

In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), Acting State Public Health Officer Erica Pan's Regional Stay at Home Order (issued December 3, 2020), and the County of Los Angeles Public Health Officer's Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19: Tier 1 Substantial Surge Updated Response (revised Order issued December 6, 2020) that temporarily replaces and suspends the Public Health Officer's Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19: Tier 1 Substantial Surge Updated Response (revised Order issued November 28, 2020) and the Public Health Officer's Reopening Safer at Work and in the Community for Control of COVID-19 Order Blueprint for a Safer Economy – Tier 1 Surge Response (revised Order issued November 25, 2020), members of the Torrance City Council and staff will participate in this meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-19.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below:

<https://us02web.zoom.us/j/87344128652?pwd=Y2ttRXc2dFZ5Wmh5Nm5wa0gwSVFOQT09>

Phone number: 1 669 900 9128

Meeting ID: 873 4412 8652

Passcode: 739935

Access the Zoom meeting, using the above credentials at: <https://zoom.us>



Library Commission

The Library Commission is an advisory body to the City Council that meets on the second Monday of each month at 7:00 p.m. in the Community Meeting Room at the Katy Geissert Civic Center Library, 3301 Torrance Blvd.*

All meetings are open to the public. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information Card" (available at the meeting) and relay it to staff.

Direct questions or concerns to City Librarian Yolande Wilburn at (310) 518-5953, or via e-mail to ywilburn@TorranceCA.Gov.

Agendas and minutes are posted on the City of Torrance web page at www.TorranceCA.Gov.

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in any Library Commission meeting, please call (310) 618-5950. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

LIBRARY HOURS OF OPERATION

Telephone Reference Services

Monday - Friday 9 a.m. – 6 p.m.

Curbside Pickup Service

Monday - Friday 10 a.m. – 5 p.m.

The Torrance Public Library is a division of the City of Torrance Community Services Department – *Creating and Enriching Community through People, Programs & Partnerships*

www.Library.TorranceCA.Gov

LIBRARY COMMISSION MONDAY, February 08, 2021, 7:00 P.M.

VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS
LIBRARY COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL / MOTIONS FOR EXCUSED ABSENCE**
3. **FLAG SALUTE**
4. **MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA**
5. **APPROVAL OF MINUTES**
 - A. January 11, 2021 Library Commission Meeting
6. **ORAL COMMUNICATIONS #1**
7. **NEW BUSINESS**
 - A. Friends of the Torrance Library
 - B. Torrance Youth Council
 - C. Social Services Commission Report
 - D. Branch Report – Southeast Library
 - E. Virtual Day in the District
8. **OLD BUSINESS**
 - A. Eliminate Holds Fees
 - B. Staff Recognition
 1. Number of Staff to Include 52/85/88
 2. Type of Recognition
 3. Wording
 4. Budget
 5. Date: National Library Workers Day, April 6, 2021
 6. Distribution
9. **MONTHLY DIVISION REPORT**
 - A. Monthly Division Report
10. **ITEMS FOR NEXT LIBRARY COMMISSION MEETING**
11. **ORAL COMMUNICATIONS #2**
12. **ADJOURNMENT:** Adjournment of Library Commission Meeting to Monday, March 8, 2021

ROLL CALL: ___Haussmann ___Javaid ___Lambert ___Perkins ___Seferian ___Yeh ___Chair Kohus

January 11, 2021

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:03 p.m. on Monday, January 11, 2021 via teleconference or other electronic means.

2. ROLL CALL

Present: Commissioners Javaid, Lambert, Perkins,
Seferian*, Yeh*, and Chairperson Kohus.

Absent: Commissioner Haussmann.

Also Present: City Librarian Wilburn,
Assistant City Librarian Coates, and
Senior Librarian Fiedler.

*Commissioner Seferian arrived at 7:10 p.m.

*Commissioner Yeh arrived at 7:28 p.m.

It was noted that Commissioner Haussmann attempted to log in to the meeting but was unsuccessful.

3. FLAG SALUTE

Commissioner Lambert led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Lambert, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected 4-0 approval (absent Commissioner Haussmann, Seferian, and Yeh).

5. APPROVAL OF MINUTES

5A. MINUTES OF DECEMBER 14, 2020 LIBRARY COMMISSION MEETING

MOTION: Commissioner Lambert moved to approve the Library Commission meeting minutes of December 14, 2020 as presented. Commissioner Perkins seconded the motion; a roll call vote reflected 4-0 approval (absent Commissioner Haussmann, Seferian, and Yeh).

6. ORAL COMMUNICATIONS #1 – None.

7. NEW BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

In response to Commissioner Lambert's inquiry, City Librarian Wilburn stated she is unsure when the Library will resume accepting book donations.

7B. TORRANCE YOUTH COUNCIL

Torrance Youth Council members Jennifer Kim and Summer Phan spoke.

Commissioner Seferian joined the meeting at 7:10 p.m.

7C. SOCIAL SERVICES COMMISSION REPORT

Commissioner Seferian reported the Social Services Commission did not meet in December 2020.

7D. BRANCH REPORT – HENDERSON LIBRARY

Senior Librarian Fiedler presented highlights from the Henderson Library Report included in the material of record, covering June 10, 2019 through the end of December 2020.

Chairperson Kohus commended Senior Librarian Fiedler for the detailed report.

City Librarian Wilburn commended Henderson Library staff for the fantastic job they do every day.

8. OLD BUSINESS

8A. ELIMINATE HOLDS FEES

City Librarian Wilburn requested that this item be tabled to a future Commission meeting pending direction from the State.

8B. STAFF RECOGNITION

City Librarian Wilburn stated she will schedule a meeting with the ad hoc committee to plan a Library staff recognition.

9. MONTHLY DIVISION REPORT

City Librarian Wilburn presented the Monthly Division Report included in agenda materials.

She discussed the proposed State budget affecting the Library and called attention to an attached letter thanking Phil Ross for his services.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Commissioner Yeh joined the meeting at 7:28 p.m.

Items for the next Commission meeting agenda were listed and include: Friends, Torrance Youth Council, staff recognition, Social Services Commission report, elimination of holds fees, branch library report, little free libraries, and Monthly Division Report.

11. ORAL COMMUNICATIONS #2

Members of the Commission spoke.

12. **ADJOURNMENT**

MOTION: At 7:39 p.m., Commissioner Perkins moved to adjourn the meeting to February 8, 2021 at 7:00 p.m. via teleconference or other electronic means. Commissioner Yeh seconded the motion; a roll call vote reflected unanimous approval.

###

TO: LIBRARY COMMISSION

FROM: THERESA BABIAR, SENIOR LIBRARIAN
ROBERT BROADSTONE, YOUTH SERVICES LIBRARIAN

SUBJECT: SOUTHEAST LIBRARY REPORT

REPORTING PERIOD

This report covers the period from the last Library Commission meeting at Southeast Library on August 12, 2019 through the end of December 2020. During this approximate 16 month period, large changes have occurred in the Torrance Public Library due to the emergence of the COVID-19 global pandemic and the County of Los Angeles' response to combat the spread of this virus. The first 7 months reflect normal library service, while the remaining 9 months reflect library closures, and a phased reopening offering curbside service. The City of Torrance also faced a massive cyber-attack on March 1, 2020, resulting in the loss of certain archived documents and emails.

ABOUT OUR LIBRARY

The Southeast Library is the largest of the five branches, with over 7,200 square feet of space, uniquely situated to provide materials and services to residents of Torrance, as well as those of Lomita and Harbor City. Directly across from J. H. Hull Middle School, and within walking distance of Howard Wood Elementary School, John Adams Elementary School, Torrance Elementary School, and Torrance High School, our location ensures that all available seating is taken during the busy 3:00 p.m. - 5:00 p.m. hours. Pre COVID-19, our large after-school crowd continued to offer us challenges and opportunities. The Library was often filled to capacity with students who just needed a place to stay, which provided staff the opportunity to introduce them to library services, and to build a positive rapport that will hopefully lead them to become life-long library users.

Pre COVID-19, patrons were greeted by name by friendly staff as they entered the Library, and they often complimented the staff on the cleanliness of the branch, the availability of high demand items, and the breadth of the collection as a whole.

With the advent of COVID-19, patrons were dismayed to find their libraries closed from March 16, 2020 through May 31, 2020. Staff spent the first month cleaning materials, and catching up on the backlog of materials that had not been checked in upon the conclusion of the cyber incident. On April 13, 2020, the branches were closed to staff as well, and staff were reassigned to diverse duties such as monitoring public parks and packing groceries for Torrance residents.

On June 1, 2020, the Torrance Public Libraries opened for Curbside Service, and patrons were pleased to be able to visit the Southeast Library again, even in a limited capacity. Patrons seemed to miss browsing for materials, using the computers, and having access to the printers the most.

STAFFING

In the beginning of March 2020, staffing at the Southeast Library was stabilized with probationary or permanent employees in each position...and then COVID-19 changed everything. System wide, staffing levels were reduced by at least 50% through a hiring freeze and a reduction of hours, and all staff took on additional roles. Senior Librarian Theresa Babiar was given the responsibility of supervising the WALTERIA Library. Youth Services Librarian Robert Broadstone supervised Southeast Library in Ms. Babiar's absence, and served as unofficial Youth Services Department Head for the last four months of the year.

Southeast Library has 3 full-time equivalent to staff the facility; if one full-time equivalent is absent, assistance must be sought from other locations to allow for lunch breaks. The Junior Library Clerk and three Library Pages had their hours reduced to zero, and staff are struggling to perform multiple tasks. As each of these staff members have worked for Southeast for over a decade, they are missed both personally and professionally.

Staffing at the time of this report is as follows:

- Theresa Babiar, Senior Librarian – 20%
- Robert Broadstone, Youth Services Librarian
- Nataly Martinez, Senior Library Technician
- Stephannie Jimenez, Library Technician (afternoons)
- Narkisha Williams, Library Technician (evenings)
- Brian Parks, Junior Library Clerk – hours reduced to zero
- Jose Reynoso, Library Page (mornings) – hours reduced to zero
- Michele Song, Library Page (afternoons) – hours reduced to zero
- Cynthia Osejo, Library Page (evenings) – hours reduced to zero

PROFESSIONAL DEVELOPMENT

Pre-pandemic, the staff of the Southeast Library were busy enriching their skills and reaching out to the community. Senior Librarian Babiar attended the City of Torrance Commission on Aging meetings, and the South Bay Cities Council of Governments Senior Services Working Group meetings. Through these relationships, the Library stayed abreast of the needs of the older community.

Youth Services Librarian Robert Broadstone took a formal move-up to Youth Services Supervisor from November 2019 through January of 2020, where he was exposed to a multitude of new tasks. He enhanced his outreach skills by meeting with vendors, and hosting and meeting with the Los Angeles County Serving Planning Area (SPA) 8 Youth Suicide Prevention Taskforce. He wrote and proposed the 2020 Youth Services Budget to the Friends of the Torrance Public Library, and introduced the new City Librarian to the Youth Services Department's goals and vision.

With the elimination of the Youth Services Supervisor position in October of 2020, Mr. Broadstone took on the role of informally leading the Youth Services Department. In addition to his own programming responsibilities, Mr. Broadstone created a programming schedule, created guidelines and requirements, and assigned tasks to his colleagues in this leadership capacity. He was the point-person for all things youth, ensuring virtual programs were posted to appropriate platforms, maintained invoices and W9s for all performers, and provided all descriptions and dates/times for all youth programming. Mr. Broadstone reinstated meetings with the Youth Services Librarians, selecting dates, choosing the format (in person or Zoom), writing the agenda,

and coordinating and leading the meeting. Mr. Broadstone also served as the liaison with Library Administration, presenting questions and concerns that could not be answered by the Youth Services Librarians' direct supervisors

In August of 2020, both Mrs. Babiar and Mr. Broadstone were tasked with creating a programming recommendation for the entire library system that included creating various virtual programs in collaboration with fellow staff members, a budget and expense report, and assigning tasks and duties to professional level staff. This document allowed for a robust programming schedule for September 2020-December 2020, and serves as the template for future programming.

Other growth opportunities and workshops attended by staff included a Spanish Language Book Fair and Bilingual Storytime workshop, a City Services class, and continued involvement in the creation of the Plan of Service.

COLLECTION

The Southeast Library continued to select materials to educate, entertain, and inspire all members of the community through March 2020, when the cyber-attack and COVID-19 placed a moratorium on ordering print materials. With the closure of the facility to the public, staff have shifted their focus to assessing the collections to keep them vibrant, current, and organized.

Since the last Commission meeting, Youth Services Librarian. Broadstone added about 990 new items to the collection. The young patrons in our community are avid and eager readers, so we have focused on bringing in a variety of juvenile fiction and nonfiction titles that offer a diversity of subjects and topics. Furthermore, the Youth Services Librarian has dedicated efforts in ensuring that materials are being purchased that will be both instrumental and complementary to student's studies—which include not only academic studies, but also pre-literacy and early child development. Lastly, with Torrance Public Library's Plan of Service in place, the Youth Services Librarian is making a concerted effort in fortifying a well-rounded collection that promotes racial equity and inclusivity.

Since Curbside Service began in June 2020, Southeast Library has averaged 716 patron visits per month. Each day, staff pull anywhere from 50-150 holds to satisfy patron demand. Without the ability to browse, many patrons are relying on staff suggestions and recommendations.

PROGRAMMING AND OUTREACH

Southeast Library continued to offer a full range of services for patrons of all ages in our community, through March 2020. We often hosted a program every day of the week, with some days seeing as many as three successive programs!

Adult programming thrived before the COVID-19 closures. Each month, we hosted Coloring and Conversations and Southeast Stampers, two activities that are popular with the crafters in our community. We also continued an ongoing partnership with LA County Smart Gardening, hosting programs covering organic gardening, drought-tolerant landscaping, pest management, and composting. The 2019 holidays saw programs featuring corn husk dolls and fishbowl snow people. The popularity of the Novels at Night Book Group continued, with approximately thirty patrons registered as active participants, averaging about twenty people each meeting. Discussions are lively with a diverse array of viewpoints represented.

Youth Services programming included traditional favorites such as Babytime, Family Storytime, and afterschool programming for students of all ages such as Check It Out @ the Southeast Library, Lego Club, Music Lab, and Video Gaming. At the end of 2019, Mr. Broadstone received a grant from Google, allowing him to host Hour of Code, coding programs aimed at developing school-age children's coding skills utilizing Scratch.

COVID-19 restrictions ended our ability to offer in person programming, so we turned to the virtual world. Although patrons missed the personal interactions, Novels at Night transferred successfully to the online world via Zoom. Crafts are continued via make and take offerings available via curbside service.

Youth Librarian Broadstone took on a major role in the social media content and social presence for the Torrance Public Library by becoming a member of the Social Media Committee, taking on the responsibilities of creating various social media content (including storytime videos, informational posts, and book talks) and posting to the library's social media pages, as well as assisting colleagues in developing proficiency in creating and editing social media content.

FACILITY

Thermostat and computer issues remained ongoing problems. Other issues were minor such as a broken garbage disposal

September saw an ant infestation which Custodial was able to eradicate within a day.

INCIDENTS

Southeast Library staff continued to balance maintaining a welcoming environment while also dealing with the natural exuberance of a large population of middle school students. While these students mostly conformed to the Library Standards of Behavior inside the facility, there were altercations with the residents who lived nearby, including vandalism and disruptive behavior. Library staff, Police, J.H. Hull Middle School Staff, and neighbors worked together to address these incidents.

CONCLUSION

As residents of our community continue to turn to the library for recreational and educational needs, we find ourselves frequently assessing our offerings and adapting during times of constant change. The Southeast Library is proud to provide a collection of value to our diverse patrons, and to offer programs to promote library services and show our involvement in our community. Staff actively continue to grow and evolve in their skills, ensuring that the Southeast Library remains a vital hub for the community we serve.

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: DAY IN THE DISTRICT

BACKGROUND/ANALYSIS

The California Library Association recommends that California libraries conduct virtual visits with state legislators in the last week of February or first week March 2021, to alert them to library activities, issues, and concerns facing libraries. In the past, Commissioners indicated willingness to visit our three State legislators.

Assemblymember
Al Muratsuchi
3424 W. Carson St.
Torrance, CA 90503

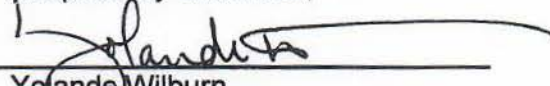
Senator Ben Allen
2512 Artesia Blvd.
Redondo Beach, CA 90278

Senator Steven Bradford
1 Manchester Blvd. Suite 600
Inglewood, CA 90301

If the Commission wishes to participate in the 2021 virtual visit process, I recommend that you identify two commissioners willing to participate in a Zoom meeting. Library staff will coordinate the meetings with the legislator's staff. The meetings will be scheduled for no more than 30 minutes. Commissioners will be provided with a portfolio of information, which will include talking points about current state legislation and funding requests that support the efforts of libraries.

The Commission may discuss the legislative visits, and request any follow up from staff.

Respectfully submitted,



Yolande Wilburn
City Librarian

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: STAFF RECOGNITION

RECOMMENDATION

The City Librarian respectfully recommends:

- Approve the number of staff to include 52/85/88
- Approve item selection
- Select and approve the wording on the item
- Approve a budget not to exceed for staff recognition
- Approve National Library Workers Day, Tuesday, April 6, 2021 as Staff Recognition Day

BACKGROUND/ANALYSIS

At the February 2020 meeting, the Commission appointed a Subcommittee of Commissioners Perkins, Javaid, and Kohus to explore and bring back a 2020 staff recognition recommendation. Due to the Global pandemic, no Staff Recognition took place in 2020. The Ad Hoc Committee met on January 25, 2021, to develop a Staff Recognition plan for 2021.

The Committee explored two possible options for Staff Recognition.

Option 1: A coffee mug with words of appreciation, filled with a mask and small hand sanitizer.

Option 2: A T-shirt with wording commemorating the Commission's Appreciation.

The Committee researched the following possible items and estimated costs:

Hand Sanitizer

Option 1:

- 4imprint 1 oz. hand sanitizer
- Minimum order = 100
- \$1.49 each + \$55 set up fee for artwork (TPL logo?)
- \$204 total + tax for 100 bottles

Option 2:

- Bath and Body Works 1 oz hand sanitizer, multiple scents
- No minimum order
- \$8.00 for a five-pack
- 52 staff = \$88
- 85 staff = \$136

Option 3:

- Amazon - GermX 2 oz hand sanitizer
- \$52.56 for 48 bottles
- 52 staff = \$105.12
- 85 staff = \$105.12

Masks

Option 1:

- Etsy - Black cotton adjustable ear three-layer masks
- Order in packs of 50
- 100 masks = \$190.00

Option 2:

- Amazon - Gildan black cotton 3 layer masks with ear loops
- Order in packs of 24
- \$20.80 per pack
- 52 staff = \$62.40 (3x pkg)
- 85 staff = \$83.20 (4x pkg)

Option 3:

- Amazon - Gildan black cotton three-layer tie-on masks (reduce ear irritation)
- Order in packs of 48
- \$36.70 per pack
- \$73.40 for 96 masks (2x pkg)

White 11oz. Coffee Mug:

4imprint \$1.15 each

\$232.08 Total for 88 including set-up (\$55), shipping (\$35.84), and tax (\$17.04)


T-shirts:

\$5.27 each (left chest logo)

\$615.61 Total for 88 including color set-up (\$40)/shipping (\$63.99) and tax (\$47.86)

The City Librarian recommends that the Commission approve the plan, the funding, the wording, and the date for staff recognition. The Library will distribute the item(s) to the staff through the Library Delivery system. Administration staff will order and purchase items in coordination with the Ad Hoc committee Commissioners.

Respectfully submitted,



Yolande Wilburn
City Librarian

can't

MASK

our

GRITUDE

for everything you do!

THANK YOU!

TO ALL THE WONDERFUL HOSPITAL STAFF

can't

MASK

our

GRITUDE

for everything you do!

THANK YOU!

LOVE, HARRY, PORN, & HERMIONE



themorningdoppio

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: MONTHLY DIVISION REPORT

Administration and Staffing

The Library recruitment for one half-time Senior Library Page, Delivery Driver closed. Applications are under review. The current vacancies not being filled include one full-time Senior Librarian, one half-time Senior Library Page, and one full-time Library Technician.

North Torrance Library continues to utilize move-ups in the Senior Librarian position while the branch manager is out on leave.

Facilities and Technology

All COVID-19 procedures remain in place. The Library Safety committee continues to work on revising the Reopening Plan. They are creating a survey to gain insight into patron perspectives.

Services and Programs

The Library continued curbside service at all branches.

FY 20/21 Monthly Curbside Statistics

Month	Visits	Circulation
JUL	5382	23207
AUG	5420	23661
SEP	4896	23572
OCT	5918	24029
NOV	5217	21696
DEC	4607	23808
JAN	4891	24667

FY 20/21 Monthly eBook Circulation

Month	eBook	Audiobook	Total
JUL	3166	1183	4349
AUG	3275	1138	4413
SEP*	1765	468	2233
OCT	3030	1079	4109
NOV	2942	1071	4013
DEC	2939	1138	4077
JAN	3338	1264	4602

*No Axis360 Statistics available.

FY 20/21 Monthly Kono Statistics

Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Check outs	68	523	293	412	473	532	
Articles Read	339	2327	2139	3529	4138	5239	

FY 20/21 Monthly Overdrive Magazine Statistics

The Library received a \$5000 Crisis Collection Grant from the State Library to add a digital magazine collection. Overdrive provides access to over 3000 magazines in a variety of languages. Overdrive magazine access began in early December.

Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Check outs	NA	NA	NA	NA	NA	119	338

FY 20/21 Monthly Hoopla Statistics

Month	Movies	Television	Music	Total
JUL*	0	0	0	0
AUG*	0	0	0	0
SEP*	0	0	0	0
OCT	97	58	20	175
NOV	66	58	12	136
DEC	47	51	3	101
JAN	44	59	2	105

*Hoopla Music/Movie Streaming added September 29, 2020.

FY 20/21 Monthly Zip Books Statistics

Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Patrons	112	138	155	168	173	181	

In January 2021 the Library expended all Zip Book funding. We anticipate additional funds becoming available but currently have suspended processing Zip Book requests.

Youth Services and School Relations

Youth Services continued virtual and curbside craft pick up programs in January. Programs included: Virtual Toddlertime, Pre-K Storytime, Babytime, and a Straw Rockets craft.

Adult Services

Adult Services continued virtual and curbside crafts programs, including: Music Monday, Craft Delight, CD Art craft take and make, and an extremely popular, Keep Less, Toss More & Tidy up for a Clutter Free 2021 Zoom program.

City, State, and Federal Budget

The City of Torrance budget process began. The City Librarian anticipates meeting with the Community Services Director to review the library budget in mid-February.

Legislative Concerns, CLA, SCLC, and State Library Relations


California Library Association Virtual Day in the District visits are slated to take place the last week of February or first week of March. Commissioners should indicate there is interest in participating this year via Zoom.

Governor Newsom issued the proposed California State budget on January 8, 2020. CSLA Funding was cut. A number of Library systems and advocacy groups have written letters to the Governor requesting restoration. A letter from the CLA President is attached.

Community Relations

We again received complements on the outstanding work of Librarian Phil Ross. He was nominated and received an Employee Spot award.

Respectfully submitted,



Yolande Wilburn
City Librarian

January 24, 2021

The Honorable Gavin Newsom
Governor, State of California
State Capitol
Sacramento, CA 95814

RE: 2021-22 STATE BUDGET: "LUNCH AT THE LIBRARY" PROGRAM, "SAFE LIBRARIES/SAFE COMMUNITIES" PROJECT, AND CALIFORNIA LIBRARY SERVICES ACT

Governor Newsom,

On behalf of the California Library Association (CLA), which represents the state's public libraries, I applaud your steadfast commitment to libraries by providing funding for key programs in your recently released 2021-22 State Budget. The previous year was one of great struggle, tenacity, and economic pressure for public libraries, and CLA is grateful for your recognition of our hard work on behalf of Californians, which is reflected in your January Budget proposals. As you and your Department of Finance and the legislature move forward with the "immediate action" items that you have suggested be accelerated in Budget discussions this year, CLA would like to request three items be included in the early adoption Budget bills.

State Library: 6120: CLA respectfully requests your consideration of including "Lunch at the Library" \$800,000 in ongoing funding in an "immediate action" Budget trailer bill.

The highly successful "Lunch at the Library" Program has become a critical lifeline for children in need of a meal during the summer months. This partnership between CLA and the State Library has resulted in almost 220 public libraries serving nearly 300,000 meals to more than 32,000 children in 2019. You recognized the value of this outstanding program when you provided \$1 million in your January 2020-21 Budget. Unfortunately, this funding was later removed in the May Revise when the Budget was heavily impacted due to the coronavirus. Because zero dollars were provided for the program last year, children will go without meals at the library in the Summer of 2021, unless funding is accelerated

for this program. Thankfully, this year's Budget contains a proposed \$800,000 ongoing for "Lunch at the Library," but it is not included in the "immediate action" proposal – meaning that it would fund lunches in 2022 and there would continue to be no funding for 2021. Our October 27, 2020 letter to you reported that "the impact of COVID-19 and the need for quality meals for the student population this year was staggering. In Monterey County alone, for example, the libraries served over 12,000 meals over the summer, with service ongoing at seven branches through the fall, with schools still closed. In Alameda, use increased 300%." If there was ever a year where it was imperative for the libraries to be positioned to accept an anticipated surge of children in need of, in some cases, their only meal of the day, it is this year. We respectfully request your consideration of including the \$800,000 ongoing funding proposed for the "Lunch at the Library" program in your early adoption budget trailer bills for 2021-22.

State Library: 6120: CLA respectfully requests your consideration of including \$8 million in an "Immediate action" Budget trailer bill for a new "Safe Libraries/Safe Communities" Program (one-time funds)

The state has placed a great deal of emphasis on the critical importance of workplaces maintaining sufficient PPE in order to reopen safely. While the CARES Act provided a small amount of funding for some libraries to obtain PPE (which will soon be exhausted), countless libraries received no funding and have been drawing upon their already-diminished budgetary resources to fund essential basic needs such as masks and face shields, antibacterial wipes, Plexiglas shields, and sanitizer stations. A large majority of libraries have provided critical support to students who are unable to go to school and have offered "curbside pick-up" for patrons throughout the shelter-in-place directives; and library staff are constantly engaging with the public at some risk, during these much-needed book, and library materials check-out events. As libraries prepare to welcome back students, seniors, immunocompromised individuals, etc. to our facilities, we must ensure the safety of our patrons and our staff. Unfortunately, most libraries currently possess extremely limited resources in order to provide those important health and safety safeguards.

CLA is requesting \$8 million in one-time funds for the purpose of creating the "Safe Libraries/Safe Communities" program, which would provide small, medium, and large libraries with grants for the purpose of purchasing the following (including but not limited to): hand sanitizer and hand sanitizing stations, Plexiglas sneeze guards, infrared thermometers, sanitizing wipes and

sprays, disposable face masks and plastic face shields, UV light cleaning, deep cleaning services, etc.). CLA is proposing that the \$8 million be broken out into grants administered by the State Library as follows:

- Small libraries: \$2 million total - \$7,500 grant per library. (Funds approx. 266 small libraries.)
- Medium-sized libraries: \$2.5 million total - \$10,000 grant per library. (Funds 250 medium-sized libraries.)
- Large libraries: \$3.5 million total - \$15,000 grant per library. (Funds 233 large libraries.)

This proposal would fund a little more than 2/3rds of the total public library branches and jurisdictions in the state and would be welcome relief to approximately 750 libraries and the communities they serve.

State Library: 6120: CLA respectfully requests your consideration of restoring the \$1.8 million cut made last year to the California Library Services Act

The California Library Services Act has been in existence since the early 1970's, with the sole purpose of requiring that libraries participate in a cooperative and collaborative manner of sharing resources among the nine geographic regions of the state. The CLSA funding is truly the glue that holds the cooperative loaning and lending structure in place for these libraries. At its origination, this program was intended to provide reimbursement for books and materials traveling by van in between libraries, for patrons requesting specific items that their own neighborhood library may not possess. While libraries continue to move physical items between jurisdictions and branches, now CLSA dollars are often used for large digital subscription services, such as eBooks and eMagazines to promote a broader collection of digital resources for libraries, including electronic resources in multiple languages. During the pandemic, we have seen the use of these digital resources skyrocket as school districts are partnering with libraries so that students can access materials from home. Since July, 20% of students from the Fairfield Suisun Unified School District have checked out an ebook from Solano County Library. In San Mateo County, 14 schools or school districts have partnered with the Peninsula Library System, which has allocated \$60,000 of their CLSA funds to eBooks, with the primary purpose of buying eBooks to support student curriculum. Last year, the rural libraries in Northern California, through use of CLSA funds, purchased about 4,300 eBooks which were used by patrons over a million times.

Due to the state's fiscal crisis brought on by the pandemic, your 2020-21 May Revision proposed cutting the CLSA by \$1.75 million, but it did not tie restoration of these funds to the so-called federal government "trigger" package. The Legislature subsequently approved the cut, despite our best efforts to protect the funding. This cut leaves the CLSA at only \$1.8 million in the baseline, which is one of its lowest points since Governor Brown zeroed out all \$12 million that was previously in the program. As you can imagine, these cuts have been devastating to the CLSA. The impact of such cuts is the erosion of the collaborative sharing principle of the CLSA. In past years when funding was zeroed out, CLA found that some large libraries pulled out of the regional system only to tell "non-residents" that the privilege of borrowing books at their library will require them to pay \$80 per person for a non-resident library card. For those on a limited income, who may want to borrow books where they work versus where they live, these fees are a deterrent for most patrons. Ultimately, high fees create a system of "haves and have nots" for library patrons, which is unacceptable when the public library has historically been thought of as "the great equalizer." Lastly, the local jurisdictions do not have the funds to make up for this loss, and the Return on Investment and benefit to community far exceeds the cost of CLSA.

CLA respectfully requests the inclusion of an augmentation of \$1.8 million (ongoing) in the California Library Services Act in the 2021-22 Budget to restore the program's baseline to \$3.6 million.

Governor Newsom, thank you again for your continued support of California's public libraries and for the proposed funding contained in your January Budget. We hope that you might give consideration to these additional requests, given the uniqueness of the challenges brought about by the pandemic and the impact on libraries and their patrons.

Sincerely,



Jayanti Addleman, CLA President
Hayward Public Library Director

cc: Keely Bosler, Director, Department of Finance
Chris Ferguson, Department of Finance
Senator Nancy Skinner, Chair, Senate Budget Committee

Senator John Laird, Chair, Senate Budget Subcommittee on Education Finance

Anita Lee, Consultant, Senate Budget Subcommittee on Education Finance

Assemblyman Phil Ting, Chair, Assembly Budget Committee

Assemblyman Kevin McCarty, Chair, Assembly Budget Subcommittee on Education Finance

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