

**CITY OF REDONDO BEACH
LIBRARY COMMISSION AGENDA
Monday, October 5, 2020**

**THIS VIRTUAL MEETING IS HELD PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR NEWSOM ON MARCH 17, 2020.**

REGULAR MEETING OF THE LIBRARY COMMISSION - 7 PM

**ALL COMMISSION MEMBERS ARE PARTICIPATING BY VIRTUAL
MEETING. MEMBERS OF THE PUBLIC MAY ONLY PARTICIPATE BY
ZOOM, EMAIL OR eCOMMENT.**

Library Commission meetings are broadcast live through Spectrum Cable, Channel 8, and Frontier Communications, Channel 41. Live streams and indexed archives of meetings are available via internet. Visit the City's office website at www.Redondo.org/rbtv.

TO WATCH MEETING LIVE ON CITY'S WEBSITE:

<https://redondo.legistar.com/Calendar.aspx>

*Click "In Progress" hyperlink under Video section of meeting

TO WATCH MEETING LIVE ON YOUTUBE:

<https://www.youtube.com/c/CityofRedondoBeachIT>

TO JOIN ZOOM MEETING (FOR PUBLIC COMMENT ONLY):

Register in advance for this meeting:

https://us02web.zoom.us/webinar/register/WN_b6V4P0TzSDK86T35Gzyymg

After registering, you will receive a confirmation email containing information about joining the meeting.

If you are participating by phone, be sure to provide your phone # when registering. You will be provided a Toll Free number and a Meeting ID to access the meeting. Note; press # to bypass Participant ID. Attendees will be muted until the public participation period is opened. When you are called on to speak, press *6 to unmute your line. Note, comments from the public are limited to 3 minutes per speaker.

eCOMMENT: COMMENTS MAY BE ENTERED DIRECTLY ON WEBSITE AGENDA PAGE:

- 1) Public comments can be entered before and during the meeting.
- 2) Select a SPECIFIC AGENDA ITEM to enter your comment;
- 3) Public will be prompted to Sign-Up to create a free personal account (one-time) and then comments may be added to each Agenda item of interest.
- 4) Public comments entered into eComment (up to 2200 characters; equal to approximately 3 minutes of oral comments) will become part of the official meeting record. Comments may be read out loud during the meeting.

EMAIL: TO PARTICIPATE BY WRITTEN COMMUNICATION WITH ATTACHED DOCUMENTS BEFORE 3PM DAY OF MEETING:

Written materials that include attachments pertaining to matters listed on the posted agenda received after the agenda has been published will be added as supplemental materials under

REGULAR MEETING OF THE LIBRARY COMMISSION - 7 PM

- A. CALL MEETING TO ORDER/ADMINISTER OATH OF OFFICE FOR NEW AND RE-APPOINTED COMMISSIONERS**
- B. ROLL CALL**
- C. SALUTE TO THE FLAG**
- D. APPROVE ORDER OF AGENDA**
- E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS**

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.

- E.1. [For Blue Folder Documents Approved at the Library Commission Meeting](#)**

- F. CONSENT CALENDAR**

Business items, except those formally noticed for public hearing, or discussion are assigned to the Consent Calendar. The Commission Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.

- F.1. [APPROVAL OF AFFIDAVIT OF POSTING FOR THE LIBRARY COMMISSION MEETING OF OCTOBER 5, 2020](#)**

- F.2. [APPROVAL OF THE FOLLOWING MINUTES: MARCH 2, 2020](#)**

- G. EXCLUDED CONSENT CALENDAR ITEMS**

- H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.

- H.1. [For eComments and Emails Received from the Public](#)**

- I. ITEMS CONTINUED FROM PREVIOUS AGENDAS**

- I.1. [DISCUSSION OF FY 2020/2021 BUDGET](#)**

- I.2. [DISCUSSION OF HARWOOD INSTITUTE FOR LIBRARIES](#)**

- J. ITEMS FOR DISCUSSION PRIOR TO ACTION**

- J.1. [ELECTION OF OFFICERS](#)**

[Staff recommendation: Election of officers for the term of October 2020 through September 2021](#)

- [1. The Chairperson opens nominations for positions of Chair and Vice-Chair](#)
- [2. The Chairperson closes nominations](#)
- [3. The Chairperson calls for a motion](#)

4. New Officers assume seats

J.2. DISCUSSION OF GOALS FOR UPCOMING STRATEGIC PLAN

J.3. DIRECTOR'S REPORT

K. MEMBER ITEMS AND REFERRALS TO STAFF

L. ADJOURNMENT

The next meeting of the Redondo Beach Library Commission will be a regular meeting to be held at 7 p.m. on December 7, 2020, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California via teleconference.

It is the intention of the City of Redondo Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

An agenda packet is available 24 hours at www.redondo.org under the City Clerk.



Administrative Report

E.1., File # LC20-1455

Meeting Date: 10/5/2020

TITLE

For Blue Folder Documents Approved at the Library Commission Meeting



Administrative Report

F.1., File # LC20-1477

Meeting Date: 10/5/2020

TITLE

APPROVAL OF AFFIDAVIT OF POSTING FOR THE LIBRARY COMMISSION MEETING OF
OCTOBER 5, 2020

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF REDONDO BEACH)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations indicated below.

Legislative Body	Library Commission
Posting Type	Regular Meeting Agenda
Posting Locations	415 Diamond Street, Redondo Beach, CA 90277 ✓ City Hall Kiosk
Meeting Date & Time	October 5, 2020 7:00 p.m.

As Administrative Coordinator of the City of Redondo Beach, I declare, under penalty of perjury, the document noted above was posted at the date displayed below.

Karen Nakamura, Administrative Coordinator

Date: September 29, 2020



Administrative Report

F.2., File # LC20-1478

Meeting Date: 10/5/2020

TITLE

APPROVAL OF THE FOLLOWING MINUTES: MARCH 2, 2020

OPENING SESSION

CALL TO ORDER

A Regular Meeting of the Library Commission was called to order by Chair Beauchamp at 7:00 p.m. in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California.

ROLL CALL

Commissioners Present:	Coopman (arrived 7:24 p.m.), Hannon, Morefield, Nafissi, Simun, Chair Beauchamp
Commissioners Absent:	None
Officials Present:	Susan Anderson, Library Director Camy Byrd, Minutes Secretary

SALUTE TO THE FLAG

Chair Beauchamp led the audience and Commissioners in a Pledge of Allegiance to the Flag.

APPROVAL OF ORDER OF AGENDA

Motion by Commissioner Hannon, seconded by Commissioner Simun, to approve the Order of Agenda as presented. Motion carried unanimously, with Commissioner Coopman absent.

CONSENT CALENDAR:

APPROVAL OF AFFIDAVIT OF POSTING for the Library Commission meeting of March 2, 2020.

APPROVAL OF THE FOLLOWING MINUTES - Library Commission meeting of February 3, 2020.

MONTHLY UPDATE TO THE STRATEGIC PLAN – Receive and file.

Motion by Commissioner Morefield, seconded by Commissioner Nafissi, to approve the Consent Calendar, with the exception of the Monthly Update to the Strategic Plan. Motion carried unanimously, with Commissioner Coopman absent.

EXCLUDED CONSENT CALENDAR

Commissioner Morefield said the elevator is not fixed and that the item is not finished until the elevator is finished. She added that the item is no longer on the Strategic Plan. Library Director Anderson said it is operational, and the interior will be finished in April.

Commissioner Morefield said the Library is not a polling place because of the elevator. Library Director Anderson replied that the North Branch is a polling place, and the Main Library is a Vote-by-Mail location.

In response to Commissioner Morefield regarding who dictates what goes on the Strategic Plan, Commissioner Nafissi replied that the City Manager dictates what goes on the Strategic Plan. She suggested Commissioner Morefield email him to ask why it is not on the Strategic Plan, or attend the Strategic Planning session to ask them about it.

Library Director Anderson said she believes the elevator item was under the Public Works Director.

Motion by Commissioner Hannon, seconded by Commissioner Nafissi, to receive and file the Monthly Update to the Strategic Plan. Motion carried, with Commissioner Morefield opposed, and Commissioner Coopman absent.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Chair Beauchamp called for public comment. There being no one wishing to comment, Chair Beauchamp closed the public comment period.

OLD BUSINESS

7. HARWOOD INSTITUTE

Staff recommendation: Receive and file

Library Director Anderson said Chair Beauchamp and Youth Services Librarian Donia Sichler attended their first Harwood conversation at the Seasons Senior apartment complex. She said it was enjoyable to all, and she followed Chair Beauchamp's format coming up with some potential action plans.

Chair Beauchamp said the Beach Cities Health District (BCHD) provides great services, and they are a trusted source of information and helper in the community. He thinks it would be good to work in conjunction with the BCHD as everyone he spoke to considers them a great resource.

Commissioner Simun said when she taught at Redondo Union High School they used a lot of their services, and they were a wonderful resource.

Commissioner Morefield asked if they are willing to fund a senior activity.

Chair Beauchamp said one suggestion was the curation of information for seniors, and moving the reference desk from the back to the front. He said the group felt the Library is a big and intimidating space and mentioned it would be nice if there was a greeter. He said some of the people at Seasons are looking for involvement, and suggested having them involved with that. He said maybe after another session, the group can get together to come up with more ideas.

Library Director Anderson noted that BCHD provides a lot of activities at the Library, such as mindfulness meditation, Alzheimer's and dementia programs, and programming for the Library.

Commissioner Hannon suggested having BCHD come to Kensington and offered to follow up.

Chair Beauchamp announced they will be at the Kensington on March 10, 2:00-4:00 p.m., and invited the Commissioners to come and ask open ended questions, and improve the knowledge of that community.

Motion by Commissioner Nafissi, seconded by Commissioner Simun to receive and file the Harwood Institute notes. Motion carried unanimously, with Commissioner Coopman absent.

8. 2019 STRATEGIC PLAN GOALS

Staff recommendation: Discussion

Library Director Anderson said at the last meeting Councilmember Horvath and Councilmember Nehrenheim spoke about replacing the existing 10-year goals, or if the City wants 10-year goals.

Library Director Anderson said the Commission voted to contribute 10-year goals pertaining to the Library that could be part of the discussion and revamping of the 10-year goals.

Library Director Anderson suggested the following Library goals:

- Automated 24-hour Access Solutions to libraries
- RFID tagging currently in a cost benefit analysis stage
- Community Services public facing services integrated into the Library

In response to Commissioner Nafissi regarding going paperless in the Library, Library Director Anderson said she plans to implement automatic card renewal which would eliminate some paperwork. She said they don't send printed notices by mail, they are trying to contact people by email, or phone. She believes there is a new app where patrons can renew their Library card using the app.

Commissioner Nafissi recommended moving to automatic renewals and go digital wherever possible, which could be cost savings.

Commissioner Morefield thought a 10-year goal should be more challenging. She also expressed concern about considering going paperless in a place that is designed for books, and where the written word is respected and preserved on paper.

In response to Commissioner Coopman regarding fees for the 24-hour Access Solutions and RFID's, Library Director Anderson said there was a monthly fee for the Bibliotheca open+, but no other costs that she knows of. She confirmed that there are no ongoing costs for the Library vending machines, or the remoteLockers.

Commissioner Coopman asked if the machines would be on loan and could be turned in for new models later, or if they would be purchased. Library Director Anderson said open+ was done in a branch in Ventura County that was designed with low shelving for security cameras and sightlines. She said the Catalina branch on Avalon also has it. She spoke to the branch manager, and he indicated that there are pros and cons.

Library Director Anderson said the 24-hour hold lockers or the vending machines would be more reasonable even if they are fairly expensive, because opening a branch another day would be expensive as well. She also suggested installing the lockers or vending machines at locations such as the community centers or other places.

Library Director Anderson noted she does not know of any libraries in Los Angeles that have vending machines or lockers. She said these types of solutions will become more popular, however, they are expensive. She said RFID tagging is expensive, and they would need to be re-tagged eventually.

Commissioner Morefield asked if it would be possible to have a system set up where perhaps BCHD volunteers pick up someone's library request and delivers to them. She is looking for non-library based library services.

Commissioner Simun said the Friends of the Redondo Beach Public Library has provided additional digital access to the Library that allows people to use their computers and tablets. She said there are a lot of opportunities for people to access libraries off the campus.

Motion by Commissioner Nafissi, seconded by Commissioner Morefield, to expand Library access through non-traditional services. Motion carried unanimously.

Commissioner Morefield said she would rather buy books than tag the books the Library already has. She is not sure it is a worthwhile 10-year goal.

Motion by Commissioner Nafissi to include the RFID tagging to improve the ergonomics and efficiency of circulation functions.

Commissioner Simun expressed concerns regarding privacy and tracking. Library Director Anderson said it helps with ergonomic injuries, and provides faster check-outs for patrons, however, there are issues such as the expense and privacy concerns.

Motion by Commissioner Morefield, seconded by Commissioner Hannon, to explore options to improve the ergonomics, efficiency and environmental sustainability of Library administration functions. Motion carried unanimously.

In response to Commissioner Morefield regarding Community Services paying for part of the square footage, Library Director Anderson said it would be a cost savings for the City, and the Library would be offering Passport services and other services that Community Services offers.

Commissioner Morefield asked if there is a way to talk to the Police department and have a social worker based in the Library allowing some of the homeless functions to be handled from there rather than in the Police station. Library Director Anderson said there are models where social workers are based in the Library, if the Commission wanted to suggest that.

In response to Commissioner Nafissi regarding what the Community Services might be, Library Director Anderson said a lot of cities have combined Community Services with the Library, and it looks different in each one. She said in addition to passport services, sometimes they have classes and programs in the North Branch meeting rooms, which could be provided in the Library.

Commissioner Morefield said Community Services has a different priority than the Library, and if they are in the same organization, they would be under one boss. She thinks they should be two separate departments.

Commissioner Nafissi said she likes the idea of incorporating Community Services into the Library because it could bring people to the Library who wouldn't normally come in.

Commissioner Simun shared that when North Redondo did the Walk-About, where people walk around the neighborhood, the Friends had a table at the event. She said they got many new members, gave away books and bookbags with their logo, and shared the various services the Library offers. She said there are many community outreach and cross section opportunities to bring people into the Library who normally wouldn't come in.

Library Director Anderson said she is looking at how they could thrive given the staffing situation and possibly combining services with Community Services could enable that. She said there would be

more staff in the building which would be beneficial. She said cities have moved towards that for these types of reasons.

Motion by Commissioner Nafissi, seconded by Commissioner Simun, to incorporate the Community Services function into the Main Library. Motion carried, with Commissioner Morefield opposed.

Motion by Commissioner Morefield to add a line saying "Incorporating Community Based Police Services functions into the Main Library facilities", which would be a social worker, or homeless outreach staff.

Motion by Commissioner Nafissi, seconded by Commissioner Simun, to send the recommendations to City Council on behalf of the Library Commission. Motion carried unanimously.

9. 2020 ALTERNATIVE LABOR DAY MEETING DATE

Staff recommendation: Discussion

Library Director Anderson noted that the Commission calendar is pretty full until possibly the last week in the month, which is very close to October.

Commissioner Morefield suggested moving the meeting to the first Friday that the City is open.

Commissioner Nafissi said her recommendation was to choose a date, keep it if there was business, but if there was not, to skip to the next meeting.

Motion by Commissioner Nafissi, seconded by Commissioner Coopman, to reserve August 26. Motion carried unanimously.

NEW BUSINESS

10. 2020 SERVING WITH A PURPOSE CONFERENCE

Staff recommendation: Receive and file

Library Director Anderson said in the past, Library Commissioners have attended an annual workshop hosted by the California Public Library Advocates, however, they have not been active for the last few years. She said this group leads a workshop called Serving with a Purpose which is a similar type of workshop for friends, trustees, foundations, and staff. She said if any of the Commissioners are interested in attending they should contact Karen Nakamura and the Library will sponsor them.

11. LIBRARY RULES OF CONDUCT

Staff recommendation: Receive and file

Library Director Anderson said they are in the process of revising the Library Rules of Conduct. She said after the Commission provides input, it will go to the City Manager, and then to City Council with an ordinance regarding enforcement of the rules.

- The last bullet is missing the final paragraph because they are in conversation about that.
- 3rd paragraph: a bin will be available to measure the size of the bag, or a poster to hold the bag up to
- Recording and photographs requires verbal permission
- Materials taken from the Library not properly charged out: Library staff may search a person and his/her belongings if the anti-theft security gate alarm is activated

- Hygiene conditions: includes the phrase “including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the Library.”
- Removed “eating” from being prohibited; if someone brought in a full meal, they would say something about it.

In response to Commissioner Nafissi regarding public meetings and the enforcement of rules, Library Director Anderson said people are allowed to video City Council on their phones because it is a public meeting, other instances are a little grayer. They will reinstate a sign tied into the policy that Library staff can photograph or videotape a program to promote it. The poster says if you are participating in the Library program in the meeting room you are consenting to be photographed or filmed.

Commissioner Morefield said that is problematic.

Library Director Anderson said they do not photograph kid’s faces, primarily just the performer.

Commissioner Nafissi suggested amending to include in public meetings people are free to record as they please.

In response to Commissioner Simun regarding a policy prohibiting people from sitting on the stairs, Library Director Anderson said that is part of these rules and there will be signs to that effect.

Commissioner Nafissi asked if a homeless person will be asked to leave based on their hygiene. Library Director Anderson said it is anybody that has an offensive odor, and they have asked people to leave. She added that they have had pest control issues.

Library Director Anderson noted that it is difficult because staff and patrons have different ideas regarding what is tolerable. She said PATH has provided hygiene packs to them that they have given out.

Motion by Commissioner Nafissi to pass the Rules of Conduct, with the recommendation regarding the recording and photographing.

In response to Commissioner Morefield regarding the process of enforcement and fine if someone violates the Rules of Conduct, Library Director Anderson said they will be informed of the infraction, if they continue to violate the rule they will be asked to leave, and if they refuse to leave it is a misdemeanor.

Library Director Anderson said dispatch will be called and they will be escorted from the building. She said if they return after being asked to leave, it could be considered trespassing.

Commissioner Simun asked if there is anything regarding skateboard in the Rules of Conduct.

Library Director Anderson mentioned putting bumpers on the stairs to prohibit skateboarding.

Commissioner Simun said there are lockers that can be installed specifically for skateboards to keep them from bringing them into the Library. She said she believes they are outdoor lockers which could be installed near the bike racks.

Commissioner Morefield asked if they could make it clear that skateboarding is not permitted in the parking structure.

Motion by Commissioner Nafissi, seconded by Commissioner Hannon, to pass the Rules of Conduct with the skateboarding in the parking garage and the recording and photographing in public meetings. Motion carried unanimously.

12. LIBRARY DIRECTOR'S REPORT

Staff recommendation: Receive and file

- March 31 – South Bay Dementia Consortium is doing a screening of a documentary called "Turning Point", about dementia
- Dementia kits have been assembled and a brochure will be available for the program
- Information will be provided to the South Bay Village, where volunteers visit the seniors and take them on errands and play games with them

Commissioner Morefield asked if the brochures could be available to Kensington and Silverado.

12. MEMBERS ITEMS AND REFERRALS TO STAFF

Library Director Anderson said the Library Commission Minutes from the October 7, 2019 meeting went to the City Attorney's office in regard to the vote on putting the senior outreach on the following agenda and it was determined that the vote violated the City's municipal code because when a Commissioner abstains, they need to give a reason and some of the Commissioners did not state a reason. She said they would need to vote on whether the item will go on the agenda next month.

Commissioner Morefield said she made the motion, therefore, she withdrew the motion.

In response to Commissioner Nafissi regarding voting, Library Director Anderson clarified that if a Commissioner does not vote, they need to give a reason.

Commissioner Nafissi clarified that a Commissioner can say no, abstain, or not vote. Library Director Anderson said they can vote for, vote against, or not vote, but they need to give a reason.

ADJOURNMENT AT 8:29 P.M.

Chair Beauchamp adjourned the meeting at 8:29 p.m., to a Regular meeting on Monday, April 6, 2020, at 7:00 p.m., in the Redondo Beach City Council Chambers, 415 Diamond Street, Redondo Beach, California. Motion carried unanimously.

Respectfully submitted,

Susan Anderson
Library Director



Administrative Report

H.1., **File #** LC20-1456

Meeting Date: 10/5/2020

TITLE

For eComments and Emails Received from the Public



Administrative Report

I.1., File # LC20-1452

Meeting Date: 10/5/2020

TITLE

DISCUSSION OF FY 2020/2021 BUDGET



Administrative Report

I.2., File # LC20-1453

Meeting Date: 10/5/2020

TO: LIBRARY COMMISSION
FROM: SUSAN ANDERSON, LIBRARY DIRECTOR

TITLE
DISCUSSION OF HARWOOD INSTITUTE FOR LIBRARIES

BACKGROUND

The Redondo Beach Public Library has participated in the Harwood Institute for Libraries over the past year in order solicit input from the community so that Library programs and services can align with community aspirations. Library staff created two online surveys with Harwood Institute questions during the Library closure.



Administrative Report

J.1., File # LC20-1483

Meeting Date: 10/5/2020

TITLE

ELECTION OF OFFICERS

Staff recommendation: Election of officers for the term of October 2020 through September 2021

1. The Chairperson opens nominations for positions of Chair and Vice-Chair
2. The Chairperson closes nominations
3. The Chairperson calls for a motion
4. New Officers assume seats



Administrative Report

J.2., File # LC20-1454

Meeting Date: 10/5/2020

TO: LIBRARY COMMISSION
FROM: SUSAN ANDERSON, LIBRARY DIRECTOR

TITLE

DISCUSSION OF GOALS FOR UPCOMING STRATEGIC PLAN

BACKGROUND

The City's next Strategic Planning Session is scheduled for October 29th at 1 PM.



Administrative Report

J.3., File # LC20-1479

Meeting Date: 10/5/2020

TO: LIBRARY COMMISSION

FROM: SUSAN ANDERSON, LIBRARY DIRECTOR

TITLE
DIRECTOR'S REPORT



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	TOTAL
2018-20														
MAIN LIBRARY	2018	2383	1942	2045	1823	1836	1802	1718	910	0	0	0	0	15,684
NORTH BRANCH	2018	647	641	606	417	444	541	550	295	0	0	0	0	4,916
TOTAL	2018	2794	2480	2651	2481	2380	2479	2268	1205	0	0	0	0	20,599
2018-19														
MAIN LIBRARY	2018	2112	1896	2118	1767	1564	2004	1709	2004	1910	2120	1548	2154	21,547
NORTH BRANCH	2018	677	582	622	521	468	590	600	600	534	534	541	541	7,024
TOTAL	2018	2801	2478	2740	2287	2032	2594	2309	2604	2444	2654	2089	2695	28,571

2018-19														
MAIN LIBRARY	2018	246	229	166	148	122	78	182	155	119	55	35	47	1,615
NORTH BRANCH	2018	105	107	74	74	75	52	80	81	73	0	0	0	807
TOTAL	2018	351	336	240	222	197	130	262	236	192	55	35	47	2,422
2018-18														
MAIN LIBRARY	2018	320	293	258	245	148	108	213	229	209	158	193	245	2,659
NORTH BRANCH	2018	132	108	95	95	76	51	135	91	110	100	96	138	1,245
TOTAL	2018	452	401	353	339	224	159	348	320	319	258	289	383	3,904

2018-20														
MAIN LIBRARY	2018	26,011	26,447	23,285	20,279	29,578	25,183	29,028	28,998	17,910	116	142	8,183	247,110
NORTH BRANCH	2018	11,604	9,399	8,629	11,217	11,468	9,684	11,289	11,431	7,216	48	24	1,578	96,107
TOTAL	2018	39,615	35,846	31,914	42,216	41,046	34,867	40,317	40,429	25,126	164	166	9,761	343,217
2018-19														
MAIN LIBRARY	2018	30,939	28,997	24,787	23,668	22,508	19,323	23,117	23,435	22,788	23,880	23,047	23,696	291,103
NORTH BRANCH	2018	10,279	9,135	8,588	10,298	9,126	8,702	8,821	7,139	8,844	8,020	8,387	10,095	100,882
TOTAL	2018	41,212	38,132	33,375	33,966	31,634	28,025	31,938	30,574	31,632	31,900	31,434	33,791	391,985

2018-20														
MAIN LIBRARY	2018	71,39	70,12	71,8	130,17	0	0	0	0	0	0	0	0	543,48
NORTH BRANCH	2018	72,67	63,19	82,18	127,7	103,4	99,35	113,88	92,46	104,4	96	64,83	0	1,048,06

2018-19														
MAIN LIBRARY	2018	11	5	8	2	11	2	8	2	8	2	1	8	90
NORTH BRANCH	2018	117	44	97	15	168	26	231	18	170	11	31	2	1,298
TOTAL	2018	128	49	105	17	176	28	239	26	180	12	32	3	1,388
2018-18														
MAIN LIBRARY	2018	24	5	29	6	22	5	20	6	18	4	21	5	71
NORTH BRANCH	2018	950	910	1338	113	1053	259	821	217	817	170	728	254	6,113
TOTAL	2018	974	915	1367	119	1075	264	841	223	835	174	749	259	6,184
2018-17														
MAIN LIBRARY	2018	37	17	47	9	38	9	20	9	19	7	25	28	149
NORTH BRANCH	2018	1050	377	1453	318	1453	331	1,070	242	1,007	181	767	260	789
TOTAL	2018	1087	394	1500	327	1491	340	1,090	251	1,026	190	792	288	938

2018-18														
MAIN LIBRARY	2018	8	0	12	0	9	1	14	1	11	2	7	0	6
NORTH BRANCH	2018	67	13	0	0	125	10	364	10	150	15	113	0	57
TOTAL	2018	75	13	12	0	134	11	378	11	161	17	120	0	63
2018-17														
MAIN LIBRARY	2018	3	3	2	2	3	3	5	0	2	0	2	0	1
NORTH BRANCH	2018	32	19	10	4	55	5	67	0	26	0	23	0	79
TOTAL	2018	35	22	12	6	58	8	72	0	28	0	25	0	80
2018-16														
MAIN LIBRARY	2018	649	163	917	463	494	141	679	216	618	97	630	66	3,555
NORTH BRANCH	2018	27	10	40	14	32	10	43	11	33	6	27	3	283
TOTAL	2018	676	173	957	477	526	151	722	227	651	103	657	69	3,838
2018-15														
MAIN LIBRARY	2018	748	182	1120	487	674	156	1110	228	794	112	768	68	4,091
NORTH BRANCH	2018	1050	377	1453	318	1453	331	1,070	242	1,007	181	767	260	789
TOTAL	2018	1798	559	2573	805	2127	487	1780	470	1801	293	1535	328	4,880

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