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Direct questions or concerns to the Commission Liaison at (310) 618-5950, or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

Security procedures: Members of the public will be directed to enter City Hall on the East side of the building through the sliding door. All other entrances will remain locked for entry. Oversized bags or backpacks will not be allowed in the Council Chamber or Commission meeting room. All bags are subject to search.

Any correspondence received after 2:00 p.m. on Monday on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office. A copy of the correspondence will be available for public inspection in a binder at the back of the Council Chamber or Commission Meeting room.

**TORRANCE LIBRARY COMMISSION AGENDA
JULY 12, 2021
REGULAR MEETING**

7:00 P.M. IN KATY GEISSERT LIBRARY MEETING ROOM AT 3301 TORRANCE BL.

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Javaid, Lambert, Piotrowski, Reilly, Wang, Yeh and Chair Kohus

2. FLAG SALUTE: Commissioner Piotrowski

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Tuesday, July 6, 2021

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for comment on items not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under Orals are limited to no longer than 3 minutes per speaker.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Councilmember from the Consent Calendar and considered separately.

6A. Approve Commission Minutes: JUNE 14, 2021

7. ADMINISTRATIVE MATTERS

7A. City Librarian – Welcome New Commissioners

Recommendation of the City Librarian that the Library Commission welcome new Library Commissioners Dennis Piotrowski, Andrea Reilly and Kim Wang.

7B. City Librarian – Elect Chair, Vice-Chair and Social Services Commission Liaison

Recommendation of the City Librarian that the Library Commission elect a Chair and Vice Chair to serve July 12, 2021 to June 30, 2022 and select a Social Services Commission liaison.

7C. City Librarian – Serving With a Purpose Conference Attendance

Recommendation of the City Librarian that the Library Commission select a representative to attend the Serving with a Purpose Conference September 1, 2021.

7D. City Librarian –Review and Discuss Reports

Recommendation of the City Librarian that the Library Commission review the Division monthly reports for:

- Torrance Youth Council
- Cultivating Race, Equity and Inclusion (CREI)
- Open+
- Monthly Division Report
- Items For Next Agenda

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Order - Kohus, Javaid, Lambert, Piotrowski, Reilly, Wang, Yeh

10. ADJOURNMENT

10A. Adjournment of Library Commission Meeting to MONDAY, AUGUST 9, 2021, at 7:00 p.m. in the Katy Geissert Library Meeting Room.

**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, June 14, 2021 via teleconference or other electronic means.

ROLL CALL

Present: Commissioners Javaid, Seferian,
Yeh, and Chairperson Kohus.

Absent: Commissioners Haussman, Lambert, and Perkins.

Also Present: City Librarian Wilburn and
Assistant City Librarian Coates.

2. FLAG SALUTE

Commissioner Yeh led the Pledge of Allegiance.

3. AFFIDAVIT OF POSTING

City Librarian Wilburn reported the agenda was posted on the Public Notice Board and the City's Website on June 7, 2021.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS – None.

5. ORAL COMMUNICATIONS – None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: MARCH 8, 2021

MOTION: Commissioner Javaid moved to approve the Library Commission meeting minutes of March 8, 2021 as presented. Commissioner Seferian seconded the motion; a roll call vote reflected 4-0 approval (absent Commissioners Haussman, Lambert, and Perkins).

7. ADMINISTRATIVE MATTERS

7A. CITY LIBRARIAN – REVIEW AND DISCUSS MONTHLY REPORTS

Recommendation of the City Librarian that the Library Commission review the Division monthly reports for:

- **Friends of the Library**

Volunteers have begun working on Monday and Wednesdays mornings. Not accepting donations yet. Looking for volunteers.

- **Torrance Youth Council** – No report.
- **Branch Reports – El Retiro, North Torrance**
Written reports for El Retiro Library and North Torrance Library included in agenda packets. Staff explained El Retiro Library’s conversion to an Open+ location.
- **Summer Reading Program**
Written report in agenda packet. Online Summer Reading Program 2021 “Reading Colors Your World!” June 7 – August 14 for all ages. Approximately 500 participants have signed up.
- **CLA Virtual Conference Update**
City Librarian Wilburn attended and will provide a report next month. Correspondence from CLA lobbyists included in agenda packets.
- **Monthly Division Report**
Highlights presented from the written report in agenda packets.

8. **COMMISSION ORAL COMMUNICATIONS**

8A. **COMMISSIONERS**

Recommendation of the City Librarian that the Library Commissioner provide updates for:

- **Social Services Commission**
Commissioner Seferian reported at the last meeting there was a presentation with Torrance Police Department’s Mental Evaluation Team.
- **Virtual Day in the District**
Commissioners Javaid, Seferian and Yeh discussed their March virtual visits with Senator Bradford’s office, Assemblymember Muratsuchi’s office, and Senator Allen’s office.
- **Thank You to Commissioners Haussmann, Perkins, and Seferian**
- **Welcome New Commissioners**
Three Library Commissioners were appointed last week and will be present at the July 12 Commission meeting.

9. **ADJOURNMENT**

MOTION: At 7:56 p.m., Commissioner Yeh moved to adjourn the meeting to July 12, 2021 at 7:00 p.m. via teleconference or other electronic means. Commissioner Seferian seconded the motion; a roll call vote reflected approval.

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Commission Meeting of
July 12, 2021

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
**SUBJECT: ELECT CHAIR, AND VICE CHAIR, AND SELECT A SOCIAL SERVICES
COMMISSION LIAISON**

RECOMMENDATION

The City Librarian respectfully recommends that the Library Commission elect a Chair and Vice Chair to serve July 12, 2021 to June 30, 2022 and select a Social Services Commission liaison.

BACKGROUND/ANALYSIS

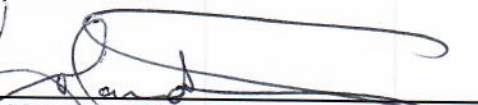
The Chair and Vice-Chair are elected from the Commission's members by the Commission. The major responsibility is to Chair meetings. The Chair also signs the Annual Report to the City Council, and is generally present at the Council Meetings where the Commission's items are on the agenda. This is typically presentation of the Annual Report, acceptance of the Proclamation of National Library Week, and the item to request permission for the Library Commission to meet at Library Branches. The Chair is the first member invited to Day in the District visits, and signs any advocacy letters approved by the Commission.

The City Clerk's office provides Chair and Vice-Chair training.

The Social Services Commission Liaison attends Social Services Commission Meetings and reports monthly to the Library Commission.

Please ask any questions.

Respectfully submitted,



Yolande Wilburn
City Librarian

Commission Meeting of
July 12, 2021

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: SERVING WITH A PURPOSE CONFERENCE

RECOMMENDATION

The City Librarian respectfully recommends that the Library Commission determine if any commissioners wish to attend the Serving with a Purpose Conference. The conference takes place September 1, 2021. The direction may include approving registration and mileage costs for attendees.


BACKGROUND/ANALYSIS

The Serving With A Purpose Conference is an annual event, held in Ontario, and aimed at Friends, Foundations, Trustees, Commissioners, and other library supporters.

Costs to attend would be registration and mileage for anyone driving. The conference flyer is attached.

Please ask any questions.

Respectfully submitted,


Yolande Wilburn
City Librarian

Attachment A) Serving With A Purpose Conference Flyer

Serving with a Purpose

Our Story Still Counts

Wednesday, September 1, 2021 • 9 am—4 pm

A gathering for Friends, Trustees, Foundations and the staff who support them!

The Ontario Convention Center • 2000 E. Convention Center Way, Ontario

Keynote Speaker: Ben Bizzle
Best-Selling and Award Winning Author: Mark Sullivan

There will be the popular breakout sessions and much more of course!

Cost: \$50.00 per attendee if registered and paid by July 15.

July 16- August 15: \$65.00

August 16—September 1: \$75.00

Free parking, conference materials, continental breakfast and catered sit-down lunch.

To register or for more information, please go to:

www.serving2021.eventbrite.com

Be a 2021 table sponsor and show your support of this annual conference!

Your organization can purchase a Table Sponsorship for \$700. It will include 8 registrations, special acknowledgement in all conference PR, copies of our author's newest novel, an exclusive afternoon treat and premium table placement at conference.

Questions or to be a table sponsor

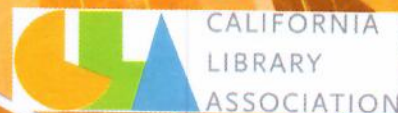
Kate Pretorius

Phone: 951-809-1733 or servingwithapurposeca@gmail.com

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TO: LIBRARY COMMISSION

FROM: YOLANDE WILBURN, CITY LIBRARIAN

SUBJECT: MONTHLY DIVISION REPORT

Administration and Staffing

Current library vacancies include one full-time Administrative Assistant, one full-time Senior Librarian, one part-time Library Technician, two part-time Senior Library Pages, and two part-time Library Pages.

Facilities and Technology

The Library Division's six Torrance Public Library locations opened at normal capacity on June 15, 2021. Effective June 18, 2021, all unvaccinated staff and patrons must wear face covering per CAL-OSHA guidelines.

The Library Integrated Library System migration to Polaris took place on June 30, 2021. All records were successfully transferred over from the old system.

Services and Programs

FY 20/21 Monthly Visits and Circulation 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
FEB	5400	22673
MAR	6488	25503
APR*	3079	30794
MAY*	*	46289
JUN*	*	46107

* April 19, 2021 all Libraries reopened for in person services

Total Circulation for fiscal year 20/21 was 336,001, down almost 49% from the previous year due to the global pandemic. Gate count for May and June is not available since staff were required to stand at the door and monitor capacity thereby skewing the numbers.

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
FEB	3223	1413	4636
MAR	3592	1612	5204
APR	3450	1477	4927
MAY	3302	1524	4826
JUN	2894	1491	4385

*No Axis360 Statistics available.

Total eBook and audiobook circulation for fiscal year 20/21 was 54,274 resulting in a 97% increase over the 19/20 fiscal year. In addition to the global pandemic driving the increase, the Library switched from Baker and Taylor Axis 360 to Overdrive Libby. The Overdrive platform is considered by many to be more user friendly.

FY 20/21 Monthly Kono Statistics

Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Check outs	68	523	293	412	473	532	607	614	713	884	849	
Articles Read	339	2327	2139	3529	4138	5239	5941	5893	7467	8423	8372	

FY 20/21 Monthly Overdrive Magazine Statistics

Month	JUL*	AUG*	SEP*	OCT*	NOV*	DEC*	JAN	FEB	MAR	APR	MAY	JUN
Check outs	NA	NA	NA	NA	NA	119	338	306	365	426	512	426

*Overdrive magazine added December 2020

FY 20/21 Monthly Hoopla Statistics

Month	Movies	Television	Music	Total
JUL*	0	0	0	0
AUG*	0	0	0	0
SEP*	5	2	0	7
OCT	97	58	20	175
NOV	66	58	12	136
DEC	47	51	3	101
JAN	44	59	2	105
FEB	46	65	3	114
MAR	54	51	12	117
APR	72	43	16	131
MAY	69	38	13	120
JUN	79	39	18	136
Total Circ	579	464	99	1142

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

The Hoopla platform is a new addition to the collection. It operates on a pay per use basis. We are only charged for what patrons use.

FY 20/21 Monthly Zip Books Statistics

Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN*	FEB	MAR	APR	MAY	JUN
Patrons	112	138	155	168	173	181	190	203	218	227	0	0

Youth Services and School Relations

Youth Services continued virtual programs and curbside craft pick-up. The Summer Reading Program runs through August 14, 2021. The theme for this year is Reading Colors Your World.

Adult Services

Adult Services staff continued virtual programs and curbside craft pick-up.

City, State, and Federal Budget

Governor Newsom signed the 2021-22 State Budget bill - AB 128. He had not released any "blue pencil" (or Budget reduction) information at the time of this report. He is still waiting to sign an important, corresponding Budget Trailer bill, AB 129/SB 129 which contains the distribution formula for the library construction grants, among hundreds of other provisions pertaining to education, local government, state government, parks, etc.

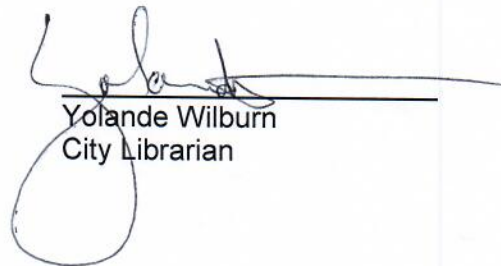
Legislative Concerns, CLA, SCLC, and State Library Relations

The California Library Association Lobbyists remain optimistic that the \$500 million plus in library funding contained in AB 128/AB 129 is relatively safe now that the Governor signed the bill. They will issue a News from the Capitol when there is more to share.

Community Relations

Library Administration issued a second survey on July 1, 2021, to help determine open hours. The Torrance Unified School District was targeted to solicit input from parents for any hours adjustments needed for fall.

Respectfully submitted,



Yolande Wilburn
City Librarian