

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

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.

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 Katy Geissert Library Meeting Room. All meetings are open to the public.

**TORRANCE LIBRARY COMMISSION AGENDA  
SEPTEMBER 13, 2021  
REGULAR MEETING**

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

THE LIBRARY COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

**1. CALL MEETING TO ORDER**

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

**2. FLAG SALUTE:** Commissioner Wang

**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, September 7, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: August 9, 2021**

**7. ADMINISTRATIVE MATTERS**

**7A. City Librarian – Discuss and Approve the Annual Report**

Recommendation of the City Librarian that the Library Commission discuss and approve the Annual Report for presentation to City Council.

**7B. City Librarian – Assign a Social Services Commission Liaison**

Recommendation of the City Librarian that the Library Commission assign a Social Services Commission liaison.

**7C. City Librarian – Discuss Change of Start Time for Library Commission Meetings**

Recommendation of the City Librarian that the Library Commission discuss and make recommendations regarding the start time for Library Commission meetings.

**7D. City Librarian – Approve CLA Membership**

Recommendation of the City Librarian that the Library Commission approve funds for 2021-2022 CLA membership for Commissioners Piotrowski, Reilly and Wang.

**7E. City Librarian – Discuss Branch Library Visits**

Recommendation of the City Librarian that the Library Commission discuss if they wish to hold regularly scheduled meetings at the branches in 2022. If so, determine the months the meetings will take place.

**7F. City Librarian – Review and Discuss Reports**

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

- Torrance Youth Council
- Social Services Commission
- Serving With A Purpose Debrief
- 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, OCTOBER 11, 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 7:00 p.m. on Monday, August 9, 2021 in the Katy Geissert Library meeting room.

**ROLL CALL**

Present: Commissioners Javaid, Kohus, Piotrowski,  
Reilly, Wang, and Chairperson Yeh.  
Absent: Commissioner Lambert.  
Also Present: City Librarian Wilburn and  
Assistant City Librarian of Operations Aguado.

**2. FLAG SALUTE**

Commissioner Reilly led the Pledge of Allegiance.

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

City Librarian Wilburn reported the agenda was posted on the Public Notice Board and City's Website on August 3, 2021.

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

**5. ORAL COMMUNICATIONS – None.**

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: JULY 12, 2021**

**MOTION**: Commissioner Kohus moved to approve the Library Commission meeting minutes of July 12, 2021 as presented. Commissioner Reilly seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

**7. ADMINISTRATIVE MATTERS**

**7A. CITY LIBRARIAN – Discuss the Annual Report**

**Recommendation that the Library Commission determines responsibility for drafting the Library Commission Annual Report, covering July 1, 2020 – June 30, 2021.**

Commissioner Reilly volunteered to prepare the draft Library Commission Annual Report.

**7B. CITY LIBRARIAN – Review and Discuss Reports**

**Recommendation that the Library Commission review the Division monthly reports and presentations for:**

- **Social Services Liaison**

Commissioner Javaid distributed a flier regarding a School Supply Drive and noted the Library is one of the drop-off locations. Due to scheduling conflicts, she requested that another Commissioner be selected to replace her as Social Services Commission liaison. Commissioner Kohus volunteered to attend the next Social Services Commission meeting.

- **Advocacy Presentation**

City Librarian Wilburn provided a PowerPoint presentation “Library Commission: Advocacy Overview.” Her presentation included information regarding the Advocacy & Legislation Committee, Budget Timeline, Legislative and Budget Priorities, California Library Association, Senate Bill 34, Assembly Bill 34, ZIP Books, Virtual Day in the District, and Promotion of Programming and Services.

- **Monthly Division Report**

City Librarian Wilburn presented highlights from the written report in agenda packets. She noted a correction on the 2022 Library Holiday Closure Schedule: Veterans Day will be closed Friday and Saturday, November 11 and 12, 2022.

- **Items for Next Agenda**

Items for the September 13, 2021 Commission meeting were listed and include Serving with a Purpose, Annual Report, branch visits, earlier start time, Social Services Commission liaison, and CLA membership.

**8. COMMISSION ORAL COMMUNICATIONS**

Members of the Commission spoke.

**9. ADJOURNMENT**

**MOTION:** At 7:55 p.m., Commissioner Kohus moved to adjourn the meeting to September 13, 2021 at 7:00 p.m. at the Katy Geissert Library meeting room. Commissioner Javaid seconded the motion and, hearing no objection, Chairperson Yeh so ordered.

###


Commission Meeting of  
September 13, 2021

**TO: LIBRARY COMMISSION**  
**FROM: YOLANDE WILBURN, CITY LIBRARIAN**  
**SUBJECT: DISCUSS AND APPROVE ANNUAL REPORT**

**RECOMMENDATION**

Attached please find a draft of the Library Commission Annual Report. I respectfully recommend that the Commission review and the report, and discuss any changes. Then approve the report for presentation to the City Council.

Respectfully submitted,

  
\_\_\_\_\_  
Yolande Wilburn  
City Librarian

Attachment: A) Library Commission Annual Report Draft





# City of Torrance

## Library Commission Annual Report

### July 2020 - June 2021

#### Vision

Learn. Lead. Live. With Your Library

#### Mission Statement

Torrance Public Library provides outstanding services, exceptional resources and accessible spaces to support an independent, literate and informed community.

#### Membership

The Library Commission meets monthly to review programs status, proposals and projects sponsored by or related to the Torrance Public Library system. The Commission reviews and provides input for the monthly department reports and recommendations of the City Librarian, Yolande Wilburn, and any agenda items from previous meetings. Commissioners for the year were:

- Chairperson Julie Kohus
- Vice-Chairperson Rosie Javid
- Elaine Haussmann
- Ray Lambert
- Georgia Perkins
- Camilla Seferian
- Tony Yeh

#### Meetings

The Library Commission monthly meetings were impacted by the COVID global pandemic and many were cancelled. Following are the scheduled dates and meeting status:

- July 2020 – Cancelled due to COVID global pandemic
- August 2020 – Cancelled due to COVID global pandemic
- September 2020 - Cancelled due to COVID global pandemic
- October 2020 – Cancelled due to COVID global pandemic
- November 9, 2020 – Held teleconference via Zoom
- December 14, 2020 - Held teleconference via Zoom
- January 11, 2021 - Held teleconference via Zoom
- February 8, 2021 - Held teleconference via Zoom
- March 8, 2021 - Held teleconference via Zoom
- April 2021 – No meeting held due to agenda priorities
- May 2021 - No meeting held due to agenda priorities

- June 14, 2020 - Held teleconference via Zoom

## Liaisons and Ad-Hoc Committees

- Commissioners Perkins and Seferian attended Social Services Commission meetings to connect and share pertinent information.

## Significant Actions

- Commissioners approved and accepted the 2020 Torrance Public Library Plan of Service.
- California Library Association recommended California libraries visit state legislators in February or March of each year, to alert them to library activities, issues, and concerns. Commissioners supported meeting with our elected officials in March: Senator Bradford, Senator Allen and Assemblyman Muratsuchi.
- Commissioners approved membership in California Library Association.
- Commissioners participated in a joint teleconference Day in the District advocacy with Redondo Beach, Palos Verdes and El Segundo Libraries.
- Commission agreed to accept a monthly Library Branch (rotating) presentation summary in lieu of a Commission meeting that was planned to be held at each branch but suspended due to the COVID impact.
- The "First Grade Outreach Campaign" was kicked off virtually in March 2020. Each First grade child received a link to register on-line for a library card. In addition, each child received a library wallet, book bag, scented pencil, Dr Seuss eraser, activity sheet and suggested reading list.
- Curb side Pick-up ranged from 4816 - 5918 visits with circulation ranging 21696 to 24029 per month.
- Staff Recognition was planned to coincide with National Library Workers Day April 6, 2021. There were 52 staff employees included in the selection for recognition. The selected employees each received a mask inside a coffee mug with the quote, "Can't Mask Our Gratitude for Everything You Do! From the Library Commission".

## Challenges and Concerns

In the 2020/2021 fiscal year, the Library dealt with several unusual challenges impacting operations.

- March 12, 2020 all Torrance Public Library locations were closed due to the global pandemic.
- Book drops were initially closed then re-opened with staff cleaning and sanitizing all returned materials.
- June 1, 2020, All Torrance Public Library locations begin offering curbside/door service. Telephone reference and virtual programming continued.
- The Summer Reading Program was 100% virtual.
- April 19, 2021 all library locations reopened for in person services under Los Angeles County Health Department Protocols for Reopening Libraries.

## Staffing Limitations

The impact of the global pandemic and library closure resulted in staffing shortages throughout the year.

- The 32 recurrent staff members had zero hours of work during most of the 20/21 fiscal year.
- All staff were recalled to work April 19, 2021 when the library reopened for in person services.



- Several full-time and part-time regular staff utilized the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and other leave to stay “safer at home”.
- The staff out on leave, coupled with the need for quarantining by individual staff, resulted in staffing shortages at the branch libraries.
- Library Administration relocated staff so that all branches could open and provide service while ensuring everyone received the appropriate meal periods and breaks.
- One full-time Senior Librarian position, one full-time Library Administrative Assistant, one part-time Library Technician, three part-time Senior Library Pages, and two part-time Library Page positions remained vacant at the end of the 2020/2021 fiscal year.
- Six part-time Library Pages remained off work when recalled due to concerns about exposure to COVID-19.

We, the Torrance Commission, gratefully submit this report to the Torrance City Council for their consideration. Because of the Council’s commitment and support, our Torrance Public Library system thrives and continues to provide the community support in these difficult times.



Commission Meeting of  
September 13, 2021

**TO: LIBRARY COMMISSION**  
**FROM: YOLANDE WILBURN, CITY LIBRARIAN**  
**SUBJECT: ASSIGN A SOCIAL SERVICES COMMISSION LIAISON**

**RECOMMENDATION**


The City Librarian respectfully recommends that the Library Commission assign a Social Services Commission Liaison.

**BACKGROUND/ANALYSIS**

The Social Services Commission Liaison attends Social Services Commission Meetings on the fourth Thursday of the month at 6 p.m. and reports monthly to the Library Commission.

Please ask any questions.

Respectfully submitted,

  
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Yolande Wilburn  
City Librarian

Commission Meeting of  
September 13, 2021

**TO: LIBRARY COMMISSION**

**FROM: YOLANDE WILBURN, CITY LIBRARIAN**

**SUBJECT: DISCUSS CHANGE OF START TIME FOR LIBRARY COMMISSION MEETINGS**

**RECOMMENDATION**

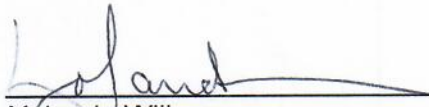
The City Librarian Respectfully recommends that the Library Commission discuss and make a recommendation on any changes to the Library Commission meeting start time. If a change is recommended, staff will prepare the item to request permission from City Council.

**BACKGROUND/ANALYSIS**

At the August 12, 2021 Library Commission meeting an inquiry was made as to the ability to move up the meeting start time. The City Council has most Commission meetings start at 6 or 7 p.m. for consistency.

If an earlier meeting start time is recommended, staff will prepare an administrative matters item to request permission from City Council.

Respectfully submitted,



Yolande Wilburn  
City Librarian



**TO: LIBRARY COMMISSION**  
**FROM: YOLANDE WILBURN, CITY LIBRARIAN**  
**SUBJECT: APPROVE CLA MEMBERSHIPS**

**RECOMMENDATION**

The City Librarian Respectfully recommends that the Library Commission approve funds for 2021-2022 CLA membership for Commissioners Piotrowski, Reilly, and Wang.

**BACKGROUND/ANALYSIS**

The Library Commissioners have typically joined advocacy organizations, either individually or on behalf of the organization. In March of 2021, the Library Commission approved Individual Supporting CLA memberships for Commissioners Javaid, Kohus, Lambert, and Yeh.

California Library Association


[www.cla-net.org](http://www.cla-net.org)

\$25 individual supporting membership. The California Library Association is the statewide association, supports the Library Lobbyists, hosts the annual convention, and supports other projects such as the Statewide Summer Reading Challenge, and Lunch at the Library. The Commission has participated in advocacy activities including Day in the District, and has followed State legislation via the work of the Lobbyists.

If the Commission approves the purchase of memberships, the Library staff will process and pay for the memberships from the Commission's budget.

Please ask any questions.

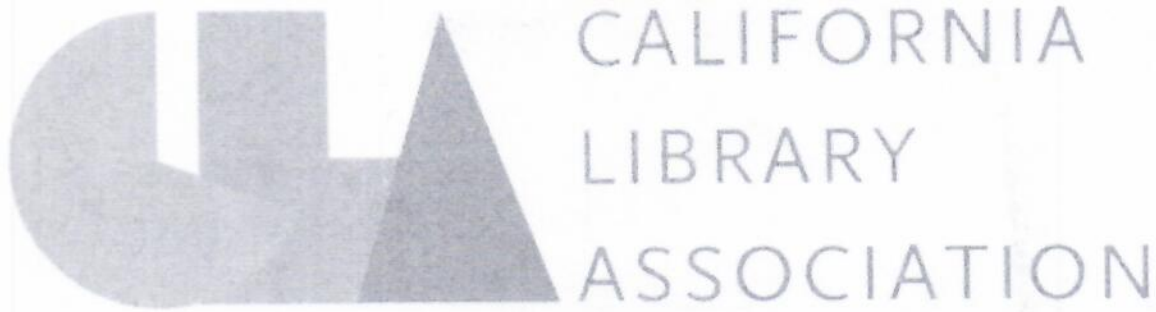
Respectfully submitted,



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Yolande Wilburn  
City Librarian

Attachments: A) CLA Membership Information



## Memberships At-A-Glance

CLA membership offers discounts at conferences and other events, access to insider news and professional development training, and more!

We offer a variety of membership levels to match your budget and your desired level of involvement & benefits.

Click on a membership type to read the benefits & details, or [begin registration](#) below.

Membership	Eligibility	Dues
<a href="#">Individual Supporting Membership</a>	Any individual not employed in a CA library.	\$25/yr
<a href="#">Individual Voting Membership</a>	Any individual.	Starting at 40\$/yr <sup>1</sup>
<a href="#">Business Membership</a>	Any for-profit company or organization supporting the <a href="#">mission</a> of CLA.	300\$/yr
<a href="#">Institutional Membership</a>	Libraries and other organizations and institutions supporting the <a href="#">mission</a> of CLA. Businesses wishing to contribute at a higher level may select this category.	Starting at 150\$/yr <sup>2</sup>

\* Special discounts available for: first-time members, students, trustees, transitioning/unemployed, retired, friends of the library, out of state. See [benefits & details](#) for more information.

1 Depending on income level--see [benefits & details](#) for more information.

2 Various levels of participation are available--see [benefits & details](#) for more information.



Commission Meeting of  
September 13, 2021

**TO: LIBRARY COMMISSION**  
**FROM: YOLANDE WILBURN, CITY LIBRARIAN**  
**SUBJECT: DISCUSS BRANCH LIBRARY VISITS**

**RECOMMENDATION**

The City Librarian respectfully recommends that the Library Commission discuss if the Commission wishes to host regularly scheduled meetings at the Library Branches in 2022. If so, determine the months the meetings will take place.


**BACKGROUND**

The Library Commission regularly schedules meetings at the branch libraries, with one meeting per year held in each branch. The Manager and Youth Services Librarian provide reports on branch-specific activities and operations. The Commission can see each facility and hear about neighborhood-specific issues and concerns.

The meetings routinely take place from March through July. Once the Library Commission determines the months, staff reach out to the branches to determine the rotation.

I request that the Commission vote at this meeting and staff prepare an item for City Council in October, requesting permission to meet offsite in 2022.

Respectfully submitted,



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Yolande Wilburn  
City Librarian

**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, three part-time Senior Library Pages, and four part-time Library Pages.

One Library Page was promoted to Senior Library Page and took over the Delivery Driver duties when our previous driver resigned.

**Facilities and Technology**

On July 30, 2021 the North Torrance Branch was closed due to a sewer line back up. General services were called out to clean out the lines.

The Southeast Library closed on August 11, 2021 due to water main repair in the neighborhood.

The El Retiro Library closed on September 1, 2021, until further notice due to flooding in the branch from the main sewer line. Serve Pro responded overnight to sanitize and dry the floors. The insurance claims examiner assessed the scene on September 2, 2021. Repairs will begin as soon as possible.

A new book drop was installed at the Katy Geissert Library. The Parks department is hoping to install the El Retiro, and Walteria book drops in September. Staffing shortages in the Parks department may result in longer delays for installation.

The Katy Geissert Library public elevator replacement was delayed due to an error on the contract pricing. The item will go back to City Council for approval.

Patrons have provided positive feedback on the new ILS and service during the pandemic.

*"Thank you. It is very helpful to have these renewed automatically."*

*"Thank you to all the staff and volunteers at the library who have worked so hard to support our community especially during the pandemic. Your passion and diligence makes our city a better place."*

*The staff at Southeast Library provided such great service I will go there every day!*

**All Ages Summer Reading Report**

The all-ages Summer Reading Program, "Reading Colors Your World," took place from June 14 through August 14. The program provided a fun interactive experience for participants through the Beanstack platform, which tracked reading and activities.

The Summer Reading Committee retooled and improved this year's program. They embraced the digital environment to ensure that all participants had the tools necessary for success. All



bookmarks, activity instructions, certificates, and tracking sheets were on the platform and the Library's Summer Reading webpage. Participants were encouraged to determine their path to success by completing various reading, activity, or literacy challenges.

The library staff provided fun and informative virtual programs via Zoom, Facebook, and Youtube. The Adult and Youth programming teams prepared over 8,000 curbside crafts kits for patrons, which were very popular. As a Summer Reading Program first, the Library held a Design-A-Library Card contest in which we received over 120 entries.

One thousand seven hundred seventy-six participants signed up and logged their progress online. Overall registration increased over 160% from the previous year with a 68% completion rate resulting in a 40% increase over last year.

The Torrance Teachers Association and the Friends of the Torrance Library generously sponsored the program by funding the incentive prizes, promotional materials, décor, printed program materials, craft supplies, and program presenter fees.

### **Youth Services and School Relations**

Outdoor storytimes are scheduled to begin at all locations in late September. All programs are listed on the library website in the events calendar, and the program schedule is available at the Library Commission Meeting.

### **Adult Services**

A variety of in-person and virtual adult programs are offered in September. In person programming requires registration to track participants. The programming schedule is available for review on the library website events calendar, and the program schedule is available at the Library Commission Meeting.

### **City, State, and Federal Budget**

The City budget process has begun. The Library was asked to prepare for budget cuts. The exact percentage will depend on the passage of the sales tax measure slated to be on the June 2022 ballot.


### **Community Relations**

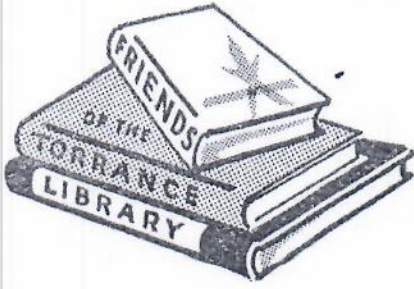
The Library received a \$5000 donation from Torrance Refinery in celebration of their 5 year anniversary.

The Library received notification of a \$500 bequest from the E.M. and Paula A Reuben Family Trust.

The Friends of the Library provided the attached 2021 grant report.

Respectfully submitted,

  
Yolande Wilburn  
City Librarian



*Friends of the Torrance Library*

Post Office Box 4005, Torrance, California 90510

To: Yolande Wilburn, Torrance Librarian  
From: Friends of the Torrance Library

22 August 2021

Subj: Grants to the Torrance Library, Fiscal Year 2020-2021

In the Friends of the Torrance Library fiscal year 2020-2021, the Friends of the Torrance Library made grants totaling \$27,100 to the Torrance Public Library as follows:

Library Youth Programs

Youth Summer Reading Program	\$5,250	
Youth Activities	(see below)	
On line Homework Help	\$15,900	
Total Youth		\$21,150

Library Adult Programs

Adult Summer Reading Program	\$5,950	
Adult Programs	(see below)	
Total Adult		\$5,950

Total grants to library 2020-2021	\$27,100
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Unused grant funding from the 2020 Summer Reading Program was reallocated to:

Youth programing and incentives 2021	\$10,857.09
Adult programming and Incentives 2020-2021	\$22,000.00

Total funding for 2020-2021 was \$59,957.09.

Ronald Kimmel, Treasurer  
Friends of the Torrance Library