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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.

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
OCTOBER 11, 2021
REGULAR MEETING**

6:00 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 Javaid

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, October 5, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: September 13, 2021

7. ADMINISTRATIVE MATTERS

7A. City Librarian – Discuss and Approve the Collection Development Policy

Recommendation of the City Librarian that the Library Commission discuss and approve the Collection Development Policy.

7B. City Librarian – Approve Branch Library Visits

Recommendation of the City Librarian that the Library Commission approve the 2022 Branch Library visit schedule for submission to City Council.

7C. 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

- ILS Update
- Library Card Contest Winners
- Monthly Division Report
- Items For Next Agenda

8. COMMISSION ORAL COMMUNICATIONS

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

9. ADJOURNMENT

9A. Adjournment of Library Commission Meeting to MONDAY, November 8, 2021, at 6:00 p.m. in the Katy Geissert Library Meeting Room.



AFFIDAVIT OF AGENDA POSTING

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

In compliance with Government Code 54954.2 (a), I DO HEREBY AFFIRM that a copy of the **Library Commission** agenda for the regular meeting of **Monday, October 11, 2021** was conspicuously posted on the City Clerk's Bulletin Board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below.

POSTED:

Time: 9:15 am Date: 10/5/2021

By: T. Yriguez

**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, September 13, 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 Aguado.

MOTION: Commissioner Kohus moved to approve the excused absence of Commissioner Lambert from the September 13, 2021 Commission meeting. Commissioner Reilly seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

2. FLAG SALUTE

Commissioner Wang led the Pledge of Allegiance.

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

Chairperson Yeh reported the agenda was posted on the Public Notice Board and City's Website on September 7, 2021.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

City Librarian Wilburn reported that the Youth Council could not be here because they are having their orientation this evening.

5. ORAL COMMUNICATIONS – None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: AUGUST 9, 2021

MOTION: Commissioner Javaid moved to approve the Library Commission meeting minutes of August 9, 2021 as presented. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

7. ADMINISTRATIVE MATTERS

7A. CITY LIBRARIAN – Discuss and Approve the Annual Report

Recommendation that the Commission discuss and approve the Annual Report for presentation to City Council

Assistant City Librarian Aguado reviewed the draft Library Commission Annual Report in Attachment A. Commissioners Javaid and Reilly offered minor corrections and staff members answered Commissioners' questions.

MOTION: Commissioner Kohus moved to accept and file the Library Commission Annual Report for July 2020 – June 2021 as amended and to forward it to City Council for approval. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

7B. CITY LIBRARIAN – Assign a Social Services Commission Liaison

Recommendation that the Library Commission assign a Social Services Commission liaison

Commissioner Kohus volunteered to attend Social Services Commission meetings and report monthly to the Library Commission.

MOTION: Commissioner Javaid moved to assign Commissioner Kohus as the Library Commission's Social Services Commission liaison. Commissioner Reilly seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

7C. CITY LIBRARIAN – Discuss Change of Start Time for Library Commission meetings

Recommendation that the Library Commission discuss and make recommendations regarding the start time for Library Commission meetings

City Librarian Wilburn stated that if a start time change is recommended, staff would prepare an item to request permission from City Council. There was consensus of Commissioners to change the start time for Commission meetings to 6:00 p.m.

MOTION: Commissioner Kohus moved to recommend changing the start time of Library Commission meetings to 6:00 p.m. Commissioner Javaid seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

7D. CITY LIBRARIAN – Approve CLA Memberships

Recommendation that the Commission approve funds for 2021-2022 CLA memberships for Commissioners Piotrowski, Reilly, and Wang

MOTION: Commissioner Kohus moved to approve funds for 2021-2022 California Library Association memberships for Commissioners Piotrowski, Reilly, and Wang. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

7E. CITY LIBRARIAN – Discuss Branch Library Visits

Recommendation that the Commission discuss if they wish to hold regularly scheduled meetings at the branches in 2022

City Librarian Wilburn reported that the Commission has regularly scheduled meetings at the branch libraries from March through July. She noted, once months are determined, staff would reach out to the branches to determine the rotation and would prepare an item for City Council requesting permission to meet offsite in 2022.

MOTION: Commissioner Kohus moved to hold the Commission's regularly scheduled meetings at the five branch libraries beginning in March 2022. Commissioner Piotrowski seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Lambert).

7F. CITY LIBRARIAN – Review and Discuss Reports

Recommendation that the Library Commission review the Division monthly reports for:

- **Torrance Youth Council**
No report.
- **Social Services Liaison**
Commissioner Kohus reported that at the August 2021 meeting there were presentations from LA-HOP (Los Angeles County Homeless Outreach Portal) and the City Outreach Coordinator. A Veterans Day event and School Supply Drive were also discussed.
- **Serving With a Purpose Debrief**
Commissioners Reilly, Javaid, and Yeh discussed presentations and break out sessions at the Serving With a Purpose Conference "The Only Story That Matters" on September 1 in Ontario, California.
- **Monthly Division Report**
City Librarian Wilburn presented highlights from the written report in agenda packets. She noted recruitment for the Senior Librarian position has been approved.
- **Items for Next Agenda**
Items for the October 2021 Commission meeting were listed and include branch visits, Youth Council, Social Services Commission, ILS, and Library card contest winner.

8. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

9. **ADJOURNMENT**

MOTION: At 8:20 p.m., Commissioner Kohus moved to adjourn the meeting to October 11, 2021 at 7:00 p.m. at the Katy Geissert Library meeting room. Commissioner Reilly seconded the motion and, hearing no objection, Chairperson Yeh so ordered.

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Subject to Approval

Commission Meeting of
October 11, 2021

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: DISCUSS AND APPROVE THE COLLECTION DEVELOPMENT POLICY

RECOMMENDATION

The City Librarian respectfully recommends that the Library Commission discuss and approve the collection development policy.

BACKGROUND

The materials selectors for both Katy Geissert Civic Center and the branch libraries, along with Library Administration, have reviewed and made updates to the Collection Development Policy.

The policy was streamlined to cover both youth and adult collection development and includes information about diversity and inclusion. The new policy document is attached.

Respectfully submitted,



Yolande Wilburn
City Librarian



TORRANCE PUBLIC LIBRARY

Collection Development Policy

Library Commission Approved: XX,XX,XXX

PURPOSE

The purpose of the Torrance Public Library Collection Development Policy is to guide the staff in their decision-making and inform the public of the principles on which the library bases materials selection and collection maintenance decisions.

COLLECTION DEVELOPMENT PHILOSOPHY

The Torrance Public Library provides equitable access to an assortment of circulating print, non-print, and electronic materials that are selected to support an independent, literate, and informed community and satisfy a variety of tastes, reading levels, languages, and interests. The Torrance Public Library celebrates diversity and aims to connect and strengthen our community through knowledge, growth, and inclusion.

Intellectual Freedom

The Torrance Public Library supports the principles documented in the Library Bill of Rights, Diverse Collections, Freedom to Read and Freedom to View statements of the American Library Association. These four documents can be accessed online through the following links:

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

The Torrance Public Library upholds the right of the individual to access information even though the content may be controversial, unorthodox, or unacceptable to others. Library materials stimulate and widen interests, inform, broaden perspectives, support recreational reading, lead to an appreciation of literature, and reflect the world's diversity, enabling citizens to make the informed choices necessary in a democracy. Race, nationality, religion, gender, sexual orientation, and political/social views do not serve as criteria for excluding materials.

Exposure of content to minors rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of minors. Parents or legal guardians are responsible for restricting access to materials and content.

SCOPE

The Library collections include information in multiple formats and represent the diverse viewpoints and interests of the Torrance Community. Library staff continually evaluate the collection and patron needs to ensure relevance, accessibility and alignment with the policy.

SELECTION AND MANAGEMENT OF THE COLLECTION

Responsibility

Under the general supervision of the City Librarian, librarians and collection development staff are responsible for identifying and selecting/deselecting materials for acquisition and withdrawal. All stakeholders are encouraged to recommend materials to be added to the collection. All recommendations are evaluated using the same criteria as general purchases.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all the criteria to be added to the collection.

- Cost
- Popular interest
- Space availability
- Currency of information, material, or format
- Contemporary significance or permanent value
- Contribution to the diversity and scope of the collection
- Circulation as monitored through the automated system
- Local significance of the author, subject or creator of the work
- Availability through resource sharing, such as Interlibrary loan, or other local libraries
- Critical assessments in a variety of professional journals, with awards, merits and attention in media

Library of Things

The Torrance Public Library may provide access to tools, technology, and other objects, extending the Library's existing community resource sharing approach to other items.

Additional Selection Criteria for Library of Things

- Ease of use
- Sustainability
- Liability concerns
- Staff resources and ongoing maintenance

Digital Collections

The Torrance Public Library Digital Collection includes databases, eBooks, and other downloadable and streaming content. The Digital Collection is updated as new formats and products become available. These services are continuously evaluated based on usage and costs.

Websites and Online Content

Through its website, the Torrance Public Library directs users to informational resources on the Internet that complement, enhance, and, in some cases, parallel other resources in the library collection.

Links may be made available to internet sites based on the informational needs of the community, areas of emphasis in the collection, and local areas of interest. The focus shall be on selecting sites created by governmental, educational, and non-profit entities free of registration or charge.

Criteria for selecting sites include authority, coverage, accuracy and relevance, quality of information, organization, currency, and ease of use. Links to sites are made selectively based on the scope of the Library's website and will be deleted or removed when they are outdated or superseded by newly identified sites.

As new resources become available via the Internet, similar print resources in the collection will be evaluated for retention.

Purchase Suggestions

The Torrance Public Library strongly encourages input from the community concerning the collection. The Suggestion for Purchase Form enables Library patrons to request that a particular item be purchased for the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically obtained. Purchase requests help the Library develop collections which serve the interests and needs of the community. Patrons may make suggestions online through the [Suggestion for Purchase Form](#) or directly with staff.

Donated Materials and Gifts

Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as purchased materials. All donations must be in in good condition and free of odor, mold or other damage. Donations are evaluated by the Friends of the Torrance Library for their disposition. When appropriate, donations may be added to the library collection.

Monetary gifts are welcome and may be designated as memorials.

Deselection

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the availability of the item via Interlibrary Loan or other local area libraries. Staff review the collection regularly to maintain its vitality and usefulness to the community.

The sale or reallocation of withdrawn items will be carried out in the manner most advantageous to the Torrance Public Library.

Withdrawal of Library Materials

The following criteria are used in selecting materials for withdrawal. An item need not meet all the criteria to be withdrawn from the collection.

- Space availability
- Currency of format
- Damage or poor condition
- Number of copies in the collection
- Accuracy and timeliness, supersession
- Availability at other libraries and online
- Relevance to the needs and interests of the community
- Current demand and frequency of use as monitored through the automated system

RECONSIDERATION OF LIBRARY MATERIALS

Request for Reconsideration

The library strives to collect materials that provide a diverse variety of viewpoints on issues and subjects. It recognizes that some of these may be controversial and have the potential to offend.

Selection of materials is not made on the basis of anticipated approval or disapproval, but on the basis of the principles and guidelines stated in the Collection Development Policy. Likewise, the library will not eliminate items purchased under due consideration solely because they might displease a particular individual or group.

Library patrons wishing to recommend removing a particular item in the Library collection may submit a **Request for Reconsideration Form** online or directly with staff. The City Librarian or designee and staff will review the materials in relation to the Library's Collection Development Policy. The City Librarian will respond to the request within 30 days of receiving the form.

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: 2022 BRANCH LIBRARY VISITS

RECOMMENDATION

The City Librarian respectfully recommends that the Library Commission approve the 2022 branch library visit schedule below.

BACKGROUND/ANALYSIS


The Library Commission regularly schedules meetings at the branch libraries, with one meeting per year held in each branch. At the branch meeting, the Commission gets a report from the Branch Manager and the Youth Services Librarian on branch specific activities and operations. This allows the Commission to see each facility, and hear about neighborhood specific issues and concerns. At the September meeting, the Commission approved holding meetings in the branches, and asked for a schedule of visits to take place from March – July of 2022.

The schedule is as follows:

Monday, March 14, 2022 - North Torrance Library
Monday, April 11, 2022 - Walteria Library
Monday, May 9, 2022 - Henderson Library
Monday, June 13, 2022 - Southeast Library
Monday, July 11, 2022 - El Retiro Library Branch

I request that the Commission approve the schedule, and staff will submit an item for City Council requesting permission to meet offsite in 2022.

Respectfully submitted,


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 five part-time Library Pages.

Facilities and Technology

The El Retiro renovation is ongoing. The branch was cleaned and we are awaiting approval from a third party testing for any remaining bacteria. Once the building is cleared, replacement of drywall and painting will begin. Carpet was ordered and will take approximately 4 weeks. We have issued an RFQ for quotes on laptop checkout vending machines to install and are looking at a new smaller more efficient circulation desk.

New bookdrops are scheduled to be installed at the El Retiro Library and the Walteria Library.

The Katy Geissert Library public elevator replacement project walk through was completed on 09/30/21. The project is expected to take approximately 40 days to complete. Patrons will be directed to the staff elevator during that time should they need access.

Youth Services and School Relations

Outdoor storytimes began 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

The programming schedule is available for review on the library website events calendar, and the program schedule is available at the Library Commission Meeting.

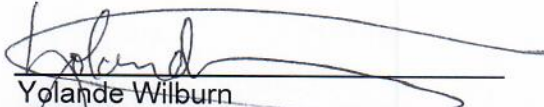
City, State, and Federal Budget

The City reviewed possible budget cuts for the library. Discussions will begin on the City budget at the October 12, 2021, City Council meeting.

Community Relations

The Library Foundation agreed to make a donation of all remaining funds to help renovate the EL Retiro Library Branch. Once all funds are expended the group anticipates dissolution. Foundation Board member, Keri Gilbert, will file all required paperwork with the State.

Respectfully submitted,


Yolande Wilburn
City Librarian