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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
NOVEMBER 8, 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, Piotrowski, Reilly, Wang, and Chair Yeh

2. FLAG SALUTE: Commissioner Kohus

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, November 2, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: October 11, 2021

7. ADMINISTRATIVE MATTERS

7A. 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
- Monthly Division Report
- Items For Next Agenda

8. COMMISSION ORAL COMMUNICATIONS

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

9. ADJOURNMENT

- 9A.** Adjournment of Library Commission Meeting to MONDAY, December 13, 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, November 8, 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: 11:15 am Date: 11/2/2021

By: J. Yriaguez

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 6:00 p.m. on Monday, October 11, 2021 in the Katy Geissert Library meeting room.

ROLL CALL

Present: Commissioners Javaid, Kohus, Piotrowski,
Reilly, Wang, and Chairperson Yeh.

Absent: None.

Also Present: City Librarian Wilburn.

2. FLAG SALUTE

Commissioner Javaid 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 October 5, 2021.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

None.

5. ORAL COMMUNICATIONS – None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: SEPTEMBER 13, 2021

MOTION: Commissioner Javaid moved to approve the Library Commission meeting minutes of September 13, 2021 as presented. Commissioner Wang seconded the motion; a roll call vote reflected 6-0 approval.

7. ADMINISTRATIVE MATTERS

7A. CITY LIBRARIAN – Discuss and Approve the Collection Development Policy

Recommendation that the Commission discuss and approve the Collection Development Policy.

City Librarian Wilburn reviewed the updated Collection Development Policy included in the material of record. She stated the Policy now covers both youth and adult collection development and includes information about diversity and inclusion.

MOTION: Commissioner Kohus moved to approve the Torrance Public Library's Collection Development Policy. Chairperson Yeh seconded the motion; a roll call vote reflected 6-0 approval.

7B. CITY LIBRARIAN – Approve Branch Library Visits

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

City Librarian Wilburn presented a schedule for Library Commission regularly scheduled meetings at the branch libraries in 2022, beginning March 14 and ending July 11. She stated, once approved, staff would submit an item for City Council requesting permission to meet offsite.

MOTION: Chairperson Yeh moved to approve the 2022 Branch Library visit schedule as presented. Commissioner Yeh seconded the motion; a roll call vote reflected 6-0 approval.

7C. CITY LIBRARIAN – Review and Discuss Reports

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

- **Torrance Youth Council**
The Commission welcomed Youth Council members Julia Choi, Christina Park, Summer Phan, and Sonia Cruze who provided an update on the Youth Council's formation of committees.
- **Social Services Commission**
Commissioner Kohus reported at its last meeting the Social Services Commission reviewed its 2016 Work Plan and homeless count scheduled for January 26, 2022. The Social Services Commission will be dark in November and December 2021.
- **ILS Update**
City Librarian Wilburn described new features since the Library's migration to Polaris that include auto renewal, an app that allows patrons to scan barcodes to check out and return materials, electronic data interchange, and the HQ collection that assists selectors in purchasing new materials.
- **Library Card Contest Winners**
This item is deferred to the November Commission meeting.
- **Monthly Division Report**
City Librarian Wilburn presented the Monthly Division Report included in attachments. Discussion centered on the City's budget, closure of El Retiro Branch due to flooding, and staffing vacancies.
- **Items for Next Agenda**
Items for the November 2021 Commission were listed and include Youth Council, Social Services Commission, and Library card contest winner.

8. COMMISSION ORAL COMMUNICATIONS

City Librarian Wilburn and members of the Commission spoke.

9. **ADJOURNMENT**

MOTION: At 7:00 p.m., Commissioner Kohus moved to adjourn the meeting to November 8, 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

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 Librarian, one part-time Library Technician, three part-time Senior Library Pages, and six part-time Library Pages.

The Library received permission to recruit for the Senior Librarian position. In addition, Ramona Fefie will join the Library team as the new Administrative Assistant. Ramona began splitting her time between CitiCable 3 and the Library Administration office in March of 2021. She has been an asset to the division and we welcome her as a permanent addition to our team.

Facilities and Technology

The new El Retiro and Walteria book drops have been installed. General services continues renovation of El Retiro. Wiring updates are complete and the drywall was replaced. An RFQ for a laptop checkout station was issued and we are reviewing the space plan and furniture needs.

The walk-through was completed for the Katy Geissert Library public elevator replacement project. Dates of replacement will be set once the firm ship dates for equipment are available. 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

The El Retiro youth services staff began holding in-person storytimes on September 29, at 10:30 am, at the El Retiro Park. Storytime meets on the eastern side of the building (next to the library and in front of the playground). The staff keeps about 8 feet of distance between themselves and the crowd. People bring their blankets and chairs and situate themselves in a semi-circle around the Librarian. The storytime assistant passes out song sheets to each parent as they arrive and then passes out a coloring sheet at the conclusion. The staff made signs asking little ones to stay with their parents. They also posted paper signs advertising the storytime, with arrows pointing in the right direction. The staff uses an iPad and a blue tooth speaker for music. The staff has received lots of appreciative comments and zero complaints. Three different grown-ups specifically say they prefer the storytimes are outdoors because toddlers are not vaccine eligible. No one has asked for indoor storytimes. The parents that attend seem flexible and very grateful for any programming right now, regardless of setting. There are lots of questions about when the library will re-open!

El Retiro is getting the highest storytime attendance rates of all our locations. Even with the library's closure, youth programs are getting comparable attendance to what we had pre-Covid, with a whopping 51 attendees at the October 13 session.

Craft programs began taking place in the El Retiro Park on October 11. The staff booked the picnic tables in the park and brought the pre-packed crafts. There is plenty of seating, making the location ideally efficient for the program—the craft assistant posts "Curbside crafts in the Park" signs leading to the picnic tables. The Librarian announces the start of the program to

adults at 3:00 p.m. They then demonstrate the crafts to kids as they drop in. Staff saw a steady stream of kids and adults for approximately 45 minutes. People were very excited to join in. Only two families elected to pick up the craft and go, but everyone else stayed to assemble their projects. Staff received a lot of thanks and gratitude from adults and children. They had twenty adults, ten children aged 0-5, and eighteen youth aged 6-11.

Adult Services

The Adult Services team offered a variety of virtual and in-person programs throughout the month, including the ever-popular Opera Talk, Take and Make crafts, and Knotty Knitters.

The November program schedule is available at the Library Commission Meeting and on the library website, Events Calendar.


City, State, and Federal Budget

The California Library Association is reviewing the anticipated 2022 Legislative Priorities. The final version should be available at the next meeting.

Community Relations

The Library Foundation donated \$36,554.53 to help renovate the El Retiro Library Branch. The group has now expended all the funds they have and, after filing the final tax returns, will no longer operate.

Respectfully submitted,



Yolande Wilburn
City Librarian