



Administrative Report

Commission Meeting Date: February 1, 2021

To: LIBRARY COMMISSION
From: SUSAN ANDERSON, LIBRARY DIRECTOR
Subject: DIRECTOR'S REPORT – February 2021

There was no Commission meeting in January so this report is inclusive of November and December 2020 information and activities.

November 2020 Activities

- November 2 Author storytime with Mathieu Cailler posted on Facebook.
- November 4 Youth Services Librarian Donia Sichler watched the Booklist webinar "Reading Graphic Novels."
- November 5 Full-time Library Clerk Shelley Franklin participated in the self-care workshop.
- November 6 Library Director Susan Anderson watched the SirsiDynix webinar "Libraries in Times of Instability."
- November 9 Youth Services Librarian Donia Sichler watched the Booklist webinar "Bursting at the STEAMS."
- November 10 Youth Services Librarian Donia Sichler watched the Booklist webinar "Mad About Middle Grade."
- November 12 Youth Services Librarian Donia Sichler watched the Booklist webinar "Winter: Young Readers."
- November 16 Library Director Susan Anderson participated in the California Library Association's annual membership meeting via Zoom.
- November 16 Youth Services Librarian Donia Sichler watched the Harper Collins webinar "Winter 2020 Book Previews" and the Booklist webinar "History Through the Pages: Nonfiction."
- November 17 Library Director Susan Anderson participated in a Califa "Consortia Manager" training via Zoom.
- November 19 Library Director Susan Anderson participated in a Southern California Library Cooperative meeting via Zoom.
- November 20 Teen author book talk with Christmas Staudle posted on Facebook.
- November 23 The Overdrive Sora app was turned on, allowing for sharing of digital materials with RUSD.
- November 24 Automatic card renewal implemented.
- November 24 Novelist Select read-alikes feature added to online catalog.

December 2020 Activities

- December 1 Youth Services Librarian Donia Sichler and part-time Librarian James Devlin completed spending of 5k Collection Crisis grant funds for digital materials from the State Library.
- December 1 Youth Services Librarian Donia Sichler coordinated with the Kiwanis club for a December Grab and Go kit.
- December 1 Youth Services Librarian Donia Sichler watched the YALSA webinar “Engaging with Teens via Social Media.”
- December 2 Youth Services Librarian Donia Sichler watched the Booklist webinar “Winter and Spring YA Announcements.”
- December 3 Youth Services Librarian Donia Sichler participated in a phone meeting with Overdrive regarding the Sora app for RUSD schools.
- December 7 Youth Services Librarian Donia Sichler watched the Niche Academy webinar “Libraries Supporting Online Learning.”
- December 8 Library Director Susan Anderson, Library Technician Scott Vilhauer, and part-time Librarian James Devlin participated in a Zoom meeting with Baker and Taylor.
- December 8 Youth Services Librarian Donia Sichler watched the Beanstack webinar “Our Favorite Tools.”
- December 8 Youth Services Librarian Donia Sichler participated in a Zoom meeting with the Dance 1 Redondo Ballet Outreach teen team regarding a virtual storytime.
- December 9 The management team held a box lunch holiday party for the staff.
- December 10 Library Director Susan Anderson, Youth Services Librarian Donia Sichler, and part-time Librarian James Devlin participated in a Zoom meeting with a Midwest Tape representative to learn about new developments in hoopla digital.
- December 10 Library Director Susan Anderson participated in a California Public Library Directors Networking Conversation via Zoom.
- December 11 Youth Services Librarian Donia Sichler participated in a phone meeting with tutor.com to review overall usage.
- December 11 Library Director Susan Anderson began testing the new library app on an Android phone.
- December 11 Youth Services Librarian Donia Sichler participated in a Zoom meeting with a tutor.com representative on user engagement.
- December 14 Library Director Susan Anderson held a collection development budget meeting with part-time Librarians Tim Parker and James Devlin and Senior Librarian Erin Schoonover.
- December 15 Youth Services Librarian Donia Sichler watched the California Library Association “Early Family Learning” webinar “Tech Time with Purpose.”
- December 16 Youth Services Librarian Donia Sichler participated in a Zoom meeting with Library Commissioner Grace Coopman regarding a Girl Scout Bronze Award project with circulating STEAM kits.
- December 17 Library Director Susan Anderson, Youth Services Librarian Donia Sichler, and Circulation Supervisor Mario Adame watched the Liebert Cassidy Whitmore webinar “Exercising Your Management Rights.”

- December 17 Youth Services Librarian Donia Sichler submitted “New Year’s Reading Challenge” for final review to Beanstack.
- December 18 SirsiDynix completed prep work for an Enterprise upgrade.
- December 19 Part-time Adult Programming Coordinator Amy Feller spoke with Beach Cities Health District representative Lauren Nokano regarding future programming collaborations.

FACILITIES

- December 22 Library Director Susan Anderson completed an analysis of the files in the Technical Services Department according to the City’s records retention schedule.

February Calendar

- February (entire month) New Year’s Reading Challenge on Beanstack
- February 1, 8, 15, 22 Youth Zoom programs
- February 4, 11, 25 H.E.L.P. Zoom programs for seniors

Attachments: FY 20/21 Statistical Report
 FY 20/21 Digital Circulation Report
 2020 hoopla digital Annual Review

CC: City Manager, Library Staff