign language collection at the North Branch.
- June 26 The alarm was tested at the North Branch.
- July 6 Flooring installed in the new elevator cab.
- August 13 Inspection completed on the Main Library elevator.
- August 25 Discover Books delivered outside donation bins to the Main Library and the North Branch.

October Calendar

- October 18-24 National Friends of Libraries Week
- October 31 Friends of the Library “Trunk’r Treat” event at the Main Library.

Attachments: FY 19/20 and 18/19 Statistical Report
 FY 19/20 Digital Media Circulation Statistics
 2020 July Snapshot
 2020 Summer Reading Program Statistics

CC: City Manager, Library Staff

REDONDO BEACH PUBLIC LIBRARY

LIBRARY COMMISSION

BIRTH COUNT												
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018-20												
MAIN LIBRARY	20124	21933	19942	20005	18823	18536	18802	17119	9310	0	0	0
NORTH BRANCH	7617	6647	6611	6106	4171	4444	5413	5550	2915	0	0	0
TOTAL	27741	28580	26553	26111	23196	23980	24215	22669	12265	0	0	0
2018-19												
MAIN LIBRARY	21132	21132	18996	21118	17676	15648	20008	17109	20166	19110	21202	15488
NORTH BRANCH	6889	6757	5892	6022	5213	4668	5970	5241	6003	6051	5394	5882
TOTAL	28101	27889	24888	27140	22887	20316	26378	22351	26372	25161	26596	21370

REGISTRATION												
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018-20												
MAIN LIBRARY	248	229	166	168	122	78	182	155	119	55	35	47
NORTH BRANCH	150	105	107	74	75	52	80	81	71	0	0	0
TOTAL	398	334	273	242	197	130	262	236	190	55	35	47
2018-19												
MAIN LIBRARY	320	293	258	245	148	108	213	229	209	158	193	245
NORTH BRANCH	132	108	95	51	76	51	135	91	110	100	96	138
TOTAL	452	401	353	316	224	159	348	320	319	258	289	383

CIRCULATION												
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018-20												
MAIN LIBRARY	28,011	26,447	23,285	20,279	29,578	25,183	29,028	28,998	17,910	116	142	8,183
NORTH BRANCH	11,604	9,399	8,629	11,217	11,468	9,684	11,289	11,431	7,216	48	24	1,578
TOTAL	39,615	35,846	31,914	42,216	41,046	34,867	40,317	40,429	25,126	164	166	9,761
2018-19												
MAIN LIBRARY	30,939	28,997	24,787	23,668	22,508	19,323	23,117	23,435	22,788	23,880	23,047	23,696
NORTH BRANCH	10,279	9,135	8,588	8,698	9,126	8,702	8,821	7,119	8,848	8,020	8,587	10,042
TOTAL	41,212	38,132	33,375	32,379	31,634	28,025	31,938	30,554	31,636	31,900	31,634	33,738

ADULTS/TEEN/CHILDREN												
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018-20												
ADULT PARTICIPANTS	117	44	97	15	168	26	231	18	170	11	31	2
TEEN PARTICIPANTS	4	7	0	0	6	2	2	1	2	1	2	0
CHILDREN PARTICIPANTS	24	5	29	6	22	46	18	12	10	4	8	0
TOTAL PARTICIPANTS	145	56	126	21	196	74	251	20	182	16	41	2
2018-19												
ADULT PARTICIPANTS	117	44	97	15	168	26	231	18	170	11	31	2
TEEN PARTICIPANTS	4	7	0	0	6	2	2	1	2	1	2	0
CHILDREN PARTICIPANTS	24	5	29	6	22	46	18	12	10	4	8	0
TOTAL PARTICIPANTS	145	56	126	21	196	74	251	20	182	16	41	2

ADULTS/TEEN/CHILDREN												
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018-19												
ADULT PARTICIPANTS	67	125	0	135	10	364	10	150	15	113	7	0
TEEN PARTICIPANTS	3	3	2	3	5	0	2	0	0	2	0	0
CHILDREN PARTICIPANTS	32	19	10	4	55	5	67	0	26	0	23	0
TOTAL PARTICIPANTS	102	147	12	194	70	424	16	186	41	115	20	0
2018-20												
ADULT PARTICIPANTS	67	125	0	135	10	364	10	150	15	113	7	0
TEEN PARTICIPANTS	3	3	2	3	5	0	2	0	0	2	0	0
CHILDREN PARTICIPANTS	32	19	10	4	55	5	67	0	26	0	23	0
TOTAL PARTICIPANTS	102	147	12	194	70	424	16	186	41	115	20	0

DIGITAL MEDIA CIRCULATION STATISTICS

	FY16-17	FY17-18	FY18-19	FY19-20	%Increase/Decrease
SOUTHERN CALIFORNIA DIGITAL LIBRARY(OVERDRIVE) Ended 12/17	24,402	10,859			
RECORDED BOOKS DIGITAL					
eAudiobooks	1,596	2,309	3,690	4,091	11%
Zinio Magazines for Libraries	3,623	3,050	6,469	8,409	30%
HOOPLA	9,895	14,590	20,103	25,389	26%
KANOPY				5,499	
CLOUDLIBRARY		11,247	12,191	15,807	30%
CRITERION COLLECTION/QELLO	99	1,027	1680	552	-67%
TOTAL	39,615	43,082	44,133	59,747	35%



REDONDO BEACH PUBLIC LIBRARY

Electronic Measures

July 2020



The library had an average
of **23** staffed online hours
per week.



WiFi was available **96**
hours per week



7,467 wireless sessions



6,694 website visits



232 virtual reference
questions were asked



49 people registered
online for a library card



There were **6,040**
downloads of e-content



1,882 database uses



13,338 physical materials
were loaned without
contact



and **0** physical
technology devices
loaned without contact.



0 interactive events were
held



with **0** participants



3 virtual programs
were offered



with **791** live and
recorded views!

“Reading
gives us
someplace
to go when
we have to
stay where
we are” –
Mason
Cooley



CALIFORNIA
STATE LIBRARY

<http://redondo.org/library>
303 N. PACIFIC COAST HWY
REDONDO BEACH, CA, 90277

(310) 318-0676



Summer Reading 2020



of
Children
Participants
392



of
Teen
Participants
56



of
Adult
Participants
85



of
Virtual
Programs
4

**On-Line
Only
Program**



Virtual
Program
Attendance
1,450